



**Great Horwood  
Parish Council**

# Great Horwood Parish Council

Minutes of the Annual Parish Council Meeting held on 9<sup>th</sup> May  
2011 at 7.30pm in the Village Hall, Great Horwood.

Present: Cllr John Gilbey (Chairman), Cllr Russell Margerrison (Vice-chairman), Cllr Ian Lamberton, Cllr Angela Mayne, Cllr John Scholtens, Cllr Valerie Porritt, Karen Francis (Clerk)  
8 members of the public

1. Declarations of Acceptance  
Cllr Gilbey invited all Councillors to sign the Declaration Book in the presence of the Council together with the Declaration of Acceptance and Register of Members Financial Interests. The Clerk will keep these records on file.
2. To elect the Chairman of the Council for 2010-2011  
Cllr Gilbey was proposed by Cllr Lamberton and seconded by Cllr Margerrison. All were in favour and Cllr Gilbey was elected.
3. To receive the Chairman's declaration of acceptance of office  
Cllr Gilbey confirmed his acceptance of the appointment.
4. To elect a Vice-Chairman of the Council  
Cllr Margerrison was proposed by Cllr Gilbey and seconded by Cllr Lamberton. All were in favour and Cllr Margerrison was elected.
5. To appoint representatives to outside bodies:

5.1.	Bucks County Council Winslow and District LAF	Cllrs Gilbey and Scholtens
5.2.	AVDC Local Council Planning Liaison Group	Cllrs Gilbey and Scholtens
5.3.	North Bucks Parishes Planning Consortium	Cllrs Gilbey and Scholtens
5.4.	Buckingham South Neighbourhood Action Group	Cllrs Porritt and Scholtens
5.5.	Community Impact Bucks (for liaison)	To be decided
5.6.	Bucks Association of Local Councils (BALC)	Cllr Gilbey
5.7.	Aylesbury Vale Association of Local Councils (AVALC)	Cllr Gilbey
5.8.	Aylesbury Vale North Sports Council	Cllr Porritt
5.9.	Bucks Playing Field Association	Cllr Porritt
5.10.	Village Hall (includes Cllr Gilbey as an ex-officio member)	Cllrs Porritt and Lamberton
	Parish Plan Steering Committee	Cllr Scholtens
	Poors Allotment	Cllrs Gilbey and Margerrison
6. To appoint members of the Committees of the Council
  - 6.1. As Chairman and Vice-Chairman, Cllrs Gilbey and Margerrison are automatic members of the Planning Committee. It was agreed that Cllrs Mayne, Lamberton and Scholtens would also be appointed to the Committee
  - 6.2. Again the Chairman and Vice-Chairman are automatic members of the Recreation Committee. It was agreed that Cllrs Porritt and Mayne would also be appointed to the Committee and would also be the Parish Council appointed trustees of the Great Horwood and Singleborough Recreation Trust.
7. To agree payment of annual subscriptions to BALC, AVALC, CI (Bucks), NBPCC, AVNSC and BPFA  
As the subscriptions to these organisations are budgeted for in this financial year, Cllr Gilbey requested the subscriptions continued to be paid. All Councillors were in favour.
8. To receive apologies for absence  
All Councillors being present, there were none.
9. To confirm the Minutes of the Meeting held on 11<sup>th</sup> April 2011  
These were approved without modification

10. To receive declarations of interest

None received.

11. To consider matters arising from the Minutes of the last meeting

- The new bench for the bus shelter has been ordered and delivered and it now needs to be installed. Cllr Gilbey requested some assistance and Cllr Scholtens offered his help.
- The RoSPA check for Horwode Pece has been arranged and will take place sometime during May.
- Cllr Gilbey and the Clerk have not yet been able to research possible new bus shelter designs. However, the owner of the wall behind the existing bus shelter has been contacted and has agreed to repair the wall if the old bus shelter is demolished.
- Cllr Margerrison still needs to liaise with Rod Moulding regarding the distribution of the funds from the Music in Quiet Places event.

12. Public Participation Period

Mr David Saunders asked whether there was asbestos in the old bus shelter. Cllr Gilbey didn't know the answer to this but confirmed specialist advice would be sought if the old bus shelter was to be demolished.

Mr Mick Wood reported that a grassy area at the bottom of Willow Road had become a dumping ground for garden waste. AVDC had been contacted and the Clerk agreed to contact AVDC to see if signs could be erected to try and ease this problem.

13. Planning Issues

- 13.1. Councillors were provided with an updated Planning Report. Two new decisions have been made and three new applications have been received. This information can be seen in part 1 of the planning report which is attached to and forms part of these minutes. Cllr Lamberton proposed a formal motion to ratify and minute the comments made to AVDC. Cllr Scholtens seconded this and the motion was carried unanimously.
- 13.2. Cllr Gilbey gave an update of the planning application relating to Land at School End. The Historic Buildings Officer has now commented on the application and the comments reflect those provided by the Parish Council which stated the new dwelling was out of keeping with the surrounding area.
- 13.3. There are no further developments with the appeal regarding the gypsy site in Nash Road. The situation will continue to be monitored.
- 13.4. A trip to the Archives Department unfortunately didn't unearth any additional information on ownership of The Green. The legal department at BCC who have been appointed by the Parish Council to investigate this issue on our behalf continue to search for information.
- 13.5. At present, no response has been made by the Parish Council regarding the application by BCC to install an incinerator at Calvert. Members of the LAF are requesting a special meeting in order to have some questions answered but this has not yet come to fruition.
- 13.6. No update has been received on the letting of the house at Nash Road. Cllr Gilbey will continue to chase each month in order to understand the latest situation.

14. Report from the Recreation Committee

- The equipment continues to be in good condition with no problems.
- Eight bird boxes have been made by Great Horwood Cubs. Two have been put up around Horwode Pece and the remainder will be erected shortly.
- Steve Bennett is purchasing a bench to be put in the area above the BBQ area in memory of his wife, Kath. She enjoyed walking their dog to this part of the Rec.
- The Picnic on the Pece was a huge success where residents were entertained with circus skills equipment from Steve and Janthea Brigden, an Aunt Sally game from Adrian Buck, soft tennis from the Village Hall and music from Giocoso. Thanks to all those who helped out.
- A working party is to be arranged shortly but a 'man with a digger' is still needed beforehand.
- The new trustees are welcomed to the Trust.

15. Parish Plan and Vale of Aylesbury Plan: Steering Committee Report

The Chairman of the Steering Committee, Rod Moulding, provided an update to the Parish Council.

Following the meeting last month with AVDC Forward Plans, AVDC Marketing and Communications and the Consultation Institute which I mentioned in my report to the April Parish Council meeting, AVDC Marketing and Communications circulated a "Consultation Toolkit" for comment. Only one

member of the Steering Committee provided an opinion, so I prepared a detailed response myself (which in fact incorporated the lone opinion).

No further information has yet become available on the timing of the Localism Act (or Bill as it is now) or of any accompanying Orders; similarly AVDC Forward Plans' project timing is still unclear. All this, means that no detailed planning has been possible here. In fact the Steering Committee has not met since March and should do so urgently.

As previously reported, the Steering Committee is now very depleted. Additional volunteers who are interested in the future of the parish in the years to 2031 are badly needed. It would be helpful to have at least one further Member of the Parish Council on the Committee to reinforce cross-membership. Please contact Rod Moulding in the first place

16. Footpaths Report

Robert Deuchar has kindly agreed to update the Parish Council each month with a report detailing any issues with the footpaths around the village. This will start from the June meeting.

17. Resolutions for amendment to Standing Orders regarding Electronic Signatures and emailed documents

17.1. The following resolution was unanimously adopted.

That the Standing Orders of the Council be amended to delete the words 'To sign and issue the Summons to attend meetings of the Council' from paragraph 1.5, to re-number paragraph 1.5 as 1.5.1, and to insert three additional paragraphs 1.5.2, 1.5.3 and 1.11.10 to read as follows: '1.5.2 In the case of meetings convened in accordance with Standing Order 1.2.1 **the Clerk shall sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of the meeting of the Council at least 3 clear days before the meeting.**' '1.5.3 In the case of all other meetings and if the Council has agreed an appropriate resolution in accordance with Standing Order 1.11.10 and save in respect of any councillor or committee member or sub-committee member where consent has been given by the Council the Clerk shall electronically serve on councillors and on other members of committees and sub-committees as appropriate a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and a sub-committee at least 3 clear days before the meeting provided that any such email contains the electronic signature and title of the Clerk.' '1.11.10 To resolve that service by the Clerk of summons on councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient save for meetings convened under Standing Order 1.2.1. Should such a resolution not be agreed at this or any other meeting or, in respect of any councillor or committee member or sub-committee member, if the Council otherwise consents the provisions of Paragraph 1.5.2 will apply *mutatis mutandis* to all meetings of the Council and of committees and sub-committees.

17.2. The following resolution was unanimously adopted.

That service by the Clerk of summons on Councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient and that this Resolution shall remain valid only until the meeting immediately prior to the next Annual Parish Council Meeting held under Standing Order 1.2.1.

18. Resolution to co-opt Mr Marc Bennett-Coles to the Council

Cllr Gilbey proposed the following resolution.

The Council hereby co-opts Mr Marc Bennett-Coles to be a member of the Council for the remainder of its term.

Cllr Margerrison seconded the resolution and it was passed unanimously. The Clerk will arrange all the necessary paperwork to be completed so that Mr Bennett-Coles can attend the next meeting.

19. Report of the BALC Executive Meeting held on 20<sup>th</sup> April 2011

Cllr Gilbey attended this meeting and circulated a report which is attached to these minutes.

20. To review and agree the Insurance Policy Provider for 2011-2012

The Clerk explained the new premium had been received for the forthcoming year and was £2199.20. This was allocated as Parish Council - £721.33 and Horwode Pece - £1,477.87 and both costs had been budgeted for. It was requested the Clerk contacted Aon to ensure this was the best possible price but as the policy was due for renewal of 1<sup>st</sup> June it was agreed this amount would be paid.

21. To agree the allocation of reserves as at 31<sup>st</sup> March 2011  
The Clerk explained that both the Parish Council Financial Regulations and the External Auditors require any reserves carried forward to be ring fenced and allocated against specific projects or costs. Prior to the meeting the Clerk had circulated the proposal for the allocation of reserves and this was agreed in the meeting. It was requested that a quarterly financial report be provided to give an update of the Parish Council finances.
22. Data Protection Act  
It has been established that the Parish Council need to be registered under the Data Protection Act as individual's information is held in an electronic format. The Clerk has the relevant forms completed and is awaiting a cheque for payment of the £35.00 fee.
23. Money Owed from Tom Saunders  
The money owed by Tom Saunders still hasn't been paid even though he has admitted liability and promised to pay by March 31<sup>st</sup> 2011. The Clerk presented a number of options but it was agreed that no further action could realistically be taken.
24. Play around the Parish  
Two sessions of Play around the Parish were held in Great Horwood during the Easter Holidays. These were very well attended and a great success and the Village has now succeeded in booking dates for the Summer Holidays. These are Wednesday 27<sup>th</sup> July, Monday 8<sup>th</sup> August and Thursday 25<sup>th</sup> August. It was suggested that the Parish Council formally advised the Great Horwood and Singleborough Recreation Trust of these dates and the Clerk agreed to compose a letter.
25. Receipts
- Precept £10,000.00
  - Doctors Car Service Donation £354.17
26. Payments
- Clerks Expenses £152.82 (BALC Course fees for new Councillors £78.81, Broadband Expenses £16.00, Cash payment for leaflet delivery £30.00, Annual Parish Meeting Expenses £20.07, Stationery £7.94)
  - The Information Commissioner (Data Protection) £35.00
  - Great Horwood Cub Scouts (Bird Boxes) £40.00
  - Aon Insurance £2,199.20
  - Conservation Foundation (Mark Seddon's elm tree project) £274.00
27. To receive and note correspondence
- Acknowledgement of the RoSPA inspection.
  - Letter to be signed by Parish Councillors amending the Standing Order on the Bank Account for the Clerk's salary. This has to be reduced as the Parish Council now need to pay PAYE.
  - A letter from AVDC advising the Parish Council there will be no increase in the charge for emptying dog bins.
  - A letter from BCC providing an update on the Roads Capital Programme.
  - A letter from AVALC requesting continued support.
  - An email from Nash Parish Council responding to an email from Great Horwood Parish Council thanking them for their cooperation over the gypsy site objections.
28. Items for the next meeting  
The local Police sergeant will be attending which will be an open forum for residents to ask questions  
Cricket Club letter  
Approval of annual accounts

The next Ordinary Meeting of the Council will be held on Monday 13<sup>th</sup> June 2011 at 7.30pm in the Village Hall

The meeting closed at 9.04pm

Signed \_\_\_\_\_ **Draft** \_\_\_\_\_ Date \_\_\_\_\_

**Planning Committee Report - for meeting on 9th May 2011**

1. The customary listing of current and recent Planning Applications follows. The Parish Council is invited to ratify the comments made to AVDC on behalf of the Planning Committee since the last meeting.

**CURRENT PLANNING APPLICATIONS**

Date Received	Application Number	Applicant	Site Address	Details of Application	Parish Council Response	AVDC Decision
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**Determined**

04.03.11	11/00372/ ALB	Mr Graeme Thomson	9 The Green, Great Horwood	Single storey rear extension	No objection	Approved
31.03.11	11/00490/ APP	Mr Sean Baker	31B Nash Road, Great Horwood	Two storey rear extension and first floor side extensions	No objection	Approved

**Pending**

20.01.11	11/00031/ APP	Clarence Country Homes Ltd	Land to rear of 11 The Green, Great Horwood	Erection of two dwellings	Object
17.02.11	11/00181/ APP	Mr Lee Williams	Land opposite Causter Farm, Nash Road, Great Horwood	The use of land for the stationing of caravans for residential purposes for eleven. gypsy pitches together with the formation of additional hard standing and utility/dayrooms ancillary to that use	Object
17.03.11	11/00411/ APP	Mr J Chiarello	Land At School End, Great Horwood	Erection of detached single storey dwelling and public car park	Object (see below)
29.03.11	11/00531/ APP	Mr Alistair Waddington	Land At 51 Greenway, Great Horwood	Erection of detached two storey dwelling	Object
15.04.11	11/00747/ APP	Mrs Jennifer Barker	Croft Farm, Nash Road	First floor side extension	No objection

2. Correspondence on proof of ownership of The Green in connection with access rights for the dwellings proposed under Application 11/00031/APP continues. Documents retrieved from the archives department show no further proof of ownership but these have been passed to the legal team.
3. A letter of objection was sent on behalf of the Parish Council in respect of Application 11/00411/APP. Objections were based upon the location of the dwelling which would be close to the boundary of the conservation area, that the surrounding listed buildings would be affected and the safety aspect of additional traffic using School End.
4. A letter of objection was sent on behalf of the Parish Council in respect of Application 11/00531/APP. Objections were based on the over-development of the site and an increase in traffic in Spring Lane.

**Report on BUCKS ASSOCIATION OF LOCAL COUNCILS Executive Committee meeting of 20<sup>th</sup> April 2011**

I attended the meeting for the first time as an executive committee member as a result of my membership of the executive committee of AVALC. AVALC provides five representatives to the Executive of BALC which meets on four occasions each year. At the April meeting Councillors were joined by representatives to talk about the Parish Liaison Project undertaken by BALC under commission to BCC. Some of you may recall having been interviewed by the previous BALC Chief Executive, Lesley Blue. The work done by Lesley produced many common themes mainly centred around communication between the local authority and Parish and Town Councils. Highways and Transportations was particularly emphasised. A review of Local Area Forums had also been highlighted and BCC have undertaken to pursue this area of work.

Bucks County Council are now to develop an action plan based on the recommendations from the report. As a result of the plethora of wind farms becoming BALC also agreed to take up the issue of wind turbines with the National Association of Local Councils in an attempt to define some national guidance. BALC has organised the following Induction Training for all Councillors who may wish to attend. This is especially pertinent for newly elected Councillors. The main speaker is Paul Claydon author of the national publication of the Parish Councillors Guide who will cover a two hour session at all events which are:

Saturday 25th June 9 am – 12 .30 pm at Village Hall Haddenham

Tuesday 12th July 6.00pm – 9.30pm Winslow Centre

Tuesday 26th July 6.00pm – 9.30pm Chiltern District Council Offices, Amersham

Further details on cost and how to book can be found on the new BALC website at

[balc@bucksalc.gov.uk](mailto:balc@bucksalc.gov.uk)

**Also there is a web based e-learning course at [www.ntselearning.co.uk](http://www.ntselearning.co.uk)**

John Gilbey

9<sup>th</sup> May 2011