



SPEEN PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD AT SUTTON HALL STOCKCROSS ON WEDNESDAY 20TH SEPTEMBER 2023 AT 7PM

Parish Councillors present	Ian Wilson (Chair), Stuart Gourley (Vice Chair), Clive Hunt, Antony Amirtharaj, Jeanette Clifford, Sam Slater, Keith Phillips, Shalini Philip, Alan Booth, Charlotte Winton
In Attendance	2 members of the public
Clerk/RFO	Jean Lindsell

Resolution	Item	Action
Resolved	<p>1. Apologies for Absence: Cllr Sadagopan</p> <p>2. Co-Option of New Councillor</p> <p>2.1 Proposal: To co-opt new Councillor and for new Councillor to sign Acceptance of Office and Register of Councillors' Interests</p> <p>Proposer: Cllr Wilson Seconder: Cllr Phillips All in Favour:</p> <p>Cllr Winton was duly co-opted and signed the Acceptance of Office and Register of Councillors' Interests.</p>	
Resolved	<p>3. Declarations of Interests</p> <p>Cllr Gourley declared a personal interest in Item 13 as neighbour of a contractor tendering for the Environmental Maintenance Contract</p> <p>4. Open Session</p> <p>A member of the public asked if the construction of the B4000 pathway would result in any narrowing of the road.</p> <p>Cllr Phillips confirmed there would be no narrowing.</p>	
Resolved	<p>5. Minutes – to approve the minutes of the Full Council Meeting held on 19-07-23 (draft)</p> <p>Proposer: Cllr Wilson Seconder: Cllr Phillips Abstention: 2 In Favour: 8</p> <p>6. Financial Report Clerk as RFO</p> <p>6.1 Bank balance as at 31-08-23 reported as £63,576.74</p> <p>6.2 To retrospectively note payments for July and August 2023</p> <p>Payments duly noted by all members of the Council</p> <p>6.3 Proposal: To accept Finance Reports to 31-07-23</p> <p>Proposer: Cllr Wilson Seconder: Cllr Hunt All in Favour</p> <p>All Councillors noted the Bank Reconciliation Verification for July had been signed off with no exceptions raised by Cllr Hunt as Internal Financial Controller.</p>	

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<p>Resolved</p>	<p>6.4 Proposal: To accept Finance Reports to 31-08-23</p> <p>Proposer: Cllr Hunt Seconder: Cllr Amirtharaj All in Favour</p> <p>All Councillors noted the Bank Reconciliation Verification for August had been signed off with no exceptions raised by Cllr Hunt as Internal Financial Controller.</p> <p>7. External Audit 2022/23 Conclusion</p> <p>The Clerk reported the External Audit has been concluded with no issues raised or recommendations made.</p> <p>8. Finance Committee</p> <p>8.1 To note the Minutes of the Finance Committee meeting held on 06-09-23 (draft)</p> <p>The Minutes were duly noted by all members of the Council</p> <p>Clerk to correct typo in Item 6.3</p> <p>8.2 Finance Committee Terms of Reference</p> <p>To agree Finance Committee Terms of Reference be revised regarding responsibility for all HR matters. Revised ToR to be presented to Full Council for approval at next meeting.</p> <p>All members of the Council agreed ToR should be revised.</p> <p>9. Development</p> <p>9.1 Proposal: To approve purchase and installation of a defibrillator at Speen Pavilion at a total cost of £2288</p> <p>The Clerk confirmed the quote from Defibstore for £1862 +VAT included the defibrillator, external locked cabinet, infant key, one year maintenance and service and delivery and the quote from the electrician for £426 +VAT included installation of the cabinet and power supply.</p> <p>It was suggested that further funds would be readily available from WBC regarding the Members' Bid already awarded.</p> <p>It was agreed to amend the proposal to purchase two defibrillators on the understanding that the additional funds would be guaranteed from WBC.</p> <p>Clerk to check regarding additional funding from WBC.</p> <p>Proposer: Cllr Hunt Seconder: Cllr Phillips All in Favour</p> <p>9.2 Parish Improvements Plan – update from Working Party</p> <p>Cllr Gourley advised projects the WP were working on included plans for The Pound, water fountains and football nets for Speen Recreation Ground and confirmed the WP would look at other locations for a second defibrillator.</p> <p>Cllr Amirtharaj advised there was a new round Members' Bids and applications had to be submitted by the end of October.</p> <p>It was agreed the WP would endeavour to meet to put forward a project for the Members' Bid application.</p> <p>The Clerk advised an Extraordinary Council meeting would need to be held to approve any new projects prior to submitting an application.</p> <p>It was suggested this meeting could take place on 4th October.</p> <p>The Clerk advised the proposal would need to be completed by 27th September to meet deadlines for calling the meeting.</p>	<p>Clerk</p>
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Resolved	<p>The WP felt this was probably unachievable.</p> <p>There was discussion around potentially submitting a Members' Bid application for a further defibrillator as this project was already approved if the WP were unable to submit a new proposal.</p> <p>10. Financial Regulations</p> <p>Proposal: To approve amendment to Financial Regulations as recommended by Finance Committee</p> <p>The Clerk advised the amendment related to the appointment of a member of the Finance Committee as Internal Financial Controller for bank reconciliation verification as recommended by the Internal Auditor.</p> <p>Proposer: Cllr Hunt Seconder: Cllr Clifford All in Favour</p>	
Resolved	<p>11. Risk Management Assessment</p> <p>Proposal: To approve amendments to Risk Management Assessment as recommended by Finance Committee</p> <p>The Clerk advised the amendments related to the appointment of a member of the Finance Committee as Internal Financial Controller for bank reconciliation verification as recommended by the Internal Auditor and the addition of Sutton Hall as a meeting location.</p> <p>Proposer: Cllr Gourley Seconder: Cllr Philip All in Favour</p>	
Resolved	<p>12. Insurance Renewal</p> <p>Proposal: To select quotation and approve 3 year long term agreement</p> <p>It was noted the quotations were highly competitive and all Councillors agreed to remain with Clear Councils (previously BHIB) on a 3 year long term agreement.</p> <p>Proposer: Cllr Hunt Seconder: Cllr Phillips All in Favour</p> <p>Clerk to check insurance cover for defibrillator.</p>	
Resolved	<p>13. Environmental Maintenance Contract</p> <p>Proposal: To approve contractor for 3 year Environmental Maintenance Contract as recommended by Finance Committee</p> <p>The Clerk advised seven companies had been invited to tender for the contract but only one had responded.</p> <p>It was noted the only quotation received was from the Council's current contractor.</p> <p>It was unanimously agreed to award the contract to Brabazons Garden Maintenance.</p> <p>Proposer: Cllr Booth Seconder: Cllr Phillips Abstention: 1 In Favour: 9</p>	
Resolved	<p>14. Maintenance and Repairs</p> <p>14.1 Speen Recreation Ground Benches</p> <p>14.1.1 Proposal: To approve replacement of timber bench seat in toddler play area with recycled plastic bench seat at a cost of £1820 as recommended by Finance</p>	

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Resolved	<p>Committee</p> <p>Proposer: Cllr Hunt Seconder: Cllr Amirtharaj All in Favour</p> <p>14.1.2 Proposal: To approve replacement of timber bench near swing pod with recycled plastic picnic bench with wheelchair access at a cost of £1990 as recommended by Finance Committee</p> <p>The Clerk advised there had been an increase in costs since the quotation was received due to courier issues with the delivery of picnic benches and confirmed the cost of the bench with wheelchair access had increased by £110 new total cost £2100.</p> <p>It was unanimously agreed to approve the additional cost.</p> <p>Proposer: Cllr Clifford Seconder: Cllr Clifford All in Favour</p>	
Resolved	<p>14.1.3 Proposal: To approve transfer of £3810 from Unallocated Reserves to Earmarked Reserves for new benches as recommended by Finance Committee</p> <p>The Clerk advised due to the increase in costs of Item 14.1.2 the total transfer of funds required was now £3920.</p> <p>It was unanimously agreed to approve the additional transfer of funds.</p> <p>Proposer: Cllr Wilson Seconder: Cllr Hunt All in Favour</p> <p>14.2 Further Maintenance and Repairs – update from Clerk</p> <p>The Clerk advised on the following:</p> <p>Speen Recreation Ground</p> <p>Junior Multiplay – replacement of two broken hand rails. Quote received for £461 +VAT works to be carried out as a safety issue and funded from maintenance budget.</p> <p>Toddler Play Area Fencing – replacement of broken rail. Quote received for £120 +VAT works to be carried out as a safety issue and funded from maintenance budget.</p> <p>Pavilion Guttering – two sections missing. Quote received for £522 VAT. The Clerk advised this would be the third time the guttering had to be repaired/replaced and asked Council if they wished to keep paying for repairs or look at alternatives such as installing meshed caging around the guttering to protect it.</p> <p>Clerk to investigate alternatives.</p> <p>The Clerk advised there were further repairs required at both Speen and Stockcross and was obtaining quotes.</p>	
Resolved	<p>15. Marsh Benham Lime Trees</p> <p>Proposal: To approve quotation for tree surgery as recommended by Finance Committee</p> <p>Cllr Wilson advised he had visited Marsh Benham residents to seek their views regarding pollarding the lime trees and most were against it. Cllr Wilson added he had discussed pollarding with the tree surgeons who advised against it due to the potential for decay and disease and recommended Council approve the quote to crown lift by 6m, crown thin by 10%, clear utility lines by 2m and cut back lateral branches away from Post Box Cottage to the fence line at a cost of £750 +VAT.</p>	

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	<p>It was unanimously agreed to approve the quotation from Foxes Tree Services.</p> <p>Proposer: Cllr Wilson Secunder: Cllr Hunt All in Favour</p> <p>16. B4000 Pavement – update from Cllr Phillips</p> <p>Cllr Phillips confirmed the project had started on time and he had met with the foreman from Volker Highways who would be managing the project for its duration and the WBC lead engineer. Volker Highways were in contact with Sutton Estates regarding responsibility for cutting back hedges.</p> <p>Cllr Wilson raised a concern over the safety of cyclists along the new pathway due to number of entrances to properties adjoining the B4000.</p> <p>Cllr Gourley advised racing cyclists were extremely unlikely to use the pathway and highway code changes regards cyclists and pedestrians protecting vulnerable road users would safeguard casual cyclists using the pathway.</p> <p>Cllr Amirtharaj advised WBC had received queries and some complaints regarding the project.</p> <p>Cllr Phillips advised the project had been widely publicised and all properties that immediately adjoined the scheme had received letters from Volker Highways prior to commencement of works.</p> <p>17. Matters for information only considered as urgent arising after the preparation of this Agenda which the Chair agrees to take – none raised</p> <p>18. Date of Next Meeting – Wednesday 22nd November 2023</p> <p>Exclusion of the Press and Public To Resolve: That in view of the confidential nature of the business to be transacted and in the public interest the Press and Public be excluded for Agenda Item 19 under Section 1 of the Public Bodies (Admission to Meetings) Act 1960</p> <p>Proposer: Cllr Wilson Secunder: Cllr Hunt All in Favour</p> <p>Members of the Public left the meeting.</p> <p>The meeting closed at 8.50pm</p>	
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<p>Signed:</p>	<p>Name (print):</p> <p>Position:</p>	<p>Date:</p>
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