



**Minutes of the Oving Parish Council Meeting
held on Tuesday 11th July 2023 at 7.15pm at the Village Hall, Oving**

Present: Cllr Ambrose McGinn (Chair) Cllr Trish Perkins (Vice-Chair)
Sue Severn (Clerk) Cllr Mark Cheetham
Cllr Alistair Walker-Smith

In attendance: Phil Gomm (Buckinghamshire Councillor)
Sharon Matheou (Hall Manager)
Laura Williams (Minutes)
Police Community Support Officer (PCSO) Josh Walton-Taylor
Police Constable (PC) Ian Carter
Gemma Cooley and Zoe Havers

1. Apologies for Absence

There were no apologies received.

2. Open Forum

Wildflowers

Gemma Cooley and Zoe Havers attended the meeting and proposed to set up wildflower areas around the village. The Parish Council supported the idea and may be able to help with some funding.

Village support will be gauged by Gemma and Zoe via social media and the newsletter.

It was noted that the Parish Council maintains most of the verges but there are some areas maintained by villagers, so siting of wildflower areas will need consultation.

Cost will vary depending on the method used (i.e., overseeding versus skimming). Phil Gomm has contacts for expertise and passed on his details to Gemma and Zoe. Community Board funding can be applied for. Once sown, the areas may be relatively self-sufficient.

Update from Community Police:

PCSO Josh Walton-Taylor introduced himself as our community officer. PCSO Josh and PC Ian Carter cover the Great Brickhill ward. Josh intends to be a “feet on the ground” presence. He was invited to attend the month ‘village cuppa’.

PCSO Josh reported that Oving has a low rate of incidents. Between May 2022 and July 2023,

Actions

there were 24 reported incidents. These included 2 burglaries, 1 theft from a vehicle, 1 antisocial behaviour, and 4 suspicious circumstances (e.g., suspicious vehicle). The remaining incidents did not follow any particular trend.

People may not be reporting incidents to the police. It was noted that if incidents are reported then over time repeat reports of similar incidents can lead to increased action.

Speeding – it was noted that now Dennis is involved in organising a group of volunteers, the Sentinel speed camera (that gathers data) will be used more often. Joshua will send Sue Severn a link for where to send the data. It was noted that there have not yet been any structural changes to the village roads to discourage speeding.

SS

Josh and Ian were thanked for attending and left the meeting after their update.

Update from Buckinghamshire Councillor Phil Gomm:

Phil Gomm has two village items he is currently pursuing:

- Dropped kerb trip hazard near the Reading Room.
- Safe storage/removal of asbestos from the allotments.

3. Declarations of interest

There were no declarations of interest.

4. Confirmation of Minutes

The minutes of the Annual Parish Council meeting and the Annual Parish Meeting held on 30th May 2023 were agreed and signed as a true record by the Chairman.

5. Planning

The following applications were considered:

23/01878/AGN – Oving DCLP Transport, Whitchurch Lane, Oving, Buckinghamshire, HP22 4EU
Erection of agricultural building for storage of farm machinery and hay bales.

The Parish Council had no objections to this application.

23/01759/APP – Oving Hillside Cottage Church Lane Oving Buckinghamshire
HP22 4HL

Householder application for porch. Two storey side / rear and single storey rear extensions 23/01759/APP | Householder application for porch. Two storey side / rear and single storey rear extensions | Hillside Cottage Church Lane Oving Buckinghamshire HP22 4HL (aylesburyvaledc.gov.uk)

The Parish Council had no objections to this application.

Storage Facility – no planning application has been received for a village storage facility that is being advertised. The owner of the site will be contacted in writing to clarify the position.

SS

Phil Gomm left the meeting at 1953h.

6. Recreation Ground/Tennis Club

- A meeting needs to be organised with the football club to negotiate costs. The Parish

Council currently receives £350 per annum from the Football Club and £100 per annum from the Oving Village Cup. The football pitch is cut between April and October, often with two cuts per month, with each cut costing around £130. Cllrs McGinn and Cllr Cheetham will meet the Football Club. The Parish Council is seeking to negotiate a better balance of costs with the football club.

**AM,
MC**

- Cllr Perkins had received an enquiry about insurance status of goalposts. All equipment is insured.

- The small goals need concreting in.

- Sharon Matheou reported a high electricity meter reading for the reading room, which she is investigating with Eon. There was a similar high reading for the village hall that is being addressed with Eon, it may be due to the meter being swapped. Sharon is taking monthly readings of all meters.

SM

- The RoSPA report on the playground has been received and shows that extensive maintenance is needed. The report will be urgently reviewed by councillors for any immediate action necessary (i.e., if any equipment needs to be closed). The zip wire needs servicing and repair (similar work 3 years ago cost £1200). It may be cheaper to get new equipment via a grant than to repair old equipment (grants are not available for repairs). Sue Severn has found a potential scheme for equipment using grants and will investigate further.

ALL

7. Village Hall

The Hall Manager's report is attached to these minutes as an appendix.

- Sharon Matheou is seeking an engineer for maintenance of the ground source heat pump. Cllr McGinn will put Sharon in touch with a possible source.

SM

- There has been confusion over hall charges for the Brownies. The Parish Council decided that the Brownies should be charged for hall use at the village rate. A formal letter will be sent if informal communication does not resolve the matter.

SM, SS

- Footsteps Nursery have asked for a permanent fence between the playground side of the village hall and the playground. They currently put up a temporary fence. After viewing the area, councillors decided that there can be a gate on this side at the rear of the hall, to be paid for by Footsteps Nursery. Councillors agreed that there should not be a permanent fence at the front of the hall as this would affect use of the space by other hirers.

SS

- A new key safe has been installed. There has been a possible incident of unauthorised access, and so the key combination will be changed.

SM, SS

- There is a small leak in the pipe in the men's toilet by the door.

SM

- There is a flashing outdoor light by the tennis court. This is a repeating issue, and the light will be removed.

SM, SS

- The tennis club has asked for the outside access toilet to be cleaned by the village hall. There appears to be confusion over who is responsible for cleaning. Minute of the January 2022 Parish Council meeting stated that "The Tennis Club will be responsible for buying toilet paper and for cleaning after use; cleaning as part of village hall cleaning will also still take place". Sharon will liaise with the Tennis Club.

SM

- Tennis Club have been reminded again that they cannot walk through the hall when the hall is being hired, for safeguarding reasons.

Noise

Weekend bookings have temporarily been given a cutoff of a 10.30pm closedown. No noise complaints have been received since this was implemented.

Feasibility of a decibel monitor is being investigated. Current cost estimates are around £2k. Measure like this may not be needed if hall users are compliant.

AM

Rates

Rates were reviewed. Other villages' rates and hours of use were taken into consideration. £20 per hour is similar to other halls' rates. Other villages charge deposits for weekend hire of between £100 and £250. It was noted that some other halls are larger.

Tennis Club hire rates and arrangements will to be discussed further.

MC

The following terms were agreed:

- Parties:
 - Whole weekend hire (Friday evening to Sunday lunchtime): £600 with £200 deposit.
 - Saturday evening: flat fee of after 6pm hire of £250 with £150 deposit. Clearing up is done in the evening. Resident rate to be reduced in the same proportion as for other activities (i.e., £150 flat fee).
 - Weekday rate: 3hr party £60, with £50 deposit.
- Any other activity:
 - Non-residents: £25 per hour
 - Residents: £15 per hour
 - Events that benefit the community: £10/hr (if run by villagers £8 per hour).
 - Classes: £12 per hour.

The following times were agreed for evening parties:

- To finish at 11pm, and for everyone to have left by 11.30pm. This is earlier than some other halls. These are the conditions to be used while there are no measures in place such as automatic decibel cutoff.

Terms and conditions will be publicised. It was agreed to resume taking evening bookings after the new terms and conditions are publicised.

SM

8. Highways & Speeding.

The Parish Council is supporting Dennis in the use of Sentinel and MVAS. The Community Board will supply a machine to any villages that get a team together.

It was noted that Dennis is also personally running a 20 is Plenty campaign in Oving.

9. Finance

- The electronic payment run was approved.
- The accounts to the end of June 2023 were agreed as circulated.

Sue Severn has the accounts back from the auditor Gus Orchard and is pursuing the VAT return (around £3k). **SS**

10. Casual vacancy in the office of Parish Councillor

Some interest has been received. The invite for applicants will be publicised again to make sure everyone has seen it.

**AWS,
SS**

11. Meetings

Nothing new to report.

12. Dates of the next Parish Council Meetings

Both the Annual Parish Council meeting and the AGM will be held on Tuesday 16th May 2023.

13. AOB

It was confirmed that there is an outside tap by the football pavilion, it is not currently useable as plumbing work is being carried out but is expected to be useable soon.

It was noted that new legislation is being proposed [“Martyn’s Law”] that would require venues with a capacity of over 100 to train staff in antiterror response. It is currently not anticipated to apply to Oving village hall.

There being no further business, the Chair closed the meeting at 2100h.

Oving Village Hall Managers Report

DATE: 11 JULY 2023

1. REGULAR BOOKINGS:

- Brownies and Rainbows, since our last meeting £528 Outstanding to date but awaiting a grant-will update at meeting.
- Mature movers
- Footsteps have asked if a permanent gate and fence could be put up behind the hall as their temporary ones aren't suitable.
- Yoga has been popular, and Rebecca has just booked her next 8 week course with us.
- A local resident has been organizing a 'Carers get together' every second Monday of the month and the first one was well attended.

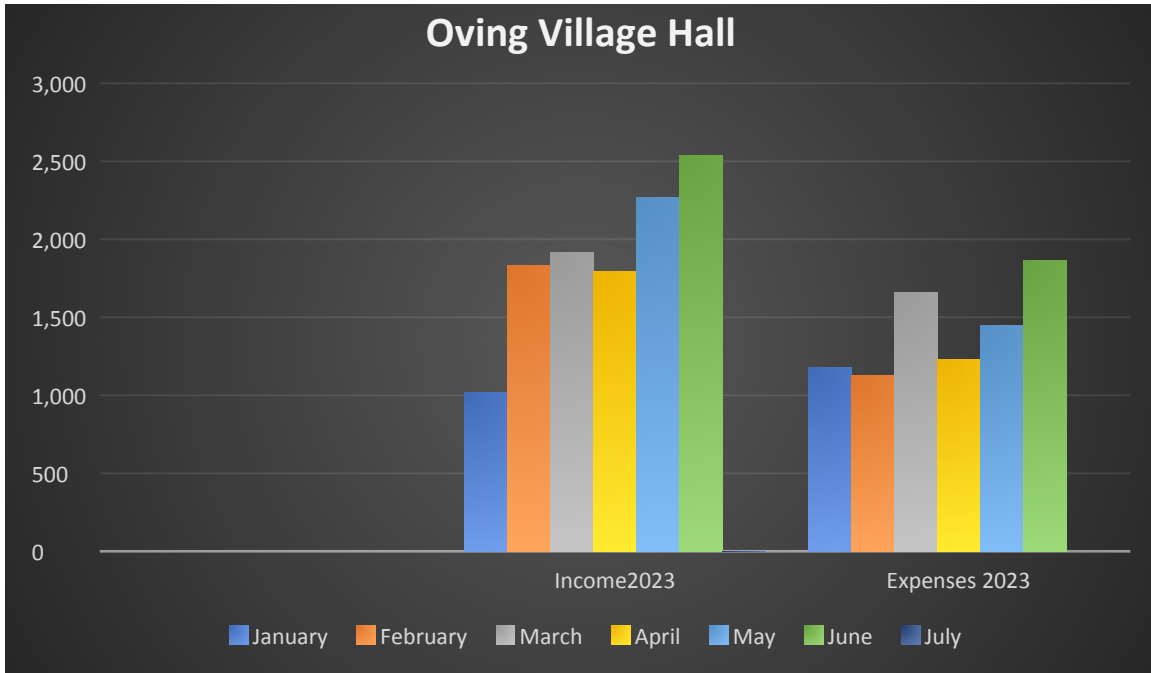
2. WEEKEND BOOKINGS:

We have recently had two weekend bookings (Friday to Sunday, a wedding and a communion) I have not received any negative feedback or complaints. I'm hoping this is a good sign. We did have the issue with the rainwater system, toilets and the cost of an emergency plumber during the wedding. The water has been switched to mains water since this event but still trying to find a reasonably priced plumber that can/will service the system.

3. GENERAL MAINTENANCE:

- We have recently taken on a new Cleaner Ellissima. I have arranged to do a weekly timetable and focus on ensuring the hall is cleaned properly after and between parties and a thorough clean at the end of the week, to keep costs down I will try do the classes throughout the week. We are in the process of putting a schedule together so things like the fridge, stove and shutters are kept on top of. I'm hoping this will reduce cleaning costs as it will be done when needed, previously this was done whenever the cleaner could do it. I have spoken with our preschool manager Natasha and asked them to ensure the hall is left in the condition they have found it as we have had a few classes complain about the state the hall has been left in and the smell of dirty nappies left in the bins. We shouldn't have to pay a cleaner to clean up after them and hopefully this will once again save cleaning costs. This will be reviewed as I want to ensure hirers find the hall in a good, clean condition.
Footsteps have recently made me aware of a mess left in the hall following an exercise class, which was not made by the class so unsure if someone has let themselves in and made use of the facilities without me knowing about this. They had even left the tables up in the hall. This happened at the same time we had issues with the key safe and outside lights. This is concerning as we have had to replace the key safe as this started playing up on Sunday morning when a hirer was unable to get the key out the safe. I managed to fix it with a little WD40, and it seemed to be okay until the following day when I was notified by the next hirer it wasn't locking. I tried to fix it, but it seemed to have been tampered with. However, I managed to install the new key safe and programmed it with the same code. (My first time installing one) This was a cheaper option than calling out the locksmith to replace and fit but going forward if you do wish to change the key safe code I can now do this. I have also kept the old one hoping I can get some replacement parts and use this as a backup should this happen again.
- The Football club has asked if an additional sign could be added to ensure visitors using the carpark do not park in front of the gate leading to the football pitches as when the gate is open the current sign is not visible.
- Smart meters for the village hall seem to be working but the sports club one seems to be faulty and I'm currently looking into this. I have been keeping a log of the meter readings so it will be easier to gauge our usage.
- Our brown bin has eventually been emptied and I haven't seen any additional rubbish being left by our bins so think the additional collections have been useful.
- I have managed to get the paper towel dispenser and the first box of disposable towels for the tennis club toilets and John will install them at some point next week.

- Unfortunately, we have had 4 complaints about the tennis club still using our hall toilets one where a member had used the toilets and gone off with the key, so this affected the booking as the hirer was unable to get in and the others just using the toilets during events and parties. I have spoken with Richard as this is a safeguarding concern and asked him to remind the members to make use of their toilet, hence the additional signage at the moment. We have had no further complaints since.
- I have noticed a small leak from one of the pipes in the gent's bathroom that leads into the outside toilet, will patch this up and monitor it to see if it continues. (Behind the entrance door to the toilets, in the corner.)
- To update our website once prices and timings are confirmed.



- Please note that March had additional expenses for the Ground source heat pump being serviced and Solar Panel meter being fixed.
- The monthly income figures are correct and up to date but won't match monthly bank statements as hirers pay within 14 days of their booking. All bookings included in the graph have been confirmed and paid.
- In June we had £751 electricity bill, but this is being looked into as it could be when they switched us to a smart meter and just want to confirm this is correct. Will keep you updated.
- These are the basic monthly outgoings which don't include the insurance or payback loan but I will work with Sue to get those included. I'm in the process of putting together a spreadsheet to monitor monthly costs, apologies it wasn't ready for tonight.