

**Notice of the meeting of Turville Parish Council on
Wednesday 13th November 2024 at 7.30pm, Northend Village Hall, Northend**

In accordance with the provisions of Local Government Act 1972, you are hereby summoned to the above Meeting, when the business to be discussed will be as follows:

AGENDA

- 1. Apologies for absence:**
Any apologies to be given.
- 2. Disclosure of Pecuniary and Personal Interest in items on the agenda:**
Opportunity for any Councillor to declare an interest in any items on this agenda.
- 3. To confirm the minutes of the ordinary meeting held on 11th September 2024**
Minutes from the meeting held in September to be confirmed as accurate and signed by the Chairman.
- 4. To report on matters arising from the minutes not on the agenda – for information:**
 - Clerk met with the Chiltern Society about Northend Common, who subsequently held a meeting with residents.
- 5. Public question and answer session:**
The time period for public representations and participations shall not exceed 15 minutes, unless the Chairman permits a longer period.
- 6. Reports to be received if any, including any update regarding tree works being carried out at Northend Common:**
Clerk has attended:
 - 16/09/24 – Biodiversity seminar
 - 02/10/24 – South West Chilterns Community Board meeting
 - 14/10/24 – Planning Liaison Meeting
 - 16/10/24 – SLCC Branch meeting
 - 16/10/24 – Parish Liaison Meeting
 - 21/10/24 – Clerks Meeting
 - 28/10/24 – Highways Seminar
 - 30/10/24 – CILCA training session
- 7. Items to note – any items as appropriate that are not an agenda item:**
 - Clerk has reported potholes around the parish to Transport for Bucks via [Fix My Street](#) which is an online service that anyone can use.
 - Various road closures have been advertised on the website, these are also sent to the WhatsApp Community. This for parish information to be distributed, please [contact the Clerk](#) should you wish to be added.
 - BT are phasing out [switching from analogue to digital landlines](#).
- 8. Planning:**
 - a) Buckinghamshire Council decisions made since previous meeting – to be noted only:**
 - [24/07051/ADRC – Royal Oak Cottage Northend Road Northend](#) – Application for approval of details reserved by condition 6 (revised TPP/AMS) pursuant to planning approval:
 - 24/05398/FUL – **Permit - detail Reserved by Condition** (PC not consulted)
 - b) Applications awaiting decision by Buckinghamshire Council – to be noted only:**
 - [24/06445/VCDN – Flint Cottage 7 - 8 Southend Common Southend](#) – Variation of conditions 2 (Plans), 4 (Landscaping), 6 (Boundary Treatment), 8 (Ecological method statement), 11 (AMS and TPP) and 12 (Foundations) attached to 22/08078/FUL (Erection of part single/part two storey rear and side extension in connection with creation of

additional dwelling, construction of garage/annexe, removal of front porch and erection of a new porch with associated works) to allow substitution of plans and new documents

[24/06729/FUL](#) & [24/06730/LBC](#) – White Cottage Turville Valley Road Turville – application for construction of single storey rear extension to form enlarged dining area. Internal and external repairs and alterations to first floor (part retrospective)

[24/07099/FUL – Copp Hall Balhams Lane Turville Heath](#) – Householder application for construction of extension and alterations to main house

[24/07162/FUL – Copp Hall Balhams Lane Turville Heath](#) – Installation of ground source heat pump with horizontal manifold

c) New applications to be considered the PC with comments to be submitted to Buckinghamshire Council planning portal, including any applications received between the circulation of this agenda and the meeting:

[24/07280/FUL – 39 Southend Common Southend](#) – Householder application for construction of single storey rear extension. Construction of detached single garage and single storey detached garden room

d) Planning Appeals to the Planning Inspectorate:

[APP/K0425/W/24/3347750](#) – Kimble Farm Dudley Lane Southend – appeal against refusal of permission for Creation of a padel court, including the erection of glass/mesh walls

9. To consider and adopt if appropriate the following policies:

- [Safeguarding Policy](#)
- [Equality Policy](#)
- [Health and Safety Policy](#)

10. To discuss the Elections that will be held in May 2025

Town and Parish Council elections, along with Buckinghamshire Council elections will take place on 1st May 2025. Anyone who wishes to stand for election must submit their papers to the Returning Office, based in Aylesbury between 18/03/25 and 02/04/25. It is a candidates responsibility to ensure they are eligible to stand. Buckinghamshire Council will be holding briefings in the New Year to discuss further details.

11. To consider filming in the parish

PC to discuss what approach to take with companies wishing to film in the parish, and a donation towards the upkeep of the parish to the parish council along with the donation to the Turville Association.

12. To note the NJC pay increase as per the Clerk's contract

The National Joint Council for Local Government Services have agreed a pay increase to be effective immediately, and backdated to April 2024. The Clerk has not had a pay increase since starting in September 2016.

13. To consider the changes to the Lloyds Bank account

Lloyds Bank are altering the account to a Community Account, which will have a maintenance charge of £4.25 per month, along with charges for cheques.

14. Finance

Copies of the accounts have been circulated to the Councillors for reading prior to the meeting. The bank statements will be available for inspection at the meeting.

a) Balances:

Opening Balance 01/09/2024	10028.53
Less September payments	(465.50)
Buckinghamshire Council – 2 nd half precept	4000.00
Balance 01/10/2024	13563.03
Less October payments	
Salary via S/O	(257.29)
Beechridge Services – grass maintenance	(30.00)
Income – Filming donation	1000.00
Closing Balance 31/10/24 unrestricted reserves	14275.74

b) To confirm the following payments:

Lorna Coldwell – salary November – paid via Standing Order	257.29
Lorna Coldwell – expenses September/October	65.75
Northend Village Hall – hire November	20.00
Total:	343.04

c) To nominate a Councillor to check and approve the bank reconciliation.

15. To confirm the dates for the next meeting as:

Wednesday 8th January – Turville Church (to be confirmed)

Dates for meetings in 2025 (subject to confirmation from the Church)

Wednesday 8th January – Turville Church

Wednesday 12th March – Northend Village Hall

Wednesday 19th May – Turville Church to include Annual meetings

Wednesday 9th July – Northend Village Hall

Wednesday 10th September – Turville Church

Wednesday 12th November – Northend Village Hall

The Meeting is open to the public and members of the press



6th November 2024

Turville Parish Council
Safeguarding Policy

Drafted November 2024

Introduction

In the interests of child protection and the welfare and protection of adults with care and support needs, the Parish Council is committed to ensuring that children and adults with care and support needs are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council.

Policy Objective:

- To ensure that, where possible, all facilities and activities offered by the Parish Council are designed and maintained to limit risk to children and adults with care and support needs.
- To promote the general welfare, health and development of children by being aware of child protection issues and to be able to respond where appropriate as a local government organisation.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- As the Parish Council does not directly provide care or supervision services to children and adults with care and support needs, it expects all children and adults with care and support needs using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

Aims

The aim of this policy document is to guide members of the Parish Council should any child protection issue or any issues with adults with care and support needs arise during their work.

Responsibilities & Procedures

The Clerk has been designated as Safeguarding Officer and the responsibilities will include:

- Ensuring that participants are appropriately briefed before any Parish Council organised event with children or adults with care and support needs
- Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties
- Highlighting to all new councillors the existence of the Safeguarding Policy and where it can be found
- Keep records in an incident book of any allegations made

If there is a child abuse incident it should be reported to the Safeguarding Officer who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures and also referred to Buckinghamshire Council for further action as appropriate and future risk assessment.

In the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where children or adults with care and support needs may be at risk, then that contractor will be asked to provide their Safeguarding Policy.

Declaration

Turville Parish Council is fully committed to safeguarding the well-being of children and adults with care and support needs by protecting them from physical, sexual and emotional harm and neglect. All members of Turville Parish Council should be proactive in providing a safe environment for children and adults with care and support needs who are involved in Parish Council activities.

Safeguarding Officers

Clerk: Lorna Coldwell

Telephone number: 07471 156 306

Email address: turvilleparishcouncil@gmail.com

Drafted – November 2024

For review – November 2025

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Turville Parish Council
Equality and Diversity Policy

Turville Parish Council is committed to providing and promoting equal opportunities, eliminating discrimination and encouraging diversity in the community.

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status or social class. Turville Parish Council opposes all forms of unlawful and unfair discrimination.

The Parish Council's commitments are:

1. Commitments as an employer

All employees of Turville Parish Council will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents to maximise the efficiency of the organisation. When vacancies are advertised Turville Parish Council will continue to ensure that such advertising, both in placement and content, is compatible with the terms of this Policy.

- to create an environment in which individual differences and the contributions of all staff are recognised and valued to provide a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- to make training, development and progression opportunities available to all staff.
- to ensure equality in the workplace as good management practice.
- to review employment practices and procedures to ensure fairness.
- to view breaches of this equality policy as misconduct that could lead to disciplinary proceedings.
- to monitor and review this policy at least every four years to ensure it is compliant with current equal opportunities legislation and utilises, as far as is practicable, Advisory Conciliation and Arbitration Service ([ACAS](#)) guidelines and best practice.

2. Commitments as community leader and advocate

The Parish Council is committed to creating a socially inclusive and cohesive community by:

- promoting equal opportunity and equal access to employment, services and information.
- identifying and addressing the barriers that different groups face to participation in community life.
- working towards ensuring fair and equitable resources.
- respecting the diversity of our community.
- working with others to ensure that Turville Parish is a safe place in which to live, work or visit.
- listening and responding to the views of our communities through appropriate and widespread consultation and participation mechanisms, which are accessible to all.
- ensuring the communications produced and events held positively reflect and promote the diversity of the communities and are made fully accessible.

3. Commitments as a service provider

Turville Parish Council is committed to ensuring that our services are accessible to all and responsive by:

- 1) ensuring our residents are aware of the council's services and by delivering services in ways that are sensitive to residents' needs.
- 2) ensuring that all those in the community are able to attend council meetings
- 3) ensuring that the information provided about the council's services is accessible to our community.
- 4) consulting and involving all sections of the community in the development and monitoring of our policies and services in ways which enable people to participate.

4. Commitments as a procurer of goods and services

The Parish Council is committed to ensuring that those contractors and others from whom goods and services are procured share and implement the values within this policy by demonstrating that all practicable steps are being taken to allow equal access and equal treatment in employment and service delivery for all, as appropriate to the nature of the contract concerned.

The Law

The policy will be implemented within the framework of the [Equality Act 2010](#)

Equality Act 2010

1. The Equality Act 2010 applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people will be affected by the activities, policies and services provided.
2. The Equality Act 2010 places a Public Sector Duty on Turville Parish Council to work to:
3. Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Act
4. Advance equality of opportunity between persons who share a protected characteristic and persons who don't share it
5. Foster good relations between persons who share a relevant protected characteristic and persons who don't share it
6. No individual will be discriminated against. This includes, but is not limited to the following characteristics (known as protected characteristics under the Act)
 - Age
 - Disability
 - Gender
 - Marital status and civil partnerships
 - Pregnancy and maternity

- Race
- Religion and beliefs
- Sexual orientation
- Ethnic origin
- Nationality

Monitoring

The effectiveness of the Equality and Diversity Policy will be monitored and reviewed every two years.

Drafted November 2024

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Turville Parish Council
Health and Safety Policy

Policy Drafted November 2024

It is the responsibility of all Parish Councillors and employees of the Council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

THE PARISH COUNCIL'S SAFETY POLICY STATEMENT

1. Turville Parish Council, in accordance with the requirements of The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1998), accepts its duty to provide and maintain safe and healthy working conditions for all its employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.
2. The Parish Council will take all reasonable steps to ensure that it complies with the law on health, safety and welfare and any relevant Regulations, approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees and others affected by its work.
3. The Parish Council will take all reasonable steps to ensure:-
 - (i) That information, instruction, training, supervision, equipment and facilities necessary to achieve safe working are provided.
 - (ii) That its work, in all its forms, is done in ways that people who are not employees are not put at risk.
 - (iii) Those arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
 - (iv) That this policy is brought to the attention of all employees and councillors and reviewed from time to time.
 - (v) That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.
4. The Clerk is responsible for managing safety, based on the Council's safety policy.
5. The Clerk keeps copies of relevant health and safety documents.
6. All Councillors, Employees and volunteers have a duty to work safely and NOT put others at risk.
7. Day to day matters of Health and Safety are dealt with by the Clerk acting on behalf of the Council.

HEALTH AND SAFETY PROCEDURES

REPORTING ACCIDENTS

All accidents, no matter how small, must be reported in the first instance to the Clerk and details entered in the Accident Book. Thereafter, all such accidents will be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence, the Chairperson, or in his absence the Vice Chairperson should be informed immediately.

REVISION OF SAFETY POLICIES AND PROCEDURES

The Council will revise this policy statement as often as may be appropriate to ensure the contents remain accurate and valid in light of changing practices and statutory requirements.

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