

**CUDDINGTON PARISH COUNCIL**

**Minutes of Meeting of Parish Council  
held in Cuddington School  
Wednesday 3<sup>rd</sup> February 2010 at 7.30pm**

**PRESENT:** Cllrs: Ken Birkby (**KB**), Frank Crowdy (**FC**), Jim Hayward (**JH**), Michael Pegge (**MP**), Jennifer Schram de Jong (**JSdJ**), Stephen Turner (**ST**), Venetia Davies (**Clerk**).

**Parishioners:** one Parishioner present.

Frank Crowdy in the Chair.

***NB: Action points highlighted***

**Parishioners Question Time**

Phil Davidson enquired about the village website and asked for details on how to update the site with news on Cuddington Tennis Club. **ACTION: ST/Clerk to provide information.**

**1. Apologies**

Cllrs Sherry Scott (**SC**) and Michael Edmonds (**MP**) BCC.

**2. Minutes of previous meeting held on Thursday 14<sup>th</sup> January 2010**

Amended and approved for accuracy as follows:

**Finance**

**a. Orders for Payment:**

~~CPRE membership – £29.00~~

Minutes now accepted as true record and signed by Vice Chairman FC.

**Minutes of Extraordinary meeting held on Friday 22<sup>nd</sup> January 2010**

Minutes accepted as true record and duly signed by Vice Chairman FC.

**3. Declarations of Interest**

There were no interests declared.

**4. Matters Arising**

- **Minutes: 14<sup>th</sup> January 2010. 6. Correspondence Windmill Landscapes and 7b Approval of Grass Cutting.** These were incorrectly reported. Windmill Landscapes will be requested to quote for the grass cut of the Village Greens; per cut at 12 cuts per year. The Order of Payment for £450 to Cuddington Parochial Church Council was approved and should have been settled.

## 5. Planning

**10/00024/PP:** Baileys House Upper Church Street, Cuddington, Bucks, HP18 0AP. The Parish Council had no objections.

**ACTION:** Clerk to return 'no objections' comment to Development Control at AVDC.

## 6. Correspondence

- **Cuddington Allotments.** Letter received from David Rowley, Planning AVDC, requesting confirmation of spend on provision/refurbishment of recreational facilities on Cuddington Playing Field, following Sport and Leisure Contribution of £8,504.18 paid to Parish Council in 2006. **ACTION:** Clerk to respond confirming project complete, brief note of works and confirmation that all funds have been spent in the 5 year timeframe.
- **Theatre in the Villages.** Invitation to Local Promoters Evening, Bledlow Ridge Village Hall, 23rd March. **ACTION:** Clerk to circulate to Cuddington Youth Drama.
- **Coombe Hill Monument Appeal.** Letter received requesting financial support for the restoration of the Monument. It was agreed that due to the size and budget available to CPC that regrettably, financial support could not be given. **ACTION:** Clerk to respond.
- **Community alert from Buckinghamshire Trading Standards. Clothing Collections.** Email received informing CPC of dissolved company, W&W Help Ltd, requesting clothing to be left at kerbside by way of leaflet. Leaflet incorporates logo similar to that of British Heart Foundation, possibly implying The British Heart Foundation is receiving some money from the donations. **ACTION:** Clerk to forward to Village Voice and place on Website.
- **Playbuilder Workshop. Invitation to attend.** **ACTION:** Clerk to decline.
- **Parish Clerks Forum, 8<sup>th</sup> April 12-4pm.** **ACTION:** Clerk to attend.
- **Meeting of AVALC on Development of Aylesbury Town Centre, Tuesday 16<sup>th</sup> February 8pm, Aylesbury Town Council.** **ACTION:** Clerk to confirm JH and MP to attend.

## 7. Approval on Clerk's additional 4 hours for January

Approved.

## 8. Finance:

a. **Balance of Account.** Less Orders for Payment below, reported as £9,720.46.

b. **Orders for Payment: £796.07 (£19.47 VAT) – Total £815.54**

Grass cutting (Cuddington Parochial Church Council) - **£450.00**

Christmas tree electricity (KB) - **£25.00**

Haddenham Carpets CPFA - **£104.35 (£15.65) £120.00**

Kitchen Equipment CPFA - **£25.45 (£3.82) £29.27**

Clerks Salary (20 hours) - **£178.20**

Stationery - **£13.07**

**c. Financial Reporting**

- VAT return. Near completion. Awaiting two invoices from CPFA refurbishment. **ACTION: Clerk to submit soonest.**
- Bernard Hall. £1,000 contribution to support the Hall's grant application to AVDC now noted under Financial Reporting as a commitment for future payment.

**9. Budgets**

- 2009/2010.** Spend for 11 months of 2009/2010 budget reported.
- 2010/2011.** It was agreed KB and Clerk to prepare draft budget for presentation to Cllrs. **ACTION: KB/Clerk to prepare. Clerk to confirm to Cllrs if this is to be discussed in extraordinary meeting or March PC meeting.**

**10. Contribution from AVDC and BCC Cllrs**

There were no contributions.

**11. Calling of Meetings**

KB stressed his concerns over the legal requirements in calling any meetings, including extraordinary meetings and the display of Agendas, reminding all present of the **three clear days** law. To reiterate, the Agenda must be posted three clear days before each council meeting. It does not include the day on which the agenda was sent out, nor the day of the meeting, it also excludes bank holidays. The three clear days is established in law because it is important to be notified of issues to be discussed. It is therefore imperative this is adhered to, otherwise any decision can be deemed unlawful.

**12. Bernard Hall Committee**

It was proposed that the Parish Council should have in writing the request for financial support from The Bernard Hall Committee and the payment date. This to include a financial breakdown for the project together with the source/s of the balance of funds. **ACTION: Clerk to write and request this information from the Bernard Hall Committee.**

**13. CPFA**

JSdJ circulated the final accounts and it was agreed the refurbishment project would now be officially closed by way of paying £1,626.77 to CPFA. This to be included on next month's Agenda.

**14. Traffic Action Group (TAG)**

- **Pot Holes.** MP confirmed he had spoken to David Smith at AVDC with concerns. Although the main pot holes have been marked, it could not be confirmed when these would be repaired.
- **Countrywide Speed Review.** **ACTION: MP to keep PC updated.**

**15. Local Area Forum (LAF)**

JH and MP confirmed intention to attend forthcoming meeting in March.

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**16. Website**

ST confirmed the website has been updated and is now ready to receive more information from the PC and other organisations. ST also confirmed Jane Jones from Box Com (Website provider) will be attending the Annual Parish meeting on 21<sup>st</sup> April.

**17. Clerk**

- a. Formal signing of Contract.** Venetia Davies and Frank Crowdy formally signed the contract. Although the contract of employment is between the Council and Clerk, it was agreed that the responsibility for agreeing the need for additional hours, would be delegated to the Chairman, on behalf of the Council.
- b. Training Course.** It was agreed that the Clerk will attend the Society of Local Council Clerks training course, "Working with your Council" in April. Annual membership to the Society of Local Council Clerks (approximately £65) and the cost of the training course (£160) to be an Order for Payment on next month's Agenda. It was also agreed ongoing assistance/help be sought from BALC and any training courses available from BALC be investigated. **ACTION: Clerk to book course.**

**18. BALC**

Complete.

**19. Annual Parish Meeting – Wednesday 21<sup>st</sup> April, 7.30pm in Bernard Hall**

It was agreed that the Annual Parish Meeting should involve other local organisations such as Cuddington Youth Drama so that local activities can be celebrated. **ACTION: KB to draft article for Village Voice, inviting such organisations to participate. SS to chair meeting.**

**20. Any Other Business**

**Litter Bins.** MP confirmed that this is a payment that the PC needs to meet by way of budget or application for grant.

**Grass Cutting.** JH to meet and brief Windmill Landscapes for quotation.

**Census.** JSdJ proposed an updated millennium census. It was agreed this should be placed on the Agenda for the Annual Parish Meeting.

**PC Accounts/Budget.** Clerk informed PC of helped received from Myles Saker and conveyed her thanks.

**21. Date of Next Meeting:**

Wednesday 3<sup>rd</sup> March 2010 at **7.30pm**  
Cuddington School

Circulation: all Cllrs by email  
Website  
Notice Boards (2)

CPC Minutes: 03/10

Signed: .....  
Sherry Scott, Chairman