

CUDDINGTON PARISH COUNCIL

**Minutes of Meeting of Parish Council
held in Cuddington School
Wednesday 2nd February at 7.30pm**

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

Note: Due to travel delays, KB joined the meeting at 8.30pm.

Parishioners: Four parishioners present.

NB: Action points highlighted

1. Apologies

Michael Pegge (MP) (Get Well wishes for MP were expressed by all), Michael Edmonds, BCC & AVDC.

2. Minutes of previous meeting held on Wednesday 5th January 2011

Item 3. Matters Arising. Items for Information. Clerk to provide details of landowners to David Smith *regarding overhanging trees in Spicketts Lane*. **Item 9. Boules Piste.** Following minuted reference - "Grants will be paid to CPFA" - JSdJ proposed that the Minutes of previous meeting should include the requirement for the CPFA to be consulted on the transfer of grant applications to the Parish Council in order that all invoices can be paid and any VAT reclaimed. This was agreed. Minutes were then accepted as true record and subsequently signed by Chairman SS.

3. Matters Arising

Minutes 1st December 2010. Matters Arising. Award Cabinet in Bernard Hall.

ACTION: JH & Clerk to source and seek approval of Bernard Hall Committee.

8. Skittles Green – Insurance Claim. ACTION: Clerk awaiting quotes for repair.

4. Correspondence

Barn Owl Project. No action required.

5. Finance

- a. Balance of Bank Account: **£11,035.81** (less unrepresented cheques Gareth Anderson £4.50, Broker Network Ltd £367.50 and The Bernard Hall Committee £37.50)
£10,626.31
- b. Orders for Payment: **£2431.43**
 - Clerks Salary **£204.93** (23 hours – 3 hours Website)
 - Stationery £12.80 & Postage £4.92 **£17.72**

- Fisher Plant Hire (Boules Piste) £591.45 (VAT £103.50) **£694.95**
 - Stuart Anderson (Boules Piste) £468.50 (VAT £81.99) **£550.49**
 - Ken Birkby (Boules Piste – to KB to reimburse labour charges) **£900.00**
 - Ken Birkby £3.20 (VAT .57p) **£3.84**
 - Ken Birkby (reimburse Christmas Tree Lights) **£25.00**
 - ~~The Bernard Hall Management Committee (LAF meeting) **£34.50**~~
- BALANCE = £8194.88.** Excludes £1,000 Boules Grant (**total therefore, £9194.88**)

JH suggested payment to The Bernard Hall Management Committee for the LAF meeting be met by LAF. **ACTION: Clerk to request Invoice be re-directed to LAF for payment and accompany with letter from CPC.** Balance £9194.88 + £34.50 **£9229.38**

c. Bank Account

Following the ongoing frustrations with account opening at Lloyds TSB, alternative banks Barclays and National Westminster were proposed. It was authorised for Chairman Sherry Scott to open a Parish Council account with Nat West Thame and proposed and agreed that Chairman Sherry Scott, Cllr Ken Birkby and Cllr Jim Hayward be authorised signatories of the account.

6. Elections 2011 (Parish Elections – 5th May 2011)

ST stressed that Parishioners should be encourage to stand in order that there is a contested Election. **ACTION: SS to prepare letter and invite people to stand.** This to be distributed via Village Voice, Website, Notice Boards and Village Flyer. Several debates took place concerning the use of the website in the Parish Elections and AVDC/BCC Elections. Whilst it was unanimously agreed that the BCC/AVDC Elections would be excluded from the website, further discussions concerning Parish Elections were deferred until the next meeting. **ACTION: Clerk to obtain further information and advice from authorities (BALC, Electoral Office, AVDC Legal) concerning Parish Elections in preparation for March meeting.**

7. Website Progress Report

Use of Website in Elections. The policies of CPC were discussed under Item 6 and deferred until the next meeting. **Statistics.** Following the 10 week period since the website went 'Live', over 100 articles have been posted and the promised of updating the Website from Editors fulfilled. Chris Long gave a thorough breakdown of the very pleasing January statistics:

- 1,107 visits in January; over 30 a day;
- UK 965 visits, USA & Canada 43, Europe 32 and Australia & New Zealand 19.
- 5,000 different pages view; average time spent 3.5 minutes (huge by industry standards)
- most popular pages – Home Page, Calendar, Village History.

Although membership sign-up has been low, an article on the Website and Village Voice continues to increase membership. A campaign to encourage promotion of local businesses will follow. **Website Budget 2011/12.** It was agreed the annual fixed hosting cost of £52 (which includes the domain name) would be taken from the £300 development budget, under the proviso that a 'wish list' item would be strongly considered should it exceed budget. **Testimonial for Oxford IT Solutions.** Content agreed. **Website Disclaimer.** It was agreed that the disclaimer was appropriate and that in the eventuality of inappropriate material being uploaded, discussion and action would take place then.

8. Vale of Aylesbury Plan – Parish Council Involvement

In response to Parishes involvement in the Vale of Aylesbury Plan, SS returned form stating "We think only very small scale development is likely to be right for our community (e.g. under 10 new homes, or very small scale employment development). AVDC will contact Parishes once views from more parishes have been received.

9. Village Census

Still awaiting responses, essentially from families with children. JSdJ requested additional support for checking and accuracy from Clerk by way of 2-3 hours. This was agreed. KB suggested article in Village Voice showing draft version, inviting non respondees to provide information before the Census goes to print. JSdJ also suggested display in Shop window or household distribution (though this may prove expensive). **ACTION: JSdJ & Clerk to check for accuracy and present at next meeting.**

10. Annual Parish Meeting – Wednesday 20th April 2011

ACTION: Cllrs to suggest content at next meeting. JSdJ to invite Vicar and/or Associate Minister to meeting.

11. Contributions from AVDC and BCC Cllrs

There were no contributions

12. Items for Information

- **County Archives.** JH confirmed deposit of Minutes up to and including 2008 in County Archives. JH also reported on safe keeping of Village Tide Map in County Archives.
- **Church Notice boards.** JH reported that the existing two Church Notice boards would be replaced with one larger sized board. Confirmation was given that no action would be required by AVDC planning department but approval would be sought by The Diocese of Guildford. JH also confirmed Chatterbox Notices would be appropriately placed on the Church Notice board.
- **Green Park Meeting Aston Clinton.** **ACTION: JH to attend on 9th February at 7.30pm.**

- **Thames & Chiltern in Bloom.** Due to budget reductions, JH advised that budget reductions may have to be made. **ACTION: JH to attend meeting for input.**
- **Grass Cutting.** **ACTION: Clerk to write to Simon Brown to discuss grass cutting proposals for Spring/Summer 2011.**
- **Planning. Note:** Due to late arrival of planning notice, this matter was discussed, unusually, under Items for Information.
11/00077/ATC – Cuddington. The Laurels, Spicketts Lane, Cuddington, HP18 0AY. Fell one Horse Chestnut Tree. **Declarations.** There were no declarations of interest. **ACTION: Clerk to return 'no objection' comments to AVDC.**
10/02327/APP – Cuddington. 23 Bernard Close, Cuddington, Buckinghamshire, HP18 0AJ. **ACTION: On receipt of granted planning permission, Clerk to write to homeowner to discuss access arrangements and reinstatement of boundary fencing.**
- **Litter Bins.** Due to time constraints stipulated in the terms and conditions of the LAF contribution, it was agreed by all Cllrs that payment of up to £1,200 +VAT would be sanctioned. (Grant allocation £1,600. Fixing costs would be additional). KB confirmed the quantity and colour for 6 Litter Bins (5 Green and 1 Blue recycling bin) and their positions in the village as follows:
 - 1x at wall of Crown PH; (concrete based)
 - 2x (1 x blue recycling bin) at Shop (ground fixed)
 - 1x in Children's Play area (ground fixed),
 - 1x in Welford Way (ground fixed),
 - 1x at CPF Pavilion (fixed to existing hard base or new concrete base)
- **Children's Play Area – Maintenance.** **ACTION: SS to obtain cost from Dicon Johnston and provide list of monthly requirements for Spring/Summer 2011. Clerk to obtain quotes from maintenance suppliers.**
- **The Queen Elizabeth II Fields Challenge.** **ACTION: Clerk to ascertain if the requirement to participate in the Challenge (which includes improvement funds) is to register a field in trust, in order to be part of the Scheme**
- **Boules Piste.** **ACTION: KB to provide set of invoices to Buckinghamshire Play Association so that final grant payment of £750 can be made to CPFA.** Expenditure for purchase of Boules, picnic benches and moveable disabled ramp still outstanding. This to be funded from the original £4,750 proposed.

13. Date and Time of Next Meeting:

Wednesday 2nd March at 7.30pm
Cuddington School

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

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Sherry Scott, Chairman