

DRAFT MINUTES

2015/14

CUDDINGTON PARISH COUNCIL
Draft Minutes of Parish Council
ANNUAL GENERAL MEETING
held in Cuddington and Dinton School, Infant Site
Wednesday 13th May 2015 at 7.30pm

PRESENT: Ken Birkby (**KB**), Ken Brown (**KMB**), Jim Hayward (**JH**), Venetia Davies (**Clerk**).
Parishioners: There were 4 Parishioners present.

NB: Action points highlighted

1. Election of Chairman

Ken Birkby elected Chairman. Proposed by Jim Hayward. Seconded by Ken Brown.

2. Apologies for Absence

Lorraine Stevens (LS) and Paul Irwin (PI)

3. Election of Vice Chairman

Jim Hayward elected as Vice Chairman. Proposed by Ken Birkby. Seconded by Ken Brown.

4. Declaration of Acceptance of Office by Chairman

Duly signed by Ken Birkby, Chairman.

5. Declaration of Acceptance of Office by Councillors

Duly signed by Jim Hayward and Ken Brown. **ACTION: LS to sign Declaration of Acceptance of Office and return to Clerk. All Councillors to return Register of Members Disclosable Pecuniary Interests to Clerk. Clerk to return to the Monitoring Office at AVDC and display on website (in line with Transparency Code).**

6. Representatives of Committees/Working Groups

It was agreed to carry forward until full Council is present to propose representatives for Committees/Working Groups (CPFA, Website Working Group and others). **ACTION: Clerk to list as Agenda item for June.**

Parishioners Question Time

- Given the amount of interest in traffic issues at the Annual Village Meeting, Chris Long asked the Parish Council if it intended to resurrect the former Traffic Action Group (TAG). Also, with reference to the Website Working Group (WWG), now that Stephen Turner (former Parish Council representative for WWG) has stood down from the Council (but wishes to continue as a Member of WWG), Chris asked Councillors if they were happy for him and the Clerk to continue responsibilities for the village website. Councillors agreed that they intend to form a traffic action group and wish the WWG to continue in its present format (delighted to still have ST on board). **ACTION: KB to encourage villagers to form a new TAG (to meet in June) and other working groups. This to be publicised in Village Voice and on website.**
- Points were made to the PC about the adverse effect of planning application **15/01379/APP** to the neighbouring property (in terms of physical intrusion and reduction of light). It was stressed that the desire to develop the property, however, was fully understood.
- With reference to planning applications in general, the Parish Council was asked to consider the impact developments can have on the rear of properties as well as the street scene. **ACTION: Clerk to sign up to alerts on AVDC portal. Parish Council to consider republishing an article that outlined considerations to address when making a planning application.**

7. Approval of Minutes – Wednesday 1st April 2015

Draft Minutes were accepted as a true record and signed by Chairman, KB.

8. Matters Arising from previous Minutes

- Kings Cross Feasibility Study. Ongoing
- Welford Way tidy. **ACTION: CPC to undertake further work.**
- Christmas tree lights. Damage to underground power supply. **ACTION: KB to investigate.**
- Children's fun afternoon. **ACTION: Clerk to liaise with Paul Irwin to obtain agreed match funding (£75)**
- Website Business Directory Listing for VV Advertisers. WWG/VV agreement circulated by Chris Long.
- Vehicle Activated Sign. **ACTION: Clerk awaiting quotation for replacement radar. Clerk to also request cost for overhauling of all signs.**
- Footpaths Map. **ACTION: KB to provide copies for KMB and LS.**

DRAFT MINUTES

2015/15

9. Declarations of Interest.

An explanation of this term was given. Councillors **must** declare a **personal interest** if a planning application (or any other matter) affects their circumstances – or the circumstances of family or close associate. (ie someone a reasonable member of the public might think the Councillor would be prepared to favour or disadvantage, when discussing the matter) A Councillor can still contribute and vote on the matter unless the personal interest is also a **prejudicial interest**. A prejudicial interest occurs if the matter affects the Councillor's financial interests and a member of the public, who knows the relevant facts, would reasonably think the interest was so significant that is likely to prejudice the Councillor's judgment of the public interest. In this case, the Councillor withdraws and takes no part in the discussion or vote.

10. Planning:

- **15/01416/APP - 4 Dadbrook Close, Cuddington, Buckinghamshire, HP18 0AH**
Two storey side and single storey front and rear extensions. Comments by: 2nd June 2015.
ACTION: Clerk to return NO OBJECTIONS to AVDC.
- **15/01379/APP – Greenways, The Green, Cuddington, Buckinghamshire, HP18 0AN**
Removal of garage and lean-to. Erection of single storey rear extension & garden shed.
Comments by: 5th June 2015.
ACTION: Clerk to return NO OBJECTIONS to AVDC. Comment that the Case Officer would benefit from a visit to ensure they are satisfied with the character and scale of the development in view of the iconic nature of this building and its proximity to the neighbouring property.
- **Note: AVDC refusal**
15/00567/APP - 1 Church Close, Cuddington, HP18 0AT.
Two storey side extension, single storey side and rear extension, front porch and insertion of dormers to existing roof to provide first floor living accommodation.

11. Correspondence

- JE Accountants. Letter of engagement for CPC payroll. **ACTION: Engagement terms agreed. Clerk to sign.**
- Email Keith Gray, Clerk to Dinton Parish Council. Speeding issues. **ACTION: Clerk to arrange meeting.**
- CPFA. Peppercorn rent received. **ACTION: Clerk to acknowledge receipt of cheque.**
- Email Angela Sanderson. Nether Winchendon Claimed Footpath. One objection to Order submitted by landowner. Referred to the Secretary of State for determination. Likely that Inquiry will be held in winter (December or January 2016).
- Buckinghamshire Best Kept Village Competition. Acknowledgement of entry received. **ACTION: Clerk to advertise litter pick for Sunday 31st May at 10.30am.**

12. Contributions from AVDC and BCC Cllrs

There were no contributions.

13. Finance

- a. **Balance from Minutes of previous meeting (1st April 2015): BALANCE: £13,475.01**
NOTE: Correction to Membership fee for Society of Local Council Clerks - £77.00 (~~£149.00~~)
BALANCE: £13,547.01
 - Receipts: £0.00
(Note: AVDC remittance advice (25.04.15) £5,475.00 (Precept £5,000 & Grant Payment £475.00)
 - Debits: £0.00
 - Plus unrepresented cheques: **£578.08** Bernard Hall (£61.50), CPRE (£36.00), SLCC (£77.00), BALC (£15.00), Tic Toc (£150.00), Venetia Davies Salary (£226.60), Venetia Davies stationary (£11.98)**Balance of Bank Account: £14,125.09 (as at 14th April 2015).**
Available Funds: £13,547.01 (balance of bank account less unrepresented cheques)

DRAFT MINUTES

2015/16

b. Orders for Payment: £10,068.80

- **Venetia Davies - £247.20** (April 24 hours including AVM Meeting & Elections)
- **Venetia Davies - £4.94** (Paper and Photocopying for Best Kept Village)
- **Simon Brown - £165.00** (Grass cutting 06.04.15, 21.04.15 and 28.04.15)
- **Carl Small - £88.99** (Children's play area – 2 cuts @ £30 and weedkiller (£28.99))
- **BMKALC - £93.96** (Annual Subscription to Association)
- **Ken Birkby - £48.71** (AVM Refreshments)
- **George Browns Ltd - £9,420.00** (CPFA Mower £7,850 (VAT £1,570)
BALANCE: £3,478.21 - (Available Funds less Orders for Payment)

Also agreed:

- Jacqui Porteous - £68.00 (payroll administration).
BALANCE: £3,410.21 - (Available Funds less Orders for Payment)

Note: CPC agreed a loan to facilitate the purchase of a new mower for the CPFA.

Repayment terms are to be agreed between CPC and CPFA. **ACTION: CPC to draw up terms and conditions.**

14. Annual Village Meeting – Review

It was agreed the AVM was a well-attended and proactive meeting. Draft Minutes circulated. CPC will address issues raised.

15. AVDC Nomination for registration as an asset of community value – The Crown PH

A nomination for the Crown PH to be listed as an asset of community value. Letter received from Steven Sparshott, Solicitor, AVDC requesting CPC to make any contest to the reasons of nomination by 19th May 2015. **ACTION: Clerk to respond with 'no intentions'.**

16. Items for Information

- **Parish Council Meeting dates for 2015/16.** CPC meet on the first Wednesday of the month at 7.30pm. Forthcoming dates will be advertised on the website and notice boards.
- **Transparency Code.** Councils in England with an annual turnover not exceeding £25,000 required to specify key provisions in the Code. **ACTION: Clerk to publish these by July 2015 and annually thereafter on cuddingtonvillage.com.**
- **Devolution.** The Parish Council continue not to commit to a Parish Devolution Scheme Agreement.
- **Co-option of Councillors.** There is no statutory requirement to give public notice of local council vacancies which remain unfilled after an ordinary election. The Parish Council agreed that it will continue with 4 Councillors and discuss inviting applicants at a later date.
- **LAF.** **ACTION: KB and KMB to attend next meeting.**

17. Date and Time of Next Meeting:

Wednesday 3rd June 2015 at 7.30pm in Cuddington and Dinton School – Infant Site