

CUDDINGTON PARISH COUNCIL
Minutes of Parish Council Meeting
held in Cuddington and Dinton School
Monday 8th February 2016 at 7.30pm

PRESENT: Ken Birkby (**KB**), Ken Brown (**KMB**), Stuart Anderson (**SA**), Barbara Buckley (**BB**), Lorraine Stevens (**LS**), Ken Trew (**KT**), Andrew Vickers (**AV**), Venetia Davies (**Clerk**).

Parishioners: There were 3 Parishioners present.

Parishioners Question Time

- Jeremy Galpin expressed concerns over eroding verges on sides of main roads including Bridgeway but through to as far as Long Crendon, thought largely due to HGV vehicles. **ACTION: Cllr Paul Irwin, Deputy Cabinet Member for Transportation to assess Bridgeway and suggest remedial works if possible.** Weight restrictions and quantity of vehicles were discussed as well as other issues of concern to TAG 2. PI suggested that the result of the traffic survey (planned for June/July 2016) should be brought to his attention for feedback prior to submission of a consultation survey which can prove costly.

NB: Action points highlighted

1. Apologies for Absence

Cllr Judy Brandis, Cllr Michael Edmonds, Cllr Brian Foster, Chris Blumer, Jennifer Schram de Jong and Angela Sanderson.

2. Approval of Minutes – Monday 11th January 2016

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

3. Matters Arising from previous Minutes

- **Bus Stop Bins.** **ACTION: KB to arrange for additional keys to be cut.**
- **Community Defibrillator.** Awaiting delivery. Material damage cover not required. (Parish Council insurance provides Public Liability cover up to £10 million for all property owned or responsible for). Councillors agreed in principle to a 7 year maintenance contract at a cost of £300 per defibrillator. **ACTION: BB to instruct.** Demonstration of resuscitation and defibrillator to take part at Annual Village Meeting.
- **Bylaws.** Revised LTN 14E – Bylaws [England] received. **ACTION: KMB to check receipt of Bylaws.**
- **Jim Hayward Memorial Bench**
ACTION: KB/SA to lay concrete base and liaise with Chris Blumer for exact location. Ceremony of installation of Jim's bench to be made in Spring. LS advised that volunteers were available for installation if required.
- **Village Tidy Group/Clean for the Queen** (Friday 4th to Sunday 6th March 2016)
Agreed date: **Saturday 5th March 2015.** Time tbc. **ACTION: CLERK to promote on website. KB/LS to suggest list of jobs. BB to co-ordinate pledges of work. Jennifer Schram de Jong has kindly offered to clean the war memorial and plant. KB to produce flyer. All to help circulate.**
- **Budget 2016/17.** **ACTION: CLERK to agenda Budget update for April meeting.**

4. Declarations of Interest

There were no declarations

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5. Planning

- **16/00302/APP - 1 Hillside Cottages, Dadbrook, Cuddington, Bucks, HP18 0AQ**
The demolition of a lean to structure and erection of a single storey rear extension.
Case Officer: Bibi Motuel 01296 585163. Comments by: 26/02/16.
ACTION: CLERK to return NO OBJECTIONS to AVDC.

6. Correspondence

- **AVDC: re changes to planning department and consultee access.** Planning teams have been split into two – Large Developments and Core Business. The Heritage team now also consists of tree officer and biodiversity officers. Parish Councils are being encouraged to register on Consultee access in order to reduce burden on planning department. **ACTION: CLERK to circulate Consultee Access details to Councillors.**
- **BALC: re Smaller Authorities Audit Appointments.** The Smaller Authorities' Audit Appointments Ltd has been created to take over the appointment of external auditors and the setting of audit fees for smaller authorities from 2017. On the recommendation of BMALC, Cuddington Parish Council will remain opted in (and not appoint its own external auditors).
- **AVLC: New Homes Bonus Consultation.** Parishes taking new development or are affected by development nearby, can bid for funding towards community projects. The NHB funding scheme is now open for applications for Parish and Town Councils that can evidence that they have been affected by growth. The closing date for a full application is **Friday 29th July 2016.**
- **Request from home owner of Inglenook Cottage** to increase in size of step to front of house (in line with other neighbouring properties). **ACTION: KB to inform home owner that Councillors have no objections.**
- **Village Voice.** The new look village voice was remarked upon as being up to date and professional. It was also noted that the village newsletter and village website continue to work well together as communication tools for the village.
- **Email: Angela Sanderson.** Councillors have been informed that it could be some weeks until the result of the Public Inquiry is known.

7. Cuddington Allotments, update on disposal of a portion of allotment land for housing development.

SA has suggested to the Chair of Allotment Society that, should any portion of allotment land be sold for development, the Parish Council has input to the type of houses prior to any formal planning application being submitted. SA has been informed that the Allotment Society had not yet made a final decision to dispose of any part of the land but there was an opinion within the Society that they would like to see smaller 2/3 bed houses (on the 1 acre of land reputed to be 'ringfenced') should the decision to be to dispose of a portion. SA was informed that it was thought unlikely that the Allotment Society would consult with the Parish Council first. Some parishioners are of the opinion that plans have already been drawn up by Rectory Homes. Allotment holders on the selected land have been given 12 months' notice to vacate. It was not known if outgoing allotment holders had applied for another allotment. The terms of reference under which the Society operates were questioned.

The wider planning issue of a Neighbourhood Plan and its legal protection was voiced.

ACTION: CLERK to establish what planning policies would apply from AVDC and to establish which Parish Councils in Buckinghamshire have or are preparing a Neighbourhood Plan.

Letter received from Lt Cdr Andrew Muir RN re proposal of allotment land for housing development requesting Parish Council to establish legal foundation for sale and petition Society to reconsider decision. **ACTION: KB to respond in line with discussion.**

8. Contributions from AVDC and BCC Cllrs

PI informed Councillors of **Winchendon Road Closure** from **10th February to 14th February**. Whilst there is no date for planned road improvements in Cuddington, PI stressed that Dadbrook will get priority due to safety issues. An existing pot hole in the centre of the road was noted. **ACTION: PI to investigate**. KT remarked on the constant failure of Dadbrook road. PI informed Councillors that grass cutting will be reduced to 4 cuts in the next financial year and eventually to visual splays only.

9. Finance

Councillors unanimously agreed to increase the Clerk's salary, effective from January 2015.

a. Balance from Minutes of previous meeting (11th January 2016): **BALANCE: £15,327.70**

- Receipts: 0.00
- Debits: £0.00
- Plus unpresented cheques: £225.00 (Dinton with Ford and Upton Parish Council)
- **Balance of Bank Account: £15,552.70** (as at 2nd February 2016).
- **Available Funds: £15,327.70** (balance of bank account less unpresented cheques)

b. Orders for Payment: **£374.28**

- **Venetia Davies - £210.60** (20 hours)
- **Venetia Davies - £55.20** (lump sum payment to account for increase in salary from January 2015)
- **Venetia Davies - £6.48** (12 x 2nd Class Stamps)
- **Oxford IT Solutions - £36.00** (£30.00 + VAT £6.00) (Website updates/webmail email addresses)
- **Trustees of Bernard Hall Committee - £66.00** (for hire of hall and PA system – AV Meeting)
- **BALANCE: £14,953.42** - (Available Funds less Orders for Payment)
- Also approved: **W.J. Schram de Jong - £33.00** (gardening works to War Memorial garden by Mr Schram de Jong and payment to gardener).
- **BALANCE: £14,920.42**

ACTION: CLERK to request Dinton with Ford and Upton Parish Council now present outstanding cheque prior to year end.

10. Cuddington and Dinton School Hall, to discuss alternative public meeting venue for Parish Council.

After many years of association, Councillors were very disappointed by the request from the School to find an alternative public meeting venue due to procedures and conditions around the school lettings policy (linked to insurance and the need for an employee or governor to supervise opening and closing). Councillors suggested that governors who live in the village could facilitate the opening/closing of the School once monthly. **ACTION: KB to request a meeting with governors.**

11. Devolution Tranche 2, to inform of potential contractors and revised contract received from BCC.

Following quotations received, it was resolved to devolve services and sign Devolution Agreement Tranche 2 and cluster with Aylesbury Town Council (the "cluster lead" who carry out work for other local Parish Councils) subject to ascertaining specification of works from BCC, grant allocation from BCC and exact costings from Aylesbury Town Council (understood to be the cost of the grant from BCC, directed instead to Aylesbury Town Council). Existing contractors to continue existing cuts on Parish land but have the option to quote again for

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devolved services in the future. **ACTION: CLERK** to obtain assurances. KMB and KT to sign Agreement by 3rd March 2016.

12. Annual Village Meeting, to discuss topics and contributors.

Topics to date include Housing Developments, Neighbourhood Plan, TAG 2, expenditure in the village, a demonstration of defibrillator and CPR. Financial report to be included as circular together with report on Nicholas Almond Trust. **ACTION: KB/CLERK** to devise Agenda and invite District Councillors and contributors including PSCO if available and a representative from the Waddesdon Neighbourhood Plan Committee or AVDC.

13. Playground Repairs, update from LS.

LS outlined costs to replace existing wood chips with new play-grade wood chips in swing area only, as well as in the total playground area. A grass/rubber matting quote was also given for the swing area (material cost plus cost to remove the existing wood chips). Given the quotation, it was agreed that the play-grade wood chips (that will need replacing every 4 years) is less cost effective than the grass matting. **ACTION: LS** to obtain quote for grass matting of total playground area and advise costs. Application to be made to AVDC Community Chest – micro grant or project grant noting that the **project grant** requires a minimum total project cost of £10,000

14. Village Notice Boards, to discuss quotations received.

One quotation received by KB. **ACTION: CLERK** to obtain two additional quotes in line with Council practice.

15. Items for Information including:

- Clean for Queen, Saturday 5th March 2016.
- Haddenham & Long Crendon Local Community Area Forum, Wednesday 10th February 2016, 7.00pm (Haddenham). **ACTION: KB** to attend.
- Faulty 30 mph sign in Dadbrook. **ACTION: KMB** to check.

16. Date and Time of Next Meeting:

**Monday 14th March 2016, 7.30pm
Cuddington and Dinton School – Infant Site**

**Annual Village Meeting - Monday 18th April 2016, 7.30pm
Bernard Hall**