

# DRAFT MINUTES

2016/18

**CUDDINGTON PARISH COUNCIL**  
**Draft Minutes of Parish Council Meeting**  
**held in Bernard Hall**  
**Monday 9<sup>th</sup> May 2016 at 7.30pm**

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

**Parishioners:** There were no Parishioners present.

**NB: Action points highlighted**

**1. Election of Chairman**

Ken Birkby elected Chairman. Proposed by Stuart Anderson, seconded by Ken Brown.

**2. Apologies for Absence**

Cllr Judy Brandis, Jennifer Schram de Jong.

**3. Election of Vice Chairman**

Ken Brown elected Vice Chairman. Proposed by Ken Birkby, seconded by Stuart Anderson.

**4. Declaration of Acceptance of Office by Chairman**

Duly signed by Ken Birkby, Chairman.

**5. Representatives of Committees/Working Groups**

Councillors agreed to continue the following representations:

Ken Birkby: Footpath Representative and LAF Representative

Ken Brown: TAG 2 Representative and LAF Representative.

Venetia Davies: Working Website Group Representative and Responsible Financial Officer.

Stuart Anderson: Planning Representative

Lorraine Stevens: CPFA Representative

Ken Trew: Planning Representative

Andrew Vickers: Nicholas Almond Trust Representative

**6. Appointment of Internal Auditor**

Matt Giorgi (**MG**), previous Parish Councillor has kindly agreed to provide the internal audit role for the Parish Council. **ACTION: CLERK to liaise with MG.**

**7. Approval of Minutes: Monday 11<sup>th</sup> April 2016**

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

**8. Matters Arising from previous Minutes/Extraordinary Minutes**

- **Community Defibrillator.** BB informed Councillors that the British Heart Foundation has stated that it prefers defibrillators to be freely accessible (not in locked cabinets) and that, given Cuddington is in a low crime area, the risk of the defibrillators being stolen or damaged is minimal. It was agreed that the electrician should install the defibrillators now but hold on the order for "key pad" doors. **ACTION: CLERK to ascertain if Parish Council insurance covers damage to defibrillators. BB to research if other villages/organisations have freely accessible units.**
- **Jim Hayward Memorial Bench**  
**ACTION: KB/SA to liaise re date for installation. Ceremony of installation of Jim's bench to take place in June.**

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- **Playground Repairs.** ACTION: LS/CLERK to complete AVDC Community Chest Project grant for funding and agree Equality Policy on behalf of the Parish Council.
- **Nicholas Almond Trust.** ACTION: CLERK to retrieve archived file for JSdJ.
- **Clerk's Hours.** ACTION: CLERK to agenda for June.
- **Best Kept Village.** ACTION: KB/CLERK to advertise call for Volunteers in Village Voice, Notice Boards and Website.
- **Dinton Crossroads to Cuddington Speed Limit Review.** Councillors resolved to commit £2,000 from the CPC Project Budget (April 2016). ACTION: CLERK to monitor progress.
- **Village Notice Boards.** ACTION: KB to assess works and provide costings.
- **Transparency Funding for smaller Councils.** Awaiting outcome of application for computer support.
- **Aylesbury Vale Village Pub Competition 2016.** The Crown PH has now been nominated.

### 9. Declarations of Interest

There were no interests declared.

10. **Correspondence** including email: Alan Marsh, Treasurer, Cuddington PCC (to clarify that CPCC has not applied for a grant for Village Voice), and a Parishioner request for pedestrian access to the 280 bus service. It was unanimously agreed to progress the feasibility of some sort of footpath. ACTION: KB/SA to survey. Letter received regarding pruning of Cherry Trees along Dadbrook. ACTION: KB to assess.

### 11. Contributions from AVDC and BCC

There were no contributions.

### 12. Finance

- a. **Balance from Minutes of previous meeting (11<sup>th</sup> April 2016): BALANCE: £13,962.38 and not £13,973.38. Payment to SLCC £88.00 (not £77.00)**
- **Receipts: £8,160.00** (Precept £8,000 & Grant Payment £160.00)
  - **Debits: £0.00**
  - **Plus unrepresented cheques: £354.00** £36.00 (CPRE), £210.00 (Carl Small), £20.00 (BKV), £88.00 (SLCC)
  - **Balance of Bank Account: £22,476.38** (as at 28th April 2016).
- Available Funds: £22,122.38 (balance of bank account less unrepresented cheques)**
- b. **Orders for Payment: £1,791.23**
- **Venetia Davies - £379.08** (April 36 hours including AVM Meeting)
  - **Venetia Davies - £8.19** (Paper and Photocopying for Best Kept Village)
  - **Cartridge World - £42.00** (£35.00 + VAT £7.00) (photocopying of AVM Draft Minutes for insertion in Village Voice).
  - **Simon Brown - £270.00** (Grass cutting 11.04.16, 19.04.16, 25.04.16, 26.04.16 (insecticide spraying @ £50), 03.05.16)
  - **Carl Small - £60.00** (Children's play area – 2 cuts @ £30)
  - **JE Accountants - £88.00** (Parish Council payroll administration).
  - **Wel Medical Ltd - £720.00** (£600.00 + VAT £120.00) (maintenance contract for 2 defibrillators).
  - **BMKALC - £93.96** (Annual Subscription to Association)
  - **Ken Birkby - £30.00** (AVM Refreshments)
  - **Cuddington PCC - £100.00** (Flowers for Queen's 90<sup>th</sup> Birthday display)
- BALANCE: £20,331.15** - (Available Funds less Orders for Payment)

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- c. **Chairman's Allowance**, to resolve to provide.  
Councillors resolved that a Chairman's Allowance is not required.

### 13. Grass Cutting, review of 1<sup>st</sup> cut and to agree Complaints procedure

Councillors gave positive feedback with regard to the first cut from Aylesbury Town Centre. **ACTION: CLERK to agenda Complaints procedure for next Parish Council meeting.** Concerns were expressed over water in Lower Church Street thought to be as a result of damage by heavy vehicle. **ACTION: CLERK to request site visit by TfB.** In light of requirements for Public Liability/Risk Assessment informed at the Devolution Safety Overview, **CLERK to liaise with existing Contractors to ensure they fully comply.**

### 14. Annual Village Meeting

It was agreed that the AVM was well organised, well managed and well attended. Thanks were paid to the number of Contributors informing attendees of village activities/societies. Thoughts around a Village Plan versus a Neighbourhood Plan were briefly discussed. **ACTION: KB/CLERK to liaise re a date for an Extraordinary Meeting to discussed further.** Date to be publicised to Parishioners.

### 15. Footpath Map

Following Angela Sanderson's (**AS**) suggestion for a Cuddington Footpath map, Councillors agreed the production of one would be well received, given Cuddington is a popular venue for walkers. **ACTION: KB/CLERK to contact AS to request an initial proposal.**

### 16. Best Kept Village

Judging takes place between June and July. Village Tidy to take place on **Saturday 4<sup>th</sup> June at 10am.** **ACTION: CLERK to circulate areas that require cleaning and tidying to KB.** **CLERK to advertise date in Village Voice, Website and Notice Boards.**

### 17. Warm Memorial and Village Planting

Quotation received from Michael Collins for turf works to war memorial. Quotation agreed. **ACTION: LS to request works to commence asap.**

### 18. HGV Meeting

Meeting held with BCC Transport, Paul Irwin, Westcott, Ashendon, Cheersley and Cuddington Parish Councils to ascertain measures to curb HGV vehicles driving through villages to avoid damage. A Traffic Regulation Order would be costly (£15-£20K) and would be subject to approval from Thames Valley Police at an additional cost. "Unsuitable for HGV" signs could be located but again this is subject to specific criteria being met and would lack the deterrent power of a TRO being in force. BCC suggested that 'evidence gathering' would be the first sensible step across all four villages to record type of vehicle, direction of traffic, time of day, registration number, driver behaviour. A report could then be presented by BCC as evidence to haulage operators. It was also suggested that a local media campaign could be initiated to put further pressure on operators. **ACTION: CLERK to liaise with Parish Councils of Ashendon, Cheersley and Westcott to establish date in June to carry out traffic survey.** Volunteers from Cuddington required for various time slots for traffic survey.

### 19. Items for Information

Parish Council Meeting dates for 2016/17 (Cuddington Parish Council will continue to meet on the 2<sup>nd</sup> Monday of each month in the Bernard Hall). AVDC TfB Spring/Summer Conference (Thursday 12 May from 9:30am to 2pm, AVDC offices (and again on 1st November 2016), AVDC Planning Event for Parishes (Tuesday 24th May or Wednesday 25 May, The Oculus, Gateway). No firm date yet received from AVDC.

### 20. Date and Time of Next Meeting:

**Monday 13<sup>th</sup> June 2016: BERNARD HALL 19.30 hrs**