

## DRAFT MINUTES

2016/21

**CUDDINGTON PARISH COUNCIL**  
**Draft Minutes of Parish Council Meeting**  
**held in Bernard Hall**  
**Monday 13<sup>th</sup> June 2016 at 7.30pm**

**PRESENT:** Ken Birkby (**KB**), Ken Brown (**KMB**), Stuart Anderson (**SA**), Barbara Buckley (**BB**), Lorraine Stevens (**LS**), Andrew Vickers (**AV**), Venetia Davies (**Clerk and RFO**).  
Cllr Judy Brandis.

**Parishioners:** There were 3 Parishioners present.

**NB: Action points highlighted**

- Chis Blumer (**CB**), member of Traffic Action Group 2 (TAG 2), requested that a traffic survey be repeated to enable robust comparisons to be made with the 2001 Traffic Action survey. Councillors agreed to repeat the survey, which will collect speed and volume data (from 3 locations) and increase its budgeted figure from £500 to the quoted amount of £900 + VAT from Transport for Bucks. **ACTION: CB to instruct. CB to also ascertain where the pneumatic tube will be located in Dadbrook (the 30 mph sign has moved further outside the village since 2001).**
- Jim's Bench. It was agreed to formally record the installation of Jim's bench in Village Voice. **ACTION: KB/CB to liaise.**
- HGV traffic watch through villages. KB thanked all volunteers who helped record HGV traffic through Cuddington. Results across the 4 villages of Ashendon, Chearsley, Cuddington and Westcott to be analysed and reported. **ACTION: KB/CLERK to arrange meeting with Parish Council representatives.**
- Angela Sanderson (**AS**) expressed concerns over dog fouling in Tibby's Lane and enquired if a dog bag dispenser could be positioned nearby. It was agreed that a sign along the lines of "Don't leave this bag around" be put on the bins. The green dog bag dispenser near Frog Lane to also be relocated to the red dog waste bin near Frog Lane. **ACTION: KB to relocate dog bag dispenser. CLERK to produce laminated signs.**

### 1. Apologies for Absence

Michael Edmonds, Paul Irwin, Ken Trew.

### 2. Approval of Minutes: Monday 9<sup>th</sup> May 2016

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

### 3. Matters Arising from previous Minutes/Extraordinary Minutes

- **Nicholas Almond Trust.** **ACTION: CLERK to retrieve archived file for JSdJ.**
- **Dinton Crossroads to Cuddington Speed Limit Review.** Clerk monitoring progress.
- **Village Notice Boards.** Thanks were paid to all who participated in Village Tidy in preparation of Best Kept Village. Notice Boards now painted. Battens required to be fixed to burial ground wall in order to stabilise Notice Board at Welford Way. **ACTION: KB to contact Ken Tomes for permission.**
- Pedestrian access to the 280 bus service. **ACTION: KB/SA to survey.** Pruning of Cherry Trees along Dadbrook. **ACTION: KB to assess.**
- Village Plan versus a Neighbourhood Plan was briefly discussed. **ACTION: KB/CLERK to liaise re a date for an Extraordinary Meeting to discussed further. Date to be publicised to Parishioners.** **Vale of Aylesbury Local Plan (VALP).** 8 week consultation on the draft version of the plan to take place between 7 July and 5 September 2016. Parish and Town Councils are invited to a presentation on **13<sup>th</sup> July at 6.30pm in the Oculus at the Gateway.** A series of drop in sessions will be held including Haddenham on Monday 11<sup>th</sup> July. Details at <http://www.aylesburyvaledc.gov.uk/vale-aylesbury-local-plan-draft-plan>. **ACTION:**

## DRAFT MINUTES

**COUNCILLORS** to attend. **KB** to provide copy for Village Voice so that Parishioners are aware and can attend and comment too.

2016/22

- Concerns were expressed over water in Lower Church Street thought to be as a result of damage by heavy vehicle. **ACTION: CLERK** to follow-up request for site visit by TfB.

#### 4. Declarations of Interest

There were no interests declared.

#### 5. Planning

For Information: TOWN & COUNTRY PLANNING ACT 1990 APPEAL: Land To Rear Of Spicketts, Frog Lane, Cuddington. The appeal is dismissed due to the effect of the development on the setting of the Grade II and appearance of the area, with particular regard to the Cuddington Conservation Area.

#### 6. Correspondence

There was no correspondence outside the Agenda items.

#### 7. Contributions from AVDC and BCC

Cllr Judy Brandis briefly discussed the **Vale of Aylesbury Local Plan (VALP)** as above. Cuddington is now designated a Medium Village because of community facilities – school, recreation ground, social club, shop, post office, church, pub and proximity to Haddenham. Judy also briefly voiced concerns over the possible formation of a “new village” near Haddenham.

#### 8. Footpath Map

Angela Sanderson (**AS**) presented ideas for a Cuddington Footpath map which would include ½ dozen or so good circular walks. **ACTION: AS** to produce draft and liaise with **KB**. Parishioners interested in taking part in the footpath research to contact Clerk. **AS/Parish Council** also keen to hear from a graphic designer who could assist with the design of the leaflet.

#### 9. Finance

##### a. Balance from Minutes of previous meeting (9<sup>th</sup> May 2016): **BALANCE:** **£20,331.15**

- Receipts:** £0.00
- Debits:** £0.00
- Plus unrepresented cheques:** **£60.00** (Carl Small), **£93.96** (BMKALC - Membership Subscription)
- Balance of Bank Account:** **£20,485.11** (as at 1<sup>st</sup> June 2016).

**Available Funds:** **£20,331.15** (balance of bank account less unrepresented cheques)

##### b. Orders for Payment: **£1,127.61**

- Venetia Davies - £379.08** (May 36 hours including Internal Audit and HGV co-ordination)
- Venetia Davies - £78.38** (Folders for financial year 2016/17, laminating pouches, postage stamps, toners (£49.88 [£41.57 + £8.31])).
- Simon Brown - £220.00** (Grass cutting 09.05.16, 24.05.16, 31.05.16, 06.06.16)
- Carl Small - £150.00** (Children’s play area – 4 cuts @ £30, 2 hours weeding and nettle spray £30.00)
- Mr Michael Collins - £85.00** (War memorial garden)
- BMKALC - £5.15** (outstanding balance for Annual Subscription – total £99.11 and not £93.96 as previously informed)

## DRAFT MINUTES

2016/23

**Also approved:**

- **Adam 1<sup>st</sup> Electrical Services - £210.00** (Installation of two defibrillator cabinets and wall light)  
**BALANCE: £19,203.54** - (Available Funds less Orders for Payment)

- c. **Audit 2015/16.** Approval of accounting statements and annual governance statement. Internal Audit completed by Matthew Giorgi. Approved and signed by KB and Clerk (also Responsible Finance Officer). **ACTION: CLERK to return External Audit to by 6<sup>th</sup> July 2016.**

**10. Clerk's Hours**

It was agreed that 8 hours per week/32 hours per month represents the hours required by the Clerk to carry out responsibilities.

**11. Parish Council Complaints Procedure**

Final draft circulated for adoption. **ACTION: CLERK to file with final approval.**

**12. Parish Council Contractors**

Contractors to comply with risk assessments and public liability insurance. **ACTION: LS to contact Parish Council insurers. KB/CLERK to liaise with Contractors.**

**13. Standing Orders, Code of Conduct, Financial Regulations and Risk Assessment**

Final drafts to be circulated for adoption at July meeting. **ACTION: KMB/KB/CLERK to liaise.**

**14. AVDC Planning Event for Parishes, feedback from KB**

The event was well attended. Planning applications are up by a third, with 90% determined under delegated powers. If a Parish Council objects to a planning application, it must be willing to speak at the relevant Development Management Committee meeting. Councillors are encouraged to use the planning portal. Slides have been distributed as training aids.

**15. Items for Information**

- LS requested a replacement plaque for Leslie Jole's memorial tree. **ACTION: LS to arrange.**
- Cuddington Parish Council transparency funding. £445.00 received to purchase computer/printing equipment.
- Queen's 90<sup>th</sup> Birthday. Councillors commented on the Flower Festival and the excellent display.
- Stuart Anderson gave his apologies for the July meeting.

**16. Date and Time of Next Meeting:**

**Monday 11<sup>th</sup> July 2016 at 7.30pm: BERNARD HALL**