

# DRAFT MINUTES

2017/05

**CUDDINGTON PARISH COUNCIL**  
**Draft Minutes of Parish Council Meeting held in The Bernard Hall**  
**Monday 27<sup>th</sup> March 2017 at 7.30pm**

**PRESENT:** Ken Birkby (**KB**), Ken Brown (**KMB**), Lorraine Stevens (**LS**), Ken Trew (**KT**), Andrew Vickers (**AV**), Venetia Davies (**Clerk and RFO**).

**Parishioners:** There were 5 parishioners present including Cllr Judy Brandis (**JB**)

## Parishioners Question Time

- Unreasonable parking was reported outside 4 Bernard Close. Angela Sanderson to contact Vale of Aylesbury Housing Trust or Bucks County Council for ownership.
- The response to comments submitted by Jennifer Schram de Jong to the Vale of Aylesbury Local Plan opposing the increase from a small village to a medium size village, made reference to Marsworth rather than Cuddington. **ACTION: KB/CLERK to draw this to the attention of VALP.**
- The Parish Council was asked if it would support a small donation for a farewell party for Nan and Peggy Cattell in recognition of the exceptional amount contributed to the Cuddington over the past 50 years.
- The Gardening Club is celebrating its 25<sup>th</sup> anniversary and is seeking younger people to join and become involved. The Annual Village Meeting will provide an opportunity to encourage membership and involvement in organising activities.

## **NB: Action points highlighted**

### 1. Apologies for Absence

Ken Brown (**KMB**), Stuart Anderson (**SA**).

### 2. Approval of Minutes: Monday 27<sup>th</sup> February 2017

Draft Minutes of the above meeting were accepted as a true record & signed KB.

### 3. Matters Arising from previous Minutes (Monday 30<sup>th</sup> January 2017)

- **Village Maintenance/Administration. Outstanding jobs:**
  1. Attach Notice Board to wall of burial ground.
  2. Prune Cherry trees along Dadbrook.
  3. Chase quotation for value of War Memorial. The War Memorial is registered with the Imperial War Museum and is a Celtic Cross 3.67m high made of Cornish granite. It is not listed. A replacement value for insurance purposes is required. **ACTION: JSdJ kindly offered to contact Thomas Cakebread Ltd for a valuation. LS to enquire with Came and Company, the Parish Council insurers. CLERK to enquire with BALC.**
  4. Distribute copies of Neighbourhood Plans to Councillors.
  5. Cuts to footpath and overgrown 30mph signs.
- **Pedestrian access to the 280 bus service. ACTION: KB to email PI with details of accidents.** See also Item 13.
- **Sentinel speed watch equipment.** Speed watch to be conducted in early Spring. **ACTION: KB to brief TAG 2.**
- **Provision of telephone and broadband connection in the Bernard Hall. ACTION: CLERK to liaise with Chris Long and Bernard Hall Committee.** Hearing loop to also be installed.
- **Playground. ACTION: LS to organise working party for painting of climbing frame, slide and rocking horse (request at AVM), opening ceremony and a plaque with list of funders.**
- **Cuddington Stores.** The shop sign on the Village Green is being replaced.
- **10 years of Aylesbury Vale Community Chest:** LS reported her attendance (17.03.17). **ACTION: LS to submit final report on Playground to Community Chest.**

## DRAFT MINUTES

2017/06

- **Litter Bins.** AVDC has confirmed that Cuddington Parish Council has **6 street litter bins** which are emptied once a week on a Wednesday year round. There is also **one litter bin** on the recreation ground, which the Parish Council pays to be emptied. There are **3 dogs bins** which are emptied once a week on a Wednesday, year round. These bins are emptied weekly and sanitised twice a year at a cost to the Parish Council. If the bins continue to remain full and overflowing, AVDC has requested that the Parish Council monitor empties (late on a Tuesday and first thing on a Thursday and take photographic evidence which will be passed to the contractor. **ACTION: COUNCILLORS to monitor as required.**

#### 4. Declarations of Interest

There were no interests declared.

#### 5. Casual Vacancy

The Parish Council has received two applicants for the office of Parish Councillor, following Barbara Buckley's resignation. Richard Stanczyc and James Will gave a small presentation. Councillor co-opted Richard Stanczyc to fill the vacancy and welcomed Richard to the Parish Council. **ACTION: RS to complete Declaration of Acceptance of Office and Register of Interest Form. CLERK to notify AVDC and return forms to Lyndsey Chapman at AVDC.**

6. **Resignation of Cllr Stuart Anderson,** Councillors formally noted the resignation of Stuart Anderson and thanked Stuart for his substantial contribution to the Parish Council over several Councils.

#### 7. New Casual Vacancy

Following Cllrs Stuart Anderson's resignation, a Casual Vacancy Notice has been placed on website and notice boards. This has also been sent to the Democratic & Electoral Services Officer. After a period of 10 working days (Wednesday 12<sup>th</sup> April), the Monitoring Officer will inform the Parish Council if a by-election has been called by residents. If this is not the case, the Parish Council to then take steps to fill the vacancy by co-option.

#### 8. Planning

There were no applications to consider but concern was expressed over the lack of updates reference **16/02977/APP - Paddock at Rear of Great Stone House, Aylesbury Road, Cuddington.** Erection of 7 dwellinghouses, including alterations to the existing access and associated landscaping works; Case Officer Jennie Harris and the circulation and then withdrawal of **17/00781/PREMTG - Allotments Dadbrook Cuddington Buckinghamshire.** Erection of 12 detached, semi-detached and terraced two storey dwellings, including garaging and parking, together with landscaping and all enabling and ancillary works; Case Officer Abigail Chapman. **ACTION: CLERK to contact both Case Officers for update.**

#### 9. Annual Village Meeting

It was agreed the format of the Annual Village Meeting would take the Open Forum arrangement of previous years. Contributors invited to give updates and answer questions include representatives from the following clubs, facilities and organisations: Cuddington and Dinton School (confirmed and requested to go near to the start), The Nicholas Almond Trust, Gardening Club, Cuddington Village Fete (confirmed), Village Voice (confirmed), Website (confirmed), CPFPA (John Lockett absent), The Bernard Hall (confirmed and requested a slot from 8.30pm), The Village Picture House (confirmed), Footpaths, Tennis Club, WI, Sunshine Club, Boules, Local/District Councillors (confirmed), Police Community Support Officer (confirmed) as well as Cuddington Parish Council. JSdJ has prepared a report on the Nicholas Almond Trust for circulation. She paid thanks to the Fete Committee for a donation over the last 3 years resulting allowing the Trustees to award grants to children who apply.

## DRAFT MINUTES

2017/07

A draft of the Parish Council's financial report 2016/17 and budget 2017/18 has been circulated to KB for comment. **ACTION: KB/CLERK to finalise Financial Report and Budget.**

### 10. Correspondence

- Letter from Jennifer Schram de Jong, Chair of Cuddington Gardening Club re maintenance of Bernard Hall planters and tubs and Best Kept Village (BKV) flower bed. The Gardening Club has unanimously decided not to continue to plant and look after the planters and tubs in front of the Bernard Hall. The Club is trying to form a group who will take on the planting of the BKV sign but for this year only. KB thanked Jennifer and the Gardening Club for their efforts and commented on the planting that has been particularly good in both locations. Councillors unanimously agreed that the Bernard Hall Committee be approached to manage the plant containers. A call for volunteers to tend to the Best Kept Village garden could be made at the AVM. **ACTION: KB to follow up with Bernard Hall Committee.**

### 11. Reports from Councillors attending meetings and outside organisations

There were none.

### 12. Contributions from AVDC and BCC Cllrs

Cllr Judy Brandis asked if the Parish Council bins are now being emptied regularly following her enquiries with AVDC. It was confirmed that the recycling bin has now been removed and is available to other Parish Councils. **ACTION: KB to mention at a future LAF meeting.** Dog bags were discussed. Bags are being removed, in bulk, from the dispenser on the corner of Frog Lane and as a result, the PC aren't topping it up as frequently.

### 13. Finance

- Balance from Minutes of previous meeting (27<sup>th</sup> February 2017): BALANCE: £12,334.07**
  - Receipts:** £0.00 (NOTE: **£564.85** received CPFA to settle final Mower Fund)
  - Debits:** £0.00
  - Plus unpresented cheques: £545.71** - Venetia Davies (£336.96 and £24.75), Ken Birkby (£160.00), Bernard Hall (£24.00)
  - Balance of Bank Account: £12,879.78** (as at 3<sup>rd</sup> March 2017)  
**Available Funds: £12,334.07 (balance of bank account less unpresented cheques)**
- Orders for Payment: £2,852.99**
  - Venetia Davies - £389.61** (March and additional 5 hours for VAT return and Co-option works)
  - Venetia Davies - £37.17** (£30.98 + VAT £6.20 (Toner and Stationery))
  - ARG Compulink Ltd - £54.00** (£45.00 + VAT £9.00) (Computer set-up with Office/anti-virus and Wireless Mouse – Transparency funding)
  - Bernard Hall - £24.00** (Hall hire February 2016)
  - JE Accountants - £207.00** (for annual Payroll Administration 2016/17, Pension and Audit advice)
  - BCC - £1,608.00** (contribution to Dinton Crossroads to Cuddington Speed Limit Implementation)
  - AVDC - £232.41** (£193.67 + VAT £38.74) Annual Dog Waste Service (April 2016 to March 2017)
  - JRB Enterprise Ltd - £135.00** (£112.00 + £22.50 VAT) Dog Bags – Dec '16
  - JRB Enterprise Ltd - £137.40** (£114.50 + £22.90 VAT) Dog Bags – March 2017

## DRAFT MINUTES

2017/08

- **Oxford IT Solutions – £28.80** (£24.00 + £4.80 VAT) Domain Renewal - cuddingtonvillage.com (renewal on 31/03/2017 for 24 months).
- **BALANCE: £9,481.08** (Available Funds less Orders for Payment)

Following receipt of the outstanding £564.85, the **CPFA Mower Fund** has now been settled. The balance is £0.00.

- c. The declaration of compliance has been made with The Pension Regulator.
- d. The Precept 2017/18 will be paid last week April/last week of September.

### 14. Greenways, to consider permitting vehicle access across the green.

Councillors resolved they had no objection to the owner using a reinforced grass solution to the drive to service the existing access.

### 15. Cuddington Tennis Club Constitution

On the request of Charles Sanderson, this was removed from the Agenda.

### 16. Pedestrian access to the 280 bus service (along Dadbrook), to provide an update

A site meeting with two contractors has been arranged for Tuesday 28<sup>th</sup> March at 11 am and Thursday 30<sup>th</sup> March at 2 pm to ascertain different levels of solutions. **ACTION: KB/PI to attend 28<sup>th</sup> March, KMB/PI to attend 30<sup>th</sup> March. TAG 2 to be involved in progressing project.**

### 17. Installation of mobility gates (on footpaths behind Bridgeway).

A third gate was suggested for the next stile along path 11. James Gibson has permitted installation of mobility gate at CUD/13/1 but has requested that installation be done from the roadside to protect crops. Clerk has also written to landowners Robert Spencer Bernard for permission and is awaiting response. These to be provided by BCC with installation costs met by the Parish Council. **ACTION: CLERK to request further gate and chase Robert Spencer Bernard for response. If permitted, to confirm exact locations to BCC and arrange for Mark Nicholas Fencing to install from roadside.**

### 18. Best Kept Village Competition 2017

The Parish Council will enter the BKV competition. **ACTION: CLERK to enter Cuddington. Litter pick to be arranged in time for the judging in June.**

### 19. Items for Information

- Elections to Buckinghamshire County Council - Thursday 4th May 2017
- Footpaths map. KB informed RS that a footpath map was in progress.
- KT raised the provision of a burial ground. **ACTION: CLERK to obtain guidance from BALC. Councillors to research going forward.**
- **Roadside Litter Pick.** Thanks were paid to the 30+ volunteers who helped on the roadside litter picks. The bags will be collected from AVDC.

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

**In the Bernard Hall**  
**Annual Village Meeting: Monday 3<sup>rd</sup> April**  
**Parish Council: Wednesday 26<sup>th</sup> April**  
**Annual General Meeting of Parish Council: Monday 22<sup>nd</sup> May**

The Parish Council meet on **the last Monday of every month** (or the 4<sup>th</sup> Monday in the event of a Bank Holiday Monday).