

DRAFT MINUTES

2017/15

CUDDINGTON PARISH COUNCIL
Draft Minutes of Parish Council ANNUAL GENERAL Meeting held in The Bernard Hall
Monday 22nd May 2017 at 7.30pm

PRESENT: Ken Birkby (**KB**), Ken Brown (**KMB**), Richard Stanczyc (**RS**), Lorraine Stevens (**LS**), Ken Trew (**KT**), Venetia Davies (**Clerk and RFO**).

Parishioners: There were 4 parishioners present including Cllr Judy Brandis (**JB**)

Parishioners Question Time took place after Item 8.

NB: Action points highlighted

1. Election of Chair

Ken Birkby was elected Chair of the Parish Council for 2017/18. Proposed **KMB**, Seconded **RS**.

2. Apologies

Lorraine Stevens (**LS**), Andrew Vickers (**AV**), Jim Will (**JW**).

3. Election of Vice Chair

Ken Brown was elected Vice Chair of the Parish Council for 2017/18. Proposed **KB**, Seconded **KT**.

4. Declaration of Acceptance of Office by Chair

Duly signed by Ken Birkby, Chair.

5. Representatives of Committees/Working Groups

Councillors **agreed** to the following representations:

Responsible Finance Officer: Venetia Davies

Footpath Representative: Ken Birkby

Local Area Forum: Ken Birkby, Ken Brown

Traffic Action Group: Ken Birkby, Ken Trew

Website Working Group: Venetia Davies

Cuddington Playing Fields Association: Lorraine Stevens

Planning: Ken Trew

Nicholas Almond Trust: Andrew Vickers

For monitoring Parish Council assets: Ken Brown

For reviewing the Parish Council Insurance Policy: Andrew Vickers

6. PC Governance

Standing Orders, Code of Conduct, Financial Regulations, Risk Assessment, Complaints Procedure and Equality Policy (adopted in November 2016) were agreed for 2017/18. It was **agreed** to review these annually in March, at year end.

7. Devolved Service

The Annual Report relating to Grass Cutting for 2016/17 was approved. £846.44 (£423.22 on 1st April 2016, £423.22 on 1st October 2016) was paid directly to Aylesbury Town Council. All services were provided in accordance with the Devolved Services Agreement. Grants of £846.43 for 2017-18 and £846.43 for 2018-19 will be paid directly from BCC to ATC. **ACTION: CLERK to send to BCC (deadline 31st May 2017).**

8. Clerk Salary

Councillors formally approved an increase in the Clerk's salary to £11.00 per hour, backdated to 1st April 2017. **ACTION: CLERK to notify JE Accountants for payroll.**

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9. Parishioners Question Time

Parishioners expressed concerns about potentially 'lost' Bridleways from a map first published in 1945 in comparison to a more recent one. All County and Local Councils are charged with creating the Definitive Map by 2026. This will include all footpaths ancient and modern and after that date anything not registered could be lost. It was agreed research is required. KB suggested speaking to Angela Sanderson, Milly Soames and contacting the Rights of Way Officer at BCC for clarification.

ACTION: KB to follow up, with Karen Haining and Tracy Wildblood.

10. Approval of Minutes – Monday 26th April 2017

Item 10b Finance – Orders for Payment. ~~Lorraine Stevens – £34.79 (additional paints for playground)~~ This were returned to the supplier. **BALANCE: £8,924.58** (Available Funds less Orders for Payment). Draft Minutes of the above meeting were then accepted as a true record & signed by Chairman, KB.

11. Matters Arising from previous Minutes

Village Maintenance/Administration.

1. Attach **Notice Board** to wall of burial ground. **ACTION: KB to liaise with Mick Radwell or arrange working party to fix.**
 2. Prune **Cherry trees** along Dadbrook. Ongoing.
 3. Quotation for **War Memorial** received. **ACTION: KB to make a final enquiry with CPCC regarding ownership.**
 4. **Cuts** to footpath and overgrown 30mph signs. Ongoing.
 5. **Footpath map.** Ongoing.
- **Sentinel speed watch equipment.** Speed watch to be conducted. **ACTION: KB/KMB to book Cuddington for speed training through LAF and appeal for volunteers for training.**
 - **Provision of telephone and broadband** connection in the Bernard Hall. The Bernard Hall Committee has suggested the Parish Council meet the cost of installation and monthly fee. Councillors **agreed** not to proceed.
 - **Cuddington Stores.** The shop sign on the Village Green is being replaced.
 - **Litter Bins.** Photographs and description of recent unemptied bins on playing field and Welford Way sent to BCC. Clerk awaiting response.
 - **Maintenance of Bernard Hall planters and tubs.** **ACTION: KB to chase Bernard Hall Committee for the planters.**
 - **Best Kept Village.** A village tidy will take place on **Sunday 4th June at 10am.** There are plenty of Jobs that could be done at any convenient time, not necessarily Sunday. **ACTION: CLERK to advertise in VV, Website and on Notice Boards. KB to provide list of jobs.** Contact Ken on 292921
 - **Recycling Bin.** **ACTION: KB to flag up availability of bin at future LAF meeting.**
 - **Burial ground.** **ACTION: CLERK to obtain guidance from BALC. Councillors to research going forward.**
 - **Speed Limit Review.** BCC has advised that the Cabinet Member Report is going through the approval process. BCC will update on instruction dates.
 - **Jim Will.** **ACTION: JW to complete Declaration of Acceptance of Office and Register of Interest Form. CLERK to notify AVDC and return forms to Lyndsey Chapman at AVDC.**
 - **Defibrillators.** **ACTION: KB to liaise with Laura Ewers for further demonstrations.**
 - **Allotments.** Information on how to obtain an allotment will soon be promoted on website.
 - **Pedestrian access to the 280 bus service (along Dadbrook Road)** **ACTION: PI to chase for quotation and arrange site visits with an additional two contractors. ACTION: TAG 2 to be involved in progressing project.**
 - **Installation of kissing gates.** **ACTION: CLERK to book date with James Gibson and Mark Nicholson Fencing for installation (from roadside or pasture side of boundary)**

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KB to confirm exact location. **KB** to write to Robert Spencer Bernard for permission on 3rd gate at end of Path 3.

- **Village of Year Competition.** Nomination form submitted. Awaiting response.

12. Declarations of Interest

There were no interests declared.

13. Planning

- **17/01721/APP - 37 Bernard Close, Cuddington, Buckinghamshire, HP18 0AJ**
Single storey rear extension and front entrance porch.
ACTION: CLERK awaiting planning notification from AVDC.
- **Update on application 16/02977/APP - Paddock at Rear of Great Stone House, Aylesbury Road, Cuddington.** Erection of 7 dwelling-houses. **ACTION: CLERK** to invite to June meeting.

14. Correspondence

- **Helen Keeping, Editor, Village Voice.** Request for grant of £300 for Village Voice. Councillors **agreed** in principle but following PC governance, require sight of accounts.
ACTION: CLERK to request most recent copy of accounts.
- **Carl Small.** Councillors **agreed** an increase of £10 a cut due to additional strimming and mowing required in new refurbished playground. **ACTION: CLERK** to inform Carl Small.

15. Reports from Councillors attending meetings and outside

There were none.

16. Contributions from AVDC and BCC Cllrs

Judy Brandis is now Vice Chair of AVDC. Judy outlined VALP dates which included the Parishes Seminar on 17th July. The Cabinet's recommendations will be considered by full Council at its meeting on Wednesday 19 July 2017. The public consultation period has been confirmed as 3rd August to 28th September.

17. Finance

- a. **Balance from Minutes of previous meeting** (27th March 2017): **BALANCE: £8,889.79**
~~Lorraine Stevens – £34.79 (additional paints for playground). Items returned.~~
BALANCE: £8,924.58
 - **Receipts: £10,525.00** (£25.00 CPFA Peppercorn Rent, £10,500.00 Precept Payment)
 - **Debits: £0.00**
 - **Plus unpresented cheques: £279.00** (£24.00 Bernard Hall, £45.00 Cartridge World, £36.00 CPRE, £54.00 SLCC, £120.00 Carl Small)
 - **Balance of Bank Account: £19,728.58** (as at 17th May 2017)
Available Funds: £19,449.58 (balance of bank account less unpresented cheques)
- b. **Orders for Payment: £849.60**
 - **Venetia Davies - £367.04** (£15.04 (increase for April) and **£352.00** for May)
 - **Venetia Davies - £35.57** (laminating pouches, photocopying, stationery)
 - **Lorraine Stevens - £4.31** (paint/materials for playground)
 - **Lorraine Stevens - £30.00** (BCC land register)
 - **Richard Stanczyc - £31.85** (BALC Councillor Training)
 - **Ken Birkby - £27.83** (£23.19 + £4.64 (VAT) – Hi Vis Jackets)
 - **Trustees of Bernard Hall Committee - £48.00** (Hall hire AGM & April 2017)

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- **Simon Brown - £220.00** (Grass Cutting 24.4.17, 2.5.17, 9.5.17, 15.5.17)
- **Carl Small - £85.00** (Strim of new matting areas 30.4.17, cut/strim of remainder 3.5.17, cut/strim 12.5.17)
- **BALANCE: £18,599.98** (Available Funds less Orders for Payment)

c. **Audit 2016/17**

The accounting statements and annual governance statement were approved and signed by KB and Clerk (also Responsible Finance Office). Thanks were paid to Matt Giorgi who completed the Annual Internal Audit 2016/17. **ACTION: CLERK to return to Mazars.** Notice of appointment date for the exercise of public rights will be 5th June 2017 to 14th July 2017. **CLERK to circulate to Councillors.**

18. Land for Churchyard

The existing Churchyard is getting full and a plot needs to be identified for the next 100 years. KB has proposed to James Stonham, Church Warden that Revd Margot Hodson and the Church Wardens suggest a suitable time to meet with Councillors. **ACTION: KB/KT to propose list of queries in preparation for discussion.**

19. VALP Update

In preparation of the public Consultation period of the VALP (3rd August to 28th September), KT suggested collating background data/capacity study for Cuddington village so that the Parish Council is better able to respond. **ACTION: KT to compile and bring forward at June or July meeting.**

20. Playground

A quotation of £600 for the replacement post on the baby swings was considered too expensive. **ACTION: LS to seek additional quotes. LS to organise opening ceremony and a plaque with list of funders including Community Chest, Haddenham Beer Festival and Cuddington Village Fete.**

21. Items for Information

- **VALP – Parishes Seminar** – Monday 17th July at 7.30pm. **ACTION: CLERK to confirm KB/KT as attendees.**
- **LGC/NALC supplement (what next for Localism) survey** – request to respond by 31st May 2017. **ACTION: CLERK to forward to KB/KT for response.**
- **Waddesdon Neighbourhood Plan.** Final version of Waddesdon Neighbourhood Development Plan has been submitted. **ACTION: CLERK to agenda for June for Councillors to consider opportunity of commenting.** Consultation period Friday 19th May to Friday 30th June at 5pm.
- **Title on Village Green** – Right of Access across Village Green and responsibility of maintenance. **ACTION: CLERK to agenda for June.**
- **Reforms to the Data Protection Act.** Data protection law will significantly change on 25th May 2018 when the 2016 EU Directive known as General Data Protection Regulation (GDPR) takes effect. **COUNCILLORS/CLERK to keep informed.**

22. Date and Time of Next Meeting:

Monday 26th June 2017 in the Bernard Hall 7.30 pm

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

The Agenda and Minutes of the Parish Council meetings can also be viewed at
www.cuddingtonvillage.com