

DRAFT MINUTES

2017/25

CUDDINGTON PARISH COUNCIL
Draft Minutes of Parish Council Meeting held in The Bernard Hall
Monday 21st August 2017 at 7.30pm

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

Parishioners: There were 3 parishioners present including

Parishioners Question Time

- A parishioner raised concerns about the recent damage to grass verges from pony and trap carts in the village. The recent arrival of travellers in Thame was noted and concerns about the area possibly becoming popular for travellers expressed, and how any problems could be managed. **ACTION: CLERK to ask PSCO Sue Jones if there is any information/intelligence regarding this.**

NB: Action points highlighted

1. Apologies

Ken Brown (**KMB**), Richard Stanczyc (**RS**), Andrew Vickers (**AV**), Cllr Judy Brandis (**JB**)

2. Approval of Minutes – Monday 24th July 2017

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

3. Matters Arising from previous Minutes

- **Maintenance/Administration.**
 1. Prune **Cherry trees** along Dadbrook.
 2. **War Memorial Insurance.** **ACTION: KB to enquire with CPCC/James Stonham re ownership.**
 3. **Cuts** to footpath and overgrown 30mph signs.
 4. **Footpath map.**
- **Sentinel speed watch equipment.** LS/RS have completed the sentinel equipment training. LS informed Councillors of the Parish Council requirements. **ACTION: CLERK to ensure public liability insurance is in place for roadside volunteers and ensure sentinel equipment is registered on the Parish Council asset register (value to be obtained from Sue Gilbert, Clerk Haddenham PC). LS to compile risk assessment. LS/RS to arrange training session for interested volunteers to develop into first observation. CLERK to publicise date and time slots in Village Voice and website. LS to ask PSCO Sue Jones to recommend site to place camera.**
- **Defibrillator demonstration.** **ACTION: KB to liaise with Laura Ewers for September dates – one evening, one Saturday and one daytime.**
- **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.**
- **Installation of mobility gates.** Site locations have been shown to Mark Nicholson Fencing. Awaiting arrival of stock from BCC and final installation. **ACTION: CLERK to chase BCC. KB to meet with Mark Nicholson.**

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- **Reforms to the Data Protection Act.** ACTION: ALL to keep informed. CLERK to book BALC training course – 14th March 2018.
- **Title of Village Green.** Letter issued, with conditions, granting vehicular access from to owner of Greenways. ACTION: KB to send documentation to Helen Francis, Interim Definitive Map and Local Land Charges Team Leader to include on Register.
- **Playground.** Replacement post installed. Playground inspection to take place this month (August). LS to organise opening ceremony and a plaque with list of funders including Community Chest, Haddenham Beer Festival and Cuddington Village Fete.
- **Land for Churchyard.** Awaiting meeting date - Cuddington Parochial Church Council
- **Litter in Low Lane.** ACTION: KB to install sign discouraging litter.
- **C56 Cuddington/Aylesbury Road - 50 mph Speed Limit.** Awaiting installation works of signs.
- **Parish Council Insurance.** ACTION: AV to review Parish Council insurance policy for 2017/18 for October. CLERK to agenda for September.
- **Uneven footpath (due to tree roots) and low hanging branches of cherry trees in Swan Hill.** ACTION: CLERK to check responsibility of footpath with Dave Smith. LS has arranged working party for February (with residents who have offered to help) for pruning of cherry trees. The cherry trees along Dadbrook could also be pruned at this time.
- **Buckinghamshire Minerals and Waste Local Plan.** Whilst the M&WLP does not affect the village directly, the Parish Council is adversely affected by heavy goods vehicles. KT has responded *Cuddington and the local road network is adversely affected by traffic to the Calvert site. The Parish Council would like to see more rigorous controls, monitoring and enforcement through the traffic routing agreements for waste planning consents (Policy 18). In addition, there should be tighter, direct controls on hauliers and waste management companies transporting waste through the appropriate licensing procedures.*
- **Bonfires in Village.** There have been complaints about persistent bonfires in the village. ACTION: CLERK to write to resident requesting consideration.

4. Declarations of Interest

There were no interests declared.

5. Casual Vacancy – Co-option

Further to the notice of parish vacancy (expired: 1st August 2017) no request for an election was received by AVDC. The Parish Council proceeded to co-opt Ravern Stevens (RS) to fill the vacancy (a result of Councillor Jim Will's resignation) and welcomed Ravern to the Parish Council. RS completed Declaration of Acceptance of Office and Register of Interest Form. CLERK to notify AVDC and return forms to Lyndsey Chapman at AVDC. Clerk has circulated Parish Council procedures (Standing Orders, Code of Conduct, Risk Assessment, etc) to RS.

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6. Planning

- **17/02731/APP - The Penny School, Frog Lane, Cuddington, HP18 0AH**
Conversion of loft into habitable space with new roof lights, new windows and doors and cladding to the front elevation. **Case Officer:** Bibi Motuel. **Comment Date:** 22nd August 2017. **ACTION: CLERK to return NO OBJECTIONS to AVDC but add:** The current application has addressed the objections that were raised on the previous application 17/01416/APP but comment:
 - The velux windows on the western elevation should not be altered in any way to those that exist now.
 - That the comments from the Heritage and Conservation Officer are fully considered.

7. Correspondence, outside Agenda items. KB has received a positive response from the Rights of Way Operations Team at BCC re footpath Lower Winchendon 10B / Cuddington 1 reference repairs required to sleeper boardwalk and handrails. **ACTION: KB to send photos to Rose-Marie Gibbard, BCC of damaged sections.**

8. Best Kept Village Competition Presentation

Winners Presentation has been arranged for Saturday 16th September 2017 at 2.30pm on the Upper Green. The presentation party has to leave sharply at 3.00pm. Ken Birkby, Chair to receive the Morris Cup and the Sword of Excellence from Sir Henry Aubrey Fletcher.

ACTION: LS/CLERK to arrange celebration cake and teas. KB to locate Gazebo on Upper Green. CLERK to promote on Website and on Notice Boards. All villagers encouraged to attend.

9. TfB Stakeholder Conference, 12.09.17 (8.30am-2.00pm; main conference begins 9.15 am), **ACTION: CLERK to ask KMB to attend.**

10. BCC Draft Transport Development Management Policy Consultation. ACTION: KT/RS to respond by 25.09.17.

11. Vale of Aylesbury Local Plan - Parishes Seminar 04.10.17. ACTION: KT/RS to attend. CLERK to inform AVDC.

12. Reports from Councillors attending meetings and outside. There were none.

13. Contributions from AVDC and BCC Cllrs. There were none.

14. Finance

a. **Balance from Minutes of previous meeting (21st August 2017): BALANCE: £16,385.50**

- **Receipts:** £0.00
- **Debits:** £0.00
- **Plus unrepresented cheques:** £135.00 (Carl Small £120.00, Bernard Hall £15.00)
- **Less cheque:** £0.00
- **Balance of Bank Account: £16,520.50** (as at 10th August 2017)
Available Funds: £16,385.50 (balance of bank account less unrepresented cheques)

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b. Orders for Payment: **£2,035.52**

- **Venetia Davies - £352.00** (July)
- **Mick Radwell – £111.08** (for fitting replacement post on baby swing)
- **Gilly Cottman – £50.00** (Flowers for Best Kept Village flower bed)
- **Trustees of Bernard Hall Committee - £15.00** (Hall hire for July Meeting)
- **Simon Brown - £220.00** (Grass Cutting 4 cuts @ £55 - 25.07.17, 31.07.17, 7.08.17, 14.08.17)
- **Carl Small - £120.00** (Cutting/Strimming - 3 cuts @ £40 – 27.07.17, 05.08.17, 13.08.17)
- **Came and Company - £1,135.59** (Council's long-term agreement (LTA) expires 30.09.18)
- **Bucks Association of Local Councils – £31.85** (Councillor Induction 19th October)
- **BALANCE: £14,349.98** (Available Funds less Orders for Payment)

15. Items for Information

- TfB Stakeholder Conference, Tuesday 12th September 2017
- **Best Kept Village Competition Presentation, Saturday 16th September 2017 at 2.30pm**
- Consultation on Draft Transport Development Management Policy – open until Monday 25th September 2017
<https://democracy.buckscc.gov.uk/mgConsultationDisplay.aspx?ID=3290>.
- Vale of Aylesbury Local Plan - Parishes Seminar - Wednesday 4th October 2017
- Councillor Induction Training. **ACTION: RS to attend Thursday 19th October 2017**
- **16/02977/APP - Paddock at Rear of Great Stone House.** KB/KT are meeting with Rectory Homes on 22nd August to address progress with above site together with other village aspirations for Cuddington, to include housing mix (size and costs) and style, as well as infrastructure (including parking, access, etc).
- **December 2017 Meeting.** Will take place on Monday 11th December at 7.30pm in the Bernard Hall.

16. Date and Time of Next Meeting:

Monday 25th September 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).