

## DRAFT MINUTES

2018/18

**CUDDINGTON PARISH COUNCIL**  
**Draft Minutes of Parish Council Meeting held in The Bernard Hall**  
**Monday 29<sup>th</sup> May 2018 at 7.30pm**

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

**Parishioners:** There were no Parishioners present. Cllr Judy Brandis (JB) and Cllr Paul Irwin (PI) were present.

**NB: Action points highlighted**

**Parishioners Question Time took place after Item 8.**

**1. Election of Chair**

**Ken Birkby** was elected Chair of the Parish Council for 2018/19. Proposed KT, Seconded KMB.

**2. Apologies**

There were none

**3. Election of Vice Chair**

**Ken Brown** was elected Vice Chair of the Parish Council for 2018/19. Proposed KT, Seconded LS.

**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:

Neighbourhood Plan: Ken Brown, Ken Trew, Ravern Stevens, Andrew Vickers

Responsible Finance Officer: Venetia Davies

Footpath Representative: Richard Stanczy

Local Area Forum: Ken Birkby, Ken Brown

TAG 2: on hold until NHP

Website Working Group: Venetia Davies

Cuddington Playing Fields Association: Lorraine Stevens

Planning: Ken Trew

Nicholas Almond Trust: Andrew Vickers

For monitoring PC Governance: Ken Brown

For reviewing the Parish Council Insurance Policy: Andrew Vickers

**6. PC Governance**

Standing Orders (updated with new legislation), Code of Conduct, Financial Regulations, Risk Assessment (financial risks updated with NH Plan and Traffic Feasibility Study), Complaints Procedure and Equality Policy were agreed for 2018/19. To be updated as necessary and reviewed annually. **ACTION: CLERK to upload on village website.**

## DRAFT MINUTES

2018/19

### 7. PC Privacy Policy

Councillors **agreed** to adopt the PC Policy, based on the General Privacy Policy provided by National Association of Local Councils (NALC) dated February 2018. **ACTION: CLERK to upload on village website.**

### 8. Website Privacy Policy

Councillors **agreed** to adopt the Website Privacy Policy, produced by the Website Working Group (WWG). To also make necessary amends to village website database. **ACTION: WWG to make necessary amends village website.**

### Parishioners Question Time

There were none.

### 9. Approval of Minutes – Monday 30<sup>th</sup> April 2018

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

### 10. Matters Arising from previous Minutes

- **Village Maintenance/Administration**
  - Footpath Map (Angela Sanderson)
  - Playground – Plan of Works, Funding (New Homes Bonus deadline **27<sup>th</sup> July 2018**), Opening Ceremony (**LS**)
  - Water on Dadbrook Road – treatment and ownership of ditch for clearing (**PI**)
  - Uneven Footpath – Swan Hill. Dave Smith has notified that due to budget constraints, this has been postponed until late summer at earliest. (**LS**)
  - Pruning of Cherry trees along Dadbrook (**KB**)
  - Online banking (**CLERK**)
  - ‘Slow Down for Horses signs’/Steps to reduce speed - Low Lane (**PI**)
  - Footpath Lower Winchendon 10B / Cuddington 1. Works raised by BCC to replace boardwalk. Part handrail replaced.
  - Inclusion of Greenways title on Register of Common Land, and, also from Land Registry. (**KB/Helen Francis**)
- **Sentinel Speed Watch Sessions.** It was agreed to aim to conduct a speed watch before the Traffic Feasibility Study is underway. **ACTION: KMB to arrange with Volunteers.**
- **Defibrillator.** Request sent to Bernard Hall Committee for fitting of low wattage night light close to the side gate.
- **Drains at village crossroads** and inability to cope with winter rainfall. Order raised by KB (14.03.18). Works also instructed for clearance of drains on Dadbrook and jetting of pipework by Local Area Technician, Dave Smith.
- **Village Litter Pick - Saturday 2<sup>nd</sup> June at 10am.** **ACTION: KB/CLERK to publicise.**
- **Burial grounds in St Nicholas Churchyard and contingency plans for alternative space.** **ACTION: KT/AV to research and consider for Neighbourhood Plan.**
- **Mobile Phone Coverage in Village.** A booster for rural communications was suggested. **ACTION: RTS/KB to research.**
- **GDPR Legislation.** **ACTION: CLERK to buy Shredder and obtain list of documentation to be retained by PC from B&MALC. CLERK/LS to clean files.**

## DRAFT MINUTES

2018/20

### 11. Declarations of Interest

There were no interests declared.

### 12. Correspondence

- **AVDC VALP.** Hearing Session of the Aylesbury Vale Local Plan Examination in Public will be held at the Gateway on Tuesday 10<sup>th</sup> July at 10am. Representatives to confirm participants by 19<sup>th</sup> June.
- Copy of Parishioner's letter to Minister of State for Housing regarding affordable housing received and circulated.

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

There was none.

### 14. Contributions from AVDC and BCC Cllrs

- **Cllr JB, AVDC.** New Planning Officers have now been recruited. £3.7m has been invested in new waste vehicle fleet. All recycling, general waste, food and garden waste collection rounds are currently being redesigned to improve capacity and fuel efficiency. Any changes to a customer's bin collection day will not come into effect until early September. The frequency of household collections will not change. The WhizzFizzFest, inspired by Roald Dahl, takes place on 30<sup>th</sup> June 2018 in Aylesbury Town Centre.
- **Cllr PI, BCC.** It is hoped that a decision on Unitary will be made by July/August. Announcement of Oxford/MK/Cambridge Growth Corridor is expected around August/September. The route will then be decided in December, implementation 2030. The Government favours the East West Rail Route. The Parish Council considered it 'outrageous' that there has been no public consultation. **Freight Strategy Workshop – 21<sup>st</sup> June at 4.30pm at Waddesdon Cricket Club. ACTION: KB to attend.** 'Fix My Street' at <https://www.fixmystreet.com/> has been successfully launched. Works to Cuddington Bridge are now completed.

### 15. Planning

- **18/00776/APP- Rosetree Cottage, Lower Church Street, Cuddington, HP18 0AS.** Change to a flat roof design of pitched element. No further comment from the PC.

### 16. Traffic Safety Feasibility Study TFB088

Councillors **agreed** to proceed with the Feasibility Study at a cost of £6,911.94. The report, to be received in August, will give a series of recommendations for traffic calming. This to be funded by contribution (expected to be received in 9/12 months' time).

### 17. Neighbourhood Plan:

Following the submission of the acceptance of terms and conditions to Groundwork, the Neighbourhood Grant of £8,975.00 (Ref NPG-10099) has been awarded (notification received 25.05.18). Funds will be credited to the Parish Council bank account within 3-5 working days. Councillors **agreed** to the Consultancy appointment of O'Neill Homer initially for 15.5 days of consultancy (covered by the grant) and to instruct the remaining 14.5 days (total 30 days) if and once confirmation of the additional grant is received. **ACTION: KB, as Chair, to sign appointment letter to O'Neill Homer.** The Neighbourhood Plan 'Vision' Meeting will commence on **Wednesday 30<sup>th</sup> May from 6pm-8pm in Ashendon Village Hall** to be

## DRAFT MINUTES

2018/21

chaired O'Neill Homer. This meeting will form a Steering Group with sub-groups undertaking specific tasks and set out ideas about the future of Cuddington.

### 18. Cuddington Allotments.

AVDC has notified the Parish Council that the owner of the allotments intends to proceed with the sale of part of the land, listed as an Asset of Community Value. This triggers a 6-week period during which time Community Interest Groups with a local connection may register an expression of interest to purchase the property. The 6-week period commenced on 9th May and will expire on 20 June. An open meeting is being held by Rectory Home and the Allotment Society on Monday 18<sup>th</sup> June between 5.00-7.30pm for Parishioners to view an exhibition of plans for proposed housing. Councillors agreed to hold an Extraordinary Meeting on **Monday 18<sup>th</sup> June at 7.30pm** to ascertain the village's response to the proposals. There is an entitlement for a Community Interest Group to register an expression of interest to bid for the land and have six months, in which to make an offer to purchase. **ACTION: KB to call Extraordinary Meeting on Monday 18<sup>th</sup> June at 7.30pm. Flyer to be door dropped. CLERK to produce Agenda.**

### 19. Rectory Homes & Allotment Society Exhibition – Monday 18<sup>th</sup> June 5.00-7.30pm

An Exhibition of plans for proposed housing on part of the Allotment Site

### 20. Finance

- a. **Balance from Minutes of previous meeting (30<sup>th</sup> April 2018): BALANCE: £16,601.75**
  - Receipts: £15,500.00 (Precept – April Payment)
  - Debits: £0.00
  - Plus unrepresented cheques: £308.00 (£22.50 Bernard Hall, £30.00 2D Print World, £36.00 CPRE, £57.50 SLCC, £120.00 Carl Small, 42.00 Oxford IT).
  - **Balance of Bank Account: £32,409.75** (as at 2018)

Available Funds: **£32,101.75** (balance of bank account less unrepresented cheques)
- b. **Orders for Payment: £7778.20**
  - Venetia Davies - £429.00 (additional 8 hours – PC Governance 4 and NP 4)
  - Venetia Davies - £8.76 (Stationery and Postage – Audit)
  - Simon Brown - £165.00 (Grass Cutting – 1/5, 7/5, 21/5)
  - Carl Small - £160.00 (Children's Playground cut/strim – 28/4, 6/5, 15/5, 23/5)
  - 2D Print World - £51.00 (£30.00 AVM Minutes, £21.00 NP Flyer)
  - Ringway Jacobs Ltd - £6,911.94 (Traffic Safety Feasibility Study)
  - Also agreed: Trustees of Bernard Hall Committee - £52.50 (April Hall Hire)
  - **BALANCE: £24,323.55** (Available Funds less Orders for Payment)

### 21. Items for Information

- Road Closure: Frog Lane outside No 2. 18 June (up to 5 days 7am-5pm) for cabling works.

### 22. Date and Time of Next Meetings:

**Extraordinary Meeting** to discuss village response to Rectory/Allotment Society presentation: Monday 18<sup>th</sup> June at 7.30pm in the Bernard Hall

**Parish Council Meeting:** Monday 25<sup>th</sup> June at 7.30pm in the Bernard Hall

*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).*