

DRAFT MINUTES

2018/30

CUDDINGTON PARISH COUNCIL
Draft Minutes of Parish Council Meeting held in The Bernard Hall
Monday 20th August 2018 at 7.30pm

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

Parishioners: There were 4 Parishioners present. Cllr Paul Irwin (PI) was also present.

NB: Action points highlighted

Parishioners Question Time

There were no questions.

1. Apologies

Ken Brown (**KMB**), Andrew Vickers (**AV**), Cllr Judy Brandis, AVDC

2. Approval of Minutes – Monday 30th July 2018

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

3. Matters Arising from previous Minutes

- **Village Maintenance/Administration**
 - Footpath Map. It was agreed the draft should be art worked to include all footpaths as well as notable buildings and either be a folded DL leaflet or postcard. A small charge could be made for the purchase of the map. **ACTION: CLERK to ask village student to consider proposing a design.**
 - Playground – Plan of Works, Funding (**LS**)
 - Water on Dadbrook Road – treatment and ownership of ditch for clearing (**PI**)
 - Uneven Footpath – Swan Hill. 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**)
- **Dadbrook.** Works instructed for clearance of drains on Dadbrook and jetting of pipework by Local Area Technician, Dave Smith, to be carried out when there is a gap in the current TfB programme. **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.**
- **Fixed traffic capacity to the junction on Dadbrook.** No response from BCC. **ACTION: KT to forward details to PI for action.**
- **Assets of Community Value.** **ACTION: CLERK to agenda for January for re-registering of Shop/The Crown PH.**
- **NP Budget.** **ACTION: KT/CLERK to prepare NP budget forecast to end of Neighbourhood Plan for September meeting.**

1

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

Please keep informed through Village Voice, www.cuddingtonvillage.com,
www.facebook.com/Cuddingtonvillage

DRAFT MINUTES

2018/31

- **Devolved Services. Parish Council** to inform BCC whether or not it intends to continue with the delivery of services (or revert to services by Tfb) and decided whether to express an interest in being considered for inclusion in the extended service delivery contract by end November 2018. To contact alternative suppliers for quotes April 2019 onwards. **ACTION: CLERK to obtain BCC map of verges from Dave Smith Tfb and/or Keith Gray, Aylesbury Town Council and agenda for September/October meeting.**

4. Declarations of Interest

There were no interests declared.

5. Clerk performance/salary review

Annual appraisal conducted between Ken Birkby/Venetia Davies. Councillors agreed to an increase in Clerk's salary (to £12 per hour) in line with NALC/SLCC payscales. To be backdated to April 2018.

6. Resignation of Councillor and Notice of Vacancy in Officer of Councillor

The resignation of Councillor Richard Stanczyz was noted. In line with the Notice of Casual Vacancy, steps to fill the vacancy by co-option can be made after 24th August subject to there being no request to fill the vacancy by election. Applications will then be invited to the Clerk at cuddingtonpc@gmail.com. In the event of the Parish Council receiving more than one application, a closed session will commence at 7.00pm on 24th September for Councillors to consider skill sets prior to co-opting during the public meeting (from 7.30pm). **ACTION: CLERK to agenda for September meeting.**

7. Correspondence

- Email received from applicant informing the Parish Council that BCC will not be supporting the application for a Public Path Diversion Order at Cuddington Mill on the grounds that the new route would be 'substantially less convenient to the public' since it is believed the new route would be more liable to flooding. (It was proposed to move Footpath 13 to the north of its current position. This would entail building a new gated bridge and raising part of the walkway, with the new route crossing the entrance road immediately opposite the existing route of continuing Footpath 13 going up the field towards Bridgeway House and the main road. The report details several advantages to the scheme. To complement this change to Footpath 13, it is proposed to divert Footpath 15 to meet at the entrance to the new bridge). Given the Parish Council were given the original plans from the applicant and supported the proposals at its meeting in November 2017, the Parish Council **agreed** to write to BCC and asked why the Parish Council had not been officially consulted. To also question 1) the rationale behind the new route being prone to increased flooding and 2) loss of public enjoyment to the path when walkers are reluctant to walk the route due to intrusion of privacy. Whilst it was noted that AVDC can deal with diversions and that the applicant may wish to ask District Council to consider the proposal, Paul Irwin, Chairman of Rights of Way, agreed to take the matter further with Helen Francis, Interim Definitive Map and Local Land Charges Team Leader at BCC. **ACTION: KB to write to Joanne Taylor, Team Leader Rights of Way Operations at BCC and copy PI.**

2

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

Please keep informed through Village Voice, www.cuddingtonvillage.com,
www.facebook.com/Cuddingtonvillage

DRAFT MINUTES

2018/32

- Email received Salvation Army reference siting a Salvation Army Clothing recycling bank on Parish land. It was agreed that as the Parish Council does not have an appropriate large area of land with a high footfall, it would be unsuitable. **ACTION: CLERK to respond.**

8. Reports from Councillors attending meetings and outside organisations.

There were none.

9. Contributions from AVDC and BCC Cllrs

- **Cllr PI, BCC.** News still awaits on Unitary and the Oxford/MK/Cambridge Growth Corridor. The Parish Council reported an increase in HGV traffic through Cuddington to Chearsley/Long Crendon. **ACTION: KB/PI to investigate reasons further.**

10. Planning

- **18/02604/ALB and 18/02603/APP - The Malthouse, Lower Church Street, HP18 0AS.** Single storey rear extension. Comments by: 29 August 2018. **ACTION: CLERK to return NO OBJECTIONS to AVDC.**
 - **18/02676/ALB - Red Door Cottage, 2 Aylesbury Road, Cuddington, HP18 0BD.** Alteration & repairs to garage and house. Comments by: 5 September 2018. **ACTION: CLERK to return NO OBJECTIONS to AVDC.**
 - **18/02770/APP - Tibbys Cottage, Tibbys Lane, Cuddington, HP18 0AR** Repairs to garden shed comprising increase pitch of roof, replace rotten roof beams, replace 2 x external doors and rotten frames and rebuild collapsed side wall. Comments by: 9 September 2018. **ACTION: CLERK to return NO OBJECTIONS to AVDC.**
- Also considered:**
- **18/02857/APP and 18/02858/ALB - The Chestnuts, Upper Church Street, Cuddington, HP18 0AP.** Replacement porch. Comments by: 17 September. **ACTION: CLERK to return NO OBJECTIONS to AVDC.**

11. Neighbourhood Plan

The Steering Group (SG) meet again on 21st August 2018. **Survey.** The Survey is available on line and has been notified through Village Voice, Website and Facebook page. The deadline for completion is 7th September 2018. Responses are low to date and ways to increase responses will be addressed at the SG Meeting. Further paper copies are required in the Shop/Denise Hairdressers. **Dadbrook Farm.** KT and RS have been informed that illustrative proposals are being submitted for the development of 50 houses on Dadbrook Farm and that AVDC are now in contact with Mr Gibson's agent. This development could still be dealt with in the VALP if AVDC decide to consider the larger number (originally 15) as a major modification to the Plan. This will however go to consultation. The Steering Group will continue to treat this proposed development as part of the Neighbourhood Plan.

Land Availability Study. A review of potential development sites, including land owned by the Parish Council, will only take place once the results of the survey are known. **Meeting with Stakeholders.** Meetings are taking place in September. When the Steering Group meet again on 11th September, the results of the survey and views of Stakeholders will have

3

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

Please keep informed through Village Voice, www.cuddingtonvillage.com, www.facebook.com/Cuddingtonvillage

DRAFT MINUTES

2018/33

been analysed. The initial report from the Inspector for VALP will also be available. Stephanie Buller, Neighbourhood Planning Officer, will be attending the SG meeting on 25th September.

12. LAF Applications for Transport Schemes

Korinne Leney has agreed to extend the deadline for the LAF application (for transport schemes – to be matched funded). It was agreed to obtain outline costs for traffic calming measures (using other village examples) and submit the application. **ACTION: KT/RS to submit LAF application. PI to talk to Korinne and pressure TFB for early indication of draft recommendations.**

13. Finance

a. **Balance from Minutes of previous meeting (30th July 2018): BALANCE: £28,291.40**

- **Receipts: £0.00**
- **Debits: 0.00**
- **Plus unrepresented cheques: £172.86** (£67.86 Gilly Cottman, £60.00 Oxford IT Solutions, £15.00 Trustees of Bernard Hall, £30.00 Oxford IT Solutions)
- **Balance of Bank Account: £28,464.26** (as at 16th August 2018)
Available Funds: £28,291.40 (balance of bank account less unrepresented cheques)

b. **Orders for Payment: £827.19**

- **Venetia Davies - £384.00**
- **Venetia Davies - £84.00** (NP – 7 hours)
- **Venetia Davies - £177.00** (backdated pay)
- **Simon Brown - £110.00** (Grass Cutting – 07.08.18, 20.08.18)
- **Will Dyer - £49.69** (logo for Neighbourhood Plan from Logo Joy)
- **Cartridge World - £22.50** (printing of Neighbourhood Plan Survey)
- **BALANCE: £27,464.21** (Available Funds less Orders for Payment)

c. **Management Report.** August report circulated.

14. Best Kept Village Presentation

The Presentation Party will be arriving at 12.50pm on Saturday 15th September for an hour. **ACTION: CLERK to ask CYD to vacate hall by 12.15/12.30. LS to organise food. CLERK to publicise on Village website/VV. KB to produce Village Flyer inviting Parishioners to attend. CLERK to arrange for Sword and Cup to be collected from KB.**

15. Items for Information

- **Planning Forum for Parishes** – Wednesday 5th September 2018 4.45pm-6.00pm in the Diamond Room, The Gateway, AVDC. **ACTION: CLERK to ask KMB/AV to attend.**
- **Local Parish Infrastructure Priorities and Future Workshops.** **ACTION: KT to inform Andy MacDougall, AVDC that infrastructure priorities will be submitted once results of Village Survey and Traffic Survey are known.**

4

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

Please keep informed through Village Voice, www.cuddingtonvillage.com,
www.facebook.com/Cuddingtonvillage

DRAFT MINUTES

2018/34

- **Parish Liaison and TFB Conference Update** - 26th September 2018 in County Hall. PI informed this meeting has been cancelled.
- **Playground.** **ACTION: CLERK** to ask Carl Small to cut conifer hedge. **LS/KB** to submit New Home Bonus grant for 3 tables.
- **Bins.** Bins are overflowing. **ACTION: CLERK** to inform AVDC if remain overflowing after Wednesday's scheduled collection.

16. Date and Time of Next Meetings:

Parish Council Meeting: Monday 24th September at 7.30pm in the Bernard Hall

*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

Please keep informed through Village Voice, www.cuddingtonvillage.com,
www.facebook.com/Cuddingtonvillage