

## DRAFT MINUTES

2018/35

### CUDDINGTON PARISH COUNCIL Draft Minutes of Parish Council Meeting held in The Bernard Hall Monday 24<sup>th</sup> September 2018 at 7.30pm

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

**Parishioners:** There were 4 Parishioners present. Cllr Judy Brandis (JB) was also present.

#### **NB: Action points highlighted**

#### **Parishioners Question Time**

There were no questions.

#### **1. Apologies**

There were none.

#### **2. Approval of Minutes – Monday 20<sup>th</sup> August 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. Awaiting artwork proposals from Village student.
  - Playground – **ACTION: LS/KB to purchase two additional tables for playground (two already purchased with Fete grant - £150.00). Playground Inspection.** Report received and circulated. **ACTION: KB/LS to action any risk factors.**
  - 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**)
  - 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. CLERK/LS to clean files.**
- **Fixed traffic capacity to the junction on Dadbrook.** BCC has responded with “For a development of 10 dwellings it would be unlikely that there would be a capacity issue at the junction into the site access, or further within Dadbrook. A development of 10 dwellings would not usually be expected to undertake junction capacity assessments as the type and level of capacity assessment required depends on the quantum of development proposed.”
- **Assets of Community Value.** **ACTION: CLERK to agenda for January for re-registering of Shop/The Crown PH.**

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- **NP Budget.** ACTION: KT/CLERK to prepare NP budget forecast to end of Neighbourhood Plan.
- **Public Path Diversion Order at Cuddington Mill.** ACTION: CLERK to chase Joanne Taylor for response. To circulate copy of letter to Parishioner concerned.
- **Overflowing Bins.** Resolved.
- Increase in HGV traffic through Cuddington to Chearsley/Long Crendon. ACTION: KB/PI to investigate reasons further.
- **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. Declarations of Interest

There were no interests declared.

#### 5. Casual Vacancy

There were four applications for the Parish Councillor role. Councillors were delighted with the response and high calibre of all applicants. The Parish Council proceeded co-opted Josephine Bradford (**JB**) to fill the vacancy (a result of Councillor Richard Stanczyc resignation) and welcomed Josephine to the Parish Council. Josephine completed Declaration of Acceptance of Office. ACTION: CLERK to notify AVDC and return forms to AVDC. **JB** to sign Register of Interests form. CLERK to circulate Parish Council procedures (Standing Orders, Code of Conduct, Risk Assessment, etc) to **JB**.

#### 6. Correspondence

- Email received from Resident regarding traffic accident outside Crown PH (29.08.18) and subsequent Traffic Report prepared for the Parish Council with the support of neighbours. KT informed the meeting that the Parish Council had now received the Traffic Feasibility Report where most of the issues had been raised. It was agreed that it is important to bring together Task Group (Traffic) to become involved in assessing recommendations. It was also noted that the recommendations are limited and disappointing due to very strict rules on public highways but the Parish Council has been reassured that it has presented questions and obtained answers as to whether concerns are technically viable. See Action Point under Item 10.
- Jennifer Schram de Jong, Gardening Club. The Gardening Club are unable to continue to maintain the BKV garden. ACTION: LS to ascertain what work is required and seek volunteers to help.

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

- **Planning Forum for Parishes** – Wednesday 5th September 2018. Attended by KMB/AV. Awaiting decision on Unitary. Corridor B (East-West rail route from Abingdon to south Milton Keynes via Winslow) had been announced as the preferred route for the Oxford to Cambridge Expressway.
- **Haddenham and Long Crendon LAF** - Thursday 13th September 2018. Attended by KB and KMB. Reported circulated. Minutes can be viewed at: <https://democracy.buckscc.gov.uk/ieListMeetings.aspx?Committeeld=619>.

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**ACTION: CLERK to promote Fly Tipping Survey/Living Well Campaign on website/notice boards.**

- **Neighbourhood Plan** - Meeting with James Stonham, Church Warden, St Nicholas Church. Attended by KT/AV. It is predicted that land for burials in Cuddington will have run out in 20 years. The amount of land for future burials has been clarified. Responsibility for buying burial land is being ascertained.
- **Neighbourhood Plan** – Meeting with Cuddington and Dinton School. Attended by KT/RS. The School has been asked by BCC to consider the option to increase class sizes to 30. The School has been asked to inform the Neighbourhood Plan Steering Group if there are plans that contribute to the Neighbourhood Plan.
- **CPFA** – Meeting with John Lockett and Lorraine Rae (check spelling), Cuddington Playing Fields Association. Attended by KT and KMB. The Committee are happy with current arrangements and are not seeking funding. It would like another football pitch. A suggestion for a possible Mobile Mast in the playing field was made.
- **CPFA** – AGM. Attended by LS. There is a wine quiz fundraiser taking place on Saturday 27<sup>th</sup> October. Parishioners are encouraged to take/join a table of 8. Younger people are using the Clubhouse and there is a lot of enthusiasm for it. Nibby White will be leaving the Bar Committee in January. More volunteers are required to work behind the bar. The CPFA Committee voted against any housing development on the Playing Field.

### 8. Contributions from AVDC and BCC Cllrs

Cllr Judy Brandis commented that other Parish Councils would be envious that 4 applications had been received for the Casual Vacancy role. She congratulated the Parish Council on provide an excellent presentation/lunch for the Best Kept Village. BCC has written against Oxford-Cambridge Expressway chosen route. Hazrat Hussain, AVDC Parish Liaison Officer is on leave and there are now allocated time slots to visit. Judy requested information on any outstanding planning applications that haven't been resolve. **ACTION: CLERK to ask Judy to chase planning application 18/00137/APP – Rectory Homes/North of Aylesbury Road, Cuddington.** The New Home bonus funds (large funds) has closed.

### 9. Planning

- **18/03137/ALB - Old Inn, 6 Bridgeway, Cuddington, HP18 0AW**  
Stone cladding to single storey extension to be removed and to be replaced with renderComments by: 3 October 2018. **ACTION: CLERK to return NO OBJECTIONS to AVDC.**

### 10. Traffic Feasibility Study

Traffic Feasibility Report and recommendations received. LAF application for funding of study and its recommendations submitted. Any funding to be matched. **ACTION: CLERK to upload Report on Village Website. RS to invite NP Task Members (Traffic) to meeting to analyse and assess recommendations against issues raised.**

### 11. Neighbourhood Plan (NP)

The Steering Group (SG) meet again on 25<sup>th</sup> September 2018 with Planning Consultant Neil Homer. This meeting is critical to understanding the next steps of the Neighbourhood Plan

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process. There is an article going into the October issue of Village Voice summarising progress to date. With regard to **Housing Development on the Playing Fields**, it was expressed that the Parish Council, in its role as landowner, was being asked by the NP if it wished to put the land forward for development. It was **agreed** in order to make a decision, the Parish Council will need to consult the villagers and put options to them to see if they wished the NP to consider some form of limited development in return for various defined community benefits. This to be a Parish Council (landowner) exercise but the consultation with villagers could potentially be managed through the NP; advice on this will be sought from Neil Homer before a final decision is taken. In the meantime, the PC will prepare options over the next month or so in order to feed into the second stage NP consultation at the end of the year. **ACTION: KB, AV, JB to arrange meeting and prepare first draft to be agreed by Parish Council at its October/November meeting.**

### 12. Devolved Services

Councillors agreed not to express an interest in being considered for inclusion in the extended service delivery contract (which allows local councils to undertake repairs to local residential roads, kerbs, signs, bollards, etc). **ACTION: CLERK to inform BCC of this decision by end November 2018. KB to check grass cutting map and provide new plan and specification for obtaining quotes from alternative suppliers to commence April 2019 onwards. CLERK to provide copy of Contract with BCC to KB.**

### 13. Parish Council Insurance

Came and Company had provided 3 alternative quotations and recommended that Cuddington Parish Council accepts Inspire to meet its demands and needs. The Total Annual Premium is £1,250.00 reducing to £1,190 if Cuddington Parish Council set up a 3-year binding Long Term Agreement with Inspire. Councillors agreed in principle. AV to review and inform Clerk soonest. Insurance renews 1<sup>st</sup> October 2018.

### 14. Finance

- a. **Balance from Minutes of previous meeting (20<sup>th</sup> August 2018): BALANCE: £27,464.21**
  - **Receipts: £0.00**
  - **Debits: 0.00**
  - **Plus unrepresented cheques: £90.36** (£67.86 Gilly Cottman, 2D Print World £22.50)
  - **Balance of Bank Account: £27,554.57** (as at 10<sup>th</sup> September 2018)  
**Available Funds: £27,464.57** (balance of bank account less unrepresented cheques)
- b. **Orders for Payment: £2,522.33**
  - **Venetia Davies - £384.00**
  - **Venetia Davies - £72.00** (NP – 6 hours)
  - **Venetia Davies - £4.00** (Stationery)
  - **Ken Birkby - £16.97** (£14.15 + £2.82 VAT – hardware items)
  - **Simon Brown - £220.00** (Grass Cutting – 27/8, 3/9, 11/9, 17/9)
  - **Carl Small - £80.00** (Grass Cutting - Children's Playground 22/8, 4/09)

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- **Trustees of Bernard Hall Committee - £45.00** (for 9/7 (NP), 17/7 (NP), 23/7 (NP), 30/7 (CPC))
- **The Crown PH - £150.00** (Best Kept Village presentation lunch)

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- **Lorraine Stevens - £42.36** (Best Kept Village presentation lunch)
  - **PKF Littlejohn - £240.00** (£200.00 + £40.00 VAT – Audit)
  - **The Play Inspection Company Ltd - £78.00** (£65.00 + £13.00 VAT – Annual Playground Inspection)
  - **Came and Company - £1,190.00** (Parish Council Insurance)
- BALANCE: £24,941.88** (Available Funds less Orders for Payment)

c. **Management Report.** September report circulated

d. **Audit.** A review of the Annual Governance and Accountability Return (AGAR) for Cuddington Parish Council (for the year ended 31st March 2018) has been completed and published on the village website.

### 15. Items for Information

- Bucks and Milton Keynes Association of Local Councils AGM - Friday 9th November 2018, 7pm Darke Hall, Green Park, Aston Clinton.
- Councillors **agreed** to event tickets being sold on the website in support of Finley Newell.

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

**Parish Council Meeting:** Monday 26<sup>th</sup> October 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).*

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