

## DRAFT MINUTES

2018/40

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

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

**Parishioners:** There was one Parishioner present. Cllr Judy Brandis (JB) was also present.

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

#### **Parishioners Question Time**

There were no questions.

#### **1. Apologies**

Andrew Vickers (**AV**).

#### **2. Approval of Minutes – Monday 24<sup>th</sup> September 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 Inspection. ACTION: LS to obtain quotes for replacement and installation of chains and swing for existing unit and cost new swing unit. Application for funding could be submitted to LAF. Deadline 19<sup>th</sup> November.**
  - 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**)
  - '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, will be carried out when there is a gap in the current TfB programme.
- **Mobile Phone Booster** for rural communications. **ACTION: KT/KB to research.**
- **GDPR Legislation. ACTION: CLERK/LS to clean files.**
- **Assets of Community Value. ACTION: CLERK to agenda for January for re-registering of Shop/The Crown PH/Allotments.**
- **Public Path Diversion Order at Cuddington Mill. ACTION: CLERK to continue to chase Paul Irwin for a meeting with applicant and Ken Birkby.**
- **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.**
- **Maintenance of BKV garden.** To be maintained by existing volunteers with additional help with watering when required. **ACTION: LS to inform Jennifer Schram de Jong, Chair of Gardening Club.**

1

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## DRAFT MINUTES

2018/41

### 4. Declarations of Interest

Ken Trew declared an interest in planning application: 18/03711/APP and 18/03712/ALB.

### 5. Correspondence

There was none outside the Agenda items.

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

There were no meetings.

### 7. Contributions from AVDC and BCC Cllrs

Cllr Judy Brandis. News still awaited on Unitary. Inspector's interim findings (VALP) found the housing requirement should be increased by around 1,600 and distribution should be more focused in north of district and in villages. Other modifications are required. Modifications will be published for 6-week public consultation in early 2019 and submitted to the Inspector. The Inspector may decide it necessary to hold further hearing sessions before finalising report. The issue of final report (now likely to be Summer 2019), has to be accepted by AVDC in full, or Plan withdrawn. It was noted that VALP may be further disrupted by Local Authority Elections and the Unitary authority issue.

(Latest news Thurs 1<sup>st</sup> Nov—Single Unitary authority announced from April 2020)

### 8. Planning

- **18/03711/APP and 18/03712/ALB - Spicketts, Frog Lane, Cuddington, HP18 0AX Replacement garage. Comments by: 20th November 2018**  
**ACTION: CLERK to return NO OBJECTIONS to AVDC.**
- **18/00137/APP. Erection of 8 dwellings including alterations to the existing access and associated landscaping works. Land North of Aylesbury Road, Cuddington, HP18 0BGT.** The Officer's report recommends approval subject to S106 contributions to be agreed. £30,978 sport/leisure off-site financial contribution and £15,000 contribution towards Cuddington's traffic calming scheme feasibility study.

### 9. Neighbourhood Plan (NP), to provide update and discuss housing targets for Cuddington to 2033, scope and timing of the second Village Consultation.

KT provided a progress report:

- **Overview of First Consultation.** Results of summer survey will be circulated in November issue of Village Voice (A5 booklet) and made available on village website.  
**ACTION: KT to forward to LS/JB.**
- **Oneill Homer.** Draft Development Policies, Initial (Housing) Site Assessment report and Project note (Housing) received by Neil Homer. Site assessments to be prepared by Oneill Homer.
- **Task Groups.** Task Groups have been set up to collection information and guide policies on Design, Environment, Green Infrastructure (includes footpaths); Traffic (includes parking); Housing and Social Infrastructure. Groups will report back early New Year.

2

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## DRAFT MINUTES

2018/42

**Traffic Task Group. ACTION: RS** to provide a report of the findings from the Traffic Task Group in response to the Traffic Feasibility Study carried out by Ringwood Jacobs. **CLERK** to agenda for December meeting.

- **Stakeholders.** Meetings have been held with Church, School, CPFA and Rectory Homes. With regard to the Parish Council being a Burial Authority, Bucks and Milton Keynes Association of Local Councils has clarified the position. Although a Parish Council can be invited to take responsibility, it can decline; the responsibility defaulting to the District Council (Local Government Act 1972, Schedule 26.7). Councillors considered the implications and **agreed** to decline responsibility. **ACTION: KB/CLERK** to inform James Stonham, Churchwarden and write to District Council to become involved.
- **Land Availability Survey.** Number of potential housing sites have been brought forward through the land availability survey. Discussions have been held with the various landowners. Meetings with remaining landowners arranged.
- **Vale of Aylesbury Local Plan.** The Steering Group continue to monitor VALP. Planning Inspector has issued interim report. AVDC has been asked to find locations for additional housing and amend some planning policies. If major modifications required, these to be considered in early 2019 and subject to further public consultation. It is felt changes are unlikely to affect position for Cuddington.
- **Second Village Consultation – Winter 2018/19.** It has been proposed that a second consultation will start December (questionnaire) culminating with Exhibition in Bernard Hall (proposed dates: Saturday 11<sup>th</sup>/Sunday 12<sup>th</sup> January), and a return date for comments by Friday 18<sup>th</sup> January 2019. Aim of consultation will be to ask for views and collect feedback on potential planning policies, housing numbers and possible sites for development. Villagers will be asked to rank sites on a combination of three factors – villagers' preferences, community benefits and environmental impact. Separate study is being undertaken to assess the number and type of homes that would meet local housing needs without detrimental effects on the character and identify of the village and lives of the villagers.
- **Neighbourhood Plan Governance.**
  - Scoping for a Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) submitted. Stephanie Buller, Neighbourhood Planning Officer for AVDC has consulted Natural England, Environment Agency and Historic England. Comments are required by **5pm on 30<sup>th</sup> November 2019.**
  - Consultation Period. As a result of delaying the original November consultation to December/January, Oneill Homer has provided an updated Project Plan, uploaded on website.
  - **Grant.** To apply for the next tranche of funding, the Parish Council are required to have spent the first grant and submitted an end of grant report.

### Housing Targets for Cuddington from 2019 to 2033

KT presented a Project Note from the planning consultant, Oneill Homer, which reviews AVDC-level data to judge proportionate level of housing growth over plan period and also gives recommendations on how many homes to provide for in the Neighbourhood Plan.

3

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2018/43

KT prepared a draft to the Project Note for Parish Council discussion which will be held over until the next meeting. **ACTION: CLERK to agenda for November meeting.**

### 10. Exploration of Community Land Trust option (subject to Village Consultation), update from Parish Council sub group.

AV has withdrawn from the sub-group and Steering Group. **Housing Development on the Playing Fields.** The sub-group presented its findings on a Community Land Trust - a Trust set up as a separate entity with legal standing to ensure housing can be retained, restricted, for the benefit of the community. The Parish Council however, in its role as landowner, **agreed** that there wasn't enough village support for any development on the playing field at this stage and would exclude it from the Neighbourhood Plan process and protect the site as a Green space and community resource. The field is leased to the Playing Field Association until 2023.

### 11. Devolved Services

Councillors have agreed not to express an interest in being considered for inclusion in the extended service delivery contract. **ACTION: CLERK to inform BCC of this decision by end November 2018. KB/CLERK seeking quotations from three alternative suppliers to commence April 2019 onwards.**

### 12. Finance

#### a. Balance from Minutes of previous meeting (24<sup>th</sup> September 2018):

**BALANCE: £24,941.88**

- Receipts: £15,500.00 (Precept – September payment)
- Debits: 0.00
- Plus unrepresented cheques: £147.86 (£67.86 Gilly Cottman, Carl Small £80.00)
- **Balance of Bank Account: £40,589.74** (as at 15<sup>th</sup> October 2018)  
**Available Funds: £40,441.88** (balance of bank account less unrepresented cheques).

#### b. Orders for Payment: **£3,751.38**

- Venetia Davies - £384.00
- Venetia Davies - £240.00 (NP – 20 hours)
- Venetia Davies - £120.95 (Stationery – Strimmer, Toners, Postage)
- Ken Birkby - £22.43 (£18.69 + £3.74 VAT – Strimmer and Saw Fuel for Footpaths)
- Simon Brown - £165.00 (Grass Cutting – 1/10, 8/10, 16/10)
- Carl Small - £140.00 (Grass Cutting - Children's Playground £40.00 and Hedge Trimming £100.00)
- Trustees of Bernard Hall Committee - £26.25 (for 20/8 (CPC), 21/8 (NP))
- Trustees of Bernard Hall Committee - £48.75 (for 11/9 (NP), 15/9 (BKV), 24/9 (CPC), 25/9 (NP)).

4

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2018/44

- **Oneill Homer - £2,076.00** (£1,730.00 + £346.00 VAT for 3 days and 2 meetings).
- **Ken Birkby - £528.00** (£440.00 + £88.00 VAT – Benchmark picnic tables for playing fields).

### Also Agreed

- **2D Print – £155.00** (£129.17 + £25.83 VAT A5 insert for VV summarising results of Village Survey).
- **Jennifer Schram de Jong - £70.00** (British Legion Poppy Appeal – Remembrance Wreath). The Parish Council agreed to an increase in the donation to £70 - for 3 years). **ACTION: LS to inform JSdJ.**

**BALANCE: £36,435.55** (Available Funds less Orders for Payment)

- c. **Management Report.** October report circulated.
- d. **Parish Council Budget and Neighbourhood Plan Budget.** Circulated. Precept requirement for 2019/20 financial year. **ACTION: CLERK to agenda for December meeting. Precept required to be submitted to AVDC by Friday 18th January 2019.**

### 13. Items for Information

- LAF - Thursday 6th December 2018, 7.00pm, Woringhall Village Hall.
- Christmas Tree. **ACTION: KB to source.**

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

**Parish Council Meeting: Monday 26<sup>th</sup> November at 7.30pm in the Bernard Hall**

**ACTION: CLERK** to limit agenda as far as possible to **Neighbourhood Plan including housing targets, Traffic Feasibility Study and Budget/Precept Setting.** To prioritise these items to start of Agenda.

*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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