

DRAFT MINUTES

2018/62

CUDDINGTON PARISH COUNCIL **Draft Minutes of Parish Council Meeting held in The Bernard Hall** **Monday 25th March 2019 at 7.30pm**

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

Parishioners: Cllr Judy Brandis (**JB**), Cllr Paul Irwin (**PI**) and Cllr David Lyons were presents.
There were 3 Parishioners present.

NB: Action points highlighted.

Parishioners Question Time

- The meeting welcomed recently elected AVDC Cllr David Lyons. David plans to join the Parish Council meeting two to three times a year.

1. Apologies

Josephine Bradford (**JB**), Ravern Stevens (**RS**)

2. Approval of Minutes – Monday 25th February 2019

Draft Minutes of the above meeting were accepted as a true record.

3. Matters Arising

- **Village Maintenance/Administration**
 - Footpath Map. Ongoing.
 - Water on Dadbrook Road – treatment and ownership of ditch for clearing (**PI**)
 - Uneven Footpath – Swan Hill. Dave Smith has confirmed this has been placed on Capital Teams list last year but footpaths outside shops and heavy footfall are being prioritised first. **ACTION: CLERK to forward details of poor state of footpath to PI.**
 - 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**)
- **Mobile Phone Booster** for rural communications. **ACTION: KMB to continue to research.**
- **GDPR Legislation.** **ACTION: CLERK/LS to clean files.**
- **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.**
- **Construction Lorries.** Response received from Philip Dales, Principal Planning Enforcement Officer. Monitoring and enforcement of Construction Management Plans and permitted routes for site access for construction traffic cannot be met through the planning system. It is suggested that BCC's highway team is contacted to ascertain whether they have any highway related powers to control HGV's passing through the village. **ACTION: KT to forward to Cllr PI**
- **New Homes Bonus Funding** (Expression of Interest form to be submitted prior to d/l 14th June 2019). **ACTION: JB/LS to draft Expression of Interest for March meeting. CLERK to agenda for April meeting.**

DRAFT MINUTES

2018/63

- **Buckinghamshire Rights of Way Improvement Plan.** ACTION: KT to advise SG's response.
- **Community Emergency Plan.** Clerk has informed AVDC that Cuddington does not have an Emergency Plan in place.

4. Declarations of Interest

There were no interests declared pertaining to this meeting's Agenda.

5. Correspondence

- **Email from James Stonham, Churchwa.** Cuddington Parochial Church Council (CPCC) is disappointed to hear that the Parish Council, after considering the implications of being a Burial Authority, has declined to take responsibility. As the responsibility defaults to the District Council, CPCC is concerned that alternative burial ground (once the existing is full) could be anywhere in the District and Cuddington residents will not be buried in the village. It is thought the Neighbourhood Plan and the opportunities arising from development, would have made this a time to plan ahead and secure a site for this important village amenity. The Parish Council agreed to reconsider its position and see if there is a way of creating land at no cost to the Village once the Neighbourhood Plan is near to completion. ACTION: KT to inform James Stonham.
- Correspondence from a Parshioner regarding traffic problems. It was agreed to organise a signer if required at the forthcoming Annual Village Meeting. ACTION: KB to inform.

6. Reports from Councillors attending meetings and outside organisations

- **LAF Meeting.** Cuddington has been awarded £6,892 towards its traffic calming implementation. ACTION: CLERK to raise PO and invoice.
- **Parish Unitary Liaison Meetings.** Attended by KB. Parish Council views are to be considered on how Unitary is conducted in the future.

7. Contributions from AVDC and BCC Cllrs

- **Cllr Judy Brandis.** The New Homes Bonus microgrant has been increased from £1,000 to £2,000. The number of Planning Enforcement Officers has been increased. Judy reminded the meeting to report any planning issues directly to her. Chiltern and South Bucks have been refused permission to go to judicial review and are now seeking further legal advice.
- **Cllr Paul Irwin** informed the meeting that HS2 had been delayed. A Freight Strategy meeting will take place in April. A first non-official meeting of the Executive for Unitary has taken place. With regard to Oxford Cambridge Expressway, Corridor B has been confirmed as the preferred corridor. Highways England will now submit 3 North and 3 South routes. The 3 Southern routes are within a narrow 'corridor' and would impact a small group of villages in Buckinghamshire. These routes will be presented to government in Autumn 2019 for a government decision in 2020. PI said the concern now was that the Expressway is a road to allow houses (1 million) rather than alleviate roads and that North Bucks is the biggest concern. BCC and AVDC is considering its response.

DRAFT MINUTES

2018/64

8. Planning

- **19/00771/ALB - Holymans Farmhouse, Frog Lane, Cuddington, HP18 0AU**
Alteration to windows. Comment by: 2 April 2019
ACTION: CLERK to return No Objections to AVDC.
- **19/00804/APP - Solgarden, Great Stone, Cuddington, HP18 0AZ**
Replacement and repositioning of windows. Comment by: 3 April 2019
ACTION: CLERK to return No Objections to AVDC.
- **1-8 White Swan Lane.** Notification from Rectory Homes that buildings works are to commence in early April. There is a construction traffic management plan to ensure that construction traffic does not come through the village. Rectory hope to ensure that disruption is kept to a minimum. Joe Houston, Parks & Green Infrastructure Officer, AVDC has confirmed the S106 agreement (£30,798) states in the Second Schedule that the Sport/Leisure contribution is to be paid prior to the commencement of the development (before bricks get above ground level) and will inform Cuddington Parish Council when in receipt of the sport/leisure contribution. **ACTION: KT to contact Rectory Homes for contribution towards traffic calming.**

9. Neighbourhood Plan

- The second Village Consultation, approved by the Parish Council, closes on Wednesday 10th April 2019. Parishioners are urged to *Have Their Say*. An exhibition will take place in the Bernard Hall on Friday 29th-Sunday 31st March to allow residents to ask questions and discuss their views with members of the Steering Group prior to completing the survey. Hard copies of all documentation will be available. In light of conversations to make the information brief, KT to revised Exhibition boards. The Steering Group will submit a draft proposal to the Parish Council in April, once the SG has analysed the results of the second village Consultation along with the various factors that influence site section.
- The Allotment Society has declined the residual allotments (ie excluding the potential development site) as a potential Local Green Space. Cuddington Parochial Church Council has also declined the Churchyard as a Local Green Space until further advice on its present formal position has been sought. **ACTION: KT to consider.**
- End of Grant Report NPG-10099 Groundwork UK. **ACTION: KT to prepare end of grant report stating where monies have been spent.** It was noted that if there is an underspend, a new grant cannot be applied for until the underspend has been returned (if not used) or an end of grant report is completed detailing how the remaining underspend has been used and the end of grant report (along with attaching invoices which are over £1000) is closed.

10. Annual Village Meeting

Contributions from Village Societies and Organisations have been requested. It was agreed that with the progression to the Neighbourhood Plan, much of the meeting could be related to its Draft as well as Traffic works currently underway. **ACTION: KB to Chair meeting. LS to Minute (in absence of Clerk). KB to circulate village flyer to households and provide refreshments. CLERK to issue Agenda and promote via village website.**

DRAFT MINUTES

2018/65

11. Assets of Community Value

ACTION KB/CLERK to submit nominations for the listing of Cuddington Village Stores (nominated by PC/registered 17th July 2014), and Allotments. **CLERK** to check if CAMRA are re registering Crown PH (nominated by CAMRA/registered 2nd April 2015). Telephone Box to be nominated in near future.

12. Sentinel Speed Watch

Parishioner Steve Wright is co-ordinating the training and speed watch campaign. A more concentrated campaign in the near future will involve villagers. PI offered details of Peter Stray who may help with induction. **ACTION: CLERK** to send Steve's details to PI for introduction.

ACTION: PARISHIONERS to register volunteer help to Steve at stepnwright@googlemail.com or 01844 292610

13. Grass Cutting - children's playground

Following notice from Carl Small, Councillors agreed to services by Neal Waters. Previous enquiries with Came and Company has confirmed that contractors are covered under Public Liability within Parish Council insurance. **ACTION: KB** to issue Risk Assessments to Carl Small. **LS** to instruct. With regard to **Devolved Services**, Simon Brown has issued copies of insurance and public liability. Simon will carry out seven cuts between April and October. Total price £2,450 (£350 per cut). Agreed to be billed monthly. **ACTION: KB** to prepare and issue contract to Simon Brown.

14. Cherry Trees on Swan Hill

ACTION: LS to send historic details to PI to ascertain BCC responsibility.

15. Finance

a. Balance from Minutes of previous meeting (25th February 2019):

BALANCE: £23,706.92

- Receipts: £0.00
- Debits: 0.00
- Plus unpresented cheques: £57.75 (Bernard Hall)
- **Balance of Bank Account: £23,764.67** (as at 15th March 2019)
- **Available Funds: £23,706.92** (balance of bank account less unpresented cheques)

b. Orders for Payment: **£1,687.80**

- Venetia Davies - £384.00
- Venetia Davies - £264.00 (NP – 22 hours)
- Trustees of Bernard Hall Cuddington - £21.00 (Hall hire: 28/01/19)
- Oxford IT Solutions - £28.80 (£24.00 + £4.80 VAT)
- RCOH Ltd (ONeill Homer) £990.00 (£825.00 + £165.00 VAT) (1.5 days - follow up tasks)
- **BALANCE: £22,019.12** (Available Funds less Orders for Payment)

Also agreed

- **2D Print World - £458.34** (not VAT) for NH 2nd Village Consultation documents.

DRAFT MINUTES

- **BALANCE: £21,560.78** (Available Funds less Orders for Payment)

2018/66

c. Management Report/Neighbourhood Plan Budget
Circulated.

16. Best Kept Village Competition 2019

ACTION: CLERK to complete in time for application deadline of 30th April 2019.

17. 2019 Parish Council Meetings – May Meeting

Agreed as **Tuesday 28th May 2019.** **ACTION: CLERK** to book Bernard Hall.

18. Items for Information

- **Parish Unitary Liaison Meetings – 4th April 2019.** KB has attended earlier meeting.
- **Verge Litterpick.** **ACTION: Volunteers** to email Ken Birkby:
ken@vivsemmens.force9.co.uk

19. Date and Time of Next Meeting:

Village Neighbourhood Plan Exhibition: Friday 29th March to Sunday 31st March
Parish Council Meeting: TUESDAY 23rd April at 7.30pm in the Bernard Hall
Annual Village Meeting: Tuesday 30th April 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).*