

**CUDDINGTON PARISH COUNCIL**  
**Minutes of Parish Council AGM Meeting held in The Bernard Hall**  
**Monday 28<sup>th</sup> May 2019 at 7.30pm**

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

**Parishioners:** There was one Parishioners present.

**NB: Action points highlighted.**

**1. Election of Chairman**

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

**2. Apologies**

Lorraine Stevens (**LS**).

**3. Election of Vice Chairman**

Ken Brown was elected Vice Chair of the Parish Council for 2018/19. Proposed AV, Seconded RS.

**4. Declaration of Acceptance of Office by Chairman**

Duly signed by Ken Birkby, Chair.

**Parishioners Question Time.**

There were no questions.

**5. Representatives of Commitees/Working Groups**

Councillors **agreed** to the following representations:

- Neighbourhood Plan: Ken Trew, Ken Brown, Ravern Stevens,
- Responsible Finance Officer: Venetia Davies
- Footpath Representative: Ken Birkby
- Local Area Forum: Ken Birkby, Ken Brown
- TAG 2: Ravern Stevens. **ACTION: KB to forward members of TAG 2 to RS.**
- Website Working Group: Josephine Bradford
- Cuddington Playing Fields Association: Lorraine Stevens
- Planning: Ken Trew
- Defbrillator: Ravern Stevens
- Nicholas Almond Trust: Andrew Vickers
- For monitoring PC Governance: Ken Brown
- For reviewing the Parish Council Insurance Policy: Andrew Vickers

**Freight Strategy.** It was agreed a briefing is required to fully understand responsibilities.

**ACTION: CLERK to invite PI to give a bieffing at forthcoming PC meeting.**

## 6. PC Governance

Standing Orders Code of Conduct, Financial Regulations, Risk Assessment (financial risks updated with NH Plan and Traffic Feasibility Study), Complaints Procedure and Equality Policy and Privacy Policies will be reviewed for 2019/20 by KMB and AV. It was noted that Neal Waters, who cuts the grass in the children's playground had been added to the Risk Assessment. **ACTION: KMB/AV to review PC governance and advise any changes. CLERK to request a copy of the risk assessment from Simon Brown.**

## 7. Approval of Minutes – Monday 23<sup>rd</sup> April 2019

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

## 8. Matters Arising

- **Village Maintenance/Administration**
  - Footpath Map. Ongoing.
  - Water on Dadbrook Road – treatment and ownership of ditch for clearing **(PI)**
  - Uneven Footpath – Swan Hill. Resurfacing/repairs dependent on BCC funding
  - 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.** **ACTION: KMB to produce article for VV.**
- **GDPR Legislation.** **ACTION: CLERK/LS to clean files.**
- **Local Parish Infrastructure Priorities and Future Workshops.** **ACTION: KT to inform Andy MacDougall, AVDC of infrastructure priorities once results of Village Survey and Traffic Survey are known.**
- **Annual Village Meeting** – KB has prepared a supplementary article for VV. There was a 101 parishioners –a record number of attendees.
- **LAF Funding.** Cuddington has been awarded £6,892 towards its traffic calming implementation. **ACTION: CLERK to raise PO and invoice.** The meeting was reminded that the contribution from Rectory Home (Swan Hill Lane) of £15,000 toward traffic calming measures will not be available until the first occupant moves in. **ACTION: COUNCILLORS to resolve to pay match funding of £ £6,892 for Stage 2 out of general reserve funds.** 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). AVDC will inform Cuddington Parish Council when in receipt of the sport/leisure contribution.
- **Pruning of Cherry Trees on Swan Hill.** **ACTION: CLERK to circulate quote and request additional quote from alternative supplier.**
- **Playing Fields Car Park Parking.** Advertising to highlight the Playing Fields carpark has been declined by the CPFA.

## 9. Declarations of Interest

All Parish Councillors have declared an interest in the Neighbourhood Plan.

## 10. Correspondence

Email from Parishioner requesting Parish Council support in reiterating message for keeping dogs on leads in fields where there are horses/livestock. **ACTION: KB/CLERK to reply to Parishioner.**

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#### **11. Reports from Councillors attending meetings and outside organisations**

There were none.

#### **12. Contributions from AVDC and BCC Cllrs**

There were none.

#### **13. Planning**

The following planning application were received since the Agenda was issued:

- **19/01828/APP/ 19/01829/ALB - Wyncot, Frog Lane, Cuddington, HP18 0AX**  
Two storey side extension. Comments by: 12 June 2019  
**ACTION: COUNCILLORS to attend site visit on Monday 3<sup>rd</sup> June at 7pm.**
- **19/01948/APP – 5 Swan Hill Cottages, Aylesbury Road, Cuddington, HP18 0BE**  
**Rear Conservatory.** Comments by: 19 June 2019.  
**ACTION: CLERK to return NO OBJECTIONS to AVDC.**

#### **14. Neighbourhood Plan**

Grant (NPG-10099). An end of grant reported has been submitted by KT. VALP and Modifications. The main modifications to VALP will be issued in June/July when the situation with Dadbrook (15 houses in VALP) will be fully understood. Until the main modifications are known, the Steering Group are focussing on finalising the policies with the aim of completing them by mid-June. It was agreed to carry PC discussions forward regarding the pre-submission of the Draft Neighbourhood Plan.

#### **15. New Homes Bonus and Traffic Plan**

JB informed the meeting that Cuddington PC has been invited to submit a full application for Stage 3 of the traffic calming recommendations. The New Homes Bonus fund is however oversubscribed and this year's budget is much reduced with applications to extend and refurbish village halls and community amenities taking preference over traffic calming. **ACTION: RS to inform costs (once known). JB to submit application by deadline of 14<sup>th</sup> June 2019.**

#### **16. Finance**

- Year End Balance (31<sup>st</sup> March 2019)** - £25,599.59 (plus unrepresented cheques £1,555.89 and less outstanding receipts £4,038.81 – VAT) = **£23,116.67**
- Balance from Minutes of previous meeting (23<sup>rd</sup> April 2019): BALANCE: £19,816.73**
  - **Receipts: £21,385.24 (£846.43 (BCC Devolution Grant), £4,038.81 (VAT Return), £16,500.00 (AVDC Precept)**
  - **Debits: 0.00**
  - **Plus unrepresented cheques: £808.14** - £28.80 (Oxford IT), £632.65 (Clerk), £12.66 (LS), £49.03 (RCHO Ltd), £60.00 (Oxford IT), £25.00 (BKV)
  - **Balance of Bank Account: £42,010.11** (as at 4<sup>th</sup> May 2019)  
**Available Funds: £41,201.97 (balance of bank account less unrepresented cheques)**
- Orders for Payment: £1,197.91**
  - **Venetia Davies - £432.00** (Additional 4 hours for end of year accounts and Audit)

- **Ken Birkby - £65.91** (AVM Refreshments)
- **Simon Brown - £700.00** (Village Grass cutting – April and May)
- **BALANCE: £40,004.06** (Available Funds less Orders for Payment)

Also agreed:

- **JE Accountants - £96.00** (Payroll administration)
- **Blades Turf Care - £220.00** (verge cutting 29.04.19, 07.05.19, 13.05.19, 20.05.19)
- **Neal Waters - £240.00** (Playground grass cutting 16/03/19, 27/03/19, 13/04/19, 28/04/18, 04/05/19, 17/05/19).
- **Action on Hearing Loss - £205.40** (signer for Annual Village meeting)
- **BALANCE: £39,242.66** (Available Funds less Orders for Payment)
- **Less previously agreed payment 23/4/19:**
  - **Simon Brown - £330.00** (village green cuts - 4.3 18.3 1.4 8.4 15.4 23.4)
  - **BALANCE: £38,912.66**

**d. Audit:**

Councillors reviewed c1) the effectiveness of the system of internal control, prepare the annual governance statement and approved. The Accounting Statement was considered c2, approved by resolution and signed by KB, Chair and Venetia Davies, RFO. Special thanks were paid to Tim Stevens for accountancy assistance and and Matt Giorgi for the internal audit. **ACTION: CLERK to return to PFK Littejohn. The Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return to be announced Wednesday 12th June.**

**17.Assets of Community Value Update**

- **Allotments:** The remaining land is still covered by the existing Assets of Community Value registration and so a new nomination is not required.
- **Village Stores and Post Office** (originally registered on 10<sup>th</sup> September 2014). Submission to be resubmitted eight weeks prior. **ACTION: CLERK to submit on or around 16th July 2019.**
- **Crown PH.** Nominated April 2015. Re-nomination due April 2020.
- **Telephone Box.** To be nominated.

**18.Items for Information including:**

- Buckinghamshire Council - Design Workshops for Town and Parish Councils, 13<sup>th</sup> June (6.00-8.00pm), New County Offices, Aylesbury, HP20 1 UY. **ACTION: KMB to attend.**
- Officer report for LAFS (now replaced by Local Area Forums Team) and new Local Area Forum mailbox – [localareaforum@buckscc.gov.uk](mailto:localareaforum@buckscc.gov.uk).
- Sentintel Speed. **ACTION: KMB to check locations of speed checks with Steve Wright.**
- Article on campaign for 50mph on rural roads. **ACTION: KB to pass to RS for information/support of.**
- Village Tidy for Best Kept Village: Sat 1<sup>st</sup> June at 10am. Please bring gloves.

**19.Date and Time of Next Meeting:**

**Monday 24<sup>th</sup> June 2019 at 7.30pm**  
**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).*

The Agenda and Minutes of the Parish Council meetings can also be viewed at  
[www.cuddingtonvillage.com](http://www.cuddingtonvillage.com)

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