

DRAFT MINUTES

2019/90

CUDDINGTON PARISH COUNCIL
Draft Minutes of Parish Council Meeting held in The Bernard Hall
Monday 30th September 2019 at 7.30pm

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

Parishioners: There were 6 Parishioners present. Cllr Judy Brandis (**JB**), Paul Irwin (**PI**) and Cllr David Lyons (**DL**) were also present.

NB: Action points highlighted.

Parishioners Question Time

There were none.

1. Apologies

Ravern Stevens (**RS**)

2. Approval of Minutes – Tuesday 27th August 2019

The Draft Minutes of the August meeting were signed as a true record by KB.

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. Resurfacing/repairs dependent on BCC funding
 - '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**)
- **GDPR Legislation.** **ACTION: CLERK/LS to clean files**
- **Local Parish Infrastructure Priorities and Future Workshops.** **ACTION: KT to inform Andy MacDougall, BCC of infrastructure priorities once results of Village Survey and Traffic Survey are known.**
- **Refreshing of white lines/faded yellow lines.** Instructed and awaiting date from lining contractor. 30mph at Dadbrook will be included.
- **Assets of Community Value. Village Stores and Post Office.** Submitted. **Crown PH.** Nominated April 2015. Re-nomination due April 2020. **ACTION: CLERK to submit April 2020.** **Telephone Box.** It was agreed not to register the telephone box whilst it still serves as a public phone. **ACTION: CLERK to include Assets of Community Value on website.**
- **Online Banking.** Councillors agreed to nominate Lorraine Stevens for authorising BACS transfers. As a safeguard, it was agreed that KMB checks transactions against Orders for Payment once made.

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4. Declarations of Interest

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

5. Resignation of Cllr Josephine Bradford

The resignation of Cllr Josephine Bradford was noted. The Parish Council thanked Jose for her valuable contribution. Councillors agreed to fill the vacancy by co-option.

ACTION: CLERK to inform AVDC and take necessary steps to advertise position highlighting that the Parish Council Elections take place in May 2020.

6. S106

The Parish Council had identified the improvement of the Bernard's Hall audio visual equipment (£7,657.34) as one of the projects for the sports and leisure contribution from the Aylesbury Road development (18/00137/APP - £30,798) and has agreed to support the Trustees of the Bernard Hall in the submission of its S106 authorisation form (sent 30/09/19). The Parish Council has specified that the balance be spent on play facilities or MUGA at Cuddington Playing Field. Whilst a Deed of Variation can be made (which would incur legal fees), Councillors resolved to hold any decision on varying the sport and leisure project given the time limit spend (10 years).

7. VALP

It is understood that the modifications to the VALP Inspectors final report, initially to be published in September, will now be published in the New Year. AVDC has confirmed its proposed allocation of 15 houses at Dadbrook in VALP and advised that if Dadbrook Farm is confirmed as an allocation in the Inspectors report then the housing requirement for Cuddington will have been met and a reserve sites is not needed.

8. Neighbourhood Plan

The Steering Group met on 10th September where a preliminary draft of a Housing report, Site Assessment and a summary of effects were circulated. Please see Minutes here:

<https://www.cuddingtonvillage.com/page-content/documents/1568487251-CNP%20-%20Draft%20Minutes%20-%2010th%20September%202019%20Meeting.pdf>

Since that meeting, and as above (Item 7), AVDC has advised that *if* the Inspector confirms the VALP allocation (Dadbrook Farm) in the adopted VALP Plan, then a reserved site will not be needed. VALP already includes a reserve of sites in case there is a shortfall of sites that are delivered. The Parish Council **agreed** to postpone the decision of reserving a site until the Inspectors report has been published but agreed that the Steering Group (SG) should conclude the works of the Neighbourhood Plan (excluding a housing chapter) and prepare a Draft NP. This to be agreed by the PC prior to going out to consultation and pending Dadbrook in VALP. **ACTION: KT/SG to update and circulate draft of a Housing Report, Site Assessment and a Summary of effects. SG to produce first Draft of the NP for presentation to the PC at the November meeting.**

9. Traffic Plan

- **New Homes Bonus.** The Parish Council was successful in its application to the New Homes Bonus and has secured £48,600 towards Stage 3 ('build out'). With AVDC in transition to a unitary authority on 1 April 2020, it is encouraging projects to be

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completed as soon as is practically possible and the grant claimed to prevent any delays for parishes when the administration changes. The agreement is for six months but should an extension be required; the Parish Council are required to contact AVDC before the end of March 2020. The PC has been informed that the '3 month window' requested from RS is probably unlikely, due to the consultation process for the buildout and extension of the existing 30mph speed limit. It was **agreed** an extension be applied for. **ACTION: CLERK to return Funding Agreement (signed by JB) and apply for extension. To also give details of Ravern Stevens as new contact person to Grant Officer (following resignation of Josephine Bradford).**

- **Traffic Plan – Stage 2 and 3.**

Stage 2 (lining works – high friction surface, dragons' teeth, 30mph roundel and chevrons on all three entrance to the village) to proceed independently of Stage 3 ('build out') and will **be completed week of 28th October 2019.**

Stage 3 (build out). Once the location of a power source for the build out has been confirmed (potentially from the end of Swan Hill cottages), an accurate cost will be submitted. (The original cost was £56,240 with a shortfall of £7,640 if the New Homes Bonus funding was granted). TfB has informed that costs for the initiation of the Build Out (including stage 1 & 2 road safety audits to confirm the suitability of the proposed buildout location), consultation and detailed design stages, will require payment to move stage 3 forward. The approximate cost for this is £8,000. The anticipated future costs (implementation, stage 3 road safety audit etc) are likely to be around £50k. This includes the cost for 100m of cable and trenching from the power supply. **ACTION: RS to update Councillors on Stage 2 (lining) and Stage 3 of the Traffic Plan including a location plan of the Build Out and ask Rectory Homes if TfB can connect to its power supply.**

10. Traffic Action Group

The Parish Council were supportive of forming a village led Traffic Action Group represented by the Parish Council that could lead a number of initiatives supported by volunteers, in the way the speed watch campaign has worked, headed by Parishioner Steve Wright. **ACTION: KB to write article in Village Voice appealing for volunteers.**

11. Cars parked on Village Green

Strong concerns about cars parking on the village greens have been raised. These are both Village Greens, owned by the Parish Council, and nominated as local green spaces in the draft Neighbourhood Plan. **ACTION: KB/CLERK to write to Parishioners concerned.**

12. Correspondence

There was none outside the Agenda items.

13. Reports from Councillors attending meetings and outside organisations including CPFA and its future plans.

- **LAF Meeting** (05.09.19). KMB attended and reported on various speeding issues through the village and car theft. The recent community speed watch had resulted in 39 letters being sent in Cuddington.

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- **CPFA Extraordinary Meeting (09.09.19).** LS attended and reported that the CPFA has appointed Neal Waters as Chairman and Maddie Carey as Treasurer. A number of Committee members have also been elected. Ken Brown and Brian McMahon have joined Ken Birkby as Trustees. A working group has been formed to discuss aspirations for the Clubhouse. The Bar is working well with its new opening hours. The Parish Council **agreed** to the emptying of the rubbish bin which is to be relocated to its original position outside the Clubhouse. **ACTION: KB to inform CLERK when in place. CLERK to request AVDC empty the bin at a cost of £63.28 per annum.** The relocation of the existing dog bin/bags still to be agreed.

14. Contributions from AVDC and BCC Cllrs

Cllr David Lyons. AVDC Councillors have voted to oppose the Oxford to Cambridge Expressway. AVDC is calling upon Buckinghamshire Council to become carbon neutral by 2030. The 20mph initiative would reduce carbon by 12%. **Cllr Judy Brandis.** Judy reminded the PC that Neighbourhood Plans will have to be reviewed after 5 years. **Cllr Paul Irwin.** AVDC plan to spend £60,000 on the environment. Trees will be available to villages soon. There has been a Home to School inquiry. Paul urged all PC's to keep informed of the Oxford to Cambridge Expressway which would bring 25,000 homes to the Vale.

15. Planning

- **19/03354/APP - Green Pastures, Holly Tree Lane, Cuddington, HP18 0BA**
Erection of glazed porch/Canopy to front elevation. Comment date: 15th October 2019.
ACTION: CLERK to return NO OBJECTIONS to AVDC.

16. Finance

- a. **Balance from Minutes of previous meeting (27th August 2019):**
£30,145.04
 - **Receipts: £0.00**
 - **Debits: 0.00**
 - **Plus unrepresented cheques: £1,285.20** (£61.00 SLCC, £1,224.20 Came & Co)
 - **Balance of Bank Account: £31,430.24** (as at 13th September 2019)
Available Funds: £30,145.04 (balance of bank account less unrepresented cheques)
- b. **Orders for Payment: £2,676.25**
 - **Venetia Davies - £456.00** (Audit & NP 4 hours relating to meeting 10.09.19)
 - **Venetia Davies - £9.00** (Stationery)
 - **Simon Brown - £390.00** (Verge cutting – September)
 - **Blades Turf Care (Simon Brown) - £220.00** (Village grass cutting – 27.8.19, 02.9.19, 17.9.19 and 23.9.19)
 - **Trustees of Bernard Hall – £41.25** (PC meetings – 9th July (£11.25 CNP), 29th July (£15.00 CPC) 27th August £15.00 CPC)
 - **Four Seasons Tree Care Limited - £1,320.00** (£1,100.00 + £220.00 VAT) (Pruning of Cherry Trees on Swan Hill)

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- **PKF Littlejohn - £240.00** (£200.00 + £40.00 VAT) (Audit)
- **BALANCE: £27,468.79** (Available Funds less Orders for Payment)

- c. **Management Report/Neighbourhood Plan Budget.** Circulated
- d. **Conclusion of Audit.** The review of the Annual Governance and Accountability Return (AGAR) for Cuddington Parish Council (for year ended 31st March 2019) has been completed and published.

17. Items for Information

- **CPFA Meeting – 8th October 2019.** **ACTION: LS to attend.**
- **2020-25 Public Safety Plan consultation.** No comments.
- **Sewage Works. Hollytree Lane closed from 16th September – 7th October.** Works will also have traffic lights on Aylesbury Road from 7th October – 25th October 2019.

18. Date and Time of Next Meeting:

Monday 28th October 2019 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).*