

## DRAFT MINUTES

2019/95

**CUDDINGTON PARISH COUNCIL**  
**Draft Minutes of Parish Council Meeting held in The Bernard Hall**  
**Wednesday 30<sup>th</sup> October 2019 at 7.30pm**

**PRESENT:** Ken Birkby (**KB**), Ken Brown, (**KMB**), Ken Trew (**KT**), Venetia Davies (**Clerk and RFO**).

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

**NB: Action points highlighted.**

### **Parishioners Question Time**

Sincere concerns were expressed for a neighbour impacted by the Rectory Home development.

**ACTION: KT** to speak to Rectory Home to ensure things are improved for the remainder of the works programme. **KB** to visit the neighbour to reassure her of the action being taken.

### **1. Apologies**

Lorraine Stevens (**LS**), Ravern Stevens (**RS**), Andrew Vickers (**AV**), Cllr David Lyons (**DL**). Cllr Judy Brandis (**JB**) and Paul Irwin (**PI**) were also absent.

### **2. Approval of Minutes – Monday 30<sup>th</sup> September 2019**

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

### **3. Matters Arising**

- **Village Maintenance/Administration**
  - Footpath Map. Ongoing.
  - Water on Dadbrook Road – treatment & 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.
- **S106.** The improvement of the audio visual equipment (£7,657.34) has been authorised and paid to the Trustees of the Bernard Hall Committee. The remaining S106 funds (from 18/00137/APP – Sport and Leisure) is £23,140.66.
- **New Home Bonus.** Extension on funding agreement has been applied for, though TfB has indicated that works for the build-out are likely to completed before end March 2020.
- **Cars parked on Village Green.** **ACTION: KB/CLERK** to write to Parishioners concerned on both the Upper and Lower Green. **CLERK** to enquire if TfB can cut back tarmaced area on the Upper Green to form a pedestrian path only.

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- **Assets of Community Value. Village Stores and Post Office.** AVDC has accepted and included Cuddington Village Stores and Post Office (16<sup>th</sup> September 2019) on its list of assets of community value. **Crown PH.** Nominated April 2015. Re-nomination due April 2020. **ACTION: CLERK to submit April 2020.**

#### 4. Declarations of Interest

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

#### 5. Councillor Vacancy

Further to the Parish Notice of 25<sup>th</sup> October 2019, AVDC has confirmed that there has been no request received for an election. The Casual Vacancy position is being advertised in the November issue of Village Voice and the website. Interested Parishioners to apply to the Clerk at [cuddingtonpc@gmail.com](mailto:cuddingtonpc@gmail.com). The closing date is Monday 18<sup>th</sup> November. It is hoped to fill the vacancy at the November meeting.

**ACTION: CLERK to advertise on Notice Boards.**

#### 6. Neighbourhood Plan

The VALP Inspectors final report is now likely to be published in the New Year. As previously, AVDC has confirmed its proposed allocation of 15 houses at Dadbrook and advised that if Dadbrook Farm is confirmed as an allocation then the housing requirement for Cuddington will have been met and a reserve sites is not needed. On this basis, Councillors **agreed** to retain the Housing Report/Site Assessments circulated by KT on behalf of the SG in its draft form and address the issue of housing sites if and when they come forward. Further evidence on Biodiversity Data is required. It was **agreed** to instruct Buckinghamshire & Milton Keynes Environmental Records Centre (BMERC) for a search that covers the whole Parish at £50,000 (+ VAT). **ACTION: CLERK to request invoice and arrange payment.** The Steering Group are meeting on 12<sup>th</sup> November 2019 to make progress on the rest of the Plan.

#### 7. Traffic Plan

**Stage 2 Lining works** (high friction surface, dragons' teeth, 30mph roundel and chevrons) have been completed at Dadbrook and Bridgeway. **ACTION: CLERK to send photographs to Village Voice and upload on website. The lining works on Aylesbury Road have been put on hold until the build-out is constructed.**

**Build Out.** A location plan for the build-out has now been circulated. The build-out will be located roughly equidistance between Spickett's Lane and Holly Tree Lane junctions but an exact location for the build-out is still unknown at this stage, as the road safety audits, and consultation may mean it has to be moved. A suggestion for the power source to be connected from the end of Swan Hill cottages has been put forward to Rectory. Accurate cost from TfB still awaiting. 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. **ACTION: RS/CLERK to request work order and invoice to be raised.** 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

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from the power supply. The original cost was £56,240 with a shortfall of £7,640 if the New Homes Bonus funding was granted). **ACTION: In RS absence, KT to chase TfB for costing.**

### 8. Traffic Action Group

On behalf of the PC, KB has agreed the Terms of Reference with lead Parishioner Peter Spence. An appeal for volunteers will be featured in the November issue of Village Voice. Interested Parishioners to please contact Peter Spence or Ken Birkby via the contact details shown in Village Voice. There are a number of initiatives – sentinel, 20's plenty (able to have but can't enforce), traffic calming (Stage 2 now complete) and concerns – HGV's and farm traffic.

### 9. Correspondence

A request for a donation of £300 towards the cost of producing Village Voice was agreed.

**ACTION: CLERK to inform Cuddington Parochial Church Council.**

### 10. Reports from Councillors attending meetings and outside organisations including CPFA.

- **CPFA.** KB and LS attended the CPFA meeting (08.10.19). The rubbish bin, located by the Clubhouse on the car park side, is now in use. The PC has arranged for collections to be made at a cost of £63.28 per annum; the cost for the remainder of this year will be £31.64. **ACTION: CLERK to chase for first empty.** The CPFA is considering the installation of two gates for the entrances on the Aylesbury roadside of the field. Rectory Homes have liaised with the secretary of the CPFA regarding arrangements for parking on the carpark. The Playground Inspection Company report has been received. **ACTION: LS to report on findings at the November meeting.**

### 11. Contributions from AVDC and BCC Cllrs

There were none.

### 12. Planning

- **19/03756/APP - 3 Frog Lane, Cuddington, HP18 0AU**  
Single storey rear & side extension (amendment to:16/03722/APP). Comment: 18.11.19. **ACTION: CLERK to return NO OBJECTIONS to AVDC.**
- **19/03571/APP - Skittle Green Cottage, Lower Church Street, Cuddington, HP18 0AS**  
Variations of conditions 6 7 12 & 15 on application 19/01211/ALB. The works are likely to be carried out in phases and therefore vary the pre-start conditions such that they relate to that specific element of the works only and do not need to be discharged prior to any works being carried out. Comment: 31.10.19. **ACTION: CLERK to return NO OBJECTIONS to AVDC.**

### 13. Finance

- a. **Balance from Minutes of previous meeting (30<sup>th</sup> September 2019):**  
**£27,468.79**
  - **Receipts: £16,500.00** (Precept – September payment)
  - **Debits: 0.00**

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- **Plus unrepresented cheques: £0.00**
- **Balance of Bank Account: £43,968.79** (as at 13<sup>th</sup> September 2019)  
**Available Funds: £43,968.79** (balance of bank account less unrepresented cheques)
- b. **Orders for Payment: £1,767.40**
  - **Venetia Davies - £384.00**
  - **Venetia Davies - £6.95** (computer equipment)
  - **Simon Brown - £390.00** (Verge cutting – October)
  - **Blades Turf Care (Simon Brown) - £220.00** (Village grass – 30.9,8.10,4.10, 21.10)
  - **Neal Waters - £160.00** (3.10.19, 11.10.19, 18.10.19, 25.10.19)
  - **Trustees of Bernard Hall - £26.25** NP meeting £11.25 (10.09.19) and PC meeting £15.00 (30.09.19).
  - **Cuddington PCC - £300.00** (donation to Village Voice)
  - **The Play Inspection Company Ltd - £78.00** (annual Playground Inspection)
  - **JRB Enterprise Ltd - £142.20** (£118.50 + £23.70 VAT) (Dog Bags)
  - **Oxford IT - £60.00** (£50.00 + £10.00 VAT) (Web Development re banner photos)
  - **BALANCE: £42,201.39** (Available Funds less Orders for Payment)  
Agreed. **ACTION: LS/KMB to pay by BACS in line with PC policy.**
- c. **Management Report/Neighbourhood Plan Budget. ACTION: CLERK to agenda Budget for November 2019 to determine the Precept for 2020/21.**

### 14. Items for Information

- **CPFA Meeting** - 14<sup>th</sup> November 2019 at 8pm. **ACTION: KB/LS to attend.**
- **Trees:**
  - Christmas Tree – **ACTION: KB to order. KMB and any other willing volunteers to help with installation of Christmas Tree.**
  - The CPFA is applying to the Woodland Trust for hedging trees that will be planted along the boundary of the playing field.
  - Tree between Old Forge Cottage and Upper Green. **ACTION: CLERK to ask Tree Surgeon for quotes.** TPO noted. Permission will be required.
- **Vehicle Activated Signs. ACTION: KB/CLERK to account for repairs in next year's budget.** TAG to be tasked with researching capability improvements of VAS.

### 15. Date and Time of Next Meeting:

**Monday 25th November 2019 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).*