

DRAFT MINUTES

2020/006

CUDDINGTON PARISH COUNCIL **Draft Minutes of Parish Council Meeting held by Zoom Video Conference** **Monday 13th April 2020 at 6.00pm**

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

Parishioners: There were no Parishioners present for this virtual meeting.

NB: Action points highlighted.

Parishioners Question Time

- A Parishioner had emailed the PC asking if the Council would consider bringing '**Doctors Demand 20mph as Emergency National Urban Limit**' to the attention of the Leader of Buckinghamshire Council. Councillors agreed to communicate this news to Martin Tett, Leader of Buckinghamshire Council. **ACTION: KB/CLERK to write to Martin Tett.**
- A Parishioner, frustrated by some villagers not obeying the government's social distancing advice, has asked the Parish Council to consider issuing a formal communication from the PC, reminding Parishioners of their social distancing responsibilities. It was agreed that there was sufficient guidance provided by government and Buckinghamshire Council (both available on the village website) and any further guidance from the Parish Council could be ineffective. **ACTION: CLERK to respond.**

1. Apologies

There were no apologies.

2. Approval of Minutes – Monday 2nd March 2020.

The Draft Minutes of the February (postponed until Monday 2nd March 2020) meeting were agreed as a true record. **ACTION: KB to sign at a future meeting of the PC.**

3. Matters Arising

- **Village Maintenance/Administration**
 - Footpath Map. Ongoing. **ACTION: JR to progress.**
 - Water on Dadbrook Road – treatment & ownership of ditch for clearing (**PI**)
 - Uneven Footpath – Swan Hill. Repairs have been made to the recent Order raised but works to the uneven footpath are still required
 - 'Slow Down for Horses signs'/Steps to reduce speed - Low Lane (**PI**)
- Inclusion of Greenways title on Register of Common Land/Land Registry (**KB**)
- **GDPR Legislation.** **ACTION: CLERK/LS to continue cleaning files for commercial shredding.**
- **Local Parish Infrastructure Priorities and Future Workshops.** KT to inform Andy MacDougall, BCC of infrastructure priorities once results of Village Survey and Traffic Survey are known.
- **Assets of Community Value. Crown PH.** Nominated April 2015. Re-nomination due April 2020. **ACTION: CLERK to submit April 2020.**
- **Christmas Tree Lights.** **ACTION: KB to purchase new lights.**

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- **Road Lining.** **ACTION: PI to progress once weather improves.**
- **Right of Access over VAHT land to Playing Fields.** Letter sent to AVDC legal department (Ifty Ali) requesting this be resolved between AVDC and VAHT. **ACTION: KB/CLERK awaiting response.**
- **Annual Village Meeting (postponed until 2021).** **ACTION: CLERK** to invite community groups to talk at the AVM and include TAG and the Gardening Club.
- **Benches Children's Play area/Playing Field.** **ACTION: LS/KMB to clean and paint.**

4. Declarations of Interest

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

5. Coronavirus Pandemic

The Parish Council has initiated a support network for Parishioners during the Pandemic. A Coronavirus Advice and Support page has been set up on the village website here: <https://www.cuddingtonvillage.com/view-page.php?pid=58>. KB reported that 85 households have volunteered to support any Parishioner that is in need. So far, approximately 20 people have required volunteer support. In addition, there is other support that people have taken from neighbours. Under the Coronavirus Act 2020, all local Parish Council meetings before 7th May 2021 will be held remotely. Parishioners will be invited to attend these remote meetings (by emailing the Clerk for a Zoom meeting ID number and password). The requirement for the annual meeting (AGM) this year is removed. Regarding Parish Council audits, draft accounts are to be approved by 31 August 2020 at the latest (earlier where possible). It is proposed (NALC) that the publication date for final, audited, accounts for local councils will move from 30 September to 30 November 2020. Local councils must commence the public inspection period on or before the first working day of September 2020

6. Neighbourhood Plan

The Government has issued new guidance on NP in the light of the coronavirus situation. This guidance has implications for neighbourhood planning including: the referendum process; decision-making; oral representations for examinations; and public consultation. The Cuddington Neighbourhood Plan (CNP) is at the Regulation 14 stage. This stage involves the submission of a draft NP and 6 weeks consultation. Government advice on Neighbourhood Plans at this stage is as follows: *Public consultation: Neighbourhood planning groups or local planning authorities intending to undertake public consultation and notification (as set out under Regulation 14 and Regulation 16 respectively of the Neighbourhood Planning (General) Regulations 2012) should consider the government's current guidance on staying at home and away from others or any superseding guidance*". Buckinghamshire Council has said (April 2020) *"We very much advise to not proceed with Regulation 14 until the NHS/Government advice has changed and we are allowed to go out, reopen facilities and services as normal. We also don't want to be vulnerable to legal challenge in the future if someone investigates if the regulations were complied with at this time."* In accordance with this advice the Parish Council **will be postponing** any work on the Regulation 14 submission until further notice.

7. Traffic Plan

The Road Safety Audit (RSA) with the designer response for the Aylesbury Road build-out has been received, circulated and agreed by Councillors. Due to the coronavirus pandemic, works (planned to be completed by August 2020) will be delayed until

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further notice. An extension to the funding agreement has been approved. **ACTION: RS/CLERK to request a revised funding contract for signature.**

8. TAG 2

A March report has been emailed by lead Peter Spence and circulated to Councillors. It was **agreed** that the quarterly TAG report to the Parish Council be uploaded on the website. **ACTION: CLERK to ask Peter Spence to upload.** Activities have been limited in the early part of year due the inclement weather and the Covid-19 situation. **20's Plenty.** A village petition is being planned but will have to go on hold at present. 100 wheelie bin stickers in the three busiest roads have been distributed. Displays of these in Dadbrook have been disappointing. Posters have been also been displayed. **Speed Watch.** The sentinel speed camera has been in use for a year. Almost 600 vehicles have been recorded as breaking the speed limit. Data on traffic numbers, which vary by season, weather condition and location of the camera, will now be compared year on year to support TAG's traffic policy. Speed watch has paused at present but more volunteers are required please contact: Steve Wright stephnwright@googlemail.com. Freight volumes have increased in last two years, possibly connected to the increase in housing developments in the area and the expansion of industrial estates. Cuddington sits in the middle of 2 freight routes (A418 and A41) and offers a 'perfect' cut through for freight traffic. Please contact prspence@btinternet.com if you would like to be part of the theme that addresses Freight. **Car Parking.** The government is to open a consultation on whether to give local authorities more parking powers. As local government will likely have a role to play in any consultation, Cuddington needs to stay ahead by doing some consultation of its own on the issues that currently affect the village.

9. Defibrillators

RS has confirmed that the batteries are fully charged in both Defibrillators.

10. Correspondence

Email from Buckinghamshire Council regarding Dog Waste Collection Service 2020-2021. It is proposed to extend the current Service Level Agreement for a further 12 months from 1 April 2020 with charges remaining the same as the existing period (2019-2020). **ACTION: CLERK to accept proposals.**

11. Reports from Councillors attending meetings & outside organisations including CPFA Green Future Bucks.

LS reported that CPFA meetings have been cancelled. There have been no details on planned virtual meetings to date. LS and KMB attended the Green Future Bucks meeting where grants are available for up to £2,500 for Parish Councils for projects such as Community Orchards and Owl boxes. The idea of putting a Community Orchard on redundant allotment space was briefly discussed. This would be good, provided there were still vacant plots for people who wanted to start growing.

12. Contributions from AVDC and BCC Cllrs

There were no contributions.

13. Tree Asset Register/Inventory

Whilst Cuddington PC has a devolved role for the grass verge on Spicketts Lane only, Colin Woolford, Local Area Technician, has confirmed during a site visit with KB and KT, that in planning terms, Bucks Highway is responsible for the management of the highway land

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including the trees and hedgerow along Spicketts Lane (and Aylesbury Road). These to continue to be maintained by the new Buckinghamshire Council. **ACTION: CLERK to write to Colin Woolford proposing an 'Addendum' to Cuddington PC's devolved work agreement, clarifying Bucks Highways are responsible for managing the hedgerows, trees and ditches. Also, that the issue of the proposed planting of new hedgerows in the ditch is a matter for Highways.**

14. Planning

20/01002/APP – 1 Church Close, Cuddington, Buckinghamshire, HP18 0AT. Alterations to existing flat-roof dormer windows and addition of new flat-roof dormer to rear elevation. Comment date: 16th April 2020.

Following a site visit (observation from outside the property) and correspondence by email by all Councillors, the Parish Council has OPPOSED the above application with a submission as follows:

Planning history. The original proposals for this site were refused and the subsequent application was approved in 2015. Ref application No: 15/01995/APP. In accepting the revised proposals, the planning officer commented on the dormers in his report as follows: *Although the dormers are of flat roof design they are small and appropriately positioned and proportioned on the roof, the larger rear dormer would be mostly screened from public view by the landscaping of the front/side garden and by the proposed pitched roof section of the rear extension. The rear dormer would serve an en-suite and would be obscure glazed with small panes and would not cause overlooking of the garden of Prospect Cottage. The front dormers would look onto the public road with Dyson House beyond, but with the intervening land, a blank side wall, and an outbuilding, it would not look onto any private spaces.*

Current proposals. The proposal to increase the size of the front dormers would make them disproportionately large within the roof and adversely affect the skyline as the building is elevated above its surroundings. The larger flat roof dormers would create a top-heavy appearance and the effect on the roofline would have an adverse impact on views of the building from Upper Church Street. This would not be consistent with good design (ref AVDC guidelines) and detract from the appearance and character of the Conservation Area. The addition of a rear dormer overlooking the garden of Prospect Cottage would have an unacceptable impact on the amenity and privacy of the (Listed) property.

15. Clerk – Use of Home

In line with other Parish Clerks, a Use of Home allowance was agreed at £15.00 a month commencing April 2020. **Agreed. ACTION: CLERK to confirm arrangement for payment.**

16. Finance

- a. **Balance from Minutes of previous meeting (2nd March 2020): £37,405.31**
 - **Receipts: £0.00**
 - **BACS Debits: £6,209.20**
 - **AVDC - £341.66 (£75.92, £37.97, £227.77) (Street Scene)**
 - **Bucks County Council - £5,867.54 (Stage 2 Lining Works/ funded with LAF)**
 - **Balance of Bank Account: £31,196.11 (as at 13th March 2020)**
Available Funds: £31,196.11

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b. Orders for Payment: £1,578.97

- **Venetia Davies - £444.00** (addition works relating to Election)
- **Venetia Davies - £52.47** (stationery and toner)
- **Simon Brown - £995.00** (top dressing/over seeding swings £185.00, Village Green cutting £110.00, Upper Green path alteration and top soiling £700.00)
- **Neal Waters - £40.00** (Children's playground grass cutting 14.03.20)
- **Trustees of Bernard Hall Committee - £22.50** (March meeting)
- **2D Print World - £25.00** (A5 Election leaflets as inserts in Village Voice)

BALANCE: £29,617.14 (Year End 2019/2020)

- **Oxford IT - £42.00** (£35.00 + £7.00 VAT) (Website enhancement)
- **BALC - £115.00** (Membership Fee)

Also agreed:

- **Four Seasons Tree Care Limited - £900.00 (£750.00 + £150.00 VAT)** (Tree works to pine tree near the Old Forge Lodge).

BALANCE: £28,560.14 (Available Funds less Orders for Payment).

- c. **Management Report**, circular.
- d. The VAT return of £1,695.75 to 31/03/20 was noted.
- e. **Vehicle Activated Signs.** The PC has agreed to progress with repairs (£2,085.61) from its maintenance budget. A pro-forma has been issued for the works but it has been agreed that this will be paid when notice of production and a competition date be given.

17. Items for Information

- **Litter Pick.** Cancelled.
- **Freight Workshop.** Cancelled
- **Town and Parish Council Elections.** Cancelled until May 2021
- **Footpath Stiles and Gates.** **ACTION: JR to contact KB with concerns.** It was noted that some of the stiles are in a poor state including the gate at the 1945 bridge.
- **Village Fete.** The 2020 Village Fete has been cancelled. The impact on the village societies who received donations from the fete fund was briefly discussed. It was agreed however it was too early to discuss in detail.
ACTION: CLERK to agenda for the August/September meeting.

18. Date and Time of Next Meetings:

Due to the coronavirus pandemic, the following meeting have been cancelled:

- Annual Village Meeting: Wednesday 22nd April 2020, 7.30pm.
- Local Elections: Thursday 7th May. Postponed until May 2021
- Parish Council AGM: Tuesday 26th May 2020, 7.30pm.

Parish Council: Monday 27th April at 6pm by Video Conference.

Parishioners are invited to the meeting but are required to email the Clerk at cuddingtonpc@gmail.com for a Zoom meeting ID number and password.

*The Parish Council meet on **the last Monday of every month** (or the 4th Monday in the event of a Bank Holiday Monday).*