

DRAFT MINUTES

2020/020

CUDDINGTON PARISH COUNCIL

Draft Minutes of Parish Council Meeting held by Zoom Video Conference Monday 29th June 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**). Cllr Judy Brandis (**JB**) and Cllr Ashley Waite (**AW**) were also present.

Parishioners: There was one Parishioner present at this virtual meeting.

NB: Action points highlighted.

Parishioners Question Time

- There were no questions.

1. Apologies

There were no apologies.

2. Approval of Minutes – Tuesday 26th May 2020.

The Draft Minutes of the May meeting were **agreed** as a true record. **ACTION: KB to sign.**

3. Matters Arising

- **Village Maintenance/Administration**
 - 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. (LS/CLERK)**
- **Local Parish Infrastructure Priorities and Future Workshops.** To inform Andy MacDougall, BCC of infrastructure priorities once results of Village Survey and Traffic Survey are known (**KT**)
- **New Christmas Tree Lights (KB)**
- **Road Lining.** On Local Area Technician’s list (Colin Woolford).
- **Right of Access over VAHT land to Playing Fields.** Iffy Ali is no longer with the Authority. Letter requesting this be resolved between AVDC and VAHT is now being dealt with by the Interim Deputy Monitoring Officer, Maria Damigos. (**KT/CLERK**)
- **Annual Village Meeting (postponed until 2021).** Invitation to community groups to talk at the AVM including TAG and the Gardening Club (**CLERK**).
- **Benches Children’s Play area/Playing Field.** **ACTION: LS/KMB to clean and paint.**
- **Green Future Bucks.** Grants of £2,500 are available for Parish Councils for projects such as Community Orchards and Owl boxes. Ongoing.
- **Footpath Stiles and Gates.** Some stiles are in a poor state including the gate at the 1945 bridge. **ACTION: KB/JR to action.**
- **Village Fete.** Impact on village societies who received donations from the fete fund. **ACTION: CLERK to agenda for the August/September meeting.**

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- **Crown PH.** The nomination for renewing the Crown PH as an Asset of Community Value has been submitted (15/5/2020). The nomination is now with Sarah Andrew, Buckinghamshire Council.
- **Review of PC Governance.** **ACTION: KMB/CLERK to review.**
- **PCSO Ken Stevenson.** Ken Stevenson has confirmed he will meet with KB/Councillors, in the near future.

4. Declarations of Interest

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

5. Neighbourhood Plan

KT updated the meeting. Whilst the government is now allowing councils to undertake pre referendum consultation without face to face engagement events, Buckinghamshire Council planning officers have advised not to proceed. Councillors agreed to postpone Regulation 14 consultation until further notice.

6. Traffic Plan – Aylesbury Road Build-Out

TfB has confirmed that it has the authority to proceed to statutory consultation for the build out scheme and that the 3-week consultation period has been agreed to be maintained. The build out should start by mid-August and should take 6-8 weeks to build. The funding agreement has been reviewed to end of March 2021. It was noted that Jan Roffe is retiring. Kama Water, Localism Manager (Kama.wager@buckinghamshire.gov.uk) is the new point of contact should the funding agreement require any further extension.

7. TAG 2 report and Freight Strategy Project 'Waddesdon' area

The TAG 2 quarterly report, prepared by lead Peter Spence, was circulated prior to the meeting. It is felt that Buckinghamshire Council is taking residents feelings, with particular regard to 20's plenty and freight strategy, more seriously. Peter reported that good links with other local villages, such as Chearsley, were being made. Ken Birkby and Peter Spence agreed to be part of the core team for the Freight Strategy project. **ACTION: KB to respond to Graham Hillary, Transport Officer – Freight) and feedback with questions/suggestions to in the initial scoping deck.** Peter Spence circulated prior to the meeting, the 35 Parishes in the Haddenham & Waddesdon Community Board area: *Ashendon CP; Aston Sandford CP; Berryfields CP; Boarstall CP; Brill CP; Calvert Green CP; Charndon CP; Chearsley CP; Chilton CP; Cuddington CP; Dinton with Ford & Upton CP; Dorton CP; Edgcott CP; Fleet Marston CP; Grendon Underwood CP; Haddenham CP; Ickford CP; Kingsey CP; Kingswood CP; Long Crendon CP; Nether Winchendon CP; Ludgershall CP; Marsh Gibbon CP; Oakley CP; Poundon CP; Quainton CP; Shabbington CP; Stone with Bishopstone & Hartwell CP; Twyford CP; Upper Winchendon CP; Waddesdon CP; Westcott CP; Woodham CP; Worminghall-CP; Wooton Underwood CP.*

8. Footpath Map

JR presented a comprehensive power point presentation giving several options for a village footpath map. It was agreed that the Wychert Way footpath map was about the right style and scale for Cuddington Village. It was agreed that all footpaths be included but not necessarily circular routes going outside the parish boundaries. It was suggested that footpath numbers could be included and likewise footpath numbers be visible on stiles/gates, in the future. **ACTION: JR to register for licence from Ordnance**

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Survey and also investigate Parish Online (for base map which could be overlaid) and sign up for 3 months trial (this could also be of help for the Neighbourhood Plan). To also liaise with Chris Long for advice. A budget of £300 has been set aside but funding could also be available from the Community Hub funds and other grant making bodies.

9. Footpath CUD13

ACTION: KT/CLERK awaiting visit from Rights of Way Officer for suggestions for highlighting footpath/safety of footpath crossing. The Parish Council has advised that guidance be sought from the Rights of Way Officer regarding any permanent public path diversion to CUD13.

10. Correspondence

- Email from Rectory Homes regarding an environmental community projects within Cuddington that might benefit from Rectory Home's involvement. This could include trees but also energy, waste, and other environmental projects. **ACTION: Councillors** to email KB/KT with ideas/thoughts so that strategy can be defined prior to meeting.

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

There were none.

12. Contributions from Buckinghamshire Councillors

- Cllr JB reported that a Full Council meeting will take next month.** She expressed concern with the timing for the build out and offered assistance with any further delays to the grant money. The Parish Council thanked Judy for accelerating the clearance to the footway - A418 from Low Lane to Stone.
- Cllr Ashley Waite** introduced himself to Councillors. Under the new Unitary Council, Ashley's area now encompasses Waddesdon and Stone. The Bernwode Bus is collecting for food banks and establishing a network of collection points in rural villages. The Bus will collect any donations (in a branded tea crate) from the Village shop on a fortnightly basis. The scheme is also operating a rural pantry for anyone needed a food parcel.

13. Tree Asset Register/Inventory

- Tree Asset Register/Inventory.** **ACTION: KB/KT** to compile register of trees and work to date.
- Tree Warden/s.** 6 Parishioners have joined the Tree Warden scheme. The group is anxious to protect the trees in the Parish and is gathering views. One of things found is that the Tree Council, who support trees nationally, and Local Authorities have, in the past, come together to co-ordinate the action of Tree Wardens across their counties. Buckinghamshire Council discontinued this about 12 years ago, but it is hoped it will reinstate this with its own tree wardens. The Cuddington group hope in the future to be able to have input into the Parish Council, discussing trees that the Parish Council are responsible for as well as looking at other trees and hedgerows in the Parish.
- Horse Chestnut trees on the Upper Green.** The Four pheromone traps have been placed in the trees. Works to T1, T2, and T3 have been instructed (27th May). The tree surgeon is awaiting permission for works to trees from Buckinghamshire Council. It

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was **agreed** to take obtain a further report/opinion on T4. **ACTION: CLERK to arrange.**

14. Website

Changes have been made to the village website to meet new regulations for the accessibility of public sector websites (by 23.09.20). Further work is required to make the website navigable using just a keyboard. An Accessibility Statement is also being produced.

ACTION: CLERK/Chris Long to progress.

15. Planning

- **20/01432/APP - Dadbrook Farm, Dadbrook, Cuddington, HP18 0AG**
Erection of agricultural building. Comment deadline extended to: 30th June 2020
ACTION: CLERK to return NO OBJECTIONS to Buckinghamshire Council.
- **20/01948/APP & 20/01949/ALB - Beam Cottage, Lower Church Street, Cuddington, HP18 0AS**
Conversion and extension of existing ancillary residential outbuilding. Comments by 16th July.
ACTION: CLERK to return NO OBJECTIONS to Buckinghamshire Council.
- **20/02057/APP - Lower Church End, Lower Church Street, Cuddington HP18 0AS**
Conversion of garage into a living area. New garage in space to the side. Comments by 24th July 2020.
ACTION: CLERK to return NO OBJECTIONS to Buckinghamshire Council.

16. Finance

- a. **Balance from Minutes of previous meeting** (26th May 2020): **£44,198.46**
 - **Receipts: £0.00**
 - **BACS Debits: £0.00**
 - **Balance of Bank Account: £44,198.46** (as at 23rd June 2020)
Available Funds: £44,198.46
- b. **Orders for Payment: £1,367.82**
 - **Venetia Davies - £481.57** (£384.00 + £14.39 Monthly Zoom Subscription – Pro Plan) + £15.00 Use of Home + £68.18 Toners shared with Ashendon PC)
 - **Ken Birkby - £127.25** (£102.75 + £20.55 VAT + £3.95 postage) (Four pheromone traps)
 - **Simon Brown - £555.00** (green cutting £165.00 (26/5, 08/06, 22/06) £390.00 verge cuttings)
 - **Neal Waters – £80.00** (Playground grass cutting – 2 cuts @ £40.00).
 - **Oxford IT Solutions - £84.00** (£70.00 + £14.00 VAT – Website updates in line with new regulations for the accessibility of public sector websites)
 - **Information Commissioners Office - £40.00** (Data protection fee renewal)
 - **BALANCE: £42,830.64** (Available Funds less Orders for Payment).
- c. **Management Report.** **ACTION: CLERK to circulate June report.**
- d. **Parish Council Audit.** Submitted. Thanks were given to Matt Giorgi for acting as the Parish Council Auditor. Notice of Appointment of Date for the Exercise of Electors Rights announced 3rd June 2020 - Monday 15th June to Friday 24th July 2020.

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17. Items for Information

- **Land North of Aylesbury Road**, construction works commenced again on Monday 15th June 2020.
- **Defibrillators**. Records regarding the defibrillator at **The Bernard Hall and the Playing Field have been updated**. Ravern Stevens and Lorraine Stevens are nominated guardians. New pads and batteries for both have been ordered.
ACTION: RS to install.
- **Car parked on pavement at top of Dadbrook**. Concern was expressed about the difficulties of passing safely on the pavement due to the parked car.
- **Phone Box**. **ACTION: KB to remove excess books and magazines.**
- **Children's Playground**. With the lifting of restrictions, the playground may be opened from 4th July. **ACTION: LS/KB/CLERK to follow advice issued by government on managing playgrounds and prepare announcements.**
- **Drain**. Overflowing drain near the bus shelter on south side of Bridgeway, KB has reported.
- **Red Kite Radio**. Donation **ACTION: CLERK to carry forward.**

18. Date and Time of Next Meetings:

Parish Council: Monday 27th July 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).*