

DRAFT MINUTES

2020/030

CUDDINGTON PARISH COUNCIL

Draft Minutes of Parish Council Meeting held by Zoom Video Conference Monday 24th August 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 Ashley Waite (**AW**) was also present.

Parishioners: There were 2 Parishioners present.

NB: Action points highlighted.

Parishioners Question Time

- As advice from Buckinghamshire Council has suggested that the matter regarding access to Southways is one between the Parish Council and the owner, the PC was asked by the owner to give certain assurances regarding vehicle access. The PC is seeking some additional independent advice over the issue from The Open Spaces Society and, as such, had informed the owner, in writing, that the matter would not be discussed at this meeting but on the agenda for September. **ACTION: CLERK to agenda for September.**

1. Apologies

Cllr Judy Brandis (JB), Cllr Paul Irwin (PI).

2. Approval of Minutes – Monday 27th July 2020.

The Draft Minutes of the July meeting were **agreed** as a true record. **ACTION: CLERK to prepare a paper copy of the June and July Minutes. KB to sign.**

3. Matters Arising

- Village Maintenance/Administration**
 - Water on Dadbrook Road – treatment & ownership of ditch for clearing (**PI**)
 - 'Slow Down for Horses signs'/Steps to reduce speed - Low Lane (**PI**)
- 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)**
- Right of Access over VAHT land to Playing Fields.** Letter requesting this be resolved between AVDC and VAHT being dealt with by the Interim Deputy Monitoring Officer, Maria Damigos. (**KT/CLERK**)
- Green Future Bucks.** Grants of £2,500 are available for Parish Councils for projects such as Community Orchards and Owl boxes. Ongoing.
- Village Fete.** Impact on village societies who received donations from the fete fund. **ACTION: CLERK to agenda for the September meeting.**
- Crown PH.** The nomination (submitted 15.05.2020) is now with Sarah Andrew, Buckinghamshire Council.
- PCSO Ken Stephenson.** KB to meet with Ken Stephenson.
- Rectory Homes/Environmental community projects.** Councillors have emailed KB/KT with ideas thoughts. Meeting date tbc
- Vehicle access to Southways.** Email sent to Rights of way Officer from PI and response received suggested this is a private matter between Parishioner and PC. Further evidence and photographs received by Parishioner for PC consideration.
- Footpath Map.** JR progressing.
- Tree Asset Register/Inventory.** The honey lotus tree that is on Parish land to be included. Map, showing PC trees, to be circulated to Peter Spence, lead for Tree Wardens.

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- **Vehicle Activated Signs** – KB confirmed that maintenance to signs will commence late August/early September.
- **Parish Council Insurance due October 2020.** AV has reviewed and confirmed insurance renewal information meets PC's needs. **ACTION: CLERK to list on September's Orders for Payment. ACTION: KB/KT to ensure tree management plan is in place, in line with advice from Insurers.**
- **Red Kite Radio** – response to KB's email regarding non-charitable status. Councillors agreed not to donate. **ACTION: KB to write.**

4. Declarations of Interest

All Parish Councillors have declared an interest in the Neighbourhood Plan. **LS** declared a personal interest (neighbour) in Item 15. Planning. 20/02453/APP - Tacks Orchard.

5. Neighbourhood Plan

With the continued delays to VALP, the start of the Bucks Local Plan and the impending Government guidance on housing, the Parish Council agreed to progress with the Neighbourhood Plan (Reg 14 Consultation). The Steering Group will aim to complete the consultation before December. Buckinghamshire Planning Authority has also confirmed that it is keen for the Parish Council to progress given the Government's confirmation that face to face consultation is not mandatory.

6. Traffic Plan – Aylesbury Road Build-Out and White Lines

Following the consultation, TfB has confirmed that there were no objections on the proposal. The Network Safety Team and Thames Valley Police have however propose the installation of village nameplates with terminal sign and these have been agreed. **ACTION: RS to ask if the signage will have an effect on the 'Cuddington' sign by the farm on the Aylesbury Road and to also check concerns about large agriculture vehicles coming through the Build Out to the village. To also ascertain if there is a channel for bikes to go through.**

7. Horse chestnut Tree (T4)

A further independent inspection has confirmed initial opinion of the tree surgeon. It has been confirmed that the tree is sufficiently poor to justify its removal; principally for reasons of safety. The Arborist has confirmed that there is a significant zone of bark loss extending to c.2.0m on the side of the tree furthest from the main road with loss of structural wood and active decay (possibly honey fungus) extending from visibly decayed root buttresses up the main stem. The column of decay may extend further up the tree where adaptive wood ribs indicate response to the structural dysfunction. There may also be some secondary infection with chestnut bleeding canker although this does not appear to be the primary pathogen at present. **ACTION: CLERK to instruct the removal of the tree and request this be fast tracked so that works can commence alongside works to Horse chestnut trees (T1, T2, and T3 scheduled for 7th/8th September). KB to inform Parishioners through village notice boards and website. Councillors agreed that a replacement tree, variety to be agreed with Cuddington tree wardens, be planted. Ways of funding to be explored (possibly village sponsorship, grants or contribution from Rectory Homes re environmental projects).**

8. Tree Asset Register/Inventory

An initial walk around surveying trees on Parish land has been conducted by KB and KT. The trees along the boundary at Aylesbury Road need to have a brief survey attached to them. The trees on the playing fields could be subject to a broader study with new planting as part of a local plan to increase ecological diversity. There is some works to be done on the trees in Dadbrook and the oak tree on the playing field. It was agreed this would be a phased plan of work with a long-term objective and the Parish Council will have to budget more than it has previously for tree works. Once complied, the trees will be subject to an annual inspection. The information will be shared with the Tree Wardens group. JR confirmed that the mapping of trees is a function of the parish online website.

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The works of the Tree Wardens are also underway. Trees in gardens and within the Parish are being identified for their amenity value for the people who live in the village. Whilst approached in different ways, both groups will continue to work together.

9. Website Accessibility

The website now complies with the Accessibility Regulations (for public sector bodies). An Accessibility Statement has been published on each page of the website. Website Editors have been issued Accessibility Guidelines to ensure articles meet regulations.

10. PC Governance

All PC Governance (except the PC Risk Assessment PC Governance) has been reviewed, updated, and uploaded on website. These, together with other papers/guidelines on, for example, S137 will form a portfolio of papers for Councillors. **ACTION: KMB/CLERK to agree Risk Assessment and upload.**

11. Footpath CUD13

KB has submitted an online enquiry concerning suggestions for highlighting footpath/safety of footpath crossing and diversion of Path 13. **ACTION: CLERK to chase and copy Cllr Ashley Waite.**

12. Correspondence

- **Cuddington Parochial Church Council.** A donation of £300 was agreed for Village Voice.
- Email regarding Brookfield Farm, Aylesbury Road and removal of roadside hedgerow. **ACTION: CLERK to write to Parish Liaison officer to investigate if this is in contravention of hedgerow regulations.**

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

- Following the **Community Boards meeting**, nominations have been put forward for subgroups. Cuddington is well represented across all subgroups - JR Environment and Green Spaces, KB Highways and Road safety, KMB Cycling and Walking, Peter Spence Freight Steering Group. There is now also an invitation to join the HS2 & East West Rail sub group.
- **Waddesdon Freight Project (10.08.20).** Attended by Peter Spence. This initial meeting looked at freight movements between Waddesdon and Haddenham and the designated freight routes on the A418 and A41. The aim of the meetings is to identify issues, come up with solutions and prioritise actions. Cuddington is working together with Chearsley to achieve a more united front. Chearsley has put together another freight survey on 24th September which Cuddington will mirror by conducting the same survey at the same time. Freight is on the agenda for both TfB and Community Boards and there is confidence that this is the breakthrough that everyone has been looking for. The methodology used in the TfB freight kit was explained to be complex and whilst TfB might do an official survey in the future, our survey will use Chearsley's more simplified methodology to see if the villages are getting heavier traffic than they were in 2016.
- **CPFA (13.08.20).** Attended by LS/KMB. The good weather has meant the Clubhouse has opened. There has been some anti-social behaviour. A copy of the Byelaws will be displayed. LS has informed the CPFA that The Rothschild Foundation and Heart of Bucks are offering grants for organisations affected by Covid-19. The CPFA are making emergency repairs to fire door. The AGM will take place in September.

14. Contribution from Buckinghamshire Council Councillors

Cllr AW. 'Help out to eat out' has been popular and good for Buckinghamshire pubs. Representations for the Community Boards social isolation subgroup are required. Demand for the

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Bernie food pantry is high, due now to economic pressures. The Eco Warriors programme is up and running. From 1st September, the Bernwode Bus will be available to rent for private trips.

15. Planning

- **20/02453/APP - Tacks Orchard, Frog Lane, Cuddington HP18 0AU**
Single storey and two storey side extensions, roof extensions, rendering the property, new roof and raised terrace. Comments 28.08.20
ACTION: CLERK to return NO OBJECTIONS to Buckinghamshire Council
- **20/02392/COUIN - Barn Adjacent to Cowley Farm, Aylesbury Rd, HP18 0BG**
Determination as to whether prior approval is required in respect of transport & highway impact, contamination risk, flooding and locational considerations for the conversion of a B1(c) (light industrial) unit into one dwelling under Class PA. Comments: 01.09.20
ACTION: CLERK to return 'No Comments to make on question about determination' to Buckinghamshire Council.
- **20/01002/APP - 1 Church Close, HP18 0AT.** Whilst amended proposals have been approved in line with the Parish Council, and the Historic Planning Officer's comments, the PC was not informed of amended plans. Concern was also raised again over the non-displaying of application notices for several applications. **ACTION: CLERK/AW to raise both issues with Bucks Council Planning Department.**

16. Finance

- a. **Balance from Minutes of previous meeting (27th July 2020): £40,986.55**
 - Receipts: £0.00
 - BACS Debits: £0.00
 - **Balance of Bank Account: £40,986.55** (as at 19th August 2020)
 - **Available Funds: £40,986.55**
- b. **Orders for Payment: £1,893.39**
 - **Venetia Davies - £458.39** (£384.00 + £14.39 Monthly Zoom Subscription – Pro Plan) + £15.00 Use of Home + £45.00 Membership Fee OSS
 - **Simon Brown - £555.00** (green cutting £165.00 (27.07. 03.08. 17.8.20) £390.00 verge cuttings)
 - **Neal Waters - £160.00** (playground cutting 24.07, 30.07, 07.08, 17.08.20)
 - **Oxford IT Solution - £420.00** (£350.00 + £70.00 VAT)
 - **Cuddington Parochial Church Council - £300.00** (donation for production of Village Voice)
 - **BALANCE: £39,093.16** (Available Funds less Orders for Payment).
- c. **Management Report, August report circulated.**

17. Items for Information:

- **Haddenham and Waddesdon Community Board meeting – 24.09.20 (7-9pm)**
- **5G article. ACTION: KB to forward to KMB.**
- **Consultation papers on proposed planning changes. ACTION: KT to circulate suggestions for comment on White Paper: Planning for the Future (deadline 15th October 2020).** Comments to be submitted to NALC (policy.comms@nalc.gov.uk) for collation and submission to MHCLG.

18. Date and Time of Next Meetings:

Parish Council: Monday 28th September 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).*