

DRAFT MINUTES

2020/039

CUDDINGTON PARISH COUNCIL

Draft Minutes of Parish Council Meeting held by Zoom Video Conference Monday 26th October 2020 at 6.30pm

PRESENT: Ken Birkby (KB), Ken Brown, (KMB), Julia Ridout (JR), Lorraine Stevens (LS), 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 were two Parishioner present.

NB: Action points highlighted.

Parishioners Question Time

There were no questions.

1. Apologies

Ravens Sevens (RS)

2. Approval of Minutes – Monday 28th September 2020

The Draft Minutes of the September meeting were **agreed** as a true record. **ACTION: CLERK to prepare a paper copy. 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.
- **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
- **Tree Asset Register/Inventory.** The Honey Locust tree that is on Parish land to be included.
- **Brookfield Farm, Aylesbury Road.** Planning Enforcement has spoken to the owners and it is understood a hedge is to be planted in front of the fence. Details of species and dates of work to be informed.
- **Trees on Parish Council land.** **ACTION: KB/Simon Brown to remove tree.**
- **Community Boards.** **ACTION: KB to publicise Community Boards in December's Village Voice.**
- **Government White Paper: Planning for the Future.** KT has submitted the Parish Council's response online. The Parish Council has also supported Buckinghamshire Council on its submission to the Consultation: Changes to the Planning System.

4. Declarations of Interest

JR declared an interest in the recommendation of a lawyer, Item 5. There were no other interests declared. All Parish Councillors have declared an interest in the Neighbourhood Plan.

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5. Access to Southways

The specification has been agreed between Chris Blumer and Ken Birkby and is out for quote with two contractors. For comparison purposes, the quotes have two options. 1) the adding of tarmac (to grassed area) and 2) the removal of existing tarmac (to be replaced with new surface covered by aggregate) over the whole of the area agreed. The top soil will be used where areas are low on the Upper Green (where the horse chestnut tree was recently felled and where works were recently undertaken by Thames Water on parish land on the opposite side of the road). The Parish Council agreed to instruct the recommended solicitor and agree the legal framework, which as of the September meeting of the Parish Council, is to grant an easement/legal agreement to Southways to allow vehicular access for loading and unloading a vehicle for occasional use. **ACTION: KB/CLERK to instruct solicitor and confirm wording. Copy to be sent to Chris Blumer's solicitor.**

6. Cuddington Neighbourhood Plan, KT

The Parish Council has unanimously **agreed** to the Pre-submission Regulation 14 Consultation Draft (Monday 26th October to Monday 7th December 2020). A hard copy (A4 booklet, response form and letter) has been delivered to all households. This is also available on the village website here: <https://cuddingtonvillage.com/npc>. A news item features on the website and will appear in the November issue of Village Voice and on the Village Facebook page. All consultees have been emailed/posted. Posters reminding residents to 'Have Your Say' have been displayed on the noticeboards and in prominent places throughout the village. The post box for responses has been installed outside the village shop. **ACTION: CLERK to email Pre-submission draft to Community Boards and promote where possible in local press. Reminders to householders/consultees to be sent during the consultation period. KB to write to the Steering Group to express the Parish Council's thanks for the work of the team. It was agreed the Pre-submission draft and its appendices were a great compliment to the team who had put it together.**

7. Traffic Plan

The Build-out has now been installed. An invoice has been requested from Transport for Bucks (TfB) so that the funding can be obtained from the New Homes Bonus prior to payment. The terms of payment from TfB have also been requested. The total amount for the project is £47,986.37 + VAT. This includes the Road Safety Audit Stage 1/2 (£6,149.96) and the Statutory Consultation, Detailed Design and Implementation Stage 3 (£41,836.41). The total funding granted to Cuddington PC from the New Homes Bonus is £48,600.00 **ACTION: RS/CLERK to send copy of invoice to New Home Bonus Funding. CLERK to claim VAT promptly.** The Parish Council formally thanked Ravern Stevens for the huge amount of work that had gone into the Build Out; a project that had been ongoing for many months.

8. Cuddington Freight Survey, PS

An HGV survey was carried out in conjunction with Chearsley Parish Council on Thursday 25th September and the results are being analysed. Chearsley Parish Council has said that its freight issue in terms of movement is different to Cuddington in that freight goes from Long Crendon and out to Winchendon with very little going through Bridgeway to Cuddington. In comparison, Cuddington's freight sees construction traffic coming from Dadbrook along Bridgeway up to Cannons Hill and right to Winchendon. Chearsley freight traffic also seems to be declining whereas Cuddington shows no evidence of decline. The Freight Group for the Haddenham and Waddesdon Community Boards is due to meet on 2nd November. A meeting with Graham Hilary, Cuddington, Ashendon and Chearsley is also taking place. This will look at the freight zone that is set for the Ivinghoe area (which includes a 7.5 tonne weight restriction subject to statutory consultation). An update on Freight is being reported in the November issue of Village Voice.

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9. Tree Asset Register/Inventory, KB/KT

The tree in the middle of the playing fields car park has been felled. The stump is to be removed by the CPFA. Simon Brown has offered to fell the tree at the bottom of Bernard Close. **ACTION: KB to access Parish Online for mapping service and co-ordinate efforts of mapping Parish Council trees with those of the Tree Wardens. CLERK to agenda replacement tree (for the horse chestnut tree and its location, and funding, for November/December meeting).** It has been noted that the last advisable date for winter planting is 31st March 2021.

10. Footpath Map, JR

The footpath map has been printed and has kindly been agreed to be available shortly for sale (£1 each) from the Village Shop. Point of sale dispensers have been purchased and sale posters produced. **ACTION: JR/CLERK to publicise in Village Voice, website, and notice boards.**

11. Footpath CUD013, KB

- **Diverted footpath CUD013.** The RoW Officer at Buckinghamshire Council has notified the PC that the owners of Marlin are applying for a diversion order. Cuddington Parish Council as well as residents, will be consultees. This will not extend to Chearsley Parish Council.
- **Pedestrian Safety.** The RoW Officer has confirmed that this is a road safety issue. **ACTION: KB/CLERK to liaise with Bucks Highways.**

12. Asset of Community Value

The Crown PH has been successfully registered for another 5 years (1st October 2025). Decision notice is on the village website here: [https://www.cuddingtonvillage.com/page-content/documents/1601982314-Decision%20Notice%20Listed%20\(The%20Crown\).pdf](https://www.cuddingtonvillage.com/page-content/documents/1601982314-Decision%20Notice%20Listed%20(The%20Crown).pdf).

13. Village Societies

Whilst concern was expressed at the beginning of lockdown that some village societies would be impacted financially by Covid-19, the Parish Council is not aware of any that are in desperate need of funding; expenditure having not been incurred due to cancellation/postponement of events. Councillors agreed that the PC may re-considered this for societies who might benefit from small grants.

14. Correspondence

- **Barn Cottage.** The Parish Council has permitted temporary parking on the drive across the Green for a period of 6 weeks from 5th October 2020. The resident has been asked to request an extension if required.
- **Remembrance Sunday.** There will not be a church service, but the Parish Council will lay a commemorative wreath on Sunday 8th November and read out the names of Cuddington fallen. **ACTION: KB, KMB and LS to attend. The event to be organised in accordance with COVID-19 secure guidance (socially distanced, track and trace, masks).**
- A resident has asked if the Parish Council would consider a constriction on Dadbrook (as the Build-out on Aylesbury Road). The difficulties, not just financial, were discussed.
- A resident has applauded the Build-out but would also like to see a 20mph speed limit. It was agreed that this should continue to be pursued, particularly in light of the Haddenham's achievements: <https://www.haddenham.net/newsroom/new-speed-limits.html>
- **Use of CCTV in Public Places.** **ACTION: CLERK to bring forward to November meeting.**

15. Reports from Councillors attending meetings and outside organisations including CPFA

- **Highways and Road safety, KB.** 17 villages responded to the Haddenham and Waddesdon survey on Road Safety issues within the parishes and 11 highlighted issues with HGVs. The HGV responses have been passed onto the Freight Steering Group to inform the work they are doing.

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16. Contributions from Buckinghamshire Council Councillors

- **Cllr Judy Brandis.** The Chair of the Freight Steering Group is sending an email to Parish Councils within the Haddenham and Waddesdon Community Boards to check if there are any other comments/expansion of comments on HGVs. Judy highlighted that the Government's White Paper: Planning for the Future proposes an exceptional threat to Neighbourhood Planning.
- **Cllr Ashley Waite.** Ashley outlined the ambitious plans for the Bernie Bus in the run up to Christmas. There is a Just Giving page to purchase 200 meals for families in need here: <https://www.justgiving.com/crowdfunding/berniesxmas?fbclid=IwAR1hobA5VrDKJqELyL56nji4fblZWuG9IkZ1HOPyCh77dZl5yzMphJwRd8>. The Bus will be visiting villages with Santa on board. **ACTION: AW to send available dates for a potential visit in Cuddington.**

17. Planning

There have been no new planning applications since the September meeting. The Parish Council has registered its support of the views expressed by the Rosemary Lane Action Group RE: 17/02280/AOP - Historic Hedgerow Alongside Ancient Way.

18. Finance

- a. **Balance from Minutes of previous meeting** (28th September 2020): **£32,779.70**
 - **Receipts: £18,000** (Precept Payment - September)
 - **BACS Debits: £233.70** (Nettl & printing.com - Footpath Map)
 - **Balance of Bank Account: £50,546.00** (as at 2020)
Available Funds: £50,546.00
- b. **Orders for Payment: £2,114.20**
 - **Venetia Davies - £602.52** (£415.36 + £14.39 (Monthly Zoom Subscription Pro Plan) + £15.00 (Use of Home), Stationery £14.99). Additional hours £142.78 (PC – 4 and CNP – 7)
 - **Venetia Davies - £24.68** (£20.57 + £4.11 VAT). Cuddington NP Post Box
 - **Parish Online - £72.00** (£60.00 + £12.00 VAT)
 - **Simon Brown - £610.00** (green cutting £220.00 (28.9, 5.10,12.10, 19.10) £390.00 verge cuttings)
 - **2D Print - £565.00** (£560.83 + £4.17 VAT – Consultation document, feedback form and posters)
 - **PKF Littlejohn LLP - £240.00** (£200.00 + £40.00 VAT). Parish Council Audit (for year end 31 March 2020)
BALANCE: £48,431.80 (Available Funds less Orders for Payment)
- c. **Management Report.** The October report was circulated.
- d. **Parish Council Audit.** The review of the Annual Governance and Accountability Return for year ended 31.03.20) has been completed & published.

19. Items for Information.

- **Christmas Tree.** **ACTION: KB to purchase Christmas tree and replacement lights.**

20. Date and Time of Next Meetings:

Parish Council: Monday 30th November at 6.30pm 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).