

DRAFT MINUTES

2020/043

CUDDINGTON PARISH COUNCIL

Draft Minutes of Parish Council Meeting held by **Zoom Video Conference** **Monday 30th November 2020 at 6.30pm**

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**), Cllr Paul Irwin (**PI**) and Cllr Ashley Waite (**AW**) were also present.

Parishioners: There were three Parishioners present including Paul Ridout (**PR**), member of Tree Warden group.

NB: Action points highlighted.

Parishioners Question Time

There were no questions.

1. Apologies

There were no apologies.

2. Approval of Minutes – Monday 26th October 2020

The Draft Minutes of the October 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**)
- **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.** The new hedge mixed native species hedge has now been planted.
- **Trees on Parish Council land.** **ACTION: KB/Simon Brown to remove tree at bottom of Bernard Close.**
- **Bernie the Bus with Santa on board will arrive in Cuddington on 17th December 2020 at 7pm.** Food donations welcomed but not necessary.

4. Declarations of Interest

LS declared an interest in **20/02453/APP** as a neighbour. There were no other interests declared. All Parish Councillors have declared an interest in the Neighbourhood Plan.

5. Access to Southways

The Draft Easement has been prepared by the Parish Council's solicitor and sent to the resident's solicitor. Chris Blumer informed the PC that the first draft requires a change as it

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has not addressed the fourth bullet point in the September Minutes, in that the personal and tradesmen's aspects have not been covered by the PC's solicitor. The resident's solicitor is now working on this and will be submitting it back by the end of the week. It was agreed the Easement needs to be comprehensive and watertight so that once it is logged with Land Registry, there will be no issues for future purchasers of the property. The Parish Council and resident have accepted the quotation for works. These will commence when the legal documents are agreed with the resident. An issue regarding planning permission for the access road to Greenways has arisen as a result of a PC enquiry regarding easements over common land to the planning authority. An email has been sent to the Officer from the Parish Council stating that, in line with advice received, planning permission is not required and the track does not interfere with the use of the Common or public access. A response closing the enquiry is awaited. **ACTION: KB to forward scan of letter to KT and JB**

6. Cuddington Neighbourhood Plan, KT

A summary of the feedback received to date on the Pre-Submission Reg 14 Consultation Draft was circulated to Councillors prior to the meeting. Village Voice will include a summary of the consultation document and a reminder of the deadline for comments (Monday 7th December)

ACTION: CLERK to upload same on website and email reminder to consultees. Any modifications will then be made to the Plan for approval by the PC. The provision for burial ground within the next 25 years has been raised as a comment about the consultation draft. KT reminded the meeting that, in some respects, the Neighbourhood Plans' value is diminished by the Government White Paper and Buckinghamshire Council Local Plan process and that the burial ground issue should ideally be considered after the new Buckinghamshire Plan has been made in 5 years' time. **ACTION: KT/CLERK to write to Buckinghamshire Council to ask who the burial authority under the new Unitary Council.**

7. Traffic Plan

- **20mph limit.** The PC and TAG have spoken to Haddenham PC regarding its temporary 20mph zone and cycle lane. Haddenham took the opportunity to get funding from central government to implement a scheme for people wishing to walk/cycle in the early stages of Covid-19. The results have been mixed. Given the concern of speeding in villages (17 or so of the villages in the Community Board have indicated concerns over speeding and a number would like a 20mph limit). It was agreed to explore possibilities of a 20mph zone in parts of Cuddington, starting with the conservation boundary and Crown junction, and form a working party to include **KB, RS, JR** and Peter and Pauline Spence. **ACTION: Peter and Pauline Spence to produce a discussion document. Funding opportunities to be explored. PI suggested involving Matthew Barber, Deputy Police & Crime Commissioner for the Thames Valley.**
- **Build-out.** All central white lines near dragon's teeth and around the build-out have been refreshed as part of the works. An invoice has been issued to the New Homes Bonus for £48,600.00. The VAT Relief reclaim has been applied for. On receipt of the funding, the TfB invoice will be settled.

8. Tree Asset Register/Inventory

Replacement of Horse chestnut tree. Whilst a number of Parishioners have commented on the improved light as a result of the horse chestnuts being pruned and the diseased one being removed, the Parish Council agreed that if the lost tree is not replaced, it could result in a big gap for a very long period of time. The group of horse chestnut trees are a big contribution to the character of the conservation area that won't last forever and any replacement will take many years to establish and grow, by which time the other chestnuts will need to be replaced. Any tree would be quite small and would take significant time to get to any significant height. A Parishioner has asked the Parish Council to consider a walnut tree. On behalf of the Tree Wardens, Paul Ridout also recommended a walnut tree, the species being a speciality of the area, suitable for limestone soil and with a traditional

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connection with Cuddington. They are not particularly large and not as tall or dark nor susceptible to disease as horse chestnuts are. It was agreed that the Tree Wardens should present a recommendation to the Parish Council. **ACTION: Tree Wardens to present recommendations to the PC with costings to the value of £1,000 (possibly more if planted and maintained with guaranteed).** The Parish Council also noted National Tree week and planting of trees for the future (particularly along the playing field boundary). **JB** to forward details of Releaf and agencies. **KMB** to forward details of recommended grower. **KB and PR** to liaise re mapping services so that efforts of mapping Parish Council trees with those of the Tree Wardens can be co-ordinated.

9. Footpath CUD013, KB

- **Diverted footpath CUD013.** The RoW Officer at Buckinghamshire Council has notified the PC that the owners of Marlin have applied for a diversion order. Cuddington Parish Council as well as residents, will be consultees. This will not extend to Chearsley Parish Council. It was noted that the current footpath is still available for people to walk that route. It was also noted that signs within the property boundary are being removed.
- **Pedestrian Safety.** The RoW Officer has confirmed that this is a road safety issue. **ACTION: KB to liaise with Bucks Highways to ascertain if a feasibility study is necessary.**

10. Playground Inspection

The annual report includes areas that are low risk such as matting maintenance, the playground gate, and a sign with Parish Council contact details. The 'tower' (the multi play area) has the highest risk although this is moderate. **ACTION: LS to prepare a proposal of action points and costs. This to include the replacement of the multi play area and replacement costs/funding available from S106 (£22,340.00) and Community Boards.**

11. Correspondence

- **Notice of permitted development for a Mast in Cuddington.** The Parish Council has bought the notice to the attention of the Planning authority and has asked if it will have the opportunity to comment on the location of the pole. The reference number will be 20/04076/INTN. KMB has been in communication with the telecom's operator, Voneus, and it is understood that a telecoms operator can erect a telecommunication mast up to a height of 20 metres without planning permission. The PC has concerns regarding the installation of a pole and cable. **ACTION: KMB to express the PC's concerns and request that the company engage with the PC for alternative methods.**
- **Stone to Gibraltar path.** Several local councils are pushing for urgent attention to the state of the path alongside the A418 between Stone and just past Gibraltar (heading west).
- **Parking on side of Lower Church Street.** The item was discussed but the Parish Council were hard pressed to find a solution.

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

- Community Board – 25.11.20, KB. Information circulated to Councillors.

13. Contributions from Buckinghamshire Council Councillors

- **Cllr Ashley Waite.** From 2nd December 2020, Buckinghamshire will be in Tier 2. Total Covid-19 cases were down by 11.1% with the highest drop in the over 60s. The next review will be on 16th December 2020. The Buckinghamshire Christmas Toy Appeal has raised an incredible £20,134.00.
- **Cllr Judy Brandis.** A revenue budget will be set for one year to enable longer term planning. People in pockets of deprivation are coming forward a lot more readily now that there are facilities to talk online.

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14. Planning

- **20/03904/APP - Bentley House, Aylesbury Road, Cuddington, HP18 0BG**
Alteration and conversion of an existing building to form a four-bedroom dwelling with garaging, parking and amenity space. Comment date: 15th December 2020.
ACTION: CLERK to return No Objections to Buckinghamshire Council.
- **20/02453/APP - Tacks Orchard, Frog Lane, Cuddington, Buckinghamshire, HP18 0AU**
Minor amended plans - Single storey and two storey side extensions, roof extensions, rendering the property, new roof and raised terrace. Noted.

15. Finance

- a. **Balance from Minutes of previous meeting (26th October 2020): £48,431.80**
 - **Receipts: £46.00** (Footpath map sales)
 - **BACS Debits: £0.00**
 - **Balance of Bank Account: £48,477.80** (as at 13th November 2020)
Available Funds: £48,477.80
- b. **Orders for Payment: £1,440.64**
 - **Venetia Davies - £549.67** (£415.36 + £14.39 (Monthly Zoom Subscription Pro Plan) + £15.00 (Use of Home), Stationery £14.06). Additional hours £90.86 (PC/CNP)
 - **Simon Brown - £110.00** (green cutting 26/10 and 9/11/20)
 - **Neal Waters - £120.00** – Children's playground cutting £40.00 (30/09, 14/10, 22/10)
 - **Chiltern Secure Shredding Ltd - £30.00** (£25.00 + £5.00 VAT) – Shredding of documents in line with GDPR.
 - **Ken Birkby - £160.00** (£133.33 + £26.67 VAT) – Christmas Tree
 - **Ken Birkby - £392.97** (£327.48 + £65.49 VAT) – Christmas Tree lights
 - **Playground Inspection Company - £78.00** (£65.00 + £13.00 VAT) – annual inspection
 - **BALANCE: £47,037.16** (Available Funds less Orders for Payment).
 - **Also Agreed**
 - **Oxford IT Solutions - £100.20** (£83.50 + £16.70 VAT) 12-month website hosting and email processing platform.
 - **Jennifer Schram de Jong - £65.00** – Royal British Legion Remembrance Wreath.**BALANCE: £46,871.96**
- c. **Management Report**, circulated.
- d. **Projects 2021/22 and Precept 2021/22.** **ACTION: COUNCILLORS to consider projects for 2021/22. KN/CLERK to circulate budget note prior to December meeting.** Precept request deadline noted as 31st January 2021.

16. Items for Information

- **National Highways and Transport Services (NHT) survey** for public representatives submitted.
- **Christmas Tree** – the Parish Council will erect the tree on Wednesday 9th December 2020.

17. Date and Time of Next Meetings:

Parish Council: Monday 21st December 2020 at 6.00pm 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).