

DRAFT MINUTES

2021/001

CUDDINGTON PARISH COUNCIL **Draft Minutes of Parish Council Meeting held by Zoom Video Conference** **Monday 25th January 2021 at 6.00pm**

PRESENT: Ken Birkby (**KB**), Ken Brown, (**KMB**), Julia Ridout (**JR**), Lorraine Stevens (**LS**), Ravern Stevens (**RS**), 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 four Parishioners present plus Peter Spence (**PS**), lead of TAG2 and Paul Ridout (**PR**), member of Tree Warden group.

NB: Action points highlighted.

Parishioners Question Time

- **Footpath 3.** A Parishioner raised concerns about the condition of footpath 3. There is a long stretch which is only passable for walkers, with great difficulty. This is probably not helped by the movement of horses along the narrow section. It is understood from the landowner that there are plans to erect a fence between the field and the footpath and so will not be used by horses in the same way.
- **Potholes.** There are several potholes in Spurt Street. Whilst these have been registered on Fix My Street, it was acknowledged that repairs are taking a considerable time.
- **Dog mess.** The amount of dog mess was noted. Dog bags have been left outside a resident's gate. KB has written an article on footpaths in this month's Village Voice which encompasses dog mess. Walkers are asked to dispose of bags in dog bins provided.

1. Apologies

Ken Trew (**KT**) and Brian Foster (**BF**). **ACTION: CLERK to inform Brian Foster of future meetings.**

2. Approval of Minutes – Monday 21st December 2020

The Draft Minutes of the December 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**). The Member and Parish Support Officer has followed this up (22/12/2020) and is awaiting a response. **ACTION: CLERK to continue to chase for response.**
- **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.** Meeting date tbc.
- **Tree at bottom of Bernard Close.** **ACTION: KB/Simon Brown to remove tree.**

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- **Upper Green reseeding & access to Greenways.** **ACTION: KB to arrange in the Spring.**
- **Erection of Pole in carpark of playing fields.** The pole for the installation of wi-fi has now been erected on Parish land and was **approved** by Councillors.
- **Cuddington Village sign at Brookfield Farm.** TfB has confirmed that the removal of the sign was not removed as part of the build-out scheme but requested by the Bucks Maintenance Team. The sign and posts were rotten, damaged and on the verge of falling down. **RS** is pushing for its early replacement.

4. Declarations of Interest

There were no interests declared. All Parish Councillors have declared an interest in the Neighbourhood Plan.

5. Access to Southways

The Parish Council has responded to an amendment to the Draft Deed regarding loading and unloading. However, to prevent further delays, the Parish Council agreed to expedite the contact between the Parish Council's solicitor and Mr Blumer's. Once the Easement has been agreed and signed, the Parish Council will apply for the white line (3 metres) at a cost of £110. The Parish Council has also agreed to pay for the preparation of a Land Registry map.

ACTION: KB and CLERK to ensure process is expedited.

6. VALP Consultation

KT has responded (22nd December 2020) to the VALP Further Main Modifications consultation and objected. The proposals map for Cuddington still includes CDN001 (North of Aylesbury Road) as an allocation (now built). The total of allocations therefore to be reduced from 23 to 15. The consultation ends on 9th February 2021. As before, representations will give rise to a need for at least one further hearing session. It is likely that the Cuddington Neighbourhood Plan will be submitted for examination before VALP is adopted in summer 2021.

7. Cuddington Neighbourhood Plan.

A summary of responses from the Pre-Submission Regulation 14 have been published on the village website. KT has circulate a draft response to the PC and Steering Group in response to the comments raised by Buckinghamshire Council and residents on the Regulation 14 consultation for formal approval. The main issues regard the housing policies and Local Green Space. KT and Clerk are following up on comments from landowners about the proposed Local Green Spaces designation. Councillors formally **approved** the Draft which includes the designation of the upper and lower greens and playing fields as a Local Green Space. An email has been circulated regarding Burial Authorities from Haddenham PC. This to be brought forward at a future meeting.

8. Traffic Action Group

The 9 members of TAG2 are in broad agreement with the scope of work required. A study paper has been distributed regarding the process for changing speed limits. This will involve national and county guidelines and requires some interpretation. Peter Spence is awaiting responses to this before issuing a 3rd paper, aware of current consultation fatigue. The Group has identified and agreed the need for independent advice and a zoom meeting has been held with PS and an urban designer that has produced schemes for other villages. PS is awaiting a report with recommendations and an outline of fees. The Group is considering other measures in a holistic manner and aims to produce a feasibility document containing options and recommendations for the March PC meeting. Attempts have been made to engage Nick Naylor, Cabinet Member for Transport, in discussions. **ACTION: PI to chase Nick Naylor for response.**

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9. Trees

- **Tree Asset Register/Mapping.** **ACTION: KB/PR progressing.** The Honey Locust tree on Parish land to be included.
- **Replacement of horse chestnut.** An update provided by Paul Ridout was circulated to Councillors and Tree Wardens prior to the meeting. Rectory Homes has kindly confirmed its contribution towards the replacement of trees (proposed Hornbeam) and the addition of another tree on the corner of Bernard Close (proposed Walnut). The report outlined costs and noted that additional costs will apply for planting/aftercare. The recommended supplier offers cumulative discounts for Parish Councils. The lead time for delivery is 5-6 weeks. It was agreed a ground check for services be conducted prior to planting (drainage, overhead power lines and other services) and it was agreed that planting should be delayed until November if the optimum time for planting mature trees cannot be met. **ACTION: KB to arrange meeting with Colin Woolford, Local Area Technician asap and liaise with PR.**

10. Footpath CUD013

- **Pedestrian safety.** The RoW Officer has confirmed that this is a road safety issue. **ACTION: KB to liaise with Bucks Highways/Colin Woolford to ascertain if a feasibility study is necessary or if signs are instead permitted.** The recent ditching along Bridgeway has resulted in water flowing out towards Cuddington Mill and is a safety concern. **ACTION: KB to meet with Colin Woolford to discuss both issues and ask about removing the white lining from the disabled bay by the Church.**
- **Footpath CUD013.** Between issuing the Agenda and the date of the PC meeting, the proposed diversion of part of Footpath CUD013 was received (the Agenda noting that a proposal was awaiting). The proposed path will have a recorded width of 2 metres and grass surface throughout. It will be offset from the boundary fence by 2 metres, allowing greater walkable width. The applicant is also proposing to extend existing paddocks alongside new path towards point D on the [attached](#) plan. The route to be extinguished is shown as a solid black line between points A-B. The proposed new route is shown as a dashed black line between points C-D-B. Between points C and D, a foot bridge will be installed by Buckinghamshire Council, to ensure the safety requirement and specification are adhered to. The stile at point B will be replaced with British Standards BS 5709:2018 pedestrian gate. Comments from the PC are required within 4 weeks from the date of the email received (22nd January 2021). It was agreed that the diversion should be brought to the attention of parishioners. **ACTION: CLERK to apply for extension of comment date (currently 19th February 2021) to Ela Hackling, Definitive Map Officer. KB to liaise with Village Voice for insertion as addendum in February issue of Village Voice. CLERK to upload on website/Facebook and bring to attention of neighbouring Chearsley Parish Council.**
- Keith McCullagh informed the meeting that after a diversion order to reroute the footpath at Cuddington Mill was declined some years ago (the route subject to flooding and not in the interest of the public as a whole), an application for a permissive path has been submitted. This path, an alternative to the existing path, will be roughly in line with footpath CUD013 with a new kissing gate, mowed path and two new metal bridges (either towards Chearsley or back towards the main road). Keith is going to liaise with the Village Voice editorial team for an article in Village Voice to alert villagers. This could be extended to the website team.

11. Playground Inspection

LS has received confirmation of the Haddenham and Waddesdon Community Board grant of £10,688.10 and has completed the necessary paperwork. This will be used to replace and improve the multi play area (the tower) and balance beam. A percentage of the remaining S106 monies from the development at Aylesbury Road (£23,422.38) (currently held and to be spent *on equipped play*

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facilities or MUGA at Cuddington Playing Field) to be requested for match funding. **ACTION: LS/CLERK to progress.** It has been noted that electronic copies of invoices, a post installation inspection report by a member of the Register of Play Inspectors International and a photo of the completed works be included

12. Correspondence

There was none outside the Agenda item.

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

- **CPFA.** There were no meetings.
- **H&W Community Boards and sub boards.** There were no meetings.
- **Carbon Footprint. Virtual meeting attended by KMB.** The Centre for Sustainable Energy and Exeter University has recently produced a database (summary of approach circulated to Cllrs) allowing towns and parishes in the UK to access information on carbon emissions and compare them with footprints of other towns and parishes. This to demonstrate how much CO2 is being released so that ways to reduce output can be considered.

14. Contributions from Buckinghamshire Council Councillors

- **Cllr Judy Brandis (JB).** Carbon footprint and the cycle path from Haddenham to Thame is very much on the Bucks Council agenda. Judy is one of the consultees for the diversion of Footpath CUD013. JB is meeting with Colin Woolford and is happy to point out anything outstanding.
- **Cllr Paul Irwin (PI).** The Town and Parish Council elections remain scheduled for 6th May. The increase in potholes and the poor condition of roads due to the recent bad weather were noted. A staggering £30,000 for Children and Families in Crisis was raised at Christmas. Bernie the Bus delivered over 200 meals on Christmas Day. The next Green Future Bucks meeting will be discussing zero carbon. Grants of up to £500 are available towards environment projects.
- **Cllr Ashley Waite (AW).** Covid numbers in most Buckinghamshire regions are dropping by 30%. Vaccinations were slow to start in Buckinghamshire. Care Home vaccinations should have been completed last Friday. The Over 80s are forecast to be vaccinated by 31st and the top 4 tiers are on target for 15th February. The Odeon Cinema is now open and will be administering 1,000 vaccinations a week. Mass vaccine testing sites will include Bucks University which will open in mid-February. Ashley asked the Cuddington Support Group to check on elderly neighbours to ensure vaccination letters have been received. Transport is available for appointments through the Cuddington volunteer service.

15. Planning

There have been no new applications since the December meeting.

16. Finance

- **Balance from Minutes of previous meeting (21st December 2020): £48,241.45**
- **Receipts: £20.00** (KB Christmas tree light refund)
- **BACS Debits: £0.00**
- **Balance of Bank Account: £48,261.45** (as at 15th January 2021)
- **Available Funds: £48,261.45**
- a. **Orders for Payment: £751.40**
 - **Venetia Davies - £444.75** (£415.36 + £14.39 (Monthly Zoom Subscription Pro Plan) + £15.00 (Use of Home))
 - **Buckinghamshire Council - £151.85** (£126.54 + £ 25.31 VAT) Litter bin empties
 - **JRB Enterprise Ltd - £154.80** (£129.00 + £25.80 VAT) (Dog Bags)
 - **BALANCE: £47,510.05** (Available Funds less Orders for Payment).
 - **Also agreed:**
Mr Woodford - £25 (electricity for Christmas Tree lights). **ACTION: CLERK to list on Orders for Payment for February meeting.**

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- b. **Management Report.** The January report was circulated. There were no questions.
- c. **Projects 2021/22 and Precept 2021/22.** The Parish Council **agreed** to set the precept at £37,800.00. This is an increase of 5% resulting in an annual payment for Band D homes of £132.91, an increase of £11.01 per annum (Band D 2019/20 - £121.93). It was agreed to detail the budget with annual expenditure and project expenditure (supported wherever possible with match funding through grants) for the Annual Village Meeting (or by VV/Website if postponed) so that the PC can clearly demonstrate its rationale for building reserves. **ACTION: CLERK** to submit Precept request of £37,800.00 by 31st January 2021.

17. Items for Information including:

- Bucks Council - A41 Bicester road consultation. **ACTION: KB** to review and respond if necessary.

18. Date and Time of Next Meeting:

Monday 22nd February 2021 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).*