

DRAFT MINUTES

2022/063

CUDDINGTON PARISH COUNCIL
Draft Minutes of Parish Council Meeting held in the Bernard Hall
TUESDAY 24th May 2022 at 7pm

PRESENT: Ken Birkby (**KB**), Ken Brown (**KB**), Julia Ridout (**JR**), Lorraine Stevens (**LS**), Ravern Stevens (**RS**), Ken Trew (**KT**), Malcolm Thomas (**MT**), Venetia Davies (**Clerk and RFO**).

Parishioners: There were two Parishioners present.

NB: Action points highlighted.

1. Election of Chair

Ken Birkby was elected Chair of the Parish Council for 2022/23. Proposed JR, Seconded KT.

2. Apologies

There were no apologies.

3. Election of Vice Chair

Lorraine Stevens was elected Vice Chair of the Parish Council for 2022/23. Proposed KMB, Seconded KT.

4. Declaration of Acceptance of Office by Chair

Duly signed by Ken Birkby, Chair of the Parish Council.

5. Declarations of Interest

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

6. Parishioners Question Time

A Parishioner expressed his concerned about housing development in and around the Village including potential development at Dadbrook Farm. KT explained that the AVDC Local Plan (to 2023) includes an allocation of housing at Dadbrook Farm (a minimum of 15 houses) to be delivered 2025 to 2033. He clarified that Bucks Council (which has replaced AVDC) has to produce a local plan for the while of Bucks by 2025 and this will supercede the AVDC Local Plan. The Parishioner wanted to object to the Dadbrook proposals. KT explained that there will be an opportunity to object as part of the consultation for the Bucks Local Plan. Cuddington Parish Council will inform Residents when there is news of the draft version of the Buckinghamshire Draft Plan.

7. Approval of Draft Minutes

The Draft Minutes of the April meeting were **agreed and signed** as a true record by KB, Chair.

8. Matters Arising

- **Wildlife Project.** Installation of bench on concreted pad on lower green approved (£670). **ACTION: LS/JR to instruct Simon Brown.** Gentler slope to be considered (£430) after installation of bench. Awaiting two further benches (playing field near the Platinum Jubilee commemorative tree and at the old dugout). Bird and bat boxes to be ordered. **ACTION: LS/CLERK to reclaim grant.**
- **Cuddington Green Initiative** ongoing (**KT/LS/JR**).
- **Village Maintenance/Colin Woolford LAT.** Poor condition of Bridleway 6. Awaiting.
- **Boules Pitch.** **ACTION: KB to obtain new sleepers in Spring (in region of £200).** The PC has agreed to meet the cost. Andy Luckett has offered his assistance with village works.
- **Boardwalk, Nether Winchendon.** RoW Inspector work expected to complete within one month.

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- **Viability of Dadbrook Footway/Cycleway scheme including improvements to speed limits and crossing.** The PC awaits announcement from Government in April in response to Bucks Council request for funds to improve local bus services (including the possible re-routing of the 280 to serve Cuddington).
- **Resurfacing of the carpark at the playing field.** Quotations are in the region of £15,000.
ACTION: MT to complete National Lottery funding application. The installation of two electric vehicle charging points (in the region of £8k) has been postponed until a later time.

9. Representations of Committees/Working Parties. Councillors **agreed** to the following representations:

- Neighbourhood Plan: Ken Trew
- Responsible Finance Officer: Venetia Davies
- Footpath Representative: Ken Birkby/Malcolm Thomas with support from Doug Kennedy
- Haddenham and Waddesdon Community Board: Ken Birkby (highways subgroup). **ACTION: KT/CLERK to obtain details of reorganisation of subgroups (Walking & Cycling (KMB) and Environment (JR)).**
- TAG 2: Ravern Stevens. **ACTION: KB to reinstate with activists.**
- Website Working Group: Venetia Davies
- Cuddington Playing Fields Association: Lorraine Stevens
- Planning: Ken Trew
- Trees on Parish Land: Malcolm Thomas with support from Paul Ridout, Tree Warden.
- Defibrillator: Ravern Stevens and Lorraine Stevens
- Nicholas Almond Trust: Julia Ridout
- For monitoring PC Governance: Ken Brown
- For reviewing the Parish Council Insurance Policy: Ken Brown
- Assets of Community Value: KB/KT/Clerk. Allotment (12.04.18), Cuddington Village Stores and Post Office (16.09.19), The Crown PH (01.10.2020). **ACTION: KB/CLERK to renew as applicable.**

10. PC Governance

Standing Orders (it was **agreed** to raise Chairman/Clerk emergency expenditure, without consent of Councillors, from £500 to £800), Code of Conduct, Financial Regulations, Risk Assessment, Complaints Procedure, Equality Policy and Privacy Policies have been reviewed for 2022/2023 by KMB. **ACTION: CLERK to upload on website.**

11. Cuddington Neighbourhood Plan

The [Notice of Referendum](#) has been issued. The Poll will be held on **Thursday 30th June 2022** from **7am to 10pm** at **The Bernard Hall, Upper Church Street, Cuddington, HP18 0AP**. Information on the Referendum is published on the [Buckinghamshire Council website](#). The count will take place at The Gateway, Gatehouse Road, Aylesbury HP19 8FF as soon as the ballot box arrives back at the council office shortly after close of poll. Applications to register to vote or to vote by post or proxy should be made to the Electoral Registration Officer, Buckinghamshire Council, The Gateway, Gatehouse Road, Aylesbury, HP19 8FF based on the deadlines shown on the [Notice](#). This is an important democratic opportunity. Residents are encouraged to **VOTE YES TO THE NEIGHBOURHOOD PLAN** on polling day.

12. Registration of Parish Council Land with Land Registry

Upper Green, Lower Green and Playing Fields. **ACTION: CLERK to request use of Definitive Maps for Cuddington from Bucks Council for Land Registry. JR to register with Land Registry.**

13. Right of Access over Vale of Aylesbury Housing Trust (VAHT) land to Playing Fields

The VAHT will not remove the 'clawback' for the reasons here: *"Whilst the 1972 letter from Aylesbury Rural District Council confirms an intention on the part of the Council to grant a right of way, it does*

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not actually do so. Our legal advice is that the intention of the 1972 proposal would have limited the right of way to the use of the playing fields, the clawback in our offer would clarify that position for the future. We do understand that it is in both Fairhive Homes and the Parish Councils interest to properly document the right of way and for the Parish Council to contribute to the costs of repair.” Fairhive Homes has confirmed the legal fees are between £950 and £1,500 + VAT. **ACTION: CLERK to suggest the legal fees be shared** (the agreement is in both parties' interest).

14. Planning

- There have been no new planning applications received since the April meeting.
- Gate access on to Spicketts Lane. The resident has requested to meet KB/KT to discuss. In line with the original planning conditions, the Parish Council remains opposed to any access from Spicketts Lane onto the public highway.
- Parking on Spicketts Lane by walkers. **ACTION: ALL Councillors to view.**

15. Road Safety Issues

- **White lining** (in various locations to discourage parking). Decision deferred until Governments response to its consultation into future pavement parking rules is known, as this may require a village wide parking study.
- **HGV and Weight Limit on bridges.** Graham Hillary, Transport Strategy Officer, Bucks Council, has provided a 'headline' overview for Freight Strategy to end 2022-23. In summary, the scoped Waddesdon Area has been broken down into management zones with Zone 1 including the villages of Ashendon and Cuddington. The introduction of a Zonal Weight Restriction with exceptions for local access, is proposed. Parish Council engagement and feedback will be sought. **ACTION: KB to engage with working group and review what information is needed.**
- **Speed Zones at Village approaches.** The PC discussed speed limits to reduce speeds entering the village including the addition of a transition 'buffer zones' of 40mph on all three entrances to the village. The full cost of changing a speed limit is in excess of £10,000 (excluding TfB Speed Survey(s), £504.70 and Speed Limit Assessment, £921.00). **ACTION: KT to produce plan of possible speed limit changes at the approaches to the village for comment by Councillor for discussion at June meeting.**
- **Aylesbury Road Safety Project.** A meeting has been held with TfB and Thames Valley Police regarding the proposed 'STOP' sign and line on Dadbrook (agreed) and the proposed Built-outs (where further speed data is required in order to finalise proposals). This data to be obtained from the new Speed Indicator Device (SID).
- **Pedestrian Safety at Crossing Point/Footpath CUD13.** Site visit conducted on Tuesday 3rd May with Colin Woolford, Local Area Technician and Ken Birkby (KB) concluding overgrown vegetation obscuring vision splay with serious safety concern. The Rights of Way Team has confirmed that the cutting of the hedge is enforceable (Cuddington PC to write as a devolved Council). It was **agreed**, prior to writing to the landowner to rectify the issue (within 28 days), for KB to contact the landowner inviting the urgent inspection of the footpath. An order has also been requested to install two new signs warning of pedestrians in the carriageway. It appears that the current route of the path is not as specified on the definitive maps. **ACTION: KB to also raise this as an enquiry with ROW.**

16. Playground Improvements

Funding application (£10k) submitted to the H&W Community Board. The PC resolved to commit an additional £5k should additional funding not be available. The signed off S106 authorisation form is expected soon (£14,015.63). Maintenance pot remains as: £1,621.35.

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17. Correspondence

There was none.

- 18. Reports from Councillors attending meetings and outside organisations** including CPFA, Request to plant a tree in the playing fields as a replacement to the removed tree from CPFA carpark (Queen's Silver Jubilee, planted in 1977). **ACTION: CLERK to carry forward.**
A new TV and sound system have been installed. A new mower is anticipated within the next two/three years.

19. Contributions from Buckinghamshire Council Councillors

There were no contributions.

20. Finance

- **Balance from Minutes of previous meeting** 26th April 2022): **£65,915.72**
- **Receipts: £20,475.79** (£19,500.00 Precept, £966.79 Devolution grant, £9.00 Map income)
- **BACS Debits: £160.00** (£135 Neal Waters, £25 Best Kept Village)
- **Balance of Bank Account: £86,231.51** (as at 13th May 2022)
- a. **Orders for Payment: £2,624.72**
 - **Venetia Davies - £437.72** (£422.72) + £15.00 (Use of Home)
 - **JE Accountants - £96.00** (Payroll administration)
 - **Blades Turf Care - £900.00** (£750.00 + £150.00 VAT (Verge cutting £390.00, green cutting £220.00, tree watering £140.00))
 - **Neal Waters: £180.00** (Playground grass cutting – 4 cuts)
 - **Bernard Hall Committee - £66.00** (April (AVM), April meeting)
 - **JRB Enterprise - £183.00** (£152.50 + £30.50 VAT) (Dog Bags)
 - **Cuddington Parochial Church Council - £450.00** (Donation - upkeep of churchyard).
 - **Art Screen Prints Limited - £312.00** (£260.00 + £52.00 VAT) (Jubilee Tea Towels)
 - **BALANCE: £83,606.79** (Available Funds less Orders for Payment).
- b. **Audit/Annual Governance Statement 2021/22.** The effectiveness of the system of internal control was reviewed and **agreed**. The annual governance statement and Accounting Statement were considered, **approved** and signed off. **ACTION: CLERK to instruct Internal Auditor and submit audit to PKF Littlejohn.**

21. Items for Information

- Cuddington Village Tidy – **Sunday 29th May at 11.30am.** Meet on the Upper Green
- Best Kept Village. Judging between 1st July and 14th July. Results published around 31st July 2022.
- Haddenham and Waddesdon Community Board Engagement Event – Thursday 30th June at 2pm, Waddesdon Cricket Club.
- Permission has been granted to a group of families of Year 6 children (Cuddington and Dinton School) to camp on the playing fields.
- Trustees of Baptist Graveyard have agreed to leave patches of long grass for wildlife.
- Village Emergency Plan. **ACTION: CLERK to agenda for June meeting.**
- Apologies – June Meeting: Malcolm Thomas (MT).

22. Date and Time of Next Meeting:

TUESDAY 28th JUNE 2022 at 7pm in the Bernard Hall

The Parish Council meet on the 4th Tuesday of every month