

DRAFT MINUTES

2023/008

CUDDINGTON PARISH COUNCIL
Draft Minutes of Parish Council Meeting held in the Bernard Hall
TUESDAY 28th MARCH 2023 at 7pm

PRESENT: Lorraine Stevens (**LS**), Ken Brown (**KMB**), Malcolm Thomas (**MT**), Ken Trew (**KT**), Venetia Davies (**Clerk and RFO**).

Parishioners: There were three Parishioners present. Ashley Waite (AW), Buckinghamshire Councillor was also present.

The meeting with chaired by Cllr Lorraine Stevens

The Parish Council was saddened to receive a formal note from Ken Birkby, Chair of the Parish Council, giving his resignation from May 2023. With a couple of exceptions, Ken has been Chair of the Parish Council since 2000, leading the Council with great determination and diligence. He has kindly offered to remain involved in village matters and also provide any support to the PC in respect of knowledge and handover, as required. Councillors thanked Ken for his wise counsel and wished him a full and speedy recovery. The Parish Council will take steps to advertise the Notice of Vacancy. A new Chair will be elected at the AGM of the Parish Council in May.

NB: Action points highlighted

Parishioners Question Time

Parishioners expressed concerns over planning application **23/00944/COUAR**. The Parish Council also received correspondence from some Parishioners unable to attend the meeting. Concerns were around ecology, lighting, materials, height, and proximity to listed building.

1. Apologies

Ken Birkby (**KB**), Ravern Stevens (**RS**).

2. Approval of Draft Minutes

The Draft Minutes of the February meeting were **agreed and signed** as a true record by Lorraine Stevens, Vice Chair.

3. Matters Arising

- **Lighting in the Village.** To be a discussion topic for the Annual Village Meeting.
- **Wildlife Project/Cuddington Green Initiative.** Bat boxes will be installed.
- **Local Area Technician.** **ACTION: CLERK to chase Colin Woolford on following:**
 - **Village Maintenance.** Poor condition of Bridleway 6.
 - **Dadbrook.** Flooding issues plus the replacement of the 'kill your speed' sign.
 - **Overgrown Hedges. Holly Tree Lane/Frog Lane.** Further remedial work still required.
- **Repair of Millennium tree plaque.** **ACTION: MT to varnish brass plaque.**
- **Highways/Traffic. TAG 2.** **ACTION: KB to reinstate with activists. HGV and Weight Limit on bridges.** KB in liaison with Working Group and PI/Graham Hilary.
- **Assets of Community Value:** Expiry dates: Allotments (11.08.23), Cuddington Village Stores and Post Office (15.09.24) and Crown PH (15.09.25). **ACTION: CLERK to agenda Allotments for June meeting.**
- **Registration of Parish Council Land with Land Registry.** JR awaiting outcome.
- **Right of Access over VAHT (now Fairhive Homes) land to Playing Fields.** Draft Licence received by Fairhive Homes and sent to Wellers Hedleys Solicitors for comment. **ACTION: CLERK to continue to chase Parish Council solicitors.**

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www.cuddingtonvillage.com

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- **From Low Lane (East) to Stone Footpath.** Works to clear the path and trim back grass/weeds/hedges. **ACTION: KMB to revisit and report again on Fix My Street.**
- **Salt Bin at corner of Frog Lane/Lower Church Street.** **ACTION: CLERK to order at a cost of £450.00 regardless of funding application being successful.**
- **Footpaths. Strategy for replacing wooden stiles with metal gates.** **ACTION: CLERK to agenda for May meeting.**
- **Dog Bin – Tibby's Lane.** Due to proximity, it was agreed to gain approval of location with Church Cottage. **ACTION: RS/CLERK to supply map indicating position of bin and arrange installation** (notified to be at end of June 2023). **CLERK to report repairs to the Tibby's Lane sign on Fix My Street.** Handfuls of dog bags are being taken from dispensers. The PC will monitor.
- **Email from resident regarding gates on Spicketts Lane.** Correspondence received and to be reviewed. **ACTION: MT to explain plan of action to resident.**
- **Two extra posts on corner of Bernard Close.** **ACTION: MT to continue to liaise with Vonenus.**
- **Gate to Playing Field access as a deterrent.** A quotation has been received for £234.00.

4. Declarations of Interest

There were no interests declared.

5. Councillor Vacancy/Co-option

There have been no requests to fill the vacancy by election. The position of Councillor has now been advertising in Village Voice, Website and Notice Boards, inviting expressions of interest. **ACTION: CLERK to agenda for April meeting.**

6. Planning – please view Planning Applications and full comments via the new [Planning Tracker](#)

- **23/00880/APP - 6 Bernard Close, Cuddington, Buckinghamshire, HP18 0AJ**
Single storey rear extension with lantern. Comments by: 18 April 2023
Councillors to attend site visit but agreed No Objections in principle unless concerns arise on site. **ACTION: CLERK to return NO OBJECTIONS to Buckinghamshire Council** (after site visit)
- **23/00944/COUAR - Barn South of Holymans Farm, Frog Lane, Cuddington, HP18 0AU**
Determination as to whether prior approval is required in respect of transport & highway impact, noise, contamination risk, flooding and locational considerations for the conversion of an agricultural building into one dwellinghouse (Class Q(a)) and in relation to design and external appearance of the building (Class Q(b)). Comments by 20 April 2023.
ACTION: CLERK to return OPPOSES the proposals submitted to Buckinghamshire Council and respond as follows: The Parish Council has the following comments on the proposed barn conversion south of Holymans Farm, based on responses from parishioners and the principles set out in the Cuddington Neighbourhood Plan:
Boundary. Please can the applicant clarify the boundary of the house and garden, defining how much of the existing field will be left undisturbed (including during the construction phase)
Ecology. The response from the Bucks ecologist is welcomed. Please can attention be given to the impacts of the temporary construction phase as well as the permanent affects of the dwelling and its occupation, including the effects of lighting on wildlife.
Height. Is there an opportunity to reduce the height given that it is a single storey building?
Materials. The retention of the steel cladding would give the building an industrial appearance. A softer material, e.g., weathered timber, in a neutral colour would be more appropriate to the intended residential use, and its rural setting.
Light pollution. Cuddington enjoys 'dark skies' and external lighting and spillage from the large windows should be minimised.

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Construction Impacts

Given the constrained nature of the site and its access, together with the proximity of neighbouring properties and valuable wildlife the applicant is asked to submit a construction management plan, as described at para 5.30 in the Cuddington Neighbourhood Plan

7. 2023/24 Highways Devolution Variation/Extension

An uplift payment of 9% equating to £1,053.80 for devolved services was noted. The revised contract was signed by LS and CLERK. **ACTION: CLERK to return to Buckinghamshire Council.**

8. Buckinghamshire Local Cycling and Walking Infrastructure Plan (LCWIP) - Haddenham and Waddesdon Community Boards

The Parish Council has submitted its Dadbrook footway/ cycleway feasibility study proposal, prepared in Sept 2021. KMB has also proposed a footpath/cycleway link between Haddenham-Aylesbury.

9. Local Plan for Buckinghamshire – Infrastructure Baseline (deadline 31st March 2023

ACTION: KT/CLERK to submit updated Infrastructure Report (reflecting the aspirations of the village when consulted for the Cuddington Neighbourhood Plan) to Buckinghamshire Council and lobby Buckinghamshire Council to adopt (community infrastructure levy) as a matter of urgency.

10. Road Safety Projects

Buckinghamshire Council has announced its new highways contractors. Last year **Balfour Beatty Living Places (BBLP)** were awarded the council's Term Maintenance Contract. The Term Consultancy Contract has been awarded to Atkins, starting 1 April 2023. It was agreed to wait the transition to the new highways contractors before proceeding further with Road Safety Projects. It was noted that even if there is a design solution to the Dadbrook Path (and improvements to carriageway) the Parish Council may have to consider a loan as there is no funding available. Given the response to speed limit changes on the Aylesbury Road from TfB and the Network Safety Team, progress here has also been difficult to achieve. Subject to a review of the design services offered by Atkins (Bucks new term consultant), the Parish Council may consider hiring an independent highway sometime in the future.

A meeting with Steve Broadbent, Cabinet Member for Transport, Buckinghamshire Council and Cuddington, Chearsley and Haddenham PC's has been arranged to discuss safety measures for Kings Cross/A418 crossing. **ACTION: KT to attend Kings Cross meeting – 31.03.23 on Teams.**

11. Playground Project and CPFA

LS has instructed Wicksteed for rocking horse repairs (£586.50) and replacement rocking horse seats (£400.00). Concerns have been expressed over the size of the basketball pad and fence in the playground area. **ACTION: LS to inspect basketball pad. MT to inspect and arrange repairs to fence.** The Fete shed has been cleared but requires repairs to felt and board. **ACTION: MT to instruct Neil Waters for repairs.** The CPFA lease expires on 1st April 2023. **ACTION: CLERK to write to the Chair of CPFA inviting the Association to extend the lease for another 20 years and request a meeting to agree a management plan.**

12. Buckinghamshire Best Kept Village

The Parish Council agreed to take part in the Best Kept Village Competition. **ACTION: CLERK to return entry forms.**

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13. Correspondence

Cuddington Church Parochial Council has thanked the PC for its annual donation towards upkeep of Churchyard but asked for an increase to £500 (from £450) to account for rise in cuts and strim (since 2016 £85 to £130). Agreed for 23/24. **ACTION: CLERK to list in April.**

14. Reports from Councillors attending meetings and outside organisations.

There were none.

15. Contributions from Buckinghamshire Council Councillors.

Ashley Waite discussed the new highways contractors for Buckinghamshire. The Haddenham and Waddesdon Community Board is proposing to set up new Parish Workshops to share ideas and has asked for the Parish Council to complete a survey of interest. **ACTION: CLERK to return.** A brief discussion was held on PC's options for funding expensive and complex highway projects. Ashley Waite suggested a conversation with the Clerk of Berryfields. There is uncertainty about whether the new 854 school bus service will continue into the autumn term and beyond. **ACTION: AW to ascertain if this is a permanent change or just a stop gap. ACTION: CLERK to position Contributions from Buckinghamshire Council Councillors higher up the agenda.**

16. Finance

- **Balance from Minutes of previous meeting** 28th February 2023): **£82,145.39**
- **Receipts: £12.00** (sales from Village footpath maps)
- **BACS Debits: £0.00**
- **Balance of Bank Account: £82,157.39** (as at 15th February 2023)
- a. **Orders for Payment: £2,269.22**
 - **Venetia Davies - £469.72** (£454.72 + £15.00 (Use of Home)
 - **Hugo Fox - £12.00** (£10.00 + £2.00 VAT) (Monthly Planning Tracker support)
 - **Best Kept Village Competition - £25.00** (entry fee)
 - **Gilly Cottman – £46.50** (£38.75 + £7.75 VAT) (planting around BKV sign).
 - **Blades Turf Care - £1,170.00** (£975.00 + £195.00 VAT) (Concrete Basket Ball Pad)
 - **Blades Turf Care - £546.00** (Village Green Cut – **£66.00** (£55.00 + £11.00) + Concrete pad balance £480.00 (£400.00 + £80 VAT)
 - **BALANCE: £79,888.17** (Available Funds less Orders for Payment).
- b. **Management Report.** March report circulated. **ACTION: CLERK to complete VAT return and Audit at end year, 31st March 2023.**

17. Items for Information

- **Town and Parish Council briefing: The transition to Buckinghamshire Highways and key information/contacts** - Thursday 30th March 6.30pm-8pm on Teams.
- **Cuddington Litter Pick** - Sunday 2nd April 2023 at 11am outside the Bernard Hall. **ACTION: KMB to organise.** This now coincides with planting at Spicketts lane/playing fields.
- **Haddenham and Waddesdon Community Board Event** - 7th June 2023, at 6pm.
- **Annual Village Meeting (AVM) – Wednesday 19th April at 7pm.** The AVM provides the opportunity for parishioners to ask questions on any issues relating to the village. **ACTION: CLERK to contact Clubs, Societies and Charities for contributions.**

18. Date and Time of Next Meeting:

Annual Village Meeting - Wednesday 19th April at 7pm
TUESDAY 25th APRIL 2023 at 7pm in the Bernard Hall

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