

DRAFT MINUTES

2023/024

CUDDINGTON PARISH COUNCIL **Draft Minutes of the Parish Council Meeting held in the Bernard Hall** **TUESDAY 22nd AUGUST 2023 at 7pm**

PRESENT: Ken Brown (**KB**), Andrew Hughes (**AH**), Lorraine Stevens (**LS**), Ravern Stevens (**RS**), Malcolm Thomas (**MT**), Ken Trew (**KT**), Venetia Davies (**Clerk and RFO**).

Parishioners: There were two Parishioners present.

NB: Action points highlighted.

Parishioners Question Time

Parishioners attended the meeting to hear more about the Dadbrook safe pedestrian project. Item 8 was subsequently discussed first on the agenda.

1. Apologies

Eman Parker (**EP**).

2. Approval of Draft Minutes

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

3. Matters Arising

- **Wildlife Project/Cuddington Green Initiative.** Awaiting installation of bat boxes.
- **Assets of Community Value:** Expiry dates: Allotments (11.08.23 – re-nomination submitted with Land Registry title number: BM 430714), Cuddington Village Stores and Post Office (15.09.24) and Crown PH (15.09.25).
- **Registration of Parish Council Land with Land Registry.** The Land Registry has confirmed that the registration, sent in May 2022, has been logged.
- **Salt Bin at corner of Frog Lane/Lower Church Street.** To be installed and filled in September. **ACTION: CLERK to notify BC of exact location (What3words).**
- **Dog Bin – Tibby's Lane.** Dog bin installed. Awaiting replacement of *Tibby's Lane* sign. *The Green* sign has also been reported. **ACTION: CLERK to chase progress of both.**
- **Condition of mirror on Crossroads.** **ACTION: MT to assess.**
- **Condition of Telephone Box.** **ACTION: CLERK to obtain quote for repainting.**
- **Right of Access over Fairhive Homes Lane.** Wellers Law Group are awaiting the signed Licence back from Fairhive solicitors, Blake Morgan.
- **Cuddington Playing Fields direction sign.** The price, in the region of £1,400, is prohibitive.
- **CPFA Lease.** The agreed amendments from both parties (CPC and CPFA) have been forwarded to Wellers Law group. The term of the lease will be 20 years with an annual peppercorn rent of £25.00. **ACTION: CLERK to chase CPFA for outstanding rent.**
- **Improved Mobile Phone Signal.** AH has written to the CEOs of all major mobile phone companies and the CEO of Ofcom and will update on outcomes at a later date.
- **Playground.** The rocking horse repair (bearings) is booked for 21st September. The cost of the repair is £1,928.80 + VAT. There is £220 from the pub quiz towards this and a potential £1,700 from the Village Fete Committee (outcome estimated at end September). LS has chased payment for other repairs (£586.50) and replacement seats (£400.00). **ACTION: MT to instruct Neal Waters to trim hedge in playground.**

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4. **Declarations of Interest**, in accordance with Sections 30(3) and 235(2) of the Localism Act 2011.
There were no interests declared.
5. **Contributions from Buckinghamshire Council Councillors.**
There were none.
6. **Correspondence**
 - Email received with concerns over increase in numbers of bonfires, and a request for the Dadbrook community speed watch sign (southside) to be repositioned. Councillors approved bonfire notice for website. Clerk has requested sign be repositioned.
 - Email received regarding felling of trees near 1945 bridge in Nether Winchendon. Landowner has assured the PC that all permissions were granted. A new planting scheme is planned.
 - **Planning Inspectorate/Footpath CUD013.** Correspondence received from The Planning Inspectorate (16.08.23). A copy of all comments received on the submitted statement of case have been received. The exchange period has now ended. Arrangements have been made for the Inspector to visit the site, unaccompanied by the parties.
7. **Planning – please view Planning Applications and full comments via the new [Planning Tracker](#)**
 - **23/02270/APP - Paddock Pass, Frog Lane, Cuddington, HP18 0AX**
Householder Application for erection of a replacement outbuilding and front Porch. Comment by: 28th August 2023. **ACTION: CLERK to return NO OBJECTIONS to Buckinghamshire Council.**
 - **Consultations on planning changes.** Permitted Development Rights (to 25.09.23), Local Plans Consultation (to 18.10.23), and Nationally Significant Infrastructure Projects (NSIPs) (to 19.09.23). The new Buckinghamshire Council Town and Parish Council Planning Surgeries were noted. **ACTION: KT to draft comment to Permitted Development Rights and Local Plans Consultation and circulate to Councillors.** It was agreed not to respond to NSIPs consultation.
8. **Road Safety Projects** – please also see [Highways and Traffic](#) page of website.
 - **Speed limit.** Jonathan Fuller, Principal Transport Strategy Officer has confirmed that it is not possible to waive fees incurred for feasibility or options assessment work (£3,726.43). The Parish Council **agreed** to proceed with the speed surveys (£550 including VAT for each location) and the speed limit assessment (£1,005 including VAT for each location) from the remaining s106 monies (£4,361.63). The total PC contribution will be £303.37. It was noted that the full cost of changing a speed limit is in excess of £10,000.
 - **Management of HGV's** (funded by TfB). Buckinghamshire Council Transport Strategy team are progressing the development of steps to manage HGVs in the area. Public consultation is expected within the next few months.
 - **Dadbrook safe pedestrian route to bus stops on A418.** Cost estimates for the proposed drainage and verge works are being obtained. To clarify what is proposed and the potential feasibility of the study, Councillors **agreed** to proceed with the topographical survey (£1,500) and drainage design (approx. £1,500 to be confirmed). Mr and Mrs Kingsbury kindly offered to donate the proceeds of the recent Dadbrook fundraising event (£1,000) to the Parish Council to help pay for the topographical survey. Total Geomatics has assured the PC that traffic management is not needed (appropriate safety equipment for the site work and High Vis clothing will be worn). **ACTION: KT to obtain landowner approval and instruct Total Geomatics and obtain a firm price for the drainage design. CLERK to forward PC BACS details to Mr and Mrs Kingsbridge.**

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- **Kings Cross/A418 crossing Feasibility Study.** An inspection meeting has been requested by PJA. **ACTION: KT to attend Friday 8th September. Time tbc.** There is a small additional cost of £150 for extra base mapping, to be distributed proportionately between Haddenham, Cuddington and Chearsley PC.

9. Footpath Project - Replacement of Stiles/Gates.

The footpath working party have identified four priority gates, one of which was kindly installed on Footpath 3 by rRIPPLE (on 17.08.23). This has made an accessible 2 mile walk. Rights of Way have confirmed that a landowner can apply for a free gate but has to meet the installation costs; a Parish Council has to purchase the gate from rRIPPLE (£500-£800) who will install the gate free of charge. The footpath working team have drawn up a footpath matrix and are now identifying landowners and prioritising other gates.

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

There were none.

11. Finance

- **Balance from Minutes of previous meeting** (25th July 2023): **£97,851.27**
- **Receipts: £0.00**
- **BACS Debits: £35.00** (Information Commissioner's Office)
- **Balance of Bank Account: £97,816.27** (as at 17th August 2023)
- a. **Orders for Payment: £2,207.58**
 - **Venetia Davies - £469.72** (£454.72 + £15.00 (Use of Home))
 - **Blades Turf Care - £732.00** (Village Green Cut – £264.00 (£220.00 + £44.00 VAT), Village Verge £468.00 (£390.00 + £78.00 VAT).
 - **Neal Waters - £135.00** (Playground cuts – 3 cuts @ £45.00).
 - **Hugo Fox - £12.99** (£10.83 + £2.16 VAT) (Monthly Planning Tracker support)
 - **Trustees of Bernard Hall Committee - £48.00** (Hall hire 27.06.23 and 25.07.23)
 - **JRB Enterprise - £190.20** (£158.50 + £31.70 VAT) (Dog bags)
 - **Bucks Council - £241.67** (£201.39 + £40.28 VAT) (BC - Dog Waste Collection)
 - **PKF Littlejohn - £378.00 (£315.00 + £63.00 VAT)** (Parish Council Audit)
- **Also agreed:**
 - **Oxford IT Solutions - £66.00** (£55.00 + £11.00 VAT) (Web Development)
- **BALANCE: £95,542.69** (Available Funds less Orders for Payment).
- b) **Management Report.** August 2023 circulated.
- c) **Bank Account.** The mandate has been successfully changed, removing Ken Birkby and adding Ken Trew as signatory. Councillors agreed to the setting up of a business savings account on a 35 days' notice paying 3.25% AER/3.20% Gross. It was agreed to transfer (£60,000) and retain the annual running expenses in the Parish Council's current account (in the region of £35,000). **ACTION: LS/KMB to arrange transfer.**
- d) **Notice of Conclusion of Audit,** to year ended 31 March 2023. A review of the Annual Governance and Accountability Return (AGAR) for Cuddington Parish Council (for the year ended 31st March 2023) has been completed and published.

12. Items for Information

- **Parish Workshop** - 7th September 2023 at 6.30pm, Brill School. **ACTION: LS and KMB to attend.**
- **Community Board Meeting** - 14th September at 6.30pm, Chearsley Village Hall. **ACTION: AH/KMB to attend.**

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- **Chairing Skills course** – 20th September at 6.30pm (LS)
- **Parish Workshop** - 16th November at 6.30pm, Westcott Cricket Club.
- **Defibrillator Training.** Thursday 31st August at 7pm (Bernard Hall) and Saturday 16th September at 10am (Playing Fields Clubhouse). **ACTION: CLERK to promote.**
- **Best Kept Village.** Cuddington PC was awarded joint runner-up with Great Brickwell, scoring 197 out of 200 possible marks. The winner was Castlethorp. The PC thanked everyone for taking part.
- **Health and Safety Policy.** **ACTION: KMB to review.**
- **Meetings 2024.** It was agreed to reduce the number of meetings per year from 12 to 11. There will not be an April PC meeting when the PC prepares for and hosts the Annual Village Meeting.
- **Apologies** – September meeting. Lorraine Stevens.

13. Date and Time of Next Meeting:

TUESDAY 26TH SEPTEMBER 2023 - 7pm in the Bernard Hall

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