

DRAFT MINUTES

2024/20

CUDDINGTON PARISH COUNCIL
Draft Minutes of AGM of the Parish Council Meeting held in the Bernard Hall
TUESDAY 28th MAY 2024 at 7pm

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

Parishioners: There were no Parishioners present.

NB: Action points highlighted.

1. Election of Chair

Lorraine Stevens was elected Chair of the Parish Council for 2023/24. Proposed MT, Seconded AH.

2. Apologies

Eman Parker (**EP**) and Ken Trew (**KT**).

3. Election of Vice Chair

Ken Trew (KT) was elected Vice Chair of the Parish Council for 2023/24. Proposed LS, Seconded RS.

4. Declaration of Acceptance of Office by Chair

Duly signed by Lorraine Stevens, Chair of the Parish Council.

5. Declaration of Interest, in accordance with Sections 30(3) and 235(2) of the Localism Act 2011, Councillors to declare any personal, prejudicial or pecuniary interests pertaining to the agenda.

There were no interests declared.

Parishioners Question Time

There were none.

6. Approval of Draft Minutes

The Draft Minutes of the March and April (Extraordinary planning meeting) were **agreed and signed** as a true record by LS, Chair.

7. Matters Arising

- **Assets of Community Value:** Expiry dates: Cuddington Village Stores and Post Office (15.09.24) and Crown PH (15.09.25).
- **Registration of Parish Council Land with Land Registry.** **ACTION: CLERK to respond with statement of present market value of the land and balance of fee.**
- **Replacement street signs for *Tibby's Lane* and *The Green*.** No planned date for inspection or repair from Buckinghamshire Council (BC). Ongoing. **ACTION: KMB to assess each road sign for any maintenance.**
- **Improved Mobile Phone Signal.** Ongoing.
- **Gifted Tree.** Awaiting installation of plaque.
- Inspection of gully near bus stop. **ACTION: CLERK to chase Colin Woolford.**
- **Commonwealth War Grave Sign (CWGC).** Church to arrange.
- **Village Book Library.** To be secured outside the Clubhouse and trailed for period of 2 months. **ACTION: LS to arrange decoration. CLERK to arrange delivery of books.**

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The Agenda and Minutes of the Parish Council meetings can also be viewed at
www.cuddingtonvillage.com

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- **Tree Register and Maintenance Plan.** Audit by South Bucks Tree Surgeons circulated with costings. Agreed. **ACTION: MT to instruct works and request bi-annual survey. To also request pheromone traps in horse chestnut trees are maintained.**
- **Parking on verges in Bernard Close.** **ACTION: CLERK to write to residents.**
- **Bernard Close/Swan Hill verges.** Agreed for additional cuts to be carried out when instructed.
- **Planning.** Clarification is being sought about whether councillors are entitled to express their views about planning applications as private citizens and, if so, does this expose the Parish Council to claims of predetermination. **ACTION: CLERK to chase BALC for clarification.**
- **Certificate of Lawfulness.** **ACTION: CLERK to set up notifications on Planning Portal.**
- **24/01094/VRC – Nunhayes, Great Stone, Cuddington, HP18 0AZ.** Permission included a construction management plan.
- **Mirror at Crossroad at Crown.** **ACTION: KMB to assess condition and consider solar mirror if replacement required.**

8. Representatives of Committees/Working Parties

Responsible Finance Officer: Venetia Davies

Neighbourhood Plan and Planning: Ken Trew

Traffic Action Group (TAG 2): Ken Trew and Ravern Stevens

Footpath Representative: Andrew Hughes, Ken Brown and Malcolm Thomas

Website Working Group: Venetia Davies

Trees on Parish Land: Malcolm Thomas (to also include tree watering, when required).

Defibrillators: Ravern Stevens and Lorraine Stevens

Haddenham and Waddesdon Community Board: Ken Brown and Andrew Hughes.

Cuddington Playing Fields Association: Malcolm Thomas and Eman Parker

Nicholas Almond Trust: Lorraine Stevens

Bernard Hall: Lorraine Stevens and Ken Trew

PC Governance and Parish Council Insurance: Ken Brown

Biodiversity: Doug Kennedy and Ken Brown

Assets of Community Value: Lorraine Stevens and Venetia Davies. Allotments (28.09.23), Cuddington Village Stores and Post Office (16.09.19), The Crown PH (01.10.2020).

9. PC Governance

KMB has reviewed an agreed the Standing Orders (the Chairman/Clerk emergency expenditure, without consent of Councillors remain at £800), Code of Conduct, Financial Regulations, Risk Assessments, Complaints Procedure, Planning Procedures, Equality Policy, Privacy Policies, Health and Safety and Wellbeing Policy and Biodiversity Policy. **ACTION: CLERK to upload on the website.**

10. Contributions from Buckinghamshire Council Councillors.

There were none.

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

- **24/00751/APP - 4 Bernard Close, Cuddington, Buckinghamshire, HP18 0AJ**
Householder application for erection of side extension, fence and enlarged gate/driveway.
Comments by: 24th May 2024.
ACTION: CLERK to return NO OBJECTIONS to Buckinghamshire Council.

12. Infrastructure Projects

ACTION: CLERK to Agenda for June meeting.

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13. Road Safety Projects – please also see Highways and Traffic page of website.

[Buckinghamshire.gov.uk/fix-my-street](https://www.buckinghamshire.gov.uk/fix-my-street) (to report problems on highway)

- **Resurfacing and refreshing of road markings, refreshing coloured surfacing and dragons' teeth markings on the approaches to the village.** **ACTION: CLERK to chase Colin Woolford for works.**
- **Village Gates at all three entrances to village.** Estimate accepted (£10,489.22). David Cairney, Senior Design Engineer, Buckinghamshire Highways Alliance is attending site visit (w/c 27.05.24) and will forward outline proposals.
- **Speed Indicator Devices.** Now installed and secured with padlocks. **ACTION: CLERK to request removal of all obsolete equipment (Colin Woolford).** Settings to be modified on Bridgeway to reduce frequency of flashing. Thanks were paid to Steve Wright for all works.

14. CPFA Lease and Playground Project/Inspection. Completed and dated 22nd May 2024.

PDF certified received. Tenants to register lease with Land Registry. **ACTION: LS to instruct Simon Brown to install two paving slabs at entrance gate.** The bench to be sanded and revarnished when weather improves.

15. Footpath Project – Replacement of Stiles/Gates

When weather permits, two stiles will be replaced on land owned and agreed by the Allotment Society, three stiles will be replaced by two gates towards Nether Winchendon and a volunteer working party will carry out remedial works to gates on Footpath 2. Areas of Footpath 3 are difficult to walk and the Parish Council is exploring potential actions that will require consent from landowners.

16. Improvements to Welford Way Garden

ACTION: CLERK to contact Fairhive Homes for repairs to wall and agenda maintenance again for September meeting (after the nesting season).

17. Bus Shelters

The bus shelters were cleaned during the Village Tidy. It was agreed to revisit any maintenance works in 6 months (November). Notices will continue to be removed.

18. Village Map

Councillors agreed to the commissioning of a village map to be used as a permanent display.

ACTION: RS, AH and MT to research.

19. Correspondence

- **Baptist Burial Ground Trustees.** Request for funding for essential repair work to the roadside burial ground wall. The Parish Council agreed a donation of £1,000 **ACTION: CLERK to respond and include other details of other potential funds.**
- **Speed Indicator Devices:** Concern with bulk and settings. Discussed under item 13.
- **Formal Notice of Public Footpath No. 13 (Part) Parish of Cuddington Public Path Diversion Order 2021.** Copy of Order and Plan received.

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

CPFA attended by MT. A lease is being drawn up between the CPFA and bar team. Some maintenance work has been completed but some further works are required including repairs

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to the fire door. A gate is to be replaced. The Folk night went well with another planned for 13th June. Car parking spaces have been marked in the car park.

Annual Village Tidy. Thanks were paid to everyone who help. The BKV sign is due to be painted. It was agreed to remove the bollards from the green outside the pub. **ACTION: MT to assess.**

21. Finance

- **Balance from Minutes of previous meeting** (22nd April 2024): **£11,472.45**
- **Receipts: £24,914.34** (Precept - £19,500.00) (HMRC VAT Return £4,130.46 and £59.80), (Buckinghamshire Council – Devolved Services £1,053.80), (Lorraine Stevens £170.28 Library)
- **BACS Debits: £7,954.65** - (Lorraine Stevens - £170.28 Library), (Traffic Technology Solar Panels for Speed Indicator Devices - £906.00 [£755.00 + £151.00 VAT]), (Elan City Ltd Speed Indicator Devices - £5,014.78 [£4,178.98 + £835.80 VAT]). Plus regular payments in lieu of April meeting: (Venetia Davies - £837.87 – Clerk Salary), (Lorraine Stevens - £68.72 AVM Refreshments), (Neal Waters - £225.00 Grass Cutting), Blades Turf Care Limited (£732.00)
- **Less Transfer to Cuddington Parish Council Savings Account: £0.00**
- **Balance of Bank Account: £28,432.14** (as at 20th May 2024)
- **Available Funds: £109,626.88** (balance of bank account plus balance of savings account (£81,194.74 including interest (£234.23))
- a. **Orders for Payment: £2,375.34**
 - **Venetia Davies - £524.37** (£486.72 + £15.00 (Use of Home) + £22.65 (Land Registry/BKV postage/copying)
 - **Ken Brown - £35.97** (£29.98 + £5.99) (Padlocks for Speed Indicator Devices)
 - **BALC - £10.00** (Domain name information)
 - **Blades Turf Care Limited – £972.00** (£810.00 + £162.00 VAT). (Village Green cut - £220.00, Village Verge Cutting - £390.00, Bernard Close/Swan Hill Cutting - £200.00)
 - **Neal Waters - £225.00** (5 x playground cuts)
 - **Trustees of Bernard Hall - £54.00** (April – Annual Village Meeting)
 - **Cuddington Parochial Church Council - £500.00** (towards upkeep of churchyard).
 - **ARG Compulink - £54.00** (£45.00 + £9.00 VAT) (Computer TP Link Access point)
 - **BALANCE (Current Account): £26,056.80** (Available Funds less Orders for Payment).
 - **BALANCE (Savings Account): £81,194.74**
- b) **Management Report – May 2024.** **ACTION: CLERK to circulate.**
- c) **Audit.** Councillors reviewed and approved 1) the effectiveness of the system of internal control, the annual governance statement and the Annual Accounts for year ended 31 March 2024. The Parish Council also considered the Accounting Statement and approved it and authorised the Chairman and Clerk/RFO to sign. **ACTION: CLERK to submit to PKF Littlejohn and issue Notice of Public Rights and Publication of Accounts for the Year Ended 31st March 2024 on Website and Notice Boards.**

22. Items for Information

- **H&W Community Boards Workshop** – 16.07.24 at 6.30pm, Bernard Hall.
- **June meeting.** Apologies, RS

23. Date and Time of Next Meeting:

TUESDAY 25TH JUNE 2024 at 7pm in the Bernard Hall