

DRAFT MINUTES

2024/31

CUDDINGTON PARISH COUNCIL **Draft Minutes of the Parish Council Meeting held in the Bernard Hall** **TUESDAY 27th AUGUST 2024 at 7pm**

PRESENT: Ken Brown (KMB), Andrew Hughes (AH), Eman Parker (EP), Ravern Stevens (RS), Malcolm Thomas (MT), Venetia Davies (Clerk and RFO).

Parishioners: There were no Parishioners present.

NB: Action points highlighted.

Parishioners Question Time

There were no questions.

1. **Apologies.** Lorraine Stevens (LS). The meeting was Chaired by Ken Brown (KMB).
2. **Approval of Draft Minutes.** The Draft Minutes of the July meeting were **agreed and signed** as a true record by KMB Chair.
3. **Matters Arising**
 - **Assets of Community Value:** Expiry dates: Crown PH (15.09.25).
 - **Registration of Parish Council Land with Land Registry.** Further information as requested has submitted. Awaiting response.
 - **Replacement Nameplates** - *Tibby's Lane, The Green, Holly Tree Lane and Lower Church Street* reported. Awaiting replacements.
 - **Improved Mobile Phone Signal.** **ACTION: AH to write to Arqiva to understand plans to improve phone signal in the region.**
 - **Gifted Tree.** Installation of plaque. **ACTION: MT to install.**
 - **Inspection of gully near bus stop.** Order in place for start of winter.
 - **Commonwealth War Grave Sign (CWGC).** Will be installed before Remembrance Sunday.
 - **Bollard and Verges.** Agreed. **ACTION: KMB/CLERK to arrange purchase of 14 bollards (outside pub, and at the entrance to Dadbrook Road) and obtain quote for installation.**
 - **Certificate of Lawfulness.** **ACTION: CLERK to set up notifications on Planning Portal.**
 - **Mirror at Crossroad at Crown.** **ACTION: KMB/LS to research replacement mirror.**
 - **Improvements to Welford Way Garden.** **ACTION: CLERK to agenda for September.**
 - **Casual Vacancy.** The position of Casual Vacancy has been publicised. **ACTION: CLERK to continue to publicise vacancy and invite applicants to the September meeting.**
 - **Risk Assessment.** KMB approved Risk Assessments for Devolved Services and Speed Indicator Device operations. **ACTION: CLERK to upload on website.**
 - **Parish Council Website** (moving content and councillors emails to .gov.domain). **ACTION: CLERK/Chris Long to arrange meeting with Oxford IT Solutions.**
 - **Trees.** Works scheduled for Rowan tree (£192.00) and pheromone traps.
 - **Assets of Community Value.** Re-nomination of Cuddington Store and Post Office. Accepted and awaiting outcome by Buckinghamshire Council (expected end October).
 - **Insurance Renewal (due October 2024).** The reinstatement cost assessment of the Cuddington Playing Fields Clubhouse has been calculated at £682,000 excluding VAT. This evaluation (due again in August 2027), the recent theft of the SID equipment and rising cost of insurance has increased the Parish Council's annual insurance from £2,059.06 to £3,349.53. Agreed. **ACTION: CLERK to list on September's Orders for Payment.**

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4. **Declarations of Interest.** There were no interests declared.
5. **Contributions from Buckinghamshire Council Councillors.** There were none.
6. **Correspondence.** Email from Secretary of Tennis Club seeking Parish Council's support with security issues of courts (footballs against the refurbished netting and anti-social behaviour).
ACTION: CLERK to direct Secretary to football club. To also request bin is located back to tennis courts from playground. Verbal complaint regarding aggressive dog on Footpath 3 (Great Stone).
ACTION: AH to draft letter to resident.
7. **Planning – please view Planning Applications and full comments via the new [Planning Tracker](#)**
The following planning application was received after the agenda was issued:
 - **24/02352/AGN - Low Farm, Low Lane, Cuddington, Buckinghamshire, HP18 0AA**
Extension to existing cattle building. Comment by: 26.08.24. **ACTION: CLERK to NO OBJECTIONS to Buckinghamshire Council.**
 - **24/02342/APP - The Spinney, The Green, Cuddington, Buckinghamshire, HP18 0AN**
Householder application for converting the existing garage into a utility and erection of link extensions from the existing Kitchen, Installation of 18 solar panels to the main roof and single storey section along with 3x roof lights. Comment by 09.09.24. **ACTION: CLERK to return NO OBJECTIONS to Buckinghamshire Council.**
 - **24/02219/PVN - Paddock Pass, Frog Lane, Cuddington, Buckinghamshire, HP18 0AX.**
PC's decision of No Objections (July 2024 meeting) was ratified.
8. **Road Safety Projects – please also see Highways and Traffic page of website.**
 - **Resurfacing and refreshing of road markings, refreshing coloured surfacing and dragons' teeth markings on approaches to village.** Order in place for lining at south entrance to the village (end August/September).
 - **Village Gates.** Ordered and payment made. The PC will be kept advised of progress and timescales.
 - **Speed Indicator Devices.** Steve Wright has met with Colin Woolford. To be more effective, Colin has suggested that the SID's are occasionally 'spun' around to face traffic coming in opposite direction (Bridgeway and Aylesbury Road). Positions of new poles for SID's were also suggested for Bridgeway, Dadbrook and Aylesbury Road/Swan Hill. **Agreed. ACTION: Steve Wright/CLERK to send description to Buckinghamshire Highways Commissioning Team and complete form.**
 - **Theft of SID.** Reported and awaiting settlement value from Hiscox insurance.
 - **Waddeson Area Freight Zone Consultation.** The Parish Council has been notified that there will be more updates when surveys on the Ivinghoe Freight Intervention have been conducted.
 - **Kings Cross Junction Lining.** Awaiting outcome of HS2 Road Safety Fund (12.06.24).
9. **Playground.** EP attended the recent *Routines Inspection and Maintenance of Play Areas* workshop organised by Buckinghamshire Council and summarised the guidelines for Best Practice. This includes regular inspections, operational inspections (3 per annum by a qualified engineer) and an annual playground inspection). EP agreed to be the nominated person for regular inspections, supported by MT. **ACTION: EP to conduct monthly inspections and log observations as required. To obtain costs of operational inspections from Playground Inspection Company and circulate to Councillors for agreement. To also develop the accident logbook and the reporting protocol document.**

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10. Village Map. The cost to produce a Village Map (£850 + VAT) was considered prohibitive for the size and facilities of Cuddington village. It was agreed to look at enhancing the existing village footpath map with landmarks/amenities. **ACTION: CLERK to contact Julia Ridout for file of footpath map.**

11. Reports from Councillors attending meetings/outside organisations including CPFA.
EP attended the Routines Inspection and Maintenance of Play Areas workshop. See Item 9.

12. Finance

- **Balance from Minutes of previous meeting (30th July 2024): £6,044.11**
- **Receipts: £0.00**
- **BACS Debits: £1,817.00** (£35.00 Information Commissioner's Office – Data processing fee], £1,608.00 + (£1,340.00 + £268.00 VAT) South Bucks Tree Surgeons - Spicketts Lane, £174.00 (£145.00 + £29.00 VAT) and Barrett Corp & Harrington Ltd - Benchmark building insurance e-valuation service for Clubhouse)
- **Less Transfer to Cuddington Parish Council Savings Account: £0.00**
- **Balance of Bank Account: £4,227.11** (as at 16th August 2024)
- **Available Funds: £86,078.51** (balance of bank account plus balance of savings account (£81,851.40 including interest (£236.13))
- a. **Orders for Payment: £2,954.21**
 - **Venetia Davies - £533.21** (£486.72 + £15.00 (Use of Home) + £19.75 (Land Registry search fee for Cuddington Stores and Post Office), stationery £11.74)
 - **Blades Turf Care Limited - £732.00** (£610.00 + £133.00 VAT). (Village Green grass cutting - £220.00 excl. VAT, Village Verge cutting £390.00. excl. VAT)
 - **Neal Waters - £225.00** (Children's Playground grass cutting)
 - **Trustees of Bernard Hall - £54.00** (16th [H&W Community Boards] and 30th July)
 - **PKF Littlejohn - £378.00** (£315.00 + £63.00 VAT) (Audit)
 - **South Bucks Tree Surgeons - £1,032.00 (£860.00 + £172.00 VAT)** (Cherry Trees)
 - **BALANCE (Current Account): £1,272.90** (Available Funds less Orders for Payment).
 - **BALANCE (Savings Account): £81,851.40**
- b. **Management Report – August 2024**
- c. **Audit.** Notice of Conclusion of Audit for year ended 31st March 2024. Completed.

13. Items for Information

- **Reporting a problem on highway.** Please visit [Fix My Street](#)
- **Best Kept Village – Presentation of Morris Cup.** Saturday 21st September (12.30-1pm). **ACTION: CLERK to order plaque from Gommies Forge.** **ACTION: CLERK to publicise event and encourage attendance from villagers.**
- **H&W Community Board main meeting – Thursday 19th September at Worminghall Village Hall.** **ACTION: MT to attend.**

14. Date and Time of Next Meeting:

TUESDAY 24th SEPTEMBER 2024 at 7pm in the Bernard Hall