



DRAFT MINUTES
of the Parish Council Meeting held in the Bernard Hall on

WEDNESDAY 26TH NOVEMBER 2025 at 7pm

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

Parishioners: There were nine Parishioners present.

NB: Action points highlighted.

Parishioners Question Time

Planning Application PL/25/3523/FA

An email from a Parishioner in support of the Planning Application PL/25/3523/FA (physiotherapy and Pilates studio) was read. A number of Parishioners echoed the support outlined, regarding the studio as a positive contribution to Cuddington's vibrant community and a valuable health and wellbeing facility within the village. One Parishioner thought the car usage figures do not reflect the true situation; most people believed to be walking to the studio. The Applicant provided clarification about the nature of the business: the business operates solely from the garden studio, within limited hours each week, class sizes are capped at four participants per session (and this limit will remain), the site hosts 12 weekly classes, the last class is 9pm (on a Monday and Tuesday evening only). Whilst acknowledging the health benefits of the applicant's services, the immediate neighbour expressed a number of serious concerns: the operation is not incidental to residential use but constitutes a full commercial enterprise, there is significant harm to their amenity from intensity of use, volume of cars, comings and goings, noise and light disturbance, late evening classes are particularly disruptive with inappropriate parking into the narrow lane. It was noted the application has only been submitted following a complaint and subsequent enforcement action, which deemed a retrospective application necessary. Lorraine Stevens reminded the meeting that the Parish Council is a consultee; the decision ultimately lies with the planning authority. The Parish Council asked that the applicant:

- encourages clients to park at the playing field car park, which is offered by the CPFA.
- includes parking guidance on the studio's website and welcome materials
- encourages walking wherever possible to reduce car dependency.
- considers physical changes where possible (e.g. adjusting the driveway wall/lip) to ease access and reduce impact.

Planning Application PL/25/3523/FA. A Parishioner provided a sample of the weather boarding proposed.

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1. Apologies

Ravern Stevens (RS) and Buckinghamshire Councillors Maru Mormina (MM) and Greg Smith (GS).

2. 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 none.

3. Approval of Draft Minutes. The Draft Minutes of the October meeting were **agreed and signed** as a true record by LS, Chair.

Planning was brought forward to Item 4. The meeting then continued as per the Agenda.

4. Matters Arising

- **Mobile Phone Signal.** Ongoing.
- **Pc.gov.uk emails.** **ACTION: RS, MT and LB to arrange set-up with ARG Compulink.**
- **Wild cherry trees on the path towards Nether Winchendon.** Quotation received for trees from top of the hill (Monkey Puzzle trees) down to the first cattle grid at the bottom of the hill. £1,200.00 + VAT. **Agreed** subject to landowner permission. **ACTION: CLERK to continue to seek landowners' approval.**
- **Village Green Aeration.** Cost of £220 + VAT **agreed.**
- **Lighting from Village Property.** The Parish Council has enquired if planning permission is required to construct a driveway over padlock land to connect two parcels of land, owned by the same. No response. **ACTION: CLERK to monitor and flag to Cllr Greg Smith.**
- **Barn Cottage – Deed of Easement.** Signed and completed. **ACTION: CLERK to chase payment of invoice.** Damage to Grass Verge by removal company. **ACTION: EP to monitor.**
- **Dadbrook Road Resurfacing.** Cllr Greg Smith has proposed Dadbrook Road as a priority.
- **Buckinghamshire Council Local Plan consultation.** Response submitted.
- **Review of Cuddington Neighbourhood Plan.** The current CNP gives protection up to **23rd August 2027.** The process for updating the CNP (against new national and county planning guidance) will take up to 2 years. The new Buckinghamshire Council Local Plan will not be adopted until the end of 2027 but there will be a final draft by end of December 2026. Ken Trew (volunteer planning consultant) has suggested the review commences mid-2026, after the next version of the Local Plan is issue for consultation.
- **Asset of Community Value.** The Crown PH has been renominated as an Asset of Community Value. The application is now being considered by Buckinghamshire Council (within an aimed period of 8 weeks - on or around 16th January 2026). **ACTION: CLERK to monitor.**
- **Record of trees in Cuddington with TPO's, specifically the Sycamore tree at the entrance of Dadfield Close.** EP confirmed that an individual TPO application is required for each tree. **ACTION: EP to write to Parishioner and encourage an application is made by them. There is no charge.**
- **Dementia Awareness Talk.** Well attended. Thank you to Angela Sanderson and Dr Pippa Moreton for the organisation and delivery of an informative talk.
- **Firework Night.** A very successful and well managed event.

5. Contributions from Buckinghamshire Council Councillors.

There were no contributions due to Councillors attending a meeting with Full Council.

6. Planning

- **PL/25/3523/FA: Heathfield , Frog Lane, Cuddington, Buckinghamshire, HP18 0AU**
Proposal: Use of existing garden outbuilding for dual purpose - residential purposes ancillary to dwelling house and part-time use as physiotherapy and pilates studio (retrospective). Comment by: 27th November 2025. **ACTION: CLERK to return NO OBJECTIONS to Buckinghamshire Council subject to parking management being satisfied.** Frog Lane is a narrow lane with no pedestrian refuge and poor visibility/no street lighting. The access to Heathfield is narrow and bounded by walls that restrict visibility into and out of the property. Steps need to be taken to mitigate the harm to the immediate neighbour's amenity impacted from frequency and volume of client vehicles, noise and light disturbance.
- **PL/25/3524/FA: Heathfield, Frog Lane, Cuddington, Buckinghamshire, HP18 0AU**
Proposal: First floor side extension, first floor front extension, single storey rear extension (to replace conservatory), new porch roof, extend driveway, other associated alterations. Comment by: 27th November 2025. **ACTION: CLERK to return NO OBJECTIONS to Buckinghamshire Council subject to a Traffic Management Plan (TMP) being a planning condition during the construction phase of the development.** The physiotherapy and pilates studio will be in operation at the time of construction, and the PC is concerned with the impact of vehicles (for studio use) as well as access for emergency and trade vehicles.
- **PL/25/4059/FA: Highbeech, Lower Church Street, Cuddington, HP18 0AS**
Proposal: Installation of weatherboarding to external walls. Comment by: 8th December 2025. **ACTION: CLERK to return NO OBJECTIONS to Buckinghamshire Council.**
- **PL/25/5499/KA: The Oak House, Holly Tree Lane, Cuddington, HP18 0BA**
Proposal: T1 Walnut - Thin reduce by up to 1.5m all round to contain. Ensure adequate clearance from structure (2m minimum) and crown lift to 1.8m above ground. Comment by: 4th December 2025. **No comment.**

7. Village Maintenance – Local Area Technician (Alison Poland, AP)

Priorities are as follows:

- **Blocked gullies.** AP to arrange follow-up works following high-pressure jetting undertaken.
- **Vehicle Activated Signs (VAS).** Removal of all three requested. BC is ascertaining who is responsible for removing the old/defective VAS. **ACTION: CLERK to monitor.**
- **Replacement Nameplates.** Holly Tree Lane, Lower Church Street and The Green are defective and will be replaced.
- **Dadbrook road sign.** Reported on Fix My Street.
- **Planting of trees on grass verges in Bernard Close.** Road managed and maintained by Buckinghamshire Council and requires permission for trees to be planted on Council land. AP will provide utilities mapping.
- **Hedge causing obstruction to highway or footway.** Bridgeway. Landowner aware.
- **Refreshing of White Lining.** Requested on Fix My Street.

8. Correspondence

- **Email from Parishioner concerned with parking at Haddenham Station.** This is beyond the Parish Council's remit but it is an issue that has been raised and lobbied for with Greg Smith, MP. **ACTION: CLERK to respond to Parishioner accordingly.**

9. 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)

- **King's Cross Junction.** The junction capacity/design will be reviewed during the Bucks Local Plan consultation stage.

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- **Speed Indicator Devices.** Payment made (£1,152.09) for new posts on Bridgeway and Dadbrook. BC are trying to obtain indicative dates from BBLP and will continue chasing them. **ACTION: CLERK to monitor.**
- **Waddeson Area Freight Zone Consultation.** BC are now reconsidering the proposals for Waddeson to concentrate on smaller scale targeted local interventions.

10. Footpath Project/Bridleway Improvements.

Rights of Way (RoW) are monitoring the bridleway (off Spicketts Lane/Frog Lane. Any remedial work is unlikely until 2027/2028. The 1945 bridge has been added to RoW work schedule, the broken stile on the bridleway has been reported to Bill Piers.

11. **Children's Playground.** The Annual Inspection (£94.95 excl. VAT) has been completed. EP has been in touch with suppliers (Wicksteed and Safe and Sound) to look at sections of the report and a site visit has been attended. The small amount of other remedial work will be carried out by the Parish Council. **ACTION: EP to arrange. MT to request Simon Brown cuts back trees where required.** Operation Inspections (£82.50 excl. VAT) will take place in February 2026, May 2026 and August 2026.

12. **Reports from Councillors attending meetings and outside organisations** including CPFA. There were none.

13. Finance

- **Balance from Minutes of previous meeting (22nd October 2025): £36,431.58**
- **Receipts: £0.00**
- **BACS Debits: £376.23** (£364.66 HMRC, £11.57 Malcolm Thomas - keys for Notice Board).
- **Less Transfer to Cuddington Parish Council Savings Account: £15,000.00**
- **Balance of Bank Account (Current): £21,055.35** (as at 14th November 2025)
- **Available Funds: £110,382.82** (balance of bank account plus balance of savings account 35 day (£74,327.47 including interest (£136.04) and savings account 95 days £15,000.00)
- a. **Orders for Payment: £2,446.48**
 - **Venetia Davies - £731.48** (Clerk Salary (£773.50) less PAYE Tax (£57.40) £716.10) + (Use of Home allowance £15.38).
 - **Venetia Davies - £11.00** (Land Registry – The Crown PH)
 - **Knights Solicitors: £1,440.00** (£1,200.00 + £240.00 VAT) (Barn Cottage – Deed of Easement)
 - **Simon Brown - £264.00** (Village Green cuts £220.00, VAT £44.00)
Also Agreed: £658.20
 - **Royal British Legion Poppy Appeal - £60.00** (Remembrance Wreath)
 - **Harwell Nurseries - £300.00** (£250.00 + £50.00 VAT) (Christmas Tree)
 - **Oxford IT Solution - £118.20** (£98.50 + £19.70 VAT) (12 Months Web Hosting and Email Processing Platform - cuddingtonvillage.com)
 - **Neal Water - £180.00** (playground cuts)
- **BALANCE (Current Account): £17,950.67** (Available Funds less Orders for Payment).
BALANCE (High Interest Account 95 days): £50,000.00 (High Interest Account 35 days): £39,327.47. **Total Funds: £107,278.14.**

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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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- b. **Management Report.** November 2025 circulated.
- c. **Budget** – the budget was reviewed and discussed. **ACTION: ALL** to propose projects for 2026/26 for Precept setting at January meeting. **CLERK** to agenda for January 2025.

14. Items for Information

- **West Bucks Community Board - Parish Workshop** - Thursday 27th November at 6.30pm at Stone Jubilee Pavilion. **ACTION: EP** to attend.
- **Christmas Tree.** To be installed Saturday 5th December. Electricity is kindly being supplied by Mr and Mrs Woolford. Thank you to Ben Clayton for organising.
- **Planning:** PL/25/4389/FA: Land at Nunhayes, Great Stone, Cuddington, HP18 0AZ Proposal: Demolition and erection of a detached dwelling with access, parking and amenity space. Comment date 12th December (pending confirmation of extension requested to 18th December). **ACTION: CLERK** to agenda for December and arrange site visit if required.
- **Parish Council Grant.** A grant application is expected from the Tennis Club.
- **Buckinghamshire Council - Town and Parish Council Planning Forum** – 8th January 2026 – 1.30pm to 2.00pm on Teams. **ACTION: KT** to attend.
- **Assertion 10 – Draft IT Policy.** **ACTION: CLERK** to circulate and agenda for December meeting. **CLERK** to upload amended policies with new PC logo.
- **Apologies.** Lorraine Stevens (LS). **ACTION: KB** to chair the December meeting.

15. Date and Time of Next Meeting:

WEDNESDAY 17th DECEMBER 2025 at 6pm in the Bernard Hall