

GRENDON UNDERWOOD PARISH COUNCIL

MINUTES OF A GENERAL COUNCIL MEETING

ON

Tuesday 23rd May 2017, at 8.00 pm

at

The Committee Room, GUVH

Open Forum for Parishioners (under adjournment); 15 minutes for members of the public to raise question, make comments; suggest future agenda items etc. Items requiring decisions must be included in the next agenda for discussion.

28/17 Election of the Chairman; AB nominated KM, **RESOLVED**

29/17 Election of a vice chairman; HM nominated AB, **RESOLVED**

- Jason Cunningham asked the Parish Council 7 questions which he had circulated earlier, appendix A. The Chair said that she would send a response.
- Barry Martindale thanked the Parish Council for uploading the previous draft minutes onto the website in a timely manner.
- Jennie Ward said that she had just moved into the village and the school will not accept her middle child, a key stage 1 pupil, she will have to travel 4 miles to the nearest school each day. She asked if the Parish Council had any supporting evidence from the developers regarding school capacity.

30/17 Attendance and apologies: To receive and accept any apologies.

Cllr. Andrew Benfield (AB), Cllr Mike Hedgecox (MH), Cllr Sam Howe (SH), Cllr Paul Jackman (PJ) **apologies**,
Cllr Helen Mackenzie (HM), Cllr Kim Moloney (KM), Cllr Andrew Shepherd (AS)

Clerk - Ruth Millard

In attendance –

County Cllr Angela Macpherson,

District Cllr Cameron Branston,

Public; Jason Cunningham, Matthew Saghar, Barry Martindale, Jennie Ward, Gerry Millard.

31/17 Members Interests: Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Grendon Underwood Parish Council Code of Conduct for Members and by the Localism Act 2011. None received.

32/17 Approval of Minutes; To agree and sign the minutes from a general Meeting of Grendon Underwood Parish Council held on 25th April 2017 as an accurate record. **RESOLVED;** the Chairman signed the minutes.

33/17 The Standing Orders can be viewed on the website; The Chair discussed with Barry Martindale the Council's Standing Orders revised by NALC in 2013. **RESOLVED;** its approval by the Council for 2017/18. **Action;** RM will send the NALC model version to KM

34/17 The Financial Regulations can be viewed on the website; The Chair discussed with Barry Martindale the Council's Financial Regulations revised by NALC in 2014. **RESOLVED;** its approval by the Council for 2017/18. **Action;** RM will send the NALC model version to KM

35/17 Appoint representatives for 2017/18 i.e.

LAF - AB,

Planning including representatives of NBPPC – PJ & AB,

Highways – AS

36/17 The Asset Register for 2016/17 which can be viewed on the website was RESOLVED; subject to the inventory not showing the previously disposed items.

37/17 The Risk Assessment which can be viewed on the website; The Chair discussed with Barry Martindale the Council's Risk Assessment. **RESOLVED;** its approval for 2017/18.

38/17 Confirmation of Insurance cover in respect of all insured risks. Zurich Municipal YLL-122006-2773 **RESOLVED;** to take the 5 year discounted plan offer.

39/17 Review of the Councils subscriptions to other bodies; RESOLVED; the Parish Council would subscribe to BALC, SLCC, AVALC & NBPPC

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- 40/17** The Council's Complaints Procedure, which can be viewed on the website; **RESOLVED**; approval for 2017/18.
- 41/17** Review & approval of the Council's Procedure for handling requests made under the Freedom of Information & Data Protection Act. **RESOLVED**; the handling of requests under the Freedom of information Act form. **Action**; Clerk to advise Chair post meeting. KM to review.
- 42/17** Determine the time & place of ordinary meetings of full Council up to and including the next annual meeting of the Full Council. **RESOLVED**; that the Parish Council meets on the 4th Tuesday in the month except for August & December. The date of the next APCM – Tuesday 22nd May 2018
- 43/17** **Finance & Accounts.**
- a To agree financial statements of accounts and bank reconciliations for the end March 2017. **RESOLVED**; subject to the cells in the Accounts being formatted to 'Accounting'.
 - b To note the year end statement for the Annual Return. **RESOLVED**
 - c To agree explanation of variances for the Annual Return. **RESOLVED**
 - d To agree Section 2 of the Annual Return. **RESOLVED**
 - e To draw cheques for this meeting and ratify cheques drawn since the last meeting. **RESOLVED**

RECEIPTS AND PAYMENTS OF ACCOUNTS

Account Balance 28 April 2017

| | | |
|---------------|--------------------|-----------------|
| 28 April 2017 | Account -5089 | 41748.32 |
| | | |

| | | |
|---------------|---|----------------|
| 31 March 2017 | Bucks CC Grant for devolved services | 1559.81 |
| 07 April 2017 | LAF Grant for equipment for the football Club | 499.71 |
| 20 April 2017 | Precept payment – first half 2017/18 | 9692.50 |

May 2017 Payments

| | | | |
|---|--------------------------|---------------|----------------|
| OPUS energy , inv 620997078, 22.03.2017-20.04.2017 | LGA 1972, Sched. 14 | DD | 313.73 |
| AVDC , general waste, quarter ending 31.03.2017 | Litter Act 1983, 5 and 6 | DD | 88.50 |
| Aylesbury Mains Ltd , invoice 17233 | LGA 1972, Sched. 14 | 000930 | 111.36 |
| Garden-Master , invoice 1500 | LGA 1972, s101 | 000931 | 185.00 |
| GUVH , inv. 15/2017Q12017 | LGA 1972, s133 | 000932 | 20.00 |
| ER Millard , mileage & office expenses 04.2016-03.2017 inclu | LGA 1972, s111 | 000933 | 645.25 |
| One Stop Promotions, Flagpole & 5 Flags | Highways Act 1980, s144 | 000934 | 463.01 |
| Zurich Municipal | LGA 1972, s111 | 000345 | 1295.31 |

- 44/17** **Planning;**
- o Barry Martindale advised that an overview of potential Planning Applications and Outline Planning Applications being considered at AVDC are on the GUPC website.
 - o Cameron Branston advised on the benefits of the community working on a Neighbourhood Plan for the Parish. KM asked BM to investigate forming a working party.
 - o Discussed at 49/17 to alter the resolution to item 22/17 iii. AB proposed that the previous decision is rescinded and the Council's comments reflect the HELLA recommendations for the land.

- 45/17** **Environment.** To report any issues in respect of:

a **Footpaths, Footways and Highways,**

- i. Speed Control MVAS; to receive a report, Cllr AS said that he wished to hand over the recharging the MVAS batteries to another person. The Chairman declined his request. A quote from Swarco also an email from Morelock Signs 'Combat Speeding' has been circulated 02/05/17, AS proposed that the Council wired the MVAS into the electricity, if possible. **Action; AS** to research.
 - ii. **Dog Bins;** Update on the 3 dog bins & 1 waste bin order. RM has placed the order.
- b** **Street Lighting;** to receive a report of the lighting at Springhill. Cllr AB said that he had met with the lighting contractor while he was doing the survey of the street lamps in Springhill. Several of the lamps were leaning; an order had been placed to have them straightened. Electricity was still not getting to some of the lamps. **RESOLVED**; to contact UK Networks. **Action; RM**
- The Parish Council discussed the street light that the resident of Park Road has requested its removal. **RESOLVED**; that the lamp could be removed at the resident's request. That it would write to her ' that at the PC meeting 23 May 2016 the PC had agreed to the lamp being removed at the expense of the resident, by an approved contractor. The PC suggests Aylesbury Mains Ltd. When she has her quote, if she wants to go ahead, she can forward it to the Council for its approval of the works. She would then be able to proceed.' **Action; KM** The Chair requested the contact details of the resident so that she could write to her. The clerk asked if she would forward the letter for her she would send it. The Chairman said that she was quite capable of writing and sending the letter.

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- c **Play Area**, to receive a report of the actions highlighted in the inspection report. **RESOLVED**; to do a thorough check of the actions highlighted in the inspection report. **Action; KM & AB**
- d **Grass, Hedges and Verges**, to receive a report of the grass cutting. Cllr AB reported that the contractors were doing an excellent job; he advised that they were also cutting the strip of grass adjacent to the top road in Springhill.
- e **Management of the Projects**
 - i. MUGA update of project; to discuss the quotes received. **RESOLVED**; The Council would discuss the quotes at the next meeting. **Action**; AB to bring the quotes he had received, to the next meeting.
 - ii. Land at Springhill Estate. To receive an update from the Ministry of Justice. RM reported that the MoJ survey of it land assets was still in progress.
 - iii. Section 106; nothing to report.

46/17 **Correspondence and communications including reports on Local Area Forum and training course, Website, Facebook & Newsletter.**

03.05.2017 Police and Crime Commissioner launches Victims First website
03.05.2017 Bucks County Council unitary engagement sessions for town and parish councils
04.05.2017 Unitary engagement workshops - May 2017
04.05.2017 Transparency Fund drop In session
15.05.2017 Bucks & Milton Keynes Association of Local Councils - weekly update
00.05.2017 County Council year end report

Transparency Fund drop in session; The Clerk reported that she had attended the Transparency Fund drop in session. That there was funding available for 1 laptop, scanner and overtime money to prepare & upload all the documents needed for the Council to comply with the Transparency Act. **Action**; No decision taken.

Website; Barry Martindale said that the website has the latest format. All the major planning developments affecting the village are listed. He said that any documents that are uploaded on to the website need to be current, up to date and signed off. The Chair asked the Clerk what was involved with uploading documents on to the website. The Clerk described the preparation and upload procedure. The Chair addressed Barry Martindale and said that it seemed like a lengthy process and asked how long it would take to upload a document onto the website. Barry Martindale said that once the PDF was made it would take 5 to 10 minutes to upload and link onto the website page.

47/17 **Representatives Reports and other reports;**

- a. Village Hall; AB reported that they had their AGM and the one item that was highlighted was the vandalism in the village at the moment. The Village Hall committee is thinking of putting up CCTV. KM proposed that the Parish Council contribute to the cost.
- b. Facebook; AB reported that it was being used and had quite a few hits last month
- c. Newsletter; **RESOLVED**; to only produce for one off newsletters for specific items.

48/17 **Confidential Information**; The Parish Council **RESOLVED**; to exclude the public from this part of the meeting in accordance with Public Bodies (admission to meetings) Act 1960.

49/17 **The Clerk;**

- RM employment contract. The Clerk did not want her contract with the Parish Council altering.
- RM time sheets. Discussion to use time efficiently. The Chair (KM) said she wanted to see all correspondence that the Clerk did. **RESOLVED**; that the Clerk would forward all emails to the Chair who would then forward on to the appropriate nominated Councillor for their information i.e. any Planning to PJ & AB. Highways to AS etc. Time sheets were not discussed.
- RM performance review and goal setting. **RESOLVED**; that MH & HM would form a working party to perform a yearly appraisal with the Clerk.

Open forum (under adjournment); for Councillors to bring items to go on the agenda, for discussion at the next meeting. None were discussed.

49/16 Date of the next meeting; To agree the date – provisionally Tuesday 27th June 2017 in GU Committee Room

The meeting closed at 10.30 pm.

Chairman's Signature Date.....

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Appendix A

I will attend the meeting this evening as a member of public to raise certain questions in the time allocated for these. For your convenience and in the interests of time at the meeting I have chosen to submit these in advance as below:

Before the approval of the last minutes of meeting takes place I would like to raise specific questions in relation to item 22/17 iii. Within the draft minutes it is stated that the parish council have resolved to support the application for the erection of 21 dwellings on land adjacent to Ivy Cottage. I would like the parish council to explain the following:

1. Given that the planning application was not advertised to the public until the 2nd May 2017, how is it that the parish council can resolve to support an application during a meeting that took place one week earlier on the 25th April?
2. How can the parish council deem that they represent the views of the parishioners in this matter without the possibility to consider any comments made by members of the public in response to the application or without engaging in any form with potentially impacted residents?
3. How can the parish council deem it appropriate to stage a meeting to discuss such an application having clearly informed representatives of the developer that the matter would be discussed, but without informing impacted residents?
4. How did the parish council form an opinion that [the proposal](#) is a “well thought through development”? This decision appears to have given no regard to:
 - a. Current planning policy
 - b. The settlement hierarchy
 - c. The mix of housing proposed
 - d. The impact on village services
 - e. The requirement to comply with linear design nature of the village
 - f. Impact on the natural environment
 - g. The lack of community engagement by the developer
 - h. The impact on highway safety
 - i. The overall poor quality of the information submitted by the applicant
 - j. The impact on drainage/flooding
 - k. The potential precedent from such a development to alter the nature of the village structure by enabling construction of developments to the rear of any part of the village where a gate provides access to fields at the rear.
5. How the parish council distinguish between this application and planning application reference [16/02875/APP](#) for the erection of 11 dwellings to the rear of Shakespeare Orchard to which the parish council fervently objected?
6. How the parish council deemed it appropriate to convene a properly constituted meeting with 18 residents in attendance to discuss the application for Shakespeare Orchard, but chose to resolve to support the current application adjacent to Ivy Cottage without consulting any affected residents?
7. How the parish council can make such a resolution with only 3 out of 7 parish councillors in attendance at the meeting?