



# **GRENDON UNDERWOOD PARISH COUNCIL**

From the office of the Clerk to the Council: clerk.gupc@outlook.com

Minutes March 2018

## **Minutes of a properly constituted General Meeting of the Parish Council held on Tuesday 27<sup>th</sup> March 2018 at 7.30pm in GUVH.**

Draft Issue date – 3<sup>rd</sup> April 2018

*B. Martindale* – Acting Clerk

**Pre-Meeting Open Forum for Parishioners** (under adjournment): no residents were in attendance.

**1803.01 Attendance and apologies: In Attendance: Cllr Benfield (Acting Chair), Cllr Jackman, Cllr Hedgecox, Cllr Shepherd, Clerk.**

**Apologies: Cllr Moloney (illness), Cllr Mackenzie (illness), Cllr Howe, AVDC Cllr Branston, BCC Cllr Macpherson.**

**1803.02 Members Interests:** Councillors 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. – Cllr Jackman declared his position as Council representative on the GUVH and Saye & Sele Charitable Trusts.

**1803.03 Approval of Minutes;** To agree and sign the minutes from a general Meeting of Grendon Underwood Parish Council held on 23<sup>rd</sup> January 2018 as a true & accurate record – the minutes were agreed and signed off by the Chair as a true & accurate record.

### **1803.04 Action items from Jan18 meeting. There were 16 action points arising:**

- 1) To review action regarding residents' concerns over planning application 17/04829/AOP, Orchard Bungalow – a formal Council objection to the application has been agreed and sent directly to the AVDC Planning Officer concerned, posted to the comments section of the AVDC Planning web page & posted to the GUPC web site; closed subject to appearance at any AVDC hearing
- 2) To adopt the budget & approve the annual precept submission to AVDC – see minute 1803.05, (a);
- 3) To consider the S106 projections – see minute 1803.06, 3.
- 4) To consider EWR / HS2 web site copy – see minute 1803.07, (a), vii.
- 5) To consider failed street light in Rumptons Paddock – see minute 1803.07, (a), iv.
- 6) To consider the crossing at St Leonards – see minute 1803.07, a. v.
- 7) To consider cleaning of pavements – see minute 1803.07, a, vi.
- 8) To consider quotes for CCTV under Local Government Rating Act 1997, S31 – see minute 1803.07 (c)
- 9) To consider revised quotes for MUGA – see minute 1803.10 (e).
- 10) To consider response to Springhill residents re street repairs – see minute 1803.07 (a), i, b;
- 11) To consider S137 grant to church ref NALC Guidance note – see minute 1803.05, (e).
- 12) To consider contacts with authorities & statutory bodies, Clerk; see minute 1803.08
- 13) To review status of Council email addresses – see minute 1803.09, 6. (a).
- 14) To consider an update on Saye & Sele – see minute 1803.10, b;
- 15) To consider the Councillor Replacement Policy – see minute 1803.08, 7;
- 16) Next meeting to web site – see minute 1803.12.

### **1803.05 Finance & Accounts.**

- a) To consider for full Council approval the budget proposed by Cllr Moloney & Jackman and the precept request arising from it made at emergency session on 19<sup>th</sup> Feb18 – AVDC have advised that, at their meeting on 22<sup>nd</sup> Feb, they had already actioned the precept request received, by email, from the Chair on 18<sup>th</sup> January 2018 and this takes precedent over any subsequent submissions. The budget and the active precept application were formally adopted by full session of Council;
- b) Outsourcing Professional Services; Marion Ryley attended to expand on Council obligations for statutory compliance with HMRC, payroll, Pensions & VAT requirements. It was agreed to commission her in support of Council being compliant, in this regard, for the last quarter 2017/18 and for the year 2018/19 and to accept her fee structure.
- c) To review last month's RECEIPTS AND PAYMENTS OF ACCOUNTS – the Clerk tabled the cash book and identified several anomalies in the bank reconciliation, some invoice queries and some payments in hand capable of deferment to the 2018/19 financial year. Cllr Benfield requested an interim finance meeting be called pending availability of key personnel. **ACTION:** Clerk to arrange.
- d) To approve cheques to be drawn for this month as listed below – there were no cheques to hand;
- e) Awarding of Grants under Local Government Act 1972, s.137, (4), (a) –
  - (a) Church Grounds - - St. Leonards – the Clerk advised the application from the church was made by email and not signed. The Clerk was authorised to contact the applicant to advise, using latest NALC Guidance on Grants to Churches, that Council is minded to award the grant but to explain the requirement of the Statute and the Council Standing Orders required for the making of grants under them. **ACTION:** Clerk;



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- (b) Village Hall – the grant application was unanimously approved and the Clerk asked to respond formally to the Trustees. **ACTION:** Clerk;
- (c) it was agreed to make these awards out of the 2018/19 budget;
- (d) no other awards were made.
- f) Grants Available to Council e.g. AVDC, BCC, BALC Transparency Grant, HS2, AVDC New Home Bonus, others – the clerk has several queries outstanding with grant providers and will advise. **ACTION;** Clerk

## **1803.06 Planning under Town & Country Planning Act 1990, Sched. 1, Para 8;**

- 1. To review the status of planning applications & developments in the village as listed below – the status of 16/03029/AOP was updated to Appeal NONDET. Web site to reflect. **ACTION;** Clerk;
- 2. Sale of Swan – closed;
- 3. S106 Plans - Cllr Jackman tabled a summary of current intentions for forthcoming S106 monies and outlined the process for such funding to come from AVDC. He confirmed that this must be used exclusively for the S106 projects submitted;

## **1803.07 Environment. To review the status of:**

### **a Highways under Highways Act 1980, ss.43, 50 (inc Footpaths), Lighting under Parish Councils Act 1957, s.3, Ditches under Public Health Act 1936, s.260:**

- i. Pot Holes - (a) Main Street – contact details for residents to report to BCC Highways is posted to the web site. (b) Springhill Estate - it was agreed to support corrective action by residents in terms limited to paying for raw materials and their transport from source. Cllr Benfield to liaise. **ACTION;** AB. (c) BCC Cllr Macpherson asked for her initiative to address the major surface degradation of route C3 (from Broadway through to Buckingham) is mentioned and that it is under consideration by Highways;
- ii. Parking on pavements – alternative solutions were discussed. The legal authority of Council to be clarified with police, BCC. **ACTION;** Clerk;
- iii. Dog Bins – all in order. closed;
- iv. Street Lighting – the failed light in Rumptons Paddock is repaired. A new failure report in Springhill has been reported to the contractor;
- v. St Leonards crossing - The Clerk had contacted AVDC for appropriate contacts & was advised the preparation of the planning proposal alone would cost some £4000. Council will consider signage & lighting as appropriate and as budget becomes available;
- vi. Cleaning pavements - Cllr Benfield agreed to discuss with current suppliers a proposal to blow leaf litter from pathways in the Autumn. **ACTION;** AB;
- vii. HS2/EWR – projected traffic volumes on the construction route and resultant rat run down Main Street, remains a source of concern. The Clerk confirmed latest HS2 & EWR public meeting schedules were posted to the web site and that HS2 have offered to attend a GUPC meeting on invitation This to be considered as & when more useful information becomes available from the respective liaison teams. Cllr Hedgecox was concerned the two projects still do not seem to be co-ordinating to minimise disruption on the construction route and a roundabout at Broadway/A41 becomes more urgent. The role of BCC Highways in allocating £4M of public money remains an open question.

**b Play Area:** to receive a report on the status of the play area – Cllr Benfield agreed to report at next meeting. **ACTION;** AB.

**c Crime Prevention under LGRA 1997, s.31:** to review the status of CCTV at the Village Hall - three quotes have been received and proposals were compared by cost effectiveness and sourcing. It was agreed to accept the mid quote and the Clerk was authorised to proceed with realising the asset with due regard to legal signage requirements. **ACTION;** Clerk;

**d Grass, Hedges and Verges under Highways Act 1980, s.96:** report of the grass cutting – the first cut of the year had been completed in March. The Chair has set up a Standing order for monthly payments from April to November inc.;

**e Best kept Village Competition** – not appropriate, closed;

**f Keep Britain Tidy** – not appropriate, closed

### **g Current Projects**

- i. MUGA – Cllrs Benfield & Jackman tabled several proposals submitted by a recognised Supplier of such facilities and one was chosen as most cost effective, durable and flexible. It was agreed to constitute a MUGA Project Committee to initially comprise Cllrs Benfield & Jackman. The Committee was duly authorised to progress the chosen alternative with due regard to a) establishing lease arrangements for the land, b) distance from neighbouring build, c) maintenance budget, d) health & safety signage & inspections, e) establishing & report on clear funding lines from S106 income. **ACTION;** AB, PJ;

## **1803.08 Other Statutory Obligations & Arrangements**



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1. Street closure & celebrations for wedding under LGA1972, S145, support of celebrations & s111, power to facilitate a function – the pub is taking the lead in celebrations but need to clarify procedure for closing a public highway. **ACTION:** Clerk.
2. B&MKALC MP Lobby Day, 20/03/18 - closed;
3. B&MKALC Parish Conference, 20/02/18 – closed;
4. B&MKALC Silent Soldier – deferred;
5. GDPR – (a) The Clerk has circulated a summary of recent training so that Councillors are aware of the minimum requirements of the Act for small local authorities; (b) the Council email & cloud facility is in place;
6. Risk Management -- The Clerk has circulated a review of the Risk Management protocol, for Council consideration at the Annual Meeting Review, reflecting outsourcing of professional services as reducing risk to Statutory Business Continuity;
7. Councillor Replacement Policy - Cllr Jackman had obtained the formal procedure from AVDC and advised how elections or co-opting must ensure Council is quorate at all times. Council agreed to adopt the process for any short fall in the Parish;

## **1803.09 Communications**

1. Residents – one resident has expressed dissatisfaction with a recent Council response to a planning application and has been responded to;
2. Emails received – the Clerk confirmed all email traffic is considered in the Agenda;
3. B&MKALC membership for Clerk – deferred for permanent appointment;
4. Web site status – the web site is up to date. An extended meeting schedule to be posted after the Annual Meeting
5. Notice board – Cllr Benfield agreed to post Agendas & Minutes;
6. Internal – (a) the Clerk confirmed that all Councillors have been issued with council emails and advised of access to the council cloud. The concerns of some Councillors were resolved. It was agreed the Clerk would make available any relevant background information & documentation to be used at meetings on the cloud prior to meetings; (b) Rapid Response Protocol – from recent experience of unavailability of key personnel, it was agreed to set up a Rapid Response Protocol for urgent response to unforeseen circumstances. Councillors agreed for the Clerk to act as a central holding point for mobile phone numbers to be used for requesting an urgent Council directive by text. To be used strictly in emergency or for when a quick majority vote is needed to allow rapid legal response by multiple Councillors rather than one individual. The Clerk to follow up by email to record the reason why, the outcome of a vote and for formal ratification at the next meeting.;

## **1803.10 Committee & other Reports:**

- a. Village Hall – in thanking Council for their grant, Trustee Jackman also confirmed the proposal for annual payment in advance for increased room rental has been well received. The Clerk confirmed that the BT Business account is in progress of being moved to a Council account and the broadband hardware is Council property. JB also confirmed agreement for a Council owned CCTV system to be installed on the Village Hall;
- b. Saye & Sele – Cllr Jackman had reviewed the financial status of the Charity and is now satisfied that robust arrangements are in place to ensure its long term financial stability;
- c. Local area Forum – Cllr Benfield will attend when he is advised of meeting dates;
- d. Personnel Committee/ training;

*Note; Council may wish to exclude the public from this part of the meeting in accordance with Public Bodies (admission to meetings) Act 1960.*

Review the performance of the Acting Clerk; to initiate the recruitment policy in good time for replacement before contract end – Cllr Hedgecox confirmed the short term, interim employment of the Clerk should be formalised into a long term arrangement before the current arrangement comes to an end at end June 18. He is now familiar with the recruitment protocols to be followed and will advise a lead time to starting the process in good time. **ACTION:** MH

Cllr Jackman confirmed the annual fee for room rent now included an increased number of days to allow the Council to specify the Hall as the designated place of work for Council employees, such that any work carried out at home would be at the discretion of the employee and at their cost.

He also requested employee expense claims be stipulated in job descriptions as separated into office overhead consumables / overtime / mileage for accounting purposes.

## **1803.11 For next meeting:** for Councillors to raise matters arising for next meeting's agenda -

- Waiting area at bus stop opposite pub;
- Arrange for servicing of the defibrillators;
- New Homes Bonus Grant;
- Greatmoor CLG tour dates;
- Finalise Asset Register against insurance valuations.

## **1803.12 Date of the next meeting;** To agree the date – 24<sup>th</sup> April 2018



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## **REFERENCE DATA**

## **RECEIPTS AND PAYMENTS OF ACCOUNTS**

### **March 2018 Payment;**

AVDC dog waste Apr16 to Mar17	Devolved power	622.37	
AVDC dog waste Apr17 to Mar18	Devolved power	1331.77	
Aylesbury Mains, Light4 Rumptons		83.76	
Aylesbury Mains, Light4 Rumptons		78.00	
AVDC General Waste end quarter Dec17	Devolved power	89.40	
Village Hall room hire, Q4 2017		40.00	
BT Business broadband March18		107.44	
Clerk overtime Q4 2017/18		117.00	
Office Overhead Jan 18		69.21	
Office Overhead Feb 18		115.67	
Office Overhead Mar 18		76.61	
<b>Deferred for April Payment</b>			
S137 grant to Village Hall	LGA1972 S.133	3000.00	
S137 grant to Church	LGA1972 S.133	1400.00	
Village Hall room hire, Annual 2018		500.00	



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## **New Build Planning Applications Status ref: AVDC Planning @ 21 February 2018**

<u>Reference</u>	<u>received</u>	<u>Address</u>	<u>Type</u>	<u>Status</u>
17/04646/APP	8 Dec 2017	Demolition of Bernwode for new dwelling, main street gu	Application	Awaiting decision
17/03317/AOP 16/03029/AOP	25 Aug 2017 18 Aug 2016	72 dwellings; Edgcott Rd & Springhill Rd	Application Application	Awaiting decision Appeal NONDET
17/02171/AOP 16/03170/AOP	31 Aug 2016	82 dwellings on Land Adjacent to Broadway Grendon Underwood Buckinghamshire	Application application	Application refused Appeal dismissed
17/01348/APP	10 Apr 2017	21 dwellings; Land Adjacent to Ivy Cottage Main Street Grendon Underwood Buckinghamshire	Application	Awaiting decision
17/01049/TRE	21 Mar 2017	Fell & replace two trees manor, main street	permission	Awaiting decision
17/00657/INTN		Pear Tree Farm Main Street Grendon Underwood Buckinghamshire HP18 0SH	Application	Planning Permission Required
17/01862/APP		14 Shakespeare Orchard Grendon Underwood Buckinghamshire HP18 0SQ	Application	Awaiting decision
17/00209/APP		Land at Lawn Farm Main Street Grendon Underwood Buckinghamshire	Application	Approved
16/04609/AOP	23 dec 2016	60 dwellings; Land Adjacent Edgcott Road Grendon Underwood Buckinghamshire	Application	Awaiting decision
16/02875/APP		Land Off Shakespeare Orchard Grendon Underwood Buckinghamshire	Application	Approved