



GRENDON UNDERWOOD PARISH COUNCIL

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

General Meeting 31st July 2018

Issue date – 3rd August 2018

B. Martindale, Acting Clerk to the Council

MINUTES

The Chairman thanked all attending & opened the meeting at 19.30

1807.01 Attendance and apologies: To record attendance & to note any apologies or absences.

Attending; Cllrs. Moloney, Mackenzie, Benfield, Hedgecox, Shepherd, Clerk

Apologies; Cllrs. Jackman, Howe, Macpherson, Branston,

Absences;

Residents; 6 residents attended

1807.02 Members Interests: Councillors were 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. MINUTE: none

1807.03 Approval of Minutes; To agree and sign the minutes of a General Meeting of Grendon Underwood Parish Council held on 26th June 2018 as a true & accurate record.

MINUTE: The clerk advised there had been one amendment to the draft to reflect holiday absence and the chair signed off as a true & accurate record of proceedings & authorised release to the web site. ACTION

1807.04 Open Forum for Parishioners (under adjournment): 15 minutes for residents of the Parish to raise questions, make comments; suggest future agenda items etc. Items raised not already on the agenda for this meeting & which require decisions must be included in the next agenda.

Note: names are withheld in line with Data Protection legislation.

Residents attending raised the following concerns;

- **Village Archive community project;** *A resident advised that a community initiative to re-instate & upgrade a village historical archive is planned and requested publicity on the web site for suggestions & volunteers. Whilst the Clerk confirmed the Council could not spend public money on volunteers, Cllr Hedgecox suggested the proposal could well include a need to digitise the archive using modern technology which could be supported. The resident agreed to develop plans with a view to applying for a Council grant in line with Council Policy.*
- **Go30 anti-speeding community initiative;** *See also 1807.06.f.*

The lead resident on the community led anti-speeding initiative gave a progress report on actions throughout the village & school. She had also been liaising with Edgcott. The Clerk confirmed that the loan of the Waddesdon sentinel equipment had been requested and was awaiting her advice of dates. She confirmed MVAS volunteer training had taken place but the Clerk advised there had been doubts raised as to its validity – confirmation recommended. She expressed her appreciation of the posters, handouts and freebies supplied by Council from BCC. The resident agreed to send the Clerk a short summary of activities in the village with contact details for volunteers for the web site & would distribute bin stickers when available. Residents were encouraged to pass specific incidences to council via the web site contact form.

Another resident expressed his concern over noise pollution, speeding and traffic volumes at the church end of the village. He will liaise with Go30 to support & forward any data he collects to council via the web site contact form.

The Clerk confirmed that solid data is needed for action and BCC is the final decision makers on MVAS & road signs.
- **Remembrance Day Silhouettes –** *the lead resident in making an external grant application advised the application was made in due time and a response is awaited. He suggested council may consider its own grant in the event the external application being rejected. To be considered as necessary.*
- **VH facilities** - two residents were dismayed with the condition of the ovens in the Village Hall and requested the trustees be advised.

1807.05 Regulatory

1. Policy Register & Financial Regulations – MINUTE; (i) the Clerk confirmed the Register is adopted, held in hard, signed copy and published to the web site – closed.
(ii) The Clerk advised NALC had issued a new bulletin revising the last Code of Conduct they issued, and as adopted by GUPC, & requested the change be incorporated into the councils Code also. By unopposed resolution of full council, the Clerk was authorised to action accordingly. ACTION.
2. GDPR – consider the Privacy Policy for adoption and published to the web site – MINUTE; the Clerk advised the Privacy Policy was incorporated and published as directed and the council Privacy Statement is available on the web site - closed.

1807.06 Finance & Accounts.



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- a) To review RECEIPTS AND PAYMENTS OF ACCOUNTS as shown below & ratify payments made & due since the last meeting; MINUTE; there was no income and the Chair summarised expenditure to month end. Accepted by council.
- b) To carry out the month end RFO oversight as shown below; MINUTE; the Clerk confirmed that all necessary actions were duly carried out.
- c) To review current projections for use of S106 funding. MINUTE; no new projections
- d) Approve payment of Data Controller fees to ICO – approved as minuted and the Clerk has requested confirmation of Council being a new payee or not. MINUTE; the Clerk confirmed recent queries to ICO remain unanswered. Will chase. ACTION
- e) Grants – Incoming.
 - (i) AVDC New Home Bonus Grant- must be related to the impact of growth on the community; Closing date 27th July. An online Expression of Interest was completed and accepted as eligible by AVDC for a project to improve the toilets in the village hall, to be carried out during November 2018 and costing no more than £10,000.00. Village Hall to forward a detailed application by the closing date; MINUTE: the project was not submitted in time.
 - (ii) HS2 Community & Environment Fund – must be directly related to the impact of HS2 on the community. MINUTE; application is through their web site and a concrete proposal is required.
 - (iii) BCC Business & Local Economy Fund, Road Safety Fund – must be related to the impact of HS2 on the community – MINUTE; Aislin Collins (Bucks CC) happy to support a project for MVAS equipment; A concrete proposal must be submitted for consideration.
 - (iv) EWR want suggestions from parish councils to support local community projects- contact Danny Miller, EWR Social Value Manager – Mr Miller willing to discuss options. MINUTE: Mr Miller must have a concrete proposal.
 - (v) Remembrance Day Silhouette Installation Grants – armed forces covenant fund trust – MINUTE: a resident has made an external grant application and a response is expected about now.
- (f) Grants – Outgoing;
 - (i) To authorise purchase of bin stickers for anti-speeding initiative. MINUTE; 120 x 30mph & 100 x 15mph bin stickers had been quoted for and samples circulated. By resolution of full council, purchase was approved under LGRA 1997, Section 31, Crime Prevention.
 - (ii) To consider support for a community initiative to improve the war memorial; MINUTE: the Council was minded to consider favourably an application for support pending receipt of the Council Grant Application form.
 - (iii) To consider support for a community health/ wellbeing/ yoga initiative; MINUTE: the Chair advised residents had established regular community health & wellness/ yoga sessions in the village available & to the benefit of all residents. She proposed council consider a one off support grant of £500 and, without objection, the Council accepted her proposal and was minded to consider favourably an application for support pending receipt of the Council Grant Application form.
 - (iv) To consider support for a community initiative to modernise a village historical archive. MINUTE; the Council was minded to consider favourably an application for support pending receipt of the Council Grant Application form;
 - (v) Remembrance Day Silhouette Installation Grants – armed forces covenant fund trust – MINUTE: the resident making the external grant application suggested a council grant be considered should the external grant be refused. Council will consider as necessary, subject to the reason for rejection not being considered relevant to a council grant.

1807.07 Planning;

1. To review the status of major planning applications & developments in the Parish as shown below; to ratify planning response no objection to 18/02218/APP roof covering to church nave. MINUTE; the Clerk confirmed a no objection response had been sent to AVDC in due time. There had been no new volume development applications in the period.

1807.08 Devolved Services. To review the status of:

a BCC- Highways:

- i. Traffic/ speeding – residents' concerns over speeding and traffic volumes. MINUTE; Cllr Shepherd is having difficulty downloading data for the police. He advised a resolution by end next week; ACTION
- ii. Street Lighting – review of Springhill lighting; **LAST MEETING ACTION POINT- deferred; MINUTE; re-deferred.** ACTION
- iii. Springhill Estate. Cllr AB reporting & chair to enquire about working party. MINUTE; the Chair confirmed local residents were responsible for the subject location regardless of ownership of the land. By exception, Council will support a residents' working group by provision of materials.



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- b BCC - Grass, Hedges and Verges: LAST MEETING ACTION POINT** – Meeting held with D. Smith BCC on 26th June, Cllr AB attending. Awaiting the report on findings. MINUTE; deferred. The Clerk confirmed a new agreement with BCC will be raised next financial year. BCC confirm it will be the same as current agreement. MINUTE; A meeting with the council's devolved services contractor is scheduled 6th August. Mark Averill, Head of Highways has confirmed he will attend a meeting if invited
- c BCC - Footpaths & Bridleways** – latest maps from BCC show they have devolved 5 bridleways & 8 footpaths to the local council. MINUTE; a comprehensive clearance services agreement is under consideration with the current contractor & EfW.

1807.09 Amenities:

- a Play Area:** to receive a report on the status of play area repairs. **LAST MEETING ACTION POINT** – MINUTE; the Clerk advised a Risk Analysis associated with the last Safety Inspection Report shows 1 item urgent, 13 items ASAP, 2 items ASAP but not possible with current units. The Chair proposed council should take immediate action to contract professional services for a full inspection, maintenance & upgrade offering. Council accepted her proposal without objection. Clerk to progress. **ACTION**
A bench had been vandalised on the field. Cllr Benfield to get a crime reference to allow an insurance claim. **ACTION**
- b Defibrillator;** Cllr AB to report – need to get codes AB **LAST MEETING ACTION POINT.** MINUTE; need to get codes. **ACTION**
- c CCTV:** to review the status of data compliant signage for CCTV at the Village Hall already purchased; MINUTE; the Chair authorised Cllr Benfield to expedite permanent fixing at a suitable height. **ACTION**
- d MUGA.** To review status; MINUTE; lease arrangements to be finalised.

1807.10 Communications:

1. With residents – Liaison on-going with resident action group Go30 anti-speeding campaign; Cllr AB advised notice board key available; Complaint- overhanging foliage – dealt with by exception. Complaint- overgrown bridle way – the Clerk to investigate complaint location New bench proposal at the war memorial - minuted; Update on Silhouette grant - minuted; Village Archive community project – minuted; Resident via BCC Cllr Macpherson re speeding, traffic volumes (in both senses) – minuted.
2. With other authorities & statutory bodies- AVDC – Addresses @ Leonards Gate (Lawn Farm) are confirmed; BCC/EfW visited 4th July – Council expressed their gratitude to the guide and recommended a well worth while visit to those present. TfB Conference attended 4th July @ Gateway – the Clerk attended and reported well worth while attending for next time. Parish Liaison Meeting- last meeting 2nd May 18; next meeting tba; Waddesdon Local Area Forum; last meeting 21st June 18; next meeting 4th October 18 – the Clerk advised several topics covered were of interest to GUPC residents & recommended attendance in October.
3. With Suppliers –
 - (a) Street Lights; Network - UK Power Networks. MINUTE; the Clerk advised UKPN had been approached at an annual review of suppliers to review charges. As a consequence, a new unmetered supply certificate has been issued. Supply - Opus Energy. MINUTE; the Clerk advised OPUS had been approached at an annual review of suppliers to review charges. As a consequence, communications are much improved and a refund of £1872.52 is to be progressed into the council account by end next week due to persistent unadvised overcharging over a long period of time. Maintenance - Aylesbury Mains Ltd. MINUTE; the Clerk advised AVL had been approached at an annual review of suppliers to review charges. As a consequence there is no need to change provider until next review.
 - (b) Devolved Services - GM Outdoor. MINUTE; Meeting arranged for 6th August to discuss extending service contract to reflect devolved requirements.
 - (c) Playground Inspections – Wicksteed. MINUTE; Clerk to complete their satisfaction survey. Clerk to approach to quote for full inspection, maintenance & upgrade service.
 - (d) Broadband; the Clerk advised BT Business had been repeatedly approached over 6 months to resolve multiple concerns with charges & customer service. As a consequence, the Clerk advised BT were charging anything up to 50% more than alternative providers. In addition, Gigaclear have offered to provide high speed broadband free of charge for 2 years. By resolution of full council, it was agreed to expedite the offer - subject to concurrence by the VH Trustees. The Clerk to contact the Chair of Trustees to seek agreement. **ACTION**
4. With N/BALC; MINUTE; NALC bulletins L08-18, Code of Conduct amendment, June 2018 & L09-18, Standing Orders amendment, July 2018 have been circulated. To be incorporated into Council Policy &



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Procedure.

ACTION

5. Correspondence; MINUTE; confirmed included in agenda plus late additions; TVP Open Day 18th August @ Sulhamstead; PC Conference, 5th September; MINUTE; noted.
6. Council emails & Web site – consider proposal from web administration; MINUTE; approved to publish notice from HS2 & TVP speed response protocol to web site.
7. Social media; active and well used.

1807.11 Committees & Other Reports:

1. Village Hall; to receive a report; MINUTE; the Chair agreed to contact the Chair of Trustees. ACTION
2. Saye & Sele; to receive a report; MINUTE; deferred
3. Personnel Committee/ training:

Note; Council will wish to discuss a matter of a confidential nature and will exclude the public from this part of the meeting in accordance with Public Bodies (admission to meetings) Act 1960.

- (a) The Council confirmed the appointment of the clerk and her start date;
- (b) The Equipment Loan Agreement, Expense Claim Forms, Personnel Committee T&Cs were adopted for formal issue. ACTION
- (c) The committee noted NALC Bulletin L08-18.

1807.12 Open Forum (under adjournment) - for Councillors to raise matters arising for next meeting's agenda.

MINUTE: status of The Swan

1807.13 Date of the next meeting; To confirm scheduled date – 25th September 2018

The Chairman thanked all present & closed the meeting at 21.15

REFERENCE DATA

RECEIPTS AND PAYMENTS OF ACCOUNTS – July 2018

Transaction Date	Transaction Type	Transaction Description	Debit Amount	Credit Amount	Bank Balance
31/07/2018	FPO	BARRY MARTINDALE July 2018 SALARY	£ 270.40		£ 29,171.13
31/07/2018	FPO	HMRC ACCOUNTS July 2018	£ 67.60		£ 29,441.53
31/07/2018	FPO	HMRC ACCOUNTS June 2018	£ 67.60		£ 29,509.13
31/07/2018	FPO	BARRY MARTINDALE July 2018 EXPENSES	£ 62.30		£ 29,576.73
17/07/2018	DD	BT GROUP PLC GP00365542-000006	£ 67.44		£ 29,639.03
06/07/2018	DD	OPUS ENERGY LTD 0750932	£ 264.34		£ 29,706.47
02/07/2018	SO	GM OUTODOR	£ 185.00		£ 29,970.81

Major Planning Applications 2016 - 2018 as at 24th July 2018 - Ref: AVDC Planning web page



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<u>Reference</u>	<u>Received</u>	<u>Dwel</u>	<u>Address</u>	<u>Type</u>	<u>Status</u>
18/01748/APP	16 May 18		Springhill Road, single storey extn	application	Awaiting decision
18/01614/APP	8 May 18		Foxden House, stable & ménage	application	Awaiting decision
17/00209/APP	21 Apr 18	14	Push back by 2m for parking	amendment	Awaiting decision
17/00209/APP	20 Jan 17		Land at Lawn Farm, Main Street	application	Approved 9Oct17
18/01266/APP	11 Apr 18	2	Barn conversion, Oving Hill Farm	application	Awaiting decision
17/04829/AOP	21 Dec 17	20	Rear of Orchard Cottage, Main St.	application	Awaiting decision
17/04646/APP	8 Dec 2017		Demolition of Bernwode for new dwelling Main Street	application	Awaiting decision
17/03317/AOP	25 Aug 17	72	Edgcott Rd & Springhill Rd.	application	NONDET
16/03029/AOP	18 Aug 16			appeal	Dismissed 6Jul17
17/02171/AOP	06 Jun 17	82	Land Adjacent to Broadway	application	Refused 5Sep17
16/03170/AOP	31 Aug 16			appeal	Dismissed 6Jul17
17/01348/APP	10 Apr 17	21	Land Adjacent to Ivy Cottage Main Street rwood	application	Awaiting decision
16/04609/AOP	23 Dec 16	60	Adjacent Edgcott Road	application	Awaiting decision
16/02875/APP	2 Aug 16	11	Land Off Shakespeare Orchard	application	Approved 11Jul17

RFO activity review JULY

- Record all expenditure in a designated CASH BOOK and hold invoice records, by month authorised for payment or DD paid), either electronically on the Council laptop, in an 'Invoices' designated folder, or by hard copy in an Invoices Binder;
- **HMRC Process:** RFO to notify staff overtime ; Marion Ryley - last day of month; month end report for HMRC & generate employee payment slip;
- Obtain from Chairman bank statement(s) to cover period since last meeting & reconcile with cash book;