



GRENDON UNDERWOOD PARISH COUNCIL

From the office of the Clerk to the Council: clerk.gupc@outlook.com
Minutes of a General Meeting held 25th September 2018

Draft Issued: 2nd October 2018

Ratified: 30th October 2018

G. Bedding, Clerk to the Council

MINUTES

1809.01 Attendance and apologies: To record attendance & to note any apologies or absences.

Attending: Cllrs Benfield (Acting Chairman), Hedgecox, Jackman, Mackenzie, Shepherd, Clerk

Apologies; Cllr Moloney

Absences; Cllr Howe

Residents; 3 residents attended

1809.02 Members Interests: Cllr Jackman disclosed an interest in the Village Hall and Saye & Sele Trust

1809.03 Approval of Minutes: The minutes of a General Meeting of Grendon Underwood Parish Council held on 31st July 2018 were signed by Cllr Benfield as a true & accurate record.

1809.04 Open Forum for Parishioners:

A request was made for the installation of a bus shelter on Main Road opposite the shop. There was a discussion around whether this was possible and whose permission might need to be sought. Other sites could be considered, but the meeting felt that the location close to the village shop and post office was the most suitable, if possible.

The Clerk agreed to investigate the ownership of the land, the procedures for applying for installation of a bus stop, the possible approval of Transport for Bucks in such a decision, and what costs might be involved, should it be permissible.

A resident noted the continued use of heavy lorries in connection with the Shakespeare Orchard development and suggested they could be invited to drive west to join The Broadway and then the A41 instead of driving through the village. It was noted that residents at both ends of the village would be inconvenienced whichever route was chosen by the lorries.

Cllr Jackman agreed to speak to the Site Manager to see if there was any way of reducing the impact of the lorry movements on the village.

The meeting was shown the “There but not there” silhouettes which are referenced in more detail later in the meeting.

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

1809.05 Regulatory

1. Policy Register & Financial Regulations: further to the resolution at last meeting, this meeting ratified the recent changes (adopting the NALC bulletin revising the Code of Conduct).
2. System: the meeting ratified a system change to publish the accounts in the minutes to allow inclusion of end of month bank statement.
3. The meeting discussed the potential benefits of setting up a PO Box address for council business & the purchase of a council phone. The Clerk undertook to investigate the costs of a PO Box and some indicative costs for a council (mobile) phone.
4. The meeting ratified the start date for the new Clerk and Responsible Financial Officer as 1st September 2018 and noted that village hall and cabinet keys, council IT equipment, web site administration, access to clerk email and council cloud had been transferred.
5. Grave Yard water safety: the meeting discussed this matter (arising as a result of an approach from a survey company drawing attention to the requirement to conduct a risk assessment of the possibility of ground water contamination arising from burial sites) but agreed to refer the matter to the Parochial Church Council as the Parish Council has no responsibilities in this area at the present time.

1809.06 Finance & Accounts

- a) The 2ND Quarter accounts are shown below;
- b) To review asset holdings: playground equipment was noted. Cllr Jackman clarified that the tractor has been purchased by the Saye & Sele trust and then passed to GUPC which paid for the costs of ownership, maintenance, insurance etc but who used it for mowing fields and play areas in the parish.
- c) The meeting authorised the issue of another set of VH keys – Cllr Jackman to organise.
- d) No changes to current projections for use of S106 funding were noted.
- e) Grants – Incoming. The meeting noted that whilst there had been a number of suggestions for projects to be the subject of external grant applications no project proposals have been forthcoming for discussion and / or submission.
 - (i) Remembrance Day Silhouette Installation Grants – armed forces covenant fund trust – the external grant has been granted. The meeting was shown one of the 9 silhouettes and discussed where they would be placed. The Clerk was asked to write to St Leonard’s Church confirming the transfer of the ownership and storage of the silhouettes to the Parochial Church Council. The Parish Council was



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reminded of a requirement to write a report on the location of the silhouettes and of the remembrance events undertaken.

- (f) Grants – Outgoing;
- (i) The meeting noted that a proposal and grant application relating to a community initiative to improve the war memorial is awaited. It was noted that the land on which the war memorial sits was donated to the village, and that any proposals for the relocation of the bench (so one’s back was not to the memorial) and the waste bin (too close to the memorial) should be discussed with those property owners closest to the site.
 - (ii) The meeting noted that an application requesting support for a community health/ wellbeing/ yoga initiative had been received. The Clerk will copy and circulate the application to the Councillors for consideration at the next meeting.
 - (iii) The meeting noted that a proposal and grant application relating to the establishment of a digital village historical archive is awaited.

1809.07 Planning

1. The meeting noted the status of planning applications & developments in the Parish and the actions taken as outlined below. The progress of major developments, likely to have significant impact on the community, are logged in the table below. The meeting noted the invitations to comment from AVDC Planning received in the period and ratified the responses made under the GUPC Rapid Response Protocol:
 - (a) 18/02343/APP, 2nd July 2018, Grange Gardens, closing date 13th August 2018 - opposes - raised to the AVDC web site on 12th August
 - (b) 18/02635/APP, 25th July 2018, Beechfield, closing date 7th September 2018 - no objection – raised to the AVDC web site on 6th September
 - (c) 17/03317/AOP, 25th Aug 2017; 72 dwellings Springhill, [repeat of 16/03029, 31st August 2016] – closing date 14th Sept 2018, received, 17th Aug, forwarded 18th August raised to the AVDC web site on 14th September
 - (d) The meeting discussed the response the planning application 18/03062/ACC in relation to Planning Application to vary condition 18 of planning permission 11/20000/AWD (Energy from Waste Facility and associated development), to allow an increase in the maximum daily HGV movements from 276 per day (138 in, 138 out) to 600 per day (300 in, 300 out). It is noted that the AVDC planning portal states that this application “notifies the Council of proposed work or development not needing its permission. The Council will not be approving or refusing the proposal, so comments are not invited.”
 - (e) The Clerk drew attention to two applications validated in the AVDC website during September and agreed to circulate information and links to the Councillors under the Rapid Response Protocol, to determine if Consultee comments were required to be prepared.

Major Planning Applications 2016-18 at 25 September 2018 (source AVDC Planning Portal)

Reference	Received	No. dwellings	Address	Type	Status
18/02635/APP	25 July 18	2	Change of use of agricultural buildings	application	Awaiting decision
17/00209/APP 17/00209/APP	21 Apr 18 20 Jan 17	14	Push back by 2m for parking Land at Lawn Farm, Main Street	amendment application	Awaiting decision Approved 9 Oct17
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
17/03317/AOP 17/00059/NONDET 16/03029/AOP	25 Aug 17 19 May 17 31 Aug 16	72	Edgcott Rd & Springhill Rd.	application appeal application	Awaiting decision Dismissed 8 Feb18 Out of time
17/02171/AOP 17/00043/NONDET 16/03170/AOP	06 Jun 17 26 May 17 31 Aug 16	82	Land Adjacent to Broadway	application appeal application	Refused 5 Sep17 Dismissed 6 Jul17 Out of time
17/01348/APP	10 Apr 17	21	Land Adjacent to Ivy Cottage, Main St.	application	Awaiting decision
17/00107/NONDET 16/04609/AOP	25 Sept 17 23 Dec 16	60	Adjacent Edgcott Road	appeal application	In progress Out of time
16/02875/APP	2 Aug 16	11	Land Off Shakespeare Orchard	application	Approved 11 Jul17

1809.08 Devolved Services:

- a **BCC - Grass, Hedges and Verges:** Two grass cuts had been undertaken since the last meeting and a second contractor had cut hedges. A meeting with the council’s current devolved services contractor has not yet been arranged. The Clerk will take this forward.



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- b BCC - Footpaths & Bridleways:** The meeting noted that the responsibility for the maintenance of footpaths and bridleways rests with the landowners. However GUPC will keep 5 bridleways & 8 footpaths which have been devolved to the local council under review and consider what action may be required, as and when necessary.
- c BCC Street Lights:** The meeting noted that Mr Martindale has asked BCC for a copy of agreement where GUPC took up responsibility for street lighting. Details of the outcome of these enquiries are awaited.
- d Review of Springhill lighting:** the meeting was not aware of any further action on this point and will return to this at the next meeting.

1809.09 Amenities:

- a Play Area:** the meeting noted the receipt of a quotation from Hayden Hill in relation to undertaking works required as a result of the last Safety Inspection Report. The quote to effect repairs to the equipment, lay play bark and erect fencing around the area totalled £51,600 inc VAT. Cllr PJ suggested RTM was approached as a potential alternative supplier. The Clerk will contact RTM and obtain a competitive quotation.
- b Recreation Field:** The meeting was unclear whether a crime reference number had been obtained in relation to authorising an insurance claim. The Clerk will make enquiries and report to the next meeting.
- c Defibrillator:** Cllr AB reported he had now traced the invoices for the equipment and hoped to obtain the codes shortly.
- d CCTV:** data compliant signage for CCTV at the Village Hall has now been erected.
- e MUGA:** Cllr PJ stated that he would be attending a meeting of the Saye & Sele Trust and indicate plans for the area on an OS map.
- f Street Lighting:** see above
- g Village Pub:** the meeting noted recent activities and fund raising events but also noted that no specific proposals for support for the project had been received by GUPC.

1809.10 Communications & Correspondence:

1. With residents:

- Liaison on-going with resident action group Go30 anti-speeding campaign. Training for the Sentinel equipment is complete, and loan of the equipment has been booked twice for local resident use.
- The council agreed to transfer current Council controlled MVAS data collection to A. Mack. It was also suggested that GUPC should extend a regular formal invitation to AM to discuss data collected and any other matters arising from speed monitoring activities.
- With regard to the previous reports of an overgrown bridleway, the meeting noted that the Clerk, the complainant & the council contractor walked the way, on 6th August, to establish extent of problem and to investigate land owner responsibility.
- Silhouette ownership & storage. See above.
- Two failed street lights on Springhill. Repair scheduled.
- Discussion concerned HGV traffic turning out of Shakespeare development: see above.
- The meeting agreed that various local events and information, including TVP Tool Marking event, EWR response and the FixMyStreet link should be posted to the GUPC web site.
- Social Media: the new Clerk will ensure that Facebook is monitored on a regular basis, and used where relevant to inform villagers about GUPC activities.

2. With other authorities & statutory bodies

The meeting noted the following events, meetings and other activities attended and scheduled:

- BCC (a) Transport for Bucks Conference feedback had been circulated 8th August; next conference 26th June 2019; (b) Parish Liaison Meeting last held 2nd May 18; next meeting 26th September, circulated 8th August; (c) Waddesdon Local Area Forum: next meeting 4th October, 7pm, circulated 9th July. KM &/or AB to attend.
- AVDC (a) local priority data base questionnaire returned 17th August. (b) Planning Forum for Parishes & Town Councils held 5th September 2018.
- Thames Valley Police: the meeting agreed transfer of MVAS data collection responsibilities to A Mack. The Clerk will liaise with TVP at Waddesdon regarding TVP contact for Sentinel use. The TVP 'Tool Marking Event' will be posted on the GUPC website.
- NALC/ B&MKALC Annual Conference & Exhibition in MK on 30-31st October
- HS2 / EWR HS2 meeting Councillors (with Edgcott council), 19th November

3. With Suppliers:

- (a) Street Lights: the Acting Clerk remains engaged in ongoing discussions with Opus Energy about the power supply to the lighting, as well as with UK Power Networks and Aylesbury Mains Ltd.
- (b) Devolved Services:
- (c) Playground Inspections: actions arising as noted above
- (d) Playground Maintenance: actions arising as noted above
- (e) Broadband: following installation of the Gigaclear solution, councillors expressed concern that the installation was



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unsatisfactory as the cable had already been exposed by some minor activity in the village hall grounds. The Clerk will discuss the situation with Gigaclear and update the next meeting.

1809.11 Committees & Other Reports:

1. Village Hall: Cllr PJ reported that a defective meter and the oven had been replaced, and that an order for new main hall heaters and lights had been placed following receipt of a grant from GUPC.
2. Saye & Sele: no report - Cllr PJ would attend a meeting next week.
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.

1809.12 Open Forum:

No matters were raised for the next meeting's agenda.

1809.13 Date of the next meeting

The meeting confirmed the next scheduled date 30th October 2018

The Acting Chairman thanked all present & closed the meeting at 21.30

Signed as a true & accurate record of proceedings: *A. Benfield*. Cllr. A. Benfield (Acting Chair)

Dated: 30th October 2018

Transactions; 2nd Quarter 2018

Transn Date	Type	Transaction Description	Debit Amount	Credit Amount	Balance
25/09/2018	BGC	AVDC GENERAL WASTE		£9,692.50	£37,102.61
07/09/2018	FPO	HMRC - SEP18	£67.60		£27,410.11
07/09/2018	FPO	BARRY MARTINDALE AUGUST 2018 SALARY	£270.40		£27,477.71
06/09/2018	DD	OPUS ENERGY LTD 0750932	£539.43		£27,748.11
03/09/2018	SO	GM OUTODOR	£185.00		£28,287.54
17/08/2018	DD	BT GROUP PLC GP00365542-000007	£67.44		£28,472.54
07/08/2018	DEP	UNNECESSARY SOFTWARE REFUND 500061		£ 60.00	£28,539.98
03/08/2018	DD	AVDC GENERAL WASTE 7000439	£92.15		£28,479.98
01/08/2018	FPO	GM OUTDOOR BUS SHELTER	£30.00		£28,572.13
01/08/2018	FPO	MARION RYLEY APR TO SEP PAYROLL	£120.00		£28,602.13
01/08/2018	FPO	BRIGHT OWL BIN STICKERS	£264.00		£28,722.13
01/08/2018	SO	GM OUTODOR	£185.00		£28,986.13
31/07/2018	FPO	BARRY MARTINDALE JULY 2018 SALARY	£270.40		£29,171.13
31/07/2018	FPO	HMRC - ACCOUNTS 31JUL18	£67.60		£29,441.53
31/07/2018	FPO	HMRC - ACCOUNTS 31JUL18	£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	£67.44		£29,639.03
06/07/2018	DD	OPUS ENERGY LTD	£264.34		£29,706.47
02/07/2018	SO	GM OUTODOR	£185.00		£29,970.81