



**MINUTES of the GENERAL PARISH COUNCIL MEETING held 30<sup>th</sup> October 2018**

Draft Issued – 16<sup>th</sup> November 2018

Ratified: 27<sup>th</sup> November 2018

B. Martindale - Deputy Parish Clerk

The Chairman opened the meeting at 19.30 thanking all attending.

**1810.01 Attendance and apologies:** To record attendance & to note any apologies or absences.

Attending: Cllr Benfield (AB) Deputy Chair, Cllr Hedgecox (MH), Cllr Mackenzie (HM), Clerk, Deputy Clerk  
Apologies; Cllr Moloney (KM) (holiday), Cllr Jackman (PJ) (illness)  
Absences; Cllr Howe (SH), Cllr Shepherd (AS)  
Residents; 2 residents attended

**1810.02 Members Interests:** to record any disclosable interests of Members. - MINUTE: none disclosed

**1810.03 Approval of Minutes:** to ratify the minutes of a General Meeting of Grendon Underwood Parish Council held on 25<sup>th</sup> September 2018 – MINUTE ratified as a true & accurate record

For security reasons, to consider the use of an electronic signature for published minutes [a wet copy retained on file as required by statute] – MINUTE: the Deputy Clerk suggested as the agenda can be published with an electronic signature, the same principal may also apply to signing the minutes just for publication. This would also increase on line security. He confirmed it remains mandatory for minutes to be physically signed off and the 'wet copy' held in council records. The Clerk was authorised to implement as from October 2018 (advice from BALC taken as necessary).

**1810.04 Open Forum for Parishioners:** to consider proposals by residents attending -

MINUTE: two residents updated the Council on progress of the upgrading of amenities at the war memorial. Suggested bench sourcing & locations were tabled for consideration by Council for resolution at next meeting.

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

**1810.05 actions arising from last minutes (LMA);**

- a) **Bus stop;** covered in 1810.10.(a)
- b) **HGV traffic;** covered in 1810.11.1
- c) **GDPR- PO Box & phone;** covered in 1810.06.2
- d) **Planning;** covered in 1810.08
- e) **Remembrance Silhouettes;** covered in 1810.11.1
- f) **Community yoga grant;** covered in 1810.10.07 (f)(ii)
- g) **BCC - Grass, Hedges and Verges;** covered in 1810.11.2
- h) **BCC Street Lights;** covered in 1810.11.2
- i) **Review of Springhill lighting;** covered in 1810.09.d
- j) **Play area;** covered in 1810.10.b
- k) **Recreation Field;** covered in 1810.10.(c)
- l) **Defibrillator;** covered in 1810.10.(d)
- m) **MUGA;** deferred - not present
- n) **Speeding;** covered in 1810.11.1
- o) **Web site;** covered in 1810.11.1
- p) **Social Media;** covered in 1810.11.1
- q) **Thames Valley Police;** covered in 1810.11.2
- r) **Street Lights;** covered in 1810.11.3
- s) **Broadband;** covered in 1810.11.3

**1810.06 Regulatory Review of any amendments to the Council's Standing Orders, Financial Regulations, Policies or other statutory obligations**

1. Financial Regulations: to review the monthly statutory duties of the RFO (below) MINUTE: VAT reconciliation remains outstanding. Clerk to arrange meeting with Supplier.
2. GDPR - PO Box address & Council phone – LMA. MINUTE: the Deputy Clerk advised continued use of his personal phone & suggested a used phone would be all that is needed. The Clerk & Cllr HM would offer their spares for consideration. Clerk to ensure reverted back to factory spec and no personal data retained. Clerk to investigate pricing of a Council PO Box address for approval at next meeting due to risk of GDPR violation.
3. Email; Receipt ICO 0013003439 - To confirm ICO payment. MINUTE: Deputy Clerk confirmed assurance direct from ICO that no further action needed – CLOSED.



**MINUTES of the GENERAL PARISH COUNCIL MEETING held 30<sup>th</sup> October 2018**

4. Council confirmed current resolution that no changes to approved Council documents, Policies, Procedures or Protocols should be actioned unilaterally. All change requests to be submitted to Council for approval.

**1810.07 Finance & Accounts**

- a) Month end accounts to be recorded in minutes, by resolution; MINUTE: so resolved.
- b) to ratify expenditure in period – publication from BALC £125; memorial wreath £25; set of keys £14; MINUTE: agreed for payment. DDs to AVDC, BT & GM Outdoor noted
- c) To accept & allocate another set of VH keys – last meeting action. MINUTE: the Deputy Clerk had obtained a spare set of keys for Council cabinets.
- d) To review projections for use of S106 funding. MINUTE: no change
- e) Grants – Incoming. To consider any finalised proposals, in the period, for projects to be the subject of external grant applications;
  - (i) Remembrance Day Silhouette Installation – to ratify the transfer of the ownership and storage of the silhouettes to the Parochial Church Council. MINUTE: agreed by resolution
- (f) Grants – Outgoing;
  - (i) Community initiative to improve the war memorial - to consider the implications of the land on which the war memorial sits being donated to the village, and to progress discussions with those property owners closest to the site – last meeting actions. MINUTE: remains unclear. To be further clarified at next meeting.
  - (ii) To ratify & formalize the applicable statute relating to an application for a community health/ wellbeing/ yoga initiative received last meeting. MINUTE: The Clerk will copy and circulate the submitted Grant Application Form to Councillors for consideration at the next meeting.
  - (iii) To consider an email request for support for the storage of the digital village historical archive. MINUTE: the Clerk to get more details from the applicant and forward an Application Form.

**1810.08 Planning**

To review the status of planning applications in the Parish & the invitations to comment from AVDC Planning received in the period – MINUTE: resolved that the Clerk is to circulate planning applications information and links to the Councillors under the Rapid Response Protocol to determine if Consultee comments are required to be prepared (a) email; Planning Appeal Ref 17 00107 NONDET. MINUTE: 60 dwellings/ Edgcott Rd – appeal held 9<sup>th</sup> October, in progress. (b) email; Planning Application @ Ivy Cottage. MINUTE: AVDC request a contact to call. (c) email; Planning Application Consultation 18/0354. MINUTE: conservatory. Clerk to reply No Objection. (d) email; Planning Forum for Parishes MINUTE: AVDC presentation slides sent for information

**1810.09 Devolved Services:**

- a **BCC - Grass, Hedges and Verges:** To review the responsibilities of GUPC under Devolved Services agreement and any contractual arrangements with the council's current devolved services contractor. MINUTE: the Deputy Clerk to continue discussions with BCC with a view to clarify the Devolved Services Agreement.
- b **BCC - Footpaths & Bridleways: as in (a).** Currently, GUPC retains 5 bridleways & 8 footpaths which have been devolved by BCC. To consider what liability the Council has when action is required. MINUTE: TBA subject to Devolved Services discussions with BCC.
- c **BCC Street Lights – as in (a)** MINUTE: TBA subject to Devolved Services discussions with BCC.
- d **Review of Springhill lighting:** last meeting action. MINUTE: TBA subject to Devolved Services discussions with BCC.

**1810.10 Amenities:**

- a **Bus Stop - LMA:** 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. MINUTE: Councillors were concerned about on-going maintenance (Cllr HM), the actual location on land near or on a public right of way (Cllr AB), health & Safety, effect on wheelchairs & the disabled (Cllr MH). To be resolved at next meeting.
- b **Play Area:** to consider quotes for maintenance. **LMA** MINUTE: Emails from; Apex Opportunities, Play MUGAS Fitness, RTM landscaping noted. The Clerk to obtain quotes for recommendation at next meeting.
- c **Recreation Field:** To receive a crime reference number and to authorise an insurance claim. Last meeting action. **LMA** MINUTE: deferred.
- d **Defibrillator:** to receive the codes to initiate servicing. **LMA**. MINUTE: the codes to be applied as necessary. Email requesting information on availability to be responded to.
- e **MUGA:** to consider the plans for the area on an OS map. **LMA** MINUTE: not reviewed due to absence.



**MINUTES of the GENERAL PARISH COUNCIL MEETING held 30<sup>th</sup> October 2018**

**1810.11 Communications & Correspondence: reference emails held on the Council Cloud in Oct18 folder.**

**1. With Parish:**

- HGV Traffic - LMA; Cllr JP 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. MINUTE: deferred - not present
- Web Site contact form; (a) dead tree MINUTE: not Council responsibility – CLOSED. (b) memorial bench MINUTE: see above (c) wreath MINUTE: bought – payment to be progressed.
- Web site updates - various local events and information, including, EWR response and the FixMyStreet link should be posted to the GUPC web site. MINUTE; agreed
- Go30 – to review liaison with resident action group Go30 anti-speeding campaign. Outcomes from last use; MINUTE: 27 letters issued from last session. Transfer of MVAS data collection equipment to group – MINUTE; to be confirmed; regular formal invitation to represent at Council meetings - MINUTE: Clerk to invite; Councillor lead for police - MINUTE: none agreed.
- Email; Further complaint of an overgrown bridleway, to review response. MINUTE: Clerk to respond.
- Email; Silhouette ownership & storage. MINUTE: LMA - The Clerk was asked to write to St Leonard's Church confirming the transfer of the ownership and storage of the silhouettes (as agreed above) to the Parochial Church Council. The Parish Council was reminded of a requirement to write a report on the location of the silhouettes and of the remembrance events undertaken and this was agreed more appropriate for the new owners to action.
- Email; abandoned horse box on Springhill. MINUTE: Clerk to investigate
- Email; Florence Nightingale Hospice MINUTE: noted
- Email; Fireworks evening MINUTE: posted to social media. CLOSED.
- Email; resident feedback to Council consultation response MINUTE: ref 18/02343, Grange Gardens - noted
- Email; Waddesdon CE School Statutory MINUTE: noted.
- Social Media: to consider BALC advice re Council involvement with social media about GUPC activities. MINUTE: the Deputy Clerk confirmed strong BALC advice for Local Councils not to be perceived as transacting business on Social Media. Duly noted.

**2. With other authorities & statutory bodies**

To consider email traffic in period -:

- BCC (a) Waddesdon Local Area Forum: held 4<sup>th</sup> October, 7pm, to receive a report. KM &/or AB. MINUTE: did not attend but minutes available. (b) email; Devolution Drop In Sessions MINUTE: noted, no attendees nominated; (c) email; Devolution Presentation MINUTE: noted, no attendees nominated; (d) email; Encouraging Older adults. MINUTE: noted. (e) email; LAF Meeting questions MINUTE: noted. Next meeting on 11<sup>th</sup> December @ Calvert Green Community Hall, 6.46pm – attendees invited.
- AVDC (a) email; 2019 Parish Tax Base Information. MINUTE: meeting with AVDC to develop the precept budget to be arranged for new Clerk. (b) email; AVDC Street Cleaning MINUTE: noted (c) email; News for the Parishes. MINUTE: noted (d) email; Parish Electoral Register. MINUTE: noted (e) email; Commercial Waste Documentation MINUTE: Council requests accepted by AVDC.
- Thames Valley Police: to receive a report on transfer of MVAS data collection responsibilities to A Mack and TVP contact for Sentinel use. MINUTE: to be resolved
- HS2 / EWR HS2 (a) meeting Councillors (with Edcott council), 19<sup>th</sup> November. (b) email; East west Rail Phase 2 further info. (c) email; Oxford Cambridge Express Way MINUTE: all noted

**3. With Suppliers:**

- (a) Street Lights: to receive a report re suppliers MINUTE: the Deputy Clerk gave a report on his findings. Recommended to stay with Opus Energy (retailer) until they raise prices as now out of contract; stay with Aylesbury Mains (external maintenance) as response times acceptable; to maintain contact with UK Power Networks (Network Administrator) for the Unmetered Supply Certificate used for pricing by the retailer and established report procedure for DNO (network) faults.
- (b) Devolved Services Contractor – email; Meeting & Payments MINUTE: the Clerk to arrange a meeting to discuss a more comprehensive agreement pending discussions with BCC Agreement.
- (c) Playground Inspections: actions arising as noted above MINUTE
- (d) Playground Maintenance: actions arising as noted above MINUTE: the Deputy Clerk advised the Inspection Report now at hand itemizes all requirements for safety compliance and should be actioned in full as soon as possible. The RFO advised Council funding is available for urgent disposition.
- (e) Broadband: following installation of the Gigaclear solution, councillors expressed concern that the installation was unsatisfactory as the cable had already been exposed by some minor activity in the village



**MINUTES of the GENERAL PARISH COUNCIL MEETING held 30<sup>th</sup> October 2018**

hall grounds. To receive the Clerk's update – last meeting action. MINUTE: the Clerk to arrange for remedial action from the supplier.

**1810.12 Committees & Other Reports:**

1. Village Hall: to receive a report. MINUTE: report deferred due to illness. Set of keys to be purchased and reclaimed as expenses.
2. Saye & Sele: no report – (a) to receive a report. (b) email; Letter to Saye & Sele MINUTE: deferred due to illness.
3. Personnel Committee/ training: MINUTE: resolved to be held in confidence under the Public Bodies (Admission to Meetings) Act 1960.

*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.*

**1810.13 Open Forum:**

To consider Members' requests for matters to be raised at the next meeting. MINUTE: none received

**1810.14 Date of the next meeting**

To confirm the next scheduled date 27<sup>th</sup> November 2018 MINUTE: confirmed for publication next day.

**The Acting Chairman thanked all present & closed the meeting at 21.34**

Signed as a true & accurate record of proceedings: ..... Cllr. A. Benfield (Acting Chair)  
Dated: 27<sup>th</sup> November 2018

**MONTHLY RFO ACTIVITY - OCTOBER**

- 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;
- receive AVDC invitation form to request precept - for completion by 19 Jan;
- **HMRC Process:** notify staff overtime for month; Marion Ryley - last day of month; month end report for HMRC; generate employee payment slip
- Obtain from Chairman monthly bank statement(s) since last meeting & reconcile with Cash Book for minutes