



**MINUTES - GENERAL PARISH COUNCIL MEETING – 27<sup>th</sup> November 2018**

Minutes of a General Parish Council meeting held  
**Tuesday 27<sup>th</sup> November 2018**

Issue date – 29<sup>th</sup> November 2018

Adopted: 29<sup>th</sup> January 2019

B. Martindale - Parish Clerk

The Chairman opened the meeting at 19.30 thanking all attending.

**1811.01 Attendance and apologies:** To record attendance & to note any apologies or absences.

Attending: Cllr Moloney(Chairman);Cllr Benfield;Cllr Jackman;Cllr Hedgecox;Cllr Mackenzie;Cllr Shepherd;Clerk  
Apologies; Cllr Macpherson, Cllr Branston  
Absences; Cllr Howe  
Residents; 3 residents attended

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

**1811.02 Members Interests:** to record any disclosable interests of Members.- none disclosed

**1811.03 Approval of Minutes:** to ratify the minutes of a General Meeting of Grendon Underwood Parish Council held on 30<sup>th</sup> October 2018. MINUTE – the Vice Chair signed off the minutes as a true & accurate record of business transacted at the meeting.

**1811.04 Open Forum for Parishioners:** to consider proposals by residents attending -

Residents requested an update on improvements to the war memorial – see item 1811.06 (f) (i)

A resident queried item 1810.11.1 of the minutes of the last meeting. MINUTE – the Council accepted the change of ownership notice authorised at that meeting should more appropriately have been sent to the Clerk of the Parochial Church Council. Clerk to resend accordingly.

**1811.05 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 Clerk & RFO (below). MINUTE – in full compliance; VAT data has been supplied to the contractor for preparation of the VAT return.
2. Monthly expenditure. MINUTE – as tabled.
3. Authorise prep of budget/ precept by delegation to Chair & 1 Councillor; MINUTE – The Parish Tax Base had been received and, by resolution, Council authorised the Chair and one other Councillor to prepare a Budget for 2019/20 and to submit a precept request to AVDC based on it to meet a submission deadline of 19<sup>th</sup> January 2019 and for this to be ratified retrospectively by full Council at the 29 January 2019 meeting.
4. GDPR - PO Box address. MINUTE – not cost effective. The Chair confirmed use of a private address to be acceptable. CLOSED. Council phone to be sourced
5. NALC bulletins. MINUTE – the Clerk advised all bulletins had been incorporated into draft policies as relevant and these were available on the Council Cloud for adoption in due course.
6. To consider addition to Standing Orders to include more specific timing requirements of Clerk & RFO responsibilities. MINUTE – by resolution, to also be published to the web site.

**1811.06 Finance & Accounts**

- a) To ratify expenditure in period. MINUTE – invoices & claims to hand were ratified for payment.
- b) To accept & allocate another set of VH keys. MINUTE – accepted.
- c) To review projections for use of S106 funding. MINUTE – no change
- d) Grants – Incoming. To consider any finalised proposals, in the period, for projects to be the subject of external grant applications. MINUTE – none received. Following a meeting with HS2, the Chair proposed submissions be developed for HS2 grants to include (a) for Saye & Sele Close flats wheelchair access to VH – not wanted by residents; (b) for VH car park development - an HS2 engineer will attend to advise; (c) for the elderly - deferred; (d) for WI - deferred.
- (f) Grants – Outgoing;
  - (i) Community initiative to improve the war memorial – to consider various legal implications. MINUTE – the Council was minded to support a resident initiative to upgrade the war memorial given a fully costed proposal & site plan. Cllr Benfield agreed to head a working party to establish the ownership and boundary of the site, as donated to the Village (Council), with professional advice if necessary. Costings for benches tabled at last meeting amount to about £5000 in total inc installation. The Clerk had identified a source for a second quote as required under the Financial Regulations. Cllr Benfield suggested two benches would be more commensurate with the overall Intended Purpose. AVDC would need to be consulted regarding a new waste bin. It was agreed, as the Council own the land and is responsible for



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- its upkeep under protected monument legislation, this item be more appropriately covered under Amenities.
- (ii) Community initiative for a health/ wellbeing/ yoga group. MINUTE – a Grant Application was considered and Cllr Benfield proposed a Grant of £250 be authorised – seconded Cllr Mackenzie – no abstentions – carried. The Clerk confirmed compliant under Local Government (miscellaneous provisions) Act 1976 s.19 & the RFO confirmed adequate funding. It was stressed this is a one off payment for equipment. The Council grant awarding checklist to be completed.
  - (iii) Community initiative for a digital village historical archive; To consider a request for support of new storage arrangements. MINUTE – the application form has been issued. Cllr Jackman advised a secure store could be provided at the Village Hall. Clerk to notify the group.

**1811.07 Planning**

To review the status of planning applications in the Parish & any invitations to comment from AVDC Planning received in the period. MINUTE – no major application advised in period.

**1811.08 BCC Devolved Services:**

- a **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 – a meeting was held with BCC 28<sup>th</sup> Nov. Uncertainty over the Unitary Authority plan for Buckinghamshire has resulted the current agreement be extended for one year, not renewed. Effects on the budget and the contract with the supplier to be developed.
- b **Footpaths & Bridleways:** MINUTE – Cllrs felt they could not be held responsible for overgrowth on someone else's private land. The Clerk confirmed the Council remains contractually liable for 5 bridleways & 8 footpaths which it has agreed to accept as devolved by BCC and has requested the wording be made clearer. This is under review at BCC and more detailed requirements will be advised by 19<sup>th</sup> January 2019 when Devolved Services under the new Unitary Authority are developed.
- c **Street Lights.** MINUTE – Cllr Benfield had met with the supplier on site on 31<sup>st</sup> October; failure list identified in both Springhill & Grendon and addressed. A new failure list was forwarded to the supplier 29<sup>th</sup> November - in progress.

d

**1811.09 Amenities:**

- a **Bus Stop:** MINUTE – the Council took under advisement that the bus stop at the Swan was a mandatory stop mandated by BCC. It was agreed as unsuitable and Council would explore its relocation if possible.
- b **Play Area:** to consider quotes for maintenance. MINUTE – the Clerk advised meetings were arranged with three suppliers for on-going maintenance & upgrades. Cllr Benfield advised all urgent faults identified in the Safety Report had been addressed to a satisfactory standard
- c **Recreation Field:** To receive a crime reference number and to authorise an insurance claim. MINUTE – (i) the insurance policy is a long term one and it was considered not cost effective to make a claim resulting in significant negative effect on premiums CLOSED. (ii) Cllr Jackman confirmed the Council remains liable for repairs to the area of the field leased to Grendon Underwood Parish Council who will fund necessary work there in accordance with paragraph 3.3 of the lease. Budget liability to be confirmed.
- d **Defibrillator:** to receive the codes to initiate servicing. MINUTE – codes are available; email; community defibrillators; Cllr Benfield agreed to apply for 2 more. Locations to be confirmed at Springhill & village
- e **MUGA:** to consider the plans for the area on an OS map. MINUTE – Cllr Jackman advised a proposed 20 year lease had been prepared by the Seye and Sele Clerk for review and signature by the land owner (Seye and Sele) and GUPC. Cllr Jackman agreed to review the document and circulate comments to Cllrs for agreement before signature. He also confirmed that a land registry compliant plan would be required. He was authorised to pursue quotes and initiate.
- f **MVAS:** to consider a request to find a volunteer prepared to take over charging the MVAS batteries each month. MINUTE – Cllr Shepherd resigned from responsibility for the MVAS kit, which was accepted and the kit received. The Clerk to contact the Go30 group to take over responsibility.

**1811.10 Communications & Correspondence:**

**1. With Community:**

- Resident speeding initiative – to review liaison with resident action group Go30 anti-speeding campaign. Outcomes from last use; MINUTE – the group had prepared a report [attached to these minutes]. The last loan of the Sentinel equipment yielded a major notification campaign by the Police. The MVAS data collection equipment would be progressed to the resident group; an invitation to represent the group at council meetings had been made. A request for another loan of



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Sentinel could not be supported until next Spring. Some councils are sourcing their own equipment.

- Email; Further complaint of an overgrown bridleway, to review response. - see 1811.08 (b)
- Email; Silhouette ownership transfer & storage. MINUTE – the Clerk was authorised to re-direct the agreement to transfer to the Clerk of the Parochial Church Committee.
- Email; abandoned horse box on Springhill. MINUTE – the Clerk was authorised to reply to the resident to advise the BCC procedure for reporting abandoned vehicles and to post same to the web site.
- Email; resident feedback to Council consultation response, AVDC request for contact. MINUTE – noted. CLOSED.
- Social Media: to consider BALC advice re Council involvement with social media about GUPC activities. MINUTE – noted CLOSED

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

To consider email traffic in period -:

- BCC (a) Waddesdon Local Area Forum: next meeting 11<sup>th</sup> December @ Calvert Green community Hall, 6.45pm. MINUTE – Cllr Benfield to attend.
- AVDC. MINUTE - (a) email; 2019 Parish Tax Base Information – meeting held 29<sup>th</sup> Nov; updated methodology for precept application; (b) email; AVDC Street Cleaning – noted; (c) email; News for the Parishes – noted; (d) email; Parish Electoral Register - incorporated. (e) email; Commercial Waste Documentation – Council revisions accepted CLOSED
- Thames Valley Police: MINUTE - The Council lead, as requested by the Police, is to be Cllr Mackenzie. The Clerk to notify.
- HS2 / EWR HS2 (a) HS2 meeting Councillors (with Edgcott council), 19<sup>th</sup> November. MINUTE - Cllr Moloney attended & reported on grant funding available.
- Next Parish Liaison Meeting 28 Nov 18 County Hall. MINUTE – Clerk attended. General uncertainty over effects of Unitary Authority proposal on Devolved Services and other commitments.

**3. With Suppliers:**

- (a) Devolved Services Contractor – email; Meeting & Payments. MINUTE – Clerk to update the contractor
- (b) Playground Inspections. MINUTE – to continue with current supplier.
- (c) Playground Maintenance: to consider quotes. MINUTE – three suppliers approached for quotes. See 1811.09 (b)
- (d) Broadband: to consider approval of Gigaclear remedial action. MINUTE – remedial action accepted. CLOSED.
- (e) Dog fouling email – noted.

**1811.11 Committees & Other Reports:**

1. Village Hall: to receive a report. MINUTE – Cllr Jackman confirmed new heaters were in progress.
2. Saye & Sele: to receive a report – see 1811.09 (e)
3. Personnel Committee/ training:

*The Council deemed this a matter as of a confidential nature and excluded the public from this part of the meeting in accordance with Public Bodies (admission to meetings) Act 1960.*

**1811.12 Open Forum:**

To consider Members' requests for matters to be raised at the next meeting.

- (i) CLLR Benfield proposed Council contribute £50 to the Springhill Christmas tree - seconded by Cllr Mackenzie - no abstentions – carried. Clerk to send application form.
- (ii) To consider replacement of the Recreation Field bench.

**1811.13 Date of the next meeting**

To confirm the next scheduled date 29<sup>th</sup> January 2019 – confirmed.

**The Chairman thanked all present & closed the meeting at 22.02**

Signed as a true & accurate record of proceedings: *K. Moloney* Cllr. K. Moloney – Chair.

Electronically signed for security reasons.

Dated: 29<sup>th</sup> January 2019.



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**MONTHLY RFO ACTIVITY - NOVEMBER**

- 1<sup>st</sup> day after meeting - update date of next meeting on web site;
- 1<sup>st</sup> day after meeting – publish to web site authorised minutes from previous meeting;
- 3 days after meeting – publish to web site draft minutes from that meeting;
- 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;
- Prepare budget in collaboration with the Chair and one other councillor using the proscribed Excel spreadsheet
- **HMRC & VAT Process:** notify staff overtime for month; Marion Ryley - last day of month; month end report for HMRC; generate employee payment slip; confirm VAT status
- Obtain from Chairman monthly bank statement(s) since last meeting & reconcile with Cash Book for minutes
- Start preparations to submit the precept application to AVDC.

*Report from the Go30 Group – November 2018*

We have used the Sentinel equipment twice now. 1st time caught 34 speeders on camera 2nd time 71 !! One at 59 mph. Had tried to book another session for end of November but have been informed Sentinel is now unavailable until Spring.

- Peter at Waddesdon Police Station emailed us to say that Quanton had used the Sentinel the week after us & had said it was faulty. We replied stating that there had been only 1 occasion (which was me) where I hadn’t put the memory card in far enough so nothing was captured. But we went on to use Sentinel all week with no problems so are confident any damage was not done by us. I also check all equipment before returning & informed Peter of all of this. We have not heard anything further.
- Frogs at School chose winners for the GO30 poster competition & these are now printed & on signs ready to go out.
- Most people we delivered bin stickers to seem to have put them to good use but there were not enough as I reported to Cllr Benfield so there are a couple of chunks of Main Street that weren’t given any.
- MVAS Keys are being collected from Cllr Shepherd.
- Road Safety Week last week so I asked the school if we can give them a brief GO30 Stats sheet with NO NEED TO SPEED leaflets the Clerk picked up for me at the Aylesbury meeting he attended.
- 1st mural was up when School reopened, hopefully showing the diversity of our village & our road users. I’ve had lots of positive comments about it. Amy at Cubs has agreed to get involved with the 2<sup>nd</sup> - just waiting for some more ply board to become available.
- I keep updating our GO30 FB page as & when.
- We would still like to approach the PC about 2 new signs for the church end of the village similar to the ones in Boarstall. Many thanks for your continued support. Look forward to seeing you all again soon.

Adele Mack

Monthly Accounts		GRENDON UNDERWOOD PARISH COUNCIL		November 2018	
Date	Transaction Description	Trans Type	Debit Amount	Credit Amount	Balance
01/11/2018	GM OUTDOOR BCC DEVOLVED	SO	£185.00		£35400.98
05/11/2018	AVDC GENERAL 7000439	DD	£ 99.75		£35301.23
06/11/2018	OPUS ENERGY LTD 0750932	DD	£309.52		£34991.71
06/11/2018	BARRY MARTINDALE SEPT18 EXPENSES	FPO	£14.20		£34977.51
06/11/2018	GILL BEDDING SALARY OCT18	FPO	£374.66		£34602.85
07/11/018	PAUL BAKER INV84	FPO	100.00		£34502.85
07/11/2018	BARRY MARTINDALE SALARY OCT18	FPO	£270.40		£34232.45
07/11/2018	HMRC - ACCOUNTS NOV18	FPO	£5.20		£34227.25