



MINUTES - GENERAL PARISH COUNCIL MEETING – 26th February 2019

DRAFT Issue date – 1st March 2019

B. Martindale - Parish Clerk

The Chairman opened the meeting at 19.30

1902.01 Attendance and apologies: To record attendance & to note any apologies or absences.

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

Apologies; Cllr Moloney (illness), Cllr Macpherson, Cllr Branston

Absences; Cllr Howe

Residents; 3 residents attended.

Names withheld due to GDPR reasons

1902.02 Members Interests: to record any disclosable interests of Members.- none identified

1902.03 Approval of Minutes: to ratify the minutes of a General Meeting of Grendon Underwood Parish Council held on 29th January 2019 – the Chair signed the minutes as a true and accurate record of proceedings. To be held on record as a ‘wet’ copy and published to the web site electronically signed for web security reasons next day.

The Chairman also signed off the minutes of an Extraordinary Meeting of Council held on 25th February 2019.

The Chairman suspended the meeting for an Open Forum for Parishioners.

1902.04 Open Forum for Parishioners: to consider proposals by residents attending -

A resident attended as a representative of Bernwode Women’s Institute and tabled a number of group requests.

For improved lighting outside main entrance of Village Hall for the visually & mobility impaired;

For relocation of disabled parking at Village Hall;

For improvement of toilets at the Village Hall;

For the small kitchen in the Village Hall, hired for the coffee shop, to be kept in the state in which the Institute leave it.

She advised residents without access to the web would like to be advised of dates of Council meetings some other way, perhaps in Life Together?

The Chair advised matters related to the Village Hall infrastructure are matters solely at the discretion of the Village Hall Charity committee who are entirely independent of Council. Cllr Jackman agreed to consider her requests if she submits them to him, in his capacity as a member of the Charity Committee.

The Chair advised Life Together is a church publication and recent communications with them indicate reluctance on their part to include copy from Council and would be chargeable in any event. He also confirmed the Council complies with all its statutory obligations as regarding publicising meeting dates and does not have the resource to do anything further. He did agree, however, to personally deliver a schedule of meeting dates to those residents she identifies as unable to access the web site.

Other residents attended to advise the war memorial community project proposal is delayed due to key personnel absence.

They will also arrange the proposed site visit with Cllr Benfield on availability.

Cllr Jackman confirmed a Conveyancing plan had been authorised & prepared but that does not constitute proof of ownership or any rights to use land surrounding the designated plot. The Chair confirmed further action would be dependent on the detailed proposal to be put forward by the group.

The Chairman resumed the meeting for the Agenda.

1902.05 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); - all achieved
2. NALC bulletins in period – to be incorporated into Policy as necessary
3. GDPR - council phone; to ratify the authorised purchase of phone. - the Clerk confirmed the Council phone was up & running. He would include the telephone number, 0787 368 3043, in the council letter head, the web page banner and to approved council documents at the annual review..

1902.06 Finance & Accounts

- a) To ratify expenditure in period; as below
- b) To verify the Bank Account – postponed due to absence;
- c) To ratify costs for Conveyancing Plan for War Memorial plot – ratified £100 by resolution;
- d) To ratify costs for MUGA planning consent - ratified £77 by resolution
- e) To consider quote for secure CCTV monitor cabinet; - in progress;
- f) To consider quote for maintenance of village notice board; - by volunteer/ council to provide materials - ratified by resolution. Cllr Jackman to claim as an expense.
- g) To consider quote for bench on recreation field. – purchase ratified by resolution. Clerk to identify cost & progress a Purchase Order;
- h) To consider quote for removal of bench at war memorial – as authorised. Clerk to provide a Purchase Order;
- i) To consider quote for flower boxes at village gateways – requested, awaiting response.
- j) To consider quote for village entering signs. – in progress. Cllr Mackenzie will advise from a meeting.



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- k) To approve changes to the Asset Register - agreed;
- l) To approve notifying insurance company of changes – await resolution of status;
- m) To monitor status of use of S106 funding – no changes;
- n) To review purchase orders issued this calendar year – the Clerk advised 7 POs were in force for this calendar year representing an outlay of up to £1000. He would monitor for financial risk
- o) To consider booking M. Rose as 2019 internal auditor – agreed. Clerk to book;
- p) **Grants – Incoming.** To consider any finalised proposals, in the period, for projects to be the subject of external grant applications. Proposals awaited for ;

AVDC - New homes bonus expressions of interest for 2019 round by 14th June – Cllr Jackman gave an outline of improvements to Village Hall toilets. Clerk to submit an electronic Expression of Interest; in addition, Micro grant to be explored for replacement bench.

AVDC – Pocket Parks; Crowd Funding event 28th Feb: email from AVDC with guidance how to apply – clashes with LAF meeting. No attendees

BCC - County Councillors Community Fund - could be used for benches, to be advised;

GUPC – 3rd age support groups, school involvement, interact with young – no projects submitted;

GUPC – to explore footpath lighting LED upgrade funding from SALIX (HMG) – Cllr Jackman confirmed a professional, independent survey and quote would be necessary for any application for government funding. The Clerk advised Salix had been in touch and were keen to support, given compliance with requirements. Clerk authorised to seek quotes from Aylesbury Mains & Sparkx.

(e) Grants – Outgoing;

- (i) Community initiative for a digital village historical archive – awaiting proposals.

The Clerk advised the Council Grant Application Form now identifies all relevant statutes.

1902.07 Planning

To review the status of planning applications in the Parish & any invitations to comment from AVDC Planning received in the period.

18/04224/APP – hard standing at Bernwode – to confirm resolution to oppose was submitted in due time – confirmed submitted on time. Awaiting Planning Authority decision – closed.

1902.08 BCC Devolved Services:

The Clerk to report on a meeting with BCC, 14th Feb19, regarding a Variation to the current Devolved Services Agreement to extend current liabilities for a further year such as to retain local council liabilities for all grass cutting, hedges & verges maintenance, 6 bridleways & 7 footpaths. The Clerk tabled a Report of the meeting and delivered the executive summary therein. Council carried out a due diligence consideration of the liabilities arising, the funding implications of foregoing the BCC grant and the resources that would be needed to comply with the agreement should GUPC accept it as currently proposed by BCC. By resolution, Council resolved not to enter into the proposed agreement Variation to Extend and to accept the current agreement would terminate on 1st April 2019. The Clerk to inform BCC accordingly.

1902.09 Amenities:

- a **Bus Stop:** The Clerk to report on BCC advice – BCC had visited the site and concluded that suitable safety action had been taken and no further action is necessary. Closed.
- b **Play Area:** The Clerk to table a costing comparison for maintenance – the Chair requested this be reviewed outside the meeting. Council concurred that a separate consideration would be actionable.
- c **Defibrillator:** to receive current status - * postponed
- d **MUGA:** to consider addendum to the lease to cap any liabilities on the Council at a max of £300 & to confirm registration with land registry – the addendum was tabled and signed off for attachment to the Lease document.
- e **MVAS:** to consider status of collaboration discussions with Edgcott - Cllr Jackman advised Waddesdon are replacing their Sentinel and would consider transferring ownership of their old unit to Grendon/ Edgcott / March Gibbon. Cllr Mackenzie will be attending a ‘stop speeding’ meeting on 8th March and will report back.
- f **War Memorial:** (i) to consider any resident group proposals for upgrading the site – see above;
(ii) To report on any site meeting to be organized by residents – see above
- h. **Footway Lighting** – Parish Councils Act 1957 s.3(1) & s.7: re: UKPN & BCC advice – see above 1902.06.p

1902.10 Communications & Correspondence:

1. With Parish:

- Parking on Main Street at school run times. (Headmistress & Governor) – there was a suggestion that the Village Hall car park could be upgraded to provide a solution to the clearly present danger to residents and children and emergency vehicle access at such times. Cllr Jackman was at pains to remind Council that the car park was owned & operated by the Village Hall Charity and any use of it was only as a grace & favour concession. Whilst recognizing the dangers and after due consideration of possible alternatives, Council was unable to identify a solution and regretfully declined to become involved.



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- Resident speeding initiative – to review liaison with resident action group Go30 anti-speeding campaign – Cllr Mackenzie advised she is meeting with residents 8th March and will report back next meeting. A current request for village gateway signage was authorised for the Clerk to progress.
 - Status; abandoned horse box on Springhill - no status- closed unless more information comes to light.
 - Resident complaint - light fault outside 6A Mill Corner, Springhill Road & Grendon road 30 – reported but status unavailable.
 - Resident query – salt bins outside 6A Mill Corner, Springhill Road. - Cllr Benfield advised the bin in question is not a Council bin but he replenished the salt supply anyway and will claim as expense;
 - Community Summer Event – the Clerk advised he had met with a representative of the church Parochial Council to discuss the use of the current volunteer distribution network for Life Together for distribution of a leaflet to Grendon residents only. It was agreed that a leaflet could be inserted in the magazine subject to prior content approval by the Parochial Council, there would be no resource overhead on the church or its volunteers, it was confined to the Grendon Underwood circulation, it would not be in any way contentious, political or commercial and that it would not be a common requirement.
2. Resident complaint – proposed access & development at Kingswood. – the planning application is not in the jurisdiction of Grendon Underwood parish but could impact the safety of its residents. BCC Highways & Planning Enforcement are involved. It was resolved to keep a watching brief until more information comes to light.
3. **With other authorities & statutory bodies**
To consider email traffic in period -:
- BCC (a) meeting with BCC held 14th Feb19 - see 1902.08. (b) Cllr Jackman agreed to attend the LAF on 28th Feb 19
 - AVDC (a) Community Emergency Plan – Cllr Hedgecox tabled a draft emergency plan being prepared by Stratton Audley. Subject to its ratification by SA and their permission, Council is minded to use it as a template for GU. Cllr Hedgecox to advise. (b) an invitation to attend a crowd funding event on 28th Feb 19 was declined.
 - Thames Valley Police: to post a new team poster – posted to the notice board, shop, web site. - closed
 - HS2 / EWR / Expressway – to consider request from Edgcott to join local opposition groups- Council is minded to join with Edgcott. The clerk to liaise.
4. **With Suppliers:**
- (a) Devolved Services Contractor – awaiting review of BCC contract; the Clerk to report. GMOSL are keen to progress and await final detail from Council. The Clerk to liaise.
 - (b) Playground Inspections: to action the recommendations of the safety inspection report – so resolved. Council agreed the review by Cllr Benfield to be the deciding factor. Agreed for Clerk to progress this years inspection.
 - (c) Playground Maintenance: to consider quotes - see above 1902.09.b
 - (d) Aylesbury Mains – outages reported; authorizations & invoicing to be coordinated by Clerk. – Reporting now through the Clerk – closed. The Clerk to request quote for LED upgrade.
 - (e) Sparkx - The Clerk to request quote for LED upgrade.

1902.11 Committees & Other Reports:

1. Village Hall: to receive a report. – Cllr Jackman reported their AGM is held in April and will record a sustained year of growth in line with growing demand.
2. Saye & Sele: to receive a report. - nothing to report.
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.

1902.12 Open Forum:

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

1902.13 Date of the next meeting

To confirm the next scheduled date 26th March 2019 – approved.

The Chairman thanked all present and closed the meeting at 21.40

Monthly Responsible Officer Activity - FEBRUARY

- 1st day after meeting - update date of next meeting on web site & publish to web site authorised minutes from previous meeting;
- 5 days after meeting – publish to web site draft minutes from that meeting;
- 10 days after meeting – publish to web site draft agenda for next meeting;
- 3 days before meeting – issue summons & finalised Agenda to Councillors, web site & notice board.
- Record all expenditure in a designated CASH BOOK and hold invoice records as proscribed;



GRENDON UNDERWOOD PARISH COUNCIL

All correspondence to The Clerk to the Council on clerk.gupc@outlook.com
Tel: 0787 368 3043 Web Site: <https://www.bucksvoice.net/grendon-underwood-parish-council/>

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- **HMRC Process:** notify staff overtime for month; Marion Ryley - last day of month; month end report for HMRC; generate employee payment slip;
- 28th Pensions Regulator – declaration of Compliance
- Obtain from Chairman monthly bank statement(s) since last meeting & reconcile with Cash Book for minutes.

Bank Transactions February 2010

Transaction Date	Transaction Type	Transaction Description	Debit Amount	Credit Amount
06/02/2019	DD	OPUS ENERGY LTD 0750932	£ 388.68	
20/02/2019	DD	AYLESBURY VALE DC	£ 30.40	
25/02/2019	FPO	AYLESBURY MAINS LT 18752 601455	£ 114.96	
25/02/2019	FPO	AYLESBURY MAINS LT 18782 601455	£ 114.00	
25/02/2019	FPO	AYLESBURY MAINS LT 18868 601455	£ 82.56	
25/02/2019	FPO	WADDESDON PC SENTINEL REPAIRS 400839	£ 288.00	
28/02/2019	FPO	HMRC - ACCOUNTS	£ 72.80	
28/02/2019	FPO	BARRY MARTINDALE FEB 19 SALARY	£ 291.20	

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