



**MINUTES - GENERAL PARISH COUNCIL MEETING – 26<sup>th</sup> March 2019**

DRAFT Issued – 1<sup>st</sup> April 2019

B. Martindale - Parish Clerk

*The Chairman brought the meeting to order at 19.30*

**1903.01 Attendance and apologies:** To record attendance & to note any apologies or absences.

Attending: Cllrs K. Moloney (Chair), A. Benfield, H. Mackenzie, P. Jackman, Clerk

Apologies; Cllrs M. Hedgecox, A. Macpherson, C. Branston

Absences; Cllrs Shepherd, Howe

Residents; 3 residents attended

*Names withheld due to GDPR reasons*

**1903.02 Members Interests:** to record any disclosable interests of Members – none disclosed

**1903.03 Approval of Minutes:** The Chairman ratified the minutes of a General Meeting of Grendon Underwood Parish Council held on 26<sup>th</sup> February 2019 – the Chair did not sign the minutes to allow a request by Cllr Jackman for an item to be clarified. The Clerk was directed to make the amendment and it was agreed the Chair could sign as a true and accurate record of proceedings outside the meeting subject to the designated amendment. Minutes to be held on record as a ‘wet’ copy and published to the web site electronically signed for web security reasons.

The Chairman signed off the minutes of an Extraordinary Meeting of Council held on 7<sup>th</sup> March 2019.

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

**1903.04 Open Forum for Parishioners:** to consider proposals by residents attending –

Residents advised they had made a site visit and a fully costed proposal to upgrade the War Memorial was in progress and upon which any meaningful consideration by Council would be dependent. Further to extensive discussions & subsequent advice, the Council took under advisement that it was the intention of the owner of a plot of some 2 square poles [10 sq mtrs] to give that land to the Parish Council as a free gift, subject to it remaining, in perpetuity, a war memorial & ‘kept in a proper condition’. An unseen hand written note by the owner to this effect made in 1921 is advised as constituting factual corroboration that the land does indeed lie firmly with the Parish Council. Other advice confirmed that no evidence of formal conveyance has yet been found.

The Council confirmed that, for it to be empowered to make changes under its due diligence, any proposal would need to include evidence that ownership of the plot was legally transferred to the Council as suggested; that any changes would not contravene any conditions, either stated or implied, placed on the gift; that any alterations would meet with the approval of neighbouring residents and would not encroach onto adjacent properties; that, as the memorial is a Grade II listed asset, permissions had been obtained from English Heritage and the War Memorial Trust; that, crucially, the proposal put forward was a priority of the majority of residents in the parish in preference to other, competing demands on limited public finances; that an appropriate Risk Assessment had been carried out such as to ensure compliance with all health & safety legislation and disabled access criteria.

*The Chairman resumed the meeting for the Agenda.*

**1903.05 Regulatory Review of any amendments to the Council’s Standing Orders, Financial Regulations, Policies or other statutory obligations**

1. Financial Regulations: - the monthly statutory duties of the Clerk & RFO were reviewed as satisfactory;
2. NALC bulletins in period – the Clerk advised no bulletins impacted on current Policies or Standing Orders
3. GDPR – following BALC advice re removal of private addresses from democratic process, a PO Box address was proposed by Cllr Moloney & seconded by Cllr Jackman. It was resolved to authorise the Clerk to progress. ACTION

**1903.06 Finance & Accounts**

The following expenditure was ratified

- a) To verify the Bank Account – the Chair tabled the account access which was accepted as satisfactory;
- b) To consider second authority for bank account – a second access card was ordered for use by the Deputy Chair in the prolonged absence of the Chairman as necessary. CLOSED
- c) To consider Council phone fees – it was resolved to authorise the Clerk to incur usage charges and reclaim as office overhead expense. CLOSED
- d) To ratify costs for playground maintenance – it was resolved to consolidate findings of the next Inspection into a work schedule; ACTION
- e) To ratify costs for playground inspection – so ratified against quote. Clerk to book for May
- f) To ratify Dog Waste DD mandate; so ratified. The Clerk confirmed that it was sent 18<sup>th</sup> March and AVDC confirm all in order. CLOSED
- g) To consider quote for secure CCTV monitor cabinet; - options were considered, resolution to be advised ACTION;
- h) To consider quote for maintenance of village notice board; - Cllr Jackman confirmed a volunteer had offered if council provides materials. It was agreed Cllr Jackman would provide and claim as an expense.
- i) To consider quote for public benches – the Clerk tabled several quotes and was authorised to progress



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replacements of the War Memorial bench, a field bench and a playground picnic bench set either by grant or from precept;

- j) Cllr Benfield confirmed the authorised removal of the unsafe War Memorial bench had been achieved and the site made safe on 25<sup>th</sup> April. He would confirm final costings ACTION
- k) To consider quote for speed limit village gateway signage - the Clerk provided costings and photos of the current gateway structures. Some were not wide enough to accommodate signs incorporating speed limit but three could accommodate signage as requested. Clerk authorised to order ACTION
- l) To consider quote for flower boxes at village gateways – Cllr Moloney proposed, Cllr Mackenzie seconded Clerk to order on GM Outdoor, £700 per box & £20 per month for maintenance & £7pa for horticultural licence;
- m) To consider quote for grass cutting verges – 2018 expected to continue but not confirmed for 2019-20
- n) To approve notifying insurance company of changes – to be notified at renewal of the 5 year fixed price deal;
- o) To monitor status of use of S106 funding – Cllr Jackman advised, further to several planning applications being refused, the current fund stands at about £100k. He will update the report accordingly. ACTION;
- p) To review Purchase Orders issued this calendar year – the Clerk tabled a summary of POs issued now totaling some £5000 - £6000. POs were signed off against relevant resolutions.
- q) **Grants – Incoming.** To consider any finalised proposals, in the period, for projects to be the subject of external grant applications. Potential applications include;

AVDC - New Homes Bonus: Full application for the 2019 round to be submitted by 14<sup>th</sup> June – to consider status of application for improvements to Village Hall toilets & internal stairway – the Clerk confirmed an electronic expression of interest had been submitted to AVDC and they had been in touch advising suitability. A supplier for the toilet improvements had attended and will quote by end month. A supplier for the stairway is to be sought.

AVDC - To consider eligibility for Micro grant to replace public benches – Clerk authorised to apply ACTION.

AVDC - To consider funding for 3<sup>rd</sup> Age lunch group – Clerk authorised to apply. ACTION

AVDC to consider micro grant application for Village Map – Clerk authorised to apply. ACTION

BCC - County Councillors Community Fund – project awaited;

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

GUPC – to explore footpath lighting LED upgrade funding from SALIX (HMG) – to consider quotes – the Clerk tabled two quotes and was authorised to progress the application.

r) **Grants – Outgoing;**

- Community initiative for a digital village historical archive – CLOSED pending suitable proposals.
- To mandate identifying relevant statute on all successful applications & revision to application form – it was agreed to revamp the GUPC grant application form in line with the AVDC grant application form. ACTION
- To consider a quote for maintaining front aspect of church – Whilst advising making grants for “Church Matters” was prohibited by statute, the Clerk was asked to obtain a quote for the whole area. . Cllr Benfield agreed to seek alternative means of funding. ACTION

**1903.07 Planning**

To review the status of planning applications in the Parish & any invitations to comment from AVDC Planning received in the period – the Clerk was authorised to respond as follows.;

Dunsty Hill scoping plan – email Calvert Green 11/03/19 – GU to collaborate.

19/00871/APP, Akeman garden change of use, closing 5Apr19 – has no objection

19/00854/APP, 72 Springhill Rd side & rear extension, closing 4Apr19 – has no objection

19/00693/ALB, Swan rethatch, closing 28Mar19 – supports as a community asset

19/00953/APP, Swan front elevation & add toilet block, closing 16 Apr19 - supports

19/00949/ALB, Swan ground floor, add toilet block, 1<sup>st</sup> floor, closing 16 Apr19 - supports

19/00793/APP, 8 Shakespeare Orchard, roof to add bedroom, closing 16 Apr19 – has no objection

19/01044/ACL, Edgcott House annex, closing 22Apr19 – has no objection

**1903.08 BCC Devolved Services:**

By resolution at the last meeting, Council resolved not to enter into the proposed agreement Variation to Extend and to accept the current agreement would terminate on 1<sup>st</sup> April 2019. The Clerk confirmed BCC had been informed accordingly; no response. CLOSED.

**1903.09 Amenities:**

- a **Play Area:** To consider costing for maintenance – the last meeting agreed to be reviewed outside the meeting & Council concurred that a separate consideration would be actionable – it was agreed to consolidate findings of a new inspection into a corrective action schedule. ACTION
- b **Defibrillator:** to receive current status – Cllr Benfield to provide pricing for new pads & batteries for next meeting. ACTION
- c **MUGA:** to confirm any response to a max cap of £300 lease addendum – no response. CLOSED
- d **MVAS:** to consider status of collaboration discussions with Edgcott – to review acquisition of the Waddesdon Sentinel – Cllr Mackenzie to follow up. ACTION;
- e **War Memorial: (i)** to consider any resident group proposals arising – none submitted.



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**1903.10 Communications & Correspondence:**

**1. With Parish:**

- Community Summer Event – to review status – on schedule for 22 June 19.
- Resident speeding initiative – Cllr Mackenzie to report on a ‘stop speeding’ meeting on 8<sup>th</sup> March – Cllr Mackenzie advised a number of requests arising and will submit a supplement for the minutes to be considered next meeting. ACTION
- Meeting with Church, 4<sup>th</sup> March 19 – the Clerk attended and explained the prohibition legislation. The church rep agreed to approach other Councils having their property maintained with public money as to how they work around the prohibition. CLOSED pending such advice
- Web Site – to authorise additions; changes to BCC waste depots; changes to BCC adult social care; BCC new rights of way reporting; - agreed

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

- BCC Devolved Services update – CLOSED see 1903.08
- BCC Fix My Street; footpath condition – reported but not considered bad enough for action. CLOSED
- BCC Adult Early Help Team – as requested by Cllr Macpherson. Duly noted.
- Cllr Jackman to report on LAF meeting, 28<sup>th</sup> Feb 19 – a number of relevant points were raised. The Clerk to circulate the minutes as issued. ACTION
- AVDC Community Emergency Plan – to review status – held pending key personnel availability
- AVDC – review gateway signage email 14/03/19 -
- AVDC – Planning Consultee access demo on 25/03/19, 17.30 (email 14/03/19) – the Clerk attended but was disappointed with lack of focus on the practical considerations of Planning Consultee Clerks.
- Police Community Fora , 18/03/19 – noted: sufficient meetings already CLOSED
- HS2 / EWR / Ox/Con Expressway – to consider status of local council opposition groups – response to email 10/03/19 from Greatworth Parish & No Expressway Alliance on 14/03/19. – to collaborate ACTION

**3. With Suppliers:**

- (a) GM Outdoor – to formalise job initiation for grass cutting verges, trimming hedges, footpath siding out, gully scraping & gateway planters maintenance – resolved to continue the current Standing Order arrangement for grass cutting & to pass all other jobs through the PO system. Clerk to formalise with the supplier. ACTION
- (b) Wicksteed - Playground Inspections: confirmed next inspection booked for May 19.- Cllr Benfield agreed to attend an accompanied inspection.
- (c) Aylesbury Mains – quote for LED upgrade received. Resolved to use as the basis for a grant application. ACTION.  
To report lamp 30 out ACTION
- (d) Sparkx – quote for LED upgrade requested. – held under advisement
- (e) Green Mechanical Solutions quote for toilet project meeting 20/03/19. Second meeting 26/03/19 - will quote by end month.

**1903.11 Committees & Other Reports:**

- 1. Village Hall: to receive a report. – Cllr Jackman reported a satisfactory year & confirmed the Council S133 grant would be fully utilized in due course
- 2. Saye & Sele: to receive a report. - nothing reported.
- 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.*

**1903.12 Open Forum:**

To consider Members’ requests for matters to be raised at the next meeting. –  
Cllr Benfield – bus shelters;  
Cllr Jackman – church crossing

**1903.13 Date of the next meeting**

To confirm the next scheduled date 30<sup>th</sup> April 2019 – confirmed

**The Chairman thanked all present & closed the meeting at 21.10**

Signed as a true & accurate record of proceedings: *K. Moloney* Dated: 30<sup>th</sup> April 2019  
Cllr. K. Moloney – Chairman, Grendon Underwood Parish Council.

*Signed electronically for web security reasons, ‘wet’ copy held on record.*



## GRENDON UNDERWOOD PARISH COUNCIL

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

### MINUTES - GENERAL PARISH COUNCIL MEETING – 26<sup>th</sup> March 2019

#### Monthly Responsible Officer Activity - MARCH

- 1<sup>st</sup> 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;
- **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.

#### Bank Transactions Q4 2018-19

Transaction Date	Transn Type	Transaction Description	Debit Amount	Credit Amount
07/01/2019	DD	OPUS ENERGY LTD 0750932	£ 383.56	
21/01/2019	DD	AYLESBURY VALE DC 7000439	£ 98.80	
31/01/2019	FPO	OPTIME MUGA PLAN	£ 100.00	
31/01/2019	FPO	MARION RYLEY JAN-MAR PAYROLL	£ 30.00	
31/01/2019	FPO	HMRC - ACCOUNTS	£ 67.60	
31/01/2019	FPO	BARRY MARTINDALE JAN 19 SALARY	£ 270.40	
06/02/2019	DD	OPUS ENERGY LTD 0750932	£ 388.68	
20/02/2019	DD	AYLESBURY VALE DC 7000439	£ 30.40	
25/02/2019	FPO	AYLESBURY MAINS LT	£ 114.96	
25/02/2019	FPO	AYLESBURY MAINS LT 18782	£ 114.00	
25/02/2019	FPO	AYLESBURY MAINS LT	£ 82.56	
25/02/2019	FPO	WADDESDON PC SENTINEL REPAIRS	£ 288.00	
28/02/2019	FPO	HMRC - ACCOUNTS	£ 72.80	
28/02/2019	FPO	BARRY MARTINDALE FEB 19 SALARY	£ 291.20	
06/03/2019	FPI	P JACKMAN BT SETTLEMENT		£ 19.57
06/03/2019	DD	OPUS ENERGY LTD 0750932	£ 343.51	
13/03/2019	FPO	GM OUTDOOR INV 1286	£1,175.00	
20/03/2019	DD	AYLESBURY VALE DC 7000439	£ 30.40	
21/03/2019	FPO	MILLARD PAY LESS HMRC DED	£ 491.20	
26/03/2019	FPO	BARRY MARTINDALE FEB 2019 EXPS	£ 418.20	