



MINUTES - GENERAL PARISH COUNCIL MEETING – 30th April 2019

Issued – 31st May 2019.

B. Martindale - Parish Clerk

The Chairman brought the meeting to order at 19.30

1904.01 Attendance and apologies: To record attendance & to note any apologies or absences.

Attending: Cllrs, Moloney, Benfield, McKenzie, Shepherd, Macpherson

Apologies; Cllrs Jackman, Hedgecox, Branston

Absences;

Residents; 4 residents attended

Names withheld due to GDPR reasons

1904.02 Members Interests: to record any disclosable interests of Members – none declared

1904.03 Approval of Minutes: The Chairman ratified the minutes of a General Meeting of Grendon Underwood Parish Council held on 26th March 2019 – the Chair signed ~~the~~ minutes as a true and accurate record of proceedings. Minutes to be held on file as a 'wet' copy and published to the web site electronically signed for web security reasons.

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

1904.04 Open Forum for Parishioners:

(i) The council heard representations regarding planning application 19/01288/APP. AVDC planners were commended as they had already responded very quickly and visited the site. Their conclusions are awaited. Already agendarised & outcome minuted at 1904.07;

(ii) A resident attended to give council early warning of his intention to submit a planning application to the Planning Authority in due course. The Council noted & thanked him for his consideration.

(iii) Two residents tabled a site plan of the war memorial plot showing 3 benches with ground works costing some £7000 - installation by volunteers. Already agendarised & outcome minuted at 1904.09d.

The Chairman resumed the meeting for the Agenda.

1904.05 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); - the Clerk advised VAT returns are outstanding but have been identified & scheduled for submission to the Revenue in May.
2. NALC bulletins in period; L01-19 Publicity Policy – the Clerk to submit Policy changes at the May review
3. GDPR – to consider status of a PO Box address following resolution at last meeting – the Clerk advised as the Council is neither a residence or a business application must be paper based & will cost £270pa, so together with a £40 ICO fee & £40 council phone charges, being a Data Controller under the Act now costs tax payers of Grendon some £350pa.

1904.06 Finance & Accounts

- a) To verify the Bank Account – verified by all present;
- b) To confirm second authority for bank account – Cllrs Mackenzie & Moloney witnessed the receipt of the second bank card reader by Cllr Benfield.
- c) To confirm VAT reclaim – the Clerk advised reclaims of £1190 for 2017-18 & £1514 for 2018-19 will be submitted separately in May 2019.
- d) To consider Liability Insurance renewal, due 31/05/19 – it was resolved to continue with the current supplier and a premium payment of £1376.48 was authorised. The Clerk confirmed they have been notified of changes to the Asset Register.
- e) To consider tractor insurance renewal, due 28/04/19 – it was resolved to continue with the current supplier and premium payment of £294.16 was authorised. The Clerk confirmed that all references to previous clerk are now removed
- f) To consider membership renewal NBPPC, due 1/04/19 - it was resolved to continue membership and fee of £20 was authorised.
- g) To confirm membership renewal B&MKALC - it was resolved to continue membership and a fee of £160.18 was authorised;
- h) To confirm ICO fee status – as this is a mandatory requirement, it was resolved to authorise annual fee of £40. The Clerk confirmed this is covered by DD.
- i) To consider maintenance of grass cutter – Cllr Jackman's input was conveyed in his absence – grass cutting is carried out by a volunteer who has repaired the cutter out of his own pocket. It is requested Council reimburse him as a public service. The invoice represents a 30% discount. Given Council authority, Cllr Jackman offers to progress on his return. It was resolved for Cllr Jackman to resolve. Clerk authorized to raise the PO accordingly. It was also claimed the damage was caused by spoil remaining from land works for a scout facility. This was disputed & for the VH to resolve.



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- j) To consider solution to secure CCTV monitor – resolution deferred;
- k) To consider flower boxes at village gateways – one quote received, resolution deferred;
- l) To monitor status of use of S106 funding – the Clerk advised S106 expenditure must be managed independently of Council budgets & accounts. As expenditure is already being incurred on a S106 project, Council should consider accounting practice. It was felt itemising such expenditure within Council accounting was sufficient demarcation;
- m) To review purchase orders issued FinYr 2018-19 – the Clerk reported some 12 POs has been issued in the year accumulating to some £5000 expenditure.
- n) **Grants – Incoming.** To consider any finalised proposals, in the period, for projects to be the subject of external grant applications. Proposals in progress & awaited ;
AVDC – NHB Project Grant; to consider status of improvements to Village Hall toilets & internal stairway – 1 quote received, awaiting another from Cllr Benfield. The VH committee has agreed to contribute £1000 & has agreed to carry out urgent safety repairs to the staircase themselves. Further extensive restructuring of the staircase is removed from the current proposal for inclusion in future VH sponsored applications.
AVDC – NHB Micro Grant; to consider status of replacement of public benches under Parish Councils Act 1957, s.1; at AVDC 10/04/19. The Clerk advised the application had been successful for a £1800 grant. Does not include installation costs so will need to be budgeted. It was resolved to enter into the AVDC Funding Agreement.
AVDC - To consider funding for 3rd Age lunch group – the Clerk advised AVDC support no longer available but they do provide a list of considerations – the Council can only comply with half of them.
AVDC Village Map – project awaited
BCC - County Councillors Community Fund – project awaited. Cllr Macpherson advised latest funding limits are in progress;
- o) **Grants – Outgoing;**
 - (i) Community initiative for a digital village historical archive – awaiting proposals.
 - (ii) To consider maintaining church property – GMOL have quoted £90 per cut for all church ground. Cllr Benfield quoted from NALC bulletin L01-18, January 2018, to use s.215 of the Act to maintain closed churchyards & he proposed Council pays for 10 cuts per annum. Payments to be rolled into the current STO arrangement for grass verges. So resolved.
 - (iii) School collaboration – 3rd Age Lunch Groups – the Chair was keen to progress with school facilities & public funding; Trees project – the Headmistress has been in touch regarding collaboration for tree planting (grant available next year) – Council is minded to support given submission of a project proposal; the Headmistress would welcome contributions from volunteers to get involved in projects with the children.

1904.07 Planning To review the status of requests for Planning Consultee comment received in the period;
19/01288/APP variation at Saye & Sele Close, closing 3/5/19 - After due consideration of plans & resident comments it was resolved to oppose. The Clerk to submit to the Planning Authority in good time.
19/01536/APP – front dormer window, Shakespeare Court - no objection

1904.08 Footpath Lighting upgrade footpath lights to LED under LGA 1972, Sch.13 – to consider status of HMG funding from SALIX – the Clerk summarised the project proposal already circulated to Members. Acceptance was proposed by Cllr Benfield, seconded Cllr Moloney and carried unanimously. It was resolved to budget annual repayments as proposed.

1904.09 Amenities: to review competing calls on funding for 2019-20 – the RFO pointed out that there were now some 15 competing calls on public money, some statutory / mandatory, some safety, some discretionary. Budgets will not allow for all to be satisfied so should be prioritised. These were addressed as follows;

- a **Playground:** To consider costing for equipment maintenance – the Clerk reported the safety report was completed 17/04/19. Repairs to be costed & quoted. The Clerk to prepare a work schedule based on the report. Cllr Benfield expressed concern the equipment was some 5 years old and seemed to be coming to the end of its viable lifecycle. Consideration of a major upgrade would now be appropriate. Cllrs Moloney, Benfield & Mackenzie agreed to meet on site on Tuesday to develop resolution.
- b **Defibrillator:** Cllr Benfield to report – no further action CLOSED
- c **MUGA:** to receive current status – deferred due to absence
- d **War Memorial:** to consider any resident group proposals arising – Two residents tabled a site plan showing 3 benches with ground works estimated to cost some £7000 - installation by volunteers arranged, insured & supervised by the group. It was agreed to forward the current GUPC grant application form, as also required by AVDC, for disbursement of public money on larger capital projects. Cllr Benfield was not convinced 3 benches are needed as these were advised as symbolically to provide seating for 9 dead veterans, not for the living. Council confirmed it concurs with a minute change requested by a resident not present. Cllr Jackman reported in his absence his contact will draw up a workable plan when an instruction is forthcoming, costs to be incurred against the project. He had spoken with the adjacent resident who maintains surrounding area as a volunteer & who confirms he will not continue to do so if changes make that more difficult.



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Cllrs Benfield & Mackenzie agreed to meet on site next Tuesday at 18.30. Cllr Moloney felt her current hands-on, collaborative approach to this project seemed to be being taken as counterproductive in on-going negotiations and, consequently, with regret, as she had always been minded to support the project in principal, she withdrew from any further involvement.

- e **Bus Shelters:** no resolution CLOSED
- f **LED upgrade** – proposal accepted - £500 per financial year for 5 years;
- g **Various joint school projects** - Sensory park, woodland walk, 3rd Age Lunch Club, school shows community integration – no resolution;
- h **Environment-** grass cutting now in house - £1850 per annum
- i **Church ground maintenance** – additional £900 per annum
- j **Grassland habitat & Quiet Space’** – following advice from the church that the council owned land behind the graveyard would not need to be used for burials for a generation and a BCC initiative to support, it was suggested this could be developed into a ‘Quiet Space’ & natural habitat with minimal outlay and recovery costs– no resolution.
- k **Gateway flowerboxes** – awaiting resolution;
- l **Acquire own MVAS** – awaiting resolution;
- m **Go30 anti-speed campaign** – request for more bin stickers awaited;
- n **NHB project contribution** - £3000 contribution to main project; £500 for bench installation
- o **Church Crossing** – Cllr Moloney proposed making this a high priority by resolution & to initiate a BCC Highways feasibility study (estimated £5000), seconded, Cllr Mackenzie, carried unanimously;
- p **Notice Boards:** Cllr Jackman reported in his absence the refurb was completed in April, expenses to be claimed
- q **Recreational** – the Chair expressed Council gratitude to Cllr Benfield for removal of unsafe bench at no charge

1904.10 Communications & Correspondence:

1. With Parish:

- School liaison projects – Noted above;
- DO NOT KNOCK stickers – noted CLOSED
- Resident speeding initiative – Cllr Mackenzie to report – meetings had been arranged with stake holders. Training sessions organised, volunteers required. Waddesdon MVAS to be borrowed in May. To work in conjunction with Edgcott. Quote for bin stickers to the Clerk for a PO.
- Resident complaint overflowing dog bin.
- Web Site – to authorise additions - authorised;

2. With other authorities & statutory bodies

- o AVDC Community Emergency Plan – Cllr Hedgecox to report – deferred due to absence
- o AVDC Waste Management – the RFO summarised the Waste Management report circulated to Members previously. There are now two DD agreements in force; one for Commercial Waste (1 bin at Village Hall) billed monthly & one for dog waste (6 bins), billed annually. New Dog Bin – Cllr Benfield to report - not progressed, AVDC need evidence of need.
- o BCC – upgrade of Village Gateways – the Clerk reported recent meeting with BCC. New gateway at Broadway - design to be submitted to Council for approval.
- o HS2 / EWR / Ox/Con Expressway – Cllr Macpherson confirmed the final expressway route had not been established by HMG.

3. With Suppliers:

- (a) GM Outdoor - verges, hedges, footpath siding out & gullies requirements, gateway planters & maintenance – to be arranged with supplier to incorporate 4 cuts per year by BCC as no longer devolved.
- (b) Wicksteed - Playground Inspections: inspection completed early in April. Report circulated to Members.
- (c) Aylesbury Mains / UKPN – to notify any outages reported – lantern 30 at Kingswood bus stop outage.
- (d) Review any further quotes submitted for VH toilet project – none received, 1 awaited.

1904.11 Committees & Other Reports:

- 1. **Village Hall:** to receive a report. – Cllr Jackman reported, in his absence, on the last committee meeting;
 - (a) NHB project- VH toilet upgrade- VH will contribute £1000;
 - (b) Emergency safety repairs to staircase – VH to do these independently;
 - (c) Major staircase repairs need structural change about £2000 – not in the NHB grant;
 - (d) Audited accounts show all financial targets achieved;
 - (e) He is now an independent Trustee so replacement PC Trustee to be appointed.
- 2. **Saye & Sele Foundation:** to receive a report. – Meeting held 29/04/19 – a PC representative attended & reported subsequent to the meeting as follows;
 - (a) MUGA - the S&S Clerk believes that a plan showing rights of way is awaited;
 - (b) MUGA - restoration of the land should the MUGA no longer be required. Cllr Jackman to liaise.



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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- (c) One application for a grant was from a Grendon Underwood resident;
- (d) There was some concern whether the Foundation has sufficient profile in the village, as there is money available to be applied for by eligible applicants. It would be helpful if reference to the Foundation could appear on the Parish Council's web site – this was agreed, the Clerk authorised to liaise for copy.
- (e) It was noted the Trust regularly advertises grant opportunities in Life Together distributed to every household in the village and the football club & scouts have both received grants this year.

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.

1904.12 Open Member Forum:

To consider Members’ requests for matters to be raised at the next meeting. –
Cllr Benfield requested addressing kerb sets & repair Broadway road sign.

1904.13 Date of the next meeting

To confirm the next scheduled date 28th May 2019 – confirmed.

The Chairman thanked all present & closed the meeting at 21.10

Signed as a true & accurate record of proceedings: *K. Moloney* Dated: 28th May 2019
Cllr. K. Moloney – Chairman, Grendon Underwood Parish Council.

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

Monthly Responsible Officer Activity - APRIL

- 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;
- **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 – April 2019

Transaction Date	Trans Type	Transaction Description	Debit Amount	Credit Amount
01/04/2019	FPO	HMRC - ACCOUNTS	£ 67.60	
01/04/2019	FPO	BARRY MARTINDALE MAR 2019 SALARY	£270.40	
01/04/2019	SO	MEMBERSHIP SUBS	£ 20.00	
04/04/2019	DD	AVDC DOG WASTE Jan18 to Dec18 ACC 7004937	£637.78	
08/04/2019	DD	OPUS ENERGY LTD 0750932	£343.18	
18/04/2019	DD	AVDC GENERAL WASTE April19 ACC 7000439	£ 31.35	
30/04/2019	FPO	AYLESBURY MAINS LT 601455	£224.88	
30/04/2019	FPO	BMKALC SUBS 2019-2020	£160.18	
30/04/2019	FPO	HMRC - ACCOUNTS	£ 67.60	
30/04/2019	FPO	BARRY MARTINDALE APR 2019 SALARY	£270.40	
30/04/2019	BGC	AVDC GENERAL PRECEPT Pt1of2		£ 9,860.00