



GRENDON UNDERWOOD PARISH COUNCIL

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MINUTES of the ANNUAL PARISH COUNCIL MEETING held on 28th May 2019

At the Annual Parish Council Meeting the first order of business is the election or re-election of the Chairman and Vice Chairman. The newly elected Chairman then opens the meeting for business. The council reviews all aspects of its operational systems & methodology, sets dates for forthcoming meetings, the Internal Auditor is appointed and any members who represent the Council on outside bodies or internal committees are identified and minuted. It must also approve all actions to comply with statutory financial & accounting due diligence.

Draft Issue date – 3rd June 2019

B.Martindale - Acting Parish Clerk

The Chairman brought the meeting to order at 19.45.

Election of the Chairman; Cllr Moloney to be re-elected - proposed, Cllr Mackenzie; seconded, Cllr Benfield; Vote; unanimous. Cllr Moloney duly elected to serve as Chairman until May 2020

Election of a Vice Chairman; Cllr Benfield to be re-elected - proposed, Cllr Moloney; seconded, Cllr Jackman; Vote; unanimous. Cllr Benfield duly elected to serve as Vice Chairman until May 2020.

Prior to the meeting being formally constituted for Council business, the Chairman may hold an Open Forum for Parishioners and for occasional external contributions (under adjournment):

15 minutes for Members, visitors and members of the public to raise questions, make comments; suggest future agenda items etc. Items requiring decisions must be included in the next agenda.

A resident requested a 20mph speed limit outside school – Council resolved to investigate legal possibilities from the Highways Authority.
Other residents would wait for the War Memorial agenda item to be addressed. The Chair repeated her request for any more comments – none forthcoming.

1905.01 Attendance and apologies: To receive and accept any apologies.

Attending; Cllr Moloney, Chairman; Cllr Benfield, Vice Chairman; Cllr Jackman; Cllr MacKenzie; BCC Cllr Macpherson; the Clerk to the Council; 3 residents.

Apologies; Cllr Hedgecox- work commitment; AVDC Cllr Branston- prior engagement

Absences; Cllr Shepherd; Cllr Howe

1905.02 Members Interests: Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Grendon Underwood Parish Council Code of Conduct for Members and by the Localism Act 2011. **Minute** - none declared.

1905.03 Approval of Minutes; To agree and sign the minutes from a General Meeting of Grendon Underwood Parish Council held on 26th April 2019 as a true & accurate record. **Minute** – the minutes had been circulated prior to the meeting and was taken as read. There were no amendments and the Chairman signed the minutes as a true & accurate record of proceedings.

1905.04 Appoint of the Internal Auditor; Minute- The Chairman proposed the services of Mrs. Rose be retained for another year. All agreed without dissent. Mrs. Rose duly authorised to act as the Internal Auditor.

1905.05 Review delegation arrangements;

(a) **Council representation on outside bodies. Minute–** it was agreed the following would be Council representatives; LAF – Cllr Benfield, Village Hall – to be appointed, Saye & Sele – Cllr Jackman & resident Avery- agreed.

(b) **Internal Lead Councillors. Minute-** MUGA; Cllrs Benfield & Jackman; Personnel Committee; Cllrs Hedgecox & Mackenzie; Speeding liaison; Cllr Mackenzie; Grass Cutting; Cllr Benfield; NHB Micro grant; Cllr Benfield; NHB Project Grant; Cllr Jackman (as Village Hall project); LED upgrade; Clerk - agreed

(c) **Review Terms of Reference of committees. Minute-** the ToR of the Personnel Committee were deferred to next meeting due to absence. There are no other formally constituted committees;

(d) **Holder of the Notice Board key. Minute-** Cllr Benfield to continue- agreed;

(e) **Council Account Holders. Minute-** Cllrs Moloney & Benfield to administer the Council Bank Account- agreed

1905.06 Review & adoption of Standing Orders, Council Policies, Procedures & Protocols- Minute: the Clerk advised a number of Policies are in progress of updating to reflect latest legislation & NALC guidance and agreed to post the revised Policy Register to the cloud before next meeting to allow ratification at the June meeting. Policies to be reviewed comprise the following; **ACTION.**

- i) Code of Conduct;
- ii) Complaints Procedure;
- iii) Data Protection Policy;
- iv) Document Control;
- v) Financial Regulations;
- vi) Freedom of Information;
- vii) Grant awarding Policy;
- viii) Personnel Committee Terms of Reference;
- ix) Planning Application response Protocol;

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- x) Publication Policy;
- xi) Rapid Response Protocol;
- xii) Risk Assessment;
- xiii) Risk Management Policy;
- xiv) Standing Orders.

1905.07 Determine the time, date & place of Ordinary Parish Council Meetings up to and including the next Annual Parish Council Meeting and their publishing to the web site. **Minute-** it was agreed to hold General Meetings on the last Tuesday of each month except for May, when the Annual Parish Meeting & the Annual Parish Council Meeting will be held, August & December. It was agreed to hold an interim finance meeting in December and to hold its outcome as sufficient to allow precept application, in line with District timing requirements, and for subsequent ratification at the January meeting. The Chairman authorised the Clerk to publish a schedule for the financial year to the web site. **ACTION.**

1905.08 Finance & Accounts.

- i) To review the effectiveness of the system of internal control and consider the findings of that review; **Minute-** there were no matters of concern raised by the external or internal auditors for the prior year and from scrutiny of the compliance system, Council considered the system of internal control remains effective & fit for purpose.
- ii) To consider whether the Council wishes to self-certify itself as exempt from a limited assurance review by the External Auditor under Section 9 of the Local Audit (smaller authorities) Regulations 2015. **Minute;** reviewing all of the conditions for exemption, it was concluded that the Council is not eligible for exemption (exceeding the £25000 limits) and the Chairman and RFO confirmed Part 3 of the AGAR was appropriate.
- iii) Based on the review in (i), to consider for approval by resolution the Annual Governance Statement 2018/19 (Section 1 of the AGAR Part 3) for the financial year ending 31 March 2019; **Minute;** all assertions were considered accurate and the Council resolved to approve the Annual Governance Statement. The Chairman confirmed the RFO had signed the Statement and then signed as duly approved. The RFO was authorised to publish to the web site in line with statutory timing. **ACTION.**
- iv) To consider for approval by resolution the Accounting Statements 2018/19 (Section 2 of the AGAR Part 3) for the financial year ending 31 March 2019; **Minute-** all figures were considered accurate and the Council resolved to approve the Accounting Statements. The Chairman confirmed the RFO had signed the Statements and then signed as duly approved. The RFO was authorised to publish to the web site in line with statutory timing. **ACTION.**
- v) To agree explanations of variances between previous financial years in the Annual Governance & Accountability Return; **Minute-** the Clerk tabled the circumstances under which the relevant variances would be explained. These were accepted & signed off by the Chair.
- vi) To review the Asset Register – the Clerk tabled an updated Asset Register to include new acquisitions and disposed of assets. **Minute-** Council approved the Asset Register.
- vii) To review of insurance cover. **Minute-** the RFO advised all assets & liabilities are covered by insurance.
- viii) To monitor monthly expenditure in the period since last meeting and any to hand unpaid; **Minute-** the Chairman confirmed there were no extra-ordinary payments made or due in the period and the bank statement would be published with the minutes as agreed. **ACTION**
- ix) To review Standing Orders & Direct Debits – **Minute-** the RFO confirmed Council payments status as per his Annual Report at the Annual Parish Meeting.
- x) To review S106 accounting practice. **Minute:** the RFO confirmed recent external advice that the S106 claim procedure from AVDC Planning could be complicated, arduous, time consuming and resource hungry. How best to control expenditure in line with legislation would need some consideration.
- xi) To review Grants – Incoming; **Minute-** the Clerk confirmed a NHB Micro grant for £1800 had been successful and must be spent by 18th July. Quotes to be finalised- **ACTION:** Cllr Benfield.
A NHB Project Grant application for £17000 needed a resolution on the quotes to hand. It was agreed to accept a local quote to be formalised and the finalised application submitted to AVDC by 14th June. Cllr Jackman agreed to advise the losing contractor as the Village Hall project coordinator. **ACTION** Cllr Benfield/ Cllr Jackman/ Clerk.
- xii) To review Grants – Outgoing; **Minute-** the RFO confirmed Council contributions to the NHB grants in progress are budgeted for and confirmed his recommendation at the Annual Parish Meeting that any further fiscal commitment should be deferred till next year;
- xiii) To review Council subscriptions to other bodies; currently BALC, NALC, NBPPC, BPFA, ICO (mandatory). **Minute-** resolved to continue.

1905.09 Planning; to review current status of the AVDC Planning web site; **Minute-** planning comment on planning application 19/01962/APP was agreed- no objection. Planning Application 19/00032/REF, 21 houses, Ivy Cottage, is at Government Inspector appeal. To date, there are no other large-scale development proposals likely to have significant impact on residents posted to the Planning Authority web site.

1905.10 Environment. To report any issues in respect of:

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- a Highways under Highways Act 1980, ss43, 50 (inc footpaths); - **Minute-** Cllr Benfield raised his concern over the 'state of repair' of the infrastructure throughout the Parish, including kerb edging, overhanging pathway foliage, visibility at junctions, footpath siding out, leaf litter on pavements. He agreed to prepare a comprehensive list to be put to BCC Highways. **ACTION**
- b Ditches under Public Health Act 1936, s260. **Minute-** BCC had cleared the gutter gully on Broadway. Flooding down Main Street remains a potential concern.
- c Street Lighting under Parish Councils Act1957, s.3; to review status. **Minute-** the Clerk confirmed the LED upgrade project government loan was held awaiting further technical detail requested by Salix on the contractor. The contractor advises the necessary inventory audit is scheduled for 30th May. The Clerk to action on receipt. **ACTION**
- d Grass, Hedges and Verges – **Minute-** the RFO advised grass cutting alone is now budgeted at £2750 pa and confirmed no authority to work on church property had been formally received to date putting Council liability at risk. As the proposer, Cllr Benfield agreed to arrange permissions as necessary. **ACTION**

1905.11 Communications.

1. with Parish

- 1. Residents; **Minute-** at the APM, a resident requested 20mph road signage on Main Street outside school. Council agreed to investigate with BCC Highways as they were the ultimate decision maker.
- 2. School; **Minute-** the Headmistress remains keen to collaborate with council on any joint projects and would welcome hearing from anyone willing to volunteer in school.
- 3. Website; **Minute-** the Clerk confirmed the web site is current and the contact form remains a direct route to Council if preferred by residents.
- 4. Notice board; **Minute-** Cllr Benfield agreed to be the key holder

2. with External Authorities & Statutory Bodies

- a. AVDC; **Minute-** the APM Report from Cllr Branston was noted & endorsed.
- b. BCC (Local Area Forum) Local Area Forum; **Minute-** the APM Report from Cllr Macpherson was noted & endorsed. At least one councillor will try to attend the next LAF.
- c. Community Police; **Minute-** the APM Report from the police representatives was noted & endorsed. They urge residents to report all crimes through the channels provided (see flyers in village)

3. with Suppliers

- a. GM Outdoor; **Minute-** the Clerk was authorised to issue the PO for extended grass cutting when authorities obtained and to coordinate the number of cuts in light of BCC now doing 4 cuts per year. **ACTION**
- b. Aylesbury Mains; to report any outages- **Minute;** 2 outages reported, Cllrs Benfield & Jackman to confirm locations **ACTION**

1905.12 Reports;

- a. Village Hall; to receive a report- **Minute-** Cllr Jackman confirmed his report given at the APM and added that he can no longer be the Council representative.
- b. Saye & Sele; to receive a report- **Minute-** the Council's representative, Cllr Jackman, confirmed his report given at the APM
- c. Play Area; to receive a report- **Minute-** Cllrs Benfield, Mackenzie & Moloney had carried out an on-site review of repair requirements and all items had been rectified to the satisfaction of those attending, except for one which requires specialist attention. Cllr Benfield agreed to identify the supplier and obtain quotes. The general life expectancy of the equipment remains a concern and a working party is to convene to report on a replacement programme for next year. **ACTION**
- d. War Memorial; to receive a report- **Minute-** Cllrs Benfield & Mackenzie had carried out a site visit and reported their findings: Cllr Mackenzie had researched the Grade II Listed Monument status of the memorial with English Heritage and tabled documentary confirmation that they consider the wider, surrounding aspect of a memorial just as important as the monument itself and it should not be tampered with. Cllr Benfield considered the three-metal-bench proposal would 'close in' the site, would not be in keeping with its intended use and inappropriate to the specific location of the monument and to the original intentions of those who erected it. He proposed a single bench replacement of the bench recently removed on Main Street and a modern waste bin with suitable wheel chair access as necessary - paid for out of the successful NHB micro grant money. Cllr Jackman was dismayed that council could be asked to consider such a proposal, wondering "who are we, as the temporary custodians of our heritage, to think we can just change something that has stood for nearly a hundred years without regard to the original intentions of those who erected it based solely on the personal preference of a small group of current residents". There was no evidence provided that a majority of residents would prioritise the original proposal over other projects competing for tax payers' money. Documentation alleged to confer legal ownership of the plot had not been seen by Council. In addition, the RFO confirmed there would not be any funding available from precept or reserves to initiate a multi thousand pound project. It was resolved to implement Cllr Benfield's proposal.
- e. MUGA; to receive a report- **Minute-** Cllr Jackman advised Saye & Sele had raised a concern over the lease of the MUGA land in that they wanted sight of any arrangements for reclaiming the land during or at the end of the project life cycle. He was dismayed by the fact that other assets, projects & amenities under S&S stewardship may not be subject to the same concerns. He will investigate.

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He also advised any structures over a certain height would require planning permission. It was agreed to remove the basketball basket from plans. **ACTION**

- f. HS2 & EWR & Expressway; **Minute-** Council endorsed the concerns raised in the APM reports of Cllrs Macpherson & Branston.

1905.13 Amenities

1. Playground – see report above
2. Church crossing – The Clerk had been in touch with BCC Highways and had circulated their feasibility study request form. Cllr Benfield to liaise with church and submit. **ACTION**
3. Defibrillator – Cllr Benfield confirmed there was a defib at school and he would confirm a location on Springhill. **ACTION**
4. War Memorial – see report above;
5. Gateway flowerboxes – a quote had been obtained. The clerk was authorised to initiate. As proposer, the Chair agreed to hold the necessary horticultural licence. **ACTION**
6. MVAS acquisition – Cllr Mackenzie advised acquisition of a new MVAS to be unnecessary and proposed instead to support school initiatives to make informal signage to educate drivers passing through the village. Agreed. **CLOSED**

1905.14 Annual Review Personnel Committee - Confidential Information; The Parish Council resolved to exclude the public from this part of the meeting in accordance with Public Bodies (admission to meetings) Act 1960.

1905.15 Open forum (under adjournment); for Councilors to bring items to go on the agenda, for discussion at the next meeting. **Minute-** Cllr Jackman suggested a small contribution from Council to the Summer Event which he confirmed at 22nd June 2019 from 2pm to 7pm. He would confirm amount on application. Council agreed a small contribution (>£500) under the small grant protocol. The Clerk to issue an application form. **ACTION**

1905.16 To confirm the date of the next meeting; To agree the date – **Minute-** agreed Tuesday 25th June 2019 at 19.30 in GUVH Committee Room

The Chairman thanked all present & closed the meeting at 21.45

Signed as a true & accurate record; *K. Moloney* K. Moloney, Chairman on 26th June 2019

Signed electronically for web security reasons – original on file for reference.

May 2019 Transactions

Transaction Date	Type	VAT No	Invoice Address	Transaction Description	Debit Amount	Credit Amount
07/05/2019	FPO		GUPC	AYLESBURY MAINS LT lanterns repair inv 19038	£ 61.44	
07/05/2019	FPO			TOWN & COUNTRY INS Tractor Insurance	£ 294.16	
07/05/2019	FPO			GU VILLAGE HALL Room Hire calendar Year 2019	£ 500.00	
07/05/2019	FPO			GM OUTDOOR grass cut INV 1299	£ 185.00	
07/05/2019	FPO			ZURICH TOWN&PARISH Liability Insurance 2019-20	£ 1,376.48	
07/05/2019	FPO			GM OUTDOOR grass cut INV 1048	£ 90.00	
07/05/2019	FPO			NBPPC SUBS to 310320	£ 20.00	
07/05/2019	DD		GUPC	OPUS ENERGY LTD Inv 0750932	£ 315.50	
08/05/2019	BGC			AVDC NHB Micro Grant		£ 1,800.00
20/05/2019	DD			AVDC General Waste May19	£ 37.05	
29/05/2019	BGC			HMRC VAT Return 2017 & 2018		£ 2,702.74
31/05/2019	FPO		GUPC	RT MACHINERY repair grass cutter Inv 128312 600409	£ 442.42	
31/05/2019	FPO		GUPC	WICKSTEED LEISURE Playground Inspection Apr 2019	£ 170.40	
31/05/2019	FPO			MELANIE ROSE INTERNAL AUDIT 22May19	£ 34.95	
31/05/2019	FPO			PAUL JACKMAN N/BOARD REFURB	£ 40.00	
31/05/2019	FPO		GUPC	BRIGHT OWL 30mph bin stickers	£ 201.60	
31/05/2019	FPO			BARRY MARTINDALE MAY 2019 EXP CLAIM	£ 10.00	
31/05/2019	FPO		GUPC	AYLESBURY MAINS LT lantern repair inv 19122	£ 150.96	
31/05/2019	FPO			HMRC - ACCOUNTS 31MAY19	£ 75.40	
31/05/2019	FPO			BARRY MARTINDALE MAY 2019 SALARY	£ 301.60	
31/05/2019	DD			ICO subscription ZA041488	£ 35.00	