



GRENDON UNDERWOOD PARISH COUNCIL

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MINUTES of the GENERAL PARISH COUNCIL MEETING held on 25th June 2019

Draft Issue date – 28th June 2019

B. Martindale - Acting Parish Clerk

Prior to the meeting being formally constituted for Council business, the Chairman held an open forum for Parishioners and for occasional external contributions (under adjournment): the forum is limited to 15 minutes to allow completion of subsequent Council business in a timely manner.

The Chair established how many residents wanted to speak and asked contributors to keep within 5 minutes each. Items requiring decisions will be included in the next agenda.

1. A resident queried the minutes of last meeting when proof of the ownership of the memorial was questioned. The Clerk confirmed that an archived previous council minute implying the land in question had been gifted to the village, by way of an unseen letter, for stewardship by the Council is not in dispute. But whilst accepting the existence of that Minute, that does not constitute actual evidence upon which Council can rely to act lawfully – anything unseen being technically hearsay in law. Cllr Benfield suggested, as the council has repeatedly agreed to act as custodians of the plot, as gifted, ownership is a moot point. But he agreed anyway to research the archive for written proof of ownership should it ever be needed in the future. **ACTION**
2. A resident advised there was significant support for a multi-bench proposal at the war memorial suggesting a Facebook 'survey' is somehow a reliable way of confirming such support exists by the majority of residents. Cllr Jackman and another local resident advised that a Facebook page is in fact a 'closed' forum and is not accessible to the majority of residents in the Parish who may not wish to be or are not comfortable with or are not able to access the internet or social media to express their opinions. Therefore, the Council cannot take action against it. Cllr Benfield advised that he had undertaken considerable research into seating within the village and proposed two commemorative benches could be sited; one at the Millennium stone and the second opposite the Church. These could be further enhanced into a more rural setting through the provision of wild flowers adjacent to the seating. He confirmed that extensive research with National Heritage and into other such war memorials confirmed it should remain 'stand-alone' with an unhindered aspect for passers-by and the community. The original bench previously fronting onto the memorial would be replaced at a more appropriate location and no longer obscure the view of the memorial. A resident provided a historic picture of the memorial confirming its original surroundings as initially intended by the founders, not detracted, obscured or impacted by nearby seating. He also asked if there could be no litter bin placed in its vicinity.

There was a general consensus of residents present to consider Cllr Benfield's suggestion as being constructive, viable and appropriate. It was resolved to pursue resolution further. **ACTION** see 1906.09, g

The Chair declared the meeting open at 7.50 p.m.

1906.01 Attendance and apologies: To note;
Attending; Cllrs Moloney (Chair), Benfield, Mackenzie, Jackman, Shepherd.
Apologies; Cllrs Macpherson, Branston, Hedgecox
Absences;

1906.02 Members Interests: Members were 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.

1906.03 Approval of Minutes; To agree and sign the minutes of the Annual Parish Council Meeting of Grendon Underwood Parish Council held on 28th May 2019 as a true & accurate record. The minutes had been circulated prior to the meeting and were taken as read. **Minute** There were no amendments and the Chairman signed the minutes as a true & accurate record of proceedings.
To agree and sign the minutes from the Annual Parish Meeting of the Grendon Underwood Parish held on 28th May 2019 as a true & accurate record. The minutes had been circulated prior to the meeting and were taken as read. **Minute** There were no amendments and the Chair signed the minutes as a true & accurate record of proceedings.

1906.04 Regulatory;
i) To ratify the Annual Review & adoption of Standing Orders, Council Policies, Procedures & Protocols. - the Clerk to table the Policy Register & report; **Minute** the Clerk confirmed the Policy Register was on the web site & on the council cloud for review. Significant Policy revisions were as follows;

- Document Control – to add to the Document Register - small & large grant application forms, Grant application check list, Web Site Instruction, HMRC professional support MOU;
- Grant awarding Policy – to clarify different application criteria for large & small grants; to formalise

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the 'matching' policy as resolved; to incorporate NALC Bulletin LTN21 | Local Council Help to Village Halls; to incorporate NALC Bulletin LTN 31 | Local Council General Powers, Oct18

- Planning Application Response Policy; to incorporate the basic principles of 'Weighing the Planning Balance' as described in the PVALPS 2017.
- Standing Orders – to incorporate NALC Bulletin Amendment L09-18 | 2018, July18.
- Rapid Response Policy – to avoid individual fiscal authority over emergency spend.

There could be a requirement for a web site Accessibility Protocol. Ref: The Public Sector Bodies (Website & mobile applications) (No.2) Accessibility Regulations 2018 & NALC Legal Note L09-18. Query with B&MKALC. **ACTION** Council resolved to adopt as posted.

ii) **GDPR**, the Clerk to report; **Minute** – the Clerk confirmed the ICO fee had been paid and they had issued the Certificate for 2019-20

1906.05 Finance & Accounts.

- i) Consider the RECEIPTS & PAYMENTS OF ACCOUNTS for the period since last meeting & to consolidate 1st quarter, 2019-20; **Minute-** the Chair confirmed no extra-ordinary expenditure in the period and advised receipt of an AVDC NHB £1800 micro grant & a £2750 VAT reclaim. Transactions to be published with the minutes as resolved.
- ii) To confirm directive to submit External Audit submission & web site posting; **Minute-** the Clerk confirmed the 2018-19 external auditor submission pack was submitted & acknowledged on 11th Jun19. Legally required notices were posted to the web site & notice board 16Jun19.
- iii) To review Grants – Incoming – under Parish Councils Act 1957, s.1, the AVDC NHB micro grant - to be spent by 18 July 2019 & AVDC NHB VH project grant, to be submitted by 14th June; **Minute- Micro:** Cllr Benfield to supply quotes and order against 3 Purchase Orders provided; **VH Project:** the Clerk confirmed a VH project grant application for £16000 (against a quote of £18000 accepted by Council) was submitted to AVDC on 11th June & acknowledged. If successful, an AVDC recommendation would be 26th July, ratified by AVDC 11th Sept, for cash to be released against invoice, directly on the Council, for works completed.
- iv) To review Grants – Outgoing; to confirm contribution to the AVDC NHB project grant for VH; **Minute-** the Clerk confirmed for ratification the council contribution to the VH project at £1000 – to be ring fenced at application approval. So ratified.
- v) To review status of LED upgrade loan; **Minute** – the Clerk advised finalised technical data requested by SALIX from Aylesbury Mains had been received and submitted to SALIX 24/06/2019. He explained this updated technical data has allowed the application to be finalised as follows: Project overall cost- £8010; Salix loan- £5105; GUPC contribution- £2905 over 5 years. Salix advised on 26Jun19 that this has passed their technical assessment to progress. It was resolved, therefore, to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £5105 over the borrowing term of 5 years to upgrade all 67 parish footpath lights from obsolete SOX technology to LED. The annual loan repayments will come to around £1000 paid in two instalments per year each of £500. This will not require any increase in the council tax precept for the purposes of the loan down-payment or repayments.

1906.06 Planning; to review any major developments proposed & to ratify any responses made under the Rapid Response Protocol; **Minute-** 19/02015/APP, retrospective re-application, closing date, 26Jun19 – resolved, to repeat objection to previous application of same build.

1906.07 Environment. To report any issues in respect of:

- a Highways under Highways Act 1980, ss43, 50 (inc footpaths), to receive the report actioned at last meeting; **Minute-** Cllr Benfield to table report at next meeting and agreed to replace tread on style on bridleway opposite Darley's close. The Clerk reported a meeting with BCC Highways on 13th June & confirmed there is no money for non-safety critical items.
- b Footpath Lighting under Parish Councils Act1957, s.3; To report any outages; **Minute-** all reports undertaken. No new reports
- c Verges & Hedges under LGA 1972, ss.101, 111, 112; **Minute-** the Clerk reported that he had now got GU back onto BCC's URBAN (inside the 30mph zone) cutting schedule as had not been reinstated since end of the devolved contract. Co-ordinating the cutting schedules of BCC & GM Outdoor is progressing.

1906.08 Communications.

1. with Parish

- i) Matters arising from Open Forum at last meeting; to follow up request for 20 mph outside school. **Minute-** the Clerk had been in touch with BCC Highways – the legal ramifications are considerable. The head of highways is looking into what is possible. Cllr Macpherson has asked to be kept informed.
- ii) **Village Hall;** to receive a report; **Minute- See attached notes**
- iii) **Saye & Sele;** to receive a report. **Minute-** MUGA lease was in need of a new plan sign-off. The original signatures of the Council were required on new plan and revised lease. Resolved to have special meeting to sign off lease before next meeting. Cllr Jackman to progress new plan and lease together with planning permission for over-height fixtures.
- iv) **School Projects;** **Minute** – Cllr Moloney explained issues around collaborating with school especially concerning insurance and liability were challenging. It was agreed to place on hold for the interim.
Go30; Minute – Cllr Mackenzie informed meeting 4 speeding awareness letters had been issued by the Police following the Community Speedwatch exercise on 14th May. Go 30 were intending to

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conduct another Speedwatch exercise as soon as camera was available. Problems had been identified with the MVAS equipment, access to the batteries and their efficacy: Cllr Mackenzie agreed to investigate replacement batteries or replacement with alternatives eg photocells and re-book Speedwatch camera. **ACTION.** Liaison with the school was also intended to potentially undertake a Go30 campaign prior to end of term **ACTION.**

- v) **HS2 & EWR & Ox/Cam Expressway; Minute-** an open meeting at Brill on 24th June was well attended. News on the web site as it becomes available.

2. with other Authorities & Statutory Bodies

vi) **AVDC; Minute** – as above

vii) **BCC; Minute** - as above

viii) **Local Area Forum; Minute-** need to get funding for a street light & church crossing at Broadway junction onto the agenda. **ACTION:** Cllr Benfield to attend and enquire into funding for light at church crossing.

ix) **Community Police Team; Minute** – notification had been received of a Community Day to be held on 14th July at Quainton Railway Centre. Posters were to be displayed in village and details placed on the website.

3. with Suppliers

x) **GM Outdoor; Minute** – the Clerk confirmed they are now working to two Purchase Orders payable on one, time limited Standing Order.

xi) **Aylesbury Mains, to confirm progress of any outages notified last meeting; Minute** all progressed against Outage Reports, averaging one per month this year.

xii) **VH NHB project contractor; to ratify (with VH) project timing. Minute-** start date estimated at end October 2019, completion mid-November 2019. This is in line with funding approval by AVDC around Sept19 – Council & VH so ratified

1906.09 Amenities;

- a. **Playground; current maintenance status, Cllr Benfield to report - Minute-** Cllr Benfield advised the slide repair needed to be off site or the whole unit replaced. Following further investigation, it would be more viable to replace. **Minute:** Cllr Jackman proposed to replace slide: Cllr Maloney seconded proposal. Cllr Benfield to identify most cost-effective replacement. **ACTION**
- b. **Playground; replacement program actioned last meeting; Minute – CLOSED**
- c. **Church crossing; Cllr Benfield proposal, to complete the BCC Scheme Request Brief; Minute-** it was suggested the scheme include a street light at that location. The Clerk had contacted BCC Highways who advised there is no money for a single street light; it would need to be a footpath light and the Council pick up the costs anyway; there may be some money from LAF or HS2. Cllr Macpherson has asked to be kept informed. Cllr Benfield was to liaise with the Church to develop a proposal to BCC. **ACTION**
- d. **MUGA; to hear an update; Minute-** Agreed to gain planning permission to over-height fixtures. Cllr Jackman to progress. **ACTION**
- e. **Defibrillator status; Cllr Benfield to confirm locations - Minute-** confirmed at outside no. 40 Springhill Road and School entrance Main Street Cllr Benfield agreed to investigate the siting of the numbers on the box and ascertain who maintained the batteries. It was suggested that information and details concerning the defibrillator should be available on the PC website. **ACTION**
- f. **Gateway flowerboxes- Minute** – the Clerk met with BCC Highways on 13th June, they suggested basic gateway design for narrow Broadway site, with short flowerbox to lower rung. Drawing to be submitted with pricing. **ACTION**
- g. **War Memorial; to hear status of bench replacement. Minute-** Residents to consider PC proposals for memorial benches.

1906.10 Committees; Personnel Committee - Confidential Information; The Parish Council made a Resolution to exclude the public from this part of the meeting in accordance with Public Bodies (admission to meetings) Act 1960.

1906.11 Open forum for Members (under adjournment); for Councillors to bring items to go on the agenda, for discussion at the next meeting. **Minute-** none raised

1906.12 To confirm dates of forthcoming meetings; To confirm the annual schedule of meeting dates had been posted to the web site & agree the next scheduled date at 30th July 2019; **Minute-** so confirmed.

The Chair declared the meeting closed at 9.40 p.m.

Signed as a true & accurate record; *A. Benfield*, Cllr A. Benfield, Deputy Chairman on 30th July 2019

Signed electronically for web security reasons; original held on file.

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Grendon Underwood Parish Council Bank Statement - June 2019

Transaction Date	Transaction Type	Transaction Description	Debit Amount	Credit Amount
03/06/2019	SO	GM OUTDOOR	£ 275.00	
06/06/2019	DD	OPUS ENERGY LTD 0750932	£ 298.42	
19/06/2019	DD	AVDC GENERAL ACC 7000439	£ 30.40	

APPROVED