



GRENDON UNDERWOOD PARISH COUNCIL

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MINUTES of a GENERAL PARISH COUNCIL MEETING held on 26th November 2019 In Grendon Underwood Village Hall at 19.30

DRAFT Issue date – 29th November 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 other parish stake holders to raise questions, make comments; suggest future agenda items etc.

Minute – two residents attended.

Waste bins at bench locations – Council is minded to support with funding but may have to be from next FinYr. It was agreed to add a contingency to next year's budget. A resident agreed to forward prices to Clerk for Council to schedule a draw down in due course. It was agreed to check with AVDC in case any restrictions apply; Ownership of war memorial – a resident asked for ownership to be revisited suggesting it may become a highly unlikely potential risk. Exactly what risk & to what was not clear and Cllr Benfield was not sure what difference knowing it would make or what could be done with the information. Other more pressing council matters that actually affect residents' day to day lives are currently a higher priority. But this can be pursued as and when it becomes materially relevant to council business. Previous meetings advice that Council is prohibited by War Memorial & Listed Building legislation from making any material changes to the memorial itself or the surrounding aspect of the site in general was repeated. It was pointed out that any member of the public can seek such information in the public domain from the Land Registry as they see fit.

The Chairman brought the meeting to order at 19.30

1911.01 Attendance and apologies: To note;

Attending; Cllrs Benfield (Chairman), McKenzie, Jackman, Hedgecox, McPherson (BCC & AVDC)

Apologies; Cllr Moloney (bereavement)

Absences; Cllr Shepherd

1911.02 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 advised

1911.03 Approval of Minutes; To agree and sign the minutes of the General Parish Council Meeting of Grendon Underwood Parish Council held on 29th October 2019 as a true & accurate record. The minutes are circulated prior to the meeting to be taken as read at the meeting. **Minute:** there were no changes from circulated and the Chairman signed off as a true & accurate record of proceedings.

1911.04 Regulatory;

i) To monitor changes to Standing Orders, Council Policies, Procedures & Protocols- NALC- a new Disciplinary & Grievance Procedure template & Code of Practice for Publicity are imminent; **Minute-** the Clerk also advised NALC had issued a consultation on imminent legislation regarding 'Unauthorised Encampments'. It was resolved to re-circulate their questionnaire and to feed comments back to the Clerk for coordination of reply to NALC. **ACTION**

ii) GDPR, to monitor requirements; **Minute** – nothing to report

iii) Web accessibility legislation definitive Policy template to reflect new legislation still awaited; **Minute** – in addition, the Clerk advised the current web provider had given notice that the current facility is in process of being withdrawn. It was suggested that finding a new web provider would be an ideal time to also seek a .gov.uk domain name for the Council. Cllr Hedgecox suggested that a Council Facebook account be linked to the new site as the official council social media portal. It was agreed to add a contingency to next year's budget to ensure a fully modernised, secure web site fully compliant with all relevant legislation including GDPR, Accessibility. The Chairman & Cllr Jackman endorsed a domain name application request. The Clerk has a meeting arranged to explore options with Quanton on 04.12.19. It was resolved to authorise the Clerk to progress as suggested. **ACTION**

1911.05 Finance & Accounts.

i) Consider the RECEIPTS & PAYMENTS OF ACCOUNTS for the period since last meeting; the Chairman & one other councillor to initial invoices in the period for payment. Relevant bank statements to be issued with the minutes. **Minute-** payments were authorised for incidental light repairs & the Springhill LED upgrade. Memorial Benches have confirmed they are in receipt of full payment.

ii) To consider the budget for the 2020-21 precept request to be submitted in December 2019. **Minute-** council debated the budget at length – various suggestions were made and are to be included in a revised submission to be circulated to Council for final approval. The Clerk requested approvals by return would greatly assist in submitting the precept request during December, to meet AVDC submission timing in January latest. **ACTION**

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The size of the precept request was discussed at length and also considered by the residents present – it was resolved to apply for an amount commensurate with maintaining a neutral effect on local Council Tax, whilst reflecting the growth in population arising from various developments within the Parish - the sole purpose being to maximise spend back into the Community. The Clerk to submit. **ACTION**

- iii) To review Grants – Incoming – under Parish Councils Act 1957, s.1,
(a) AVDC NHB micro grant (community memorial benches); the RFO to report on status. All outstanding contributions were confirmed as directly transferred to the Council account. The completion report was submitted to AVDC on 11.11.19; **Minute; CLOSED**
(b) AVDC NHB project grant (VH upgrade) the RFO to report on status – a completion invoice is necessary for money draw down. Timing actioned to be advised w/c 4th November. **Minute-** the contractor has advised a 06.01.20 start date. Draw down expected in current financial year [February 2020].
(c) HS2 Road Safety Fund. **Minute-** Expression of Interest for HS2 funding for church crossing submitted to BCC HS2 Road Safety Fund on 12.11.19; response awaited. Site meeting with BCC on 13.11.19 outcome awaited.
- iv) To review Community Grants – Outgoing - the RFO to report on status -
- Village Archive Trust – **Minute-** a new application is being prepared;
 - WI VH room rent direct to VH – an approved grant application is drawn down. **CLOSED.**
 - Community Memorial Benches contribution; the approved Council contribution is drawn down. **CLOSED**
 - VH toilet upgrade; Council contribution confirmed as ringfenced to earmarked reserves; release awaiting completion timing; **Minute-** contribution spend anticipated in Feb 20.
- v) To review status of LED upgrade contribution – the RFO to advise status; **Minute-** the RFO advised anomalies arising from work carried out at Springhill & subsequent professional advice have suspended further progress. The contractor has advised some “teething” problems may be “intermittent” and will address urgently. On this basis, it was agreed to pay for work already carried out subject to final sign off. As a result, the Springhill Phase is almost complete & the village phase is suspended pending further advice. The RFO proposed a resolution and was authorised to progress to resolution as proposed. **ACTION**
- vi) To confirm raising STO for previously resolved provision of professional services; **Minute-** pending
- vii) To report on installation of new batteries in the MVAS equipment **Minute-** the Council contribution is drawn down and now fitted and working. Council expressed its gratitude to Cllr Macpherson for her BCC Leaders Fund contribution. **CLOSED**

1911.06 Planning; to review any major developments proposed. To consider other Consultee requests in period; to ratify any applications processed by fast track protocol - invitation to respond to application 17/03317/AOP – 65 dwellings at Springhill - was discussed. It is felt current information was not sufficient to come to an informed decision. At last meeting, it was resolved to request a meeting with the developer. The developer prefers a meeting with Councillors only. Mutually accepted dates not forthcoming. **Minute-** a meeting with the developer & Affordable Housing agent is arranged for 28.11.19.

The VALP Main Modifications paper was released 15.11.19 and circulated for comment; **Minute-** no comment

1911.07 Environment. To report any issues in respect of:

- a Highways under Highways Act 1980, ss43, 50 (inc footpaths); **Minute-** there was concern over the damage recent Thames Water excavations had done to Main Street footpaths – TW to be contacted. The Clerk advised recent ‘no reply’ notifications from BCC FixMyStreet claiming to have rectified dangerous footpath condition when the footpath remains unfit for purpose in many respects. Clerk to forward to Cllr McPherson who agreed to investigate. **ACTION**
- b Footpath Lighting under Parish Councils Act 1957, s.3; To report any outages; **Minute-** outages were reported at lamps 14, 23, 24 & previously reported day burn on lamp 15. All were submitted to the contractor on 27.11.19
- c. LED upgrade. **Minute-** the Clerk reported repeated call outs for an alleged “intermittent” fault on light 20, on Springhill. In addition, from findings arising during the Springhill upgrade, the contractor now advises 2 columns need plumbing upright, 1 light needs a completely new housing, one light has a no supply fault. The Clerk reported the DNO fault to UKPN on 27.11.19. it was agreed to hold further payments pending further advice.
- d. Verges & Hedges under LGA 1972, ss.101, 111, 112; **Minute-** no reports

1911.08 Communications.

1. with Parish

- Matters Arising from correspondence & Open Forum at last meeting - a schedule of Council meetings to be provided for anyone not having access to the web site or notice board;
- Planning enforcement (wheelchair access to Main Street from adjacent dwellings in Saye & Sele Close & development perimeter fence); progress to be monitored. **Minute-** discussions with developer are ongoing.
- Parking on pavements; police to resume their previous initiative. **Minute-** to be advised. **CLOSED**
- **Village Hall;** to receive a report; **Minute-** Cllr Jackman expressed the charity’s gratitude for the

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Council contribution to the hall LED lights which are now all operational. He would investigate a Planning Enforcement request regarding shipping containers on site.

- **Saye & Sele**; to receive a report; re-sign the lease to be considered; **Minute-** re-sign revised lease by original signatories agreed.
- **Go30; Minute-** Cllr Mackenzie to report on replacing the MVAS batteries & any other anti-speeding initiatives; **Minute-** Cllr Mackenzie confirmed the MVAS equipment had been fitted with new batteries & expressed Council's gratitude to Cllr Macpherson for her BCC Leaders Fund contribution.

2. with other Authorities & Statutory Bodies

- **HS2 & EWR & Ox/Cam corridor; -**
 - a. **OxCam Expressway** – feedback from open meeting 15th November 2019; **Minute:** a good turnout, petition established. Further action needed to maintain momentum.
 - b. **HS2** – feedback from meetings held with HS2 on 05.11.19 & with Bucks Highways held on 13.11.19; **Minute:** they have provided contact information for an expression of interest to be passed through BCC Highways.
Cllr Macpherson confirmed that Bucks CC & AVDC have voted unanimously to oppose both HS2 & Expressway but supports EWR and have refused to sign an NDA.
- **AVDC** – Community Emergency Plan, Cllr Hedgecox to advise; **Minute-** a working plan template was discussed. It was felt the community itself would step up, naturally, in any emergency. Alternatively, a suitably trained volunteer force would need to be established by next Council. The geography of the Parish would be challenging to any coordinated response plan. An emergency generator could be considered next Fin Yr.
- **BCC** - meeting with BCC Highways held 13.11.19 see above
 - Church crossing – meeting held with HS2 on 05.11.19 re: funding streams. see above.
 - 20mph outside school and other anti-speeding proposals. To consider quote. **Minute-** a quote was tabled. Funding to be sought. **ACTION**
 - Leak near Ivy Cottage. **Minute-** ; land owner notified
- **Local Area Forum** – last meeting 20Oct19. Minutes circulated; **Minute-** next meeting 03.12.19, Agenda circulated 25.11.19, Cllr Benfield to attend
- **Parish Liaison Meeting held** 06.11.19. notes circulated 12.11.19. **Minute-** nothing arising
- **Community Police Team** – residents' concerns over increasing fly tipping, vandalism & seemingly abandoned horse box & horses. **Minute-** Police attended open meeting on 15.11.19 to hear residents' queries - nothing to report.
- **HMP Grendon** – meeting held with Edgcott; **Minute-** several collaborative projects possible. Meetings to include Edgcott agreed

3. with Suppliers

- Web site; supplier withdrawing service. **Minute-** the Clerk suggested that this is a good trigger for updating the web site to a modern, fully compliant with all legislation web site and at the same time seek to gain a .gov.uk domain. It was resolved to authorise the Clerk to progress as required. Cllr Hedgecox suggested to also link the site to a new official Council social media portal – all concurred. **ACTION**
- GM Outdoor; **Minute** – overpayment to be refunded.
- Aylesbury Mains, to confirm progress of any fault notifications; **Minute-** All faults are reported and in progress. Agreed to hold LED Phase II, upgrade of village, for further information.
- Opus Energy; **Minute** – nothing to report
- Gigaclear; **Minute** – nothing to report

1911.09 Amenities;

- a. Bench replacement project- 2 benches in place - 3rd bench in place 31st October, ground work completed. Council placed on record their recognition & gratitude to all contributors - AVDC NHB grant, 1st Grendon & Edgcott Scouts, the Alistair Haddow Memorial Fund and the volunteers of Grendon Underwood. **CLOSED**
- b. Playground; slide replacement resolution Site visited on 29th October. **Minute-** quote tabled at meeting. Rejected as not competitive. Cllr Benfield to get price and advise Clerk to raise the PO. **ACTION.**
- c. MUGA; **Minute-** expenditure expected next FinYr.;
- d. Defibrillators – **Minute-** it was agreed to check batteries and accessibility **ACTION**

1911.10 Committees; Personnel Committee - Confidential Information; The Parish Council will make a Resolution to exclude the public from this part of the meeting in accordance with Public Bodies (admission to meetings) Act 1960. **Minute-** nothing arising

1911.11 Open forum for Members (under adjournment); for Councillors to bring items to go on the agenda, for discussion at the next meeting. **Minute-** Cllr Benfield suggested a joint VE Day commemoration with Edgcott. Scouts rep agreed to liaise.

1911.12 To confirm date of next meeting; To confirm the published date at 28th January 2020 [no meeting in December]; **Minute-** so confirmed

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The Chairman closed the meeting at 21.46

Transaction Date	Transaction Type	Transaction Description	Debit Amount	Credit Amount
01/11/2019	SO	GM OUTDOOR	£ 275.00	
06/11/2019	DD	OPUS ENERGY LTD 0750932	£ 318.68	
19/11/2019	FPO	CL MEMORIAL BENCH	£ 867.00	
19/11/2019	FPO	PAUL BAKER inv08 HEDGE CUT	£ 100.00	
19/11/2019	BGC	BCC Leader Fund MVAS batteries		£ 130.00
20/11/2019	DD	AVDC GENERAL WASTE	£ 30.40	

Signed as a true & accurate record:
Cllr. K. Moloney, Chairman presiding

Dated:

APPROVED