



GRENDON UNDERWOOD PARISH COUNCIL

All correspondence to the Parish Clerk on parishclerk@gupc.org.uk
Tel: 0787 368 3043 Web Site: <https://www.gupc.org.uk/>

MINUTES of a GENERAL PARISH COUNCIL MEETING held remotely on 30th March 2021

DRAFT Issue date – 3rd April 2021

B. Martindale - Acting Parish Clerk

The Council maintains an 'open for business as usual' policy, during the Covid19 crisis in so far as this is possible under current Government guidance. Meetings will be held remotely until further notice subject to the usual quorum requirements for participating Members. Remote meeting dates and joining instructions are publicised on the Council web site & noticeboards and posted to social media in due time allowing residents to also participate remotely.

The Chairman brought the meeting to order at 19.30 and, as a 1st order of business, confirmed the meeting would be recorded for minute purposes and participation is taken as consent to the meeting rules on the web site. **Minute:** agreed to be recorded

Open Forum for Participants-

The Chairman to confirm the Council is keen to hear from residents subject to meeting protocols & time constraints as detailed on the Meetings page of the PC web site.

Cllr Frank Mahon from Steeple Claydon PC introduced himself as an observer. There were no members of the public present and the Chairman proceeded to the main business agenda.

To Review the NO MORE PRISONS HERE campaign

The joint Edgcott/ Grendon working group continues to collate & organise extensive experience, expertise & qualifications both externally and from within the community in preparation of a co-ordinated response to any Outline Planning Application that may be forthcoming from the Ministry.

To consider draft letter in response to the correspondence that Kim and Paul had from Gary Badley, circulated 19Mar21-

Minute- ratified as presented.

Progress to date-

Phase I - Pre-submission, of the campaign is now summarised on the Parish Council web site with links to all critical meetings so far.

Phase II – Post-submission, of the campaign is in readiness for a rapid response as soon as the application arrives.

A toolkit aid on how best to frame individual objections is in preparation and will be circulated as needed.

The arrival of the application will be notified to the GUPC web site immediately on receipt.

Minute: confirmed as read and Cllr Macpherson advised technical discussions between BC & MoJ indicate they are still progressing surveys in support of a yet to be confirmed submission of an Outline Planning Application.

Covid19 Status Report.

Updates from Buckinghamshire Council, with links to important, official sources of information, continue to be posted to the Notice Board on the Council web site. Notwithstanding the success of the vaccination programme to date and the small relaxation in Government guidelines effective 29th March, groups of up to 6 from up to two households can meet outdoors, it remains essential we still keep distanced; keep washing hands; keep wearing a face covering until further notice.

The volunteer group remains ready to re-activate should that become necessary. The shop remains a vital community asset and has provided, through the Parish Council.

The community police team remains at full stretch and requests that calls on them be kept to an absolute minimum.

Local surgeries in Waddesdon & Steeple Claydon are open by appointment and in emergency only – use 111 wherever possible or 999 in emergency as usual. **Minute:** noted as read.

2103.01 Attendance and apologies: To note.

Participating. Cllrs A. Benfield (Deputy Chairman presiding), P. Jackman, M. Hedgecox, H. Mackenzie, Clerk.

Bucks County Cllr A. Macpherson (part)

Apologies. Cllr K. Moloney.

Absences.

There were 7 participants in all. No members of the public attended.

Cllr Frank Mahon from Steeple Claydon PC attended.

2103.02 Members Interests: Members to be 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

2103.03 Approval of Minutes; To agree and sign the minutes of the General Meeting of Grendon Underwood Parish Council held on 23rd February 2021 as a true & accurate record. No changes to the DRAFT minutes, posted on 27th February 2021, have been requested by the cut-off date. They will be taken as read at the meeting such as to allow the minutes to be approved remotely. The Clerk to post as approved with hard copy held pending final ratification when signature is possible. **Minute-** so approved.

2103.04 Regulatory.

i) Elections 6May21- Election section added to web site; mandatory Notice of Elections posted to web site in due time, 22Mar21; BC Election started on 22Mar21 and lasts to election day. **Minute-** Cllr Jackman confirmed nomination papers have to be submitted to Gatehouse by hand.

He also confirmed the Risk Assessment for use of the VH is the responsibility of BC as the election organiser.

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The Clerk confirmed notice of the elections on 6th May 2021 are posted to the web site - noted key date for notification by 29th March had been achieved - & applicant packs are available on request. No request for application packs had been received to date.

Cllr Macpherson confirmed that the pre-election hiatus applies to publicity and making resolutions to commit future councils to any new long-term commitments. It does not mean normal business is suspended in any way.

ii) Standing Orders, Council Policies, Procedures & Protocols; to monitor changes. **Minute-** the Clerk confirmed the annual policy review is due in May and he will assist the new clerk in preparation.

iii) Other Legislation & NALC Advice; to monitor changes. **Minute-** the Clerk confirmed HMG has confirmed remote meetings held after 7th May will no longer be lawful.

2103.05 Finance & Accounts.

- i) Consider the RECEIPTS & PAYMENTS OF ACCOUNTS for the period since last meeting; the Chairman to summarise invoices received and paid by emergency protocol authorisation. Relevant bank statements to be issued with the minutes as usual. The Chairman to confirm status all payments. The RFO to close cash book for FinYr end-**Minute-** payments status to be advised due to absence. The Clerk agreed to assist the new Clerk in the preparation of the External Audit submission.
- ii) To consider expenses and other claims; **Minute-** Cllr Jackman queried his claim. To be advised.
- iii) To review Grants – Incoming – under Parish Councils Act 1957, s.1. none current. **Minute:** monitoring
- iv) To review Community Grants – Outgoing – under objective specific legislation - none current; **Minute-** monitoring
- v) To consider disposal of old laptop. Offered £114. Processed as authorised. Funds to Council account. To confirm receipt & **CLOSE Minute-** to be confirmed
- vi) Audits- New Internal Auditor is appointed as resolved. Clerk has confirmation. **Minute- CLOSED**
- vii) Contract Renewals – to consider renewing contracts with:
Opus Energy who will not renew a fixed 12-month contract but will charge monthly variable tariff if retained. **Minute-** clerk to seek alternative quotes.
BC Dog Waste Collection Services Agreement (StreetScene), circulated prior to meeting. **Minute-** Cllr Benfield agreed to sign and scan back to the Clerk for submission.
Zurich Insurance last year of agreement to start on 31st May, annual premium £1444.83. **Minute-** agreed to continue.

2103.06 Planning; to review any major developments proposed. To consider Consultee requests awaiting response & to ratify any applications processed by fast-track protocol.

Clerk confirmed email of 16/03 inviting to Planning Policy Meeting on 31/03/21 link circulated. The purpose of the meetings are to: Provide a brief overview of Local Plans; Provide an update on the current work programmes to include the Buckinghamshire Local Plan (BLP), Vale of Aylesbury Local Plan, Supplementary Planning Documents, Statement of Community Involvement and Neighbourhood Development Plans; Introduce some key issues for the BLP
Minute- Cllr Jackman to attend.

To consider the planning balance for:

21/00701 Ivy Cottage 2 April 21 – no objection; 21/00877 Bay Trees 5 April 21 – no objection; 21/01022/ACL Holly Grove Farm 20 April 21 – no objection

2103.07 Environment. To report any issues in respect of:

- a) Footpath Lighting under Parish Councils Act 1957, s.3; To report any outages. **Minute-** agreed to report a Springhill light to the Street light authority. Cllr Benfield to confirm precise location.
- b) Verges & Hedges under LGA 1972, ss.101, 111, 112; the footpath along Main Street has been swept. Co-ordination of FixMyStreet & StreetScene reporting systems under review at County. **Minute-** noted.
- c) Flytipping- in layby on Broadway remains problematic: BC have advised CCTV not possible at location but have offered to bund the layby with soil for 18 months. To consider acceptance. **Minute-** agreed to proceed. BC estimate at end April due to absences at BC.
- d) Village Gateway, Broadway reported 22/03/21 **Minute-** BC report in hand. Cllr Jackman queried why the Grendon gateway at Edgcott entrance is not on boundary of parish thus putting Springhill entrance in no mans land. Clerk to investigate.
- e) Drainage & Ditches- Broadway blocked reported 22/03/21 **Minute-** BC claim owner should drain. They will contact him to request.
- f) Memorial bins – to consider release of key to allow ease of access for emptying. **Minute-** suggestions from BC forthcoming. Will consider.

2103.08 Communications.

1. WITH STAKEHOLDERS

• **Buckinghamshire Council:**

Haddenham & Waddesdon Community Board: Meeting 18th March;

PC Lee Turnham our Community Speedwatch Co-ordinator gave a presentation and said that Speedwatch is expected to be back at the end of April/early May subject to Covid regulations.

A pilot scheme is being started with hand held speed guns which cost around £160 each and can be purchased from Amazon. Speedwatch is considered to be a good deterrent but still not enforceable. **Minute-** agreed to purchase handgun. Noted not enforceable but would provide data for traffic calming claims.

Reflection Meeting on activity of the Board scheduled for 07-04-21 @ 18.00. attendees to be advised.

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To consider, by 30th March, 2 community fund applications from Waddesdon- Waddesdon Hall Committee – to provide Phase two of their Woodland Walk project. They are requesting £3,280 from the Community towards this project.
Waddesdon BMX track improvements – to provide a new surface and widen the track. They are requesting £1000 from the Community Board.

Both schemes support Bucks priorities to address social isolation and encourage outdoor. Therefore, to consider submitting schemes in Grendon to i) utilise green space behind church; ii) to utilise BC land at Broadway junction; iii) to upgrade playground; iv) to support school with sensory walkway. **Minute-** agreed to not support applications due to inappropriate priorities.

Environment & Green Spaces sub-committee: next meeting tba Cllr Moloney to represent. **Minute-** noted.

Highways Safety sub-committee: next meeting tba Cllr Macpherson to participate. **Minute-** noted.

Parish Liaison Meeting: next meeting tba. **Minute-** noted.

Freight Steering Group: next meeting tba. **Minute-** noted

- **Saye & Sele:** Cllr Jackman to report. **Minute-** noted.
- **Village Hall:** Cllr Benfield to report. **Minute-** noted.
- **CCTV Upgrade.** Cllr Jackman has advised app for remote access. **Minute-** so advised CLOSED
- **Community Police Team:** **Minute-** request for support to deter on-pavement parking. Notice for web site approved.
- **HMP Grendon:** Governor has expressed willingness to support community projects when possible. Council has contacted Governor on 22/03/21 re leasing green space on estate. **Minute-** the Council has made enquiries twice and is awaiting advice.
- **School:** Woodland Trust tree project- suspended due to COVID-19. Cllr Jackman to update progress with professional tree planter and school. **Minute-** Cllr Jackman awaiting some proposals. Discussed parking along Main Street at school drop off/ pick up times – yellow lines not approved as could not be in community interest but white lines across entrances could be considered.
- **EfW:** **Minute-** Next meeting March 21. The Chairman to represent. Cllr Macpherson to chair. **Minute-** noted.

2. WITH INFRASTRUCTURE

- **Oxford Cambridge Arc-** Buckinghamshire County advised as at 18th March 2021 project has been terminated. To note and CLOSE **Minute-** whilst the road itself is terminated, agreed to keep on agenda to allow monitoring of the inevitable large scale development applications along the arc, associated with the corridor.
- **HS2/EWR Working Group:** comprising Buckinghamshire County, all Parish councils along the construction route and representatives of both infrastructure project consortia. The HS2 Schedule 17 traffic application (on Council web site) was consented in November 2020 without promised notification to Council. Whilst Schedule 17 specifically highlights the pedestrian crossing at the church, across its construction route as it passes through Grendon Underwood, as being particularly dangerous, it remains uncertain as to whether resolution funding will be approved by BC in light of multiple competing demands. The HS2 Road Safety Fund launched on 22 February and, in addition to submitting the Expression of Interest in Nov19, the Clerk confirmed a further application was submitted on 23Feb21. The Clerk & Cllr Jackman attended an informal meeting re church crossing on 19th Feb21 with BC HS2 Road Safety Fund and a follow up meeting was held on 19th March. Rod Black [BC consenter of HS2 Schedule 17 application] agreed to report back on what criteria were used to allow Schedule 17 to be consented when the A413/Wendover application was not, where a lack of credible information was common to both; progress on how HS2 is integrating with EWR; how traffic movements are being monitored; how promised traffic movements are being policed; how condition of the road is being monitored; to increase involvement of Grendon & Edgcott Councils with notice of changes in traffic movements & copies of monthly meetings with HS2. He had been in touch with HS2 contractor traffic management. They have agreed to liaise with church but no contact had been provided. No mitigation projects are expected to commence before end year. **Minute-** church crossing follow up meeting held 26-03-21. Promised monthly involvement of Parish councils to monitor traffic volumes, local impact, road surface condition & policing of commitments made. Cllr Benfield to gain agreement of church liaison and advise Clerk to approach.
- **UK Power Networks:** nothing to report. **Minute-** noted.
- **Opus Energy:** have advised they will not renew a fixed term contract and put us on their monthly variable tariff. **Minute-** current contract ends 22-04-21. Clerk to seek alternative supplier.

3. WITH COMMUNITY

Springhill- at the last meeting, it was advised a resident's association is still in development. The criteria that PC would need to see in place for recognition of a duly constituted resident group was re-iterated & advice on the holding of cash reserves given. The Council continues to hope more residents would feel able to participate in Council meetings to more fully understand how the Council works to the common benefit of the whole parish. A request regarding the acquisition/ lease of the green space on the estate currently owned & maintained by the prison – either through a Residents Association or by the Council – is under review and subject to a credible commitment, by residents, for its long-term upkeep and the policing of its unauthorised use. Cllr Jackman to report on use of S106 money direct to Ministry; AJ to contact governor with a well-developed proposal; Council enquired on 22/03/21 re lease with Governor. **Minute** A Springhill resident has advised a nascent Residents Association is still in progress and they will hold a review meeting after a survey in due course. Cllr Benfield agreed to accept her invitation to attend on behalf of the Council. Cllr Jackman has had confirmation from BC that S106 money, associated with the new prison, would not be forthcoming and current S106 money is allocated to approved schemes. The Council has approached the prison governor on a number of occasions – awaiting reply due to leave absence.

- **Community Assets-** to consider renewing the Swan and apply for the shop as assets. **Minute-** the Clerk has been in touch with the shop and will progress shop & pub when information to hand.

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- Request for overhanging tree support at Whitsend on 20/03/21. **Minute-** pictures sent to BC who confirm not on their land. Could be on resident land, unknown. Cllr Jackman will liaise with resident to resolve.
- Notice Boards – to consider status of a new Notice Board now received and destined for Springhill - **Minute-** to consider release of key to new clerk. **Minute-** in progress
- MVAS/ Speeding/ Go30: suspended pending lifting of restrictions. Cllr Mackenzie to find out where the no speeding boards have gone. To ratify Chairman agreement of 17/03/21 to support 20 is plenty initiative from Edgcott. **Minute-** resolved to ratify Chairman’s previous agreement to support. Awaiting further details.
Cllr Mackenzie revisited flashing beacons at each side of school; Cllr Mahon suggested requesting funding available for community projects and advised EWR are providing illuminated signs at no cost. Clerk confirmed GU is getting one. Beacons at school considered not cost effective due to short duration needed & expected effect. Resolved to buy a handheld camera for data collection purposes.
- Web site & email: Clerk to report; new home page format to include link highlighting & quick access to major community events, elections & prison campaign updates; new planning page. **Minute-** well accepted
- Gigaclear: nothing to report. **Minute-** noted.

2103.09 Amenities.

- Playground: Cllr Jackman confirmed COVID notices are monitored and compliant as necessary. The approved emergency action plan to be publicised when initiated. **Minute-** may consider upgrade from W&H Community fund
- MUGA: start delayed to 2nd quarter 2021 completion end year. To comply with legal requirements of due diligence, transparency, accountably, and independence in the disposition of such large amounts of public money, Council has resolved to oversee the management of this project professionally such as to ensure value for money and the mistakes of the last playground project are not repeated. To consider status Cllr Benfield to restart with contractors **Minute-** Cllr Benfield has requested new quotes expected before next meeting. When available will send to Cllr Jackman for him to progress S106 funding. Cllr Jackman will review other projects provided by the contractor.
- Defibrillators- **Minute-** satisfactory.

2103.10 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. To review progress on recruitment of the new clerk; appoint a selection panel. **Minute-** noted

2103.11 Open forum for Members (under adjournment); for Councillors to bring items to go on the agenda, for discussion at the next meeting. **Minute-** none

2103.12 To confirm date of next meeting; To confirm date as scheduled on 27th April 2021. Status of remote or actual to be considered. **Minute-** so confirmed and virtual. The Clerk requested confirmation of next years meeting schedule for the web site. Cllr Jackman requested consideration of meetings being moved to a day other than Tuesdays. To be considered by next council.

Meeting closed at 21.02

Signed as a true and accurate record: Dated:
 Cllr A. Benfield, Chairman presiding

GRENDON UNDERWOOD PARISH COUNCIL			March	2021
Date	Type	Transaction Description	Debit Amount	Credit Amount
01/03/2021	SO	MARION RYLEY	£ 10.00	
05/03/2021	FPO	TEEC LTD web hosting 2020-21 inv3679	£ 144.00	
05/03/2021	FPO	BARRY MARTINDALE expense claim FLYER PRINTING	£ 86.40	
05/03/2021	FPO	PAUL JACKMAN expense claim KEY SAFE	£ 28.48	
09/03/2021	FPI	BUY IT DIRECT LTD LAPTOP TRADE IN		£ 114.02
17/03/2021	DD	OPUS ENERGY LTD inv70182096	£ 33.30	
18/03/2021	DD	BC AYLESBURY GEN WASTE inv508893	£ 3.80	
31/03/2021	FPO	HMRC - ACCOUNTS	£ 67.60	
31/03/2021	FPO	CLERK MARCH 2021 SALARY	£ 270.40	