



GRENDON UNDERWOOD PARISH COUNCIL

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MINUTES of a GENERAL PARISH COUNCIL MEETING held remotely on 26th May 2020 Starting at 19.30

DRAFT Issue date – 30th May 2020

B. Martindale - Acting Parish Clerk

The Council is keen to maintain an 'open for business as usual' policy, during the Covid19 crisis in so far as this is possible under current extra ordinary circumstances.

Emergency legislation is now in force allowing Local Authorities to hold meeting remotely - given the usual quorum requirements for participating Members – and to make decisions, agreements and, under certain circumstances, be legally empowered to make resolutions [for example where emergency crisis funding may be needed in the community]. Remote meetings are publicised on the Council web site & noticeboards and posted to social media in due time for residents to also participate remotely subject to free pre-registration

The Chairman brought the meeting to order at 19.30.

As a 1st order of business, to consider allowing the meeting to be recorded for minute purposes only. – all agreed

Open Forum for Participants-

Covid19 status report;

The status of Covid19 in Grendon Underwood and across the County remains as reported last meeting, with regular updates being provided from Cllr Tett, CEO of Buckinghamshire Council.

The shop is providing good support with adequate stocks and an essential delivery service through volunteers.

The community police team are at full stretch and request calls on them be kept to an absolute minimum.

Waddesdon surgery is closed to attendees and calls on them should be in emergency only – otherwise use 111.

The web site contains a message from Council and has links to important, official sources of information.

Minute – the Chairman confirmed status remains unchanged. She expressed her deepest thanks all participants for their support over the past year. Her Annual Council Report has been received and is posted to the web site.

2005.01 Attendance and apologies: To note;

Participating; Cllrs Moloney (Chairman), Benfield (Deputy Chair), Jackman, Mackenzie, Hedgecox

Apologies; Cllrs Macpherson & Branston

Absences; Cllr Shepherd

No member of the public participated.

2005.02 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

2005.03 Approval of Minutes; To agree and sign the minutes of the General Meeting of Grendon Underwood Parish Council held on 28th April 2020, draft circulated on 30.04.20, as a true & accurate record. The DRAFT minutes were circulated prior to the meeting so they could be taken as read at the meeting. There are no changes from circulated, by the cutoff date, to allow the minutes to be approved remotely and posted as approved subject to final ratification of hard copy when this is possible. **Minute** – unanimous agreement and signed off electronically by the Chairman to resolution

2005.04 Regulatory;

i) Standing Orders, Council Policies, Procedures & Protocols; to monitor changes. The Clerk to present the Policy Register for the 2020 annual review. **Minute-** the Policy Register was circulated prior to meeting and the Chairman was authorised to record adoption by initialing the Register sign off sheet as proposed.

ii) Other Legislation & NALC Advice; NALC bulletin LTN31, 20.05.20 confirms S137 grant limitations and prohibiting support of 'church affairs'. **Minute-** noted

2005.05 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. **Minute-** the Chairman had circulated a transaction summary prior to meeting and this was accepted. She was also authorised to pay other invoices as identified.

ii) To consider expenses and other claims - **Minute-** no claims outstanding

iii) To consider authorising submission of the External Audit 'pack' for remote audit of accounts for Financial Year 2019-20, as prepared by the RFO & circulated prior to the meeting. **Minute-**The RFO confirmed the remote Internal Audit went flawlessly and the Internal Audit Report was signed by M. Rose on 07.05.2020.

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Sections 1 & 2 of the AGAR were signed off by RFO on 10.04.20 and by the Chairman on 14.05.20 as approved by resolution at the General Meeting held on 28th April 2020. Proposed by Cllr Jackman, seconded by Cllr Benfield, Vote: unanimous in favour of submission.

- iv) To consider Disposition of S106 money. **Minute**-Cllr Jackman gave a detailed update on status, identifying the large amount of S106 monies now subject to various spend deadlines and the process for releasing it from the Planning Authority and how it should be accounted for in Council finances. The first tranche is submitted and is awaiting systems clearance at the Planning Authority.
There was concern over how funds would actually flow from Authority to Council to supplier and how VAT would be accounted for in the process - To be resolved.
It was agreed to identify more detailed proposals to develop a project delivery strategy (and therefore a spend plan) by next meeting.
The Planning Authority had invited suggestions (12.05.20) for timely utilisation of S106 funds, subject to an imminent spend deadline, derived from developments in Poundon and therefore to benefit, at least in part, the residents of Poundon. There was no recognition of a "Marsh Gibbon cluster" but it was suggested a more relevant grouping could be the newly formed Grendon Underwood Unitary Ward of Buckinghamshire. This to be suggested to the Planning Authority. It was agreed, in the absence of any 'spade ready' suggestions, that priority S106 spend should be focused on GU spend deadlines at this time & subject to review. The Clerk was authorised to respond to the Authority to this effect.
- v) To review Grants – Incoming – under Parish Councils Act 1957, s.1, **Minute**- none pending
- vi) To review Community Grants – Outgoing - **Minute**- Springhill private road grant. This matter is held over into this meeting, at Cllr Benfield request, to establish resident commitment & matching funding – there had been no contact from the resident association. The GUPC Grant Application form had been forwarded to the Resident Association and is awaited together with promised costings and matching funding contribution. Until resident commitment can be demonstrated, Council is not empowered to support private property projects. It was agreed to hold the matter open for no longer than a further three meetings, when resolution will have been under consideration for over a year.

2005.06 Planning; to review any major developments proposed. To consider Consultee requests awaiting response & to ratify any applications processed by fast track protocol-

Minute- the Clerk confirmed that the resolution at last meeting, for GDPR reasons, that responses to requests be made in the name of the whole Council, being the legally constituted body duly authorised as a Planning Consultee for the Unitary Ward, is implemented.

Minute- CM/0026/20 – closing 10 June20 – County Minerals & Waste application. resolved no objection - to be submitted

Minute- the Chairman requested at least two Councillors review the Planning Authority web site for new applications prior to each meeting. Agreed.

Minute- Development perimeter fence status. The developer continues to deny any responsibility. Discussions with Planning Authority are on-going. **Minute**- no progress

Minute- Cllr Benfield remains appalled at the workmanship of the latest new builds in the village. He queried whether any form of control had been carried out by the Building Inspectorate. Awaiting advice. **no response from Planning Enforcement - CLOSED**

2005.07 Environment. To report any issues in respect of:

- a Highways under Highways Act 1980, ss43, 50 (inc footpaths); dangerous state of footpaths; the broken road sign at Saye and Sele Close; reported to AVDC; **Minute**- resolution awaited.
- b Footpath Lighting under Parish Councils Act 1957, s.3; To report any outages. **Minute**- no reports
- c Verges & Hedges under LGA 1972, ss.101, 111, 112; **Minute**- nothing to report

2005.08 Communications.

1. with Parish Stakeholders

Matters Arising from correspondence & Open Forum at last meeting.

- Cllr Jackman to update on the approach, advised last meeting, by Calvert Green & Edgcott Parish councils regarding collaborating in the preparation of a joint Neighbourhood Plan. **Minute**- they have advised they wish to proceed independently. **CLOSED**
- **Village Hall**; Cllr Jackman to table a report; **Minute**- Cllr Jackman advised GUPC grant funding has been a significant contribution to the Hall and is properly spent & accounted for. The Clerk queried the charity view of imminent relaxation of lockdown rules - still to be considered.
- **Saye & Sele**; Cllr Jackman to table a report; **Minute**- more detail to become available from the next meeting of the charity next month.
- **Speeding/ Go30**; **Minute**- email from Edgcott inviting collaboration in the '20isPlenty' initiative to be further investigated.
- **Community Police Team**; **Minute**- email 13.05.20 online child sexual abuse (CSA) Partner Pack – it was agreed to publish their request to the web site. They are aware of a growing problem with drug-based crime in the villages and are working to reduce it. Report any findings straight away.
- **HMP Grendon**; **Minute**- email 21.05.20 requesting suggestions for management of green spaces on the estate. The Clerk was authorised to respond to the effect Council would like to maintain good

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relations and to set up a meeting as this becomes possible and is pleased to make suggestions but to confirm it has no powers to legally enable it to participate, enforce, maintain or assume any liabilities arising from works carried out on private property.

- **School; Minute-** the report from the Headmistress was gratefully noted and published to the web site.
- **EfW; Minute- Minute-** nothing to report

2. with other Authorities & Statutory Bodies

- **EWR- Minute-** nothing to report
OxCam Expressway – Minute- nothing to report
HS2 – Minute- nothing to report
- **Buckinghamshire Council –** Emergency Plan; currently in operation; Land reclamation at church on hold; Pothole programme on Main Street in progress.

Minute- noted

Minute- Release of S106 funds in progress [see above].

Minute- the Clerk advised Buckinghamshire Council – Planning, Growth & Sustainability had issued their “Parish & Town Council’s Involvement in Planning Applications” is published 20/02/2020. There are various changes to the response system, and it was agreed councillors would study the document circulated 26.05.20 for comments to be coordinated at next meeting.

- **Local Electricity Bill – Minute-** The Bill scheduled for debate in the House on 28.04.20 has been postponed – no new timing. It is unclear how this would stack up with energy generated by the EfW site

3. with Suppliers

- **Web site & email – Minute-** the Chairman was generally complimentary of the web site and was looking forward to the future improvements coming on stream. There was general frustration with the new email address. The Clerk to make enquiries.
- **GM Outdoor; schedules in progress. Minute-** noted
- **UK Power Networks: Minute-** nothing to report
- **Opus Energy: Minute-** New 1-year contract commencing 22 April 2020 confirmed. A new DD has been authorised. The Chairman confirmed a refund of overspend throughout 2019 in the sum of £3000 is received. Future billing to reflect the EACS stated in the current UMSC -1st bill to new agreement awaited. latest bill awaited
- **Gigaclear; current zero cost contract continues to May 2021 Minute-** noted

2005.09 Amenities.

- (a) **Playground; slide replacement resolution. Minute-** Cllr Benfield had provided a quote to Cllr Jackman who confirmed release of S106 funds already allocated has been applied for. The Clerk to raise PO as funds become available.
- (b) **Memorial waste bins at bench locations; Minute-** Quotes received; Council PO 200301, £1280, authorised remotely and submitted 19.03.20. Supplier able to advise timing mid-June. Status of matching funding from the community to be confirmed.
- (c) **MUGA; Minute-** there was general concern that this project be managed transparently, accountably and independently and the mistakes of the playground not be repeated. It was agreed therefore to seek individuals, hopefully local and willing to work pro-bono, with the necessary skills/experience to project manage the scheme in its entirety through to completion. Councillors would make enquiries and submit names at the next meeting.
- (d) **Defibrillators – email 13.05.20 from Defib4Life Ltd as alternative supplier of consumables. Minute-** noted.

2005.10 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-** noted

2005.11 Open forum for Members (under adjournment); for Councillors to bring items to go on the agenda, for discussion at the next meeting. **Minute-** nothing requested.

2005.12 To confirm date of next meeting; To agree a remote meeting at 7.30pm on 30th June 2020. **Minute-** date was confirmed and it was agreed to consider whether this could revert to being an open meeting – decision to be published no later than 20th June.

The Chairman thanked all present and closed the meeting at 21.21

Signed as a true & accurate record

Cllr K. Moloney, Chairman presiding

Dated:

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Grendon Underwood Bank Transactions			May	2020
Transaction Date	Transactn Type	Transaction Description	Debit Amount	Credit Amount
21/05/2020	DEP	cheque 500056 VH contribution toilet upgrade		£ 1,000.00
20/05/2020	DD	BC AYLESBURY GEN 7000439	£ 10.45	
01/05/2020	FPO	GM OUTDOOR inv1504	£ 185.00	
01/05/2020	FPO	HMRC	£ 67.60	
01/05/2020	FPO	Clerk APRIL 2020 SALARY	£ 270.40	
01/05/2020	SO	MARION RYLEY Payroll	£ 10.00	
01/05/2020	BGC	BUCKS Precept Pt1		£10,145.00

APPROVED