



GRENDON UNDERWOOD PARISH COUNCIL

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

MINUTES of a GENERAL PARISH COUNCIL MEETING held in Grendon Underwood Village Hall at 7.30pm on 25th January 2022

Under current Government legislation, meetings must now be held face to face by law. Dates are published to the Council web site & noticeboards in sufficient time for residents to attend & actively participate.

The Chairman will bring meetings to order at 19.30, unless otherwise stated on the web site, and participation will be taken as consent to abiding by the meeting rules on the web site.

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 residents and other members of the public to raise questions, make comments, suggest future agenda items etc. Items requiring decisions must be deferred for inclusion in the next agenda.

The current COVID-19 status in Buckinghamshire can be seen on [Buckinghamshire Council | COVID-19 Dashboard](#)
The current status of the NO MORE PRISONS HERE campaign can be seen on the web site at www.gupc.org.uk

Stop the Mega Prison Campaign - The Prison Action Group met on 19th Jan 21 when who would speak at the County Strategic Planning Committee Meeting that will determine the OPA outcome was considered. Cllr Macpherson to request guidance. The Case Officer will submit the recommendation report some 8 days prior to the Meeting which is currently estimated to be in March 2022.

Minute- the Clerk briefed the meeting on developments arising from several new submissions to the Planning Portal from the Applicant and Planning Consultees. The Prison Working Group has developed three new responses to these. It was agreed they be sent, as joint responses by both GUPC & Edgcott PC, directly to the Planning Officer, to devcon and as Consultee comments (abridged) to the comments section of the portal.
The SRA Chair agreed to develop an SRA objection along the same lines. To this end the Clerk would arrange contact with the Chair of the Working Group.

DRAFT Issue date – 29th January 2022

B. Martindale - Acting Parish Clerk

2201.01 Attendance and apologies: To note and accept any apologies.

Attending; Cllrs Benfield (Chairman), Jackman, Scanlon, Fealey, Harris, Clerk

Apologies; Cllrs Moloney, Macpherson.

Absences;

Public Attending: 2 stakeholders – Chair SRA & school liaison. No members of the public.

2201.02 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

2201.03 Approval of Minutes; To agree and sign the minutes from the Annual Meeting of Grendon Underwood Parish Council held on 23rd November 2021 as a true & accurate record. The Minutes are circulated prior to the meeting to allow them to be taken as read. No amendments had been requested by the cut-off date.

Minute- so approved.

2201.04 Regulatory.

i. **Standing Orders, Council Policies, Procedures & Protocols;** nothing to report. **Minute-** noted

ii. **Other Legislation & NALC Advice;** to monitor changes. Nothing to report. **Minute-** noted

2201.05 Finance & Accounts.

- a) Consider the RECEIPTS & PAYMENTS OF ACCOUNTS for the period since last meeting. To confirm up to date for period. **Minute-** resolved to include a 'supplementary' payment to cover balance between 1st & 2nd MUGA invoices (VAT already received) and to pay final invoice on receipt of \$106 money. Resolved to pay MUGA Project Manager's invoice. TEEC invoice agreed to pay.
- b) Precept- to ratify submission as authorised at extra-ordinary meeting held 6/12/21 and in line with County timing by 31st January 2022. TO CLOSE. **Minute-** so ratified. CLOSED
- c) VAT reclaim- submitted to HMRC December 2021. VAT in relation to 2020/21 was received on 29/12/21 in the sum of £3682.83 & VAT the element of 1st MUGA invoice was received on 30/12/21 in the sum of £6752.22. **Minute-** Clerk to progress reclaim of final invoice VAT element at once.
- d) To review Grants – Incoming;
 - Contribution to playground fencing has been submitted to H&WCB by Cllr Moloney. **Minute-** noted
 - Contribution to grass cutting equipment has been submitted to HS2 Community Fund. **Minute-** Cllr Jackman to further progress with assistance from HS2/EKFB.

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- Contribution to church crossing application has been submitted to HS2CF by Clerk. **Minute-** noted.
 - Contribution to SpeedWatch campaign suitable for application to both HS2CF & H&WCB. **Minute-** Cllr Harris to progress. Clerk to advise application form.
 - Contribution to tree planting campaign suitable for application to H&WCB or Community Grant. **Minute-** not required CLOSED.
- iii. To review Grants – Outgoing; none forthcoming. **Minute-** noted
- iv. To review contracts, leasing & loans – to consider outcome of S&S meeting held 17th Jan. 22 – see 2201.08, 3, iii. **Minute-** leases to be progressed – Springhill green space from MoJ, recreation field from S&S. Current loan repayment schedule on track.
- v. To ratify plaque expenditure. **Minute-** so ratified. Cllr Moloney authorised to pay.

2201.06 Planning & VALP; to review any major developments proposed. To consider Consultee requests awaiting response & to ratify any applications processed by fast-track protocol & submitted as resolved.

2201.07 Environment. To report any issues in respect of:

- a Highways under Highways Act 1980, ss43, 50 (inc footpaths); **Minute-** nothing reported.
- b Crime Prevention/ Footpath Lighting under Parish Councils Act1957, s.3 – to report any outages. Cllr Scanlon has submitted a plan for submission to County- see 2201.08,1. **Minute-** see below.
- c Verges & Hedges; Cllr Jackman agreed to contact owner of overgrowth on bridge in Shipton Leigh. Cllr Jackman & Benfield to investigate & authorised to action as necessary. **Minute-** Cllr Jackman reported now cleared away.

2201.08 Communications & Reports.

1. with Parish

- i. **Springhill Residents Association (SRA).** Last notified meeting 28th October 2021 – no feedback forthcoming. Meanwhile, as advised at last meeting, **Minute-** the SRA Chair attended and clarified points arising. She advised the SRA had held meetings monthly since the last notified as in October – minutes to be posted to the SRA web site.
- S106 money arising from the development at Springwood House (aka Moat View) currently held at County must be used by 2024 and any proposals for it need to be fully costed and risk assessed and notified to GUPC no later than March 2023. Relevant support documentation had been provided to SRA chairman. If a proposal for a Springhill project is not forthcoming, in time, the funds will be allocated elsewhere in the parish to avoid it being returned to the developer (with interest). Cllr Jackman has confirmed he had offered to attend an SRA meeting to explain the legal position of the Council regarding S106 in depth. This has been declined. He had also delivered, by hand, full details of the S106 process to the SRA Chairman. This was acknowledged but there had been no feedback as to whether it had been considered useful to the Association going forward. **Minute-** the SRA Chair advised the S106 process is well known and did not need further attendances. She assured Council the SRA was fully conversant with limitations & time frames involved. Cllr Jackman confirmed that, should viable proposals within the parish not be to hand in time, monies derived from Springhill or any other development would be offered to other parishes. He confirmed the location of a development does not define where or how the money derived from it can be used, thereby raising the possibility money from any development in the parish could be allocated to eligible projects on Springhill as necessary, on legal compliance & on merit.
 - SRA discussions with prison - so far inconclusive; no feedback forthcoming. Release of the green space by MoJ and alternatives for acquisition subject to MoJ agreement. As previously confirmed, leasing to the Council would allow VAT benefits but associated liabilities and risk and effective prevention of unauthorised vehicular access would be problematic & expensive. It is suggested that declining the Parish Council's offers of attending/supporting meetings with HMP be reconsidered in the event the Ministry only agrees to leasing to a legally constituted Local Authority. **Minute-** at the last GUPC meeting the prison governor advised she had not been involved with SRA. The SRA Chair advised discussions have been held with her colleagues. No progress to report.
 - Cllr Scanlon has carried out an estate lighting survey to allow Council to submit a request to BC Highways – more detail of locations requested. It has been advised that Council is not empowered to spend public money on assets located on private property and Cllr Rand has confirmed the estate is not adopted by BC and agreed assuming such responsibility would represent an unacceptable financial, security & safety liability for the Parish Council.
In addition, it had been noted that residents of the estate enjoy lower Council Tax rates than other residents of the parish and if the difference is regularly accrued by residents, it could provide the matching funding required for grants.
It was noted that maintenance of highways on other privately owned estates is paid for by the residents themselves through Management Agency contracts & GUPC is committed to treating all residents equally. **Minute-** the prison had contacted UKPN regarding outages on the main drive and have advised they are considering doing the ones on the green. On-estate columns to be advised to County Highways. Retrospective arrangements for a resident led management committee is not a viable option.

- SRA have agreed to forward Association meeting minutes, web site, membership, constitution. All still pending **Minute-** the SRA Chair provided the link to the SRA web site where minutes will be posted. She will look into posting the constitution, membership and committee members as well.
 - Provision of a public access notice board for the Association and church. Referred to HMP Out Work Programme. **Minute-** timing to be advised.
 - Access to the substation restricted by abandoned vehicle. Police have agreed with owner its removal by 20th Jan.22 **Minute-** the police have identified the owner who has been given two weeks to action removal.
- ii. **Speeding:** To confirm status of GU speed-lead & liaisons with Edgcott speed lead. **Minute-** Cllr Pascal is in touch with the Edgcott speed lead and resident volunteers and is developing a proposal. Cllr Benfield to forward socket locations. The Clerk to forward grant application details and examples from other parishes.
- iii. **Fly tipping in Broadway layby-** BC Highways are scheduling plans to bund - BC to follow up. **Minute-** Clerk to chase up.
- iv. **Village pump-** Cllr Benfield to advise status. **Minute-** will be reinstated by next meeting.
- v. **Village Blackboard-** Referred to HMP Out Work Programme. **Minute-** timing not available.
- vi. **Kingswood Bustop-** Referred to HMP Out Work Programme. **Minute-** timing not available.
- vii. **HM Queen Elizabeth II Platinum Jubilee, 5th June 2022-** To consider arrangements. **Minute-** Cllr Benfield will convene a meeting of interested parties for 3rd February 2022 in VH at 7pm. A project lead to be appointed at meeting.

2. with other Authorities & Statutory Bodies

- i. **BCC**
- OxCam Arc Spatial Briefing for Parish Councils on HMG consultation [started 21-07-21 for 12 weeks] held 4/10/21. TO CLOSE. **Minute-** CLOSED
 - HS2/EWR- County have called for a judicial review of some construction routes. To request update from Cllr Macpherson. **Minute-** awaited
- ii. Kingswood traffic risk on A41 - Cllr Moloney to report status of County Highways feasibility study scheduled November21. **Minute-** awaited
- iii. **Haddenham & Waddesdon Community Board-** Cllr Fealey attending. Expression of interest for benches. Elaine Hassall has made positive contact with Clerk re church crossing application. **Minute-** the church crossing application is with HS2CF & under review. Feedback positive- funding not expected until next year.

3. With Stakeholders

- i. **Community Police Team.** Walk round offered; dates to be finalised. Cllr Scanlon requested walk around Springhill. **Minute-** Clerk to progress in Spring.
- ii. **Village Hall;** Cllr Fealey to report as GUPC Trustee; **Minute-** the Hall is virtually fully booked and thriving.
- iii. **Saye & Sele;** Cllr Jackman to report as GUPC Trustee. To consider the financial implications of leasing the recreation field and implications of on-going maintenance and management as a Community Healthy Living Asset. Discussed at meeting of S&S on 17/01/22; Cllr Moloney attending. **Minute-** the meeting on 17th agreed to lease whole field in principle. The S&S Clerk will develop a lease for consideration. Cllr Jackman requested the lease be in perpetuity & at a peppercorn rent. He advised 2 successful grant applications.
- iv. **School:** status from school liaison - common problem with dog fouling. **Minute-** Tree Planting community event scheduled for 12th February, 10.30 to 11.30 with 19th February as backup pending weather. School liaison attended and advised signage grant agreed, flyer finalised & to be forwarded to Clerk for website, printing organised, distribution organised. Refreshments to be provided by Council in VH.
- v. **HMP Springhill & Grendon Prisons.**
- Abscondee status from Governor posted to the web site.
 - The Governor has agreed the HMP **Outwork** Programme can be used as a parish resource where viable – projects proposed are Springhill notice board; village blackboard notice board, other GUPC notice boards; church car park; Kingswood bus shelter.
 - The Governor had not been involved with Springhill Residents Association but would liaise with colleagues in HMP Estates to ascertain options for leasing of green space on the residential estate.
 - Whilst accepting responsibility for streetlights on the main entrance drive, other estate lighting is on private property and not within HMP jurisdiction.
 - Status of the sub-station on the estate, that could possibly be feeding the estate, is not known and it was, in any event, inaccessible and probably obsolete and dangerous. To be resolved.
 - Status of abandoned vehicle at substation to be resolved.
 - Confirmed Ministry of Justice will submit an application for an increase of 120 residents, from 335 to 455, within current facility. **Minute-** Clerk confirmed absconder data on the web site; outwork project timing to be advised; leasing meetings with SRA will be explored; prison responsible street lighting will be progressed; sub-station ID provided by Clerk, property of UKPN; owner of abandoned vehicle identified and notified to move, confirmed on prison land; application for expansion of current HMP awaited.
- vi. **Greatmoor EfW Community Liaison Group.** Next meeting 16th February. Last minutes circulated

14/01/22. **Minute-** noted.

4. With Infrastructure

- HS2, EWR; multiple road closures continue to blight the whole area. Monitoring large potential scale developments in the Arc. **Minute-** noted.
- 5. With Suppliers.** Change to SSE delayed due to general industry chaos. **Minute-** Clerk advised delay due to queries from previous supplier.

2201.09 Amenities.

- Playground:** to consider status of the upgrade –Further to a one-subject extra-ordinary meeting on 24th August, a concept plan formulated and invitation for vendor expressions of interest posted to GOV.UK Contracts Finder on 1/9/21. 11 vendors expressed an interest; 7 vendors have attended site visits. Site visit programme now closed. 4 Concept proposal submissions & quotes have been received by closing date of 25th January 2022 & the Clerk to forward prior to meeting. **Minute-** the concept proposals to hand were tabled, contrasted & compared and discussed at length. Dissimilar content prevented coming to a definitive conclusion. One-subject meeting to be convened in VH in two weeks. Cllr Jackman to circulate a vendor comparison table.
- MUGA;** to hear an update; Completed December 2021. 1st invoice paid 22Dec21. S106 money received 30Nov21 & VAT recovered. 2nd invoice received & S106 requested. Footpath matters to be resolved. Opening ceremony postponed to March 2022, MP & BC to attend. **Minute-** Cllr Benfield quoted to complete the path down to the car park. Motion to accept by Cllr. Jackman, seconded Cllr. Fealey, unanimous. Cllr Benfield to forward the quote to the Clerk. Cllr Jackman commended the Project Manager with thanks.
- Health & Fitness Track around perimeter of field. To action resolution to consider build in 2022. Charndon contacted who used Calloo. **Minute-** Clerk authorised to get quotes.
- Defibrillator status- Inspection and clean completed on 17/11/21. Pads to be sourced in June 2022. Batteries fully charged. **Minute-** noted. Monitoring.
- Grassland habitat/ tranquillity zone. **Minute-** Cllr Jackman confirmed the lease prohibits any use other than as a graveyard.
- To consider senior citizen amenities. County initiative also advised. **Minute-** Cllr Fealey had received advice from Cllr Moloney that self-funding lunch clubs would start in the Swan independent of Council.

2201.10 Personnel Matters - 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.

2201.11 Open forum for Members (under adjournment); for Councillors to bring items to go on the agenda, for discussion at the next meeting. **Minute-** nothing.

2201.12 To confirm the date of the next meeting; To agree 22nd February 2022 at 19.30 in GU VH. **Minute-** so confirmed.

Signed as a true & accurate record:

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Cllr Benfield (Chairman presiding)

Date: