



GRENDON UNDERWOOD PARISH COUNCIL

From the office of the Clerk to the Council: clerk.gupc@outlook.com

Minutes April 2018

B. Martindale – Acting Clerk

Minutes of a properly constituted General Meeting of the Parish Council held on Tuesday 24th April 2018 at 7.30pm in GUVH.

Draft Issue date – 1st May 2018

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Pre-Meeting Open Forum for Parishioners (under adjournment): MINUTE: AVD Cllr Branston gave an overview of the current situation regarding alternative authority structures in Buckinghamshire. Discussions are on-going between HMG, District & County. Resolution timing is indeterminate. Whilst there may be some changes to Ward boundaries, authorities at Parish level are not considered to be under threat. The effect on Parish elections remains uncertain. He agreed for the current alternative outline documents be put on web site.

1804.01 Attendance and apologies: In Attendance: Cllr Moloney (Chair), Cllr Benfield, Cllr Jackman, Cllr Hedgecox, Cllr Mackenzie, AVDC Cllr Branston, Clerk.

Apologies: Cllr Shepherd, Cllr Howe, BCC Cllr Macpherson.

1804.02 Members Interests: Councillors 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. – Cllr Jackman declared his position as Council representative on the GUVH and Saye & Sele Charitable Trusts.

1804.03 Approval of Minutes; To agree and sign the minutes from a general Meeting of Grendon Underwood Parish Council held on 27th March 2018 – the minutes were agreed and signed off by the Chair as a true & accurate record.

1804.04 Action items from previous meeting. There were 13 action points arising:

- 1) **Items identified at last meeting to be included in this Agenda;**
 - Waiting area at bus stop opposite pub -** MINUTE: to be monitored in light of pub status. **CLOSED**
 - Greatmoor CLG tour dates;** MINUTE: Clerk to contact for tour dates and put onto web site & KM to Facebook;
 - Reconcile Asset Register against insurance; Clerk** see minute 1804.05, 6
- 2) **To arrange an interim finance meeting, Clerk – held 10th April 18.** see minute 1804.05, 1
- 3) **To authorise the proposed response to the St Leonard's grant application, Clerk;** see minute 1804.05.5 (a) (i)
- 4) **To confirm granting of VH Grant application, Clerk;** see minute 1804.05, 5 (a) (ii)
- 5) **To update Planning application status, Clerk;** see minute 1804.06
- 6) **To report on Springhill surface failure support, AB;** see minute 1804.07, (a) (ii)
- 7) **To consider parking on pavements, Clerk;** see minute 1804.09, 7
- 8) **To consider contractor for cleaning of pavements, AB;** see minute 1804.07, (c)
- 9) **To consider report on play area, AB –** see minute 1804.10, (b)
- 10) **To consider status of CCTV under Local Government Rating Act 1997, S31, Clerk;** see minute 1804.07 (b)
- 11) **To consider progress of MUGA Committee, AB -** see minute 1804.10 (d)
- 12) **To consider road closure for Street Parties, Clerk;** see minute 1804.10 (g)
- 13) **To establish a lead time for recruitment of a permanent Clerk, MH;** - see minute 1804.10 (h)

1804.05 Finance & Accounts.

1. To consider, for full Council approval, resolutions arising from interim finance meeting held 10th April 18 – MINUTE: The Chair detailed all outgoings enacted from the meeting, confirmed by reference to the April 18 bank statement, for full Council ratification – Council ratified;
2. To review last month's RECEIPTS AND PAYMENTS OF ACCOUNTS & ratify payments made since the last meeting – MINUTE: since the last meeting, the Cash Book for 2017/18 financial year has been closed and reconciled against the bank statement and reviewed against current Budget projections. The 2018/19 Cash Book has been started with April 18 outgoings as above – Council ratified;
3. To approve/ reject other payments outstanding; MINUTE: unpaid payments in hand are as listed below & await clearance.
4. To review Standing Orders & Direct Debits; Clerk to report on BT Business – MINUTE: the Clerk was concerned the BT Business account name could expose Cllr Jackman to being considered an individual acting unilaterally in control of public money. The clerk would circulate a review of the on-going protracted dealings with BT with a course of action for escalation. In the meantime, Council agreed to formally authorise Cllr Jackman to act on its behalf in regard to the BT Business account up until such time as the account name can be changed without Council accruing penalties and, in any event, no later than the end of the current contract in Dec 2019. A third Direct Debit was now in force after BT unilaterally cancelled the previous two without explanation. **ACTION**
Opus Energy. MINUTE: the Clerk advised that this supplier is now refusing to engage with Council in writing, after repeated email requests to do so & explaining the current situation, as the current email address being used by Council is not the one they have on their records. Council approved the cancellation of the Direct Debit subject to an alternative supplier in place. **ACTION**



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5. (a) **Grants – outgoing**; clarification of Statutes involved; Minute: in light of two grant applications in progress, for the Village Hall & for Church grounds, the Clerk tabled the NALC guidance on the statutes involved in the awarding of grants by Councils. Council authorised the guidance be embodied into the Council's Grant Awarding Policy, the grant application form & uploaded to the web site.
 - (i) Church Grounds – the application was approved under s137, Clerk to advise applicant. It was suggested an alternative means of supporting the church would be to explore extending Council agreements with its ground work suppliers to maximise any benefits of scale - the Clerk to ask for invoices for the work covered by the grant currently; **ACTION**
 - (ii) The Village Hall applicant was advised of Council approval on 29.03.18. Any future application from the Village Hall will be considered under s133;
 - (iii) Subscriptions (6 currently in force representing some £230) are not to be considered under the Grants Policy as they are deemed to impart a benefit directly to the Council, thereby contravening relevant statute;
 - (iv) No grants for the street party would be forthcoming as it must be self-funding from participating organisations.
- (b) **Grants - incoming**; AVDC, BCC, BALC Transparency Grant, HS2, AVDC New Home Bonus, others
MINUTE: Council is minded to adopt a policy of general application; Clerk to investigate eligibility and review the overall potential for grant funding income. **ACTION**
6. Asset Register – MINUTE: the Clerk to review status **ACTION**

1804.06 Planning under Town & Country Planning Act 1990, Sched. 1, Para 8;

1. To review the status of major planning applications & developments in the village as listed below; -
MINUTE: there are no major development applications this month as far as it is possible to tell. The Chair expressed concern at the status of the AVDC Planning web site as being out of date and contradictory. Until AVDC allocate appropriate resource to the function there remains little confidence in its fitness for purpose.

1804.07 Environment. To review the status of:

- a **Highways under Highways Act 1980, ss.43, 50 (inc Footpaths), Lighting under Parish Councils Act 1957, s.3, Ditches under Public Health Act 1936, s.260:**
 - i. Street Lighting; MINUTE: no further problems reported.
 - ii. Springhill estate surface repairs. MINUTE: residents are forming a working party all works are independent of Council. **CLOSED**
- b **CCTV under LGRA 1997, s.31:** to review the status of CCTV at the Village Hall – MINUTE: the system will be operational on 27th April. Familiarisation for Councillors will be arranged.
- c **Grass, Hedges and Verges under Highways Act 1980, s.96:** report on arrangements for grass cutting & footpath cleaning – MINUTE: the Chair advised a 10 month Standing Order was in force for verge cutting and the first cut had completed. Cllr Benfield will liaise with the supplier, or an alternative, to arrange additional works on hedges in the Autumn and appraise Council of costs.

1804.08 Authorities & Statutory Authorities.

1. GDPR – status report; MINUTE: the consequences of imminent legislation remain unclear. Council agreed to take any appropriate action as appropriate advice comes to hand.

1804.09 Communications

1. Residents – Springhill street light failure, AVDC contact for Church roof appeal, potholes – all actioned to the satisfaction of the residents concerned;
MINUTE: it was agreed to hold a Council surgery to coincide with WI Coffee Shop on 2nd Thursday of the month, 9 to 12 am which would need publicising on the web site, in the shop & notice board **ACTION**
2. Emails received – Clerk to post to the Council cloud – MINUTE: all emails were confirmed as in Agenda;
3. Web site status – eligibility for a .gov.uk domain MINUTE: not supported. **CLOSED**
4. Notice board -- MINUTE Cllr Benfield to arrange a cleaning party; **ACTION**
5. Rapid response system – MINUTE: the system has been trialled as a major part of the Risk Management Policy to make sure no one individual is ever in a position of acting or committing expenditure without at least one other Councillor involved with full Council ratification as soon as possible thereafter. The Clerk to formalise the policy. **ACTION**
6. PO Box address – MINUTE: review with new clerk. **CLOSED**
7. Police – MINUTE: the Clerk reported the police had advised the problem of parking on pavements had subsided but would keep an eye on it and advise Council as necessary. **CLOSED**

1804.10 Committees, Amenities & other Reports:

- a. Village Hall – MINUTE Cllr Jackman advised AGM held last night. Finances are approved and healthy. The grant will be used for heaters, quotes in progress, council to be kept informed.;
- b. Play area safety inspection - MINUTE a full safety inspection has been ordered and Council will comply with



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its findings. Cllr Benfield has found some equipment failures and has ordered the necessary special tools for repair; **ACTION**

- c. Saye & Sele – MINUTE a Grendon resident has been the recipient of an award in support the World Challenge;
- d. MUGA Committee - MINUTE; the land owners have been made aware, plans will be drawn up for submission to the land agent to support extending existing leasing arrangements; **ACTION**
- e. Defibrillator service; MINUTE: Cllr Benfield would establish the contact for servicing. **ACTION**
- f. Local area Forum – MINUTE Bucks CC money, AB to attend;
- g. Street closure & celebrations for wedding under LGA1972, S145;- MINUTE: Cllr Benfield advised the pub is no longer the lead on the street party and it would better being a joint venture involving all interested groups. It was agreed it would best be held in the Village Hall, no longer needing Main Street to be closed. He agreed to contact his liaison in AVDC to advise. It was agreed that no funding would be forthcoming from Council and it would need to be self-funding. Cllr Jackman will co-ordinate the various groups and generate some publicity for web site & social media.
- h. Personnel Committee/ training;

Note; Council may wish to exclude the public from this part of the meeting in accordance with Public Bodies (admission to meetings) Act 1960.

To initiate the recruitment policy in good time for replacement of the Acting Clerk before contract end; MINUTE: Cllr Hedgecox advised he had consulted NALC as to due process and had advertised the vacancy on their web site and had two applications. It was agreed a personnel committee meeting would be confirmed to progress the clerk recruitment. He suggested the vacancy be advertised in the shop, web site & Life Together and will forward an advert for Council approval. **ACTION**

To discuss staffing matters – MINUTE: it was resolved that Cllr Hedgecox represent the council to external parties and liaise with them in relation to a staffing matter and it was resolved that the Chair to sign a letter to that effect. **ACTION**

1804.11 For next meeting: for Councillors to raise matters arising for next meeting's agenda - none.

1804.12 Date of the next meeting; To agree the date – 29th May to include the Annual Parish Meeting.

APPROVED



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RECEIPTS AND PAYMENTS OF ACCOUNTS

April 2018;

Transaction Date	Transaction Type	Transaction Description	Debit Amount	Credit Amount	Bank Balance
19/04/2018	FPO	HMRC - ACCOUNTS OF	£ 226.20		£ 28,531.85
19/04/2018	FPO	BARRY MARTINDALE	£ 904.80		£ 28,758.05
16/04/2018	FPO	ZURICH TOWN&PARISH	£ 1,347.25		£ 29,662.85
16/04/2018	TFR	GU VILLAGE HALL	£ 3,000.00		£ 31,010.10
16/04/2018	FPO	AYLESBURY MAINS LT	£ 161.76		£ 34,010.10
16/04/2018	FPO	BARRY MARTINDALE	£ 192.28		£ 34,171.86
16/04/2018	TFR	GU VILLAGE HALL	£ 540.00		£ 34,364.14
10/04/2018	TFR	BMKALC	£ 160.51		£ 34,904.14
10/04/2018	TFR	BUCKS PLAYING FIEL	£ 20.00		£ 35,064.65
10/04/2018	FPO	NBPPC	£ 20.00		£ 35,084.65
06/04/2018	DD	OPUS ENERGY LTD	£ 648.80		£ 35,104.65
06/04/2018	BGC	BUCKS CC BACS		£ 1,559.81	£ 35,753.45
05/04/2018	DD	BT GROUP PLC	£ 107.44		£ 34,193.64
03/04/2018	SO	GM OUTODOR	£ 185.00		£ 34,301.08

Payee	net	Vat	gross	Description
TO HAND UNPAID				
Aylesbury Mains Ltd	£64.00	£12.80	£76.80	Street light Springhill
Marion Ryley	£10.00	£ -	£10.00	HMRC Q4 2017/18
Marion Ryley	£120.00	£ -	£120.00	HMRC 2018/19
Town & Country	£285.20	£ -	£285.20	Tractor insurance
GUVH	£40.00	£ -	£40.00	Room rental

Major New Build Planning Applications Status ref: AVDC Planning @ 25th April 2018

Reference	received	Address	Type	Status
17/04829/AOP	21 Dec 17	20 dwellings rear of Orchard Cottage	Application	Awaiting decision
17/04646/APP	8 Dec 2017	Demolition of Bernwode for new dwelling, Main St	Application	Approved
17/03317/AOP 16/03029/AOP	25 Aug 2017 18 Aug 2016	72 dwellings; Edgcott Rd & Springhill Rd	Application Application	Awaiting decision Appeal dismissed 6/7/17
17/02171/AOP 16/03170/AOP	31 Aug 2016	82 dwellings on Land Adjacent to Broadway Grendon Underwood Buckinghamshire	Application application	Application refused Appeal dismissed
17/01348/APP	10 Apr 2017	21 dwellings; Land Adjacent to Ivy Cottage Main Street Grendon Underwood Buckinghamshire	Application	Awaiting decision
17/01862/APP		14 Shakespeare Orchard Grendon Underwood Buckinghamshire HP18 0SQ	Application	Awaiting decision
17/00209/APP		Land at Lawn Farm Main Street Grendon Underwood Buckinghamshire	Application	Approved
16/04609/AOP	23 Dec 2016	60 dwellings; Land Adjacent Edgcott Road Grendon Underwood Buckinghamshire	Application	Appeal NONDET 24.04.18
16/02875/APP		11 dwellings land off Shakespeare Orchard Grendon Underwood Buckinghamshire	Application	Approved