



GRENDON UNDERWOOD PARISH COUNCIL

All correspondence to The Clerk to the Council on clerk.gupc@outlook.com

MINUTES of the ANNUAL PARISH COUNCIL MEETING held on 30th May 2018

At the Annual Parish Council Meeting the first order of business is the election or re-election of the Chairman and Vice Chairman. The newly elected Chairman then opens the meeting for business.

The council reviews all aspects of its operational systems & methodology, sets dates for forthcoming meetings, the Internal Auditor is appointed and any members who represent the Council on outside bodies or internal committees are identified and minuted. It must also approve all actions to comply with statutory financial & accounting due diligence.

Draft Issue date – 6th June 2018

B. Martindale - Acting Parish Clerk

Election of the Chairman; Cllr Moloney to be re-elected - proposed, Cllr Hedgecox; seconded, Cllr McKenzie; Vote; unanimous. Cllr Moloney duly elected to serve as Chairman till May 2019

Election of a Vice Chairman; Cllr Benfield to be re-elected - proposed, Cllr Hedgecox; seconded, Cllr Jackman Vote; unanimous. Cllr Benfield duly elected to serve as Vice Chairman till May 2019.

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 Members, visitors and members of the public to raise questions, make comments; suggest future agenda items etc. Items requiring decisions must be included in the next agenda.

05.01 Attendance and apologies: To receive and accept any apologies.

Attending; Cllr Moloney, Chairman; Cllr Benfield, Vice Chairman; Cllr Jackman; Cllr Hedgecox; Cllr MacKenzie; AVDC Cllr Branston; the Clerk to the Council; 15 residents.

Apologies; BCC Cllr Macpherson, prior engagement

Absences; Cllr Shepherd; Cllr Howe

05.02 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** - Cllr Jackman declared his trusteeship of the Village Hall.

05.03 Approval of Minutes; To agree and sign the minutes from a General Meeting of Grendon Underwood Parish Council held on 24th April 2018 as a true & accurate record. **Minute** – the agenda had been circulated prior to the meeting and was taken as read. There were no amendments and the Chairman signed the minutes as a true & accurate record of proceedings.

05.04 Appoint the Internal Auditor; Minute- The Chairman proposed the services of Mrs. Rose be retained for another year. All agreed without dissent. Mrs. Rose duly authorised to act as the Internal Auditor.

05.05 Review delegation arrangements;

(a) Council representation on outside bodies. Minute– it was agreed the following would be Council representatives; LAF – Cllr Benfield, Village Hall – Cllr Jackman, Saye & Sele – Cllr Jackman & resident Avery.

(b) Internal committee members. Minute- MUGA; Cllrs Benfield & Jackman, Personnel; Cllrs Hedgecox & Mackenzie

(c) Holder of the Notice Board key. Minute- Cllr Benfield to continue, Cllr Jackman to deputise;

(d) Council Account Holders. Minute- Cllr Jackman nominated for the BT Business contract to Dec 2019

05.06 Review Terms of Reference of committees. Minute- the ToR of the Personnel Committee were approved to be held in the Policy Register;

05.07 Review & adoption of Standing Orders, Council Policies, Procedures & Protocols. Minute- the Clerk tabled the Policy Register advising there are 14 council policies and the Council is also governed by the JPAG Governance & Accountability Regulations March 2018 & the Accounts & Audit Regulations 2015. All Policies are submitted as amended to reflect the size, nature & practices of the Council and to include new GDPR legislation & newly identified risks to business continuity - without impacting on any statutory requirement. New policies include a Rapid Response Protocol and a Planning Invitation Response Policy. They are all uploaded to the Council 'cloud' and Councillors agreed to review them for adoption at the June meeting. Policies comprise the following; **ACTION. ALL MEMBERS**

- i) Code of Conduct;
- ii) Complaints Procedure;
- iii) Data Protection Policy;
- iv) Document Control;
- v) Financial Regulations;
- vi) Freedom of Information;
- vii) Grant awarding Policy;
- viii) Personnel Committee Terms of Reference;

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- ix) Planning Application response Protocol;
- x) Publication Policy;
- xi) Rapid Response Protocol;
- xii) Risk Assessment;
- xiii) Risk Management Policy;
- xiv) Standing Orders.

05.08 Determine the time, date & place of Ordinary Parish Council Meetings up to and including the next Annual Parish Council Meeting and their publishing to the web site. **Minute-** it was agreed to hold General Meetings on the last Tuesday of each month except for May, when the Annual Parish Meeting & the Annual Parish Council Meeting will be held, August & December. It was agreed to hold an interim finance meeting in December as necessary to comply with District timing for the precept application. The Chairman authorised the Clerk to publish a schedule for each financial year to the web site. **ACTION.**

05.09 Finance & Accounts.

- i) To review the effectiveness of the system of internal control and consider the findings of that review; **Minute-** there were no matters of concern raised by the external or internal auditors for the prior year and from scrutiny of the records generated, Council considered the system of internal control remains effective & fit for purpose.
- ii) Based on the review in (i), to consider for approval by resolution the Annual Governance Statement 2017/18 (Section 1 of the AGAR Part 2) for the financial year ending 31 March 2018; **Minute;** all assertions were considered accurate and the Council resolved to approve the Annual Governance Statement. The Chairman confirmed the RFO had signed the Statement and then signed as duly approved. The RFO was authorised to publish to the web site. **ACTION.**
- iii) To consider whether the Council wishes to self certify itself as exempt from a limited assurance review by the External Auditor under Section 9 of the Local Audit (smaller authorities) Regulations 2015. **Minute;** reviewing all of the conditions for exemption, it was concluded that the Council is eligible and the Chairman and RFO signed the certificate. The RFO was authorised to submit the certificate to the External Auditor as specified and to post it to the web site.
- iv) To consider for approval by resolution the Accounting Statements 2017/18 (Section 2 of the AGAR Part 2) for the financial year ending 31 March 2018; **Minute-** all figures were considered accurate and the Council resolved to approve the Accounting Statements. The Chairman confirmed the RFO had signed the Statements and then signed as duly approved. The RFO was authorised to publish to the web site. **ACTION.**
- v) To agree explanations of variances between previous financial years in the Annual Governance & Accountability Return; **Minute-** changes in circumstances fully explained variances and were accepted.
- vi) Review the Asset Register – the Clerk tabled an updated Asset Register to include new acquisitions and disposed of assets. **Minute-** Council approved the Asset Register.
- vii) Review of insurance cover. **Minute-** the RFO advised all assets & liabilities are covered by insurance.
- viii) Consider the RECEIPTS & PAYMENTS OF ACCOUNTS for the period since last meeting and any to hand unpaid; **Minute-** the Chairman summarised payments for May and the month end bank statement was approved for inclusion in the minutes. **ACTION**
- ix) To review Standing Orders & Direct Debits – **last minute action point; Minute-** the RFO confirmed Council payments status as per his Annual Report to be attached to the minutes. **ACTION**
- x) To review Grants – Incoming; **last minute action point; Minute-** the Clerk advised the following grant claim opportunities EWR, DfT (HS2), New Home Bonus; residents put forward several suggestions and were advised to forward them to the Clerk through the contact form on the Council web site.
- xi) To review Grants – Outgoing; **Minute-** the Chairman encouraged residents to let the Council know of any proposals for grant spending they would like to suggest;
- xii) To review Council subscriptions to other bodies; **Minute-** currently BALC, NALC, NBPPC, AVALC, BPFA, SLCC, ICO to continue.

05.10 Planning; to review current status of the AVDC Planning web site; **Minute-** whilst continuing to respond to all invitations to consult from the Planning Authority, it was agreed to monitor the AVDC (Planning) web site for only those large scale development proposals likely to have significant impact on residents.

05.11 Environment. To report any issues in respect of:

- a Highways under Highways Act 1980, ss43, 50 (inc footpaths); - **Minute-** Residents raised several matters including kerb edging, overhanging pathway foliage, visibility at junctions, leaf litter on pavements. It was agreed that Cllr Benfield carry out a parish 'drive through' to establish a comprehensive 'state of repair' report covering items in 05.11 for the next meeting. **ACTION**
- b Footpaths & Footways - AVDC; **Minute-** overhanging foliage, surface under foot
- c Ditches under Public Health Act 1936, s260. **Minute-** regular flooding down the village.
- d Street Lighting under Parish Councils Act 1957, s.3; to review status. **Minute-** Cllr Benfield agreed to carry out a full review of lighting on Springhill in conjunction with Edgcott and to establish point of authority. **ACTION**
- e Grass, Hedges and Verges – AVDC devolved, to review status. **Minute-** the Chairman agreed to contact the current supplier with a view to extending coverage to the Kingswood bus shelter, village entry sign clearance and others as arising from residents. **ACTION**

05.12 Communications.

- i) Residents – **last minute action point; Minute-** representatives of Council attended this month's

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WI coffee shop in the Village Hall from 09.00 to 14.00 and will continue to provide a drop in surgery for residents there on subsequent 2nd Thursdays of each month until further notice.;

- ii) Correspondence; **Minute-** the Clerk confirmed all communications were on the agenda.
- iii) Local Area Forum; **Minute-** council will represent residents as called
- iv) Website, **Minute-** the Clerk confirmed the web site is current and the contact form remains a direct route to Council if preferred by residents.
- v) Social Media; **Minute-** the Chairman continues to host a social media presence.
- vi) Notice board – **last minute action point; Minute-** Cllr Benfield agreed to obtain a spare key and to appoint a deputy. **ACTION**

05.13 Committees, Amenities and other reports;

- a. Village Hall; to receive a report Cllr PJ **Minute-** the Council's representative, Cllr Jackman, confirmed his report given at the APM and added the Village Hall car park continues to provide a major village amenity in regard to being a school run drop off point far safer than on road parking.
- b. Saye & Sele; Cllr PJ. **Minute-** the Council's representative, Cllr Jackman, confirmed his report given at the APM
- c. Play Area – **last minute action point; Minute-** The Clerk confirmed the safety inspection had taken place on 24th May. Cllr Benfield gave a rundown of findings and agreed to organise some minor repairs and put quotes for matting to the Council at next meeting **ACTION**
- d. Management of the Projects
 - i) MUGA Committee **last minute action point** - update of project; **Minute-** members of the committee confirmed the project is making good progress. It will provide a venue for multiple sports but confirmed cricket would no longer be offered as this had not been played there for some time.
 - ii) CCTV under LGRA 1997, s.31 **Minute-** the Chairman agreed to progress signage to include notification of ability to prosecute. **ACTION**
 - iii) Section 106; **Minute-** Cllr Jackman presented latest projections and confirmed sums had been committed by the Planning Authority. He advised legal documentation is in progress and must now relate to square meters and not to number of houses.
- e. Defibrillator status - **last minute action point; Minute-** Cllr Benfield agreed to progress the necessary access codes **ACTION**
- f. HS2 & EWR; community open meeting 6th June 2018, 11am to 8pm, Calvert Green Village Hall; **Minute-** Cllr Mackenzie agreed to attend and to put forward Cllr Hedgecox suggestion to widen footpaths. **ACTION**
- g. Visit to Great Otmoor energy from waste station; tentative booking 4th July 2018, pm; **Minute-** residents were invited to join the group, with name & contact number, through the web site contact page.
- h. Mobile Library Service – Termination - BCC **Minute-** Council noted with regret

05.14 Annual Review 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.

05.15 Open forum (under adjournment); for Councilors to bring items to go on the agenda, for discussion at the next meeting. **Minute-** residents made numerous request & suggestions as covered in these minutes. In summary; Speeding & traffic volumes, 30mph sign at Lawn Farm not working – alternative sign to be considered, 30 mph stickers on bins, Council to fund, school initiatives; use of HS2 & EWR grants; improvements to footpaths, highways, hedgerows; lighting; flooding down village; visibility at A41 & Main St junctions with Broadway.

05.16 To confirm the date of the next meeting; To agree the date – **Minute-** agreed Tuesday 26th June 2017 in GU Committee Room

The Chairman closed the meeting at 22.10.

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May 2018 Transactions

| Date | Type | Transaction Description | Debit Amount £ | Credit Amount£ | Balance £ |
|------------|------|--|----------------|----------------|-----------|
| 17/05/2018 | DD | BT GROUP PLC GP00365542-000004 | 67.44 | | 32,844.08 |
| 16/05/2018 | TFR | GU VILLAGE HALL Q1 2018 20/18 | 40.00 | | 32,911.52 |
| 16/05/2018 | TFR | TOWN & COUNTRY INS 50035132 | 285.20 | | 32,951.52 |
| 16/05/2018 | FPO | J BUCKNELL ELECTR 600000000358814678 INV 1061 200675 10 16MAY18 11:51 | 2,455.65 | | 33,236.72 |
| 16/05/2018 | FPO | AYLESBURY MAINS LT 300000000362721696 18107 601455 10 16MAY18 10:10 | 76.80 | | 35,692.37 |
| 08/05/2018 | DD | OPUS ENERGY LTD 0750932 | 415.74 | | 35,769.17 |
| 03/05/2018 | DD | AVDC GENERAL 7000439 | 94.00 | | 36,184.91 |
| 01/05/2018 | SO | GM OUTODOR | 185.00 | | 36,278.91 |

Major Planning Applications 2016 - 2018 Ref: AVDC Planning web page

| <u>Reference</u> | <u>Received</u> | <u>Dwel</u> | <u>Address</u> | <u>Type</u> | <u>Status</u> |
|------------------|-----------------|-------------|---|-------------|-------------------|
| 18/01748/APP | 16 May 18 | | Springhill Road, single storey extn | application | Awaiting decision |
| 18/01614/APP | 8 May 18 | | Foxden House, stable & manege | application | Awaiting decision |
| 17/00209/APP | 21 Apr 18 | 14 | Push back by 2m for parking | amendment | Awaiting decision |
| 17/00209/APP | 20 Jan 17 | | Land at Lawn Farm, Main Street | application | Approved 9Oct17 |
| 18/01266/APP | 11 Apr 18 | 2 | Barn conversion, Oving Hill Farm | application | Awaiting decision |
| 17/04829/AOP | 21 Dec 17 | 20 | Rear of Orchard Cottage, Main St. | application | Awaiting decision |
| 17/04646/APP | 8 Dec 2017 | | Demolition of Bernwode for new dwelling Main Street | application | Awaiting decision |
| 17/03317/AOP | 25 Aug 17 | 72 | Edgcott Rd & Springhill Rd | application | Awaiting decision |
| 16/03029/AOP | 18 Aug 16 | | | appeal | Dismissed 6Jul17 |
| 17/02171/AOP | 06 Jun 17 | 82 | Land Adjacent to Broadway Grendon Underwood | application | Refused 5Sep17 |
| 16/03170/AOP | 31 Aug 16 | | | appeal | Dismissed 6Jul17 |
| 17/01348/APP | 10 Apr 17 | 21 | Land Adjacent to Ivy Cottage Main Street rwood | application | Awaiting decision |
| 16/04609/AOP | 23 Dec 16 | 60 | Adjacent Edgcott Road | application | Awaiting decision |
| 16/02875/APP | 2 Aug 16 | 11 | Land Off Shakespeare Orchard | application | Approved 11Jul17 |
| | | | | | |