



# GRENDON UNDERWOOD PARISH COUNCIL

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

**MINUTES** General Meeting held 26<sup>th</sup> June 2018

## Minutes of a properly constituted General Meeting of the Parish Council held on Tuesday 26<sup>th</sup> June 2018 at 7.30pm in GUVH.

Draft Issue date – 29<sup>th</sup> June 2018

*E. Martindale*, Acting Clerk to the Council

### The Chairman opened the meeting at 19.30.

**1806.01 Attendance and apologies:** To record attendance & to note any apologies or absences.

Attending; Cllrs Moloney (Chair), Benfield, Jackman, Hedgecox, McKenzie, Clerk

Apologies; AVDC Cllr Branston, BCC Cllr Macpherson

Absences; Cllrs Howe, Shepherd – the Chair will enquire as to second absence

Residents - none

**1806.02 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. **MINUTE-** Cllr Jackman declared his trusteeship of the Village Hall & Saye & Sele

**1806.03 Approval of Minutes;** (i) To agree and sign the minutes of an Annual Parish Council Meeting of Grendon Underwood Parish Council held on 30<sup>th</sup> May 2018 as a true & accurate record.

**MINUTE-** the clerk confirmed the draft minutes were circulated to all Members in due time and were duly taken as read. The Clerk confirmed there had been no amendments to the draft and the Chair signed them off as a true & accurate record of proceedings and authorised publication to the web site. **ACTION-** Clerk

(ii) To agree and sign the minutes of an Annual Parish Meeting of Grendon Underwood Parish held on 30<sup>th</sup> May 2018 as a true & accurate record and authorised publication to the web site.

**MINUTE-** the Clerk confirmed the draft minutes were circulated to all Members in due time and were duly taken as read. The Clerk confirmed there had been no amendments to the draft and the Chair signed them off as a true & accurate record of proceedings and authorised publication to the web site. **ACTION-** Clerk

**MINUTE-** Cllr Hedgecox enquired as to the status of confidential minutes re personnel discussions – the Clerk confirmed they were on record and will be presented for Council sign off at the next meeting. **ACTION-** Clerk

**1806.04 Open Forum for Parishioners** (under adjournment): 15 minutes for residents of the Parish to raise questions, make comments; suggest future agenda items etc. Items requiring decisions must be included in the next agenda.

**MINUTE-** no residents were present; Cllr Jackman advised a resident had complained about a lack of response from AVDC to his enquiry; Cllr Benfield advised a resident had suggested naming new developments after conflict fallen from the village. **ACTION-** the Chair will respond by email; the Clerk advised a resident had suggested Council claim a grant for up to 9 silhouettes in 'There but not There' initiative. **ACTION-** the Chair will contact direct to progress.

### ACTIONS ARISING FROM LAST MEETING

Open Forum – residents' concerns over speeding & traffic volumes; see 1806.08

Review of the Policy Register; see 1806.05

Confirm the schedule of General Meetings is published; see 1806.12

Confirm all documentation required by statute for the Annual Audits is published as directed; see 1806.06.

Confirm necessary External Audit documentation has been forwarded to the External Auditor in due time; see 1806.06

General maintenance review; see 1806.08

Additional requirements of the devolved services contractor; see 1806.08

Notice Board key holder; see 1806.09

Play area update on inspection action points; see 1806.08

MUGA update on leasing & S106 allocation; see 1806.08

CCTV signage to allow prosecution; see 1806.08

Defibrillator maintenance status; see 1806.08

HS2 local community meeting report; 1806.09

### 1806.05 Regulatory

1. Policy Register & Financial Regulations – consider for adoption; **MINUTE;** by resolution of full Council, it was agreed to adopt the 15 policies in the Policy Register as published to the Council cloud. The Clerk was authorised to publish to the web site. **ACTION-** Clerk
2. GDPR – consider the Privacy Policy for adoption; **MINUTE;** by resolution of full Council, it was agreed to adopt the Privacy Policy and publish to the web site. **ACTION-** Clerk

### 1806.06 Finance & Accounts.

- a) To confirm all audit requirements are actioned; **MINUTE;** the Clerk confirmed all documentation as required to be submitted to the External Auditor and published to the web site are actioned in due time and awaiting response from the external auditor



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- b) To review RECEIPTS AND PAYMENTS OF ACCOUNTS as shown below & ratify payments made & due since the last meeting; **MINUTE-** the accounts were ratified. Invoices to hand were presented for payment.
- c) To carry out the monthly RFO performance review (see Task Review below) and the Q1 quarterly review of Council finances; **MINUTE-** the RFO had completed all tasks for June. **ACTION-** HMRC requirements were outstanding
- d) To review any proposals requiring major budgetary commitment; **MINUTE-** none pending.
- e) To review current projections for use of S106 funding. **MINUTE;** Cllr Jackman advised no change
- f) Approve payment of Data Controller fees to ICO. **MINUTE;** the Clerk advised NALC guidance note L05-18 advises GUPC is a Tier 1 data Controller and will need to pay £40; Payment was approved; Clerk to progress. **ACTION-** Clerk
- g) Review Grants – Incoming. **MINUTE-** the Clerk advised the status of Grants available for application;
  - (i) New Home Bonus Grant- “if your Parish has a capital project that is needed **because** of growth or the **impact** of growth in a surrounding area, it may be eligible for a grant from the NHB project grant scheme”. Closing date 27<sup>th</sup> July. An online Expression of Interest must be completed in the first instance on AVDC web site. NHB Micro Grants of up to £1000 also available on a monthly basis to voluntary & community sector organisations as well as parish councils. These do not require an expression of interest first. **ACTION-** Clerk to progress an expression of interest
  - (ii) HS2 Community & Environment Fund, Business & Local Economy Fund, Road Safety Fund all around impact of HS2 – government web site for applications. **ACTION-** Clerk to explore options.
  - (iii) EWR want suggestions from parish councils to support local community projects. **ACTION-** Clerk to contact Danny Miller, EWR Social Value Manager;
  - (iv) Remembrance Day Silhouette Installation Grants – armed forces covenant fund trust - email circulated to Members 13.06.18 – closing date 30.06.18. The Chair had also received an email from a resident suggesting Council claim a grant to acquire up to 9 silhouettes. **ACTION-** the Chair to follow up with the resident direct to progress a grant application.

### **1806.07 Planning;**

To review the status of major planning applications & developments in the Parish as shown below;

**MINUTE;** the Clerk confirmed response to Planning Application 18/01748/APP was submitted in due time.

The Chair advised a developer had not received a response to an enquiry re 17/01348. **ACTION-** The Clerk to ensure the agreed text is sent.

There were no changes to the Planning matrix below.

### **1806.08 Environment.** To review the status of:

#### **a Footpaths, Footways and Highways:**

- i. Traffic matters – residents concerns over speeding and traffic volumes; **LAST MEETING ACTION POINT MINUTE-** the Clerk tabled a Meeting Briefing Note outlining current status of traffic & speeding activity in both Grendon Underwood & Edgcott (attached). There had been no contact with the village lead resident and it was agreed the Clerk make contact to ensure there is no dilution of effort. **ACTION**  
It was agreed the Clerk make contact with Edgcott to explore a joint or co-ordinated approach. **ACTION.**  
Cllr Benfield suggested the Council purchase 120 x 30mph , 100 x 15mph from Amazon after ensuring same as resident purchase. He was authorised to initiate the Purchasing Policy ref Standing Order 18. **ACTION.**
  - ii. Dog Bins; **MINUTE-** nothing to report
  - iii. General Maintenance; **MINUTE-** see below
  - iv. Street Lighting – review of Springhill lighting; **LAST MEETING ACTION POINT- MINUTE-** deferred
- b Play Area:** to receive a report on the status of play area repairs. **LAST MEETING ACTION POINT. MINUTE-** Cllr Benfield advised the safety report identified the need to repair some safety matting which he estimates would cost £150 plus labour. He was authorised to initiate the Purchasing Policy ref Standing Order 18 by requesting three quotes to include local and Wickstead. **ACTION.**
  - c Defibrillator;** Cllr AB to report **MINUTE-** Cllr Benfield agreed to identify access codes. **ACTION**
  - d CCTV:** to review the status of CCTV at the Village Hall. **LAST MEETING ACTION POINT MINUTE-** the Chair had obtained confirmation of Data Compliant wording for signage from TVP. The Clerk was authorised to initiate the Purchasing Policy ref Standing Order 18. **ACTION**
  - e Grass, Hedges and Verges:** to receive a report on discussions with the BCC devolved services contractor & village drive round. **LAST MEETING ACTION POINT MINUTE-** Cllr Benfield attended a meeting & drive-round with Dave Smith from BCC on 26<sup>th</sup> June. The Council is responsible for items within the 30mph zone and BCC for outside it and for all kerb edging sets. The Clerk to acknowledge his attendance. **ACTION.**



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The Clerk had noted the current devolved services agreement with BCC was ending at the end of this financial year and had been in touch with Mark Averill, Head of Highways, BCC regarding any new arrangements. MA advised new agreement in progress with new payments and two possible options for Councils. MA will be in attendance at the TfB Conference on 4<sup>th</sup> July and would come to a Council meeting by invitation.

The Chair will review new requirements with the Council contractor as they become known.

### **f Current Projects**

- i. MUGA. Cllrs AB & PJ reporting **MINUTE**- Cllr Jackman advised enquiries regarding the lease were on-going. **ACTION**
- ii. Springhill Estate; Cllr AB reporting **MINUTE**- the Chair agreed to establish the exact involvement of the Council with a residents working party. **ACTION**

### **1806.09 Communications:**

1. With residents – **MINUTE**- Cllr AB to advise on notice board key holders. **ACTION**. The Chair noted how well accepted the opening of the VH bar had been on Friday nights and requested a more permanent arrangement. Cllr Jackman confirmed the Village Hall was at capacity and could not accommodate any further bookings.
2. With other authorities & statutory bodies; **MINUTE**- Cllr Mackenzie had attended the latest Community Engagement meeting of HS2 & EWR. The Clerk was authorised to initiate any grant applications arising. See 1806.06(g). He advised a specific project would need to be identified for any grant application. Some suggestions were for fully refurbished toilet facilities in the VH, car park improvements.
3. The Clerk confirmed the EfW facility visit was pencilled in for 4<sup>th</sup> July 2.30pm and confirmation of attendees were needed; **ACTION**
4. TfB Conference 4<sup>th</sup> July @ Gateway. **MINUTE**- the Clerk to attend; **ACTION**
5. TVP- Hidden Harm circulated 19.06.18 for 2.07.18; **MINUTE**- noted
6. BCC- Memorandum of Understanding for traveller sites; **MINUTE**- noted
7. Parish Liaison Meeting- held 02.05.18. **MINUTE**- the Clerk advised this may be a useful forum for inter council collaboration and devolvement of best practice. Someone will attend next meeting date to be advised.
8. BALC; **MINUTE**-nothing to report
9. Correspondence; **MINUTE**- all on email – all itemised on the agenda
10. Council emails & Web site; to consider any proposals from the web administrator; **MINUTE**- it was agreed that the Clerk update the Meeting Matters page to clarify the legal standing of Annual Meetings. **ACTION**
11. Social media; **MINUTE**- the Chair reported her FB activity was proving popular and well used.

### **1806.10 Committee & other Reports:**

- a. Village Hall; to receive a report; **MINUTE**- Cllr Jackman reported the VH had now finalised proposals and have got quotes for the work to be carried out with Council grant monies.
- b. Saye & Sele; **MINUTE**- Cllr Jackman confirmed there had been no change since his last report.
- c. Local area Forum; **MINUTE**-Cllr AB to advise date of next meeting AB will attend next meeting
- d. 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.*

**MINUTE**- the Clerk had circulated a forthcoming BALC Training Courses schedule on the 05.06.18; The Clerk had circulated an employee Equipment Loan Agreement and an Electronic Comms Policy and Expense Claim Forms on 18.06.18. It was agreed to adopt these for formal use & inclusion in the Documents Register for further review at the next meeting. **ACTION**

**1806.11 Open Forum (under adjournment)** - for Councillors to raise matters arising for next meeting's agenda. **MINUTE**-nothing raised.

**1806.12 Date of the next meeting;** To confirm scheduled date – 31<sup>st</sup> July 2018 **MINUTE**-confirmed and the Clerk confirmed the meeting schedule for the current financial year is published to the web site.

**The Chairman thanked all present & closed the meeting at 21.10**

## **REFERENCE DATA**

### **RFO monthly task review - JUNE**

- 1<sup>st</sup> day of month, giving at least one day notice before the start of the availability period, publish Notice of Appointment of Date for the Exercise of Public Rights identifying an availability period between 5<sup>th</sup> June and 18<sup>th</sup> July – must be 30 working days to include the first 10 working days of July;
- 1<sup>st</sup> day of month, publish to the web site all documents passed by resolution at the APCM;



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- 1<sup>st</sup> day of month, to reach the External Auditor no later than their deadline on 11<sup>th</sup> June, submit to the External Auditor, PKF Littlejohn, the signed off Exemption Certificate & their Contact Form;
- 1<sup>st</sup> day of month, ICO membership renewal
- Record all expenditure in a designated CASH BOOK and hold invoice records, by month authorised for payment or DD paid), either electronically on the Council laptop, in an 'Invoices' designated folder, or by hard copy in an Invoices Binder;
- At end month, carry out **quarterly review** of budget against expenditure and reconcile with bank statement for 1<sup>st</sup> Quarter for inclusion in meeting agenda & minutes
- **HMRC Process**: Marion Ryley - last day of month; month end report for HMRC; notify staff overtime; generate employee payment slip
- Last day of month: Obtain from Chairman bank statement(s) since last meeting;
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### RECEIPTS AND PAYMENTS OF ACCOUNTS – Quarter 1 2018/19

Date authsed	Date Taken	Payee/ power	Description	Paymnt Method	CURRENT AC net	VAT	CURRENT AC gross	Monthly gross	Monthly receipts
	03.04.18	GM Outdoor	devolved inv1132 12.04.18	STO	154.17	30.83	185.00		
	05.04.18	BT Business	broadband Mar18	DD	96.20	11.24	107.44		
	06.04.18	Opus Energy	street lighting	DD			648.80		
	06.04.18	Bucks CC	devolved	BGC					1559.81
	10.04.18	BALC & NALC	annual subscription	BACS			160.51		
	10.04.18	NBPPC	annual subscription	BACS			20.00		
	10.04.18	BPFA	annual subscription	STO			20.00		
	16.04.18	Zurich	insurance	BACS			1,347.25		
	16.04.18	GUVH	S133 grant	BACS			3,000.00		
	16.04.18	BM	staff costs	BACS		2.46	192.28		
	16.04.18	Ayles Mains	street light 4 - 22.03.18	BACS	69.80	13.96	83.76		
	16.04.18	Ayles Mains	street light 4 - 21.02.18	BACS	65.00	13.00	78.00		
	16.04.18	GUVH	rent 01.04.18 to 31.03.19	BACS			500.00		
	16.04.18	GUVH	room rent Q4 2017	BACS			40.00		
	19.04.18	HMRC	staff costs	FPO			226.20		
	19.04.18	BM	staff costs	FPO			904.80		
	24.04.18	HMRC	staff costs	FPO			22.60		
	24.04.18	AVDC general		BGC					9692.50
	27.04.18	BM	staff costs	FPO			270.40		
	13.04.18	BT Business	broadband Apr18	DD	56.20	11.24	67.44		
	27.04.18	St Leonards	S137 grant	TFR			1,400.00		
MONTH END								9274.48	11252.31
	01.05.18	GM Outdoor	devolved inv1142 01.05.18	SO	154.17	30.83	185.00		
	03.05.18	AVDC	General waste Q4 2017/18	BGC	94.00		94.00		
	08.05.18	Opus Energy	electricity May18	DD	229.23	45.85	415.74		
	16.05.18	Ayles Mains	street light 05.04.18	BACS	64.00	12.80	76.80		
	16.05.18	GUVH	room rent Q1 2018	BACS			40.00		
	16.05.18	Town & Country	Tractor insurance to Apr 19	BACS			285.20		
	16.05.18	Justin Bucknell	CCTV	BACS	2455.65		2,455.65		
	17.05.18	BT Business	broadband May18	DD	56.20	11.24	67.44		
MONTH END								3619.83	0.00
	01.06.18	GM Outdoor	devolved inv 1160 22.05.18	STO	154.17	30.83	185.00		
	01.06.18	ICO	subscription	TFR			35.00		
	04.06.18	BM	salary	FPO			270.40		
	04.06.18	Melanie Rose	Internal Audit	TFR			32.30		
	04.06.18	Steve Fox	Tractor maintenance	TFR			781.32		
	17.06.18	BT Business	broadband June18	DD	56.20	11.24	67.44		
	06.06.18	Opus Energy	street lights	DD	229.23	45.85	275.08		



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	Ayles Mains	Light 24 24.05.18	61.50	12.30	73.80		
	AVDC	Gen waste Q1 2018/19	94.00		94.00		
	Wicksteed	Playground Inspection	172.00	34.40	206.40		
	Justin Bucknell	VAT CCTV (invoice shortfall)		491.13			

### Major Planning Applications 2016 - 2018 as at 19<sup>th</sup> June 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 & ménage	application	Awaiting decision
17/00209/APP 17/00209/APP	21 Apr 18 20 Jan 17	14	Push back by 2m for parking Land at Lawn Farm, Main Street	amendment application	Awaiting decision 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 16/03029/AOP	25 Aug 17 18 Aug 16	72	Edgcott Rd & Springhill Rd.	application appeal	NONDET Dismissed 6Jul17
17/02171/AOP 16/03170/AOP	06 Jun 17 31 Aug 16	82	Land Adjacent to Broadway	application appeal	Refused 5Sep17 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