



GRENDON UNDERWOOD PARISH COUNCIL

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MINUTES of a GENERAL PARISH COUNCIL MEETING held on 28th January 2020 In Grendon Underwood Village Hall at 19.30

DRAFT Issue date – 31st January 2020

B. Martindale - Acting Parish Clerk

Prior to the meeting being formally constituted for Council business, the Chairman held a discretionary Open Forum for Parishioners and parish stake holders to raise questions, make comments; suggest future agenda items

Those having given prior notice wishing to speak –

New web site – the Quainton Parish Clerk & their web site provider attended and gave useful insight as to how Quainton had gone about upgrading their site and the benefits of their experience with the provider. Council thanked them both and agreed to consider a proposal already circulated; minuted at 2001.04

Springhill Residents Association re. carriageway maintenance – three Springhill residents attended and made representations in three areas – to request support in maintaining the private roads within the estate; that there would be good support for a public meeting in regard to finding out more about a previously refused application, now to be an affordable housing project, on land next to the estate; and that, in the event of that application being granted, all S106 monies arising should be dedicated to Springhill. Council agreed to consider these and advise as minuted at 2001.05 (iii) & 2001.06.

School Liaison - a resident attended to advise he had recently become a school governor and would like to find out more about how best to improve liaison between school and council. The chair welcomed his approach and anything that could build on the already on-going communications with school would be fully supported.

Bucks County Council – Cllr Macpherson gave a brief summary of the status of the new county authority coming into operation on 1st April, each ward having three councillors with identical briefs. She agreed to follow up Grendon concerns over bringing the BCC land at church end of Main Street into community use and rectification of pot holes on Main Street.

Aylesbury Vale – Cllr Branston confirmed how the new county structure would mean the demise of district councils and advised the status of VALP expressing his concern that Grendon & surrounding area would inevitably be targeted by large scale development from local and national schemes regardless of the VALP confirming Grendon has already taken its fair share of development up to 2033.

The Chairman brought the meeting to order at 19.55

2001.01 Attendance and apologies: To note;

Attending; Cllr Moloney (Chairman), Cllr Benfield (Deputy Chairman), Cllr Mackenzie, Cllr Jackman, Cllr Hedgecox, Cllr Macpherson (BCC), Cllr Branston (AVDC)

Apologies;

Absences; Cllr Shepherd

2001.02 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 declared

2001.03 Approval of Minutes; To agree and sign the minutes of the General Parish Council Meeting of Grendon Underwood Parish Council held on 26th November 2019 as a true & accurate record. The minutes are circulated prior to the meeting so they can be taken as read at the meeting. **Minute:** there was a minor change from circulated and the Chairman signed off as a true & accurate record of proceedings.

2001.04 Regulatory;

i) To monitor changes to Standing Orders, Council Policies, Procedures & Protocols- Minute- nothing outstanding

ii) GDPR, to monitor requirements; nothing to report; **Minute** – nothing outstanding

iii) Web accessibility legislation; ref: The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 – update the government has now issued a model accessibility statement. NALC Legal Briefing L09-18 has been updated to include the link. **Minute**– The Clerk met with Quainton's web provider on 04.12.19 who agreed to address Council at this meeting. Further to clarifications arising out of the open forum, Council resolved to accept the proposal already circulated & to progress the gupc.org.co domain name. Clerk to advise the provider. **ACTION**

iv) NALC- Minute – Council noted the Clerk report as follows:

Disciplinary & Grievance Arrangements- NALC LTN 22 now provides guidance;

Code of Practice for Publicity; L01-19, Nov19 provides guidance;

Unauthorised Encampments; the Clerk had re-circulated the NALC consultation on imminent legislation - no comments have been received. The Clerk advised TVP had issued a very informative YouTube video on the subject.

Church Affairs- NALC have confirmed [email circulated 09.12.19] their advice regarding Local Councils not

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engaging in “church affairs”, advising a recent “Review” by ChurchCare (the church), claiming legislation does “not prohibit” such engagement, is, actually, a factual distortion and should not be relied upon.

Use of Secret ballots in decision making [NALC Legal Update June 2019 & LTN 5] circulated 01.07.19 - Paragraph 13 (1) of Schedule 12 to the Local Government Act 1972 states “unless otherwise provided by the council's standing orders the manner of voting at meetings of a community council shall be by a show of hands”. GUPC Standing Orders confirm this requirement. LTN 5 makes the point that a secret ballot will not eliminate a risk of legal challenge to a resolution on the basis of predetermination or bias by councillors.

Public participation – naming individuals?

Regarding when persons speaking at council meetings should/should not be identified in the minutes. NALC's view is that minutes are not a verbatim record of a council meeting. Names are personal data for GDPR purposes and personal data must be processed lawfully. It is a matter for a council if it chooses whether to name members of the public speaking or refers to them as “a resident” for example. Where councils do choose to identify members of the public, it would be prudent for them to exercise discretion and ask persons intending to speak if they would prefer their names and addresses not to be recorded in the minutes. The same principles would apply to the personal data of members of the public who contact the council in other ways.

Neighbourhood Planning – the NALC review of October 2018 suggests National planning imperatives are increasingly the overriding consideration of Planning Authorities thereby having the effect of eroding local confidence in the validity & effectiveness of Neighbourhood Plans.

2001.05 Finance & Accounts.

- i) Consider the RECEIPTS & PAYMENTS OF ACCOUNTS for the period since last meeting; the Chairman & one other councillor to initial invoices in the period for payment. Relevant bank statements to be issued with the minutes. **Minute-** Council approved for payment invoices from Aylesbury Mains for LED upgrade of village £4602 total [£3835 +£767 VAT] and for Springhill £4752 total [£3960 + £792 VAT]. It was also resolved to pay a down payment of £6357 for the VH project in anticipation of release of AVDC grant funding.
- ii) To confirm the budget for the 2020-21 precept request had been submitted in December 2019. **Minute-** The RFO confirmed the request was submitted in December in line with Council directives and AVDC have acknowledged in good time. **CLOSED**
- iii) To review Grants – Incoming – under Parish Councils Act 1957, s.1,
 - (a) AVDC NHB project grant (VH upgrade) the RFO to report on status – **Minute-** The contractor has advised commenced on 06.01.20 for completion end January 2020. Draw down expected in current financial year [February 2020]. The contractor has requested a down payment of £6357 - invoice forwarded to AVDC in line with their instructions on 24.01.20.
 - (b) HS2 Road Safety Fund. **Minute-** Expression of Interest for HS2 funding for church crossing submitted to BCC HS2 Road Safety Fund on 12.11.19; response awaited.
- iii) To review Community Grants – Outgoing - the RFO to report on status -
 - VH toilet upgrade; **Minute-**Council contribution confirmed as ringfenced to earmarked reserves; release awaiting completion invoice;
 - **Minute-** Further to representations at the open forum, council heard a request for a financial contribution in aid of the Springhill Residents Association for materials only for the maintenance of private roads on the estate – the council agreed to forward a small grant application form to the nominated association rep and the RFO stressed the granting of public money for private infrastructure would necessarily be subject to local authority legal powers & stipulations as identified in the application form. **ACTION**
- iv) To review status of LED upgrade of footpath lights – the RFO to advise status; **Minute-** the RFO reported £5105 SALIX loan agreement & payment instruction & DD signed 19.01.20. UKPN have issued a new unmetered supply, 12 month back dated, certificate, effective from 01.12.18, reflecting the 19 35 watt SOX footpath lights and removing those lights that are not Council responsibility. Revised billing reflecting the consumption difference was requested from the energy supplier on 16.01.20. To be followed by a second certificate, effective the 1st of February 2020, to reflect the new LED lamp data. Council agreed with UKPN on 10.01.20.
- v) To confirm raising STO for previously resolved provision of professional services; **Minute-** so confirmed **CLOSED**
- vi) To consider renewal of the STO on GM [timed out in January 2020] for grass cutting of verges & for closed church yard. **Minute-** council resolved to cancel the STO and pay invoices against the two relevant council purchase orders.
- vii) To consider new terms for waste agreements with AVDC. **Minute-** Dog waste agreement; current expired on 20.01.20. Council ratified the electronic agreement to continue made 28.11.19.

2001.06 Planning; to review any major developments proposed. To consider other Consultee requests in period; to ratify any applications processed by fast track protocol - - invitation to respond to application 17/03317/AOP – 65 dwellings at Springhill – **Minute-** the previously refused application is now proposed to be a 100% affordable housing project, with MUGA & improved access to village via upgraded footpath/cycle way. A meeting with the developer & a potential ‘Affordable Housing’ agent was held 28.11.19 & Cllr had prepared a summary of points arising. Further to representations in the open forum, Council agreed to organise a drop-in

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session meeting with the developer one evening in the VH for residents to air their views and to take under advisement a suggestion that any S106 monies accruing should be dedicated exclusively to the Springhill estate, considering any detrimental effect of the development would primarily be on the infrastructure, amenity & sustainability of the whole parish, the wider community and its residents.. **ACTION**
20/00002/APP – garden building at Ivy Cottage – 31.01.20. **Minute-** resolved 'no objection'
19/04495/APP – brick wall at Stavely – 11.02.20. **Minute-** resolved to 'oppose'. Cllr Jackman to provide grounds for Clerk to submit

The VALP Main Modifications paper was released 15.11.19 and circulated for comment. The Government Inspector's final directive is expected early 2020. There is still no reliable information on how this is integrated into the OxCam Arc national project. **Minute-** noted

MK Strategy - BALC email 23.01.20 **Minute-** noted --- no action

2001.07 Environment. To report any issues in respect of:

- a Highways under Highways Act 1980, ss43, 50 (inc footpaths); **Minute-** Cllr Jackman was concerned about (a) the dangerous state of footpaths in Main Street due to rotten leaves and mud which is particularly bad around Shakespeare Orchard. The dreadful condition of Main Street especially in the area of Grange Builders. BCC have been notified. To reduce risk more quickly, Council resolved to accept a GM Estimate of £620. (b) The missing road sign at Main Street, church end & the broken road sign at Saye and Sele Close have been reported to AVDC with pictures & acknowledged.
- b Footpath Lighting under Parish Councils Act 1957, s.3; To report any outages. **Minute-** In order to monitor the reliability of LED lighting, the Clerk requested all outages be forwarded to the contractor through the Parish Office as previously resolved. All agreed.
- c. LED upgrade.to hear any resident feedback. **Minute-** one email comment
- d. Verges & Hedges under LGA 1972, ss.101, 111, 112; **Minute-** Cllr Benfield agreed to forward pictures and exact location of a problem to the Clerk for reporting to BCC.

2001.08 Communications.

1. with Parish

- Matters Arising from correspondence & Open Forum at last meeting - a schedule of Council meetings to be provided for anyone not having access to the web site or notice board;
- Anti- OxCam Arc road signs; **Minute-** Cllr Benfield reported he had requested signs from NEG three times, latest promise is next week.
- Waste bins at bench locations – **Minute-** Council continues to be in favour but need to be memorial bins in keeping with the locations. Funding may have to be from next FinYr. (depending on quotes). It has been agreed to add a contingency to next year's budget, in case. A resident agreed to forward prices to Clerk for Council to schedule a draw down in due course. The Clerk advised AVDC minimal requirements.
- VE Day commemoration - **Minute-** Cllr Benfield has arranged meeting on 29.01.20 with Edgcott & various interested parties suggested a Sunday in the VH. AVDC are offering up to £150 grant to support.
- Planning enforcement (i) wheelchair access to Main Street from adjacent dwellings in Saye & Sele Close **Minute-** acceptable CLOSED (ii) development perimeter fence); status. **Minute-** on-going with developer
- **Village Hall;** **Minute-** Cllr Jackman tabled a report – see appendix
- **Saye & Sele;** **Minute-** Cllr Jackman tabled a report -see appendix
To re-sign revised lease by original signatories as agreed. **Minute-** all signatories complete CLOSED.
- **Speeding/ Go30;** to receive a report. **Minute-** To consider quote tabled at last meeting. The Clerk provided the mandatory BCC application form and application fees price list for consideration.
- **HMP Grendon;** **Minute-** they are happy to support quarterly meetings with village.
- **School;** **Minute-** council is happy to support any initiatives to improve collaboration projects with school.
- **EfW;** **Minute-** no attendees at meetings

2. with other Authorities & Statutory Bodies

- **HS2 & EWR & Ox/Cam corridor; -**
OxCam Expressway – Minute- the Clerk attended the last NEAG open meeting in Steeple Claydon. Concern arose as whilst our MP is confident it will not go ahead, there is nothing from Government to confirm that. Also, whilst the road itself may be in doubt, the estimated development of up to 1 million houses along the arc may still be a government objective. Cllr Macpherson & AVDC councillor attending confirmed that Bucks CC & AVDC have voted unanimously to oppose both HS2 & Expressway but supports EWR and both have refused to sign an NDA.
HS2 – Minute- following meetings held with HS2 on 05.11.19 & with Bucks Highways held on 13.11.19; the required expression of interest for funding has been passed to BCC Highways.
- **AVDC – Community Emergency Plan, Minute-** council resolved to await further guidance from AVDC

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New waste baskets; **Minute- AVDC** advise – “we only request that they be no more than 90 litres. We currently use post mounted bins however these are not required if they are not suitable for you. We use Wybone (online) however any reputable company would be suitable”.

- **BCC - meeting with BCC Highways** held on 22.01.20. **Minute-** they will progress pot holes urgently. They will identify requirements to bring derelict land into community use
- **Local Area Forum** – last meeting 03.12.19 Agenda circulated 25&26.11.19; **Minute-** noted
- **Parish Liaison Meeting** to be held 29.01.20. agenda circulated 15.01.20. **Minute-** noted
- **Community Police Team; Minute-** the Chairman agreed to send council regards for a retirement

• **3. with Suppliers**

- Web site; see above
- GM Outdoor; **Minute-** overpayment to be refunded. The next cutting season schedule has been requested.
- Aylesbury Mains, **Minute-** no longer an approve supplier CLOSED
- UK Power Networks; **Minute-** have provided a new unmetered supply Energy Consumption Certificate for footpath lights.
- Opus Energy; **Minute-** have been requested to reflect the UKPN certificate in billing.
- Gigaclear; **Minute** – no problems

2001.09 Amenities;

- a. Playground; slide replacement resolution **Minute-** Cllr Benfield to get price and advise a quote by 31st Jan Cllr Jackman suggests could be good use of S106 money.
- b. MUGA; **Minute-** everything is in place for a probable start in Spring 20
- c. Defibrillators; **Minute-** Cllr Benfield advised new batteries & pads have been sourced; there is a requirement for electrical upgrade at Springhill; there should be two responders for each unit willing to be contacted as necessary by the emergency services; Cllr Jackman advised the football club is sponsoring a 1st Aid Course, to include defibs, in VH. Council is invited to send delegates, space permitting.

2001.10 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-** it was agreed the recruitment process for the next council elections should commence without delay

2001.11 Open forum for Members (under adjournment); for Councillors to bring items to go on the agenda, for discussion at the next meeting. **Minute-** nothing raised

2001.12 To confirm date of next meeting; To confirm the published date at 25th February 2020; **Minute-** confirmed

The Chairman closed the meeting at 21.44

APPENDIX



Reports PC MTG 28
Jan 20.docx

Signed as a true & accurate record:

Cllr. Moloney, Chairman presiding.

Dated:



Bank Transactions
December 2019.pdf



Bank Transactions
January 20.pdf