



GRENDON UNDERWOOD PARISH COUNCIL

All correspondence to the Parish Clerk on parishclerk@gupc.org.uk
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MINUTES of a GENERAL PARISH COUNCIL MEETING held remotely on 28th April 2020 Starting at 19.30

DRAFT Issue date – 30th April 2020

B. Martindale - Acting Parish Clerk

The Council is keen to maintain an 'open for business as usual' policy, during the Covid19 crisis in so far as this is possible under current extra ordinary circumstances.

Emergency legislation is now in force allowing Local Authorities to hold meeting remotely - given the usual quorum requirements for participating Members – and to make decisions, agreements and, under certain circumstances, be legally empowered to make resolutions [for example where emergency crisis funding may be needed in the community]. The remote meeting was publicised on this web site & noticeboards and posted to social media in due time for residents to also participate remotely subject to free pre registration as follows;

<https://us02web.zoom.us/join/9101339210>

After registering, a confirmation email will be sent containing information about joining the meeting just prior to it opening.

The Chairman brought the meeting to order at 19.30.

As a 1st order of business, it was agreed to allow the meeting to be recorded for minute purposes only.

Extra-ordinary agenda item – Covid19 status report;

The Council has posted a leaflet to all residents outlining support and help in the community and asking for volunteers for support of the vulnerable. Responses are being resourced as necessary.

The shop is providing good support with adequate stocks and an essential delivery service through volunteers.

The community police team are at full stretch and request calls on them be kept to an absolute minimum.

Waddesdon surgery is closed to attendees and calls on them should be in emergency only – otherwise use 111.

The web site contains a message from Council and has links to important, official sources of information.

Minute – the Chairman confirmed the above and made special mention of the village shop thanking the owners for their outstanding contribution to sustaining the village community. She also expressed her gratitude to all the leaflet volunteers who had come forward to help support the community.

It was confirmed that little use had been made of their services so far as residents have come together as a close-knit community to assist locally whenever a need has been identified.

Cllr Jackman also added Steeple Claydon surgery have arranged for delivery of medications to those at risk in the Parish.

Minute- Cllr Jackman advised he had been approached by Calvert Green & Edgcott Parish councils regarding collaborating in the preparation of a joint Neighbourhood Plan. It was agreed to put this on the Agenda for next meeting pending more information of costs, resource and volunteer or professional consultancy requirements.

2004.01 Attendance and apologies: To note;

Participating; Cllrs K. Moloney (Chair), A. Benfield (Deputy Chair), P. Jackman, M. Hedgecox, H. Mackenzie Bucks Council Cllr A. Macpherson; GU Unitary Ward Cllr C. Branston

Apologies;

Absences; Cllr A. Shepherd

One member of the public participated.

2004.02 Members Interests: Members to be 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 reported – Cllr Jackman queried whether his position as a Trustee of the Village Hall charity and the Saye & Sele Foundation constituted a notifiable interest when discussing these. As he is a Council appointed representative of the Council on both of these bodies & there is no "for personal gain" element & it is not a listed interest in the Code of Conduct, it was agreed it would be entirely inappropriate for such involvement to be considered a relevant notifiable interest.

2004.03 Approval of Minutes; To agree and sign the minutes of the Annual Parish Council Meeting of Grendon Underwood Parish Council held on 25th February 2020, circulated on 27.03.20, as a true & accurate record. The minutes are circulated prior to the meeting so they can be taken as read at the meeting. There were no changes from circulated so the minutes are signed electronically and posted as approved subject to final ratification of hard copy when this is possible. **Minute** – so actioned

2004.04 Regulatory;

i) Standing Orders, Council Policies, Procedures & Protocols; to monitor changes, nothing to report-

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Minute-the Clerk advised JPAG had issued their latest Financial Guidance: 2020 which now includes a requirement to demonstrate due diligence specifically for Reserves Management. The RFO confirmed that this is detailed in his Annual Report 2019-20.

ii) Other Legislation & NALC Advice; NALC advise there is no mandatory requirement to hold Annual Meetings in 2020, that remote meetings are conditionally legally mandated, remote Annual Audit is conditionally legally mandated - **Minute-** the Clerk updated the meeting with advice of new legislation allowing Councils to hold meetings remotely by video link and to resolve matters at them lawfully. The legislation also removes the requirement for Councils to hold an Annual Parish Council Meeting in 2020. The requirement for an Annual Parish Meeting is not so clear. Council agreed by resolution to make the May 20 meeting a remote General Parish Council Meeting to substitute for the Annual Parish Council Meeting and not to call an Annual Parish Meeting, subject to clarification from NALC.

The Internal Auditor had received legal advice on conducting Internal Audits remotely and the RFO had prepared an Internal Audit 'submission pack' circulated prior to the meeting.

2004.05 Finance & Accounts.

- i)** Consider the RECEIPTS & PAYMENTS OF ACCOUNTS for the period since last meeting; the Chairman to summarise invoices received and paid by emergency protocol authorisation. Relevant bank statements to be issued with the minutes as usual. **Minute-** the Chairman confirmed she had paid invoices forwarded for payment, after scrutiny by the RFO, and as agreed electronically through the emergency protocol. These are shown in the Transaction table below. By exception she agreed to make arrangements to cash a cheque from the VH in due course.
- ii)** To consider expenses and other claims. **Minute-** no claims outstanding
- iii)** To consider authorising an 'audit submission pack', in support of remote auditing of Council accounts for financial Year 2019-20, as prepared by the RFO & circulated prior to the meeting. The RFO confirms this would be consistent with new legislation cited as the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, coming into force on 30th April 2020, which extends deadlines by 2 months, and the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force on 4th April 2020 which allows local authorities to conduct meetings remotely and the NALC legal briefing interpreting the regulations. **Minute-** Cllr Jackman proposed the RFO be authorised to submit the pack, seconded by Cllr MacKenzie, unanimous.
- iv)** To consider the RFO Annual Report 2019-20. **Minute-** the report had been circulated prior to the meeting. There were no areas of concern for the Council. To be attached to the minutes.
- v)** To consider Disposition of S106 money. **Minute-** Cllr Jackman had distributed Disposition of S106 Money, Issue 8 dated 28.04.20. Noted.
- vi)** To review Grants – Incoming – under Parish Councils Act 1957, s.1,
(a) AVDC NHB project grant (VH upgrade) to consider draw down report & signage. The RFO to report on status. The second part of the AVDC grant, for £9643, was drawn down on 05.03.20. Council invoice 2001 for the VH contribution was issued 05.03.20 and a cheque is received. Finalisation of the obligatory completion report & plaque was deferred pending updated advice. **Minute-** the RFO confirmed the project was completed in January 20. **CLOSED**
(b) HS2 Road Safety Fund. Expression of Interest for HS2 funding for church crossing submitted to BCC HS2 Road Safety Fund on 12.11.19; response awaited. **Minute-** awaiting advice from the Unitary Authority
- vii)** To review Community Grants – Outgoing - the RFO to report on status -
- VH toilet upgrade; Council contribution confirmed as ringfenced to earmarked reserves; release has been made against final contractor invoice; **Minute-** The final payment to the contractor was made in January 20. **CLOSED**
 - Springhill private road grant. Awaiting resident application and matching funding- the GUPC Grant Application form had been forwarded to the Resident Association and is awaited together with promised costings and matching funding contribution. Until resident commitment can be demonstrated, Council is not empowered to support private property projects. **Minute-** Cllr Benfield requested the matter be held over for one more meeting to see if any resident commitment becomes apparent and any matching funding is forthcoming.
- viii)** To review status of LED upgrade of footpath lights – the RFO to advise status; **Minute-** the project is complete, the MHCLG loan is active for 1st payment in FinYr 2020-21 **CLOSED**

2004.06 Planning; to review any major developments proposed. To consider Consultee requests awaiting response & to ratify any applications processed by fast track protocol-

Minute- for GDPR reasons, Council resolved to respond to requests in the name of the whole Council as being the legally constituted body duly authorised as a Planning Consultee for the Unitary Ward.

17/03317/AOP – 65 dwellings at Springhill -; the developer has requested some dates for a drop in meeting for residents; suspended till further notice. **Minute-** the application is refused; closed pending an Appeal.

20/00828/APP – demolitions & extensions HMP Grendon. Circulated 06.03.20 **Minute-** no objection.

20/01035/APP – retrospective Village Hall container **Minute-** Cllr Jackman suggested a Planning Enforcement Order be a condition of approval to oblige the owner to be responsible for the maintenance of any surroundings in perpetuity **Minute-** he would raise with the Village Hall Trustees.

20/00491/APP – two detached dwellings adj to Lawn Farm, access Main Street. **Minute-** the Council has been made aware of concerns in the village that this would not be in keeping with the location and may contravene

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several Planning Considerations identified in the Council Planning Response Policy. It was agreed to identify the grounds on which an opposition response could be framed.

Cllr Benfield was appalled at the workmanship of the latest new builds in the village. He queried whether any form of control had been carried out by the Building Inspectorate. Awaiting advice. **Minute-** this was discussed at length- there may be a warranty in force but on what grounds was unclear. Cllrs Benfield & Jackman to liaise to establish facts and Planning Enforcement involvement.

2004.07 Environment. To report any issues in respect of:

- a Highways under Highways Act 1980, ss43, 50 (inc footpaths); dangerous state of footpaths; Main Street. (a) Confirmed the decaying biomass on footpath has been cleared [missed in error]. (b) Condition of the footpath along extensive stretches of Main Street especially in the area of Grange Builders remains safety critical. Has been reported to BCC 10.03.20. (c) The missing Main Road street sign at the church & the broken road sign at Saye and Sele Close; reported to AVDC & chased. All Authorities advise services severely curtailed. Timing not possible. **Minute-** Highways have commenced plane & patch works on Main Street- other matters as stated
- b Footpath Lighting under Parish Councils Act 1957, s.3; To report any outages. **Minute-** day burn at light opposite VH
- c Verges & Hedges under LGA 1972, ss.101, 111, 112; nothing to report **Minute-** nothing to report

2004.08 Communications.

1. with Parish

- Matters Arising from correspondence & Open Forum at last meeting.
- Memorial waste bins at bench locations – Quotes received; Council PO 200301, £1280, authorised remotely and submitted. Timing not possible. Status of matching funding from the community to be confirmed. **Minute-** as stated
- VE Day commemoration - Cllr Benfield to lead- plans for a collaborative community event with church, scouts, Village Hall, Council & Edgcott are subject to review. Details to be posted to the web site when finalised. **Minute-** Cllr Benfield proposed he publicise the community mark the event as advised Nationally. He will advise as details finalise.
- Development perimeter fence); status. The developer continues to deny any responsibility. Discussions with Planning Authority are on-going. **Minute-** Cllr Benfield continues to pursue.
- **Village Hall;** Cllr Jackman to table a report; **Minute-** the Clerk confirmed a report had been received to be published with the minutes.
- **Saye & Sele;** Cllr Jackman to table a report; **Minute-** the Clerk confirmed a report had been received to be published with the minutes.
- **Speeding/ Go30;** to receive a report. The quote for beacons at school & church crossing, circulated on 11.11.19. HS2 funding pending. – against which it was resolved to seek grant funding. A BCC Application Form, authorised at last meeting, was submitted to BCC 02.03.20. Timing not possible. **Minute-** as stated
- **HMP Grendon;** all meetings suspended till further notice. **Minute-** as stated
- **School;** **Minute-** school closed; all activity suspended till further notice. **Minute-** as stated
- **EfW;** **Minute-** all meetings suspended till further notice. **Minute-** as stated

2. with other Authorities & Statutory Bodies

- **EWR- Minute-** next stage across Buckinghamshire underway. The Clerk attended last community briefing in Milton Keynes on 26.02.20 -main thrust was to say this is what we're doing; like it or lump it. No information forthcoming on traffic flows along the HS2 construction route.
OxCam Expressway – Minute- still in doubt
HS2 – Minute: HGV traffic is now increasing along Broadway & Edgcott Road. Construction depots going ahead full speed.
- **AVDC – AVDC** ceased to exist from 1st April 2020. Agenda item transferred to BCC. **CLOSED**
- **BCC now Buckinghamshire Council – Minute-** Emergency Plan; currently in operation. Land reclamation on hold; pothole programme on Main Street progressing. Cllr Branston outlined the new Unitary Council structure - to be confirmed.
- **Parish Liaison Meeting- Minute-** The last meeting was held 29th January 2020. Minutes are circulated 11.02.20.
- **Community Police Team-** Chairman has confirmation they are very overstretched. Emergency calls only. **Minute-** so confirmed
- **Local Electricity Bill –** by emergency protocol, GUPC has now joined 200 Parish, Town & Community Councils along with NALC & 44 other national organisations in support of the Power for the People initiative to sponsor the Bill which, if made law, would empower local communities to sell locally generated clean energy directly to local customers by establishing a statutory Right to Local Supply. This is still expected to be tabled in the House 28.04.20. **Minute-** Cllr Jackman queried how this would stack up with energy from the EfW site. The Clerk to request update.

3. with Suppliers

- Web site: launched on 15th April 2020, migration continues with personalisation requests; **Minute-** as stated

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- GM Outdoor; schedules at risk. **Minute** – cutting has commenced
- UK Power Networks: **Minute**- UKPN had issued a new UMSC to commence 01.02.20. forwarded to Energy supplier for action.
- Opus Energy; The RFO has requested, on 11.02.20 & 21.02.20, the energy supplier billing to reflect EACs and continues to issue bills bearing no relationship to the energy used and Council has resolved to suspend the DD until such time as the supplier chooses to engage. **Minute**- the RFO has been in touch with the supplier. They have agreed to start a new 1-year contract commencing 22 April 2020. They will refund overspend throughout 2019 in the sum of £3000. Future billing to reflect the EACS stated in the current UMSC.
- Gigaclear; **Minute** – current zero-charge contract continues to May 2021

2004.09 Amenities.

- Playground; slide replacement resolution. Cllr Benfield to report. Cllr Benfield to send quote for Clerk to raise PO. Cllr Jackman agreed to contact AVDC to suggest using S106 funds already allocated to amenity. **Minute**- Cllr Jackman confirmed the use of S1065 money would be appropriate. Cllr Benfield agreed to forward quotes as soon as possible.
- MUGA; to commence in Spring due to weather & ground condition. **Minute**- Cllr Jackman suggested the commissioning of professional Project management expertise would save money in the long run. It was agreed to explore costs.
- Defibrillators: Cllr Benfield to report on status. **Minute**- Cllr Benfield reported batteries and electrodes replaced as of January 2020. The Clerk confirmed latest user advice, locations and volunteer contact numbers are posted to the web site. **CLOSED**

2004.10 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**-

2004.11 Open forum for Members (under adjournment); for Councillors to bring items to go on the agenda, for discussion at the next meeting.

Cllr Jackman wishes to discuss the joint Neighbourhood Plan proposal above

2004.12 To confirm date of next meeting; To agree a remote meeting at 7.30pm on 26th May 2020. **NOTE:** *current legislation has removed the requirement for parishes to hold an Annual Parish Council Meeting in 2020;* **Minute**- it was agreed to substitute the Annual Parish Council Meeting in May 2020 with a remote General Parish Council Meeting. The Council would not call an Annual Parish Meeting in 2020.

The Chairman thanked all present and closed the meeting at 21.18.

Signed as a true & accurate record

Cllr K. Moloney, Chair presiding

Dated:

GRENDON UNDERWOOD PARISH COUNCIL - TRANSACTIONS

Mar-20

Transaction Date	Transaction Type	Transaction Description	Debit Amount	Credit Amount
02/03/2020	SO	MARION RYLEY	£ 10.00	
02/03/2020	FPO	HMRC - ACCOUNTS 29FEB20	£ 67.60	
02/03/2020	FPO	CLERK FEB 2020 SALARY	£ 270.40	
05/03/2020	FPO	GM OUTDOOR footpath clearance inv 1480	£ 620.00	
10/03/2020	BGC	AVDC 2020-21 NHB Project Grant Pt2		£ 9,642.72
11/03/2020	FPO	E & S LANDSCAPES VH toilet upgrade Pt3 invGUC3	£1,956.38	
18/03/2020	DD	AVDC GENERAL WASTE Feb20	£ 30.40	
31/03/2020	FPO	HMRC - ACCOUNTS 31MAR20	£ 67.60	
31/03/2020	FPO	CLERK MARCH 2020 SALARY	£ 270.40	