



GRENDON UNDERWOOD PARISH COUNCIL

All correspondence to the Parish Clerk on clerk.gupc@outlook.com
Tel: 0787 368 3043 Web Site: <https://www.gupc.org.uk/>

MINUTES of the ANNUAL PARISH COUNCIL MEETING held on 25th May 2021

At the Annual Parish Council Meeting the first order of business is the election or re-election of the Chairman and Vice Chairman by Members with voting rights. 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 – 28th May 2021

B. Martindale - Acting Parish Clerk

Election of the Chairman-

Proposed; Cllr Moloney. Proposer: Cllr Benfield; Seconded, Cllr Jackman Vote; unanimous in favour

Minute- Cllr Moloney duly elected to serve as Chairman until May 2022

Election of a Vice Chairman;

Proposed; Cllr Benfield. Proposer: Cllr Moloney; Seconded, Cllr Jackman Vote; unanimous in favour.

Minute- Cllr Benfield duly elected to serve as Vice Chairman until May 2022.

The Chairman reviewed safety arrangements allowing the meeting indoors & this is recorded below. The Clerk confirmed meetings in excess of the rule of 6 indoors is permitted to fulfill a legal requirement & to provide a voluntary service, both of which are relevant.



meeting checklist
May21.pdf

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 residents and other members of the public to raise questions, make comments; suggest future agenda items etc. Items requiring decisions must be deferred for inclusion in the next agenda.

2105.01 Attendance and apologies: To receive and accept any apologies.

Attending; GUPC Cllrs Moloney, Benfield, Jackman. BC Cllr Macpherson. Clerk. Church liaison.

Apologies; school liaison

Absences; clerk designate

Public: 4 residents attended.

2105.02 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 advised.

2105.03 Approval of Minutes; To agree and sign the minutes from a General Meeting of Grendon Underwood Parish Council held on 27th April 2021 as a true & accurate record. The Minutes had been circulated prior to the meeting and were taken as read. No amendments had been requested by the cut-off date. **Minute** the Chairman signed off the minutes as a true & accurate record of proceedings.

Format of Minutes & Agendas; to review format. **Minute-** currently continue to be fit for purpose.

2105.04 Statutory;

To Appoint the Internal Auditor; further to advice that the previous auditor would not do GU accounts, council approved Alan Weston as Internal Auditor for 2020-21 by remote protocol. To consider retaining for 2021-22. **Minute-** so resolved.

To witness signing of post-election forms; (a) declaration of election expenses, (b) register of Interests, (c) Declaration of Acceptance of Office. **Minute-** duly received & witnessed as required.

2105.05 Review delegation arrangements;

(a) **Council representation on outside bodies.** Council is represented on the following bodies Haddenham & Waddesdon Community Board, Village Hall, Saye & Sele, EfW. **Minute-** it was agreed the following would be Council representatives; Haddenham & Waddesdon Community Board – Cllr Moloney, Village Hall – Cllr Benfield, Saye & Sele – Cllr Jackman, EfW – Cllr Moloney.

(b) **Internal committee members.** **Minute-** it was resolved to appoint lead Councillors as appropriate from time to time.

(c) **Holder of the Notice Board key.** **Minute-** Cllr Benfield & Clerk

(d) **Council Bank Account Authority.** **Minute-** two Councillor authority to pay invoices; monthly bank reconciliation statement retrieval by Chairman & two other Councillors to be given access codes for exceptional use in the event of unavoidable non-availability.

2105.06 Review Terms of Reference of committees. **Minute-** no longer relevant. CLOSED

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- 2105.07 Review & adoption of Standing Orders, Council Policies, Procedures & Protocols.** There are currently 22 Council Policies as itemised in the Policy Register and this is available for review on the web site. The Clerk to table the Policy Register Review Record for signature. **Minute-** the Policy Review did not identify any areas of concern. The Review Record was duly signed off.
- 2105.08 to Determine the time, date & place of General Parish Council Meetings** up to and including the next Annual Parish Council Meeting. - it is proposed 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 consecutively. There will be no meetings in August & December although it is proposed to hold an interim finance meeting the first Tuesday in December, at 7.30, as necessary to comply with County Authority timing for the precept application. **Minute:** it was resolved to hold meetings on the **4th Tuesday** of those months having a General or Annual Meeting. Otherwise as proposed. The Clerk was authorised to publish the meeting schedule to the web site to reflect this.
- 2105.09 Finance & Accounts.**
- i) To review the effectiveness of the system of internal control and consider the findings of that review; **Minute-** the system is considered transparent & accountable and no areas of concern were raised. The findings of the RFO Annual Report, tabled at the Annual Parish Meeting and posted to the website, were noted as acceptable.
 - ii) Based on the review in (i), to consider for approval by resolution the Annual Governance Statement 2020-21 (Section 1 of the AGAR Part 3) for the financial year ending 31 March 2021; **Minute-** so approved
 - iii) To consider for approval by resolution the Accounting Statements 2020-21 (Section 2 of the AGAR Part 3) for the financial year ending 31 March 2021; **Minute-** so approved.
 - iv) To consider for approval the remainder of the External Audit submission, to include the Internal Audit Report, an explanation of variances, a bank reconciliation, Confirmation of Dates for Public Rights & contact details, all as previously circulated, such as to authorise submission. **Minute-** so authorised.
 - v) Review the Asset Register, available for review on the web site; **Minute-** add the new notice board at Springhill. No areas of concern were raised
 - vi) Review of insurance cover- public liabilities/ tractor; **Minute-** long term agreement to continue. Review at Term end.
 - vii) Consider the RECEIPTS & PAYMENTS OF ACCOUNTS for the period since last meeting; **Minute-** all payments up to date.
 - viii) To review Standing Orders & Direct Debits & Purchase Orders. The RFO to report; **Minute-** 5 DDs are in force, no SOs, no quotes or POs pending.
 - ix) To review S106 accounting from last General Meeting; **Minute** - Cllr Jackman tabled a review of S106 money source for the MUGA. See appendix I
 - x) To review Grants – Incoming; **Minute-** none forthcoming
 - xi) To review Grants – Outgoing; **Minute-** none forthcoming
 - xii) To review contracts & loans; **Minute-** new energy contract under review. Loan annual payments ringfenced from reserves.
 - xiii) To review Council subscriptions to other bodies; - currently B&MKALC, NBPPC, BPFA, ICO. **Minute-** continue
- 2105.10 Planning;** to review any major developments proposed. To consider Consultee requests awaiting response & to ratify any applications processed by fast-track protocol.; **Minute-** none of concern.
- 2105.11 Environment.** To report any issues in respect of:
- a Highways under Highways Act 1980, ss43, 50 (inc footpaths); - **Minute-** no concerns.
 - b Crime Prevention/ Footpath Lighting under Parish Councils Act1957, s.3; **Minute-** no outages.
 - c Verges & Hedges; **Minute-** no concerns.
- 2105.12 Communications & Reports.**
- 1. with Parish
 - i) **Springhill Residents Association.** Meeting 26th May; **Minute-** at least one representative of Council will attend. Further update from Association for next Council meeting.
 - ii) **Speeding;** request for MVAS **Minute** – application held pending confirmation of volunteers to operate.
 - iii) **Fly tipping in Broadway layby;** **Minute-** the Clerk has been in touch with the adjacent landowners and BC Highways are scheduling plans to bund.
 - iv) **Tree encroachment on Main Street;** **Minute-** UKPN are evaluating resolution. To be advised.
 - v) **Village pump state of repair;** **Minute-** Cllr Benfield to evaluate and estimate cost for next meeting.
 - vi) **Dog fouling on playground;** **Minute-** similar concerns on school field as well. Growing problem. Cllr Jackman to write to Saye & Sele to keep them informed. Council to carry out site visit to develop resolution proposals - by next meeting.
 - vii) **Community Assets, status;** **Minute-** it was resolved to suspend application for the pub until community activities resumed. The shop remains problematic due to lack of Land Registry data.
 - 2. with other Authorities & Statutory Bodies
 - viii) **BCC HS2 Road Safety Fund;** **Minute** - should be reviewed in May. The church liaison representative confirmed church committee support and Cllr Macpherson will endeavour to progress favourably.
 - ix) **Haddenham & Waddesdon Community Board;** **Minute-** nothing pending.

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- x) **Ministry of Justice** re Outline Planning Application for mega Prison. **Minute-** the Chairman reviewed the activities of the Prison Working Group. The campaign is far from over. We continue to hope for the best whilst preparing for the worst. Next major community push when the Planning Application comes in. There was general concern that, further to a Freedom of Information request to BC asking whether the MoJ had been in touch with them regarding a potential prison application, they had replied they had not when the MoJ themselves confirmed they had. Why would that be?

3. With Stakeholders

- xi) **Community Police Team. Minute-** report gratefully received and posted to the web site.
 xii) **Village Hall;** to receive a report; **Minute-** report gratefully received and posted to the web site.
 xiii) **Saye & Sele;** to receive a report. **Minute-** report gratefully received and posted to the web site.
 xiv) **School;** **Minute-** report gratefully received and posted to the web site.
 xv) **HMP Grendon Prison. Minute-** report pending.
 xvi) **EfW. Minute-** the Chairman would request a talk at a Council meeting if at all possible.

4. With Infrastructure

- xvii) **HS2, EWR & Ox/Cam corridor; Minute-** multiple road closures continue to blight the whole area. Monitoring large potential scale developments in the Arc.

5. To review Supplier performance. Minute- nothing to report.

2105.13 Amenities;

- a. Playground; **Minute-** to consider reducing the play area and fence off.
 b. MUGA; to hear an update; **Minute-** Cllr Jackman continues to be perplexed by the BC S106 fund release process & will clarify. It was resolved to post an invitation to tender to the GOV.UK Contracts Finder web site as required under EU law. Cllr Benfield would approach contractors to consider breaking up large invoices into ones with more manageable VAT elements.
 c. Notice Boards; **Minute-** installation scheduled 26th May.
 d. Defibrillator status; **Minute-** satisfactory.
 e. War Memorial; **Minute-** Cllr Benfield to ask Scouts to consider forming a cleaning working party.
 f. Grassland habitat/ tranquility zone. **Minute-** under review.

2105.14 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. It was resolved to confirm an offer to co-opt following receipt of a satisfactory CV and successful telephone interview. To also advertise for another co-opted member and a Clerk.

2105.15 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.

2105.16 To confirm the date of the next meeting; To agree the date, time & venue – **Minute-** 22nd June @ 19.30 in Village Hall.

The Chairman thanked all present & closed the meeting at 21.32

Signed as a true & accurate record of proceedings –

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 Cllr _____, Chairman presiding. Dated:

| GRENDON UNDERWOOD PARISH COUNCIL | | | MAY | 2021 |
|----------------------------------|------------------|---|----------|--------|
| Transaction Date | Transaction Type | Transaction Description | Debit | Credit |
| 04/05/2021 | SO | MARION RYLEY Professional Services | £ 10.00 | |
| 10/05/2021 | FPO | ALAN WESTON Internal Audit Inv 2752 | £ 30.00 | |
| 10/05/2021 | FPO | GM OUTDOOR grass cutting Inv1688 | £ 275.00 | |
| 17/05/2021 | DD | OPUS ENERGY LTD 0750932 | £ 52.38 | |
| 19/05/2021 | DD | BUCKS COUNCIL Recyclable Waste Acc7000439 | £ 23.75 | |
| 28/05/2021 | FPO | HMRC - ACCOUNTS | £ 67.60 | |
| 28/05/2021 | FPO | CLERK MAY 2021 SALARY | £ 270.40 | |

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APPENDIX I

Leisure S106 Authorised MUGA Project summary

Dated: 25th May 2021
Author: Cllr P. Jackman

| Planning Application Ref: | S106 ACCRUING | TOTAL CLAIMED | REMAINDER |
|----------------------------------|----------------------|----------------------|------------------|
| | | | |
| MOAT VIEW | 12375 | NIL | 12375 |
| GARAGE | 17681 | 1665 | 16016 |
| LEAR LANE | 43722 | 43722 | NIL |
| LAWN FARM | 58296 | 51278 | 7018 |
| | | | |
| TOTALS (£) | 132074 | 96665 | 35409 |

APPROVED