



GRENDON UNDERWOOD PARISH COUNCIL

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

MINUTES of a GENERAL PARISH COUNCIL MEETING held remotely on 27th April 2021

DRAFT Issue date – 30th April 2021

B. Martindale - Acting Parish Clerk

The Council maintains an 'open for business as usual' policy, during the Covid19 crisis in so far as this is possible under current Government guidance. Meetings will be held remotely until further notice subject to the usual quorum requirements for participating Members. Remote meeting dates and joining instructions are publicised on the Council web site & noticeboards and posted to social media in due time allowing residents to also participate remotely.

The Chairman will bring the meeting to order at 19.30 and the meeting may be recorded for minute purposes and participation is taken as consent to the meeting rules on the web site. **Minute:** the Chairman confirmed the meeting would be recorded

Open Forum for Participants-

The Chairman to confirm the Council is keen to hear from residents subject to meeting protocols & time constraints as detailed on the Meetings page of the PC web site.

It was confirmed the Parish Council of Grendon Underwood will be elected unopposed on 6th May. The Chairman expressed her disappointment no-one from Springhill or the wider parish community had put themselves forward to be Councillors at the forthcoming elections. It had been her hope to bring the communities of the parish closer together to act in the mutual benefit of all residents in the parish.

She identified a risk that such a small council would be subject to unforeseen circumstances that could result in a non-achievement of a quorum. Options are to be considered outside the meeting.

No items were raised not already on the Agenda, so the Chairman brought the meeting to order at 19.30.

To Review the NO MORE PRISONS HERE campaign

The joint Edgcott/ Grendon working group continues to collate & organise extensive experience, expertise & qualifications both externally and from within the community in preparation of a co-ordinated response to any Outline Planning Application that may be forthcoming from the Ministry.

To consider draft letter in response to the correspondence that Kim and Paul had from Gary Badley, circulated 19Mar21- **Minute-** approved for sending

Progress to date-

Phase I - Pre-submission, of the campaign is now summarised on the Parish Council web site with links to all critical meetings so far.

Phase II – Post-submission, of the campaign is in readiness for a rapid response as soon as the application arrives.

A toolkit aid on how best to frame individual objections is in preparation and will be circulated as needed.

The arrival of the application will be notified to the GUPC web site immediately on receipt.

Minute: Further to reports of some outrageously inaccurate gossip & supposition being propagated on social media, it was confirmed the Prison section on the GUPC web site remains the only source of official information regarding the campaign.

Over 120 Freedom of Information requests had been sent. The next round of flyers had been delivered. The Application is now expected end May/ early June.

The Chairman expressed her gratitude to the many local residents and councillors who have worked tirelessly in gathering information in support of submitting a timely objection to any Outline Planning Application that may be forthcoming.

Covid19 Status Report.

Updates from Buckinghamshire Council, with links to important, official sources of information, continue to be posted to the Notice Board on the Council web site. Notwithstanding the success of the vaccination programme to date and the small relaxation in Government guidelines effective 12th April, groups of up to 6 from up to two households can meet outdoors, it remains essential we still keep distanced; keep washing hands; keep wearing a face covering until further notice.

The volunteer group remains ready to re-activate should that become necessary. The shop remains a vital community asset and has provided, through the Parish Council.

The community police team remains at full stretch and requests that calls on them be kept to an absolute minimum.

Local surgeries in Waddesdon & Steeple Claydon are open by appointment and in emergency only – use 111 wherever possible or 999 in emergency as usual. **Minute:** the Swan & the football club bar are now open to restricted times and under current COVID regulations. It was agreed to not further minute this topic until further notice.

2104.01 Attendance and apologies: To note.

Participating. Cllrs Moloney (Chairman), Benfield, Jackman, Hedgecox, Mackenzie, Clerk.

Apologies. Cllrs Macpherson, Branston.

Absences.

There were 9 participants in all. 3 members of the public attended.

2104.02 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 advised.

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2104.03 Approval of Minutes; To agree and sign the minutes of the General Meeting of Grendon Underwood Parish Council held on 30th March 2021 as a true & accurate record. No changes to the DRAFT minutes, posted on 2nd April 2021, have been requested by the cut-off date. They will be taken as read at the meeting such as to allow the minutes to be approved remotely. The Clerk to post as approved with hard copy held pending final ratification when signature is possible. **Minute-** so authorised.

2104.04 Regulatory.

i) **Elections 6May21-** to note three nominations had been received by closing date. None from Springhill. The election for GUPC is therefore non-contested. Notices of elections were posted to web site & notice boards in due time, 22Mar21. **Minute-** noted CLOSED

The pre-election hiatus applies to publicity and making resolutions to commit future councils to any new long-term commitments. It does not mean normal business is suspended in any way.

ii) **Meeting schedule of new council;** to consider change of day requested last meeting. To confirm must be face to face. **Minute-** it was felt moving meetings to a day other than last Tuesday of month would be confusing and requested the VH accommodate status quo if possible.

iii) **Standing Orders, Council Policies, Procedures & Protocols;** to monitor changes. the Clerk confirmed the annual policy review is due in May and he will assist the new clerk in preparation. **Minute-** nothing to report.

iv) **Other Legislation & NALC Advice;** to monitor changes. **Minute-** nothing to report.

2104.05 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. The Chairman to confirm status all payments. The RFO to close cash book for FinYr end- **Minute-** the Chairman confirmed all authorised invoices were paid.

ii) To consider approval of Section 1 of AGAR, Annual Governance Statement 2020/21, circulated prior to meeting. **Minute-** so approved.

iii) To consider approval of Section 2 of AGAR, Accounting Statements 2020/21, circulated prior to meeting. **Minute-** so approved.

iv) To consider expenses and other claims; **Minute-** none in progress

v) To review Grants – Incoming – under Parish Councils Act 1957, s.1. **Minute:** none in progress

vi) To review Community Grants – Outgoing – under objective specific legislation. **Minute-** none in progress.

vii) To consider disposal of old laptop. Offered £114. Processed as authorised. Confirmed funds transferred to Council account March21. **Minute-** noted **CLOSED**

viii) Audits- the Internal audit is agreed to be remote. Submission in preparation. **Minute-** The Clerk advised the Internal Audit remote submission pack was now ready and asked for authority to submit. So authorised.

ix) Contract Renewals – to consider renewing contracts with:

Opus Energy who will not renew a fixed 12-month contract but will charge monthly variable tariff if retained. In progress.

Minute- the RFO advised the monthly tariffs came into force on 22nd April 2021. Noted **CLOSED**

BC Dog Waste Collection Services Agreement (StreetScene), circulated prior to meeting. Cllr Moloney signed to enable submission. **Minute-** noted **CLOSED**

Zurich Insurance last year of agreement to start on 31st May, annual premium £1444.83. Paid **Minute-** noted **CLOSED**

x) S106 - The RFO requested an additional item to cover the accounting of S106 monies currently being applied for. Cllr Jackman gave an overview of a suggested proposal to allocate funds equitably both to facilitate the MUGA whilst retaining some funds for any projects arising on Springhill. It was stressed S106 money is not Parish Council money - it is public money garnered and disbursed by the Planning Authority against strictly controlled local project criteria. The Clerk repeated his previous concerns that S106 money is released ex-VAT and that would mean large VAT payments against contractor invoices that would need to come out of council reserves - unless arrangements are made to break down payments into smaller tranches and stage payments. Cllr Jackman confirmed his understanding that invoiced VAT could be reclaimed before being paid to the contractor. The RFO-designate agreed to investigate & confirm. Cllr Benfield agreed to open discussions with the contractor to access their experience of such matters and to establish just what they are able to do in regard to a payment schedule. The RFO-designate noted that contracts in excess of £25000 are subject to European procurement legislation & as also stipulated in 11.1, (b) through (g) in the GUPC Financial Regulations – she will advise. The Chairman requested a subcommittee consider the proposal in detail and report an agreed strategy back through the Rapid Response Protocol by 30th April.

2104.06 Planning; to review any major developments proposed. To consider Consultee requests awaiting response & to ratify any applications processed by fast-track protocol.

Planning Policy Meeting held on 31/03/21 – Cllr Jackman to report. The purpose of the meetings was to: Provide a brief overview of Local Plans; Provide an update on the current work programmes to include the Buckinghamshire Local Plan (BLP), Vale of Aylesbury Local Plan, Supplementary Planning Documents, Statement of Community Involvement and Neighbourhood Development Plans; Introduce some key issues for the BLP

Minute- To consider the planning balance for 21/01362/APP, Ebenezer Cottage – no objection.

2104.07 Environment. To report any issues in respect of:

a) Footpath Lighting under Parish Councils Act 1957, s.3; To report any outages. Cllr Benfield to confirm precise location of outage on Springhill for reporting to the Street Lighting Authority. **Minute-** the Clerk confirmed outages on Springhill can

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be notified to the Street Lighting Authority on BC FixMyStreet or StreetScene. Cllr Jackman agreed to forward an estate plan with numbered columns to the resident attending from Springhill.

- b) Verges & Hedges under LGA 1972, ss.101, 111, 112; FixMyStreet / StreetScene reporting systems under review at County. **Minute-** the Chairman requested monitoring of bridleways & other ROWs. She reported on actions in progress between HS2 & British Horse Society.
- c) Flytipping- in layby on Broadway remains problematic: tyres dumped. BC have advised CCTV not possible at location but have offered to bund the layby with soil for 18 months. Cant bund due to access to gateway in layby. Alternative suggested. **Minute-** further advice from Highways claim that bunding is not possible citing entirely incredible reasons. The Clerk is authorised to pursue matters further.
- d) Village Gateway, Broadway reported 22/03/21 – in hand with Highways. Cllr Jackman queried why the Grendon gateway at Edgcott entrance is not on boundary of parish thus putting Springhill entrance in no mans land. Clerk has investigated with BC – no credible response. **Minute-** reinstated. Noted.
- e) Drainage & Ditches- Broadway blocked reported 22/03/21. BC advise owner should drain. They will contact him to request. **Minute-** Highways meeting with Clerk site, Friday, 30th April.
- f) Memorial bins – to consider release of key to allow ease of access for emptying. Left open. **Minute-** noted **CLOSED**.

2104.08 Communications.

1. WITH STAKEHOLDERS

- **Buckinghamshire Council:**

Haddenham & Waddesdon Community Board: Meeting 18th March;

PC Lee Turnham our Community Speedwatch Co-Ordinator confirms Speedwatch back in operation, subject to Covid regulations.

A pilot scheme is being started with hand held speed guns which cost around £160 each and can be purchased from Amazon. Speedwatch is considered to be a good deterrent but still not enforceable. Noted not enforceable but would provide data for traffic calming claims. **Minute-** noted

Reflection Meeting on activity of the Board held 07-04-21. Minutes circulated. – noted. **CLOSED**

To consider, by 30th March, 2 community fund applications from Waddesdon- Waddesdon Hall Committee. Replied to both in the negative as resolved. To consider submitting schemes in Grendon to i) utilise green space behind church; ii) to utilise BC land at Broadway junction; iii) to upgrade playground; iv) to support school with sensory walkway. **Minute-** on hold until prison matter closed

Environment & Green Spaces sub-committee: next meeting tba Cllr Moloney to represent. **Minute-** nothing to report

Highways Safety sub-committee: next meeting tba Cllr Macpherson to participate. **Minute-** nothing to report

Parish Liaison Meeting: next meeting tba. **Minute-** no attenders

Freight Steering Group: next meeting tba. **Minute-** no attenders

- **Saye & Sele:** Cllr Jackman to report. **Minute-** Cllr Jackman summarised his report. Requested more applicants for support money available. Agreed notice to web site. Use of Social Media to be treated with extreme caution.
- **Village Hall:** Cllr Benfield to report. **Minute-** Cllr Jackman summarised his report. The RFO requested clarification of the room rental agreement between Council & VH for transparency & ease of accounting purposes. Cllr Jackman to propose wording.
- **Community Police Team:** **Minute-** request for support to deter on-pavement parking. Notice agreed & posted to web site & notice boards. **CLOSED**
- **HMP Grendon:** Governor has expressed willingness to support community projects when possible. Further to a number of Council contacts to the Governor re leasing green space on estate, she has agreed to involve her relevant internal authorities. **Minute-** awaiting advice.
- **School:** Woodland Trust tree project- suspended due to COVID-19. Cllr Jackman to update on proposals. **Minute-** noted
- **EfW:** **Minute-** Next meeting 22Apr21. The Chairman to represent. Cllr Macpherson to chair. **Minute-** the Chairman reported on an open & frank information meeting. Clear endeavour to be transparent & professional.

2. WITH INFRASTRUCTURE

- **Oxford Cambridge Arc-** Buckinghamshire County advised as at 18th March 2021 project has been terminated. **Minute-** whilst the road itself is terminated; this does not mean the large-scale development applications expected along the arc are. The council resolved to keep on agenda to allow monitoring.
- **HS2/EWR Working Group:** comprising Buckinghamshire County, all Parish councils along the construction route and representatives of both infrastructure project consortia. The HS2 Schedule 17 traffic application (on Council web site) was consented in November 2020 without promised notification to Council. Whilst Schedule 17 specifically highlights the pedestrian crossing at the church, across its construction route as it passes through Grendon Underwood, as being particularly dangerous, it remains uncertain as to whether resolution funding will be approved by BC in light of multiple competing demands. The HS2 Road Safety Fund launched on 22 February and, in addition to submitting the Expression of Interest in Nov19, the Clerk confirmed a further application was submitted on 23Feb21. The Clerk & Cllr Jackman attended an informal meeting re church crossing on 19th Feb21 with BC HS2 Road Safety Fund and a follow up meeting was held on 19th March. Rod Black [BC consenter of HS2 Schedule 17 application] agreed to report back on what criteria were used to allow Schedule 17 to be consented when the A413/Wendover application was not, where a lack of credible information was common to both; progress on how HS2 is integrating with EWR; how traffic movements are being monitored; how promised traffic movements are being policed; how condition of the road is being monitored; to increase involvement of Grendon & Edgcott Councils with notice of changes in traffic movements & copies of monthly meetings with HS2. He had been in touch with HS2 contractor traffic management. They have agreed to liaise with church but no contact had been provided. No mitigation projects are expected to commence before end year. Church crossing follow up

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meeting held 26-03-21. Promised monthly involvement of Parish councils to monitor traffic volumes, local impact, road surface condition & policing of commitments made – no further advice. Cllr Benfield to gain agreement of church liaison and advise Clerk to approach. **Minute-** monthly reporting awaited. The Clerk had mentioned the church crossing to a church official who agreed to submit to church for comment. BC had been in touch with advice of progress of the HS2 Road Safety fund application. Decisions expected in May21.

- **UK Power Networks:** nothing to report. Two Fire & Rescue Service appliances attended a smoking Willow tree at power pole on Broadway, on blues & twos. They will arrange clearance. **Minute-** will deal with the willow given access permission by landowner.
- **Opus Energy:** have advised they will not renew a fixed term contract and put us on their monthly variable tariff. Alternative supplier in progress. **Minute-** noted.

3. WITH COMMUNITY

Springhill- at the last meeting, it was advised a resident's association is still in development. The criteria that PC would need to see in place for recognition of a duly constituted resident group was re-iterated & advice on the holding of cash reserves given. The Council continues to hope more residents would feel able to participate in Council meetings to more fully understand how the Council works to the common benefit of the whole parish.

A request regarding the acquisition/ lease of the green space on the estate currently owned & maintained by the prison – either through a Residents Association or by the Council – is under review and subject to a credible commitment, by residents, for its long-term upkeep and the policing of its unauthorised use. Cllr Jackman to report on use of S106 money direct to Ministry; AJ to contact governor with a well-developed proposal; Council enquired on 22/03/21 re lease with Governor. Details of a nascent Residents Association are awaited and they will hold an inaugural meeting after a survey in due course. Cllr Benfield agreed to accept an invitation to attend on behalf of the Council. Cllr Jackman has had confirmation from BC that S106 money, associated with the new prison, would not be forthcoming and current S106 money is allocated to approved schemes. The Council has approached the prison governor on a number of occasions – see item 2104.08 **Minute-** the resident from Springhill gave an update on the Residents Association. She requested any advice on the draft constitution forwarded to the Chairman. She will progress their green space proposal to the Governor.

- **Community Assets-** to consider renewing the Swan and apply for the shop as assets. BC have confirmed they have revised their systems to advise end of Asset status before termination rather than after. So have to remake full application for the Swan.

Required information regarding the village shop is not available on Land Registry. Awaiting advice on how to proceed. **Minute-** the Clerk has progressed the Swan application and is awaiting advice on the shop status.

- Request for overhanging tree support at Whitsend on 20/03/21. Pictures sent to BC who confirm not on their land. Cllr Jackman will liaise with resident to resolve ownership. **Minute-** Cllr Jackman had contacted the resident in a personal capacity and advised lets see what EWR can do as part of their community support effort.
- Notice Boards – to consider status of a new Notice Board now received and destined for Springhill. Awaiting timing. A key has been issued to the clerk. **Minute-** Springhill tba. Permissions for relocation of the board near the shop to be investigated.
- MVAS/ Speeding/ Go30: suspended pending lifting of restrictions. Cllr Mackenzie to find out where the no speeding boards have gone. Chairman agreement of 17/03/21 to support 20 is plenty initiative from Edgcott is ratified. Awaiting further details. **Minute-** Cllr Mackenzie gave a summary of current status and advised now needs to be handed over to a new co-ordinator. To be discussed with stakeholders.
Resolved to buy a handheld camera for data collection purposes. **Minute-** on hold until an operator can be agreed.
- Web site & email: the prison working group have agreed to use the web site prison blog as the official source of all information regarding the campaign – links to it to be put on social media and flyers. **Minute-** noted
- Gigaclear: nothing to report. **Minute-** noted

2104.09 Amenities.

- Playground; Cllr Jackman confirmed COVID notices are monitored and compliant as necessary. The approved emergency action plan to be publicised when initiated. To consider upgrade from H&W Community Fund. **Minute-** an anti-fouling dog fence around the playground was considered desirable. The Clerk to establish eligibility with H&WCF.
- MUGA: start delayed to 2nd quarter 2021 completion end year. To comply with legal requirements of due diligence, transparency, accountably, and independence in the disposition of such large amounts of public money, Council has resolved to oversee the management of this project professionally such as to ensure value for money and the mistakes of the last playground project are not repeated. Cllr Benfield/ Cllr Jackman to report progress on further discussions with contractors **Minute-** A costed proposal to manage the project had been received from a chartered surveyor who is resident in the village. This had been copied to Cllrs for their agreement.
- Defibrillators- **Minute-** satisfactory.

2104.10 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.

To review progress on recruitment of the new clerk; appoint a selection panel. **Minute-** the start date of the Responsible Officer-designate was confirmed. Current RO to remain in post in parallel till end June.

2104.11 Open forum for Members (under adjournment); for Councillors to bring items to go on the agenda, for discussion at the next meeting. **Minute-** the Chairman & Clerk expressed their gratitude to Cllrs Hedgecox & Mackenzie for their help & support throughout their tenures & wished them well for the future.

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2104.12 To confirm date of next meeting; To confirm date of 1st meeting of new council at 25th May 2021 to be the Annual Parish Meeting followed by the Annual Parish Council Meeting. Legally required to be face to face. To consider a request to hold meetings on a day other than Tuesdays. **Minute-** to be held as scheduled. To call the Annual Parish Meeting at 19.00 on the 25th to be followed by the Annual Parish Council Meeting at 19.30.

Meeting closed at 21.26

Signed as a true and accurate record: Dated:
 Cllr K. Moloney, Chairman presiding

Transactions			Grendon Underwood Parish Council		April	2021
Transaction Date	Type	Transaction Description	Debit Amount	Credit Amount		
01/04/2021	SO	MARION RYLEY Professional Services	£ 10.00			
01/04/2021	SO	BUCKINGHAMSHIRE PL subs 2021-22	£ 20.00			
19/04/2021	FPO	GU VILLAGE HALL ROOM HIRE 2020-21	£ 100.00			
19/04/2021	FPO	ZURICH TOWN&PARISH Liability Insurance	£1,444.83			
19/04/2021	FPO	TOWN & COUNTRY Tractor Insurance	£ 324.40			
19/04/2021	FPO	MEDIA PRINT HUB Prison Flyer 04	£ 86.40			
19/04/2021	FPO	GM OUTDOOR grasscutting verges & church inv 1660	£ 275.00			
19/04/2021	DD	OPUS ENERGY LTD inv	£ 34.84			
19/04/2021	DD	BUCKS COUNCIL General Waste	£ 30.40			
20/04/2021	BGC	BUCKS CNCL - Precept Pt1				£10,425.73
30/04/2021	FPO	BMKALC SUBS 2021-22	£ 179.34			
30/04/2021	FPO	HMRC - ACCOUNTS	£ 67.60			
30/04/2021	FPO	CLERK APRIL 2021 SALARY	£ 270.40			