



# GRENDON UNDERWOOD PARISH COUNCIL

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Tel: 0787 368 3043 Web Site: <https://www.gupc.org.uk/>

## **MINUTES of the ANNUAL PARISH COUNCIL MEETING held on 24<sup>th</sup> May 2022 at 19.30**

*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 – 28<sup>th</sup> May 2022

B. Martindale - Acting Parish Clerk

### **Election of the Chairman-**

**Proposed: K.Moloney. Proposer: L.Fealey. Seconded: C.Scanlon. Vote; unanimous in favour. Minute-** Cllr K. Moloney duly elected to serve as Chairman until May 2023

### **Election of a Vice Chairman;**

**Proposed: A.Benfield. Proposer: P.Jackman. Seconded: P.Harris. Vote; unanimous in favour. Minute-** Cllr Benfield duly elected to serve as Vice Chairman until May 2023.

**Prior to the meeting being formally constituted for Council business, the Chairman may hold an Open Forum for Parishioners and for occasional external contributions attending** (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.

**2205.01 Attendance and apologies:** To receive and accept any apologies.

**Attending;** Cllrs Moloney, Benfield, Jackman, Fealey, Scanlon, Harris, Macpherson, Clerk.

**Apologies;** none

**Absences;** none

Public: 2 members of the public attended.

**2205.02 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-** Cllr Scanlon is Chair of the Springhill Residents Group.

**2205.03 Approval of Minutes;** To agree and sign the minutes from a General Meeting of Grendon Underwood Parish Council held on 26<sup>th</sup> April 2022 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** approved and signed off as a true & accurate record.

**2205.04 Statutory.**

**to Appoint the Internal Auditor for 2022-23;** Council approved Alan Weston for 2021-22. To consider retaining for 2022-23. **Minute-** so concurred.

**to confirm compliance of mandatory Membership forms;** the following mandatory forms for 3 elected and 3 co-opted Members are on record. (a) declaration of election expenses, (b) register of Interests, (c) Declaration of Acceptance of Office. **Minute-** noted.

**2205.05 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 – according to availability: Village Hall – Cllr Fealey; Saye & Sele – Cllr Jackman & P. Avery (subject to confirmation); EfW – Cllr Moloney.

(b) **Internal committee members.** Sub-committees are not considered practical at this time. **Minute-** noted.

(c) **Holder of Notice Board keys.** Main Street noticeboards: Cllr Benfield & Clerk. Springhill noticeboard: Cllr Scanlon & Clerk. **Minute-** noted.

(d) **Council Bank Account Authority.** Currently at least two Members authorise the Chairman (or Deputy) to pay invoices by BACS. **Minute-** the Chairman reviewed the Council procurement procedure from resolution, through Purchase Order to invoice & payment.

**2205.06 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. Updates this year to Planning Response Policy, Standing Orders, Code of Conduct, Procurement policy. The Clerk to table the Policy Register Review Record for signature. **Minute-** so approved. The Chairman signed the Policy Register accordingly.

**2205.07 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 fourth Tuesday of each month except for May, when the Annual Parish Meeting & the Annual Parish Council Meeting will be held

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consecutively, & August & December. To also convene an interim finance meeting during December with delegated authority, according to availability as necessary, to comply with Unitary Authority timing for the precept application. This does not preclude Council from calling an Extra-Ordinary meeting at any time at its sole discretion. The Annual Parish Meeting will be held in the Village Hall at 19.30, the Annual Parish Council Meeting at 20.00 and all General Meetings will be held in the Village Hall at 19.30, unless by prior arrangement, and will be publicised on the web site giving statutory notice. The Chairman to authorise the Clerk to publish a schedule for the financial year to the web site. **Minute:** so agreed.

**2205.08 Finance & Accounts.**

- i) To review the Financial Regulations and effectiveness of the system of internal control and consider the findings of that review. **Minute-** the Internal Audit has been accepted and effectiveness is assured.
- ii) The 2021-22 Internal Audit was successfully completed on 6Apr22 and the External Audit submission was authorised, by resolution, at General Meeting of Council held on 26Apr22 to include an Annual Governance Statement (Section 1 of the AGAR Part 3) the Accounting Statements (Section 2 of the AGAR Part 3) and other mandatory additions to include the Internal Audit Report, an explanation of variances, a bank reconciliation, Confirmation of Dates for Public Rights and contact details. **Minute-** noted.
- iii) Review the Asset Register, available on the web site. The Register has been updated to include the MUGA and insurance premiums updated to cover. **Minute-** noted.
- iv) Review of insurance cover- public liabilities/ tractor: the tractor policy was renewed on 28Apr22 and the liability/asset cover is agreed to renew on 31May22 (five year agreement); **Minute-** noted.
- v) Consider the RECEIPTS & PAYMENTS OF ACCOUNTS for the period since last meeting. **Minute-** There are two claims outstanding for Cllr Benfield to be reimbursed for Springhill materials. He confirmed no others would be forthcoming for this resolution. Cllr Jackman confirmed the next invoice for room rental, to agreement, is imminent. No 'live' invoices remain outstanding.
- vi) To review S106 account. **Minute-** the RFO Annual Report summarized S106 management. £89129.00 has been drawn down and spent (ex VAT). Related VAT re-claims have been appropriated. Draw down of all remaining S106 monies has been requested for the PlayPark and release from County is imminent. The Clerk to remind Joe Houston of urgency.
- vii) To review S137 payments under LGA 1972. This Section of the Act empowers Councils to spend on items not covered by other legislation. It is strictly limited based on number of residents. It is audited by exception and must be managed accordingly. **Minute-** There have been no S137 payments
- viii) To review Grants – Incoming. The following applications are in progress:
  - H&WCB – for toddler park fencing & sensory equipment;
  - H&WCB – for MVAS equipment;
  - HS2CF – for church crossing;
  - HS2CF – for playpark contribution; **Minute-** all pending.
- ix) To review Grants – Outgoing- one long term active in favour of the SRG; **Minute-** Cllr Jackman confirmed the first invoice to the PC is imminent.
- x) To review contract renewals, loans, Direct Debits & Standing Orders – loan on track; field lease pending; 5 DD & 1 SO in operation. **Minute-** noted.
- xi) To review Council subscriptions to other bodies; - currently B&MKALC, NBPPC, BPFA, ICO. **Minute-** agreed to continue.

**2205.09 Planning;** to review any major developments proposed. To consider Consultee requests awaiting response & to ratify any applications processed by fast-track protocol.; **Minute-** the Clerk summarized his attendance at the last Parish Forum meeting. Planning Dept resources are still stretched but are showing signs of improvement. It was confirmed, contrary to a recent 'miscommunication', S106 procedures will remain the same subject to pending revisions in legislation.

**2205.10 Environment.** To report any issues in respect of:

- a Highways under Highways Act 1980, ss43, 50 (inc footpaths); - **Minute-** two Gigaclear access covers were reported hazardous. The Clerk to contact them for resolution.
- b Crime Prevention/ Footpath Lighting under Parish Councils Act1957, s.3. to report outages.; **Minute-** none reported.
- c Verges & Hedges; **Minute-** the performance of new verge cutting contractor generally seen as acceptable.

**2205.11 Communications & Reports.**

**1. with Parish**

- i) **Springhill Residents Association.** Cllr Scanlon to report. **Minute-** Cllr Scanlon reported the SRG appreciation for recent support which is fully utilized for the intended purpose. The minutes of the SRG AGM will be posted to their web site imminently. Having accepted responsibility for estate lighting, the MoJ are yet to action.
- ii) **Speeding;** Cllr Harris to report. **Minute-** Cllr Harris updated status. Agreed to wait for availability of units offered from County subject to a 50% contribution. He requested solar power and remote data capture.
- iii) **Village pump state of repair;** Cllr Benfield to report. **Minute-** complete CLOSED
- iv) **Dog fouling on playground;** there is a Dog Fouling Order in place for the field. Signage and other measures to be explored. **Minute-** the Clerk has tried to collaborate with school for signage and if the children could make some as well. Cllr Harris will progress. It is felt that signs warning of imminent closure in the event of irresponsible dog owner non-compliance would be appropriate

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under the Order.

- v) **Parish Newsletter** – Cllr Fealey to propose. **Minute-** discussions were inconclusive regarding content, the editor, contributors, cost, frequency. Cllr Jackman to seek advice re what other councils do.

**2. with Unitary Authority & other Statutory Bodies**

- i. **BC** – reclaim waste land at Main Street/ Broadway/ Edgcott Road junction; pending advice from County **Minute-** no County response.  
 ii. **BC** - Fly tipping in Broadway layby; pending advice from County. **Minute-** the layby has been signposted. CLOSED.  
 iii. **BC - Haddenham & Waddesdon Community Board; Minute-** GU projects remain to be approved.

**3. With Stakeholders**

- i. **Community Police Team. Minute-** PC Fahy report to the APM was noted with thanks.  
 ii. **Village Hall;** to receive a report; **Minute-** Cllr Fealey report to the APM was noted with thanks.  
 iii. **Saye & Sele;** to receive a report. **Minute-** Cllr Jackman report to the APM was noted with thanks.  
 iv. **School** to receive a report. **Minute-** school report to the APM was noted with thanks.  
 v. **HMP Grendon Prison** to receive a report. **Minute-** none received.  
 vi. **EfW** to receive a report. **Minute-** none received.

**4. With Infrastructure**

HS2 Road Safety Fund, EWR & Ox/Cam corridor; **Minute** noted.

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

**2205.12 Amenities;**

- a. Playground; **Minute-** the safety inspection was deferred to encompass the PlayPark and other changes.  
 b. PlayPark; **Minute-** a payment schedule to be discussed with the supplier. It was proposed to underwrite any late grant awards as necessary to start the project & subject to S106 release. All agreed.  
 c. MUGA; **Minute-** in operation. CLOSED.  
 d. Notice Boards; **Minute-** the Prison Outwork team will commence the blackboard noticeboard on 26<sup>th</sup> May.  
 e. Defibrillator status; **Minute-** Cllr Benfield to supply information required to register.  
 f. War Memorial; **Minute-** nothing arising.  
 g. Grassland habitat/ tranquility zone. **Minute-** pending. Cllr Fealey had had an enquiry to purchase. Not possible under the terms of the GUPC deeds.

**2205.13 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.

**2205.14 Open forum for Members** (under adjournment); for Councillors to bring items to go on the agenda, for discussion at the next meeting. **Minute-** none arising.

**2205.15 To confirm the date of the next meeting;** To agree the date, time & venue – **Minute-** 28<sup>th</sup> June 2022 at 19.30 in village hall.

The Chairman thanked all present & closed the meeting at 21.44.

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

Dated: 28<sup>th</sup> June 2022

BANK TRANSACTIONS			MAY 2022	
Date	Type	Transaction Description	Debit	Credit
03/05/2022	FPO	MEDIA PRINT HUB litter day	£ 137.00	
03/05/2022	SO	MARION RYLEY professional services	£ 10.00	
20/05/2022	DD	BC GENWASTE	£ 30.40	
23/05/2022	DD	SOUTHERN ELECTRIC 095668551	£ 92.31	
31/05/2022	FPO	NBPPC SUBS TO 310323 309974	£ 20.00	
31/05/2022	FPO	ALAN WESTON Internal Audit INVOICE 2836	£ 30.00	
31/05/2022	FPO	ZURICH TOWN&PARISH Insurance 206582	£ 2,231.86	
31/05/2022	FPO	BMKALC SUBS 22-23 INV 3363	£ 76.00	
31/05/2022	FPO	GU VILLAGE HALL Room Rental INV 15/22	£ 125.00	
31/05/2022	FPO	HMRC - ACCOUNTS	£ 67.60	
31/05/2022	FPO	CLERK MAY 2022 SALARY	£ 270.40	