



GRENDON UNDERWOOD PARISH COUNCIL

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MINUTES

of a GENERAL PARISH COUNCIL MEETING - 25th April 2023

DRAFT Issue date – 28th April 2023

B. Martindale - Acting Parish Clerk

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.

Items requiring decisions must be deferred for inclusion in the next agenda.

Rectory Homes made a presentation – see Planning.

School rep expanded on a school grant application – see Grants, Outgoing.

2304.01 Attendance and apologies: To receive and accept any apologies.

Attending; Cllrs Moloney (Chair), Fealey, Benfield, Harris, Clerk

Apologies; Cllrs Jackman, Scanlon, Macpherson

Absences;

Public: 5 members of public attended

2304.02 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. Cllr Scanlon is Chair of the Springhill Residents Group. Cllrs Scanlon and Fealey are members of the Village coronation committee. **Minute-** none declared

2304.03 Approval of Minutes: (i) To agree and sign the minutes of the General Parish Council Meeting of Grendon Underwood Parish Council held on 28th February 2023 (due to absence) & 28th March 2023 as true & accurate records. Draft Minutes are circulated prior to the meeting to allow them to be taken as read. There were no amendments, to the draft, requested by the cut-off date. **Minute-** 28Feb23 approved, 28Mar23 pending due to absence.

(ii) To consider the presentation of Agendas & Minutes. **Minute-** The Chairman requested consideration of the format of Agendas & Minutes to simplify access. Clerk to develop proposals for next meeting.

2304.04 Statutory. Nothing arising. **Minute-** noted.

2304.05 Finance & Accounts.

i) Consider the RECEIPTS & PAYMENTS OF ACCOUNTS for the period since last meeting. **Minute-** outstanding invoices tabled for payment.

ii) **Audits-** the Internal Audit completed successfully on 6th Apr23.- noted.

External Audit submission pack was circulated prior to meeting for review. To consider: (a) approval of Section 1 of AGAR, 2022-23. **Minute-** signed in compliance.

(b) approval of Section 2 of AGAR, 2022/23. **Minute-** signed in compliance. The Clerk was authorised to submit the External Audit pack as tabled.

(c) The Clerk queried the Asset Register – it was confirmed the Council does not own the tractor and gang mower, removed.

iii) **Insurances** – Clerk actioned to get renewal quotes for tractor. Resolved to continue with liability insurance.

iv) **To review Grants – Incoming.** The following applications are in progress:

• Community Board allocation to village MVAS units – under review. TO CLOSE

v) **To review Grants – Outgoing.** To ratify small grant to Village Coronation support- application has been approved by majority Rapid Response Request. **Minute-** so ratified and authorised to pay. CLOSED. Grant application from School support charity for sensory garden. School rep expanded on what was involved. The Chairman explained the statutory requirements for Parish Councils when releasing public money. School agreed to provide more corroborating quotes and invoices documentation for consideration at next meeting.

vi) **To review expense claims.** Office 365 subscription renewed and claimed. New credit card to be considered. **Minute-** will use personal credit cards for web as necessary and claim on expenses. TO CLOSE

2304.06 Planning; to review any major developments proposed. To consider Consultee requests awaiting response & to ratify any applications processed by fast-track protocol.

23/01271/APP – no objection

Rectory Homes attended to informally address Council on their proposals to develop a parcel of land banked land next Edgcott Road. **Minute-** tabled an early conceptualisation of proposed use of land Adj Edgcott Road behind build line of village. Council suggested reference to the Council Planning Response Policy for basis on which Council will reply to any request from the LPA. TO CLOSE

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2304.07 Environment. To report any issues in respect of:

- (a) Highways under Highways Act 1980, ss43, 50 (inc footpaths). UKPN & TW works on-going with severe disruption. Latest UKPN plan & new contact provided. BC Highways have confirmed residents be advised to use Fix My Street for queries. **Minute-** CLOSED
- (b) Footpath Lighting under Parish Councils Act 1957, s.3. Crime Prevention- to report outages. One permanently on. **Last Meeting Action:** Cllr Jackman to identify light. **Minute-** identified, Clerk to report by next meeting.
- (c) Verges & Hedges. **Last Meeting Action:** Clerk to raise concern that the footpaths in the village had not been swept and that the gully pots had not been cleaned. Commencement of the verges cutting schedule awaited The Clerk has raised with County Highways, response – resident to report on Fix My Street with exact location and picture if possible. To consider the need for a new mowing contractor. **Minute-** Clerk confirmed current contractor is not responding to repeated requests. Has requested several quotes from others. Cllr Macpherson will try to get the County mowing schedule.

2304.08 Communications & Reports.

1. with Parish

- i) **Springhill Residents Association.** Cllr Scanlon to update on SRG Prison Meeting with Governor on 13th March 23; and estate defibrillator; 1 Park Road agreed. Cllr Benfield requires further discussion. SRG have held a meeting with the Prison Governor at which speeding was discussed. The positioning of the defibrillator on Springhill also was discussed and it was noted that there might be a problem with the proposed new location because an electricity source cannot be close to a gas tank. A new wall caddy is available, and it was noted that the unit was not for the sole use of Springhill and should be in a prominent position. A pothole repair exercise on the estate is planned for 15/16 April. **Last Meeting Action:** Cllr Benfield to continue with re-siting of the defibrillator as appropriate. **Minute-** Cllr Moloney to inspect potential defib siting. SRG AGM 27Apr23, 20.00 with MP in attendance. Report pending due to absence
- ii) **Speeding: Last Meeting Action-** Cllr Harris to report on a schedule for installation of three village MVAS units. To consider resident request for a 20mph limit in Main Street. **Minute-** pending
- iii) **Dog fouling on playground;** there is a Dog Fouling Order in place for the field. Collaboration with school for signage is agreed. Awaiting of advice of materials needed. School liaison to advise. **Minute-** lack of response. CLOSED
- iv) **Beating the Bounds.** Cllr Benfield to advise details of arrangements for Beating the Bounds to be carried out on 16th May 23. **Last Meeting Action: Minute-** meet end Broadway, 08.15. Cllr Benfield to co-ordinate.
- v) **Litter pick-** to consider dates for next pick. **Minute-** date to be advised after coronation.
- vi) **Newsletter –** to consider. **Minute-** the Chairman suggested 6 monthly. Cllr Fealey agreed to help.

2. with Unitary Authority & other Statutory Bodies

- i. **Buckinghamshire Council-** **Minute-** pending
- ii. **Haddenham & Waddesdon Community Board.** **Minute-** pending.

3. with Stakeholders

- i. **Community Police Team.** Calling for applications for grants to prevent crime. Free crime alerts offered poster. the Clerk has applied to the PCC for an open community noticeboard & response acknowledged for consideration from next tranche. **Minute-** the PCC will advise when the next funding tranche is released.
- ii. **Village Hall;** to receive a report. **Minute-** held AGM. Officers retained. Booking system IT under review.
- iii. **Saye & Sele;** to receive a report. **Minute-** the Chairman would enquire about a replacement for the second Council Trustee. Clerk requested clarification of process re S&S/ Council liaison.
- iv. **School** to review collaborations. Long term agreement to collaborate making signs for dog walkers and speeders. School to submit grant application for raw materials, children to develop artwork. Clerk has sent application form. TO CLOSE
School to liaise with Village Coronation organisers and suggest use of a small excess of funds remaining from the Jubilee could be used for the Coronation. **Minute-** CLOSED
- v. **HMP Grendon Prison** to review village collaborations. **Minute-** CLOSED
- vi. **EfW** report on last meeting circulated. **Minute-** awaiting date of next meeting. Cllr Moloney to advise.

4. with Infrastructure. UKPN & TW works noted. See 2.i. **Minute-** CLOSED

Implications of Oxford-Cambridge arc are yet to be understood in full. Cllr Jackman to continue to monitor.

5. with Suppliers. **Minute-** CLOSED

2304.09 Amenities.

- a. Playground: safety inspection completed 31Jan23. Full report (MUGA & PlayPark) circulated. **Last Meeting Action-** To formulate minor defect rectification plan. Cllrs Moloney & Jackman to advise schedule by 23 May next meeting.
To consider quote to replace Nest Swing Seat £1927. **Last Meeting Action-** Cllr Benfield to research alternatives solutions for the nest swing and suspension joint. **Minute-** awaited.

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- b. PlayPark: To review status of agreed additional compliance signage at PlayPark and MUGA. **Last Meeting Action-** Cllr Benfield to advise timing. **Minute-** awaited.
 - c. MUGA footpath deterioration and link path to PlayPark. To formalise offer for link path. **Last Meeting Action-** Cllr. Benfield to update on proposed revised scope of work and to quote. **Minute-** Clerk authorised to get quotes for access footpath to gate of PlayPark as soon as contractors respond.
 - d. Notice Boards. Village Hall noticeboard – installation invoice awaited. **Minute-** pending.
To consider the fate of the redundant notice board at shop. **Minute-** Cllr Moloney to re-cycle, noted 25 April 23.
 - e. Defibrillators: to consider volunteer overview activity. **Last Meeting Action-** Cllr Benfield to supply information required to register. Awaiting data to support maintenance contract quote circulated 29Sept22. Relocation of the estate unit tba. New wall caddy for Springhill unit available. **Minute-** Cllr moloney & Scanlon to assume responsibility & review site and get software version for upgrade. Noted 25 April 23.
 - f. Planter- **Minute-** Cllr Benfield agreed to relocate it to final location. Noted 25 April 23.
- 2304.10 Personnel - 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. Two members of the public have confirmed interest in becoming Councillors following the advertised vacancy. Meeting. **Minute-** agreed to progress one application.

2304.11 Open forum for Members (under adjournment); for Councillors to bring items to go on the agenda, for discussion at the next meeting. **Minute-** none raised.

2304.12 To confirm the date of the next meeting; To agree the 2023-24 meeting schedule- **Minute-** Agreed to maintain 4th Tuesday in each month convening at 7.30pm.

To agree date, time & venue of next meeting to be the Annual Parish Meeting and Annual Parish Council Meeting on 23rd May 2023 at 19.00 for Parish & 19.30 for Parish Council in GUVH. **Minute-** so approved.

The Chairman thanked all present and closed the meeting at 21.52.

GRENDON UNDERWOOD PARISH COUNCIL - TRANSACTIONS			APRIL	2023
Date	Type	Transaction Description	Debit	Credit
03/04/2023	SO	MARION RYLEY	£ 10.00	
14/04/2023	FPO	GRFC SUPPORTERS CL SMALL GRANT CORONATION	£ 500.00	
14/04/2023	BGC	BUCKS CNCL PRECEPT Pt 1		£ 10,425.50
19/04/2023	DD	BUCKS COUNCIL RECEWASTE	£ 31.32	
21/04/2023	DD	SOUTHERN ELECTRIC	£ 94.41	
26/04/2023	FPO	BUCKINGHAMSHIRE CO DOG WASTE INV 2205051609 207438	£ 694.51	
26/04/2023	FPO	SAFETY SIGNS AND N INVOICE 77648 202585	£ 110.00	
26/04/2023	FPO	PAUL BAKER INV 23 HEDGE CUT	£ 145.00	
26/04/2023	FPO	NBPPC SUBS TO 310324	£ 20.00	
26/04/2023	FPO	BMKALC SUBS INV 4593 121750	£ 185.71	
26/04/2023	FPO	GU VILLAGE HALL ROOM RENTAL INV19/2023	£ 125.00	

Signed as a true and accurate record.

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Cllr K. Moloney, Chairman presiding.

Dated: