



# GRENDON UNDERWOOD PARISH COUNCIL

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

## MINUTES

### ANNUAL PARISH COUNCIL MEETING 2023

Pursuant to the Local Government Act 1972 (various sections), notice is hereby given that the Annual Meeting of Grendon Underwood Parish Council was held in the Village Hall, Main Street, Grendon Underwood on

**Tuesday, 23<sup>rd</sup> May 2023 at 20.00**

DRAFT Issue date – 26<sup>th</sup> May 2023

*B. Martindale* - Acting Parish Clerk

The first duty of the Annual Meeting **must** be to elect the Chairman and Deputy Chairman by Members present.

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

**Proposed: K. Moloney; Proposer: A. Benfield Seconded: P. Jackman Vote; unanimous in favour**  
**Abstentions: 0, absences 2. Minute-** K. Moloney elected & accepted as Chairman to 28<sup>th</sup> May 2024.

#### **Election of a Vice Chairman-**

**Proposed: A. Benfield. Proposer: P. Jackman Seconded: K. Moloney Vote; unanimous in favour.**  
**Abstentions: 0, absences 2. Minute-** A. Benfield duly elected & accepted as Vice-Chairman to 28<sup>th</sup> May 2024.

#### **Appointment of officers.**

**Prior to the meeting being formally constituted for Council business, the Chairman may hold a discretionary Open Forum, for contributions from Parishioners and other stakeholders attending, (under adjournment):** Items requiring decisions must be deferred for inclusion in the next agenda.

#### **2305.01 ADMINISTRATIVE MATTERS**

- (a) **Attendees, Apologies, and absences will be noted.** – attended: K. Moloney, A. Benfield, P. Jackman, Clerk & 1 member of public. Apologies: L. Fealey, C. Scanlon. Absent: P. Harris.
- (b) **Members will 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 – none declared.**
- (c) **Members will consider agreeing the minutes of the previous meeting of Grendon Underwood Parish Council. 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. – resolved.**
- (d) **to appoint the Internal Auditor for 2024 – resolved A. Weston as 2023.**
- (e) **to confirm compliance of mandatory Membership forms;** the following mandatory forms for 3 elected and 3 co-opted Members must be on record. (i) declaration of eligibility (ii) register of Interests, (iii) Declaration of Acceptance of Office (iv) declaration of expenses – so confirmed.
- (f) **Review delegation arrangements.**
  - (i) Council representation on outside bodies. Council is represented on the following bodies Haddenham & Waddesdon Community Board – as available, Springhill – C. Scanlon, Village Hall – L. Fealey, Saye & Sele – P. Jackman & P. Avery, EfW – K. Moloney, school – P. Harris, prison – C. Scanlon.
  - (ii) Internal lead Councillors. Speeding – P. Harris, litter – L. Fealey, newsletter – L. Fealey & K. Moloney, environment – tba, personnel – C. Scanlon.
  - (iii) Holder of Notice Board keys – A. Benfield, C. Scanlon, L. Fealey, Clerk.
  - (iv) Council Bank Account Access Authority – K. Moloney, A. Benfield, A.N. Other.
- (g) **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 – so reviewed and adopted.
- (h) **to Determine the times, dates & venues for the 2023-24 meeting schedule** - it is proposed to hold 9 General Meetings and one Annual Meeting on the fourth Tuesday of each month. The Annual Parish Meeting will be held in May. To also convene interim specific subject panels according to availability and as necessary – reviewed and adopted.
  - (i) **Next Meeting:** The members will agree the date, time & venue of the next meeting – agreed 27<sup>th</sup> June 2023.

#### **2305.02 FINANCE AND ACCOUNTS**

- a) To review the Financial Regulations and effectiveness of the system of internal control – so reviewed and accepted.
- b) The 2022-23 Internal Audit of financial systems and risk was successfully completed on 6 Apr23 and the External Audit submission was authorised, by resolution, at General Meeting of Council held on 25Apr23

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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 – so ratified.

- c) Review the Asset Register – so reviewed and accepted.
- d) Review of insurance cover- public liabilities/ tractor – ownership & registered keeper status to be established.
- e) Any outstanding expense claims will be considered – one from Cllr Benfield, reviewed and authorised to pay.
- f) Grants: the status of any outstanding applications will be considered – school application held on request for June. Then to await new application as it matures.

**2305.03 PLANNING**

- a) Major proposal requests outstanding for response or processed by the fast-track protocol will be reviewed – so reviewed.
- b) Members will discuss any developments with the Oxford-Cambridge Arc - noted.

**2305.04 ENVIRONMENT**

Issues arising under the Highways Act 1980 (including footpaths) and other local environmental issues were discussed:

- a) Street Lighting and safety – the clerk to meet with E. On to review maintenance contract. **ACTION**
- b) The maintenance and clearance of verges, hedges, and gully pots – Cllr Benfield to make a proposal & quote for mowing of the church graveyard. Verges contractor to be confirmed. **ACTION**

**2305.05 AMENITIES**

Issues relating to local amenities were discussed including:

- a) Playground – regular inspections and a defect rectification plan to be maintained - **ACTION**.
- b) PlayPark - Compliance signage and access footpath - **ACTION**.
- c) MUGA - Footpath deterioration – improvement options under negotiation. **ACTION**.
- d) The use and maintenance of Village notice boards - **ACTION**.
- e) Defibrillators – both devices to be re-located and refurbished - **ACTION**.
- f) Planter – to be installed - **ACTION**.

**2305.06 STAKEHOLDER REPORTS**

The members will discuss the following reports received since last meeting:

- a) **Springhill Residents Association** – pending due to absence.
- b) **Buckinghamshire Council/ Community Board** - report from APM noted. BC to provide pothole redress progress status.
- c) **Village Hall** – report from APM noted.
- d) **Prison** - noted.
- e) **School** - noted.
- f) **Thames Valley Police** - noted.
- g) **EfW** – next meeting on 7 July 2023, 18.00 - noted.

**2305.07 COMMUNITY MATTERS**

Members will discuss other matters, including:

- (a) The implementation of measures to reduce speeding – pending due to absence.
- c) The next village litter pick – pending due to absence.
- d) Parish newsletter – pending due to absence.

**2305.08 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 – Council reviewed the report of the interview panel recommending acceptance. Resolved to accept the recommendation & approval of any training deemed necessary. Proposed: Cllr Jackman, seconded: Cllr Benfield, vote unanimous to accept. The Clerk to provide statutory documentation & notify County Democracy. **ACTION**

**2305.09 OPEN FORUM FOR MEMBERS** (under adjournment); councillors will be provided the opportunity to raise items for discussion at the next meeting.

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The Chairman closed the meeting at 21.02

Signed as a true & accurate record .....

Dated: .....

Cllr Moloney, Chairman presiding

**GRENDON UNDERWOOD PARISH COUNCIL BANK TRANSACTIONS**

May 2023

Date	Type	Transaction Description	Debit Amount	Credit Amount
02/05/2023	SO	MARION RYLEY	£ 10.00	
02/05/2023	FPO	HMRC - ACCOUNTS	£ 67.60	
02/05/2023	FPO	CLERK APRIL 2023 SALARY	£ 270.40	
09/05/2023	FPO	PARTNERS & LIMITED tractor insurance	£ 364.72	
18/05/2023	DD	BUCKS COUNCIL RECE WASTE	£ 105.15	
30/05/2023	DD	SOUTHERN ELECTRIC	£ 86.96	
31/05/2023	FPO	ZURICH TOWN&PARISH LIABILTY INSURANCE	£ 2,572.38	
31/05/2023	FPO	A.T. BENFIELD playpark posts INV 717	£ 200.00	
31/05/2023	FPO	A.T. BENFIELD PC EXPS CLAIM	£ 449.17	
31/05/2023	FPO	HMRC - ACCOUNTS	£ 67.60	
31/05/2023	FPO	CLERK MAY 2023 SALARY	£ 270.40	