



GRENDON UNDERWOOD PARISH COUNCIL

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MINUTES of a GENERAL PARISH COUNCIL MEETING held on 24th September 2019 In Grendon Underwood Village Hall at 19.30

Issue date – 1st November 2019

B. Martindale - Acting Parish Clerk

Prior to the meeting being formally constituted for Council business, the Chairman held an Open Forum for Parishioners and other parish stake holders to raise questions, make comments; suggest future agenda items etc. all items raised were on the Agenda and discussed accordingly.

Minute – some 20 residents attended; the majority wished to seek council support for a public meeting to raise awareness of the consequences arising from the Highways England proposal to build an Oxford/Cambridge expressway through the parish. See 1909.08,1

Several residents raised their concerns over the safety of residents accessing the church via the dangerous crossing at the church junction and they requested something be done to at least reduce the inherent risk every crossing incurs. See 1909.08, 1

Some residents requested the speed limit in front of school be reduced to 20mph or if there was any other deterrence to speeding that could be introduced. See 1909.08, 1.

On enquiry of how council engages with residents, the Chairman explained that Council is strongly advised, by their National Association of Local Councils, not to engage in social media of any kind. They cite how vulnerable council, legally, & councillors, personally, could be if seen to be responding to the misinformation, ill-informed opinion, vested interest, speculation & inuendo regularly seen on such platforms. Significant numbers of residents also advise their inability, reluctance, suspicion & even downright refusal to participate in the insecure nature of internet based media thus rendering it a closed or restricted group when council is legally obliged to represent all residents equally. Residents are encouraged to use the notice board or the council web site as the legally mandated, official sources of information on what council is doing on their behalf & on which there has been numerous warnings of the impact of national infrastructure schemes for some time.

The Chairman brought the meeting to order at 20.00

1909.01 Attendance and apologies: To note;

Attending; Cllrs. Moloney (Chair), Benfield, Hedgecox, Mackenzie, Shepherd,

Apologies; Cllrs Macpherson, Branston, Jackman

Absences; Cllr Chamberlain

1909.02 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 declared

1909.03 Approval of Minutes; To agree and sign the minutes of the Annual Parish Council Meeting of Grendon Underwood Parish Council held on 30th July 2019 as a true & accurate record. The minutes are circulated prior to the meeting and were taken as read. **Minute:** the meeting accepted the assurances of councillors attending a non-quorate meeting as to no resolutions having been enacted and the minutes being a true & accurate record of proceedings. The Deputy Chairman signed off the minutes as the attending Chair of that meeting.

.1909.04 Regulatory;

i) To monitor changes to Standing Orders, Council Policies, Procedures & Protocols – Minute - the Clerk advised revisions had been made to the Council's Financial Regulations based on NALC bulletin Model Financial Regulations July 2019 & to reflect the Council's Risk Management Policy with a view to stipulating what the Council actually can & does do. He confirmed that all statutory requirements were still complied with and if anything, the Council's Regulations were more stringent in addressing inherent risk than NALC's. The Chairman signed off the Regulations and authorised their posting to the web site. **ACTION**

ii) GDPR, to monitor requirements; Minute – the Clerk advised that NALC had now confirmed previous advice that names of attendees should not be used in minutes of meetings.

iii) Web accessibility legislation; Minute – definitive Policy template to reflect new legislation still awaited

1909.05 Finance & Accounts.

i) Consider the RECEIPTS & PAYMENTS OF ACCOUNTS for the period since last meeting; **Minute-** the Chairman & one other councillor initialed invoices in the period for payment. The Bank statements for August & September would be issued with the minutes. **ACTION**

ii) To monitor External Audit submission - **Minute** - the RFO confirmed the External Auditor had notified a successful audit on 04.09.19. The Chairman authorised the statutory posting of required documentation by the statutory date 30th September 2019. **ACTION**

iii) To review Grants – Incoming – under Parish Councils Act 1957, s.1,

(a) AVDC NHB micro grant (community memorial benches); to allocate payments & installation costs (see 1909.09) – **Minute-** the RFO confirmed – Income; that the NHB grant of £1800 has been received;

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that a £350 contribution had been transferred; that a promised £600 contribution remains outstanding and would be transferred as soon as possible after the meeting. Spend- two benches had been delivered and the invoice for £1952 would be drawn in October; A war memorial bench is on order for delivery before 11.11.19. the invoice for £867 would be drawn in November. A further picnic bench set was on order for delivery in October, the invoice for £125 would be drawn in November. Installation costs to date have been done for & Council thanked Cllr Benfield for his kind support.

The balance between income & outgoing will be covered by reclaiming the VAT with any other outstanding to come from precept as previously resolved. See also 1909.09

(b) AVDC NHB project grant (VH upgrade) – **Minute** – the RFO confirmed the application for £16000 was successful & the VH Charity have confirmed their £1000 contribution has been ring fenced & Council authorised the RFO to ringfence its £1000 contribution to Earmarked Reserves. All currently estimated to become payable on completion in November. The Chairman signed off the Funding Agreement to proceed as previously resolved. The RFO to return. **ACTION**

- iv) To review Grants – Outgoing - **Minute**- VH rent to WI, - it was agreed to fund for this financial year. The VH to invoice the Council directly. The Chairman signed off the Grant Application Form, circulated 13.08.19 **ACTION**
- v) To review status of LED upgrade loan – the RFO to advise status of application to the Secretary of State & to ringfence deposit to Earmarked Reserves & payments budgeted; **Minute**- application to borrow £5105 interest free over 5 years submitted on 06.08.19, MHCLG approval 20.08.19, Salix fund release confirmation 19.09.19, Aylesbury Mains start date 21.10.19. Council noted the down payment of £2900 would become payable on completion in November with payments of £500 twice a year for 4 years to begin 6 months thereafter.

1909.06 Planning; to review any major developments proposed. Other requests in period for signoff; **Minute**- no major developments are notified; other applications sent by fast track protocol were ratified. The Clerk asked for clarification of Council's wishes for responding to requests, from the Planning Authority, to comment on planning applications in the absence of a view of the majority of council. It was agreed that, in such an event only, the Clerk could default to a 'No Objection' response subject to there being no advice of a resident's concern. In which case, the response would be held for a majority view. This would be in parallel to the Rapid Response Protocol already in force.

1909.07 Environment. To report any issues in respect of:

- a Highways under Highways Act 1980, ss43, 50 (inc footpaths);
- residents complained of unsuitable width of footpath to Springhill for buggies & wheelchairs. - the Clerk to explore resolution with BCC Highways. **ACTION**
- b Footpath Lighting under Parish Councils Act 1957, s.3; To report any outages; **Minute**- none notified. Some residents were concerned at the number of village outages being experienced recently. The Council would enquire of UKPN, the network supplier. **ACTION**.
- c Verges & Hedges under LGA 1972, ss.101, 111, 112; **Minute**- the Clerk reported the last BCC cut (3rd of 4) has not been done due to a machine malfunction but would be carried out 1st week October; hedges on the Springhill footpath are outstanding – contractor has in hand

1909.08 Communications.

1. with Parish

- Matters Arising from correspondence & Open Forum at last meeting - a schedule of Council meetings to be provided for anyone not having access to the web site or notice board; **Minute**-
 - Next Greatmoor EfW meeting on 26th Sept to note HS2 traffic routing; **Minute**- noted
 - Planning enforcement (wheelchair access to Main Street from adjacent dwellings in Saye & Sele Close & development perimeter fence) at Shakespeare; **Minute**- Cllrs Macpherson & Benfield had made a site visit on 18.09.19 & would seek resolution with the developer
 - Church roof time capsule, suggestions required; **Minute**- various suggestions made including a copy of Parish council minutes, an example of current technology, a mobile phone or USB stick holding the village archive.
 - Church acknowledgement of amenity funding; **Minute**- Council noted an email of thanks from church elders for taxpayers support of the closed churchyard under powers in Local Government Act 1972 s.215
 - Meeting with HMP Grendon (now October), notified to Members 22 Aug; **Minute**- the Clerk was authorised to request a meeting on 15th October; Cllrs Benfield & Mackenzie to attend. **ACTION**
- **Village Hall;** to receive a report; **Minute:** deferred due to absence
- **Saye & Sele;** to receive a report. **Minute**- a Council S&S representative had provided a conveyancing plan for the MUGA lease, signed by Cllrs Benfield & Jackman, showing its footpath access. An amendment is required to avoid the zipwire in the playground. Requirement to re-sign the lease to be advised. **ACTION**
- **Go30; Minute** – Cllr Mackenzie to report on the community anti-speeding initiative; **Minute:** a report on recent MVA usage with a proposal & costings for upkeep/ replacement was tabled for Council consideration. On her enquiry, Council advised they could not store the equipment as they don't have any property on which to hold it. Cllr Mackenzie to advise. **ACTION**
- **HS2 & EWR & Ox/Cam corridor;** -

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- OxCam Expressway - **Minute:** residents attending advised a growing concern that there may still not be a local awareness of the scale & proximity of these proposals & just how devastating they could be to life & environment. They requested a public meeting in collaboration with No Expressway Alliance in Grendon. The Council was very supportive and agreed to contact the AEA to propose a meeting in Grendon VH on a Friday in November about 19.00 to 21.00. In addition, it was agreed to make a financial contribution to the group of £100 and to purchase posters and other publicity material as appropriate using powers under the Local Government Act 1982, s.142. Cllr Benfield will confirm date & venue by 27.09.19 **ACTION**
- HS2 – **Minute:** contractors held a meeting for local Councils on 5th Sept. - Cllr Mackenzie attending. She reported delays awaiting a final decision from HMG. They have cancelled their drop-in sessions in Steeple and Calvert Green w/c 16.09 due to the SoS statement NOT to clear ancient woodland until the review completes. They did offer a separate meeting for GU councillors to explore funding for church crossing across their construction route – currently promised 5th November @1.30. Cllrs Benfield & Mackenzie agreed to attend. **ACTION**

2. with other Authorities & Statutory Bodies

- **AVDC** – Community Emergency Plan, Cllr Hedgecox to advise; **Minute-** Cllr Hedgecox tabled the Stratton Audley plan suggesting it could be a useful template for GU. Volunteers in the community would need to be approached – probably at the November open meeting. **ACTION**
Status of Broadway sign; **Minute** – reinstated; **CLOSED**
NHB Project Funding Agreement- for approval & sign off; **Minute-** Council resolved to sign the Agreement and Clerk to forward. **ACTION**
- **BCC;** - meeting with BCC Highways to be arranged regarding; **Minute-** held 18.09.19
 - Broadway gateways- the Clerk to advise status; **Minute-** BCC advise the Broadway gateway was set in concrete directly over the main water main into Grendon. Rather than potentially crack that main, it was agreed to move the gateway 3 meters and reset in a new plinth – estimated for completion 1st week October.
 - Church crossing - the Clerk submitted the BCC Scheme Request Brief on 1st Aug; **Minute-** the cost of the Brief (not the job itself) was subsequently quoted at £6854.00 [equivalent to ¼ annual operating budget]. Council to consider options and funding streams.
 - 20mph outside school and other anti-speeding proposals. **Minute-** BCC confirmed GUPC is the footpath lighting authority and, as such, could initiate various forms of lighting including warning signage, but go through Highways. Council to consider cost implications. **ACTION.**
 - Greatmoor EfW plant meeting held 26th Sept. & minutes circulated; **Minute-** Council noted on going concern over HS2 traffic movements on top of the latest planning permission to significantly increase EfW traffic as well;
- **Local Area Forum** – minutes of 2 July meeting circulated to Members on 21 Aug, next meeting 20Oct19; **Minute-** Cllr Benfield to attend and request funding for the church crossing Scheme Brief (£6854.00)
- **Community Police Team;** **Minute** – several residents raised concerns over increasing fly tipping, vandalism & seemingly abandoned horses in the vicinity. Council would attempt to identify land ownership & agreed to contact the local police team for advice. **ACTION**

3. with Suppliers

- GM Outdoor; **Minute** – cuts progressing to plan
- Aylesbury Mains, to confirm progress of any outages notified last meeting; **Minute-** no outages reported.
Status of LED upgrade – start in October; **Minute** New information on LED technology will be queried by the Clerk. **ACTION**
- Opus Energy; **Minute** – nothing to report
- Gigaclear; **Minute** – nothing to report

1909.09 Amenities;

- a. Bench replacement project- two Memorial Benches were ordered by PO on 08Aug19, delivered 28Aug19; **Minute-** see 1909.05 for costings. Cllr Benfield to arrange a site visit to explore options for enhancing bench surroundings. He is in process of acquiring a picnic bench combo against purchase order issued & Council to reimburse, advised at £150 inc. **ACTION**
- b. Playground; Cllr Benfield to report on slide replacement resolution **Minute** – the old slide is irreparable. The Clerk to get quotes for a full replacement from marketing literature on file. **ACTION**
- c. MUGA; to hear an update on latest lease revision to footpath access; **Minute-** see 1909.08
- d. Gateway flowerboxes- **Minute-** suggestions & maintenance volunteers to be sought on completion of the gateways

1909.10 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

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meetings) Act 1960. Noted.

1909.11 Open forum for Members (under adjournment); for Councillors to bring items to go on the agenda, for discussion at the next meeting. **Minute-** no request.

1909.12 To confirm date of next meeting; To confirm the published date at 29th October 2019; **Minute-** so confirmed

The Chairman closed the meeting at 21.00

Signed: *K. Moloney* Dated: 29th October 2019
 Cllr. K. Moloney, Chairman
Signed electronically for web security reasons.

Accounts for August 2019

Transaction Date	Transaction Type	Transaction Description	Debit Amount	Credit Amount
01/08/2019	SO	GM OUTDOOR	275.00	
05/08/2019	FPO	GM OUTDOOR INV 1380 309974	90.00	
05/08/2019	FPO	AYLESBURY MAINS LT 19296 601455	78.00	
06/08/2019	DD	OPUS ENERGY LTD 0750932	272.63	
20/08/2019	DD	AVDC GENERAL WASTE	37.05	
23/08/2019	FPI	1ST GRENDON & EDGC MEM BENCHES		350.00

Accounts for September 2019

Transaction Date	Transaction Type	Transaction Description	Debit Amount	Credit Amount
02/09/2019	SO	GM OUTDOOR	275.00	
03/09/2019	FPO	HMRC - ACCOUNTS	67.60	
03/09/2019	FPO	CLERK AUGUST 2019 SALARY	270.40	
06/09/2019	DD	OPUS ENERGY LTD 0750932	271.16	
18/09/2019	DD	AVDC GENERAL WASTE	30.40	
26/09/2019	BGC	AVDC GENERAL PRECEPT Pt 2of2		9,860.00
30/09/2019	FPO	HMRC - ACCOUNTS	67.60	
30/09/2019	FPO	CLERK SEPT 2019 SALARY	270.40	
30/09/2019	FPO	DAVID OGILVIE MEMORIAL BENCHES INV184119	1,952.40	
30/09/2019	FPO	AYLESBURY MAINS LT light inventory survey	300.00	
30/09/2019	FPO	MARION RYLEY PROF SERVICES INV.1963	30.00	
30/09/2019	FPO	PKF LITTLEJOHN LLP EXTERNAL AUDIT	240.00	