

CHEDDINGTON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON WEDNESDAY 8th May 2019

AT 8.00 pm IN CHEDDINGTON VILLAGE HALL SIDE ROOM

62/19 ELECTION OF CHAIRMAN

Cllr C Fee was nominated by Cllr T Richards and seconded by Cllr Everton. Cllr Fee completed the Declaration of Acceptance of Offer book.

63/19 ELECTION OF VICE CHAIRMAN

Cllr M Everton was nominated by Cllr T. Richards and seconded by Cllr Fee. Cllr Everton completed the Declaration of Acceptance of Offer book.

Cllr Fee on behalf of the Parish Council thanked Cllr Poll for all his support and guidance since joining the Parish Council on the 4th July 2007. She wished him luck in his new role.

64/19 APPOINTMENT OF REPRESENTATIVES

See Appendix 1 (page 6) for updated details.

65/19 ATTENDANCE AND APOLOGIES

Present - Cllr C. Fee in the Chair, Cllr M. Everton, Cllr D. Finch, Cllr K. Graham, Cllr K. Oastler, Cllr T. Richards and the Clerk, Mrs R. Roberts

4 Members of the Public

Apologies: Cllr Derek Town – holiday
Cllr Sandra Jenkins - holiday
PCSO Natalie Hall – working
County Councillor A. Wight – attendance at Slapton Parish Council Meeting

66/19 DECLARATIONS OF INTEREST

No interests were declared.

67/19 APPROVAL OF MINUTES

The Parish Council RESOLVED that the minutes of the meeting held on Wednesday 3rd April 2019 should be accepted as a true record of the meeting and the minutes were duly signed by the Chairman.

68/19 TO RECEIVE ANY UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

In their absence District Councillor Jenkins and District Councillor Town's Annual Report had been emailed to the Council, the contents of which were included in the Annual Assembly Meeting minutes.

In her absence at the Annual Meeting County Councillor Anne Wight had forwarded her monthly report to the Clerk, Roz Roberts and asked her to include the following:-

The Brownlow Bridge

Due to a delay in the publication of the TTRO to place an 18 tonne weight limit on the Brownlow Bridge, the TTRO was unable to be placed on the bridge on the original date of 23 April. The new date for the TTRO is to be the 9th May, at which point the signage and diversion route will be in place.

On 16 April the bridge was again hit by a vehicle, resulting in damage to the side which had not been previously damaged and repaired. BCC sent officers to inspect the bridge and it was deemed suitable to remain open, although they are now awaiting the Canal and River Trust's assessment and information on repairs, as there are cracks in the mortar and some bricks are missing from the base. Cllr Wight will be reporting back to parishes once more information is received from CART.

There had been a discussion at the recent meeting between BCC and stakeholders on the Marsworth Industrial Estate regarding whether the bridge had had any reinforcement historically. The Trust were not able to find any such evidence, so in order to establish the efficacy of this claim, intrusive investigatory

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methods would be needed. These would involve specialist consultants taking deep core samples into the relevant structural parts of the bridge. This would require the bridge to be shut for at least one day, with associated traffic management for the road closure.

The total cost of doing this investigatory work is likely to be several thousand pounds and cannot be justified in the absence of robust historical evidence.

However, anyone wishing to express a view on the long-term outlook for the bridge is welcome to do so via email at the following email address: freight@buckscc.gov.uk

Planning applications CM/0017/19 and CM/0018/19

These planning applications are for additional industrial waste processing of 25,000 tonnes and 87,500 tonnes respectively per annum on the Marsworth/Cheddington Airfield Industrial Estate and are currently open for comment.

Cllr Wight advised people to comment on the planning application web site.

Local Government Reorganisation

For anyone wondering about the details for the new Buckinghamshire Unitary Authority, the Leader of Buckinghamshire County Council, Martin Tett, is releasing periodic video updates which you can watch on youtube – https://www.youtube.com/watch?time_continue=2&v=tEwBKhg4GHY

They provide more detail about how the new unitary authority will work and what steps all the district councils and the county council are taking to make sure they get everything in place by this time next year.

Mental Health Awareness Week

Cllr Wight explained her role as a Mental Health Champion, both internally at BCC and a Time to Change Champion outside of it. She mentioned Mental Health Awareness Week - 13th – 19th May promoting the importance of talking about mental health problems and is continuing with work on Time to Change which is designed to tackle the stigma associated with mental health.

Bucks County Council are organizing events both internally and externally to raise awareness of mental health issues and start discussions on these topics. If you are interested in learning more she provided the weblinks below:

<https://www.buckscc.gov.uk/services/health-and-wellbeing/time-to-change-buckinghamshire/time-to-change-buckinghamshire/>

<https://www.mentalhealth.org.uk/>

69/19 CLERK'S REPORT - to note updates to ongoing matters

- **AED Familiarisation Course** – Christopher Hogg who will be running the course confirmed that he was free any Saturday in July, spaces for between 10 & 15 learners per session and each session should only last about 2hrs.

Janet Banham confirmed that the Methodist hall would be free. It was agreed to try to arrange for either the 13th and/or 20th from 12–2pm and/or 2.30pm-4.30pm depending on response. Clerk to contact Chris and confirm his preference then place an ad. in the village Facebook page, the PC Facebook page and on the notice board.

- **Defibrillator** – 2 guardians now – the Clerk and Cllr Everton. All the company records are up to date. Clerk checking twice a month and keeping a record.
- **Brian Handyman** – requested permission for a small skip to be placed within the allotment area for 2/3 weeks (Pam Cruse has agreed to this). This is for all of the village gardening waste, not just for the allotments.

There was also a request for a new heavy-duty industrial strimmer as the current one is of no use but this one could be used for the allotments. Council agreed.

- **Clerk met with Simon Barrow Gardening** – the general service agreement was signed by Cllr Fee covering the period 04/04/2019 – end Nov 2019.

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- **Goal nets in old allotment field** – these had been put up and a little sign on each net asking for the goal posts not to be moved as they had been damaged previously.
- **Accounts for year 2018-2019 gone to Roger King, the Internal auditor.** He advised they should be back in time for the June meeting for signature
- **Recharges for tennis/petanque and bowls clubs**– all paid.
- **Annual Maintenance Recharge for MVAS** – billed.
- **Jackdaws** – still in residence.

70/19 CORRESPONDENCE, CONSULTATIONS AND CIRCULARS

To note correspondence received and to consider any responses to be made.

- **Network Rail Access Gate - Cheddington Parish Council Allotments - Church Lane**
Network Rail have an access gate in the boundary fence line which borders the Cheddington Parish Council allotments on Church Lane. This is not an 'official' Network Rail access point as they have no right of way across the Parish Council land. Clerk had received an email requesting granting them a formal access agreement. Parish Council agreed that access could be permitted at certain times but the Clerk to find out more in respect of what the formal agreement would involve, how many visits per annum, time of visits, notification in advance, no vehicles on allotment land etc.
- **Future Luton – Requesting permission to put an ad in the village newsletter**
London Luton Airport Limited (LLAL) regarding airport expansion project. Enquiring if Parish Council would be happy to let LLAL Future Luton place an advert in the Newsletter/FB page in relation to the Autumn consultation to ensure residents can engage with the process, are aware of the consultation events LLAL have and be able to offer feedback where possible. Clerk to get a draft from them.
- **Village Fete, 6th July** - Jan Nicholas advised by email that there would be a fire engine for the children this year.
- **Design Workshop for Town and Parish Councils on Thursday 13th June in Aylesbury** – workshop to help design how your town or parish council would like to work with the new Buckinghamshire Council from 1 April 2020. Clerk attending.
- **Strategic Management Committee Meetings** in respect of 18/04097/ADP. To be held on 16th May 2019 at 1pm at Gatehouse Road. Who from the Parish Council would attend? Cllr Everton agreed to go. Clerk to email Persimmon re. possibly changing 2 of the affordable housing bungalows into private thus enabling older residents to downsize and purchase. All agreed that all requests had been addressed by Persimmon and that the PC did not want to hold up the development any longer. Clerk to also to advise AVDC via the link that the PC had contacted Persimmon regarding the change of ownership type.
All were aware that the reducing the affordable housing was being reduced to 33% but there was scope within the Cheddington Neighbourhood Plan to do this.

71/19 TO RECEIVE REPORTS FROM OUTSIDE ORGANISATIONS

There were no reports received.

72/19 PAVILION

The Clerk had to resend the signed New Homes Bonus (NHB) application form to Jan Roffe at AVDC as they did not have a copy on file.

QS Adam Byng - Budget Estimate Refurbishment report now produced.

Next steps – Following on from the Pavilion Working Group Meeting

- Clerk has spoken to Jan Roffe at AVDC regarding the New Homes Bonus and the possibility of receiving more grant aid. Unfortunately, this was not a simple process as possibly would have to re-apply. It appears that no professional fixed fees were included in the initial funding claim form hence the deficit between the budget estimate and figures submitted in the application. Clerk to check file.
- Clerk had spoken to Hugo Hardy (HH). He is still awaiting confirmation from Derek Town that we do not need to submit another planning application but a Non-material Amendment. He will then produce the drawings and specifications for the tender with Adam Byng, the QS. There will

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be one specification summary document for the chosen builders. Advised will take 6 weeks to produce. The Structural Engineer will be sending his quote this week.

- If the Council wishes, and HH has a clear instruction to proceed, he can begin work on the tender but there is the risk of some time charges if things alter as a result of planning requirements.
- HH probably would be able to start the works in 3/4 months' time if all goes according to plan.
- **A Refurbishment and Demolition Asbestos Survey** is required which is a more intrusive survey. Last survey not deemed sufficient was carried out on 19th January 2018. Quote from Bob Plant, Transthermal Management Services Ltd, £350 plus VAT.
- **VAT implications** on this project - Under section 14.7.4 of HMRC VAT Guide 708 it states sports pavilions are classed as a 'relevant charitable purpose' and so all construction costs should be zero rated, VAT for all professional fees & surveys are standard rated.

73/19 VILLAGE WALK –

It was agreed that the annual village walk would take place on Wednesday 22nd May 2019 at 2pm, meeting at the pavilion.

74/19 FINANCIAL MATTERS

To agree payments in accordance with the financial report.

75/19 PLANNING MATTERS

a) To consider applications received via AVDC

- 19/00901/APP – 15 New Street, Cheddington – Convert flat garage and porch roof to a pitched tiled roof - no objections

b) To receive determinations by AVDC

- 18/02040/APP – West End Farm, Long Marston Road – **Approved** (12.04.19)
- 19/00525/APP – 1 Manor Road – **Approved** (01.05.19)

c) Other Planning Matters including

- **18/04097/ADP - Land West of Mentmore Road, Partridge Close and Barkham Close**
Amendments/additional details relating to Approval of appearance, landscaping, layout and scale. Application going to AVDC Strategic Management Committee Meeting on 16.05.19.
Street Names - Associated with the above development Mr John Smith (History Society Committee) expressed the Society's concern in respect of the changing of Bancroft to Bancroft Street. He asked if the Parish Council would be able to support taking this further and was there any way the Parish Council could influence what happens, bearing in mind the end of the objection period had passed. The Clerk would contact AVDC Street Naming Department and enquire if it was to late and the process to be followed. She would also contact Persimmon direct to ask.
- **18/01705/APP - 97 High Street Cheddington** – no response to 2nd letter. Ask Brian Small to clear the site and make better the fence. Clear foliage around the area to bring area back into the recreation ground land.

76/19 REPORT ON ANY URGENT MATTERS

With Cllr Poll stepping down the Parish Council now had a vacancy for a new Councillor. This was to be put on the agenda for the next meeting and an advert placed in the local newsletter/Facebook page for the co-option of a new Councillor.

77/19 DATE OF NEXT MEETING

The Next Parish Council meeting will be on Wednesday 5th June at 7.45pm in the Village Hall side room.

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| FINANCIAL APPENDIX | | MONTH 2 | | AS AT 01/05/2019 | |
|--------------------------------------|------------|--|---------------------|------------------|---------------------|
| VCHR | DATE | PAYMENTS - CURRENT ACCOUNT | NET | VAT | TOTAL |
| DIRECT DEBIT PAYMENTS DEBITED | | | | | |
| 15 | 02/04/2019 | EON - Street Lights | £ 663.90 | £ 132.78 | £ 796.68 |
| 16 | 15/04/2019 | NEST | £ 32.78 | £ - | £ 32.78 |
| 17 | 13/04/2019 | 02 re parish clerk mobile | £ 12.81 | £ 3.09 | £ 15.37 |
| | | | £ 709.49 | £ 135.87 | £ 844.83 |
| CHEQUE PAYMENTS | | | | | |
| 18 | 04/04/2019 | Jack in the Box | £ 300.00 | £ - | £ 300.00 |
| 19 | 04/04/2019 | Cheddington Playscheme | £ 1,300.00 | £ - | £ 1,300.00 |
| 20 | 08/05/2019 | Tiffany Richards expenses re. key cutting | £ 7.50 | £ 1.50 | £ 9.00 |
| 34 | 08/05/2019 | Graham Cruse - re. Allotment pipe lagging | £ 6.40 | £ - | £ 6.40 |
| | | | £ 1,613.90 | £ 1.50 | £ 1,615.40 |
| ONLINE PAYMENTS MADE | | | | | |
| 21 | 02/04/2019 | PMF Products Ltd re. goal nets | £ 54.96 | £ 10.99 | £ 65.95 |
| ONLINE PAYMENTS TO BE MADE | | | | | |
| 22 | 28/01/2019 | Aylesbury Mains Ltd - outstanding | £ 126.60 | £ 25.32 | £ 151.92 |
| 23 | 03/04/2019 | Aylesbury Mains Ltd | £ 60.10 | £ 12.02 | £ 72.12 |
| 24 | 17/04/2019 | Aylesbury Vale District Council re. Play around the Parishes | £ 700.00 | £ 140.00 | £ 840.00 |
| 25 | 18/04/2019 | PCP Surveyors - QS Services re. Pavillion | £ 900.00 | £ 180.00 | £ 1,080.00 |
| 26 | 21/04/2019 | Simon Barrow Gardening Services (agreed one off works) | £ 2,126.00 | £ - | £ 2,126.00 |
| 27 | 21/04/2019 | Simon Barrow Gardening Services (April Cuts) | £ 1,200.00 | £ - | £ 1,200.00 |
| 28 | 24/04/2019 | Aylesbury Mains Ltd | £ 107.00 | £ 21.40 | £ 128.40 |
| 29 | 30/04/2019 | B Small - Handyman March 19 | £ 582.64 | £ 2.53 | £ 585.17 |
| 30 | 30/04/2019 | PAYE to 05.05.19 | £ 7.59 | £ - | £ 7.59 |
| 31 | 30/04/2019 | R Roberts - Expenses | £ 140.41 | £ 11.89 | £ 152.30 |
| 32 | 30/04/2019 | R Roberts - Salary | £ 965.46 | £ - | £ 965.46 |
| 33 | 30/04/2019 | Brayscape (incs 2 extra cuts as agreed) | £ 1,989.60 | £ - | £ 1,989.60 |
| | | | £ 8,905.40 | £ 393.16 | £ 9,298.56 |
| | | TOTAL Payments made/due | £ 11,283.75 | £ 541.52 | £ 11,824.74 |
| CURRENT ACCOUNT - Community | | | | | |
| T1 | 04/04/2019 | From Savings Account | £ 5,000.00 | | £ 5,000.00 |
| R1 | 05/04/2019 | BUCKS CC re. Devolution Monies | £ 2,254.57 | | £ 2,254.57 |
| R2 | 16/04/2019 | MVAS Recharge - Ivinghoe PC | £ 42.00 | | £ 42.00 |
| R3 | 29/04/2019 | Gemma Fraser - April May 19 | £ 40.00 | | £ 40.00 |
| R4 | 30/04/2019 | AVDC - April 2019 Precept payment | £ 41,000.00 | | £ 41,000.00 |
| T2 | 01/05/2019 | To Savings Account | -£ 37,000.00 | | -£ 37,000.00 |
| | | | £ 11,336.57 | £ - | £ 11,336.57 |
| SAVINGS ACCOUNT - BMM | | | | | |
| T1 | 04/04/2019 | To Current Account | -£ 5,000.00 | | -£ 5,000.00 |
| T2 | 01/05/2019 | From Current Account | £ 37,000.00 | | £ 37,000.00 |
| | | | £ 32,000.00 | £ - | £ 32,000.00 |
| BALANCES | | | | | |
| | 01/05/2019 | Current | | | £ 8,828.18 |
| | 01/05/2019 | Savings | | | £ 115,085.21 |
| | | | | | £ 123,913.39 |
| | | Less Unpresented Cheques | | | £ 315.40 |
| | | Less Online Payments to be made | | | £ 9,298.56 |
| | | | | | £ 114,299.43 |

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Appendix 1 - List of Representatives May 2019

| | 2019 - 2020 |
|---------------------------------|--------------------------------------|
| Recreation Ground Fence | C Fee |
| Planning Working Group | D Bevan T Richards D Finch |
| Recreation Ground/Pavilion | D Bevan M Everton |
| Play Equipment Inspector | D Bevan |
| Finance Working Group | C Fee T Richards D Finch |
| General Data Management Group | T Richards M Everton |
| Village Hall Mgmt Cttee | C Fee |
| Street Light Warden | C Fee |
| Rights of Way Group | A Town S Vessey |
| Aylesbury Vale Local Area Forum | M Everton T Richards R Roberts |
| War Memorial | N Strange T Jenkins |
| Flag Pole | D Bevan |
| Allotment Warden | P Cruse |
| Tree Warden | C Fee |
| Community Speed Watch | C Poll D Bevan |
| Clock Winding | S Squires |
| Town Lands Trust | C Fee P Banister M Watson |
| Handyman | B Small |