

DRAFT MINUTES

2021/048

CUDDINGTON PARISH COUNCIL **Draft Minutes of Parish Council Meeting held in the Bernard Hall** **Tuesday 30th November 2021 at 7.00pm**

PRESENT: Ken Birkby (**KB**), Ken Brown (**KMB**), Julia Ridout (**JR**), Lorraine Stevens (**LS**), Ravern Stevens (**RS**), Malcolm Thomas (**MT**), Venetia Davies (**Clerk and RFO**).

Parishioners: There was one Parishioner present and also Buckinghamshire Councillors Mick Caffrey (**MC**) and Ashley Waite (**AW**).

NB: Action points highlighted.

Parishioners Question Time

There were no questions.

1. Apologies

Ken Trew (**KT**)

2. Approval of Draft Minutes

The Draft Minutes of the October meeting (19.10.21) and the Extraordinary Planning meeting (08.11.21) were **agreed and signed** as a true record by KB, Chair.

3. Matters Arising

- **GDPR Legislation.** Clearing of files (**LS/CLERK**). Ongoing.
- **Cuddington Green Initiative** ongoing (KT/LS/JR).
- **Sewage spills into the River Thame.** Greg Smith, MP has raised this with Thames Water and has asked for an urgent investigation of the matter. **ACTION: CLERK to follow up.**
- **Village Maintenance/Colin Woolford LAT.** Works to the unofficial lay-by at the top of Dadbrook, near King's Cross will commence September. Poor condition of Bridleway 6. Awaiting.
- **Boules Pitch.** **ACTION: KB to obtain new sleepers.** The PC agreed to meet the cost.
- **Boardwalk, Nether Winchendon.** **ACTION: KB to follow up request for repair with Alastair McVail, Area Rights of Way Officer.**
- **Welford Way.** **ACTION: CLERK to request step is investigated.**
- **Chearsley Carbon Neutral.** Potential article in Village Voice (VV) outlining the initiatives the Parish Council are taking to reduce its carbon footprint.
- **Grit Bin at the bottom of Lower Green.** The cost for a salt bin is £450 (filled) and refilled annually free of charge. Bucks Council is responsible for maintain/ replacing the salt bin if it gets damaged but only if the salt bin is placed within the highway extents on a publicly maintained road. If the salt bin is to be placed on private land or to be used on a non-publicly maintained road the cost is £120 for the salt bin, (and it costs £100 a fill and the same to refill). The Parish Council agreed to revisit.
- **Christmas Tree.** The tree will be delivered on 8th/9th December. Volunteers required.

4. Declarations of Interest

All Parish Councillors have declared an interest in the Neighbourhood Plan.

5. Cuddington Neighbourhood Plan

Buckinghamshire Council has now published the Regulation 16 draft of the Cuddington Neighbourhood Plan (CNP) for consultation:

<https://yourvoicebucks.citizenspace.com/planning/cuddington-neighbourhood-plan/>. The Consultation period runs from 18th November 2021 to 7th January 2022.

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6. Traffic Measures and Aylesbury Road Safety Project

- **S106 contribution (£15,000 Rectory Homes).** The agreed contribution of £6,911.94 against the Rectory Homes development has been received
- **Aylesbury Road Safety Project.** Peter Smyth, Team Leader – Design Services, TfB has reissued the PID giving a greater breakdown of the design costs and confirmed that the cost mechanism can be changed from 'cost reimbursable' to priced 'lump sum' steps. This to provide cost certainty with the PC ordering the work step by step. Given the better cost certainty, RS has authorised the project on behalf of the Parish Council. The scheme is addressing the overriding of vehicles on Aylesbury Road and the ability to cross safely by road narrowing islands & dropped kerbs. The cost is £10,832.47 (Preliminary design Safety Audit and Designers Response and Consultation), supported by the remaining £8,088.06 retained from Rectory Homes contribution. The total estimate for implementation of the proposal is £50,000.00. **ACTION: CLERK to contact Jonathan Fuller re the cost mechanism against the remaining £8,088.06 Rectory Homes contribution, retained by Bucks Council.**
- **Speed Indicator Device (SID).** £3,675.00 awarded by the H&W Community Board. The radar guns, used for the community speed watch require registering (Steve Wright).
- **20mph.** AW updated the meeting on 20mph zones for residential areas in Buckinghamshire. The Council resolved that it will not fund any 20mph zones.

7. Right of Access over VAHT land to Playing Fields.

Dinah Champion, Property Officer, Vale of Aylesbury Housing Trust has confirmed to Ashely Waite that a report has now been submitted to the Executive Management Team. The report is to consider granting formal access over the land registered to the Vale of Housing Trust, for the benefit of the Sports Field. This to then be registered against the relevant titles at the Land Registry. **ACTION: AW/CLERK to continue to monitor progress.**

8. Pedestrian Safety at Crossing Point/Footpath CUD13

The Parish Council await works by Waddesdon Farms (cutting of the hedge and lowering and flattening of the verge by Waddesdon Farms. **ACTION: KB to ask for schedule from the Conservation Manger.** The Estate/landowner may be required to remove a section of hedging on the correct alignment and reinstall the gate if it still needs one. A fingerpost would be replaced by the Council's RoW team. The Parish Council will then address other safety suggestions.

- Realignment of footpath to coincide with path opposite.
- Installation of SID sign displaying pedestrian crossing. **ACTION: KB to apply for additional SID for this purpose with H&W Community Board, at the appropriate time.**
- A 40mph buffer before entering the village.
- Resetting of gate further back from the road to give walkers more safe space from the traffic.
- A mirror in the hedge line on private land.

Once some of the measures have been implemented, it has been agreed to formally understand the process to change to the speed limit. **ACTION: Paul Irwin to ask TfB for an 'in principle' response to the proposal to introduce a 40mph speed zone at the approach to the village form Chearsley.**

9. Playground – equipment and further works

Several Parish Councillors have met to assess the expansion of the playground area and are confident the area can be extended and a new outer fence installed. The Committee have offered to provide project plans, funding sources (supported by S106 monies), installation and maintenance. A full plan of the extension is now also required. **ACTION: LS to join the next meeting to confirm the extent of the new area. ACTION: CLERK to email Joe Houston seeking confirmation/draw down procedure for remaining Section 106 monies (£14,015.63).**

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A maintenance pot of £1,621.35 is ringfenced. **CLERK to circulate Playground Inspection.**

10. Wildlife Project

There has been one expression of concerns from Parishioners (who have sight of the Lower Green from their homes) that the bench be located on the east side of the lower green. Councillors resolved that it be installed in this location (on a concrete pad at a cost of £670) but a decision regarding the cutting out of a gentler slope (£430) be carried over until the bench is installed. LS has requested two further benches (for the playing field near the Platinum Jubilee commemorative tree and the old dugout) provided free of charge from the Community Board. The bird and bat boxes have been ordered.

11. Tree for the Queen's Platinum Jubilee

- A funding award letter (£2937.90) from the H&W Community Board is awaiting. It was agreed to delay the planting of the Acer Campestre (Field Maple) along the south-eastern edge of the playing fields until Spring. The Parish Council has committed £500.00 to the project **ACTION: JR to order on receipt of grant letter.**
- Maintenance of trees on Playing Field. **ACTION: CLERK to contact tree surgeon for maintenance advice for the Duke of Edinburgh commemorative Oak tree and others.**

12. Correspondence, any outside Agenda items

Baptist graveyard. Trustees are trialling a no mow area around the original chapel building. The VAHT are assisting with the fallen tree and trees too close to the wall. Two crab apple trees will be planted this winter with additional planting next Autumn.

13. Reports from Councillors attending meeting and outside organisations including CPFA and

Community Board meeting (04.11.21). KB reported on a good meeting with valuable contributions. The Minutes will be available [here](#). KB to purchase litter pickers for children.

14. Contributions from Buckinghamshire Councillors

- **Cllr Mick Caffrey.** Fly tipping and other environmental issues are moving up the Bucks agenda. The Council will be seeking input from Parish Councils.
- **Cllr Ashley Waite.** Santa is visiting Cuddington on 7th December. Hamper collections, toy collections and the *library of things* are all up and running. NHS covid numbers are climbing in Buckinghamshire but with only 40 hospital admissions. The up take for the Booster jabs is 74%. Among the booking options are: [walk in options for boosters and jabs](#) and [Health on the Move](#) vans.

15. Planning:

- **21/03991/APP - 8 Bernard Close, Cuddington, HP18 0AJ**
Householder application for part single, part two storey rear extension, two storey side extension, and single storey front extension. Comment date: extended to 01.12.21
ACTION: CLERK to return No Objections to Buckinghamshire Council but comment 'The Parish Council understands that the householder is going to improve the inadequate parking provision by removal of the front wall to the garden of the property. This should be included as part of the granting permission.
- **21/04436/ALB - The Old Post, Upper Church Street, Cuddington, HP18 0AP**
Listed building application for Installation of shower room and extract ventilation grille in garden room, boiler and flue in garage (Retrospective). Comment date: 16.12.21.

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ACTION: CLERK to return Opposes the Listed Building application to Buckinghamshire Council on the following basis: *The original Planning Application (05/02086/APP) was for 'Alterations to Store and Extension to form Garage.' The drawings and text with this proposal refer throughout to 'Garden Store.' The application made no mention of any other domestic uses. This current retrospective application for Listed Building Consent refers to the 'annex' and there is an implication that this domestic accommodation was included in the 2005 application, which it was not. The consent was granted for a 'Garden Store.' It is clear that this building is now regarded by the applicant as an 'Annexe' to provide additional sleeping accommodation. As such, it should be subject to a full Planning Application for change of use and reference made to the provision of extra off-street parking facilities and appropriate standards of building construction. It would currently appear that the associated parking facilities for the existing property are inadequate, as on-street parking is habitually used. This could be further exacerbated by the garden store also being used as an annexe.*

16. Finance

- a. **Balance from Minutes of previous meeting** (19th October 2021): **£69,341.83**
 - Receipts: £6,911.94
 - BACS Debits: £0.00
 - **Balance of Bank Account: £76,253.77** (as at 15th November 2021)
Available Funds: £76,253.77
- b. **Orders for Payment: £2,381.61**
 - Venetia Davies - £430.36 (£415.36) + £15.00 (Use of Home)
 - Blades Turf Care - £501.00 (£220.00 + £44.00 VAT) (village green grass cutting), £145.00 +£29.00 VAT) (Welford Way tidy/cut back and disposal of rubbish), £52.50 + £10.50 VAT (Hedge line and watering)
 - Chiltern Secure Shredding Ltd - £30.00
 - Blaize Enterprises - £600.00 (CPFA fireworks)
 - Oxford IT Solutions - £100.20 (12 months web hosting and email processing platform)
 - Cuddington Village Voice - £300.00 (PC donation)
 - BMKALC - £55.08 (Membership – BMALC and NALC – **outstanding payment**)
 - BMKALC - £38.00 (Councillor Training - Malcolm Thomas)
 - Play Inspection Company - £83.40 (£69.50 + £13.90VAT) (Annual Inspection)
 - JRB Enterprise - £165.84 (£138.20 + £27.64) (Dog bags)
 - Venetia Davies - £77.73 (tones, shared with Ashendon PC, paper)
BALANCE: £73,872.16
- c. **Management Report.** November report circulated.
- d. **Budget 2022/23**, to discuss priorities and projects for 2022/23. ACTION: ALL Councillors to give thought for budget next year. CLERK to enquire Referendum costs (Cuddington Neighbourhood Plan) from Waddesdon Parish Council.

17. Items for Information

- Notice Boards. The boards, kindly funded by the VAHT, will be installed w/c 06.12.21.

18. Date and Time of Next Meeting:

MONDAY 20th DECEMBER at 7pm in the Bernard Hall
Annual Village Meeting - Monday 4th April 2022

*The Parish Council meet on **the 4th Tuesday of every month***

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