

DRAFT MINUTES

CHEARSLEY PARISH COUNCIL

DRAFT MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 18th FEBRUARY 2019 IN THE VILLAGE HALL AT 7.30PM

PRESENT

Councillors: Nic Brown (NB), John Lewis (JL), Paul Bown (PAB), John Howard (JH), Julia Witcher (JW), Martin Hearmon (MH)

Parish Clerk: Helen Spurgeon

Parishioners: There were 6 Parishioners

PARISHIONERS QUESTION TIME

Bucks Best Kept Village - Mike Heybrook and JH will be meeting with personnel from BKVBucks on 7th March to discuss Mike's suggestion of having a 'Top Bucks Eco-Village'.

A Parishioner informed the meeting that he had applied to become a Community Responder with South Central Ambulance Service, being able to start life-saving medical treatment before the ambulance arrives. His application is taking a while to process but he will keep us updated.

1. APOLOGIES

Robert Parkes (RP), Clive Harriss

2. DECLARATIONS OF INTEREST

There were no interests declared.

3. APPROVAL OF JANURY 2019 MINUTES

Amendment to point 13, 2nd bullet point:

"No authority has been given either way and further clarification will be given at the meeting with BCC."

4. MATTERS ARISING FROM PREVIOUS MINUTES

- **Advertising signs on the Green.** Correspondence had been received from a Parishioner objecting to having signs on the Green, and suggesting small signs on the opposite side of the road instead. It was agreed in principle to remove the current shop sign and replace it with an A board similar to that of The Bell. Final design still to be approved.
- **Church Lane lime trees.** A letter should arrive next week from the Heybrook family confirming that they accept responsibility for all matters relating to these trees.
- **Tree matters.** A discussion took place over whether the PC or the PCC are responsible for the 2 lime trees in the churchyard. Pruning is required and the work has been quoted at £170. The 2 lime trees either side of the gateway require lower branch removal and this had been quoted at £130. **ACTION: JW to discuss with the**

vicar. The planned location of the new, larger shed in the churchyard was discussed.

ACTION: NB to speak to Andy Yorke regarding the new shed. It was agreed to remove the remaining blackthorn at the bottom of Church Lane and going forward to replacement trees as necessary.

- **Noticeboard at bus stop.** 2 quotes of £370 and £778 had been received for a noticeboard inside the bus shelter to display children's art work. The board is glazed, made of oak, with a latch and will hold 3 x A4 sheets. It was agreed to purchase the noticeboard at £370.
- **Update on traffic study (horse chestnut tree island).** The invitation to bid has been sent out to 4 companies with a deadline of 22nd February. A small panel will assess the bids once they are received.
- **Access to dog bin.** NB recommended bringing forward the bin by a foot to make it more accessible. Councillors agreed. **ACTION: NB to schedule the work and arrange for the bus timetable in the bus shelter to be moved at the same time to accommodate the new noticeboard.**
- **Approved contractor list.** PAB proposed that any work costing over £5,000 would require 3 quotes from contractors. Below this level PC approval would be required as is current practice. **ACTION: PAB to produce proposal for consideration.** Once agreed, a procedure will need to be written by RP.
- **Driveway 'gravel spillage' in Shupps Lane** (due to absent driveway threshold). Complaints have been received regarding the danger this presents to pedestrians and cyclists. **ACTION: NB to speak to resident.**
- **Blocked drain clearance.** 26 drains have been cleared. The contractors should be back this week to sort out Lower Green Lane. An annual contract is needed.
- **Sunken lanes** – damage due to poor car parking. The resident is trying to park elsewhere when they are able to. A quote is being obtained for creating car parking spaces in Church Lane.
- **Arriva 280 bus incident of 16th August.** Two quotes are required by the insurance company for the repair work. Neil Warburton is providing one quote. **ACTION: NB to obtain second quote when contractor comes out to quote for granite sets for the Green.**
- **Footpaths Update.** Anthony Adams (footpaths officer) has produced a report of the 18 footpaths in Chearsley and the work required. Graham King keeps the footpaths in the village clear of vegetation. Anthony is trying to create a footpaths map and has completed the BCC 'Rights of Way Improvement Plan' survey on behalf of Chearsley PC. The PC thanked Anthony for his work. A plan and timescale with costs is needed for the work required. It was agreed that work to footpath 3 is a priority. Anthony will speak to Mike Heybrook about the new gates that have been installed to date and who paid for these.

5. APPOINTMENT OF A NEW PARISH COUNCILLOR

The closing date for applicants is 8th March. **ACTION: Clerk to send vacancy notice to JL for further publicity.**

6. PLANNING

No new planning applications have been received.

7. CORRESPONDENCE

Correspondence had been received from a Parishioner enquiring into the possibility of mains gas in Chearsley. This was looked into a number of years ago. There was a cost per household which was relatively high as well as the digging up of roads in the village in order to lay pipes. **ACTION: Clerk to contact British Gas to make enquiries.**

8. CONTRIBUTIONS FROM AVDC AND BCC COUNCILLORS

There were none present.

9. FINANCE

- The monthly finance report has been circulated to councillors.
- Orders for Payment
 - H Spurgeon £265
 - V H Committee £12
 - SLCC £85
 - Printerland £119.72
- The bank balance stands at £49,500
- **Planning for the year-end.** The following is proposed:
At the next meeting, draft final accounts are presented for review by the Council. On the basis that no major problems are identified, these will be used for the final accounts. The final accounts, together with supporting documentation will be submitted for internal audit and will then be resubmitted to the Council for approval as soon as possible afterwards. Once agreed, they will be forwarded for external audit.
JE Accountants have agreed to carry out the internal audit, as last year.
- **JH** has requested an invoice from BCC for the traffic calming works before the end of the financial year.

10. REPORTS FROM COUNCILLORS ATTENDING MEETINGS AND OUTSIDE ORGANISATIONS

JH and **JW** attended the Expressway Action Group Meeting at Chilton on 13th February, along with representatives from Ashendon, Brill, Chilton and Dorton PCs. **JH** has circulated a note to the PC summarising the meeting and proposes the following:

- Send formal letter of support to the EAG. **ACTION: JH**
- Communicate the importance of the current consultation to our community. **ACTION: JH**
- Set up a Working Party (with PC and non-PC involvement) to review potential areas requiring formal review and developing a brief for an independent consultant/consultancy for carrying out specific project(s). **ACTION: JH**
- Contact other local PCs to establish areas for potential collaboration. **ACTION: Clerk**

11. TO AGREE THE FORMAT OF THE AVM ON 18TH MARCH

It was agreed to have a similar format to last year and to also invite the Expressway Action Group to present. **ACTION: Clerk to circulate Agenda from 2018.**

12. PARISHIONERS QUESTION TIME

A Parishioner commented on the potholes in Dark Lane which are in need of repair. They have been reported but BCC have taken no action yet.

A Parishioner commented on the number of HGVs that are still coming through the village. It is hoped that the horse chestnut tree island traffic study may help with this. It is perhaps worth organising another HGV survey.

13. ITEMS FOR INFORMATION

Chearsley Village Hall have been successful in securing a grant from the British Heart Foundation towards a defibrillator. The cost will be £600 plus the purchase of a cabinet.

ACTION: JW to contact Keith Turnbull to find out what contribution they would like from the PC.

14. DATE AND TIME OF NEXT MEETING in Chearsley Village Hall

- Monday 18th March 2019 at 7/7.30pm (Annual Village Meeting)
- Monday 15th April 2019 at 7.30pm (Parish Council Meeting)