

## DRAFT MINUTES

### CHEARSLEY PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 17<sup>TH</sup> OCTOBER 2016 IN THE VILLAGE HALL AT  
7.30PM

#### PRESENT

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

Parish Clerk: Helen Spurgeon, Venetia Davies

Responsible Finance Officer: Robert Parkes (RP)

Parishioners: There were 2 Parishioners

#### PARISHIONERS QUESTION TIME

A resident asked for an update on the installation of the noticeboard, highlighted the need for the pruning of a walnut tree in School Lane and gave objections to the planning application 16/03565/APP: 2-4 Winchendon Road.

#### 1. APOLOGIES

Michael Edmonds (ME). Absent - Michael Heybrook (MH)

#### 2. WELCOME TO NEW PARISH CLERK AND RFO

NB welcomed Helen Spurgeon and Robert Parkes to the Parish Council and highlighted the strengths of this new working relationship.

#### 3. APPROVAL OF SEPTEMBER 2016 MINUTES

Minutes were **agreed** as a true record and signed by Chairman, Nic Brown.

#### 4. MATTERS ARISING FROM PREVIOUS MINUTES excluding Village Projects including Highways

- **Overhanging hedge.** ACTION: CLERK to monitor cutting back of hedge by Aylesbury Vale Housing Trust and Bucks County Council.
- **Dog Bins.** Councillors **agreed** to the purchase of 2 new dogs bins, to be situated close to the Village Green and the bottom of Church Lane at a cost of £308.21 excluding VAT (each). Councillors also agreed to the purchase of 4 dog bag dispensers and bags to be sited next to all dog bins at a cost of £79.00 excluding VAT (each) and £26.00 per 800 respectively. Responsibilities for replenishing the bags were **agreed** as: Village Green (NB), Bottom of Church Lane (PAB), Willow Farm (JH). ACTION: CLERK to order dog bins, dispensers and bags.
- **AVDC planning portal.** ACTION: Councillors and Clerk to register to receive planning alerts.

- Antonia Carr-Locke has confirmed attendance at the November meeting to give an update on the progress of the village hall.

## 5. DECLARATIONS OF INTEREST

There were no interests declared. It was requested this item precede Matters Arising on future Agendas. **ACTION: CLERK to note.**

## 6. PLANNING

- **16/02305/APP – The Lodge, Church Lane, Chearsley, Bucks, HP18 0DF**  
NB attended the Committee Meeting. Planning was granted by AVDC. NB stressed his concerns over the lengthy waiting time to speak in support of the Parish Council's objection and then the lack of discussion. **ACTION: ME to give his view of the planning process at Committee Meetings at the November meeting.**
- **16/03609/APP – The Old Granary, Chilton Road, Chearsley, Bucks, HP18 0DN**  
**ACTION: JL to circulate plans for Parish Councillors comments. CLERK to notify AVDC Planning Department.**
- **16/03565/APP – 2-4 Winchendon Road, Chearlsey, Bucks, HP18 0DP**  
It was agreed a site visit to be conducted on Saturday 22<sup>nd</sup> October at 10.30am.  
**ACTION: CLERK to obtain copy of plans from AVDC or Architect, advertise site visit on Chearsley website and Notice Board. To also invite and inform ME and MH of site visit. COUNCILLORS to attend site visit. CLERK to notify AVDC Planning Department of Councillors comments.**

## 7. CORRESPONDENCE

There was no correspondence outside the Agenda items.

## 8. CONTRIBUTIONS FROM AVDC AND BCC COUNCILLORS

There were none. **ACTION: CLERK to invite ME (BCC) to update Councillors of BCC news at future meeting and invite Michael Hawke (AVDC District Councillor) to attend future meeting to update Councillors on AVDC news.**

## 9. PC GOVERNANCE

Following discussions with Leif Hytten it was proposed that the Parish website 'chearsley.pc.blogspot.co.uk' would be updated with historic data and published information so that it is compliant with the Transparency Code. This to include Minutes of formal meetings, full and informative Agendas, details of every item of spending of £100 or more, end of year accounts and the annual governance statement, bank reconciliation statements, the internal audit report, names of Councillors, their responsibilities and which committees and outside bodies they are put onto by the council and a list of assets. In addition to accessing this website through its domain name, visitors will also be able to access the website through 'chearsley.blogspot.co.uk'. It was also proposed that administrative rights should be signed over to Chearsley PC. **ACTION: CLERKS to demonstrate the new PC website at the November meeting and obtain agreement from Councillors to website proposals.** New Parish Clerk details have been uploaded to both websites.

## 10. VILLAGE PROJECTS

- **Kerbing and Verges.** JW has obtained one quote but needs a further two. The contractors are not responding and we need to make a decision at the next meeting. **ACTION: CLERK to obtain a list of contractors from Tfb.**
- **HGV Working Party.** JH informed of a further meeting on Monday 24<sup>th</sup> October to include the preparation of a joint submission on the findings of the recent HGV traffic surveys at the forthcoming Tfb Autumn/Winter Conference, 1<sup>st</sup> November 2016.
- **Speed in Village.** **ACTION: JH to enquire about consultancy from Tfb and request attendance at the November meeting to outline speed restriction measures including the new Sentinal speed equipment.**
- **Village Walkaround.** Following village walkaround, Dave Smith, LAT, has agreed to replace Giveaway signs in village and remark white lines around Village Green. **ACTION: CLERK to chase.**
- **Trees in Village.** It was agreed to obtain a register of trees in the village so that a tree survey feasibility study can be produced. **ACTION: CLERK to enquire with ME and Community Spaces at AVDC.**
- **Contractor/Village Handyman.** PAB has meet with contractor to undertake village projects. The railings by bus stop are irreparable and require replacing. **ACTION: PAB to obtain quotation for replacement railings.** Installation of Village Noticeboard and erection of Flagpole arranged for w/c 24<sup>th</sup> October.
- **Bus Shelters, new bus stop signs and timetable.** It was agreed to obtain costings for tiling the roof of the bus shelters with slates and treating the wooden benches. **ACTION: JH to obtain costings.** JH confirmed the new bus stop signs, waste bins and timetable were in hand with Red Line and will be replaced soon.
- **Provision of Welcome to Chearsley sign.** It was agreed to proceed with the restoration/repainting of the white gates at the entrances to Chearsley. **ACTION: NB to instruct handyman.**
- **Bollards and Signage for Village Green.** Councillors agreed to the 'No Parking' signs at approximately £40-£45 each. **ACTION: NB to order and arrange installation.** Without resolving the parking issue, Councillors agreed that bollards could hamper the access of emergency vehicles. **ACTION: COUNCILLORS to assess bollards on Saturday 22<sup>nd</sup> October.**
- **Footpath on Village Green.** **ACTION: CLERK to agenda for future meeting.**
- **Painting of Post Box.** **ACTION: CLERK to check responsibility with Royal Mail.**
- **Defibrillator.** The idea of locating a defibrillator in a new red phone box was discussed **ACTION: COUNCILLORS to discuss location of defibrillator on Saturday 22<sup>nd</sup> October. NB to ascertain usage of current phone box from BT.**

## 11. FINANCE

- a. **Orders for Payment.**
  - Bench Plaque - £40.00
  - PCC Grant - £600.00
  - Village Hall Rental – £900 (for 3 years)

- South Bucks Tree Surgeons - £504.00
- Electricity - £519.80

Note: Santander repayment £567.42 to the Parish Council reserve fund.

**b. Audit**

In hand with Mazars.

**c. Pension auto enrolment obligations**

**ACTION: JL to instruct JE Accountants.**

**d. Other**

Bank Mandate forms were distributed for completion. **ACTION: Councillors to return to JL. RP to set up BACS transfers. CLERK to obtain quotation for administering payroll from JE Accountants. CLERK to notify Ruth Holland that Helen Spurgeon is now holding the Parish Council keys to the village hall.**

**12. BCC WORKSHOP COMMUNITY INFRASTRUCTURE LEVY AND SECTION 106 AGREEMENTS**

It was **agreed** that Councillors would highlight Chearsley's current infrastructure priorities so that BCC were better informed for Section 106 Agreements. **ACTION: CLERK to circulate information with examples. COUNCILLORS to agree priorities. CLERK to submit to BCC.**

**13. REPORTS FROM COUNCILLORS ATTENDING MEETINGS AND OUTSIDE ORGANISATIONS**

There were none.

**14. ITEMS FOR INFORMATION**

- **TfB Autumn/Winter Conference. ACTION: JH and CLERK to attend.**
- **Single unitary authority.** Councillors noted BCC vote approving the business case.
- **Representatives of BCC to discuss proposals for streamlining local government.** Councillors are invited to attend Cuddington Parish council meeting on 12/12/16.
- **Christmas Tree. ACTION: JW to source.** Lighting up agreed **9<sup>th</sup> December 2016**
- **Remembrance Wreath. ACTION: CLERK to order and arrange delivery.** Remembrance Sunday 13<sup>th</sup> November.
- **Referendum/Precept. ACTION: JL to respond.**
- **Parishioners Question Time. ACTION: CLERK to reinstate at the end of the meeting (as well as at the beginning).**

**15. DATE AND TIME OF FUTURE MEETINGS**

It was **agreed** that the Parish Council would meet on the **3<sup>rd</sup> Monday of the month.** The next meeting will be on Monday 21<sup>st</sup> November and Monday 12<sup>th</sup> December (Budget meeting). Councillors also **agreed** to an August meeting.

**16. DATE AND TIME OF NEXT MEETING:**

**MONDAY 21<sup>ST</sup> NOVEMBER 2016 AT 7.30PM**

**CHEARSLEY VILLAGE HALL**