

CHEARSLEY PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 21ST SEPTEMBER 2020 BY VIDEO CONFERENCE
AT 7.30PM WITH LIVE STREAM ON YOUTUBE

PRESENT

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

Responsible Finance Officer: Robert Parkes (RP)

Parish Clerk: Helen Spurgeon

Officers: Ian Houseman, Anthony Adams

PARISHIONERS QUESTION TIME

No questions.

1. APOLOGIES

None.

2. DECLARATIONS OF INTEREST

RP declared that he was Lay Chair of Bucks Clinical Commissioning Group and could not take part in any discussions re. the closure of Long Crendon Surgery.

3. APPROVAL OF JULY 2020 MINUTES

Minutes were **agreed** as a true record.

4. MATTERS ARISING FROM PREVIOUS MINUTES

- **Non-financial risk assessment.** The risk register will be fairly simple. **ACTION: KT to circulate to PC this week.**
- **Allotments funding request.** The request for funding from the PC has been withdrawn.
- **VAHT Community Contribution.** A community contribution from the VAHT is soon to be received by the Village Trust. This will benefit many areas and groups within the village. The money will come into the PC as a holding position and over seen by the responsible financial officer and as soon as the Village Trust has finalised the opening of their bank account, which has been held up as a result of the ongoing pandemic, these holding monies can be paid to the Village Trust. **ACTION: JL/NB to raise an invoice to VAHT for the Community Contribution.**
- **Stockwell.** **ACTION: PAB to arrange for more vegetation to be cleared.**

5. PLANNING

- **20/02596/COUAR - Barn Off Winchenden Road, Chearsley HP18 ODP**
The PC opposed the application. Full details are available on the Buckinghamshire Council website.

- **20/02602/AOP - 1 Winchendon Road, Chearsley HP18 0DP**
The PC opposed the application. Full details are available on the Buckinghamshire Council website.
- **20/02949/APP – Larkspur, Shupps Lane, Chearsley HP18 0DE**
The PC opposes the application. **ACTION: Clerk to submit comments on the Buckinghamshire Council website.**

6. CORRESPONDENCE

- An email has been received from Haddenham Safe Walking and Cycling Group requesting signs be erected indicating the footpath route from Chearsley to Haddenham. It was suggested that a signpost to Haddenham could be added to the sign down near Riverview. Perhaps Bucks Council would install the sign. **ACTION: Anthony Adams to contact Brian Bowman again to get clarification.**
- The Chair of Long Crendon Surgery Working Group has drafted a letter to NHS Buckinghamshire Clinical Commissioning Group regarding the proposed closure of Long Crendon Surgery. She is seeking the support of the PC. **ACTION: NB to circulate letter to Councillors.**

7. CONTRIBUTIONS FROM BC COUNCILLORS

There were none present. **NB** has been in touch with our Councillor, Clive Harris.

8. FINANCE

The monthly finance report has been circulated to councillors:

- **2019/20 year end**
The AGAR and Annual Accounts have now been reviewed by the auditors, KPF, and their report has already been circulated to councillors.
- **Income**
In July, the Council received a contribution from Chearsley village hall of £450, this sum to go towards the cost of tidying the village trees.
- **Payments**
Apart from regular, pre-authorised payments, the following payments have been made since the last report:

British Gas	£35
PKF, (the council's auditors)	£240
Four Seasons	£312
G King	£60
N Brown	£46.10, (entertaining local MP).

In addition, the salary 'catch-up' payments have been made.
The standing order payment to the village hall continues.
At the month end, the bank account held £56,760.
- **Village assets**
Work has begun on the review of the village assets. **RP** recommends eliminating assets that are not significant. The asset register will reduce by about 50%.
- **Half year review**

RP has circulated the half-year finance report. The present financial year has seen a very low level of activity – the only expenses to date having been maintenance of the status quo.

The RFO will not be available October to December. In his absence, **NB** will hold the cheque book which can be used for ad-hoc payments. Automatic payments will continue as normal. **JL** can view the bank account.

9. REPORTS FROM COUNCILLORS ATTENDING MEETINGS AND OUTSIDE ORGANISATIONS

- **JL** attended the Waddesdon Freight Project chaired by Graham Hilary on 10th August. Notes from the meeting have been circulated to Councillors. Geographic work areas and potential businesses to engage with were agreed and there was some discussion around TROs. **JL** agreed to take on the role of Community Lead for this group.
- **JL** attended the Waddesdon & Haddenham Community Board – Freight Steering Group, chaired by Mark Bale and coordinated by Elaine Hassall on 10th September. Notes from the meeting have been circulated to Councillors. The goal of the group is to address the infrastructure and environment effects of HGV traffic on the rural network.
- The next Community Board meeting is on 24th September at 7pm. **JL, JH** and **NB** will attend via Microsoft Teams.
- **KT** attended the Community Board - Highways and Road Safety Sub Group meeting on 8th September. Notes and slides from the meeting have been circulated to Councillors. Speeding is a big issue as is the availability of funding. A survey has been sent out to all parishes.
- **JH** attended the Transport for Bucks Virtual Stakeholder Conference on 15th September. Notes from the conference have been circulated to Councillors. The importance of staying involved in Community Board meetings was highlighted. Drains on the village roads should be maintained by TfB every 3 years which does not appear to be happening. Graham Hilary, the TfB Transport Strategy Officer, is visiting Chearsley tomorrow for a general discussion. **JH** will draft a contact list for Bucks Council contacts.
- The next traffic survey is taking place on Thursday. The July survey was a great success but this follow up survey is needed.

10. SUB-COMMITTEE DECISIONS FOR RATIFICATION

None.

11. OFFICERS' REPORTS

None.

12. UPDATING VILLAGE SIGNPOSTS

A signpost for the village hall has been requested. It was suggested that pedestrian signage to indicate the village hall, shop, church etc on the post box side of the road would be a good idea. **ACTION: NB to circulate signage ideas.**

13. FORMAL APPROVAL FOR PURCHASE OF SID (SPEED INDICATOR DEVICE) PER COSTING SENT ROUND BY KT

SID quotes have been circulated to Councillors. Formal approval was granted for the purchase of a SID at a cost of £3118 ex VAT.

14. FORMAL APPROVAL OF HI VIS JACKETS

Formal approval was granted for the purchase of 10 hi vis jackets at a total cost of £450 + VAT including the embroidery for the Chearsley village emblem. 7 jackets for Councillors and 3 for Officers.

15. SIGN OFF FOR DIRECTIONAL MIRROR BY THE VILLAGE GREEN TOWARDS LONG CRENDON FROM THE VILLAGE SHOP ROAD

Formal approval was granted for the purchase of the mirror at a cost of £350 all in.

16. PARISHIONERS QUESTION TIME

There were no questions.

17. ITEMS FOR INFORMATION

- **Tree and verge matters.** **ACTION: Clerk to add as standard agenda item.** The tree team consisting of **PAB**, Ian Houseman and Rose Dale have met several times during this month. The outstanding work where the expenditure was agreed at the last meeting will be carried out shortly. A note will be posted on the noticeboard shortly regarding verges. It is important that TfB take on their responsibility for verge and hedge cutting. A meeting has taken place with TfB which was positive, they will be cutting the verges twice a year which will work well with our own strategy. A lot of work has taken place in the last few days. A tractor and flail has been trimming hedges at the bottom end of the village. There has been some collateral damage as this hasn't been done for 7/8 years but it needed to be done. TfB are responsible for keeping the roads clear. If any obstructing vegetation is in people's gardens they will put a note through doors asking for it to be trimmed back.
Ian Houseman has a meeting with Tom Audley tomorrow. Tom will be working 2-3 hours per week in the lanes. The work schedule needs to be agreed for the initial 8 weeks work. Ian has started the tree and verge survey. The season for trapping the moths at the horse chestnut tree has finished. Over 1000 male moths were caught in the traps. There remains a lot of outstanding tree work which will require a level of expenditure in the budget which **PAB** and Ian Houseman will need to consider.
- **JL** suggested a Zoom meeting to discuss a possible work programme for 2021/22 prior to setting the budget.
- Plans will need to be firmed up in the next few weeks for Remembrance Sunday. The wreath will need to be ordered and a TTRO may need to be requested.
- **MH** reported that there is a clash with Monday evening village hall bookings for the PC. The PC meeting will need to remain at 7.30pm.
- **ACTION: Clerk to add 'CCTV in village' and 'neighbourhood plan' as agenda items for October meeting.**

18. DATE AND TIME OF NEXT MEETING

- Monday 19th October 2020 at 7.30pm by Zoom videoconference with live YouTube feed.