

## DRAFT MINUTES

### CHEARSLEY PARISH COUNCIL

DRAFT MINUTES OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL HELD ON MONDAY 4th JUNE 2018 IN THE VILLAGE HALL AT 7.30PM

#### PRESENT

Councillors: Nic Brown (**NB**), John Lewis (**JL**), John Howard (**JH**), Martin Hearmon (**MH**), Michael Edmonds (**ME**), Michael Hawkett

Parish Clerk: Helen Spurgeon

Parishioners: There were 3 Parishioners

#### DECLARATIONS OF INTEREST

There were no interests declared.

**1. ELECTION OF CHAIRMAN**

Nic Brown elected Chairman.

**2. APOLOGIES**

Julia Witcher (**JW**), Paul Bown (**PAB**), Robert Parkes (**RP**)

**3. ELECTION OF VICE CHAIRMAN**

John Lewis elected Vice Chairman.

**4. DECLARATION OF ACCEPTANCE OF OFFICE BY CHAIRMAN**

Signed by Nic Brown, Chairman.

**5. REPRESENTATIVES OF COMMITTEES/WORKING GROUPS**

Footpaths Officer: Michael Heybrook has stepped down. **ACTION: NB to approach Anthony Adams regarding this role.**

Village Hall Representative: **ME**

Parochial Church Council Representative: **ME**

Responsibility for reviewing insurance policy and for regular monitoring of location and use of assets: **Clerk & NB**

Transport projects: **JH**

#### PARISHIONERS QUESTION TIME

There were no questions.

**6. APPROVAL OF APRIL 2018 MINUTES**

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

**7. MATTERS ARISING FROM PREVIOUS MINUTES**

- Potholes Bernards Close. **ACTION: NB to follow up with Cllr Clive Harriss.**

- **Stockwell on Church Lane.** JH and Derek Allen have had a meeting. There needs to be a feasibility study from an engineering point of view. The project will be part of the historic Chearsley initiative, supported by but probably not funded by the PC. It will be a village project requiring volunteers and community funding probably from grants. JH would like to organise a presentation to the village on this project.
- **War Memorial repair and conservation.** ACTION: JL to produce requirement statement for contractors to quote against.
- **Bus stop.** ACTION: JH to look at the installation of a noticeboard inside the bus shelter to display children's art work.
- **Village tree works.** It is looking like this will be scheduled for the autumn.
- **Traffic calming works.** No information has been received from BCC. ACTION: JH to chase BCC and escalate if necessary.

## 8. PLANNING

- **18/01447/APP – Atholl Brae, Shupps Lane, Chearsley HP18 0DE**  
Following a site visit, the PC has no objections.
- **18/01559/APP – Longhouse, Church Lane, Chearsley HP18 0DH**  
Following a site visit, the PC has no objections.
- **18/00766/APP – Fairview Cottage, Bernards Close, Chearsley HP18 0BY**  
The PC opposes the application. There are no material changes in this latest round of revisions and therefore the position of the PC remains unchanged.
- All comments have been submitted to AVDC.

## 9. CORRESPONDENCE

There was no correspondence outside the Agenda items.

## 10. CONTRIBUTIONS FROM AVDC AND BCC COUNCILLORS

Nothing new to report.

## 11. FINANCE

- The monthly finance report has been circulated to Councillors.
- Orders for Payment
  - H Spurgeon salary £230
  - H Spurgeon – printer ink £116.39
  - P Oliver – electrics for defib £306
  - JE Accountants (internal audit) £150
- Councillors agreed to pay the grants of £300 each to the PCC and Village Hall Committee. NB informed the meeting that it is indicated in the 1950s PC minutes that the PC may be responsible for the burial ground. The vicar is contacting the diocese to investigate. A discussion took place around transparency of Village Hall funding and spend for the build. ACTION: ME to approach the PCC to suggest this information is published.
- Rental payments for the Village Hall will be paid at the going rate once an invoice is received.

- It was agreed to close the deposit account which has a balance of £65. The shop relief account has already been closed, the balance of £557 is now in the main account.
- The PC agreed the following proposal regarding the Clerk's salary:

"The Parish Council agrees that, with reference to the salary to be paid to its Parish Clerk:

1. The salary should be determined by reference to the LC1 and LC2 scales, agreed by the National Joint Council for Local Government Services (HJC-LGS).
2. The appropriate salary is at or near Scale Point 31, and based on the current scale amounts, should be set at £14.50 per hour.
3. Based on a satisfactory first year performance review, the current salary of £11.50 per hour should be increased to £12.50 per hour from 1 April 2018.
4. Subject to continued satisfactory performance reviews, there would be two further annual increases of £1.00 per hour to attain the agreed rate. These increases should additionally take into account any increases to the level of Scale Point 31.

The Parish Council notes that the new amount from 1 April 2018 represents an increase of 8.7% and an expenditure increase of £240.00 over the year 2018/19 based on the current 20 hour month."

## **12. REPORTS FROM COUNCILLORS ATTENDING MEETINGS AND OUTSIDE ORGANISATIONS**

The Freight Strategy Workshop takes place on 21<sup>st</sup> June. **NB** and **JL** to attend. **ACTION: Clerk to inform Paul Irwin that MH will also attend.** There is also a LAF meeting.

## **13. PC GOVERNANCE**

- Code of Conduct was reviewed, no changes required.
- Standing Orders – needs to be updated in light of the new GDPR, particularly no. 16 Requests for information. **ACTION: RP to update.**
- GDPR Policy and Procedures – **ACTION: NB to review.**
- Mailchimp database – **ACTION: JH & JL to agree if any action needs to be taken with this database in light of GDPR.**

## **14. PARISHIONERS QUESTION TIME**

A Parishioner asked whether the list of trees the PC are responsible for can be published. **NB** responded that this will be done in the near future.

A question was asked regarding Fairview Cottage and the number of trees identified for removal, whether this was 6 or 12. There seems to be a discrepancy between the tree report and the plans. **NB** responded that this is not really a PC issue.

## **15. ITEMS FOR INFORMATION**

- BCC are holding 3 drop-in sessions regarding online transport resources. **JL** and possibly other councillors are planning to attend the session on 12<sup>th</sup> June 1-7pm in Buckingham Library.

- **NB** distributed a proposal for the introduction of a roadman/roadwoman for Chearsley. **NB** is seeking feedback on this from the councillors in the next 10 working days.
- The jubilee bench by the war memorial needs replacing. Councillors agreed a budget of £500. **ACTION: NB to explore options.**
- Works to the village shop front: the glazing is coming in this week and it will then be decorated.

**16. DATE AND TIME OF NEXT MEETING** in Chearsley Village Hall

- Monday 16<sup>th</sup> July 2018 at 7.30pm