

# CHEARSLEY PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 25TH MARCH 2024 IN THE VILLAGE HALL AT  
7.30PM

## PRESENT

Councillors: John Lewis (JL), Nic Brown (NB), Paul Bown (PAB), Karen Vear (KV),  
Angela Gray (AG)

Responsible Finance Officer: Robert Parkes (RP)

Parish Clerk: Helen Spurgeon

Officers: David Impey (DI), John Howard (JH)

Parishioners: There was 1 Parishioner

The meeting was started with a minute's reflection to remember Cllr Keith Turnbull.

## PARISHIONERS QUESTION TIME

No questions.

### 1. APOLOGIES

Anthony Adams (AA).

### 2. DECLARATIONS OF INTEREST

There were no interests declared.

### 3. APPROVAL OF FEBRUARY 2024 MINUTES

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

### 4. MATTERS ARISING FROM PREVIOUS MINUTES

- **HCI Junction Project.** ACTION: JL to find out how much the detailed designs would cost. JL has written to Bucks Council but has yet to receive a reply.
- **Chearsley flag.** The new flag is now flying.
- **Footpath signs.** A supplier in Kent has been found for wooden signs. Kevin Dennington will have a look to see if he can install the signs.

### 5. PLANNING

- **24/00653/ALB – Longhouse, Church Lane, Chearsley HP18 0DH**  
Replacement of 3 no. windows with timber double glazed windows.  
We are currently waiting for photographs of the windows before we can comment.
- **24/00761/CPE - Land To Rear Of 1 Winchendon Road, Chearsley**  
Certificate of Lawfulness for existing use of car repairs (Units 2 and 3), storage (Units 1, 4 and 5)  
The applicant won't allow access for a site visit. ACTION: PAB to circulate draft comments.

- It was noted that the planning application for Wheyside has been approved. The PC comments were not mentioned in the report.

## 6. CORRESPONDENCE

- Correspondence was received regarding flooding on Chilton Road. Flood signage needs to be up to standard. As this falls outside the parish boundary, it is a highways issue for Bucks Council to deal with.
- Correspondence was received asking about the location of the proposed car parking site. **ACTION: JL to respond to enquiry.**
- Correspondence was received regarding a number of questions from the February minutes. Details of the wooden bollards on Winchendon Road were requested. **ACTION: DI to respond.** It was suggested that documents be stored at County Archives rather than have a Village Hall archive. County Archives no longer take items at our level. A question was asked about the reserves in the PC bank account. This money is being accrued for future projects and is clearly explained in the accounts. **ACTION: JL to respond.** Wildflower planting was requested in several areas in the village. The PC are looking at a new policy for grounds maintenance and this will be looked at. **ACTION: Clerk to respond.**

## 7. FINANCE

### **Monthly finance report**

The monthly finance report has been circulated to councillors:

#### **Income**

There was no income in the month.

#### **Payments**

There have been four payments in the month which require notification:

Traffic Technology	£174.00, repairs to the SID
K Dennington	£50.00, delivery of SID for repair
CHF Solutions Ltd	£4,818.00, bollards
Bucks Council	£504.00, emptying of dog bins.

The balance at the bank, at the end of the month, was £77,771.

#### **2023/24 Year end**

Subject to any comments from the PC, the year-end financial reports will be presented in the same format as last year. In addition, as discussed last year, a draft year-end report will also be submitted for approval and subsequent use at the AVM.

Last year, the PC approved the appointment of JEA, as internal auditors, for a two-year period, and PKF, appointed by the government, will act as external auditors.

The April meeting of the PC will be on 15 April. The plan is to submit the accounts for internal audit, by 4 April, as long as the proforma documents are available from PKF, and have them ready for approval by the PC at the April meeting. If the internal audit has not been completed, I suggest that the accounts be approved subject to Internal Audit review. The Year-end report will be completed, to all intents and purposes, by the end of March. The VAT reclaim will also be submitted early April.

## 8. REPORTS FROM COUNCILLORS ATTENDING MEETINGS AND OUTSIDE ORGANISATIONS

**PAB** attended the Bucks Council Planning Forum and reported back to the PC. There is a backlog dating back to 2011 of enforcement notices and breaches of planning. As part of the VALP 2020 to 2026, local plans are required by June 2025 but Bucks Council won't meet this deadline. The brown before green strategy continues. It was asked whether PCs could be notified when decisions are made on planning applications and when amendments come in. Neighbourhood plans only seem to be taken into account when a PC is earmarking an area for housing.

#### **9. SUB-COMMITTEE DECISIONS FOR RATIFICATION**

None.

#### **10. OFFICERS' REPORTS**

- The footpath by the donkey field has been covered by wood chippings and is being maintained by the Edmonds family.
- **JH** reported that the annual litter pick had taken place, not too much litter in the village but the approach roads were bad. There will be a Church History Day on 14<sup>th</sup> April and a Chearsley Pub Revival Day on 19<sup>th</sup> May.
- **Convex mirror on Crendon Road.** The pole needs to be sourced and installed.
- **Wooden Roadside Bollards.** These have now been delivered and will be installed at the end of April. It needs to be confirmed that there are no utilities under where the bollards will be installed. **ACTION: DI to contact Bucks Council to obtain map of utilities.**

#### **11. TREE AND VERGE MATTERS**

A meeting with Tom Audley is to be arranged. Any suggestions or queries are to go through **NB**.

#### **12. CHEARSLEY VILLAGE HALL UPDATE**

**JL** agreed to be the PC Village Hall representative for the time being.

#### **13. APPOINTMENT OF NEW COUNCILLORS**

It was agreed to recruit 2 new councillors. **ACTION: Clerk to start the casual vacancy process.**

#### **14. GROUNDS MAINTENANCE ARRANGEMENTS**

The PC has expressed an interest with Bucks Council in taking on devolved services. Currently work is carried out by Kevin Dennington, Graham King and Tom Audley. Councillors agreed to go ahead with devolved services. **JL** and **NB** will sign the devolved services agreement with Bucks Council. The PC agreed to purchase a mower, blower and ride-on mower at a total maximum cost of £1400 plus a strimmer. The PC can then reclaim the VAT on this. The clerk confirmed that the PC has the required (£10m) public liability indemnity insurance in place. It needs to be confirmed that the contractors have the correct level of liability insurance.

#### **15. VILLAGE CAR PARK**

A discussion took place around the proposed village car park and suggested alternative.

**ACTION: JL to consider plan of how we can take this forward.**

**16. PC EMAIL ADDRESS - UPDATE**

Carry forward to next meeting.

**17. PARISHIONERS QUESTION TIME**

A Parishioner asked how we consider that there is a parking issue in the village. Each family in the village has more cars, events at the Village Hall require parking, as well as CHUF.

**18. ITEMS FOR INFORMATION**

It was suggested that a defibrillator training session be arranged. **ACTION: PAB and Kevin Dennington to arrange training session.**

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

- Monday 15<sup>th</sup> April at 7.30pm