

CHEARSLEY PARISH COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL HELD ON MONDAY 20th MAY 2019 IN THE VILLAGE HALL AT 7.30PM

PRESENT

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

Responsible Finance Officer: Robert Parkes (**RP**)

Parish Clerk: Helen Spurgeon

Parishioners: There were 4 Parishioners.

1. ELECTION OF CHAIRMAN

Nic Brown was elected Chairman and signed the Chairman's Declaration of Acceptance of Office.

2. ELECTION OF VICE CHAIRMAN

John Lewis was elected Vice Chairman.

3. APOLOGIES

John Howard (**JH**), Michael Hawkett

4. DECLARATIONS OF INTEREST

There were no interests declared.

5. PARISHIONERS QUESTION TIME

- A parishioner commented on the new 'Welcome to Chearsley – medieval village and church' signs, questioning whether the village is medieval. The PC explained that the new signs are part of the traffic calming works, creating more of a traditional village ambience to encourage better driver behaviour.
- A parishioner commented that the new wooden shop sign on the Green is an improvement. They asked if the blue Lottery sign could be removed. This is something the PC are currently dealing with.
- The Planning Inspectorate have dismissed the Rectory Homes Chilton Road appeal and planning permission is refused. A parishioner requested a copy of the Appeal Decision which is available on the AVDC website. It is a thorough, well written report.
- Work is planned to start on the Winchendon Road affordable housing development in October.

6. CO-OPTION OF NEW PARISH COUNCILLOR

Keith Turnbull was co-opted onto the Council.

7. REPRESENTATIVES OF COMMITTEES/WORKING GROUPS

External Affairs Officer: Ian Houseman

IT Officer: **KT**

Footpaths Officer: Anthony Adams

Village Hall Representative: **MH**

Parochial Church Council Representative: Giles Witcher

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

Transport projects: **JH**

8. REVIEW OF PARISH COUNCIL POLICIES

The following policies, circulated to Councillors, were ratified:

- Code of Conduct, Standing Orders, Financial Guidelines, Equalities Policy.

9. APPROVAL OF APRIL 2019 MINUTES

Minutes were **agreed** as a true record and signed by **NB**.

10. MATTERS ARISING FROM PREVIOUS MINUTES

- **Church Lane lime trees.** It was agreed to seek the professional opinion of a tree surgeon to get an indication of the works needed. Contact would then be made with the Heybrooks.
- **Tree matters.** Pruning of the lime trees in the churchyard. **ACTION: JW to ask whether the PCC are happy for the PC to carry out the work.** **NB** confirmed that the new churchyard shed will be in the same location as the old one.
- **Approved contractor list.** **ACTION: PAB to produce proposal for consideration.**
- **Driveway 'gravel spillage' in Shupps Lane.** This remains an issue. **ACTION: NB to speak with resident.**
- **Silent Soldier.** **ACTION: MH to remove the Silent Soldier from its current location, and put it in storage in the Village Hall loft.**

11. PLANNING

- The PC has no objections to the following planning applications:
19/01644/ALB Needlemakers, Watts Green
19/00937/ALB Old House, School Lane
19/01650/ALB Old House, School Lane
ACTION: Clerk to submit to AVDC.
- **19/01384/APP Larkspur, Shupps Lane.** Roof extension.
Having further reviewed the plans, the PC have serious reservations over the roof height. **ACTION: NB to speak to property owner. JL to draft letter to be sent to the case officer at AVDC.**

12. NEIGHBOURHOOD PLAN

It was agreed that at present Chearsley does not need a neighbourhood plan.

13. FOOTPATHS UPDATE

The first grass cut has been done by Graham King. The footpaths officer is trying to improve access by fitting metal latch gates where possible. BCC will repair any unsafe surfaces and supply metal gates for the PC to fit. Landowners need to agree to any work being done. Work needs to be done to the footpath by the donkeys and this needs to be agreed with the landowner. There are volunteer groups who may be able to come out to fit metal gates.

14. CHURCH LANE IMPROVEMENTS

ACTION: PAB to confirm whether the Chearsley News received the letter from the complainant at the same time as the PC. If the letter to the Chearsley News was received after the PC had responded to the complainant, then the PC should publish their response in the Chearsley News.

The PC strongly encourage residents to attend meetings to express their views and concerns.

15. CORRESPONDENCE

An email had been received from **JH** with a few items for discussion:

- Village noticeboard guidelines written by Alicia Howard were approved with one addition from **JL**.
- Bucks Best Kept Village Competition. **PAB** has emailed BCC regarding the grass cutting schedule for Chearsley and will chase this up. **JL** to modify the note going in the Chearsley News, there won't be an organised litter pick ahead of the competition but residents will be encouraged to tidy up the area outside their home and pick up any litter.

16. CONTRIBUTIONS FROM AVDC AND BCC COUNCILLORS

There were none present.

17. FINANCE

- The **monthly finance report** has been circulated to councillors.
- Orders for Payment:

59.99	Microsoft licence fee
59.94	TSO Host – domain rental
12.00	CVH – rental
265.00	H Spurgeon
150.00	JEA Accountants – internal audit fee
613.46	VHC –part payment, defibrillator
103.73	AVDC –dog bins
510.00	Four Seasons
- At the end of the period, there was £56,700 in the bank account.
- The VAT reclaim has now been received from HMRC for £825.
- The first stage payment of the annual precept, £15,000, was received in the month.
- Year-end. The Annual Returns for the parish council have now been completed, approved and submitted to the external auditors for final review.
- **RP** asked Councillors to think about the annual contributions of £300 each to the Village Hall and Church before the next meeting. **ACTION: Clerk to include on the**

Agenda for the next meeting, and write to both the Village Hall and the Church advising that the PC will be discussing the payments at the next meeting and inviting their thoughts.

- Invoice for traffic calming works. **ACTION: RP and JH to liaise with TfB to obtain details of costings.**
- **Parish Clerk annual review.** The Clerk's annual pay increase was agreed.

18. REPORTS FROM COUNCILLORS ATTENDING MEETINGS AND OUTSIDE ORGANISATIONS

There have been no meetings.

19. PARISHIONERS QUESTION TIME

- A parishioner expressed that they would like the PC to continue to support the Church.
- A parishioner enquired if there was any news on the Stockwell restoration project. The first job will be the internal brickwork in the well. **ACTION: PAB and JH to resurrect the Stockwell project.**

20. ITEMS FOR INFORMATION

NB thanked the team for all their good work.

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

- Monday 17th June 2019 at 7.30pm