

CHEARSLEY PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 20th APRIL 2020 BY VIDEO CONFERENCE AT 7.30PM WITH LIVE STREAM ON YOUTUBE

PRESENT

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

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

Parish Clerk: Helen Spurgeon

Parishioners: Ian Houseman, Anthony Adams, Martin Johnson

PARISHIONERS QUESTION TIME

The issue of an increase in the number of HGVs coming through the village was raised. It was agreed to implement another traffic survey once lockdown is over and things return to normal. The Bucks freight strategy is ongoing. Changes to the horse chestnut road junction need to be progressed.

ACTION: JH to write to Bucks Recycling about the number of their lorries coming through the village.

1. APOLOGIES

None.

2. DECLARATIONS OF INTEREST

There were no interests declared.

3. APPROVAL OF MARCH 2020 MINUTES

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

4. MATTERS ARISING FROM PREVIOUS MINUTES

- **Communicating with the community.** **ACTION: JL and KT to meet to work on rationalising the various distribution lists for village communications.**
- **Village trees.** The new oak tree in front of the Village Hall has been planted and a watering rota organised. The tree work in the churchyard and School Lane is now complete.

5. CORONAVIRUS PANDEMIC

- It was agreed to formally adopt the COVID-19 temporary changes to Chearsley Parish Council Standing Orders, as published on the PC website, to enable Council business to continue during the COVID-19 constraints.
- All documents for discussion at a Council meeting are published on the Council website and circulated to councillors.
- It was reported that Susan Olding and her team of volunteers are doing a great job with the Chearsley Good Neighbour Scheme. Over 70 calls had been answered and the collection of prescriptions was working well.

6. PLANNING

- **20/00917/APP – 2-4 Winchendon Road, Chearsley HP18 0DP**
16/03565/APP Variation. The Parish Council OPPOSES the application which relates to a revision to the approved road layout. The PC believes that the full tarmac road serving the site should terminate mid-way through the development as originally approved and not extended to the Eastern Boundary. The land and buildings to the rear of the site already have alternative access and in addition, the Parish Council would not wish to see any development beyond the site, making the upgrade of the road unnecessary.
- **19/01949/APP – Longhouse, Church Lane, Chearsley HP18 0DH**
Variation. The Parish Council reviewed details of the amended scheme and OPPOSED the application. The PC believes that the development of the site should be restricted to the footprint of the existing building as previously approved. The proposed extension would have a substantial negative impact on the adjoining Grade 2 listed building which runs parallel to the proposed extension in the application. The PC also concurred with other concerns raised in the Heritage report.
- Three more planning applications had come in since the publication of the agenda with comments due 12th, 14th and 15th May. **PAB** will co-ordinate responses.

7. CORRESPONDENCE

None.

8. CONTRIBUTIONS FROM AVDC AND BCC COUNCILLORS

There were none present. **ACTION: Clerk to send a note to AVDC and BCC councillors apologising for not sending them joining instructions to the meeting. Instructions will be sent next time. ACTION: JL to add the councillors to the email distribution.**

9. FINANCE

- The monthly finance report has been circulated to councillors:

2019/20 Year-end

The accounts for the complete 2019/20 year end have been completed. Draft accounts have been circulated to members of the Council, and submitted to the Council's internal auditor for review. The result of this internal audit should be available by the next meeting. Subject to there being no issues with the accounts, they will then be handed over to the external auditors.

Income

The first stage precept for 2020/21 has not yet been received.

The 2019/20 VAT refund claim was submitted at the end of March, and the proceeds, £3,536, was received the following week.

Payments

The following payments have been made since the last report:

McAfee	£49.99
The Bell	£63.00
Print World	£95.00 (Covid leaflets)
Four seasons	£1,800.00

The standing order payment to the Village Hall continues.

- **Approval of the accounts 2019/20**

The Council approved the Annual Accounts for the year ended 31 March 2020.

The Council approved the Annual Governance Statement 2019/20.

The Council authorised the Chairman, Clerk and RFO to sign the Annual Governance and Accounting Returns to that effect.

- The Chearsley PC Financial Risk Assessment April 2020 document was agreed by councillors. It is to be updated in 2020/21.

A discussion took place about whether a second person should have read-only access to the bank account. If it is possible to set this up, then JL will take on that role.

ACTION: RP to give instructions on how to access the bank account to NB in a sealed envelope for him to hold in the event that RP is unavailable.

Non-financial risk assessment. KT had circulated examples of risk registers. **ACTION: KT to draft a risk register.**

10. REPORTS FROM COUNCILLORS ATTENDING MEETINGS AND OUTSIDE ORGANISATIONS

None.

11. SUB-COMMITTEE DECISIONS FOR RATIFICATION

Martin Johnson and JL reported on the Village Trust. It has been dormant for a number of years. There is still approximately £1200 in a Nationwide account but releasing the money from this account is proving difficult.

Terms of reference have been written for a new Village Trust. A new bank account will be set up and once the funds have been released from the Nationwide account, they will be paid into the new account. It was asked whether the Village Trust should be registered with the Charities Commission as there are VAT implications.

The PC support this project. All the documentation will be ready for the next meeting so that it can be endorsed by the PC.

12. OFFICERS' REPORTS

- Horse chestnut trees. Ian Houseman will write something for the Chearsley Blog regarding the leaf-mining moth. It was agreed to purchase 2 pheromone traps at a cost of £50 for the tree at the junction. They will need to be in place by the end of April. The village fireman will be asked if he is able to install them.
- Anthony Adams reported on footpaths. BCC have put steps in on footpaths 8 and 9. Anthony is trying to get more gates replaced. Permission has been granted to change 4 more gates.

13. UPDATE ON OXFORD-CAMBRIDGE EXPRESSWAY

Nothing new to report.

14. FINANCIAL POSITION OF VILLAGE HALL

KT reported that there is £14k in the bank account, income is currently zero and outgoings are around £600 per month so the situation is not too bad. **KT** will continue to update the PC.

JH reported that the Cricket Club faces a similar situation. Member donations have been requested with a good response. Costs have been scaled back.

15. ITEMS FOR INFORMATION

- The possibility of hiring a skip for village use for either green waste or mixed waste was discussed. It was decided that due to lockdown restrictions this may not be a good idea right now. This will be revisited at the next meeting.
- An email from a parishioner had been received enquiring as to whether the walnut tree at the top of Shupps Lane could be pruned. Ian Houseman agreed to have a look at it and report back.
- A new silver birch tree will be planted in front of the Village Hall once it becomes available.
- Any feedback on the live streaming of this meeting on YouTube would be welcomed.

16. DATE AND TIME OF NEXT MEETING

- Monday 18th May 2020 at 7.30pm. Probably again by Zoom videoconference with live YouTube feed.