

DRAFT MINUTES

CHEARSLEY PARISH COUNCIL

DRAFT MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 21st JANUARY 2019 IN THE VILLAGE HALL AT 7.30PM

PRESENT

Councillors: Nic Brown (**NB**), John Lewis (**JL**), Paul Bown (**PAB**), John Howard (**JH**), Julia Witcher (**JW**), Mike Hawkett

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

Parish Clerk: Helen Spurgeon

Parishioners: There were 2 Parishioners

PARISHIONERS QUESTION TIME

A parishioner expressed his thanks to the PC for their work, particularly the kerbing work and the clearance work in Church Lane.

Bucks Best Kept Village - Mike Heybrook read out an article he had written which explained about the increasing size of our carbon footprint, the risk of global warming and the need for change. He suggested that the 'Bucks Best Kept Village' competition could be replaced by 'Top Bucks Eco-Village'. To be discussed under item 12 on the Agenda.

1. APOLOGIES

Martin Hearmon (**MH**)

2. DECLARATIONS OF INTEREST

There were no interests declared.

3. APPROVAL OF NOVEMBER 2018 MINUTES

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

4. MATTERS ARISING FROM PREVIOUS MINUTES

- **Advertising signs on the Green.** **NB** had a meeting with Sign Wizzard. Moveable signs are allowed on the Green. The Bell are keen to keep their sign on the Green. The PC would support the shop to buy a new sign. We are awaiting some designs from Sign Wizzard of an A board similar to that of The Bell for the shop and a hangman's sign for the opposite side of the road. All still to be agreed.
- **Footpaths.** Anthony Adams (footpaths officer) has walked all the village footpaths. **ACTION: NB to invite Anthony to the next meeting to share his findings.** Anthony is looking to purchase a good map of Chearsley with all the footpaths marked up. Malcolm Wakelin is a good contact for maps. Mark Gillis – technical footpaths officer.

- **Noticeboard at bus stop.** The possibility of installing a noticeboard inside the bus shelter to display children's art work is being explored. **ACTION: JW to produce a proposal.**
- **Review of privacy notice.** It was agreed to adopt Little Marlow PC's privacy notice with a couple of amendments. **ACTION: Clerk to amend and publish.**
- **Church Lane lime trees.** A discussion took place around the lime trees on Church Lane which are on the Heybrooks land. It was agreed with Michael Heybrook that the Heybrook family will take on complete future responsibility for all matters (including liability) relating to these trees. The PC require a letter from the Heybrooks to confirm this.

5. APPOINTMENT OF A NEW PARISH COUNCILLOR

Councillors agreed to the appointment of a new Councillor. **ACTION: Clerk to inform AVDC and start the appointment process.**

6. PLANNING

No new planning applications have been received.

7. CORRESPONDENCE

- Correspondence had been received from Derek Allen expressing his thanks to the PC for the Church Lane clearance works.
- Correspondence had been received from a resident of Church Lane expressing concern over the removal of the hedge on Church Lane. **PAB** had drafted a response. **ACTION: Clerk to send response to resident on behalf of the PC.**
- Arriva 280 bus incident of 16th August. Arriva plc are not disputing liability. Photographs of the damage have been sent to Transcare and we are waiting to hear from the assessors.
- An incident occurred in November when a resident stumbled and fell over a pothole in Shupps Lane, resulting in a broken bone in her hand. **JH** has reported the incident to our BCC Councillor and has reported the potholes to BCC. A full response is awaited.

8. CONTRIBUTIONS FROM AVDC AND BCC COUNCILLORS

There has been a lot of correspondence regarding the new unitary council for Buckinghamshire which has been circulated to the PC.

The exact route for the Oxford to Cambridge expressway is still being decided.

9. FINANCE

- The monthly finance report has been circulated to councillors.
- Orders for Payment
 - H Spurgeon £265
 - V H Committee £12 + £15
 - G King £1105
 - 2d Print World £28

- Christmas tree £150
- SLCC £30
- M Hearmon £16.75
- AVDC £318.89
- Wilko £3
- Four Seasons £1740
- The bank balance stands at £50,300
- **Internal Audit.** It was agreed to reappoint JE Accountants as internal auditors for the year 2018/19
- **Budget 2019/20.** The budget and a precept request of £30,000 were agreed at the December budget meeting. Details are attached as an appendix to these minutes. Allocation of projects to Councillors:
 - Traffic calming **JH**
 - Upgrade to Village Green **NB**
 - Signage for pub & shop **NB**
 - Village Hall defibrillator **JW**
 - Trees **PAB**
 - Stockwell restoration **PAB**
 - General village signage **JH**
 - Footpaths **NB** and **Anthony Adams**
 - Roadman **MH**
 - Horse chestnut junction study **JL**

10. REPORTS FROM COUNCILLORS ATTENDING MEETINGS AND OUTSIDE ORGANISATIONS

JH attended the December LAF meeting which is a good forum for networking. An email summarising the meeting had already been sent to Councillors.

An email had been received inviting the PC to join the Expressway Action Group. **JH** agreed to be the representative for Chearsley. **ACTION: Clerk to respond to email expressing our interest in joining.**

11. LAF SUPPORT 2019/20

The deadline for applications for funding from the 2019/20 local priorities budget for non-transport projects is 1st February 2019. It was agreed to apply for funding for the Stockwell restoration project and the horse chestnut junction study. Indicative costs and project details to be sent to Korinne Leney.

12. BEST KEPT VILLAGE IN BUCKS AWARD

Mike Heybrook had circulated a letter to the PC suggesting that the 'Bucks Best Kept Village' competition could be replaced by 'Top Bucks Eco-Village'. The PC thanked Mike Heybrook for his letter. **JH** has been in touch with BKVBucks and there is currently little emphasis on environmental responsibilities. It was suggested that a separate eco award could be introduced or new features could be incorporated in the existing marking schedules.

ACTION: JH to write to the administrator at BKVBucks and attach Mike Heybrook's letter. If

necessary, at a later date, a letter could be sent to the Bucks Herald to gain some publicity.

ACTION: Clerk to email BKVBucks to get entry form for Chearsley for 2019.

13. UPDATE ON TRAFFIC CALMING WORKS

- All the requested changes to the village nameplates have been agreed to. The work will be carried out in February. We have requested to be invoiced in the current financial year. **NB** requested that any unused Chearsley nameplates are retained by the village.
- Half of the road through Chearsley is to be resurfaced in 2020 so as a consequence there is no point in doing the road lining works. A new meeting has been requested with BCC.

14. UPDATE ON TRAFFIC STUDY (horse chestnut tree island)

JL had emailed out an update to Councillors. It was agreed to extend the study to cover the entirety of the junction, not just the horse chestnut island triangle. **ACTION: JL to issue the invitation to bid to undertake the study to the four companies.**

15. WAR MEMORIAL UPDATE

We have applied to the War Memorials Trust for a grant and expect a response at the end of May. The cost of the work is £940 and if the grant application is successful, we would receive up to 50% of the cost as a grant. It was agreed to go ahead without the grant.

16. ACCESS TO DOG BIN

It had been brought to the attention of the PC that the dog bin by the pub, up the grass bank, is difficult to get to. It was suggested that a few steps could be put in the bank to improve access. **ACTION: NB to look at dog bin location.**

17. ROADMAN v APPROVED CONTRACTOR LIST

A discussion took place around whether the PC should employ a roadman to carry out works in the village or have a list of approved contractors to carry out works. It was agreed that it was better to have a list of approved contractors which would include a general handyman as well as specialists such as tree surgeons and bricklayers. The list would include approved daily rates and would need to be managed. **ACTION: PAB to liaise with MH.**

18. VILLAGE MAINTENANCE

- **Driveway 'gravel spillage' in Shupps Lane** (due to absent driveway threshold). Complaints have been received regarding the danger this presents to pedestrians and cyclists. **ACTION: NB to speak to resident.**
- **Blocked drain clearance.** Work started on this today. The drains are in a very bad state. It was suggested that we may want to look at arranging an annual contract.
- **Sunken lanes** – damage due to poor car parking. **ACTION: NB to speak to resident who is parking his car on the grass bank.**

19. PARISHIONERS QUESTION TIME

Mike Heybrook is happy that his proposal for changes to the BKVBucks award is being taken forward. He is happy to help in any way.

20. ITEMS FOR INFORMATION

The first 'Historic Chearsley' group meeting was well supported. An exhibition is planned for 1st/2nd June of Ted Hooton's photographs which will be framed. A 'Chearsley 2020' event is also being planned.

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

- Monday 18th February 2019 at 7.30pm

APPENDIX

Chearsley Parish Council

Budget proposal 2019/20

Summary

Expenditure for 2019/20 is expected to be in the region of £35,000. Because some local authority funding is available to offset some of this expenditure, a precept of £30,000 is proposed for the year. The corresponding figure for the present year is £34,000 – this represents a decrease of 14%.

Background

The value of the precept has been arrived at, after detailed discussions based on likely spend in 2018/9, existing commitments and on-going projects, and plans already discussed in the council for 2019/20.

The basis of the calculation is as follows: (NB all figures are rounded and explained, below)

	£	Notes
Opening cash at 01/04/18	21,600	
Precept for 2018/9	34,000	
Other income	<u>4,240</u>	1
	59,840	
Less: Likely expenses, 2018/9	<u>(13,500)</u>	2
Cash remaining 31.3.19	46,340	
Local authority funding	5,000	
Proposed precept for 2019/20	30,000	
Expenditure on existing commitments	(30,300)	3
Likely spend 2019/20 – ongoing expenses	(7,550)	4
New projects/ ideas	(30,000)	5
Reserve	<u>(11,000)</u>	6
Free cash carried forwards 01.04.20	<u>£2490</u>	

Note that for the purposes of this paper, VAT refunds have been ignored –these are likely to be relatively small based on 2018/9 expenditure

Notes to the Budget

1. Other income – consists of VAT refund and a contribution from a parishioner
2. Likely expenses – expenses to date amount to £7,400. Before the end of the year, there will be expenditure on the war memorial, Lower School Lane and Church Lane treework. Other ongoing expenditure, salaries, admin, etc bring the level to £13,500
3. Existing commitments – these relate to project type work, where either the PC has begun, or at least given a commitment, to carry out work. Specifically,

Traffic calming	£21,000
Upgrade to village green	£3000
Support to shop	£500
Addn'l defibrillator	£1,600
Village tree review	£1,200
Stockwell	£2,500
Signage to village	<u>£500</u>
	<u>£30,300</u>

4. Ongoing expenses are the day to day running costs of the council, salaries, audit, administration, grounds and asset maintenance, (except where referred to below).
5. New Projects/ideas : the PC has already agreed to employ a groundsman. This salary, plus the cost of equipment purchase/hire, additional grass-cutting etc amounts to £8,000. Work around the horse chestnut triangle- £12,000. Work on village roads/pathways and walkways, £10,000. Total £30,000.
6. The Council agreed, mid-2018, that a cash reserve of 3-4 months' value of the precept was a reasonable basis. Hence £11,000.