



# BLEDLow-CUM-SAUNDERTON PARISH COUNCIL

Minutes of the Parish Council Meeting held via Zoom on  
Thursday 16<sup>th</sup> April 2020 at 7.30pm

**Present: Councillors, J Butler, N Cox, A Sage, P Castle, S Breese, S Bird,  
S Reading (Chair) and A Lord (Vice Chairperson)**  
**Clerk: Tracey Martin**  
**Councillor Carl Etholen**  
**2 members of the public present**

The meeting was conducted pursuant to the provisions of the Council's Standing Orders as modified by the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

1. **Apologies for absence:** Councillor Mike Blackwell
2. **Dispensations:** None.
3. **To approve the minutes of the meeting held on Friday 27<sup>th</sup> March 2020.**  
It was agreed by those councillors present that the minutes of the meeting held on 27<sup>th</sup> March 2020 where a true and accurate account of the meeting.  
Approval was proposed and seconded by Cllrs Reading and Castle and affirmed by Cllrs Breese and Cox. The minutes will be formally signed (wet signature) when the current Covid19 lockdown constraints are lifted.
4. **Outstanding Actions**
  - 4.1. **Installation of new bins in the Parish:** No progress has been made. **Action: Clerk**
  - 4.2. **Verge Gardening:** Clerk reported that a post had been drafted for Facebook but had not posted it as it did not feel appropriate at this time. **Action: Clerk**
  - 4.3. **Print and Bind Neighbourhood Plan:** The clerk reported she had received a price. Discussions were had and it was agreed to order 6 copies. **Action: Clerk.**
  - 4.4. **Parking Solutions Saunderton:** Cllr Etholen discussed the options and it was agreed to proceed Cllr Etholen to contact John Pateman.as he believed a letter had been sent to the Parish Council. **Action: Cllr Etholen**
  - 4.5. **Bledlow Cross:** Cllr Sage reported progress had halted due to Covid-19 but that he would progress this although there could be some issues with getting relevant forms completed due to Covid-19. **Action: Cllr Sage**
  - 4.6. **Extending Saunderton Burial Ground:** Ongoing **Action: Clerk**
  - 4.7. **Parking Solutions - Bledlow Ridge School, Chinnor Road:** There will be no action on this until the new Unitary Authority is formed.
5. **Speedwatch:** Cllr Lord reported that Speedwatch had been halted by order of the police. Cllr Lord informed the meeting that speeding is still an issue having seen at least four cars / motorbikes in one day racing down the road. Cllr Cox asked why Speedwatch could not be carried out and then reported at a later date and offered to help out. Cllr Lord to enquire whether the insurance would be valid following advice to halt Speedwatch. **Action: Cllr Lord**
6. **Covid-19 Support Group Update:** Cllr Breese reported that the Support Group is all up and running with Cllr Sage coordinating calls for Bledlow Ridge and Saunderton and Sarah Daly for Bledlow and that all households have now been leafletted twice and that there are hand sanitiser provisions in place for volunteers.

8pm: The meeting broke for 5 minutes in order for everyone involved to take part in the Clap for the NHS and keyworkers.

Cllr Breese had asked the lawyer who was present at the meeting to look at GDPR for the Support Group. The lawyer reported that the Support Group and Parish Council need a GDPR program in place which includes a Privacy Statement. Cllr Reading and the Clerk to liaise with the lawyer to get this in place  
**Action: Cllr Reading & Clerk**

7. **www.bcspsc.org**: Cllr Breese reported that there had been an error when producing the leaflets with the .uk being left of the email address. Cllr Breese purchased the www.bcspsc.org domain at a cost of around £7.99. It was agreed that the expense should be put through the support group and the domain picked up by Bledlow-cum-Saunderton Parish Council going forward.

It was noted that emails to [covid@bcspsc.org](mailto:covid@bcspsc.org) divert automatically to [covid@bcspsc.org.uk](mailto:covid@bcspsc.org.uk) and anyone trying to access any bcspsc.org.uk pages would be automatically redirected to the Parish Council's home page. It was agreed that the bcspsc.org.uk domain would continue to be used for all other purposes as at present.

Discussions were had on applying for grants and it was agreed that it would not be appropriate at this time to apply for grants due to the reserves which the Parish Council has.

8. **Devolved Services & Parish Maintenance:**

- 8.1. **Wycombe District Council Parish Devolution Agreement to be approved and signed:** The clerk referred to the previous circulated map and information. It was agreed that the Parish Council would sign the agreement to continue to cut grass at Hill View and would receive £35.24 annually for carrying out the work from Wycombe District Council.
- 8.2. **Hedge at the Crest:** Discussions had taken place previously as to whether the Parish Council should take over the hedge at the Crest. The clerk reported that due to timing and Covid-19 it had not been possible to get this in place before the bird nesting season but if Councillors were in agreement this would be signed over to the Parish Council when the nesting season is over. All councillors were in agreement.
- Cllr Bendyshe-Brown asked what is happening with the bus shelter on Sandpit Lane. Cllr Cox reported that the contractor who is fixing bus shelters is in self-isolation but they are all due to be repaired and repainted.
- 8.3. **TBS Hygiene Contract:** Clerk reported that the dog bin had been cancelled and the rubbish bin emptying had been suspended whilst the playground is shut due to Covid-19. The clerk also reported that she had made contact with the waste management team to see if they would be happy to take over this bin whilst emptying others in the area.

**Action: Clerk**

Cllr Cox has put signs on the bins and taped them up however, this had been removed by somebody. Cllr Sage to let the playground working group know that the bin is out of use.

**Action: Cllr Sage**

Cllr Cox reported that work had started on repairing equipment and matting at Meadow Styles but that there would be additional expenditure.

9. **Household Waste Recycling Centre:** Cllr Reading stated that initially the Parish Council had supported the reopening of the Recycling Centre but then following a meeting in February the Parish Council had decided to object and asked Councillors how we proceed. Discussions were had and it was agreed that the Parish Council felt that it is inappropriate for the CIC to return the £500 as the Parish Council would then have no say over the management of the Centre.

Councillors asked the CIC Directors whether there had been an announcement of the meeting and interest in becoming Directors. Cllr Etholen reported that the invitation was made at the AGM to all members of the steering group but only Robin Thomas from Stokenchurch had come forward.

It was noticed that the CIC should update the Articles of Association as currently these only show the Directors as Cllr Etholen and Cllr Bendyshe-Brown.

Cllr Sage stated that the Parish Council is not against the reopening of the Waste Recycling Centre but that it needs to be opened with proper protection, assurance and governance in place and currently the Parish Council does not feel that this is the case and that the objection to the application was on technicalities and not the principles.

It was agreed that a meeting would be arranged between Councillors and the CIC to discuss the outstanding issues within the letter which the Parish Council sent to the CIC on the 10<sup>th</sup> April.

**Action: Clerk & Cllr Bendyshe-Brown**

10. **HS2 Road Safety Fund:** It was agreed to consider this individually via email. Clerk to Circulate.

**Action: Clerk**

11. **Application for Grants:** No applications had been received.

12. **Planning Matters:** Planning applications were discussed and comments made.

- 12.1. **Junction of Smalldean - Fell Poplar Tree:** Cllr Lord highlighted this application as Ward Councillors had strongly objected but it has been approved. Cllr Cox stated that you

would need to see the harbour cultural report. Ward Councillors to look at report.

**Action: Cllr Reading, Cllr Blackwell & Cllr Castle**

13. **Planning Enforcement:** It was agreed to defer this to the next meeting.

14. **Motion: To consider and if thought fit to resolve to modify sub-sections 6.7, 6.8, and 6.10 of the council's Financial Regulations to facilitate payments by standing order from the council's HSBC Current Account and payments by direct debit and internet banking from the council's Lloyds Treasurers Account so as to read:**

6.7. If thought appropriate by the council, payment for certain items including but not restricted to utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit from the council's Lloyds Bank Treasurers Account provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items including but not restricted to salaries may be made from the council's HSBC Current Account by banker's standing order provided that the instructions are signed, or otherwise evidenced, by two members and retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain specified items may be made by internet banking transfer from the council's Lloyds Bank Treasurers Account subject to the provisions of Financial Regulation 4.1 above and provided evidence is retained showing which members approved the payment and provided that any payment to a new payee is preceded by a trial payment of a nominal sum of £10 to the payee's bank account and confirmation of its receipt is received from the payee prior to the payment of the full amount due. No internet banking payments to third party payees shall be permitted from any of the council's bank accounts other than from the council's Lloyds Bank Treasurers Account. and to delete Financial Regulation sub-section 6.15 (and to renumber the succeeding sub-sections of section 6); and to publish the Financial Regulations so modified as definitive and prevailing.

Cllr Castle presented the motion. Cllr Lord proposed and Cllr Bird seconded. The motion was carried unanimously.

15. **Authorisation of Payments:** The following payments were submitted for approval:

The Clerk reported that the payments highlighted in blue had been paid via the Lloyds card as agreed with Councillors via email.

Payments for approval at April 2020 Meeting					
Cheque No	Payee	Description	Net Amount	VAT	Amount
					£0.00
	I Darkins	Bus Shelter - Hearing Dogs	£166.60		£166.60
	TBS Hygiene	Bin Emptying - Feb 2020	£37.20	£7.44	£44.64
	D A Fane	Preparation of wages 2019/2020	£125.00		£125.00
	TBS Hygiene	Bin Emptying March 2020	£37.20	£7.44	£44.64
	Bledlow-cum-Saunderton Parish	Reinstate Balance	£667.05		£667.05
	Tracey Martin	Additional work for Covid 19 Support Group	£171.43		£171.43
					£0.00
	<b>Total</b>		<b>£1,204.48</b>	<b>£14.88</b>	<b>£1,219.36</b>
Lloyds Bank Account Spend					
Date	Payee	Description	Net Amount	VAT	Amount
15/03/2020	GiffGaff	Mobile top up	£6.00		£6.00
19/03/2020	Zoom	Monthly Fee	£11.99	£2.40	£14.39
24/03/2020	Alliance	Hand Sanitiser Dispenser & Sanitiser	£66.50	£13.30	£79.80
					£0.00
					£0.00
	<b>Total</b>		<b>£84.49</b>	<b>£15.70</b>	<b>£100.19</b>
Standing Orders					
Date	Payee	Description	Net Amount	VAT	Amount
10/03/2020	Tracey Martin	Salary February	£479.17		£479.17
10/03/2020	Tracey Martin	IT Allowance	£10.00		£10.00
					£0.00
	<b>Total</b>		<b>£489.17</b>	<b>£0.00</b>	<b>£489.17</b>
Direct Debits					
Date	Payee	Description	Net Amount	VAT	Amount
05/03/2020	IONOS	Basic Fee	£19.99	£4.00	£23.99
08/03/2020	IONOS	Basic Fee	£8.99	£1.80	£10.79
					£0.00
	<b>Total</b>		<b>£28.98</b>	<b>£5.80</b>	<b>£34.78</b>

All payments were approved following a proposal by Cllr Castle and seconded by Cllr Sage.

16. **Correspondence, reports and issues from Councillors and Clerk:** None

17. **Members of the Public Invited to Speak:** No members of the public present

18. **Next meeting:** It was confirmed that the next meeting will be held via Zoom on Thursday 7<sup>th</sup> May 2020 starting at 7.30pm.

Meeting closed at 9.40pm

Signed.....

Date.....