



# BLEDLOW-CUM-SAUNDERTON PARISH COUNCIL

Minutes of the Parish Council Meeting held via Zoom on  
Thursday 6<sup>th</sup> August 2020 at 7.30pm

**Present: Councillors: N Cox, A Sage, S Breese, S Bird, M Blackwell, D Dobson  
S Reading (Chair) and A Lord (Vice Chair)**  
**Clerk: Tracey Martin**  
**Councillor: Carl Etholen**  
**Councillor: Shade Adoh (present only part of the meeting)**

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:** Cllr June Butler
2. **Dispensations:** None.
3. **Motion: Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, a resolution is required to exclude the public and press to protect the confidential nature of the business to be transacted during consideration of items: 4, 5, 6, and 7:** Proposed by Cllr Reading and Seconded by Cllr Lord. The motion was resolved. Non-Parish Council members were removed from the meeting.
4. **Clerks Annual Salary Review:** The council resolved to increase the clerk's salary to level SP16. It was also agreed to increase the clerk's hours from 10 to 12 per week.
5. **Conduct at Meetings:** Discussions were had on conduct at meetings and how best to run meetings online.
6. **The Country Store:** Cllr Lord reported on The Country Store and the unfortunate situation which had occurred regarding the grant which had been incorrectly issued to The Country Store. Discussions took place on how grant and CIL money can be spent.
7. **Motion: PUBLIC BODIES (Admission to Meetings) Act 1960: To resolve that the public and press be re-admitted to the meeting:** Proposed by Cllr Reading and Seconded by Cllr Lord. The motion was resolved. Non-Parish Council members were re-admitted to the meeting.
8. **To approve the minutes of the meeting held on Thursday 2<sup>nd</sup> July 2020:**  
It was agreed by those councillors present that the minutes of the meeting held on 2<sup>nd</sup> July 2020 where a true and accurate account of the meeting.  
The minutes were approved following a proposal by Cllr Lord and seconded by Cllr Sage.  
The minutes will be formally signed (wet signature) when the current Covid19 lockdown constraints are lifted.
9. **Members of the Public Invited to Speak:** No members of the public were in attendance.
10. **Outstanding Actions:**
  - 10.1. **Installation of new bins in the Parish:** Clerk reported that a new contractor is taking over in September so the Waste Team are not accepting any new requests for bins. Clerk to contact in November with requests. **Action: Clerk**
  - 10.2. **GDPR:** Data Protection Policy to be adopted at agenda item 22
  - 10.3. **Accounting Software:** Packages to be discussed at agenda item 17.
  - 10.4. **Liaise with Princes Risborough & Chinnor regarding a potential new halt on the line at Bledlow:** Cllr Breese reported that thanks to Cllr Dobson progress is being made. Cllr Breese to have discussions with Bledlow Cricket Club regarding land. Cllr Dobson stated progression may be slow at the moment as the railway is concerned about getting up and running following Covid-19. **Action: Cllr Breese & Cllr Dobson**

- 10.5. **Parking Solutions Saunderton and Parking Solutions - Bledlow Ridge School, Chinnor Road:** Discussions were had on the two parking consultations. Cllr Etholen informed the meeting that the costings for Bledlow Ridge would be £12,486, 50% match funded so the commitment for the Parish Council would be £6243. A vote took place with six councillors in favour and one councillor abstaining from the vote. Clerk to send community board coordinator confirmation that the Parish Council would like to proceed with both consultations. **Action: Clerk**
- 10.6. **Meeting Format and Minute Content:** No progress **Action: Cllr Reading / Cllr Lord**
- 10.7. **Bid for HS2 Road Safety Funding:** Cllr Reading reported that he'd had the application reviewed and that we are asking the right questions but it needs rewording. **Action: Cllr Reading**

#### 11. Reports from Sub-committees:

- 11.1. **Covid-19 Support Group:** Cllr Breese reported the support group is being mothballed. The phone will still be monitored and emails will be forwarded to the Clerk. Everything will be still be staying in place should there be a spike. Cllr Breese also reported that the Risborough Basket is now delivering directly with no volunteers involved.
- 11.2. **HRC:** Cllr Lord reported that After clarification from the CIC directors on why our nominee should be a councillor, all directors of the CIC and attendees of the Action Group are Councillors, the subcommittee decided to nominate Tony Lord PC VC. as our member of the CIC. At some point another member of the PC will be required to replace Cllr Lord as our member of the Action Group.

#### 12. Devolved Services and Parish Maintenance:

- 12.1. **Churchyard Grass Cutting:** Cllr Reading stated that a resident had raised a concern with the church warden regarding the grass cutting at Saunderton who in turn highlighted issues with the grass cutting in Bledlow. It was agreed that the grass should not be cut as if it was a park and that wild flowers should be encouraged to grow. Cllr Cox added that the Parish Council is only responsible for maintaining around one grave which is 3 plots in Bledlow – Roberts Legacy.

#### 13. Applications for Grants:

- 13.1. No applications have been received.
- 13.2. Cllr Bird stated that that Bledlow Village Hall may be looking to apply for a grant to refurbish the bell tower and replace the oil tank at a cost of around £6,000 each and asked if the Parish Council would be in favour in principle. Discussions were had and it was agreed that the Village Hall would prepare a detailed analysis.

#### 14. Planning Matters:

##### New Planning Applications:

- 14.1. 20/06751/FUL– Hamilton Lodge, Bledlow Ridge: The Parish Council has no objections to this application.
- 14.2. 20/06659/LBC – Chawley Green Farm, West Wycombe: The Parish Council is yet to comment on this application.
- 14.3. 20/06817/FUL – Chilterns Edge, Saunderton: The Parish Council is yet to comment on this application.
- 14.4. 20/05947/FUL – The Garage Adjacent to the Barn, Bledlow: The Parish Council is yet to comment on this application.
- 14.5. 20/05461/VCDN/17/07848/OUT – OS Parcel 8300, Bledlow: The Parish Council is yet to comment on this application.
- 14.6. 20/06665/FUL – Wigans Farm, Bledlow Ridge - The Parish Council is yet to comment on this application.
- 14.7. 20/06887/FUL – Kenbar & The Old Coal House, Saunderton - The Parish Council is yet to comment on this application.

##### Planning Applications which have been decided:

- 14.8. 20/05918/FUL / 20/05919/LBC – Brook House, Bledlow: The Parish Council objected to this application and the application was permitted.
- 14.9. 20/06158/FUL – OS Parcel 5382, Bledlow Ridge: The Parish Council objected to this application and the application was refused.
- 14.10. 19/06805/FUL– The Old House, Bledlow: The Parish Council objected to this application and the application was refused.
- 14.11. 19/06806/LBC - The Old House, Bledlow: The Parish Council objected to this application and the application was permitted.
- 14.12. 20/05587/FUL – Wincroft, Bledlow: The Parish Council had no objections to this application and the application was permitted.
- 14.13. 20/05292 – Brew House, Bledlow: The Parish Council objected to this application and the

application was permitted.

14.14.20/06054/FUL – 10 Haw Lane, Bledlow Ridge: The Parish Council objected to this application and the application was refused.

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

Payments for approval at August 2020 Meeting						
Cheque No	Inv No	Payee	Description	Net Amount	VAT	Amount
		Bledlow-cum-Saunderton Parish Council	Reinstate Balance £384.84 + payment of the all the below invoices apart from Tracey Martin	£3,902.14		£3,902.14
	36	G Spratt	Grass cutting Meadow Styles, Saunderton and Bledlow Churchyard	£180.00		£180.00
		Bledlow Ridge Cricket Club	Contribution to drums installed to restrict access to car park	£318.00		£318.00
	4677	J's Screenprint & Sigbns	Meadow Styles Covid 19 Signs	£80.00		£80.00
	12113	Princes Risborough Town Council	Grass cutting devolved services	£210.00	£42.00	£252.00
		PA Spittles	Timber edging around Meadow Styles Playground and additional matting - Approved at June meeting	£805.00	£161.00	£966.00
	2016	Ian Darkins	Bus Shelter Wycombe Road, Saunderton	£408.52		£408.52
	2014	Ian Darkins	Bus Shelter, Wycombe Road, Crownfield	£428.46		£428.46
	2012	Ian Darkins	Bus Shelter, Hearing Dogs, Saunderton	£289.52		£289.52
	2011	Ian Darkins	Bus Shelter, Sandpit Lane Bledlow	£487.64		£487.64
	2017	BMKALC	CiLCA Supporting Books	£108.00		£108.00
Cheque		Tracey Martin	Repayment of Tax deducted	£10.60		£10.60
						£0.00
						£0.00
		<b>Total</b>		<b>£7,227.88</b>	<b>£203.00</b>	<b>£7,430.88</b>

Lloyds Bank Account Spend August 2020 Meeting						
Date	Invoice No:	Payee	Description	Net Amount	VAT	Amount
03/07/2020		Amazon	2 x dispensers and 2 large hand sanitisers for Mead	£133.96		£133.96
08/07/2020		Post Office Limited	Laminating Pouches	£12.60		£12.60
08/07/2020	MEM224049	SLCC	Full Membership	£117.00		£117.00
13/07/2020	n/a	Amazon	Laminator	£22.98		£22.98
16/07/2020		Giff Gaff	Mobile top up	£6.00		£6.00
20/07/2020		Zoom	Monthly Subscription	£14.39		£14.39
						£0.00
						£0.00
						£0.00
						£0.00
						£0.00
		<b>Total</b>		<b>£306.93</b>	<b>£0.00</b>	<b>£306.93</b>

Standing Orders - August Meeting						
Date	Invoice No:	Payee	Description	Net Amount	VAT	Amount
10/07/2020		Tracey Martin	Salary July	£479.17		£479.17
10/07/2020		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 - August Meeting						
Date	Invoice No:	Payee	Description	Net Amount	VAT	Amount
07/07/2020	203022252878	Ionos (1&1)	Domain Fees	£14.93	£2.99	£17.92
07/07/2020	203022216968	Ionos (1&1)	Domain Fees	£19.99	£4.00	£23.99
						£0.00
		<b>Total</b>		<b>£34.92</b>	<b>£6.99</b>	<b>£41.91</b>

All payments were approved following a proposal by Cllr Lord and seconded by Cllr Breese.

**16. Motion: To discuss and if thought fit approve for the Parish Clerk to Undertake CiLCA Training supported by BMKALC at a cost of £625.**

16.1. All Councillors were in agreement. Cllr Lord proposed the motion and Cllr Dobson seconded.

**17. Motion: To discuss and if thought fit approve new Accounting Software**

17.1. Discussions were had following the previously circulated report / recommendations from the Clerk. All Councillors were in favour of the Parish Council using Scribe at a cost of £257 + VAT per annum.

**18. Motion: To consider options for switching Bank Account**

18.1. It was agreed to defer this item due to many of the high street banks not offering new business accounts due to Covid-19.

**19. Quarter 1 Accounts for Review and Approval**

19.1. Quarter 1 report was presented to the Council.

**20. Motion: To discuss and review the Village Halls annual budget and consider rolling over to the next year:**

20.1. Cllr Cox requested that the £2k allowance that is budgeted for each of the Village Halls is rolled over to the next financial year. Cllr Lord stated that the money could not be rolled over. It was agreed that the Parish Council would consider increasing the Village Halls budget when it comes to budget preparation later in the year.

**21. Motion: The Council resolves to indemnify, to the maximum allowed by law, Councillors, Officers and other Independent Committee and Working Group Members for any act or omission by a councillor or officer which is authorised by the council, or forms part of, or arises from any powers conferred or duties placed, as a consequence of a function being exercised by the member or officer at the request of, or with the approval of, or for the purposes of the council.**

21.1. Cllr Breese stated that this motion is for indemnity and not insurance and protects councillors who are acting in good faith. Cllr Breese proposed the motion and Cllr Reading seconded. Clerk to obtain indemnity quotes. **Action: Clerk**

**22. Motion: To consider and if thought fit to adopt the following policies:**

Data Protection Policy, Equality and Diversity Policy, Grievance Policy, Disciplinary Policy and Model Publication Scheme.

22.1. All councillors were in favour of adopting the policies.

**23. Correspondence, reports and issues from Councillors and Clerk**

23.1. Cllr Breese referred to an email which had been received and circulated regarding ERTA Great Central Corridor Re-Railing and said that it mentions Princes Risborough and stated that the Parish Council should keep an eye on this. Cllr Blackwell stated the buildings in West Yard are nearly finished and all but one is sold. In the Clare Foundation nearly all the flats have been taken and nearly all of them are commuters and along with the 2000 new houses in Risborough Saunderton station is going to be overloaded over the next few months.

23.2. Cllr Sage asked for Cllr Etholen to provide a response as to what Buckinghamshire Council intends to do regarding the White Paper on planning given that it looks like it will remove the Parish Council's voice in the planning process. **Action: Cllr Etholen**

23.3. Cllr Bird stated that a lot of work had been done to ensure that the Culverton Link would be built in the 1<sup>st</sup> phase but it now appears to be a project "Southern Road Links" and the improvements to Shootacre Lane are part of this and shows Culverton Link not happening until phase 3 which will be near the end. An application has been made at the end of Shootacre Lane and Pitts Lane to be nominated as a village green. BANG was told this was going ahead but this year it has been rescinded and now with Buckinghamshire Councils legal team. A representative from the BANG group will hopefully come to the next meeting. Cllr Breese raised an issue with the map having poor resolution.

23.4. Cllr Dobson stated that he would like to attend Councillor training, Clerk to book. **Action: Clerk**

23.5. Cllr Cox stated that The Hedge at The Crest should have a specification in place as to how we would like to handed over to us from Buckinghamshire Council and would also like specifications in place for grass cutting at Meadow Styles and the Churchyards.

23.6. Cllr Cox stated that he has been looking at devolved services for next April as potentially the Parish Council may want to take on additional grass cutting. Cllr Etholen to discuss with devolved services. **Action: Cllr Etholen**

**24. Next meeting:** It was confirmed that the next meeting will be held via Zoom on Thursday 3<sup>rd</sup> September 2020 starting at 7.30pm.

Meeting closed at 9.40pm

Signed.....

Date.....