



BLEDLOW-CUM-SAUNDERTON PARISH COUNCIL

Draft Minutes of the Parish Council Meeting held in Bledlow Ridge Village Hall on
Thursday 2nd June 2016 at 7.30pm

Present: Councillors S Bird, M Blackwell, S Breese (Chairman), J Butler, P Castle, N
Cox, A Lord, and S Reading;
Clerk: Jocelyn Cay
One member of the public – Luca Guerzoni

1. Apologies for absence

Apologies were received from Councillor Andrew Sage and County Councillor and District Councillor Carl Etholen.

2. To approve the minutes of the meetings held on Wednesday 4th May 2016

2.1. The minutes of the annual meeting were approved and signed by the chairman as a true record.
Acceptance was proposed by Cllr Reading, seconded by Cllr Lord and carried unanimously.

2.2. The minutes of the ordinary meeting were approved and signed by the chairman as a true record.
Acceptance was proposed by Cllr Lord, seconded by Cllr Bird and carried unanimously.

3. Neighbourhood Plan

3.1. The minutes of the Neighbourhood Plan Working Group meetings were acknowledged.

3.2. An update was provided by Luca Guerzoni confirming that, following the working group meeting attended by the full council on 25th May 2016, the final draft Neighbourhood Plan had been distributed to all councillors, printed, and was due to be sent out to all households and statutory consultees. He advised that there will likely be little to report regarding the Neighbourhood Plan at the council meeting in July as the consultation period will still be ongoing however there will be a requirement for the final plan to be approved by the council at the meeting in August so that further deadlines can be met in the autumn.

3.3. Cllr Breese suggested the Neighbourhood Plan team should have a presence at the events in Bledlow and Bledlow Ridge on June 11th celebrating the Queen's 90th Birthday as it would be a good chance to engage with residents during the period of public consultation.

3.4. The wording of the motion *"to resolve to support the submission of the draft Neighbourhood Plan for public consultation"* was, following advice from the Neighbourhood Plan Working Group, amended by Cllr Breese, to read:

"to resolve to approve the Bledlow-cum-Saunderton Neighbourhood Plan Pre Submission plan for public consultation under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 and in accordance with EU Directive 2001/42".

The amendment was unanimously agreed and the motion, moved by Cllr Breese, was carried with 7 votes for approval and one abstention from Cllr Castle.

3.5. Cllr Reading raised the issue of remuneration for the clerk in respect of work undertaken for the Neighbourhood Plan, specifically the logging and recording of comments received during the period of public consultation. It was noted that an estimated amount of approximately £300 would be considered to be pre-approved and within budget. The clerk will keep a record of the hours spent working on the Neighbourhood Plan and report progress once the work has been begun.

Action: Clerk

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4. Planning matters

Current applications were discussed and responses approved.

5. Applications for grants

An application had been received for a £100 contribution towards the costs of a Queen's 90th birthday afternoon tea party being held on 11th June at Bledlow Ridge Village Hall. The council unanimously agreed that this fell within the remit of the resolution passed at the April meeting and that the request would be granted.

6. Annual return for 2015/2016

6.1. *To resolve to approve the Annual Governance Statement of the Annual Return* – the council unanimously approved the governance statement.

6.2. *To resolve to approve the Accounting Statements of the Annual Return* – the council unanimously approved the accounting statements.

6.3. The clerk informed the council of a new requirement this year whereby the council are required to set its own dates for the exercise of Elector's Rights to view the annual accounts. The period must last for 30 continuous working days and include the 1st to 10th of July 2016. It was agreed by the council that the period should commence on 1st July 2016.

7. Financial report

It was acknowledged that Cllr Castle had offered to, on a quarterly basis, verify and sign the bank reconciliations for all accounts. The council thanked Cllr Castle for taking on this responsibility.

8. Authorisation of payments

The following payments were unanimously agreed:

Cheque No.	Payee	Description	Net Amount	VAT	Total
100597	Jocelyn Cay	Salary – May 2016	£458.33		£458.33
100598	Jocelyn Cay	Expenses	£104.14		£104.14
100599	BALC	Annual subscription	£338.64		£338.64
100600	John Lawrence	Parish grass cutting	£268.00		£268.00
	Subtotal		£1169.11		£1169.11
Neighbourhood Plan Expenditure					
	Subtotal		£0		£0
	Total for month		£1169.11		£1169.11

9. Remuneration of internal auditor

It was agreed that although the internal auditor, Esther Ruck, had not asked for any payment the council had previously paid an honorarium for the services of an internal auditor and therefore felt it would be appropriate to continue to do so. The clerk will liaise with Mrs Ruck and suggest a suitable solution.

Action: Clerk

10. Dog waste and litter

10.1. The clerk reported that she had still been unable to contact anybody at WDC or BCC that may be able to advise on the installation of dog waste bins. She had however been in touch with West Wycombe Parish Council to ask about their dog waste bins and reported that they have paid for theirs to be installed and maintained by TBS hygiene. Cllr Cox advised that he may know some contacts that could help the clerk and would provide her with their details. Cllr Butler suggested that, given the cost of privately installing dog waste bins, perhaps a sign on the ordinary litter bins asking for dog waste to be wrapped would be a more sensible option. It was agreed that further research was required.

Action: Cllr Cox and Clerk

10.2. The clerk reported that she had received a request from a Bledlow resident, Mr Nick Jeffrey, for the council to purchase two litter pickers that could be used by parishioners to collect litter. Mr Jeffrey had also offered to store the litter pickers. The council agreed in principle and the clerk will organise the acquisition of the litter pickers.

Action: Clerk

11. Beat the bounds

It was agreed that the date for the Beat the Bounds event would be the evening of either the 14th or the 21st of July depending on the availability of the minibus. Cllr Cox advised that the cost of the bus would be £20 plus £1 for each mile covered, including all insurance.

Action: Cllr Cox

12. Broadband

Nothing to report

13. Meadow Styles

13.1. The clerk reported that, following queries at the May meeting, she had investigated the requirements for playground inspections and there are no legal requirements for inspections however ROSPA has set out guidelines for good practice which include regular checks and a more formal annual inspection carried out by a qualified external inspector. The clerk was unable to check the insurance requirements for safety checks as she is not in possession of the documents but will liaise with the parents group in order to find the information. The clerk had this month received a summary of the monthly safety check conducted by the parents group.

Action: Clerk

13.2. Cllr Bird informed the council that the playground at Bledlow Village Hall had failed an annual safety inspection and that the parish council may receive some requests for financial assistance with the repairs.

14. Verge gardening

14.1. Following the recent case of planting on the verge at Rocworth House, Bledlow Ridge, Cllr Breese asked the councillors to take note of any other properties in the parish that had installed permanent features on the verge and requested that a list be sent to the clerk in order for them to be reported to Bucks County Council.

Action: All councillors and clerk

14.2. Cllr Blackwell raised the issue of the dangerous tree on the verge of the A4010 in Saunderton that has still not been cleared by BCC. The clerk reported that she had contacted TfB on several occasions and that Mr Ayres, who had been assigned the task, had failed to return any calls. It was agreed that the clerk would escalate a complaint to the next level.

Action: Clerk

15. Footpaths – restoring the record

Cllr Butler updated the council on the process of logging and recording all the footpaths in the parish prior to the closure of the map in 2026 as it is very detailed and involves lots of archive research. She is being assisted by Mr Nick Jeffery and requested that the article regarding “restoring the record” be placed on the council website and in the parish magazines alongside a request for volunteers to help. The council also agreed that it would be reasonable to cover any expenses incurred outside the Parish by Cllr Butler as part of her work on mapping the footpaths.

Action: Clerk

16. Insurance

During the Annual Meeting of the council in May 2016 Cllr Breese raised the issue of whether the councillors were indemnified in an individual capacity. The clerk confirmed that she had checked the current insurance policy and that there is a specific provision for the councillors to be covered in an individual capacity however Cllr Breese suggested that it would be prudent to resolve to put a statement into the standing orders that the parish council will indemnify individual councillors if the amount in question is above the insured amount. It was agreed that the resolution would be added to the July agenda and that the clerk would check that the council has the power to place such a resolution in the

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standing orders.

Action: Clerk

17. Correspondence, reports and issues from councillors and clerk

17.1. Cllr Cox asked if the clerk would chase BCC regarding the removal of the items on the verge at Rocworth House.

Action: Clerk

17.2. Cllr Cox reported that he had met with James Tunnard and Rob Sumner of BCC regarding the hedges along Chinnor Road, Bledlow Ridge and that he was due to receive information from them regarding hedges.

17.3. Cllr Cox asked if the clerk had managed to make any progress with arranging the repair of the broken entrance gate at Bledlow. The clerk reported that, as the gate had been funded as a LAF there had been no provision for maintenance and that she would need to investigate further the procedures necessary to get the gate repaired.

Action: Clerk

17.4. Cllr Cox instigated a discussion regarding notices on the parish council noticeboards. It was agreed that each noticeboard would be updated with a schedule of the meetings for the year, the clerk's contact details and website address. Individual councillors would then help the clerk by posting each monthly meeting agenda onto the noticeboards near to their houses.

Action: Clerk

17.5. Cllr Breese asked what the progress was with sign cleaning in the parish as part of the devolved services agreement. The clerk has been in touch with Princes Risborough Town Council regarding sign cleaning and is waiting for a progress update.

17.6. Cllr Butler reported that the Molins site is still not secure and is unsafe. The clerk advised that she had been in touch with the director of St Congar, the owners of the land, and that they were aware of the issue and were meeting with the police to discuss the ongoing issue.

17.7. Cllr Blackwell provided an update on West Yard. There has been no progress as an environmental scan is required but in order for the scan to take place spoil needs removing from the site. He informed the council that, should mustard gas be found, the site would be taken over by the police and the military.

17.8. Cllr Blackwell reported that there had been no news or response from the flood planning group despite his efforts to contact them.

17.9. Cllr Lord informed the council that he had been in touch with the local police regarding setting up Speedwatch in the parish and that the police had been supportive.

17.10. The clerk reported that she had asked the secretary of WDALC to forward on the details of how many meetings were held each year. The secretary is away until the 6th June but the clerk will forward on any relevant details to Cllrs Lord and Sage.

Action: Clerk

17.11. The clerk informed the meeting that she had received an email from Oakminster Homes thanking the council for their input regarding the naming of the access road and properties at the former children's home in Bledlow. It was confirmed that Perryfield would be put forward as the name of the access road.

17.12. The clerk reported that she had received several emails and enquiries regarding grass cutting in the parish and that she would deal with the requests and issues accordingly.

Action: Clerk

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17.13. The clerk passed on details to the councillors of correspondence received from BALC regarding meetings being held to discuss the formation of a new unitary authority. Cllr Reading agreed to attend the meeting in Beaconsfield on 10th June and report back to the Council next month.

Action: Cllr Reading

17.14. The clerk had received an email from the Mayor of High Wycombe's secretary asking the council's permission for the Mayor, Cllr Ahmed, to wear his mayoral chain at an event at The Clare Foundation on 8th June. The council agreed that they would be happy for him to wear the chain and the clerk will inform his secretary.

Action: Clerk

17.15. The clerk passed on details to the council regarding National Armed Forces day on 20th June where people are invited to "fly the flag" in support of the Armed Forces.

17.16. The clerk passed on details of correspondence received from Wycombe Wildlife Group regarding improving biodiversity in the parish's open spaces.

17.17. Cllr Breese went through the report submitted by Cllr Carl Etholen (see attached). Cllr Reading suggested that the resurfacing of the cycleway/footpath along the A4010 could be submitted to the LAF for consideration of financial support.

Action: Cllr Reading

18. Next meeting

It was acknowledged that the next meeting would be on Thursday 7th July 2016 at Bledlow Village Hall starting at 7.30pm.

Signed.....

Date.....