



# BLEDLOW-CUM-SAUNDERTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at Bledlow Village Hall on  
Thursday 20<sup>th</sup> May 2021 at 7.30pm

**Present: Councillors: N Cox, A Sage, J Butler, S Bird, D Dobson, M Blackwell, N, Ingram, S Breese (Chair), S Reading (Vice Chair)**  
**Clerk: Tracey Martin**  
**Councillors: Robert Carington and Shade Adoh**  
**One member of the public present**

19. **Apologies for absence:** Cllr Etholen.

20. **Dispensations:** None

21. **To receive an update from Buckinghamshire Councillors:** Discussions were had on the pond by the Golden Cross in Saunderton and who owns it following a complaint regarding rats. It was agreed that it is not actually a pond but a soakaway which the Parish Council believe is the responsibility of Buckinghamshire Council.  
**Action: Buckinghamshire Councillors**

22. **Outstanding Actions:**

22.1. **Rapid Rural:** No update, carry forward.

22.2. **Piccadilly:** No update, carry forward.

22.3. **Shootacre Lane Update:** No update, carry forward.

22.4. **Footpath Proposal Haw Lane:** Cllr Butler reported that she'd had no response from the land owner to her last two emails. It was agreed to put this on the agenda for the next meeting and invite the landowner. Cllr Butler to explore other options / alternatives.

22.5. **HS2:** Cllr Reading confirmed that the Parish Council's application had been submitted to the funding committee. Cllr Reading added that he had been contacted by the Chairman of Lacey Green Parish Council regarding signs to deter HGV's – it was agreed this should be discussed with Buckinghamshire Council highways to ensure that sensible signs are used. **Action: Cllr Reading**

22.6. Cllr Adoh commented that the Buckinghamshire Councillors will be having a drive around with highways and asked Councillors if there were any issues / concerns. Councillors highlighted: Smalldean Lane, Loxborough Hill, Ministry Wharf / Haw Lane, Shootacre lane and the far end of North Mill Road.

22.7. **Lydebrook Footpath:** Cllr Breese reported that correspondence had been received from the legal department of Buckinghamshire Councillor regarding the potential reopening of the footpath. Cllr Reading made the PC aware of the existence of recent email exchanges between a Bledlow resident and officers of Bucks Council, also on the subject of Lydebrook.

23. **Reports from Sub-committees:**

**Covid-19 Support Group:**

23.1. Cllr Sage reported that cases are low.

**Devolved Services and Community Maintenance Committee:**

23.2. The Clerk reported that she had received an update today regarding bins however, they are only changing over 4 of the current bins to the new closed top style and not currently considering installing bins in any of the suggested locations.

23.3. Cllr Breese asked if the Devolved Services and Community Maintenance Committee could organise for the concrete to be removed from around where the bench used to be outside The Lions. Add to agenda.  
**Action: Clerk**

24. **Approval of Parish Maintenance Quotes:**

24.1. **Holy Trinity Church Trees:** The Clerk referred to the previously circulated quotes. Discussions were had and all Councillors were in agreement to proceed with the quote from South Bucks Tree Surgeons at a cost of £4330 + VAT.

24.2. The Clerk highlighted the need to appoint a tree contractor for works going forward. To be added to the agenda of the Devolved Services and Community Maintenance Committee. **Action: Clerk**

25. **Applications for Grants:** No applications received.

## 26. Planning Matters:

### New Planning Applications:

- 26.1. 21/05946/CLP: Apple Trees 31 Haw Lane Bledlow Ridge HP14 4JH: No objection
- 26.2. 21/05948/FUL: Crendon House Chinnor Road Bledlow Ridge HP14 4AL: Concerns raised
- 26.3. 21/05976/FUL: 2 Crabtree Cottages Shootacre Lane HP27 9EJ: No objection
- 26.4. 21/05762/CLP: Druels Cottage Chinnor Road Bledlow Ridge HP14 4AA: No objection
- 26.5. 21/06045/ADRC: The Workshop Capel Farm Chinnor Road HP14 4AW: No comment required
- 26.6. 21/06098/VCDN: Keepers House Wigans Lane Bledlow Ridge HP14 4BH: Objection
- 26.7. 21/06026/FUL: 2 Santesdune Way Saunderton HP14 4DR: Observations made
- 26.8. 21/06179/FUL: 9 Haw Lane Bledlow Ridge HP14 4JJ: Objection
- 26.9. 21/06201/CLE: Lamburn Cottage Bottom Road HP14 4EQ: No comment submitted
- 26.10.21/06222/FUL: Winterfold Lee Road Saunderton HP27 9NX: No objection
- 26.11.21/06405/PNP6A: OS Parcel 4100 Chinnor Road Bledlow Ridge: No comment submitted

### Planning Applications which have been decided:

- 26.12.21/05463/CTREE: Church End Cottage Church End Bledlow HP27 9PE: The Parish Council objected to this application and the decision was not to make a tree preservation order.
- 26.13.21/05235/FUL: 5 Gables Drive Saunderton HP14 4HP: The Parish Council had no objections and the application was permitted.
- 26.14.21/05050/FUL: Bramblings 13 Fords Close Bledlow Ridge HP14 4AP: The Parish Council had no objections and the application was permitted.
- 26.15.21/05739/PNP6A: Longwood Cottage Lee Road Saunderton HP27 9NU: The Parish Council requested the application come forward as a full planning application and the Planning Officer decided that Details are Not Required to be Submitted
- 26.16.21/05374/FUL: The Threshing Barn Lee Road Saunderton HP27 9NX: The Parish Council had no objections and the application was permitted.
- 26.17.21/05552/CTREE: Holy Trinity Church Church End Bledlow: No comment was submitted and the decision was not to make a Tree Preservation Order permitted.
- 26.18.21/05334/FUL: 66 Haw Lane Bledlow Ridge HP14 4JH: The Parish Council had no objections and the application was refused.
- 26.19.21/05493/FUL: Brook House Forty Green Bledlow HP27 9PN: The Parish Council objected to the application and the application was refused.
- 26.20.21/05482/FUL: Chesterton House Deanfield Saunderton HP14 4JR: The Parish Council had no objections and the application was permitted.
- 26.21.21/05504/FUL: 19 Fords Close Bledlow Ridge HP14 4AP: The Parish Council had no objections and the application was permitted.
- 26.22.21/05527/LBC: The Manor House Perry Lane Bledlow HP27 9PA: The Parish Council had no objections and the application was permitted.
- 26.23.21/05619/FUL: Resthaven Chinnor Road Bledlow Ridge HP14 4AJ: The Parish Council had no objections and the application was permitted.
- 26.24.21/05691/VCDN: 1 Little Lane Saunderton HP27 9NW: The Parish Council had no objections and the application was permitted.
- 26.25.21/05793/CLP: Medeway Shootacre Lane Princes Risborough HP27 9EH: The Parish Council had no comment to make and the decision was to refuse the certificate of proposed use
- 26.26.21/05799/FUL: Bay Tree House Chinnor Road Bledlow Ridge HP14 4AW: The Parish Council had no objections and the application was permitted.
- 26.27.21/05806/ADRC: Land At Capel Farm & The Workshop Capel Farm Chinnor Road Bledlow Ridge HP14 4AW: No comment required from the Parish Council. Decision: Split- detail Reserved by Condition
- 26.28. Discussions were had on the planning spreadsheet and how it can be improved.
- 26.29. The Clerk requested that Councillors respond to planning applications promptly even if they are still considering their decision.
- 26.30. Queries were raised on the different types of applications and what they mean. Cllr Sage to circulate link explaining. **Action: Cllr Sage**
- 26.31. Clerk to look into Planning training courses for Councillors: **Action: Clerk**

## 27. Authorisation of Payments:

The following payments were submitted for approval:

Payments for approval at May 2021 Meeting						
Date	Inv No	Payee	Description	Net Amount	VAT	Amount
		Bledlow-cum-Saunderton Parish Council	Reinstate Balance below payments will be paid via cheque now back to F2F meetings until online banking is set up	£67.67		£67.67
31/03/2021	2781	D Fane	Preparation of wages 2020/2021	£125.00		£125.00
26/03/2021	527	TBS Hygiene	Bin emptying March 21	£21.00	£4.20	£25.20
23/04/2021	2767	BALC	Annual Membership	£415.86		£415.86
27/04/2021	A/21/3	Ernest Newhouse	Internal Audit 2019/2020 Accounts	£350.00		£350.00
28/04/2021	25	G Spratt	Cutting grass at Meadow Styles & Saunderton Churchyard	£85.00		£85.00
06/05/2021	1345	Oxford Oak Tree Surgery	T25 Church Tree - Urgent Works	£250.00	£50.00	£300.00
04/05/2021	194	Matt Gomme	For siding up hedge on corner of Chinnor road and haw lane	£120.00		£120.00
30/04/2021	646	TBS Hygiene	Bin Emptying April	£26.25	£5.25	£31.50
10/05/2021	12416	Princes Risborough Town Council	Devolved Services Cuts	£255.60	£51.12	£306.72
		<b>Total</b>		<b>£1,716.38</b>	<b>£110.57</b>	<b>£1,826.95</b>
Lloyds Bank Account Spend May 2021 Meeting						
	Invoice No:	Payee	Description	Net Amount	VAT	Amount
26/02/2021	412	TBS Hygiene	Bin Emptying February	£21.00	£4.20	£25.20
12/03/2021	41586	Bledlow PCC	2 Page Advertising Jan21-Dec21 Incl Messenger	£500.00		£500.00
		McAfee	Anivirus Protection 1 Year Subscription	£69.99		£69.99
26/04/2021	0067a18506	ICO	Annual Data Protection Fee	£40.00		£40.00
06/05/2021		Amazon	Laminating Pouches	£8.49		£8.49
						£0.00
						£0.00
						£0.00
		<b>Total</b>		<b>£639.48</b>	<b>£4.20</b>	<b>£643.68</b>
Standing Orders - May Meeting						
Date	Invoice No:	Payee	Description	Net Amount	VAT	Amount
10/04/2021		Tracey Martin	Salary April	£648.96		£648.96
10/04/2021		Tracey Martin	IT Allowance	£10.00		£10.00
						£0.00
		<b>Total</b>		<b>£658.96</b>	<b>£0.00</b>	<b>£658.96</b>
Lloyds Direct Debits - May Meeting						
Date	Invoice No:	Payee	Description	Net Amount	VAT	Amount
06/04/2021	203025671083	IONOS	Monthly Fee	£19.99	£4.00	£23.99
07/04/2021	203025708996	IONOS	Monthly Fee	£14.93	£2.99	£17.92
15/04/2021	161845838211	GiffGaff	Mobile Top UP	£5.00	£1.00	£6.00
04/05/2021	203026067967	IONOS	Monthly Fee	£19.99	£4.00	£23.99
07/05/2021	203026106991	IONOS	Monthly Fee	£8.99	£1.80	£10.79
19/04/2021	INV81170245	Zoom	Monthly Fee	£11.99	£2.40	£14.39
		<b>Total</b>		<b>£80.89</b>	<b>£16.19</b>	<b>£97.08</b>

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

Cllr Cox asked who would be reviewing the accounts on a quarterly basis going forward as there were no other volunteers Cllr Cox will continue with the accounts checks.

## 28. End of year accounts for review and approval:

28.1. The previously submitted end of year accounts were discussed. Cllr Sage queried whether the grants budget should be increased as in 2020/2021 £8706 had been granted against a budget of £1k. The grant budget for the 2021/2022 year is £5k.

28.2. Cllr Blackwell commented on the imbalance of grants for Saunderton however, after discussions it was agreed that any Saunderton based organisations need to contact the Parish Council with their projects.

**29. Review of Internal Auditor Report:**

29.1. Cllr Reading referred to the previously circulated Internal Auditor report and stated that it was an encouraging report.

**The Clerk read through the recommendations:**

29.2. **Bank Reconciliations:** Corresponding bank statements to the reconciliation must also be signed and dated. Noted and both will be signed going forward.

29.3. **NS&I Account:** The Clerk explained the signatory access issue had still not been resolved as the logged signatories with NS&I are so out of date. It was agreed that as there is so little money in the account for the Clerk not to pursue at this time.

29.4. **Scribe report:** The Internal Auditor had not been impressed with the top-level summary reporting in Scribe. As Scribe is a well-known account package the Parish Council feels that the reporting functions are sufficient.

29.5. **Switching of bank accounts:** The Internal Audit highlighted switching of banks in order to facilitate dual signatory. Unfortunately, the Clerk has not been able to do this due to banks not accepting new business applications. Clerk will pursue. **Action: Clerk**

29.6. **Level of reserves:** The Parish Council is aware of the levels of reserves and is working to allocate the monies to projects.

29.7. **Risk Assessments:** The Internal Audit highlighted the use of a topple tests for gravestones. To be added to the Devolved Services and Community Maintenance agenda for further discussions. **Action: Clerk**

**30. Annual Governance and Accountability Return:**

30.1. **To consider, complete and approve section 1:** The Annual Governance statements were read out to the Council and responses approved. The Chairman and the Clerk signed the form.

30.2. **To consider and approve section 2:** The drafted figures were discussed and approved. The Chairman signed the form.

30.3. **To approve the Elector Rights of Inspection dates of Monday 14<sup>th</sup> June to Friday 23<sup>rd</sup> July 2021:** Dates were approved.

**31. Update of Bank Mandate:**

31.1. The Clerk reported there were two signatory removals required on the bank mandate. All Councillors approved the removal of two ex-Councillors and the bank mandate adjustment was signed.

**32. Use of bcspc.org.uk email addresses**

32.1. The Clerk highlighted the importance of Councillors using the official council email address and that if a subject access request is received the Clerk would have to access whichever email address Councillors use for Council business regardless if this included their personal information. The Clerk also stressed that the data remains the property of the Parish Council and upon retiring from being a Councillor access should be handed back to the Clerk. Clerk to circulate log in details and instructions to those not currently using. **Action: Clerk**

**33. Speedwatch**

33.1. Discussions were had on how Speedwatch would operate going forward. Clerk to make contact with Tony Lord to enquire whether he wishes to remain coordinating and operating Speedwatch. **Action: Clerk**

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

34.1. Cllr Breese stated going forward any approaches from Members of the Public for items to be placed on the agenda should be made to Ward Councillors who in turn should submit them to the Chairman for consideration to be added to the agenda. Cllr Sage added that it would be good to post on social media who members of the public should contact if they want to raise an issue. **Action: Clerk**

34.2. Cllr Blackwell requested if Parish Council badges could be produced. Clerk to create and laminate a badge. **Action: Clerk**

**35. Next meeting:** It was confirmed that the next meeting will be held on Thursday 3<sup>rd</sup> June 2021 at Bledlow Ridge Village Hall.

There being no further business the meeting closed at 9.25pm

Signed.....

Date.....