



BLEDLOW-CUM-SAUNDERTON PARISH COUNCIL

Minutes of the Annual Meeting of the Council held at Bledlow Village Hall on
Thursday 5th May 2022 at 7.30pm

**Present: Councillors: S Breese (Chairman), D Dobson (Vice Chairman), A Sage,
S Reading, S Bird and J Butler**
Clerk: Tracey Martin
Buckinghamshire Councillor: C Etholen

17. **Election of the Chairman to the Council and to receive the Chairman's Declaration of Acceptance of Office:** Cllr Bird proposed Cllr Breese and Cllr Butler seconded. No further members were proposed and Cllr Breese was elected as Chairman and signed the declaration of acceptance of office.
18. **Election of the Vice-Chairman to the Council and to receive the Vice-Chairman's Declaration of Acceptance of Office:** Cllr Breese proposed Cllr Dobson and Cllr Sage seconded. No further members were proposed and Cllr Dobson was elected as Vice-Chairman and signed the declaration of acceptance of office.
19. **To receive apologies for absence:** Councillor Ingram and Cllr Cox
Buckinghamshire Councillors Cllr Adoh and Cllr Carington
Discussions were had on the casual vacancy which had arisen following the resignation of Cllr Booth. The notice of vacancy has been issued.
20. **Declaration of Interests and Dispensations:** None received.
Cllr Breese confirmed the process for declaring Disclosable Pecuniary Interests and Personal Interest. Details can be found within the adopted Code of Conduct.
21. **To approve the Full Council minutes of the meeting held on 7th April 2022:** An amendment was made to minute reference 132.3 – Cllr Reading had liaising with a former Head of Transport for Buckinghamshire County Council. The minutes were approved following a proposal by Cllr Reading and Cllr Butler.
22. **To review Committee / Working Group Terms of Reference (where appropriate) and appoint members to serve on the under mentioned Committees / Working Groups:**
 - 22.1. **Parish Maintenance Committee:** Cllr Reading (Chairman of Committee), Cllr Sage and Cllr Cox. Cllr Breese and / or Cllr Dobson will stand in when required to ensure the meeting is quorate and the Terms of Reference will be updated to reflect this.
 - 22.2. **Definitive Map and Statement Project Working Group:** Cllr Butler and Cllr Bird.
 - 22.3. **Broadband Working Group:** Cllr Breese
 - 22.4. **Wigans Lane Household Recycling Centre Committee:** Cllr Breese stated that a committee will be set up comprising of one member from each ward and a member of the Ridgeway West Buckinghamshire Councillors.
Cllr Etholen stated that it is still in abeyance. The budget has been approved for 2022-2023 and the budget allocated for 2023-2024 but there are no plans as yet and that a business plan is required by the Cabinet Member to justify the reason why Buckinghamshire Council closed the site and are now looking to reopen it. Cllr Etholen stated that he understands that other sites are being looked at however, that would be at a considerably higher cost.
It was agreed that the Councillors would be: Cllr Breese for Bledlow, Cllr Butler for Bledlow Ridge and Cllr Dobson for Saunderton along with Cllr Etholen. A meeting will be convened as soon as the Parish Council is made aware of the process that Buckinghamshire Council is taking.
Discussions were had on the flyer which had been shared with the Clerk which had been distributed around the Parish and had asked for comments to be sent to the email address of the Parish Clerk and the leader of Buckinghamshire Council. It was agreed that the Parish Council would post on the website and Facebook that the flyer had not been published by the Parish Council along with a link to the letter which was sent to the Leader of Buckinghamshire Council in November outlining the Parish Council's position.
23. **To appoint representatives on the under mentioned bodies / groups:**
 - 23.1. **WAALC:** Cllr Dobson however, it seems that following the next meeting of the 18th May WAALC may cease to continue.

- 23.2. **Community Boards:** Cllr Breese
- 23.3. **Bledlow Ridge Village Hall Committee:** Cllr Butler
- 23.4. **Bledlow Village Hall Committee:** Cllr Bird
- 23.5. **Bledlow Consolidated Charities:** Cllr Reading will represent the Parish Council with Cllr Sage remaining as the Chairman of Bledlow Consolidated Charities.
24. **Appointment of Trustees to Bledlow Consolidated Charities:** This item will be deferred until next month whilst Cllr Sage confirms the trustees and the process.
25. **To review the Council asset register:** Noted and approved.
Cllr Breese asked Cllr Etholen if Buckinghamshire Council held a register of street signs which would the Parish Maintenance Committee to locate signs which need cleaning. Cllr Etholen to make enquiries.
Action: Cllr Etholen
26. **Review and adoption of Standing Orders and Financial Regulations:** Noted and approved.
27. **To review and decide on any amendments existing Council policies:**
The following policies were noted and approved: Complaints Policy, Privacy Notice, Data Protection Policy, Model Publication Scheme and Website Accessibility Statement.
28. **To consider and approve the following new policies:**
- 28.1. **Document Retention Policy:** Discussions were had on how long emails should be retained after a Councillor resigns. As an agreement couldn't be reached the Clerk to obtain guidance from BALC and report back at the next meeting. **Action: Clerk**
- 28.2. **Risk Assessment:** Approved and adopted.
29. **To receive an update from Buckinghamshire Councillors, responses to outstanding actions and to receive questions from Parish Councillors:**
- 29.1. **Lydebrook Road and Footpath Update:** Cllr Etholen stated that interviews had taken place with the owners of Lydebrook in mid-April. Following the interview, the land owner's solicitor had requested copies of the User Evidence Forms. Cllr Etholen to follow up with the Buckinghamshire Officer and raise the Parish Council's concerns that no decision has been made.
Action: Cllr Etholen
- 29.2. **Traffic Calming Measures:** Cllr Etholen reported that there is a Community Board sub group meeting on the 17th May and that he is confident it will be on the agenda.
Cllr Etholen added that the issue is that the Parish Council has a dark skies policy and traffic calming measures require illuminating. Cllr Reading stated that he would like to have evidence of speeding and it was agreed to submit an application to the Community Boards for match funding for Truvelo Strips to be installed either end of Bledlow Ridge and Bledlow in order to obtain evidence of speeding. Cllr Reading and the Clerk to complete Community Board application forms.
Action: Cllr Reading / Clerk
Cllr Etholen stated that a petition could be presented to the Cabinet Member of Transport.
Cllr Sage to consider for Bledlow Ridge.
Action: Cllr Sage
- 29.3. **Bledlow Ridge Household Recycling Centre, Wigans Lane, Bledlow Ridge:** Discussed under item 22.
- 29.4. Cllr Etholen reported that surface works will be taking place on Smalldean Lane between 9th May and 13th May and road closures will be in place.
- 29.5. Cllr Reading raised a concern with roadworks signs remaining in place once jobs have been completed. Cllr Etholen to look into this.
Action: Cllr Etholen
- 29.6. Cllr Etholen stated that he is aware of the issue with roots growing through the new footpath on the A4010. TfB and the Cabinet Member for Transport have carried out an inspection.
- 29.7. Cllr Butler raised a concern with the works that are being carried out in the Molins site. After some discussion it was agreed that no action is required at this time.
30. **Outstanding Actions:**
- 30.1. **Rapid Rural:** Cllr Reading reported that a meeting had taken place between the PCC and Rapid Rural. Our understanding is that Rapid Rural have taken independent legal advice and are now aware of rationale behind the Churches position. It was noted that Rapid Rural have equipment installed on another Church in the Diocese which does not at present appear to be under threat.
31. **Reports from Committees and Working Groups:**
- 31.1. **Parish Maintenance Committee:**
The Clerk reported that the patch of concrete outside The Lions will be removed next week. Cllr Reading stated that Bledlow Church have purchased some signs to inform users of the churchyard that the grass is being allowed to grow and that pathways will be cut in.

Cllr Sage raised a concern with the longevity of the Rubber Mulch at Meadow Styles which has been well received. To be monitored.

32. **Planning Matters:** The Planning Schedule had been circulated prior to the meeting and Cllr Breese asked Councillors to ratify the comments which had been prepared for submission:

New Planning Applications:

- 22/05842/FUL: Ridgeway Barn West Lane Bledlow: No objection
- 22/05741/FUL: OS Parcel 3343 Chinnor Road Bledlow Ridge: No objection
- 22/05877/FUL: Beaverton Chinnor Road Bledlow: No objection
- 22/05880/FUL: Little Acorns Chinnor Road Bledlow Ridge: Objection, the proposed structure as it is of considerable size and looks to be an over development on green belt land.
- 22/05911/FUL: Maplefox Cottage the Residence Wycombe Road Saunderton: No objection
- 22/05899/FUL: Windermere Chinnor Road Bledlow Ridge: No objection
- APP/K0425/D/22/3295149: Winterfold Lee Road Saunderton HP27 9NX: Original comment: Bledlow cum Saunderton Parish Council has no objections to this application.
- 22/06016/VCDN: Grangewood Chapel Lane Bledlow Ridge: No comments to make
- 22/06060/FUL: Crofters Chinnor Road Bledlow Ridge: No objection
- 22/05957/FUL: The Old House Forty Green Bledlow: No objection
- 22/05958/LBC: The Old House Forty Green Bledlow: No objection
- 22/06131/FUL: Inanda 36 Haw Lane Bledlow Ridge: No objection

The above comments were ratified

Planning Applications which have been decided:

- 21/07632/FUL: Foresters Cottage Hill Top Lane Chinnor: Application Withdrawn
- 21/08689/LBCS19: Routs Green Farm Retreat Lane Bledlow Ridge: Application Permitted
- 21/08688/VCDN: Routs Green Farm Retreat Lane Bledlow: Application Permitted
- 22/05043/FUL: Crofters Chinnor Road Bledlow Ridge: Application Permitted
- 22/05068/FUL: Bledlow Ridge Cricket Club Meadow Styles Playing Fields: Application Permitted
- 22/05107/FUL: 1 Ridgeside Bledlow Ridge: Application Permitted
- 22/05476/PNP3Q: Barns on Land Between Cuttle Brook and Jannock Cottage Chinnor Road Bledlow: Details Not Required to be Submitted
- 22/05333/FUL: Garage Building the Residence Wycombe Road: Application Withdrawn
- 22/05145/FUL: Manor House Farm Perry Lane Bledlow: Application Permitted
- 22/05439/CTREE: Manor Farm Church End Bledlow: Not to make a Tree Preservation Order

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

Unity Payments:

Payee	Description	Net Amount	VAT	Amount
BCSPC	Reinstate Balance on Lloyds Account	£46.73		£46.73
Bledlow Ridge Cricket Club	Grant for Jubilee - Approved April Meeting	£2,500.00	£0.00	£2,500.00
HMRC	PAYE	£29.60		£29.60
Tracey Martin	Additional salary as per 1.75% increase	£119.12		£119.12
Jane Olds	Internal Audit Fee	£190.00		£190.00
BMKALC	Training Code of Conduct and Interests	£50.00		£50.00
BMKALC	Annual Subscription	£423.26		£423.26
Ian Darkins	Bus Shelter Repairs by Golden Cross	£89.58		£89.58
TBS Hygiene	Bin Emptying April	£26.25	£5.25	£31.50
Total		£3,474.54	£5.25	£3,479.79

- 33.1 The Clerk reported that the Standing Order for her Salary will be amended once the amount had been finalised.
- 33.2 Discussions were had on the grant application for Bledlow Ridge Cricket Club. The Clerk stated that a small committee has been set up which includes the Chairman of the Cricket Club and 3 residents who jointly will be organising the Jubilee event.

Standing Orders - May 2022 Meeting

Tracey Martin	Salary April	£648.96		£648.96
Tracey Martin	IT Allowance	£10.00		£10.00
Total		£658.96	£0.00	£658.96

Lloyds Direct Debits - May Meeting

IONOS	Basic fee + annual domain	£33.94	£6.79	£40.73
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GiffGaff	1649981237677 - Monthly Charge	£5.00	£1.00	£6.00
Total		£38.94	£7.79	£46.73
Receipts				
Buckinghamshire Council	Precept	£10,066.33		£10,066.33
Buckinghamshire Council	Devolution Payment	£3,490.57		£3,490.57
Redwood	Bank Interest	£62.08		£62.08
Total		£13,618.98	£0.00	£13,618.98

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

34. **To Note Year End Accounts:** The year end accounts were noted. The Clerk confirmed that checks had been carried out by Cllr Cox and he had signed the accounts.
35. **To review reoccurring payments and appointment of contractors for the financial year 22-23:** The appendix A (located at end of minutes) list had been circulated ahead of the meeting for review. It was agreed to add Ian Darkins as an approved Contractor for bus shelters and Messenger and Contact for the Parish Councils submissions to the newsletters. All Councillors were in agreement and approved the payments and contractors.
36. **To review Internal Audit Report and actions required as listed below:**
 - 36.1. **Review of internal controls, risk assessment required:** Risk Assessment approved under item 28.2.
 - 36.2. **Budgetary controls, budget and precept amounts to be minutes:** Clerk to ensure minuted going forward.
 - 36.3. **Review of effectiveness:** Awaiting internal auditor to confirm what action is required
 - 36.4. **General reserves to be allocated to earmarked reserves:** Clerk to produce report
 - 36.5. **Payments, review of annual and monthly invoices:** Actioned under item 35.
 - 36.6. **Document retention policy to be produced:** Requires further clarification but will be added to agenda for the June meeting.
 - 36.7. **Working from home allowance recommendation is that the Clerk is paid £6 per week:** To be discussed in a confidential session at a future meeting.
 - 36.8. **Personnel Committee:** Following the recommendation it was agreed to form a Personnel Committee comprising of Cllr Breese, Cllr Dobson and Cllr Butler. The Clerk is due her appraisal in May 2022.
37. **Annual Governance and Accountability Return (AGAR)**
 - 37.1. **To consider, complete and approve section 1:** The Chairman read out the statements and Councillors approved the responses and the Chairman signed the form.
 - 37.2. **To consider and approve section 2:** The AGAR had been circulated ahead of the meeting. All Councillors approved of the Accounting Statements and the Chairman signed the form.
 - 37.3. **To approve Electors Rights of Inspection dates commencing Wednesday 1st June 2022 to Thursday 14th July 2022:** Noted and approved.
38. **Correspondence, reports and issues from Councillors and Clerk:**
 - 38.1. Cllr Reading reported that the HS2 funding has been approved and we are just awaiting the formal application to HS2.
 - 38.2. The Clerk had received a call from a resident who is interested in purchasing The Dell. Discussions were had and it was agreed that the Parish Council at this time would not be looking to sell the land.
 - 38.3. The Clerk had received correspondence informing the Parish Council that filming will be taking place in Bledlow Ridge 24-28th May, letters will be sent to residents. Fake gunfire will be used and the police have been informed.
 - 38.4. Cllr Dobson stated that Chinnor and Princes Risborough Railway are making progress with Bledlow Cricket Club Halt.
39. **Next meeting:** It was confirmed that the next meeting will be held on Monday 13th June 2022 at Bledlow Ridge Village Hall starting at 7.30pm.

There being no further business the meeting closed at 9.18pm

Signed.....

Date.....

Appendix A:

BALC	Annual Membership	£423.26
Scribe	Annual Subscription	£345.60 + % increase to be confirmed
Buckinghamshire Council	RoSPA Playground Inspection	£45 + % increase to be confirmed
PKF Littlejohn	Annual Audit	£360 + % increase to be confirmed
IONOS	Monthly charge	£14.40 / £42 when domains renew
GiffGaff	Monthly mobile top up	£6.00
TBS Hygiene	Monthly payment for bin emptying	£25-£35 per month incl VAT depending on
How many weeks there are in a month		
G Spratt	Grass and Hedge Cutting	Meadow Styles £50-£80 per cut Bledlow Churchyard £80-95 per cut Saunderton Churchyard £50-£80 per cut Footpaths prices vary by footpath but covered by the Devolved Services payment received from Buckinghamshire Council
Princes Risborough Town Council	Devolved Services Grass Cutting	£250-380 per month from April to September. Price varies as sometimes
they cannot cut an area of grass because of an obstruction.		
D Fane	Wages preparation	£130 per year
Royal Mail	PO Box Subscription	£283.50 per year
Bledlow Village Hall	Meeting Room Hire	£300 per year
BR Village Hall	Meeting Room Hire	£300 per year

Additional Contractors following meeting:

Ian Darkins	Bus Shelter Repairs	If within the Clerk in Consultation with Chairman's limit works will be approved. If above this limit to be brought to a Parish Council meeting.
Contact	Advertising	up to £500
Messenger	Advertising	up to £500