



BLEDLOW-CUM-SAUNDERTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at Bledlow Village Hall on
Monday 15th May 2023 at 7.30pm

Present: Councillors: S Breese (Chairman), D Dobson (Vice Chairman), P Davidson, J Butler, D Freeman, S Reading and N Cox
Clerk: Tracey Martin
Buckinghamshire Councillor: R Carington(part)

16. **Election of the Chair to the Council and to receive the Chair's Declaration of Acceptance of Office:**
Cllr Butler proposed Cllr Breese and Cllr Reading seconded. No further members were proposed and Cllr Breese was elected as Chairman and signed the declaration of acceptance of office.
17. **Election of the Vice-Chair to the Council and to receive the Vice-Chair's Declaration of Acceptance of Office:**
Cllr Reading proposed Cllr Dobson and Cllr Davidson seconded. No further members were proposed and Cllr Dobson was elected as Vice-Chairman and signed the declaration of acceptance of office.
18. **To receive apologies for absence:** Cllr Bird, Buckinghamshire Councillors: C Etholen and S Adoh
19. **Declaration of Interests and Dispensations:** None declared.
20. **To approve minutes of the Parish Council meeting held on the 17th April 2023:** Following a proposal by Cllr Dobson seconded by Cllr Butler a vote was taken and all Councillors were in favour. Cllr Cox joined the meeting.
21. **To review Committee and Working Group Terms of Reference (where appropriate) and appoint members to serve on the under mentioned Committees / Working Groups:**
 - 21.1. **Parish Maintenance Working Group:** It was agreed that members will remain the same, Cllr Reading, Cllr Cox and Cllr Dobson.
 - 21.2. **Definitive Map and Statement Project Working Group:** It was agreed that members will remain the same, Cllr Bird and Cllr Butler.
22. **To appoint representatives on the under mentioned bodies / groups:**
 - 22.1. **Community Boards:** Cllr Breese will continue with Cllr Reading attending the Transport and Road Issues Working Group.
 - 22.2. **Bledlow Ridge Village Hall Committee:** Cllr Butler
 - 22.3. **Bledlow Village Hall Committee:** Cllr Bird
 - 22.4. **Bledlow Combined Charities:** Cllr Reading
23. **Appointment of Trustee to Bledlow Combined Charities:** All Councillors were in favour of appointing Eileen Maunders as a Trustee.
24. **To review the Council asset register:** Discussions were had on the previously circulated asset register which had been circulated as part of the meeting pack. It was agreed that the Church Wall does not need to be added as the Parish Council do not own it but maintain because it is part of a closed Churchyard. Clerk to update the laptop from HP to Dell, value remains the same. The asset register was approved.
25. **Review and adoption of the following:**
 - 25.1. **Standing Orders:** The amended Standing Orders were approved and adopted.
 - 25.2. **Financial Regulations:** No changes have been made, the updated model Financial Regulations are currently being written by NALC and will be presented to Council once completed. Financial Regulations approved and adopted.
 - 25.3. **Risk Assessment:** No changes have been made. Risk Assessment approved and adopted.
 - 25.4. **Code of Conduct:** No changes have been made. Risk Assessment approved and adopted.

Cllr Carington had advised ahead of the meeting that he would be arriving at 8.15pm due to another meeting so Cllr Breese asked that councillors agree to moving on to the next agenda item and come back to the Buckinghamshire Councillor update when he arrived.

26. To ratify Councillors responses to Planning Consultations:

New Planning Applications:

23/05827/FUL: The Firs Scrubbs Lane Bledlow Ridge: No objection

23/05839/FUL: 42 Saunderton Vale Saunderton: Bledlow cum Saunderton Parish Council object to this application as it will result in a 4-bedroom property with only one parking space which is not sufficient.

23/05552/FUL: Ridgeview Shootacre Lane Princes Risborough: Bledlow cum Saunderton Parish Council object to this application as the proposed site for the garages is forward of the established building line which would be detrimental to the established street scene of Shootacre Lane.

23/05626/FUL: Bledlow Ridge Lawn Tennis Club Meadow Styles Playing Fields Chinnor Road: No objection however, the Parish Council would ask that the PC Comment: No objection, providing the following two conditions are imposed:

1. Policy G16 Light Pollution: To control the use of external lighting and reduce light pollution.
2. Lighting of external areas meets the appropriate standards (Guidance Notes for the Reduction of Obtrusive Light GN01:2011) as published by the Institute of Lighting Professionals. The relevant Zones being E2 within Settlement Areas and E1 elsewhere.

23/05898/FUL: St Ives Perry Lane Bledlow: The Parish Council supports this application which substantially reuses the existing structure, while bringing the new building up to modern standards and greatly improving its visual appearance.

23/05906/FUL: Farley Cottage Oddley Lane Saunderton: No objection

23/05908/FUL: Craymer Haw Lane Saunderton: No objection

23/06052/CLP: Crossview Shootacre Lane Princes Risborough: The Parish Council relies on the Planning Officers to determine whether or not this is a permitted development. Irrespective of this we object to the proposal as the ridge of the proposed building at 4m is too high and will adversely affects the neighbouring properties. It should also be made a condition the existing unlawful building is removed.

23/06054/FUL: Windrush Chinnor Road Bledlow Ridge: No objection

23/06059/FUL: 10 Crownfield Wycombe Road Saunderton: No objection

23/06073/FUL: The Old Rectory Upper Icknield Way Saunderton: Bledlow cum Saunderton Parish Council has no objection to this application however, would ask that the use of a triple rather than double window on the east elevation of the new extension be considered as this would give a better visual balance.

23/06215/CTREE: Manor Farm Church End Bledlow: No objection

A vote was taken and all comments were approved.

Planning Applications which have been decided:

APP/K0425/D/22/3304611/ 22/05205/FUL: Crossview Shootacre Lane Princes Risborough HP27 9EH: Appeal dismissed.

22/05741/FUL: OS Parcel 3343 Chinnor Road Bledlow Ridge: Application permitted

22/08179/FUL: Maplefox Cottage The Reside: Application permitted

23/05046/FUL: Ashridge House Chinnor Road Bledlow Ridge: Application withdrawn

23/05263/CLP: Richmond House Chapel Lane Bledlow: Grant certificate – proposed development

23/05108/FUL: 8 Woodland View Saunderton: Application permitted

22/06652/LBC: Bakehouse Farm West Lane Bledlow: Application refused

APP/K0425/D/22/3304707 / 22/05899/FUL: Windermere Chinnor Road Bledlow Ridge: Appeal dismissed

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

Unity Payments:

Payee	Description	Net	VAT	Total
Tracey Martin	Salary - Difference between S/O	£76.44		£76.44
BMKALC	Subs 23-24	£424.35		£424.35
Jane Olds	Internal Audit	£200.00		£200.00
TBS Hygiene	Bin Emptying April	£21.00	£4.20	£25.20
Total		£72.79	£4.20	£725.99

It was confirmed that this would be the last invoice from TBS Hygiene, bin emptying going forward will be by Shield Maintenance.

Following a proposal by Cllr Freeman and seconded by Cllr Butler a vote was taken and all Councillors were in favour of approving the payments and the payments were approved.

Standing Orders / Direct Debits

Tracey Martin	Salary	£648.96	£648.96
Tracey Martin	Home Working Allowance	£26.00	£26.00

Receipts

Bucks Council	CIL – Bledlow Homes	£14,079.96	£14,079.96
Bucks Council	Precept 1 st Half	£10,081.65	£10,081.65

28. To Review Recurring Payments and Appointment of Contractors for The Financial Year 2023-2024

BALC	Annual Membership	£450.00 includes increase
Scribe	Annual Subscription	£345.60 + % increase to be confirmed
Bucks 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
Shield Maintenance	Monthly payment for bin emptying	£14-£20 per month plus VAT
G Spratt	Grass and Hedge Cutting	Meadow Styles £50-£80 per cut Bledlow Churchyard £300 x 2 & £200 x 1 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	£300 per year
Bledlow Village Hall	Meeting Room Hire	£300 per year
BR Village Hall	Meeting Room Hire	£300 per year

The above payments and contractors were reviewed and approved.

29. To review Internal Audit Report and actions required:

- 29.1. **Review of internal controls (C):** The Council should consider changing the Councillor responsible for Internal Financial Control every two years or so. Cllr Breese thanked Cllr Cox for carrying out the accounts audit for the last 3 years. It was agreed that Cllr Butler would take over the role.
- 29.2. **Budgetary Controls (D):** Ensure the budget expenditure amount is minuted before the precept. Noted, the Clerk will ensure this is minuted going forward.
- 29.3. **Reserves where appropriate (D):** A policy with itemized amounts should be devised for clarification: Clerk to create a policy. **Action Clerk**
- 29.4. **Asset Controls (H):** Add title deed registration numbers to the asset register (Church Wall) if there is one: It was agreed that this was not required as the Parish Council does not own the Church Wall.
- 29.5. **Investment Register (H):** As the council has over £100k JPAG recommends an investment strategy: Clerk to prepare a strategy and present to Council. **Action: Clerk**
- 29.6. **External Audit Recommendations have been considered and actioned:** Error has been corrected. This was because we did not have a financial risk assessment approved. No action required.
- 29.7. **Training:** The Clerk and Councillors should be encouraged to take up training by the local County Association and SLCC. The auditor recommend including a regular agenda item and budget for training: Councillors felt that an agenda item was not necessary. The Clerk circulates training schedules when received and Councillors are welcome to attend any training.
- 29.8. **Banking:** NS&I Account; Council should make every effort to obtain access to the account: The Clerk reported that due to the account being very old no current Councillors are signatories so she is struggling to get access to the account. Clerk to make further enquiries. **Action: Clerk**
- 29.9. **Cyber Security:** As well as back up of data to a cloud there should be a monthly back up to a hard drive: It was discussed and agreed that a backup should be made to a hard drive. Cllr Dobson suggested that a whole back of the laptop should be made, Cllr Dobson to discuss this with the Clerk. Cllr Breese has kindly offered a hard drive and will pass this onto the Clerk when she confirms storage requirements. **Action: Clerk, Cllr Dobson and Cllr Breese**

Cllr Carington joined the meeting and Cllr Breese stated that the meeting would move back to the Buckinghamshire Council update.

30. To receive an update from Buckinghamshire Councillors, responses to outstanding actions and to receive questions from Parish Councillors:

- 30.1. **Lydebrook:** Discussions were had on the timescales. Cllr Carington stated that if, as expected, the Officers approve and the resident appeals it could take between 9-12 months before the footpath

- could be re-opened.
- 30.2. **Household Waste Recycling Centre:** The Clerk and Cllr Carington have been chasing the statistics on the site but have received no response. Cllr Carington to continue chasing. **Action: Cllr Carington**
 - 30.3. **Princes Risborough Relief Road Culvert Link and Proposed Village Green:** The Picts Lane Village Green application will be going before the Strategic Sites Committee. Date to be confirmed once the Committees have been approved at Buckinghamshire Councils annual meeting but it will likely be June. Cllr Breese stated that the Parish Council would like to speak at the meeting or supply a written representation. As this Village Green is not quite in, but borders the Parish, we are unsure if this will be permitted. Cllr Carington suggested contacting the Risborough Ward Councillors.
 - 30.4. **The Paddocks:** Discussions were had on the caravan / mobile home which has been placed on site. Cllr Carington to follow up with enforcement. **Action: Cllr Carington**
 - 30.5. **West Lane Flooding:** Cllr Carington is aware of the issue and Thames Water have been on site twice. The Local Area Technician is considering options for handling the spring water.
 - 30.6. **A4010:** Cllr Reading raised a concern about the damage done to the dragons' teeth and roundels by the roadworks on the A4010 from the Hearing Dogs down to the public house. Cllr Carington stated that the Contractor verbally promised at a Community Board meeting that the road would be reinstated and will follow up. **Action: Cllr Carington**
 - 30.7. **Potholes:** Cllr Davidson raised concerns about how bad pot holes have become. Cllr Carington confirmed the new Buckinghamshire Contractor is working on them.

Due to Cllr Carington needing to leave the meeting early it was agreed to move onto the E-Petition speeding update.

31. **To consider results of the online petition for speeding and actions required:** Cllr Reading reported that the report will be going to the Community Boards in July. The petition collected 184 favourable responses. Discussions were had on possibly considering measures on both ends of the Chinnor Road.

Cllr Carington left the meeting.

32. **Annual Governance and Accountability Return:**
 - 32.1. **To consider, complete and approve section 1:** The statements were read out by the Chairman and positive responses received for each of the questions and section 1 was signed.
 - 32.2. **To consider and approve section 2:** The previously circulated section 2 figures were discussed and approved. The Chair signed section 2.
 - 32.3. **To approve Elector Rights of Inspection dates commencing Monday 5th June 2023 and ending Friday 14th July 2023:** Approved.
33. **To consider making a donation to the Bledlow Ridge Cricket Club Tree Carving:** All Councillors approved a donation of £25.
34. **The Dell to discuss fence plan and actions:** Previously Councillors had approved the erection of a fence at The Dell. However, the neighbour has suggested that two trees will need to be removed to accommodate a fence line on the boundary. Councillors discussed and agreed that it was not appropriate to fell healthy trees. Discussions were also had on whether the trees should have TPO's on them. The suggestion was to run the fence along the line of the boundary with the fence abutting to any trees along the line of the boundary. Clerk to discuss with the neighbouring property.

The question was raised if the land is registered. The Clerk confirmed that it is registered as Common Land but not with the land registry, clerk to make enquiries on the best practice and report back. **Action: Clerk**

35. **To consider and approve quote for repairs to stepping stones at Meadow Styles:** The quote from Reids Playground Maintenance at a cost of £395.00 was considered and approved.
36. **Correspondence, reports and issues from Councillors and Clerk:**
 - 36.1. Cllr Cox raised a concern with the land opposite the Paddocks where the vision splay needs cutting back. Clerk to discuss with LAT. **Action: Clerk**
 - 36.2. Cllr Cox raised a concern with the quality of the cut at The Crest. Having spoken to the Contractors they have indicated they do not have enough staff. The Clerk responded that the cut was requested at the last minute and suggested they should be given the benefit of the doubt on this occasion.
 - 36.3. Cllr Davidson enquired who is responsible for the playground entrance as a lady had taken a fall there. It was agreed that it would be the trustees of the Athletic Association. Cllr Dobson to share details with Cllr Davidson. **Action: Cllr Davidson / Cllr Dobson**
 - 36.4. Cllr Davidson raised a concern with the pavements around The City. Discussions were had on whether The City is a private road. It was agreed to report via FixMyStreet. **Action: Cllr Davidson**
 - 36.5. Cllr Davidson raised a concern with the kerbside cleaning in Bledlow Ridge which does not seem to

- be happening. Clerk to send email to Bucks Officer. **Action: Clerk**
- 36.6. Cllr Reading reported that he had met with the Church Warden of Bledlow Churchyard to mark up the protected flowers and has offered to show the Contractor where he should and shouldn't cut. Cllr Reading also stated that the Church Warden for Saunderton was very pleased with the recent cut.
- 36.7. Cllr Reading reported that parents had been written to asking them to park responsibly around Bledlow Ridge school. No parking signs have also been put in place.
- 36.8. Cllr Dobson asked for an update on the signing of the Meadow Styles lease. Clerk to follow up. **Action: Clerk**
- 36.9. Cllr Butler stated a grant application is expected from Bledlow Ridge Village Hall for roof works. The Clerk confirmed that it had been received and would be discussed at the next meeting. Cllr Butler added that it has come to light that some of the damage to the car park at Bledlow Ridge Village Hall could be coming from a school coach which uses the car park as turning area and is causing damage.

37. To confirm the dates and times of Parish Council Meetings for the ensuing year.

Meetings take place on the 2nd Monday of the month starting at 7.30pm

Monday 12th June 2023 – Bledlow Ridge Village Hall

Monday 10th July 2023 – Bledlow Village Hall

Monday 14th August 2023 – Bledlow Ridge Village Hall

Monday 11th September 2023 – Bledlow Village Hall

Monday 9th October 2023 – Bledlow Ridge Village Hall

Monday 13th November 2023 – Bledlow Village Hall

Monday 11th December 2023 – Bledlow Ridge Village Hall

Monday 8th January 2024 – Bledlow Village Hall

Monday 12th February 2024 – Bledlow Ridge Village Hall

Monday 11th March 2024 – Bledlow Village Hall

Monday 8th April 2024 – Bledlow Ridge Village Hall (Annual Parish Meeting Starting at 7pm)

Monday 13th May 2024 – Bledlow Village Hall (Annual Council Meeting)

There being no further business the meeting closed at 9.15pm

Signed.....

Date.....