

DRAFT MINUTES

CHEARSLEY PARISH COUNCIL

DRAFT MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 16th JANUARY 2017 IN THE VILLAGE HALL AT 7.30PM

PRESENT

Councillors: Nic Brown (NB), John Lewis (JL), Paul Bown (PAB), Julia Witcher (JW)
Parish Clerk: Helen Spurgeon
Responsible Finance Officer: Robert Parkes (RP)
Parishioners: There were 2 Parishioners

DECLARATIONS OF INTEREST

There were no interests declared.

PARISHIONERS QUESTION TIME

There were no questions.

1. APOLOGIES

Michael Edmonds (ME), John Howard (JH), Michael Heybrook (MH).

2. APPROVAL OF DECEMBER 2016 MINUTES

Minutes were **agreed** as a true record and signed by Chairman, Nic Brown.

3. MATTERS ARISING FROM PREVIOUS MINUTES

- **Provision of Welcome to Chearsley signs.** NB is awaiting the artwork. **ACTION: NB to present cost and options of sign wording at next meeting.**
- **Bank Mandate forms.** **ACTION: JL to submit forms to bank.**
- **Kerbing and Verges.** JL is now leading this project.
- **Feasibility study for traffic calming measures.** JH is still waiting for a proposal from Bucks CC to carry out the study in April – indicative cost £3k. **ACTION: JH to obtain final quote.**
- **Trees in Village.** There is no list of public owned trees in Chearsley. **ACTION: ME to identify on a map trees the Parish Council are responsible for.**
- **Grass Cutting.** Bucks CC will issue the grass cutting schedule on their website in the spring listing the dates of the 2017 cuts.
- **War Memorial repair and conservation.** Grants pre-application form has been submitted. The War Memorials Trust aims to respond within ten weeks.
- **Defibrillator.** Councillors are keen to get a defibrillator into the village as soon as possible. **ACTION: NB to chase BT to remove the old phone box. PB to chase grant for defibrillator.** Discussions took place over whether the defibrillator should be housed in the bus shelter if locating it in a new red phone box was going to delay its

installation. **ACTION: NB** to contact Paul Oliver regarding provision of electricity to the bus shelter and Village Green.

- **Signage for Village Green.** The 'No Parking' signs have been put up. **ACTION: Clerk** to contact Margaret Morbey to ask for a note in the Chearsley News requesting people respect the no parking signs around the Green and park safely in the lanes to allow emergency vehicle access.
- **Flagpole.** A discussion took place regarding what flag should be flying on the flagpole and when. It was decided to fly the Union Jack on the 20 designated days for Union Flag flying and the St George cross on its designated days. It was decided to have a village flag flying the rest of the time. A competition will be held to design a Chearsley flag. Entries can be submitted to the village shop or via email to the Clerk, closing date 19th March. The winner will receive an award and have their flag flying. **ACTION: NB** to contact Jay at village shop to ensure he is happy to receive competition entries. **ACTION: Clerk** to produce competition poster for noticeboard and village website. At present, there will only be a flag flying on the designated days.

4. COUNCILLOR MICHAEL HEYBROOK'S RESIGNATION

NB formally accepted **MH's** resignation. **ACTION: Clerk** to email **MH** to confirm acceptance and ask if he is willing to continue as Footpaths Officer. **Clerk** to ascertain if there is a formal process we should adopt when a Councillor resigns. **Clerk** to publicise the vacancy via a note on the village noticeboard and ask Margaret Morbey to promote via website.

5. PLANNING

Two new planning applications were received prior to the meeting:

- **17/00043/ALB – Farthing Cottage, Watts Green, Chearsley HP18 0DD**
Widen and refurbish existing box dormer on rear wing left roof slope, general maintenance of rainwater goods & render and removal of redundant cold water tank and housing.
ACTION: CLERK to return NO OBJECTIONS to AVDC.
- **17/00096/ACL – Cavenings, School Lane, Chearsley HP18 0BT**
Insertion of additional window to front elevation to serve en-suite shower room.
ACTION: CLERK to return NO OBJECTIONS to AVDC.

6. CORRESPONDENCE

There was no correspondence outside the Agenda items.

7. CONTRIBUTIONS FROM AVDC AND BCC COUNCILLORS

There were no AVDC or BCC councillors present. Margaret Aston (BCC) and Michael Hawke (AVDC) were both emailed last year and invited to attend meetings but no response was received to the email. **ACTION: Clerk** to email both again to invite to attend future meetings.

8. FINANCE

- **Budget** for 2017/18 was formally approved by the Councillors. **ACTION: Clerk to put the budget finance report on website (chearsley.blogspot.co.uk) so that it is available for all to read.**
- It was noted that the **External Auditor** from 2017/18-2021/22 will be PKF Littlejohn.

9. REPORTS FROM COUNCILLORS ATTENDING MEETINGS AND OUTSIDE ORGANISATIONS

There were none over the Christmas period.

10. 2017 MEETING DATES

It was agreed that meetings would continue to be held on the 3rd Monday of the month at 7.30pm in the Village Hall. 2017 dates were agreed as:

20th Feb, 20th March, 24th April, 15th May (AGM), 19th June, 17th July, 21st August, 18th Sept, 16th Oct, 20th Nov, 11th Dec. **ACTION: Clerk to confirm dates with Ruth Holland.**

11. VILLAGE NOTICEBOARD

- The door is swollen with the damp weather and is jammed. The door panel needs sanding down, treating and securing with a padlock. **ACTION: NB to arrange.**
- Replacement of the railings by the bus shelter was discussed. **ACTION: PB to progress new railings and speak to Jon Parry.**
- The Parish Council received an email from Florence Nightingale Hospice Charity asking if they could use our noticeboard to display some of their posters advertising upcoming fundraising events. It was agreed that the charity may use the public section of the noticeboard to post small notices which are to be removed once they are out of date. **ACTION : Clerk to respond to email.**

12. BOLLARDS AROUND THE VILLAGE GREEN

Further investigation into the various options is required. **ACTION: NB to research options for bollards.**

13. PLAY AROUND THE PARISHES 2017

Councillors decided not to book a session due to the high cost of £340 for a 2 hour session.

14. PC GOVERNANCE

Code of Conduct, Standing Orders and purchasing guidelines to be discussed at the next meeting. **ACTION: Clerk to agenda for next meeting.**

15. PARISHIONERS QUESTION TIME

There were no questions.

16. ITEMS FOR INFORMATION

JH will be attending the Buckinghamshire Freight Strategy – Initial Workshop on 13th February 2017.

17. DATE AND TIME OF NEXT MEETING in Chearsley Village Hall

- Monday 20th February 2017 at 7.30pm