Granborough Parish Council

Minutes of the Meeting of Granborough Parish Council
held in the Village Hall on Tuesday 21st May 2024

Attendees: Cllr Anderson, Cllr Ellerton, Cllr Fenwick (Chair), Cllr Oakland, Cllr Smedley, Cllr Watson, Clerk Tors Firth, and 0 member of the public

21. Election of the chairman of the council:

Resolved: Nick Fenwick was appointed Chairman and signed the Declaration.

22. Election of the vice chairman of the council:

Resolved: Philip Oakland was appointed Vice Chairman and signed the Declaration.

23. Register of Interests:

All Councillors confirmed their Register of Interests except Cllr de Niese who was absent.

24. Apologies; Council accepted apologies from Cllr de Niese due to a work commitment. Buckinghamshire's Councillors Chilver and Stanier sent apologies.

25. Interests: No declarations of interest were made.

26. Minutes;

Resolved: To accept the Minutes from the 23rd April 2024 as a true record.

27. Councillor Responsibilities; to appoint/confirm members' areas of responsibility;

- **a.** Cllr Ellerton became responsible for Biodiversity,
- **b.** All councillors remain responsible for play area inspections,
- **c.** Cllr de Niese will remain responsible for play area projects and maintenance,
- **d.** Cllrs Anderson, de Niese and Watson are responsible for resilience planning,
- **e.** Cllrs Anderson and Watson remain responsible for rights of way,
- **f.** Cllrs Fenwick, Oakland, and Smedley are village hall trustees,
- **g.** Cllr Oakland remains responsible for the MVAS,
- **h.** Cllr Oakland remains the defibrillator call ahead contact,
- **i.** Cllrs Ellerton, Oakland, and Anderson remain responsible for Coronation Meadow.
- **j.** Cllrs de Niese and Watson remain responsible for Technology projects.

28. Outside Bodies; members were appointed to attend the following;

- **a.** Cllr Ellerton will attend the Winslow and Villages Community Board meetings,
- **b.** Cllr Ellerton will arrange attendance of any applicable subgroups of the Community Boards,
- **c.** Cllr Smedley will attend the Town and Parish Council Planning Forum,
- **d.** Cllr Smedley will attend the NBPPC meetings,
- **e.** Cllr Anderson will attend the Parish Liaison meetings,
- **f.** no further outside bodies were proposed at this time.

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29. ***Resolved:*** To accept the following documents without amendment other than updated review dates;

- **a.** Standing Orders,
- **b.** Financial Regulations (re-written),
- **c.** Code of Conduct,
- **d.** Risk Assessment,
- **e.** Complaints Procedure,
- **f.** Policies including Data Protection, Equality, Vexatious Complainants, Financial Reserves, Biodiversity including the new wild spaces management plan,
- **g.** Privacy Notice and Councillor Briefing.

30. Finance;

- **a.** ***Resolved:*** To accept the accounts for April 2024,
- **b.** ***Ratified:*** Payments 9 to 21 inclusive were ratified, please see Appendix A,
- **c.** ***Confirmed:*** Small grant payments were authorised as follows;
  NM&G Sportsfield £1000, Crusaders £200, Charter Fayre £200, Granborough Friendship Group £200, Scouts £200 on receipt of a report.
- **d.** The internal audit has been signed off for 23/24. The following new measures were suggested; Quarterly spot check of statements against payment lists, by Councillors, increase reserves next year to cover eventualities that insurance won't, such as streetlamp column failures, adopt the ICO publication scheme,
  Resolved; To adopt the suggestions,
- **e.** ***Resolved;*** The annual governance statement was agreed and signed,
- **f.** ***Resolved;*** The annual accounting statement was agreed and signed,
- **g.** ***Resolved;*** To renew the insurance at £878.74 through Gallagher Insurance Brokers.

31. Planning:

- **a.** ***Confirmed;*** A status update on current planning applications was obtained from the planning portal, please see Appendix B,
- **b.** Planning Actions including enforcement issues; case NC/24/00186/OPDEV was registered with enforcement officers, no updates have been received. ***Resolved:*** The clerk will make enquiries on progress.

32. Bess and Rosefield Updates; No updates available for the Rosefield proposal**.**
Statera met with Buckinghamshire Council's landscape officer yesterday, at which it was requested that the planning application is altered to reduce the number of units by a third. Granborough Parish Council should be formally reconsulted on an amended application.

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Statera are aware that the National Grid intend to expand the East Claydon substation due to insufficient capacity but do not yet know how/if this will impact their application. National Grid will be holding an information meeting about their substation plans on 30th May, ***resolved:*** Cllr Smedley will attend on behalf of Granborough Parish Council.

33. Buckinghamshire Council Updates; no councillors present, no updates provided.

34. Buckinghamshire Council: Highways, Footpaths & Footways

a. The following new issues were raised;

i. Sight lines are obscured over the bridge towards Granborough, due to the height of cow parsley. ***Resolved:*** The clerk will report this on Fixmystreet.

b. Updates on outstanding issues;

i. Robert Kemp has cut up the fallen elm: complete,
ii. Bollards on Marston Road have been replaced: complete,
iii. Footpath accessibility, the clerk forwarded information to Councillors: complete,
iv. Salt Bin for Bates Close, the bin has been ordered and reports say it has been installed. Fixmystreet require payment by Credit Card, the Clerk has requested to pay by BACS and is awaiting a response.

35. Play Area;

a. No new issues were raised and inspection reports indicate that no further action is required currently,

b. Updates on outstanding issues;

i. Fence post replacement project; Robert Kemp has advised that all fence posts are sound: complete.
ii. Robert Kemp has fitted the hydraulic return spring to the lower gate: complete.

c. RoSPA report, there are no high risk issue reported. ***Resolved:*** To ask Cllr de Niese to produce a summary of the report and a recommendations list, to be considered at a future meeting.

36. Biodiversity/Coronation Meadow;

a. The following updates were received for ongoing matters;

i. Winter clearance: complete.
ii. Lower pond liner, ongoing due to water levels being high.
iii. Upper pond leakage, a watching brief will be kept.

b. The following new matters were reported;

i. To provide better viewing access to the ponds, from the benches.

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37. Street Lighting and Parish Council Assets

a. The following new issues were raised;

i. ***Ratified;*** The defibrillator rehousing quote**.** Cllr Oakland reported that work will take place in the next couple of weeks.

ii. Pavement repair, the kerbing on the road is undamaged, the hole already has rubble filling it and is fenced off by BT's barriers. A budget was pre-agreed to repair the hole.

b. Updates on outstanding issues;

i. Phone Kiosk; removal is complete and will be covered by insurance, minus the excess. Insurance has also agreed to cover rehousing of the defibrillator in the bus shelter. As above, plans need to be made to fill the pavement hole.

ii. The rotted support on the white gate on Marston Road has been repaired and all gates have been painted by Roy Randles: complete.

iii. Streetlights, the light between Sovereign Close and Winslow Road which was permanently on, has been repaired.

38. Devolved Services; no actions currently.

39. Resilience Planning; No further updates are available currently.

40. Website/Technology;

a. No new issues were raised,

b. Updates on outstanding issues;

i. Agenda packs, Cllr de Niese has updated the website meeting page: complete,

ii. Google analytics, Cllr de Niese has installed this software: complete,

iii. Microsoft office upgrade, Cllr de Niese has upgraded Cllr Fenwicks office license; awaiting invoice.

41. Outside Bodies;

a. Meetings attended;

Cllr Anderson and Cllr Smedley attended the Parish Liaison meeting.

Cllr Smedley attended the street licensing workshop.

b. Upcoming meetings and matters for discussion;

Environment group (Winslow & Villages Community Boards), will be visiting the area, Cllr Smedley will attend the National Grid meeting on 30th May.

42. Plans, Structures and Consultations;

Resolved: To accept Cllr Smedley's proposed response to the Street Licensing Consultation. Cllr Smedley will upload the response online.

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43. Items for the Next Agenda; RoSPA report

44. To confirm the date of the next meeting; 18th June 2024

The meeting closed at 20:50

Signed:_____ Date:_____

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Appendix A – Payments Ratified

Note: Invoices over £200 are checked and signed by two councillors.

Ref	Amount	Expenditure	VAT
9	£177.73	SSE Energy payment for February	£8.47
10	£***.**	Clerk Salary April	£0.00
11	£9.33	Employers NI Contribution March - April	£0.00
12	£34.55	Clerks Expenses April #173	£0.00
13	£1,061.20	RTM Invoice #4629	£176.87
14	£324.00	Bucks Recycling (kiosk removal)	£54.00
15	£14.99	Reimburse D Smedley, Stationery	£0.00
16	£55.00	B Fludgate Internal Audit	£0.00
17	£11.45	Employers NI Contribution April-May	£0.00
18	£122.40	RoSPA Play Safety #78913	£20.40
19	£320.00	P.R.A. Randles White Gates Repair	£0.00
20	£5.00	Reimburse (V Firth) Smarty Monthly Plan	£0.00
21	£234.00	A.C.Kemp #1119 Gate Closure/Tree Work	£39.00

Appendix B – Planning Update

Application	Where	Decision
24/OO913/ALB	17 Winslow Road	Awaiting Decision
24/00353/APP	Ley Farm, Winslow Road	Approved
23/03875/APP	Rookery Farm, Hogshaw Road	Awaiting Decision
23/00214/APP	20D Green End	Awaiting Decision
22/01260/APP	The Crown Public House	Awaiting Decision

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