

# Granborough Parish Council

Minutes of the Meeting of Granborough Parish Council  
held in the Village Hall on Tuesday 23<sup>rd</sup> May 2023

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**Attendees:** Cllr Anderson, Cllr de Niese, Cllr Ellerton, Cllr Fenwick (Chair), Cllr Oakland  
Cllr Smedley, Cllr Watson, Clerk Tors Firth, Buckinghamshire's Cllr Stanier and  
0 member of the public

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**19. Election of the Chairman of the Council:**

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

**20. Election of the Vice Chairman of the Council:**

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

**21. Register of Interests:**

***Resolved:*** All members confirmed their Register of Members Interests are up to date.

**22. Apologies;** None

**23. Declaration of interest in items on the agenda;** None

**24. Minutes;**

***Resolved:*** To accept the Minutes from 18th April 2023 as a true record.

**25. Councillor Responsibilities;**

- a. ***Resolved:*** No new working parties are required at present.
- b. ***Resolved:*** All councillors remain responsible for play area inspections. Cllr de Niese will remain responsible for projects and maintenance.
- c. ***Resolved:*** Cllr Anderson & Cllr Watson will remain responsible for rights of way.
- d. ***Resolved:*** Cllrs Oakland and Fenwick will be Village Hall trustees.
- e. ***Resolved:*** Cllr Oakland will remain responsible for the MVAS unit.
- f. ***Resolved:*** Cllr Oakland will remain the defibrillator call ahead contact.
- g. ***Resolved:*** Cllr Ellerton will lead the Coronation Meadow project with Cllr Anderson and Cllr Oakland as working party members.
- h. ***Resolved:*** Cllr de Niese and Cllr Watson will remain technology working party members.

**26. Outside Bodies:**

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

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27. **Resolved:** To accept the following documents without amendment other than updated review dates;
- a. Standing Orders
  - b. Financial Regulations
  - c. Code of Conduct
  - d. Policies including Data Protection, Privacy, Equality, Vexatious Complainants and Financial Reserves
  - e. Complaints Procedure
  - f. Risk Assessment; **Resolved:** To add a risk of medium likelihood and high impact, to 'failure to consult'. To add a Technology section to include Freedom of Information and Data Protection. To start backing up PAYE files; Cllr de Niese will provide instructions for the Clerk.
28. **Finance;**
- a. **Resolved:** To accept the accounts for April 2023.
  - b. **Ratified:** Payments 02 to 015 inclusive were ratified, please see Appendix A.
  - c. **Confirmed:** Small grant payments were raised for authorisation as follows; Granborough Friendship Group £250, Charter Fayre £200, Granborough Scouts £500, Granborough Crusaders £200. As yet, only £60 of the agreed £395 has been paid for the Coronation event, with the remaining invoices are now submitted.
  - d. **Resolved:** To invite Brian Fludgate to give an audit overview at a Parish Council meeting. To begin the practice of signing invoice over £200. To update the Risk Assessment in line with recommendations. To consider increasing reserves in next year's budget.
  - 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 £860.94 through Gallagher Insurance Brokers.
29. **Planning;**
- a. **Confirmed;** A status update on current planning applications was obtained from the planning portal, please see Appendix B.
  - b. **Confirmed;** There were no further actions raised.
30. **Buckinghamshire Council Updates;** No further updates were given.
31. **Buckinghamshire Council: Highways, Footpaths & Footways**
- a. The following new issues have been raised;

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- i. Glass has been found on the roads following the recycling collection. It is suspected that a broken seal on the recycling lorry is responsible. Bucks Council sent out a road sweeper to clear away the glass.
- ii. The sight line on the bridge between Granborough and Winslow is obscured by overgrowth. **Resolved:** The Clerk will report this on Fixmystreet.

**b.** Updates on outstanding issues;

- i. A village walkaround has been agreed for Thursday 22<sup>nd</sup> June at 11am.
- ii. Empty salt bins will be raised on the village walkaround.

**32. Play Area;**

- a.** Inspection Reports indicate that no new action is required at this time.
- b.** Updates on existing issues; **Resolved:** To ask Robert Kemp to replace both the big and small gates at the top of the play area, and to replace both posts (but not the gate) at the bottom of the play area.

**33. Coronation Meadow Project;**

**a.** Outstanding actions;

- i. Bramble weed killer application – complete, not yet charged.
- ii. Coir rolls for the pond – To be delivered end of May beginning of June.

**Resolved:** To agree a budget of £100 for wire and pegs.

- iii. Rules for the noticeboard - Cllr Ellerton will create a notice for the board and a notice to be sited near the pond.
- iv. Landscaping quotes; **Resolved:** Bruce Clark and Robert Kemp will be asked for quotes; a budget of £400 total was agreed.

**b.** New actions required; no decisions required.

**c. Confirmed:** Cllr Ellerton completed the community board evaluation form.

**34. Street Lighting and Parish Council Assets**

**a.** The following new issues were reported;

- i. A resident has reported that the MVAS sign is not working.  
**Resolved:** Cllr Oakland will charge the batteries again.
- ii. **Resolved:** The Clerk will chase the annual inspection and replacement of the batteries will be considered.
- iii. A resident has complained about the quantity of cars speeding through the village. **Resolved:** A village walkaround with Highways has been arranged, advice will be sought.

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**b. Outstanding issues;**

- i. A quote to replace all lights in the village with LED has been received at £21,000 with a 5-6 year estimated pay-back period if electricity prices don't drop. **Resolved;** Not to proceed.

**35. Devolved Services;** It has been noted that the herbicide application has not taken place according to schedule, and that some strimming is not being carried out to usual standards. **Resolved:** The Clerk will chase RTM for the herbicide, Councillors will keep an eye on the quality of service.

**36. Website/Technology;**

- a. New issues; an upgrade to office altered the account sign-in on the council laptop, causing several days of problems. This is now resolved.
- b. Shared platform recommendation; Cllr de Niese has suggested all Parish Councillors have Office 365 for a closed platform, to meet GDPR requirements.  
**Resolved:** Cllr de Niese will set-up office 365 within the allocated budget of £1000.

**37. Outside Bodies;**

Cllr Smedley attended the Town and Parish Planning forum, the following was noted; A new breach of planning form has been implemented without notification, the HEELA deadline may slip from late summer. Possible site allocations will only be recorded if they can accommodate upwards of 100 residences.

Cllr Smedley attended the NBPPC meeting, the following points were mentioned; Bucks Council's refusal to liaise with the Consortium is unresolved. There is a new consultation on relationships with Parishes which needs a response. The interactive map showing sites for possible development is now public. Some local authorities allow parish and town councils to speak at cabinet, Bucks Council does not, we are requested to raise this with our Buckinghamshire Council representative.

Cllr Ellerton attended the Winslow and Villages community boards meeting, there was nothing of significance to Granborough to note.

**38. Plans, Structures and Consultations;**

- a. **Confirmed:** The DLUHC consultation, completed by Cllr Fenwick has been returned, copied to NALC as requested.
- b. The Statera visit was discussed. **Resolved:** To enquire how the flyer will be distributed and when, and to ask if the wording "near" Granborough, could be changed to "in" Granborough.

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- 39. Items for the Next Agenda;** Resilience and internal audit.
- 40. To confirm the date of the next meeting;** 20th June 2023  
The meeting closed at 21.20

Signed:\_\_\_\_\_ Date:\_\_\_\_\_

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## Appendix A – Payments Ratified

Ref	Amount	Expenditure	VAT
02	+£11,815.00	Bucks Council Precept Payment 1	£0.00
03	£212.42	SSE Street Light Electricity 4/4	£10.10
04	£20.00	NBPPC Subs 23/24	£0.00
05	£101.37	BMKALC Subs 23/24	£0.00
06	£135.36	Microsoft Reimburse to V Firth	£22.56
07	£5.00	SMARTY subs, reimburse V Firth	£0.00
08	£146.00	SLCC Membership	£0.00
09	£***.**	Clerks Pay April	£0.00
10	£982.08	RTM Village Cut	£163.68
11	£50.00	Brian Fludgate, Internal Audit	£0.00
12	£34.55	Clerks Expenses April	£0.00
13	£60.00	I R Nicholson, Reimburse Coronation	£0.00
14	£182.86	SSE Street Lights	£8.69
15	£5.00	V Firth, reimburse smarty	£0.00

## Appendix B – Planning Update

Application	Where	Decision
<b>23/00813/VRC</b>	Ley Farm, Winslow Road	Approved
<b>23/00696/APP</b>	46 Winslow Road	Approved
<b>23/00214/APP</b>	20D Green End	Awaiting Decision
<b>22/03030/APP</b>	The Old Byre, Green End	Awaiting Decision
<b>22/01260/APP</b>	The Crown Public House	Awaiting Decision
<b>21/04067/APP</b>	The Grain Store Winslow Road	Withdrawn