

Minutes of the meeting of Hulcott Parish Council held on Tuesday 14 September 2021

at 6:00 p.m. in Hulcott Church

Present:

Councillors Peter Fenton-O'Creevy (Vice-Chairman), Heather Green, Ian Pleeth, Deborah Roberts; Deborah O'Brien (Parish Clerk) and one resident

Councillor Fenton-O'Creevy chaired the meeting in Cllr Harper's absence.

Prior to the meeting a minute's silence and reflection was held in recognition of the passing of former Councillor Ian Craigs. Ian was not only a loss to the Parish Council but also to the wider village of Hulcott. He made a difference in the community with both his actions and friendship. He will be sadly missed.

13. Apologies:

Cllr Harper submitted his apologies which were accepted.

14. Declarations of Interest & Dispensation requests:

There were no new declarations of interest

15. Co-option of Councillors

Members noted that following the May 2021 elections there are two vacancies which have been advertised on the noticeboard and website. Cllr Fenton-O'Creevy advised that two residents have expressed an interest and the Clerk will send them and the resident in attendance details of what is involved and the co-option process. Co-option will take place at the next Parish Council meeting in January.

16. Approval of the Minutes:

RESOLVED to agree that the minutes of the meeting HPC/01/2122 held on Tuesday 5th May 2021 were a true record and they were signed and dated by Cllr Fenton-O'Creevy acting as Chairman.

17. Code of Conduct 2021

RESOLVED to adopt the Buckinghamshire Code of Conduct 2021. Copy to be placed on website.

18. Review of updated Standing Orders and Financial Regulations

Members reviewed and **RESOLVED to** adopt the updated Standing Orders and Financial Regulations. Copies of both to be placed on the website.

19. Renewal of Scheme of Delegation

Given that the Parish Council usually only meets four times a year, members considered the scheme of delegation under S101 of the 1972 Local Government Act, (previously adopted during Covid-19 restrictions) which allows for effective decision making by the Proper Officer between meetings. This is limited and requires consultation with Councillors. **RESOLVED to** adopt and renew the Scheme of Delegation. Copy to be placed on website.

20. General Power of Competence

Following the May 2021 elections, where 5 Councillors were returned uncontested, and given that the Clerk is qualified in the Certificate in Local Council Administration (CiLCA), members are reviewed the General Power of Competence report as submitted and made the following resolution: *"Hulcott Council **RESOLVES** from 14th September 2021 until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence".* Copy to be placed on website.

21. Planning

21.1 New applications

RESOLVED to ratify the following planning applications which were considered under Delegated Powers (Councillors were consulted and the Clerk responded to the Planning Department):

- 21/01929/APP | Two storey and single storey rear extensions. Conversion of garage to habitable rooms | Oakwood House, The Green - No objections as submitted, APPROVED by AVA
- 21/02628/APP | Erection of porch and front extension | Instant Landscapes Red Oak Farm – No objections as submitted
- 21/02173/COUAR | Determination as to whether prior approval is required in respect of transport & highway impact, noise, contamination risk, flooding and locational considerations for the conversion of agricultural barn into 1 dwelling house (Class Q(a)) and in relation to design and external appearance of the building (Class Q(b)). | Cane End Farm – No objections as submitted, however, REFUSED by AVA
- 21/03189/COUAR | Determination as to whether prior approval is required in respect of transport & highway impact, noise, contamination risk, flooding and locational considerations for the conversion of agricultural barn into dwelling house (Class Q(a)) and in relation to design and external appearance of the building (Class Q(b)). | Cane End Farm – No objections as submitted

21.2 Decisions made by AVA Planning Department:

Members noted:

- 21/00839/APP | Change of use of land to create additional garden to include small decking area and steps (retrospective) | The Stables Cane End Farm – APPROVED by AVA
- 21/00056/APP | Detached Garage | Manor Farm Bungalow, The Green – APPROVED by AVA

22. Finance

22.1 Bank Balances:

RESOLVED to note:

- Lloyds Bank £7,284.55 as of 31/08/21 (cheque 429 outstanding)
- Green Fund Savings Account – this has now been closed and the balance transferred to the Treasurer's account.

22.2 Payments:

Members **RESOLVED to** agree the following payments made between meetings:

- P. Fenton-O'Creevy - £111.98 (£93.32 + £18.66 VAT) bench slats – cheque 429
- D. O'Brien - £55.18 (£45.99 + £9.19 VAT) Cloudnext website hosting – cheque 430
- Lynch Garden Services - £100.00 – VG Grass cutting 28/5-10/6 – cheque 431

Members **RESOLVED to** agree the following payments and cheques to be issued:

- D. O'Brien - £550.68 – Salary 29/5/21 – 30/9/21 (18 wks) + postage + envelopes - cheque 432
- BMKALC - £38.00 – Chairing skills training – cheque 433
- Lynch Garden Services - £250.00 – VG grass cutting 21/6-18/8 – cheque 434
- Buckinghamshire Council - £55.34 – election costs – cheque 435
- ICO - £35.00 – Data Protection Renewal fee – Direct debit

22.3 Income received:

RESOLVED to note:

- Buckinghamshire Unitary - £2,050.00 2nd half precept (deposit on 10 Sept)
- Interest £0.29 (Green fund – transferred to Treasurer's 10/6/21)

22.4 External Audit - Certificate of Exemption 2020/21:

Members noted that the Certificate was sent to the External Auditors on 20 May 2021 and a formal acknowledgement was received on 20 June 2021.

22.5 Bank Mandate:

Members noted that paperwork has been compiled to add Cllrs Harper & Fenton-O'Creevy to the mandate. This is still in process.

22.6 Budget & Precept setting for 2022-23

Members were asked to consider any expenditure that may be required with a view to budgeting for 2022-23. Suggestions to be submitted to the Clerk before December.

22.7 Payment for use of Church for Parish Council meetings

Members **RESOLVED to** agree payment of £150 to the Friends of the Church fund for meeting usage. Clerk to request invoice.

23.0 Parish Council business

23.1 Village Inspection

Members noted that Cllrs Fenton-O'Creevy & Pleeth conducted this on 4th April and compiled a report which has been circulated. **RESOLVED to agree** actions taken under delegated powers:

- Topsoil filling and seeding (£140.40 incl VAT – May expenses)
- Bench slats replaced (£111.98 incl VAT - June)

23.2 Tree inspections

RESOLVED that an arboriculturalist should be engaged to conduct a formal inspection of the village trees in the Spring. (Last inspection November 2019). Cllr Pleeth to obtain quotes.

23.3 Village walk-around with Local Area Technician (LAT) Lewis Minney

Members noted that this took place on 28 July and are referred to Cllr Harper's report via e-mail on 2 August. The Clerk has followed up with the LAT and his responses were sent via e-mail to Councillors. TFB have made several proposals, the main one being the installation of soakaway drainage on the village green to mitigate issues of flooding. However, this cannot take place until the next financial year. The Design Engineer for TFB has offered to meet with residents to offer interim assistance and the LAT is making arrangements. Councillors discussed and considered this matter at length and expressed concerns regarding the viability of the proposals, the effect of the soakaways on the surface of the green and the impact upon the trees. Cllr Pleeth to request an opinion from the arboriculturalist. Further information to be obtained from TFB once the design scheme has been proposed.

23.4 Website hosting and PC dedicated e-mails

Members **RESOLVED to** ratify the decision taken under delegated powers to transfer the website hosting to Cloudnext and issue dedicated @hulcottparishcouncil.org e-mail accounts to the Clerk and all councillors. This not only ensures that GDPR requirements are met but was also a cheaper option than self-hosting for the first year. (£45.99 versus £51)

23.5 Queen's Platinum Jubilee 2-5 June 2022

Members are asked to consider if they wish to support any events to commemorate the Queen's Jubilee 2022. Councillors will survey residents. This was tabled until the January meeting.

23.6 Ramblers and stile gates

Members noted that the Ramblers submitted an invoice for the stile gates which has been kindly paid for by The Mike & Claire Griffin Trust. Cllr Fenton-O'Creevy to investigate if any further gates need replacing and to approach the Griffin Trust to enquire about further funding.

23.7 20's plenty campaign

Members noted that a resident has suggested that the Parish Council may wish to investigate the viability of such a campaign for Hulcott. Clerk to investigate costs and procedures and if a TVP study is required.

23.8 Gib Lane Fund

Members noted that applications for the fund close on 29th September. A meeting will be held on 1st November to review applications and Cllrs Harper & Fenton-O'Creevy have kindly volunteered to attend. Any community group may make an application for funding.

23.9 Members noted ongoing consultations & reports should they wish to participate:

- The All Councils Charter – decision tabled to January meeting to allow for review
- Oxford-Cambridge Arc Consultation – ends 12 Oct ([Creating a vision for the Oxford-Cambridge Arc - GOV.UK \(www.gov.uk\)](#)) – declined to comment
- Buckinghamshire Council size consultation [Local Government Boundary Commission for England Consultation Portal \(lgbce.org.uk\)](#) – declined to comment

HPC/02/2122

- Vale of Aylesbury Local Plan (VALP) – final stages [Vale of Aylesbury Local Plan \(VALP\) 2013-2033 | Buckinghamshire Council | Aylesbury Vale Area \(aylesburyvaledc.gov.uk\)](#)
- Funding applications submitted to Wendover Community Board – no objections

24.0 Date of next meetings – Hulcott Parish Council:

Members noted:

- Tuesday 11 January 2022 Parish Church 6 p.m. – the budget and precept request will be presented and determined.

Signed:

Chairman

Date: