



BLEDLOW-CUM-SAUNDERTON PARISH COUNCIL

Minutes of the Annual Meeting of the Council held at Bledlow Village Hall on Monday 13th May 2024

Present: Councillors: S Breese (Chairman), N Cox, S Bird, P Davidson, S Reading, M Bridgman and C Shearer from agenda item 17.

12. **Election of the Chair to the Council and to receive the Chair's Declaration of Acceptance of Office:** Cllr Bird proposed Cllr Breese and Cllr Davidson seconded and all Councillors were in favour and it was **resolved** that Cllr Breese will be Chairman and Cllr Breese signed his declaration of acceptance of office.
13. **Election of the Vice-Chair to the Council and to receive the Vice-Chair's Declaration of Acceptance of Office:** Cllr Davidson proposed Cllr Reading and Cllr Cox seconded and all Councillors were in favour and it was **resolved** that Cllr Reading will be the Vice Chairman and he signed his declaration of acceptance of office.
14. **To receive apologies for absence:** Cllr D Dobson, Cllr J Butler
Buckinghamshire Councillors: R Carington, S Adoh and C Etholen
15. **To receive any Declarations of Interests and Dispensations:** None declared.
16. **To consider co-option of Saunderton Ward Councillor:** Cllr Breese proposed, Christina Shearer and Cllr Reading seconded and all Councillors were in favour and it was **resolved** that Cllr Shearer be appointed as a Councillor for Saunderton.
17. **To approve minutes of the Parish Council meetings held on Monday 11th March 2024 and Monday 8th April 2024:** Following a proposal by Cllr Davidson seconded by Cllr Bird a vote was taken and all Councillors were in favour and it was **resolved** that the minutes were signed.
18. **To review Committees and Working Group Terms of Reference (where appropriate) and appoint members to serve on the under mentioned Committees / Working Groups:**
 - a. Parish Maintenance Working Group: It was **resolved** that Cllr Reading and Cllr Cox will continue. Cllr Bridgman will discuss with Cllr Dobson whether he wants to continue and if not will step in.
 - b. Definitive Map and Statement Project Working Group: It was **resolved** that Cllr Bird and Cllr Butler will continue.
 - c. Neighbourhood Plan Working Group: It was **resolved** that Cllr Breese, Cllr Reading and Cllr Butler will continue.
19. **To appoint representatives on the under mentioned bodies / groups:**
 - a. North West Chiltern Community Board: It was **resolved** that Cllr Breese will continue.
 - b. Bledlow Ridge Village Hall Committee: It was **resolved** that Cllr Butler will continue.
 - c. Bledlow Village Hall Committee: It was **resolved** that Cllr Bird will continue.
 - d. Bledlow Combined Charities: It was **resolved** that Cllr Reading will continue.
20. **Appointment of Trustee to Bledlow Combined Charities:** Cllr Reading proposed Joy Mackman and Councillor Cox seconded and it **resolved** that Joy Mackman would be appointed as a Trustee on a 4-year term.
21. **To review the Parish Council Asset Register:** Councillors discussed the asset register and it was **resolved** to accept it, the Asset Register will be added to the website.
22. **Review and Adoption of the following Policies:**
 - a. Standing Orders – There have been no updates to the previous version.
 - b. Financial Regulations – This will be deferred until the June 2024 meeting due to the new Financial Regulations being released. The Clerk is currently adapting these to fit Bledlow cum Saunderton Parish Council.
Action: Clerk
 - c. Risk Assessment – There have been no updates to the previous version
 - d. Cllr Davidson proposed the adoption and Cllr Cox seconded and it was **resolved** to accept the Standing Orders and Risk Assessment.
23. **To receive an update from Buckinghamshire Councillors, responses to outstanding actions and to receive questions from Parish Councillors:**
As no Buckinghamshire Councillors were in attendance the following report was submitted:

- a. **Bledlow Ridge Household Recycling Centre, Wigans Lane, Bledlow Ridge:** The last stats received from Buckinghamshire Council included visitor numbers and were received in February 2024. If a specific stat is needed that will meet residents' needs and reassurance, Cllr Adoh would be happy to write to the Buckinghamshire Council Officer and the Waste team.
Cllr Breese stated that the Parish Council's requirement remained unchanged and would like to receive each quarter, monthly stats on the number of visitors and tonnage. The Clerk will request these and it was agreed by all Councillors present that if not received then they will be requested under a freedom of information request. **Action: Clerk**
Cllr Cox reported that surveys were taking place at the site today but did not have details on the questions being asked.
Cllr Breese raised a concern that the fence remains broken next to the new gate which has been installed. Clerk to make enquiries as to when this will be fixed. **Action: Clerk**
- b. **Princes Risborough Relief Road Culverton Link and Proposed Village Green:** No update.
- c. **The Paddocks Enforcement Update on Caravan / Mobile Home:** No update. Discussions were had on how the Parish Council deal with enforcement issues. It was agreed in the first instance these should be reported to the Clerk who will liaise with enforcement, if the Clerk has any issues this will be escalated to Buckinghamshire Council Ward Councillors. Clerk will diarise to pick this up in December and take a similar approach with other matters with longer term deadlines. **Action: Clerk**
- d. **The White House:** An update has been requested of the Enforcement Officer however, no response has been received yet. Will be discussed later under planning applications.
- e. **The Residence Enforcement Update:** As above an update has been requested. Cllr Shearer provided an update that extra equipment had arrived on site which has now disappeared and also, of the four trailers it looks like one has been removed. Clerk to follow up with Enforcement and report back if this requires escalating. **Action: Clerk**
- f. The Clerk had received an email from a resident with a request for blind junction sign on the junction of Wigans Lane / Upper Icknield Way. Clerk to request that the Local Area Technician attend site to give his opinion. **Action: Clerk**
- g. Cllr Davidson requested an update on pot holes on Haw Lane. Clerk to raise with the Local Area Technician. **Action: Clerk**
- h. Cllr Reading raised a question on 20mph limits and whether this is something Buckinghamshire Council will now consider. Clerk to make enquiries. **Action: Clerk**
- i. Cllr Davidson requested a follow up on the action for Cllr Etholen at the last meeting regarding HGV's coming / going from the HRC speeding. Clerk to follow up. **Action: Clerk**

24. To ratify Councillors responses to Planning Consultations:

24/05797/CTREE: 7 Manor Close Church End Bledlow: Comment submitted under delegated authority due to comment deadline: Bledlow cum Saunderton Parish Council has no objections to this application.

24/05743/FUL: Drum Grange Perry Lane Bledlow: Bledlow cum Saunderton Parish Council would request that this application is viewed in conjunction with the previous application as they are both altering the appearance of the same building.

24/05832/ADRC: Crofters Chinnor Road Bledlow Ridge: No comment required, for information only.

24/05632/FUL: The White House Lee Road: Councillors raised a number of concerns: the housing mix should be adjusted to include smaller 2 or 3 bedroomed houses in line with the neighbourhood plan, that a gated community was inappropriate for the rural setting, that access for multiple dwellings would be challenging and that any planning permission granted should restrict the development of the blue land, and that the layout of the development was urban in character and does not relate to nearby properties. Cllr Cox raised concern with water main running through the site.

Notwithstanding the above issues Councillors agreed that it was desirable that the site be developed in order to avoid further deterioration.

24/05875/FUL: 52 Saunderton Vale: Saunderton Councillors to consider and Clerk to submit comment under delegated authority. **Action: Saunderton Cllrs**

Cllr Reading would like timescales on determination of the planning application for Longwood Cottage (23/06217/FUL) - Change of use of redundant agricultural building to yoga studio (retrospective) and the yoga barn is run. Clerk to enquire with Planning Officer. **Action: Clerk**

Cllr Davidson proposed and Cllr Reading seconded a vote was taken and it was **resolved** that all comments be approved.

Planning Applications which have been decided:

24/05407/ADRC: Fowlers Dene Chinnor Road: Refuse detail Reserved by Condition

24/05326/ADRC: Windrush Chinnor Road: Permit - detail Reserved by Condition

24/05425/ADRC: 9 Haw Lane Bledlow Ridge: Permit - detail Reserved by Condition

24/05427/ADRC: 9 Haw Lane Bledlow Ridge: Permit - detail Reserved by Condition

24/05404/LBC: Morlands Farm Chinnor Road: Application Permitted

24/05634/MINAMD: Crofters Chinnor Road Bledlow Ridge: Application Permitted

24/05700/CLP: Yewden Cottage Chinnor Road Bledlow Ridge: Grant Certificate - Proposed Development
APP/K0425/W/23/3323862- 22/07740/FUL: Land Adjacent Pitch Green Cottage Chapel Lane: Appeal Allowed /
Costs Refused

24/05595/FUL: Cutlers Close Perry Lane: Application Permitted

24/05524/FUL: Swallows Manor Farm Lee Road Saunderton: Application Refused

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

Unity Payments:

Payee	Description	Net	VAT	Total
Tracey Martin	Difference between s/o	£128.44		£128.44
BCSPC	Lloyds reinstate balance	£442.52		£442.52
HMRC	PAYE	£2.68		£2.68
BMKALC	Annual Subs	£437.22		£437.22
Bledlow PCC	Messenger Advertising - 5% increase	£525.00		£525.00
Shield Maintenance	Bin Emptying	£15.16	£3.03	£18.19
G Spratt	Meadow Styles x 3 & Filling / seeding hole at The Crest	£230.00		£230.00
Jane Olds	Internal Audit 23-24	£200.00		£200.00
Shield Maintenance	Bin Emptying - Note payment not made last month	£15.16	£3.03	£18.19
Total:		£1,996.18	£6.06	£2,002.24

Following a proposal by Cllr Bird seconded by Cllr Bridgman a vote was taken and all Councillors were in favour therefore it was **resolved** that all payments be approved.

Standing Orders and Direct Debits

GiffGaff	Mobile Top Up	£5.00	£1.00	£6.00
IONOS	Website Hosting includes renewal of domain	£43.00	£8.60	£51.60
McAfee	Virus Protection	£74.99		£74.99
IONOS	Website Fees	£18.00	£3.60	£21.60
ICO	Data Protection Renewal	£40.00		£40.00
GiffGaff	Mobile Top Up	£5.00	£1.00	£6.00
Tracey Martin	Salary	£648.96		£648.96
Tracey Martin	Home Working Allowance	£26.00		£26.00
Land Registry	Search	£3.00		£3.00

Receipts

Bucks Council	CIL Receipt - OS Parcel 8300	£15,719.81		£15,719.81
HMRC	VAT Refund	£914.83		£914.83
Bucks Council	Precept - 1st Half	£10,165.99		£10,165.99

26. To review reoccurring payments and appointment of contractors for the financial year 2024-2025:

BALC	Annual Membership	£475.00		
Scribe	Annual Subscription	£380.00		
PKF Littlejohn	Annual Audit	£567.00		
IONOS	Monthly charge	£18 / £45 when domains renew		
GiffGaff	Monthly mobile top up	£6.00		
Shield Maintenance	Monthly payment for bin emptying	£16 per month plus VAT depending on		
G Spratt	Grass and Hedge Cutting	Meadow Styles £50-£80 per cut		
		Bledlow Churchyard £300 x 2 and £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	£300-400 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	£150 per year		
Royal Mail	PO Box Subscription	£350 per year		
Bledlow Village Hall	Meeting Room Hire	£350 per year		
BR Village Hall	Meeting Room Hire	£350 per year		

Councillors considered and discussed and following a vote it was **resolved** to accept the above list.

27. **To note Quarter 4 / End of Year Accounts:** Quarter 4 accounts were noted and the Clerk confirmed that Cllr Butler had approved the quarter 4 accounts.
28. **To review Internal Audit Report and actions required as listed below:**
- a. **Reserves where appropriate (D): A policy with itemised amounts should be devised for clarification.** The Clerk confirmed that she has drafted this and it is currently with the Internal Auditor for comment. **Action: Clerk**
 - b. **Asset Controls (H): Add title deed registration numbers to the asset register (Church Wall) if there is one.** It was agreed that this is not required as the Parish Council's only responsibility is to maintain the churchyard which includes the wall, but ownership remained with the Church.
 - c. **Investment Register (H): As the council has over £100k JPAG recommends an investment strategy:** The Clerk confirmed that she has drafted this and it is currently with the Internal Auditor for comment. **Action: Clerk**
Further recommendations:
 - d. **Training to be taken up by Councillors and Clerk:** The Clerk stated that all training opportunities are shared with Councillors.
 - e. **Minutes – the word 'resolved' to be used for decisions. Also, the names of Contractors who have been engaged and the total cost of works.** The Clerk will start to use the word resolved and ensure contractor name and cost are included in minutes.
 - f. **To consider transferring to a .gov.uk domain:** The Clerk will investigate the cost and any other implications of this. **Action: Clerk**
 - g. **The Dell - Consider taking advice from the Open Space Society.** It was agreed by all that this was not necessary.
29. **AGAR (Annual Governance and Accountability Return:**
- a. To consider, complete and approve section 1: **Resolved** to complete and approve section 1.
 - b. To consider and approve section 2: **Resolved** to approve section 2 and the Chairman signed
 - c. To approve Elector Rights of Inspection dates commencing Monday 3rd June 2024 and ending Friday 12th July 2024: **Resolved** to accept date.
30. **Correspondence, reports and issues from Councillors and Clerk:**
- a. Cllr Reading reported that he had written to the Chief Inspector / Neighbourhood Policing to request adding Chinnor Road in Bledlow Ridge to the locations where Speed Camera Vans are cited. A positive response was received and the request will be discussed with the Safer Roads Team. Alongside this Cllr Reading also wrote to Buckinghamshire Council Commissioning Team to implement two of the proposals contained in the Highways Officers report as stated previously. Costs will be considered at the June meeting. Clerk to add to next meeting's agenda. **Action: Clerk**
 - b. Cllr Davidson stated that he potentially has some volunteers for Speedwatch and will send their details through to the Clerk. **Action: Cllr Davidson**
 - c. Cllr Davidson reported that he has contacted the representative of the Haw Lane Data Centre regarding large vehicles travelling down Haw Lane and has received a response that the Project Management team are addressing this and rolling out 'toolbox talks'. The representative confirmed that there are new owners of the site and will pass the details on and set up a meeting.
 - d. An issue had been raised regarding some works which were being carried out on a piece of land on the Bledlow Road where fencing has been erected and trees / shrubs removed. Cllr Bird reported that she had enquired of the landowner who explained they are just tidying up.
 - e. Cllr Bird reported an issue with a manure heap covering footpath 39/2. The Clerk confirmed that this has been reported.
 - f. Cllr Bridgeman has circulated information about the Local Area Nature Recovery Strategy. Buckinghamshire Council will be launching the strategy in 2025 and the Parish Council will be stakeholders in the process. Cllr Bridgeman will keep Councillors updated.
 - g. Cllr Cox stated that we should advertise that the Parish Council has litter pickers available. Clerk to advertise in Contact and Messenger. **Action: Clerk**
 - h. Cllr Cox stated that Beat the Bounds had been due to be held in June. A suggestion was made that we enquire about hiring the new Risborough Bus, Clerk to make enquiries. **Action: Clerk**
 - i. Discussions were had on Lydebrook. Cllr Breese has requested the Clerk find out the process from the Buckinghamshire Officer on what can be expected and timescales. Residents are now sending through additional statements. **Action: Clerk**

31. To confirm the dates and times of Parish Council Meeting for the ensuing year:

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

Monday 10th June 2024	Bledlow Ridge Village Hall
Monday 8th July 2024	Bledlow Village Hall
Monday 12th August 2024	Bledlow Ridge Village Hall
Monday 9th September 2024	Bledlow Village Hall
Monday 14th October 2024	Bledlow Ridge Village Hall
Monday 11th November 2024	Bledlow Village Hall
Monday 9th December 2024	Bledlow Ridge Village Hall
Monday 13th January 2025	Bledlow Village Hall
Monday 10th February 2025	Bledlow Ridge Village Hall
Monday 10th March 2025	Bledlow Village Hall
Monday 14th April 2025*	Bledlow Ridge Village Hall
Monday 12th May 2025**	Bledlow Village Hall

*The Annual Meeting of the Parish will be held prior to the ordinary Parish Council meeting on 14th April 2025 starting at 7pm.

**Annual Meeting of the Council

There being no further business the meeting closed 8.45pm

Signed.....

Date.....