

MINUTES of a MEETING of LITTLE HORWOOD PARISH COUNCIL (LHPC) held on Monday 16th May 2016 at 8pm in the Memorial Hall, Mursley Road, Little Horwood

Present: Cllrs Cowdrey (Chairman MC), Bull (MB), Davey (JD), Garritt (TA), Hooper (CH) and Nickoll (PN)
Clerk: Mrs M Cliffe and Ms K Oddey
 No members of the press or public were present during the meeting.

16/22	1. Election of Chairman - Cllr Cowdrey was proposed by Cllr Nickoll, seconded by Cllr Davey and it was unanimously RESOLVED to elect Cllr Cowdrey as Chairman
16/23	2. Apologies – Cllr Keeling and AVDC Dist Cllr Sir Beville Stanier
16/24	3. Declarations of Personal/Prejudicial Interest – as previously declared
16/25	4. Minutes of Last Meeting (21st March 2016) - it was RESOLVED to agree and sign the minutes.
	4a Matters arising – none.
16/26	5. Items deferred from Previous Meeting – none.
16/27	6. Matters arising from Annual Parish Meeting - a) Footpaths - It was RESOLVED to contact BCC who should enforce footpath definition. b) Allotment Shed Request - It was RESOLVED to accept the proposal that no sheds be allowed on allotments. It was further RESOLVED to accept the draft allotment agreement drawn up by the Clerk reflecting this change.
16/28	7. Correspondence - a) Bucks CC Projects Tool Kit - No one was available to attend this meeting. b) Anglian Water Save Money Cut Carbon scheme – It was decided not to follow up on this scheme.
	As no members of the press or public were present the Meeting was not adjourned.
16/29	8. Council - a) Councillors' Responsibilities – it was RESOLVED to agree the matrix of roles/ responsibilities 2016 – 2017 circulated by Cllr MC with the addition of Cllr CH as a second LAF representative. b) Disposal of Documentation – it was RESOLVED that Cllr JD and the Clerk would draft a policy.
16/30	9. Councillor Updates - Cllr MB - Moveable Vehicle Activated Signs (MVAS) - It was RESOLVED to proceed with the repair of the MVAS. The Clerk was tasked to raise a purchase order with SWARCO. It was further RESOLVED to approach the LH Trust for a grant towards the repair. Cllr JD - Youth Club and there interest in an Allotment or a Website – Cllr JD concluded that there was no support from these organisations for an allotment or a website. Cllr TA - Village Plan Priorities. It was RESOLVED to follow up the short list of 20 items in the Village Plan as and when funds became available. It was further RESOLVED to publish details of the list in the Parish Magazine and on Facebook. Cllr CH – No update. Cllr PN – Devolution - Cllr PN (and the Clerk) attended a mandatory Devolution Tranche 2 safety briefing. It was RESOLVED to give feedback to Bucks CC about the quality of the briefing. It was further RESOLVED to <ul style="list-style-type: none"> • Review Devolution documentation (including the risk register, method statements, and complaints register) before the Annual Devolution Report at the end of May 2017. • Request a contractor schedule for Little Horwood. • Inspect the contractor at work and ensure safety practice is adhered to. It was noted that the contractor had attended a BCC safety briefing, demonstrated a full working knowledge of the Red Book, been observed wearing full safety clothing with ear defenders, used warning signs and was observed ensuring the safety of his employee by Cllr PN and the Clerk (Ms Oddey & Mrs Cliffe). Recreation Committee - The Committee had secured a grant of £7500 towards the £20,000 cost of the Marquee. Training was being arranged for erection and dismantling. Events, including the revival of the annual Barn Dance, would contribute to the remaining costs. Cleaning of Play Equipment - A small working party gave the play equipment a much needed clean. This would be repeated in 2017. Village Information Pack. In accordance with requirements of the Village Plan it was RESOLVED to research a Village Information Pack. Cllr PN volunteered to form a working group to research what was already available

in the village and how this could be complemented to ensure all aspects of village life were included.
WIFI - Cllr PN volunteered to research the possibility of installing wifi in either the Memorial Hall or the Rec.
Cllr Cowdrey: Kissing Gates (to Shucklow Hill) - the net cost to the village was £4.00, largely due to Cllr MC's obtaining better prices for the gates and using volunteer work to assist with installation.
Kissing Gate Footpath 22 - A LAF grant had been secured for a kissing gate on footpath 22 (at the back of the Green towards the Millennium Wood). Cllr MC volunteered to follow up its installation.
Letter of Complaint - A letter of complaint had been received from a land owner with regard to over-zealous hedge cutting on the permissive path in the Millennium wood. It was **RESOLVED** to write to the complainant with an apology and assurance that this would not happen again.
The Shoulder of Mutton - The premises would be reopening in June for snacks and refreshments. Cllr MC contacted AVDC heritage team re the internal decoration of the building but no concerns were expressed.

16/31	10. Planning and Development		
	Application	Location	Notes
	<ul style="list-style-type: none"> Applications Received: 		
	16/00638/ALB	Lavender Cottage	Replacement of rusted French Windows plus one other small rusted window – LHPC RESOLVED not to object
	16/01492/APP	The Bungalow 4 Wood End	Demolition of existing bungalow and garage and erection of two detached dwellings - LHPC RESOLVED not to object
	<ul style="list-style-type: none"> Determined applications – the following where noted 		
	15/04353/ACL	Well Field Winslow Road	Application for a Lawful Development certificate for a proposed change of use of part of barn to a dwelling (C3) – CERTIFICATE ISSUED – Existing Use
	16/00491/APP	Harefields Winslow Rd	Two Storey rear extension and pergola to side and rear – APPROVED
	16/00310/APP	Land Adj To Winslow Road	Erection of two detached dwellings incorporating four roof lights each, amendment to development approved under ref. 15/00725/APP (17.3.16) APPROVED with condition re drainage and further extension
	15/03907/APP	The White House Bungalow	Refurbishment of the White House Bungalow and restoration to use as a dwelling house, conversion of stable block to residential accommodation as part of the White House Bungalow, and conversion of chicken shed into triple detached garage (Amendment to planning permission 15/01257/APP) – APPROVED
	15/04170/APP	Ground Floor Flats At Green Farm. The Green	Single storey side extensions. WITHDRAWN
	15/02532/AOP	Land At Glebe Farm Verney Road Winslow	Appeal against refusal: Outline application for up to 211 residential units, associated infrastructure and defined access with all other matters reserved. – REFUSED
	15/03617/APP	The Bungalow, 4 Wood End	Demolition of existing bungalow and garage with 2 No. new detached dwellings. Amendments [3.2.16] LHPC RESOLVED no further comment.

16/32	11. Other Planning Matters: The Hollows/Grain store – Cllr MC felt that planning permission was imminent. However, the grain store will be re-sited, as discussed with the Case Officer, in order to lessen the impact visually for neighbours. The Highways Report raises no objections to the scheme.
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16/33	12. Amenities -
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	<p>a) Garden Contractor –Ian Walker was CONFIRMED as the Garden Contractor for 2016 – 2017.</p> <p>b) Review Electricity Supplier – it was RESOLVED not to change supplier.</p>
16/34	<p>13. Finance -</p> <p>a) Bank signatory Form - The Council RESOLVED to sign the bank signatory form on change of administrator.</p> <p>b) Review Bank Reconciliation, receipts, payments and authorization of cheque signatures – It was RESOLVED to approve the payments and sign the cheques.</p>
16/35	<p>14. Business of the Annual Council Meeting -</p> <p>a) Appointments to/representation on outside bodies</p> <ol style="list-style-type: none"> i. Little Horwood Recreation Ground Trust - Cllr PN ii. Little Horwood Trust Trustees – Cllrs MC, MB, TG, AK and PN iii. Memorial Hall Management Committee Representative – Cllr CH iv. WADLAF – Cllrs TG and CH. NBPPC – Cllr MC <p>b) Planning applications and responses process – Cllrs MC, MB, JD and TA</p> <p>c) PC Meeting dates for the year to April 2017 were confirmed as July 18th, September 19th, November 21st, January 16th 2017, March 20th 2017. To be confirmed: Annual Parish Meeting (Mar/Apr 2017), Annual Parish Council Meeting (May 2017).</p> <p>d) Standing Orders, Financial Regulations and Code of Conduct. Documents were circulated and the Council RESOLVED to approve them.</p> <p>e) Grants to be made in 2015-16 Financial Year – it was RESOLVED to award grants to CAB (£20), Action 4 Youth (£20), British Legion (£20 wreath purchase), Bucks Playing Fields Association (£20), and Winslow and District Community Bus (£50). It was RESOLVED not to support the AV North Sports Club this year.</p> <p>f) Subscriptions – it was RESOLVED to support CPRE (£36), AVALC (£25) and NBPPC (£20). The decision not to support BMKALC was CONFIRMED</p> <p>g) Insurance – it was RESOLVED to accept the 3 year deal offered by CAME & Company (£421.16 2016/21017).</p> <p>h) The following procedures were circulated and reviewed</p> <ol style="list-style-type: none"> i. complaints ii. handling of freedom of information requests ii. press/media <p>It was RESOLVED to approve these procedures.</p> <p>i) The Asset Register was circulated, reviewed and approved.</p> <p>j) The Risk Register was circulated, reviewed and approved.</p> <p>k) It was resolved that the Internal Audit 2014 – 2015 had been effective, that Mr Charles Loch would be re-appointed for the financial years 2016 – 2017 and 2017- 2018.</p> <p>l) The Annual Return was approved and final signature was delegated to the Chairman and the Clerk. The dates for the public to exercise their rights to review the accounts were set at 3rd June – 14th July 2016.</p>
	<p>15. Any Other Business – No items were raised</p>
	<p>The meeting closed at 9:37pm</p> <p>The next meeting will be 18th July 2016 at 8pm in the Memorial Hall</p> <p>Signed: Chairman at meeting on 18th July 2016</p> <p>Date:</p>
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