



## **MINUTES of the Meeting of Great Brickhill Parish Council held on Tuesday 2<sup>nd</sup> April 2019 at 7.30pm in the Parish Hall, Great Brickhill**

**PRESENT:** Cllrs Mr C Leech (Chairman), Mr D Bratt, Mr R Kettle, Mrs K Leyland,  
Mr A Middleton, Ms B Wight, District Cllr Mr N Blake

**IN ATTENDANCE:** Mrs K Barker (Clerk), 3 members of the public were present

1462 **Apologies for absence** – Cllr Mrs W New, County Cllr Mrs J Blake

1463 **Minutes**

The minutes of the meeting held on 5<sup>th</sup> March 2019 were approved. Cllr Wight proposed, seconded by Cllr Bratt the approval of the minutes as a true record, all agreed by those present and signed by the Chairman.

1464 **Declarations of Interest**

Cllr Bratt – finance Point 1467.2

Cllr Middleton – planning Point 1469.1.1

1465 **Matters arising**

There were no matters arising.

1466 **Reports (County and District Cllrs, other organisations)**

1466.1 County Cllr Blake

County Cllr Blake was not present. District Cllr Blake said that regular updates are now issued to the Clerk to forward to Parish Cllrs to ensure that information is communicated when the County Cllr is unable to attend meetings. District Cllr Blake said that County Cllr Blake has spoken to the Local Area Technician about some issues in the village. The 'S' bends down Galley Lane will be resurfaced. The drains around the village will be checked and unblocked where necessary.

1466.2 District Cllr Blake

District Cllr Blake said that a polling place review will be undertaken shortly.

1466.2.1 Oxford/Cambridge expressway  
Nothing to report.

1466.2.2 Single Unitary Authority  
Nothing to report.

1466.3 Parish Hall Committee

Cllr Bratt said that there are some new committee members and he gave out a sheet showing their roles and responsibilities. A new electronic payment system is to be set up for users of the hall. An architect has drawn up sketches for the proposed hall extension, the car park will lose two parking spaces. The Committee will be applying to Aylesbury Vale for funding for the project. Other smaller funding opportunities have also been identified. The grant application for the new windows was turned down so the Committee will look elsewhere for funding. The resurfacing of the hall floor will go ahead the week before Easter. The hall is in need of a new sign post and Cllr Bratt said that he will look into it.



1467 **Finance:**

1467.1 Bank balances and finance report:

|   | £                 |
|---|-------------------|
| Barclays/Santander                      |                   |
| Community (Barclays)                    | 28,475.01         |
| Business Reserve (Barclays)             | 4,293.94          |
| Business Premium (Barclays) MUGA Income | 3,439.15          |
| Investment Business Premium (Barclays)  | 0.04              |
| Business Reserve (Santander)            | 56,512.82         |
| Business Bond (Santander)               | 85,000.00         |
| <b>TOTAL</b>                            | <b>177,720.96</b> |

The finance report showing income, expenditure and a bank reconciliation was emailed to all Cllrs prior to the meeting. Expenditure to end March was £43,713.71 and income was £39,383.21. The total balance in the bank accounts at the end of March was £177,720.96. There were two cheques that had not been presented, £25.00 for the Best Kept Village Competition and £62.38 for Cllr Wight expenses.

1467.2 The Chairman proposed, seconded by Cllr Wight the approval of the following payments, all agreed:

| Cheque Number | Payee   | £               |
|---------------|---|-----------------|
| 700741        | K Barker – salary                             | 400.64          |
| 700741        | K Barker – expenses                           | 28.22           |
| 700742        | Turney Landscapes – grass cutting             | 750.00          |
| 700743        | CPM – play area inspections                   | 90.00           |
| 700744        | Brian Wright – trees and stakes               | 162.79          |
| 700745        | Aylesbury Mains – light repairs               | 74.88           |
| 700746        | BMKALC – subscription                         | 143.71          |
| 700747        | D Bratt – reimburse for mini ladybird antenna | 114.00          |
| 700748        | Copywrite Business Services – funding 2019    | 500.00          |
| 700750        | Marco Loxley – Youth Café                     | 356.21          |
| 700751        | Barbara Osborne – payroll                     | 63.00           |
|               | <b>TOTAL</b>                                  | <b>2,683.45</b> |

1467.3 Other financial matters:

- 1467.3.1 On-line banking/payments  
The Clerk said that she has looked into setting up online payments. She said that the Cllrs listed on the mandate, Cllrs Leech, Wight and Bratt, will need to telephone Barclays bank in order to register for online banking. The Clerk said that she will supply the bank details and a copy of the latest bank statement. **(Action Clerk)**
- 1467.3.2 Annual Audit 2018/19  
The Clerk said that she will be working on the year end shortly which will need to be approved by the Parish Council in May/June. The Internal Auditor will be visiting at the end of May.
- 1467.3.3 VAT Refund £2,944.04  
Noted by the Parish Council.

1468 **Public Participation**

A Resident requested a site meeting at the Spinney to assess the trees at the far end of the Cricket field as they may need removing. Meeting to be held on 4<sup>th</sup> June.

District Cllr Blake said that John Horncapps Lane needs widening to its original width. The road is being taken up with encroaching vegetation. He said that if the road is used it should



be safe to do so and there is not enough room for two cars to pass. He said that the Parish Council should give this consideration. The Clerk to put on the next agenda.

Cllr Wight said that the road sign at the far end of Mill Lane needs cleaning and the reflective coating has worn off. She said that she will report it online. **(Action Cllr Wight)**

1469 **Planning:**

Cllr Middleton withdrew to the public gallery.

1469.1 Planning Applications

1469.1.1 19/00766/AOP – The Old Farm, Ivy Lane – outline application for the erection of three detached dwellings and associated access.

The Parish Council opposes the application. The land which is the subject of the application is in an Area of Attractive Landscape (AAL), and as stated in policy RA8, as such it has landscape features and qualities which are appropriate for particular protection. This proposal does not respect the landscape character, as it involves new development outside the natural village boundary and will affect open views both on the approach to, and towards, the village from the south and west.

The proposal is to build three houses on land which is outside the curtilage of the village. As such it contravenes policy RA3. It is beyond the area of the built-up area of Great Brickhill and adversely affects the character and appearance of the rural area.

The proposal extends the village boundary and thus compromises the individual identity of the village, contrary to policy RA2. The land involved is not a natural part of the garden of The Old Farm, situated as it is across a vehicular driveway to another property, and having formerly been a paddock and agricultural land. We consider that this is open land that contributes to the form and character of the settlement.

The application claims that the development complies with policy RA14, but contrary to what is said, the site is NOT substantially enclosed by existing development and it would intrude into open countryside.

In addition, several of the documents associated with this application were not accessible on the website as they do not readily open in any intelligible format. Councillors cannot properly consider planning applications without being able to access all the related documents.

Great Brickhill Parish Council will send a Representative to speak at Committee if required.

Cllr Middleton returned to the meeting.

1469.1.2 19/01098/APP – 52 Pound Hill – first floor side extension. Roof lights to rear and side elevations. The Parish Council support the application.

1469.1.3 19/00230/APP – The Three Locks Farm, Partridge Hill, Soulbury – proposed agricultural building. The Parish Council support the application.



- 1469.2 Decisions:  
1469.2.1 Appeal Dismissed APP/J0405/W/18/3212424: Manor Hill Cottage, Galley Lane. Noted by the Parish Council.
- 1469.3 Other Planning Matters  
1469.3.1 Planning Responsibility – April  
Cllr Leyland to review planning applications received in April.
- 1470 Review of Projects  
1470.1 Traffic Calming Measures  
The Clerk said that the cheque raised last month for Stage 3 was not submitted as TfB require a purchase order only at this stage. The cheque was therefore cancelled. The total required to complete the project will be £29,916.20 plus VAT. The Chairman proposed, seconded by Cllr Wight to accept the cost, all agreed. The Clerk was asked to submit the purchase order and state that the total fixed cost of £29,916.20 plus VAT includes 15% contingency which the Parish Council hope will not be required. If the contingency is to be used, could they confirm the reasoning behind this. In the event that there are any additional costs above the agreed amount, this must be authorised by the Parish Council. Could they also confirm when the work is expected to start. **(Action Clerk)**
- 1471 **Village Improvements Committee**  
1471.1 Rental of garage as storage area  
The Chairman agreed that the Parish Council does need a storage area as discussed at the last meeting. The Chairman proposed, seconded by Cllr Bratt to approve the use of the garage in principle at a cost of £50 per month subject to the providing authority allowing it, all agreed. Cllr Kettle to make enquiries. **(Action Cllr Kettle)**
- 1472 **Village Matters:**  
1472.1 Unregistered land in Great Brickhill  
The Chairman said that he is awaiting a reply from the Solicitors.
- 1472.2 Public footpaths – progress (Pochards Lake to Cuff Lane)  
Cllr Leyland said that she has written to the landowner to convey that it is the objective of the Parish Council to create a circular permissive footpath. She has asked them to contact her.
- 1472.3 Cemetery wall damage  
The Chairman said that it is the householder's responsibility to maintain the wall. The ivy has been removed at a cost to the Parish Council and it is in bad condition even where there was never any ivy growing. The item to be removed from the agenda.
- 1472.4 Spinney (trees/bank)  
A meeting to be held in June. New saplings to be planted when the old trees have been removed.
- 1472.5 Parking – Cuff Lane  
Nothing to report. The Chairman to chase up. **(Action Chairman)**
- 1472.6 Green End – planting of trees  
The trees have been planted.
- 1472.7 Best Kept Village Competition  
The Clerk said that the marking structure has changed to add 'floral displays'. The Parish Council agreed that there were no floral displays in the village. The Clerk to send the application form off. **(Action Clerk)**



- 1472.8 Galley Lane/Mill Lane signs – ‘no littering’  
The Chairman and Cllr Wight to look into the placement of ‘no littering’ signs  
**(Action Chairman/Cllr Wight)**
- 1472.9 Old Red Lion – register as Community Asset  
Cllr Bratt said that he will look into the process. **(Action Cllr Bratt)**
- 1472.10 School Bus/parking on Green End  
Cllr Wight reported some alleged incidents involving the Marshalls school bus. On one occasion the bus could not get up Green End to drop off the children because of bad parking, and on another the bus took a wing mirror off of a parked car. It has been suggested that Marshalls may stop doing the route if it ceases to be viable for them because of incidents. The Chairman said that he visited Marshalls Coaches to ask them about the issues delivering/collecting children to/from High Ash. The problem is parents parking, not local residents parking. The narrowness of the road can cause problems getting through and then parking either opposite the turning, or in the turning, causes getting into the ‘hammer head’ very difficult as well as getting out again when more cars have arrived and are badly parked. If children are taken on a school trip and arrive back out of school hours the bus sometimes cannot get close to the school due to parents parking. The bus company have discussed these issues with the school. They have similar issues with other school runs but High Ash is probably the worst due to the narrowness of the roads in its immediate vicinity. A possibility discussed was for them to drop off at the Parish Hall and for the children to join the walking bus. This obviously needs to be discussed and agreed with all stakeholders. A car parking exclusion zone could be introduced but this could not be enforced. Cllr Wight agreed to draft a letter to send to the Head Teacher of High Ash School for the Clerk to send.  
**(Action Cllr Wight/Clerk)**
- 1472.11 Grass Cutting – Green End  
The Clerk was asked to send a letter to the Housing Trust to ask them to stop cutting the grass as it is Parish Council owned land. **(Action Clerk)**
- 1473 **Play Areas:**
- 1473.1 ROPSA – play area inspection May/June  
Noted by the Parish Council.
- 1473.2 CPM Play area inspection reports – for review  
Cllr Bratt confirmed that he has checked the reports. He has taken action to replace the ‘bungs’ and altered the gate to close more slowly.
- 1474 **Parish Council Administration**
- 1474.1 Asset Register/Risk Assessment/Standing Orders/Financial Regulations – review  
The Chairman proposed, seconded by Cllr Wight to accept the documents with the amendments to the Asset register, all agreed.
- 1475 **Correspondence**  
CPRE AGM, CPRE Report 2018
- 1476 **Matters for the newsletter**  
Annual Meeting, Bus and parking around the school, Best Kept Village competition
- 1477 **Date of next meeting –Annual Parish Council Meeting - Tuesday 7<sup>th</sup> May 2019 at 7.00pm**  
**Annual Meeting of the Parish – Tuesday 7<sup>th</sup> May 2019 at 8.00pm**
- 1478 **The meeting closed at 9.20pm**