

HUGHENDEN PARISH COUNCIL

Full Council Meeting
Council Offices, The Common, Great Kingshill, HP15 6EN
10th October 2017 at 8.00 pm

Confirmed Minutes

Present

Cllr P Nicholls (Chairman), Cllr M Burch, Cllr P Gieler, Cllr K Gilmour,
Cllr R Gould, Cllr S Jones, Cllr S Kearey, Cllr H Stearn, Cllr P Williams

Officer in Attendance

Shona Hadwen (Clerk)

Public Attendance

Cllr D Carroll & Cllr S Broadbent were in attendance.

1. Apologies for Absence

17309 Apologies for absence were received and accepted from Cllr C Waterton.

2. Declarations of Interest

17310 Cllr S Jones declared a non-pecuniary interest with respect to HCST.

3. Minutes of the previous meeting

RESOLVED:

17311 That the minutes of the Parish Council meeting held on 12th September 2017 were agreed as a correct record and signed by the Chairman.

4. Public Participation & County/District Councillors report

17312 Cllr D Carroll updated the council with regards to the following: actions being undertaken in relation to the clearance of rubbish at a field adjacent to the Widmer End Football Club, fly-tipping happening on Trees Road in Hughenden Valley, overgrown trees on Cryer's Hill causing a blind spot, jet patching on Bryants Bottom Road and on Escourt Drive in Widmer End and an update on police activity in the Great Kingshill area resulting in a drugs arrest.

17313 Cllr S Broadbent updated the council with regards to the ongoing issues with abandoned cars in the Cryers Hill Layby and actions being taken to address this issue. Cllr Broadbent also referred to the donation he had given to the council from his Ward Budget - £3000 – which is to be used to purchase an additional MVAS for the parish.

5. Presentation by Councillor Steve Broadbent

17314 The Chairman welcomed Cllr Broadbent was welcomed to the meeting.

17415 Cllr Broadbent informed the council of a project called Connected Counties. It is being run by the government in conjunction with Bucks County Council, Wycombe District Council and the Local Enterprise Group to extend the reach of fibre broadband into the community. On completion of the project it should mean that there is an improved service. Residents can access more information at www.connectedcounties.org.

17416 The Chairman thanked Cllr Broadbent for his most informative presentation.

6. **Correspondence report**
17417 The report was noted.
7. **Financial report**
17418 The report was noted.
8. **Clerk's report**
17419 The report was noted.
9. **Minutes from Standing Committees**
 - Allotment Liaison Committee**
17420 The minutes of the meeting held on 13th September 2017 were noted.
 - Planning Committee**
17421 The minutes of the meeting held on 21st September 2017 were noted.
 - Finance & Policy Committee**
17422 The minutes of the meeting held on 28th September 2017 were noted. The recommendations from the meeting to be discussed under Agenda Item 13.

It was AGREED that Agenda Item 13 be brought forward.

13. **Recommendations from Finance & Policy Committee**
17423 To review 2017/18 budget report and to reallocate funds between departments considering current & future expenditure

RESOLVED

17424 That the amount of £3000 be taken from Building Maintenance Reserves to pay for the installation of a new boiler and central heating flush in the office.

RESOLVED

17425 That the amount of £1500 be taken from the Website Budget of £3000 to increase the Training Budget from £2000 to £3500.

RESOLVED

17426 That the amount of £1500 be taken from the Strategy Budget and that the amount of £3000 be taken from the Accounts Budget. The sum of £4500 to then be reallocated to the General Maintenance Open Spaces Budget.

10. **Reports from Working Groups**
Communications Working Group

RESOLVED.

17427 That the recently drafted HPC article intended for all resident magazines and gazettes should come from Chairman of the Parish Council and include chairman@hughendenpc.org.uk email address. (NB: following training, this would need to come from the Clerk of the Council).

RESOLVED

17428 That the annual grants for resident publications are only given if these publications are made available to all residents.

17429 It was AGREED that Hughenden Valley Councillors will research whether a

noticeboard would be of use in their ward and what options are available.

RESOLVED

17430 That all members be given email accounts via MS365, registered to the domain site hughendenpc.org.uk at a cost of £3 per month, meaning an annual cost not exceeding £540 for all members.

The Chairman proposed that the report from the HCST Working Group be considered under “confidential items” as consideration of this item publicly would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Annual Allotment Meeting

17431 A report on the recent Annual Allotment Meeting held on September 29th 2017 was noted. Trophies for the Allotment Competition were presented and a talk from Head Judge Frank Parge was followed with a Q&A session.

11. Reports from Associated Organisations

Great Kingshill Residents Association

17432 The report was noted.

Local Area Forum Meeting

17433 The report was noted.

Parish Liaison Meeting

17434 The report was noted.

Terriers Development Meeting

17435 A report from the recent meeting was summarised by Cllr Kearey. He outlined the proposed plans for the Terriers site together with the proposed timescales for the development. Cllr Kearey to liaise with Cllr Gilmour as a Widmer End councillor regarding future dates of meetings to ensure where possible a representation from Widmer End.

Queensway Site

17436 Cllr Gould’s background report was noted.

12. Consideration of Strategy Plans for Hughenden Parish Council

17437 It was AGREED to ACCEPT the strategy documents as a working paper. All working groups to report back to November Full Council with proposed amendments and actions.

17438 It was AGREED that the initial plan would be for a period of three years.

14. Meeting Dates for 2018

RESOLVED

17439 That the meeting dates previously circulated be adopted and published on the website.

15. Removal of signatories on Unity Trust Bank Account

RESOLVED

17440 That two signatories be removed from the Unity Trust bank accounts.

16. Date for the Hughenden Parish Council Chairman’s Drinks Reception

RESOLVED

17441 That the Chairman’s Drinks reception be held on Sunday 7th January 2018.

At 10.00pm the meeting was suspended in keeping with Standing Order 1(k).

RESOLVED

17442 That the meeting continue but not beyond 10.30pm.

17. Confidential Items

Hughenden Community Support Trust (HCST) Report

17443 Cllr Jones left the meeting.

17444 A report on a meeting held between the trustees of the HCST and representatives of the council on 25th September 2017 was presented and noted.

RESOLVED

17445 That the recently prepared Press Release be published on the website and displayed on the noticeboard.

18. Items for the next Agenda

17446 David Bailey, General Manager of Hughenden Estate National Trust will give a talk at 7pm, immediately before the next Full Council meeting on Tuesday 14th November. The public are welcome to attend.

17447 New council website.

19. Date of the next meetings

17448 Full Council – Tuesday 14th November 2017 @ 8pm.

17449 Services – Tuesday 31st October @ 8pm.

17450 Planning – Thursday 12th October & Thursday 2nd November @ 8pm.

17451 There being no further business the meeting closed at 10.10pm.

Chairman's Signature:

Date:

Appendix 1

Correspondence Report -10th October 2017

Reference	Details	Action by FC	Format
1283/17	Letter of thanks Widmer End FC re Annual Grant	No	Email
1284/17	Chief Executives Bulletin – Issue 32	No	Email
1285/17	Letter of thanks – Fish Eye Film Festival	No	Email
1286/17	B&MKALC Weekly Update 250917	No	Email
1287/17	Letter of thanks – Speen & North Dean News	No	Email
1288/17	Email re Burial of Ashes	No	Email
1289/17	Chief Executives Bulletin – Issue 34	No	Email
1290/17	B&MKALC Weekly Update 021017	No	Email
1291/17	Ridgeway Autumn Newsletter	No	Email
1292/17	Queensway Chronological History	No	Info

Appendix 2

Financial Report 10th October 2017

Payments made since last meeting (to 30th September 2017)

Invoice Received From	Amount £ (inc VAT)	Cheque Number	Information
C G Trees	456.00	106379	Tree cutting at Templewood
ABA Construction Ltd	462.00	106380	Inspection of KSIL Equipment at Hughenden Valley Playground
ABA Construction Ltd	168.00	106381	Quarterly Playground Inspections
C G Trees	504.00	106384	Hedgecutting at Burnham Rd Allotments
ETI Services	135.00	106385	Office Cleaning June & July
Lowther Forestry Group	2143.20	106377	Devolved Services – fourth cut
Lowther Forestry Group	768.00	106378	Rights of Way Cutting
The Fish Partnership	3630.43	BACS	Salary Payments for September
Heart Internet Ltd	10.79	D/D	Website costs for September
Hughenden Valley F'ball Club	923.00	106348	Annual Grant for Grounds Maintenance
Shred-on-Site	60.00	106386	Shredding Costs June & July
Mainstream Digital	8.98	D/D	Internet payment for September
HMRC	1484.72	BACS	PAYE & NI for September
Clear up Skips	264.00	106361	Garden of Rest Skip hire & collection
NEST Pensions	243.96	BACS	Pension contributions for September
C G Trees	816.00	106389	Tree Cutting on Coombe Lane
N Power	116.14	106392	Electricity Costs for council offices
Spruced-Up	1350.00	106394	Garden of Rest Contractor - August
Hildreths	36.30	106396	Padlock for Great Kingshill Common
SSE	41.78	106398	Street Lighting August
Veolia	78.86	106395	Garden of Rest Waste Collection August
The Fish Partnership	240.00	106400	Fees for payment of salaries – April - August
Fish-Eye Film Festival	350.00	106403	Grant for Annual Film Festival in Hughenden Parish
Widmer End Residents Assoc	520.00	106341	Annual Grant for Magazine production
SR Farm Services	560.00	106391	Maintenance around the Parish
Buildbase	8.14	106397	Padlock for Hughenden Valley Playground
Castle Water	84.91	106406	Water Costs for the council offices
Chubb Fire & Security	342.28	106388	Annual Service of Fire Extinguishers
BALC	89.75	106407	Induction & Planning Training for two councillors
Unity Bank	18.00	Auto	Interest Charges Unity Trust Imprest Account
Unity Bank	18.00	Auto	Interest Charges Unity Trust Current Account
TOTAL:	£15860.24		

Money received since last meeting (to 5th October 2017)

Allotment tenants	2810.00	Allotment rents from various tenants
Transfer between accounts	30000.00	Electronic Transfer from Deposit Account
Precept	103732.00	Second half of precept for 2017/2018
Gross Interest	20.30	Interest received
Gross Interest	0.33	Interest received
TOTAL	£136562.63	

Bank Balances 30th September 2017		£
HSBC Current		30774.18
HSBC High Interest		218900.67
HSBC Imprest		1000.00
NS&I		81425.17
Petty Cash		50.00
Unity Bank Imprest		258.04
Unity Bank Current		482.00
Unity Bank Deposit Account		5000.33
		£337890.39

Bank Reconciliation Statements

Bank Reconciliation Statements for the month ending the 30th September 2017 have been prepared but not yet signed off.