

HUGHENDEN PARISH COUNCIL
Meeting of the Services Committee
Tuesday 31st October 2017 at 8.00 pm
At Council Offices, The Common, Great Kingshill, HP15 6EN

Confirmed Minutes

Present:

Cllr P Gieler (Chairman)
Cllr M Burch, Cllr K Gilmour, Cllr H Stearn, Cllr P Nicholls (ex officio)

Officers:

Shona Hadwen (Clerk), Jill Armshaw (Deputy Clerk)

1. Public participation

17S083 There were no members of the public in attendance

2. Apologies for absence

17S084 Apologies for absence were received and accepted from Cllr C Waterton.
Cllr S Kearey was recorded absent.

3. Declarations of interest

17S085 Cllr K Gilmour declared a non-pecuniary interest as an allotment tenant.

4. Previous minutes

RESOLVED

17S086 That the minutes of the meeting of the Services Committee held on 15th August 2017 be approved as a true record and signed by the Chairman.

5. Progress review of previous actions (Deputy Clerk)

17S087 Members received an oral report which is summarised in Appendix 1 Services Committee Action List (attached to these minutes).

17S088 Members agreed to defer agenda items 6 & 7 (Financial Report & Draft Services Budget 2018/19) until after consideration of agenda items 8 – 14.

8. Allotments (Deputy Clerk)

17S089 Members received a verbal report and document on recent issues:

Key Points

- 254 plots
- 91% occupancy (21 vacant plots)
- 25 tenants in breach of tenancy due to uncultivated plots
- rent outstanding 22 plots
- annual rent collection process expensive in terms of administration. Recommend that in 2018/19 rent be paid by bank transfer and letters sent by email
- Annual Allotment Competition & Annual Tenants Meeting successful but expensive in terms of administration. Judging of competition to be simplified next year. Meeting arranged for early March 2018 to consider changes.

Actions

- Chase outstanding rent & complete process by mid-November
- Water taps to be checked for compliance with H&S

- Plot markers to be checked & replaced where necessary
- Tree survey to be conducted to check compliance with H&S and identify plot shading
- Site security to be assessed including intrusion by dog walkers
- Review signs on allotment gates & notice boards
- Meet with allotment representatives on site to discuss issues

9. Garden of Rest (Deputy Clerk)

17S091 Members received a verbal report and document on recent issues:

Key Points

Year	Burials	% Cremated Remains
2010	25	51
2011	32	53
2012	24	57
2013	18	50
2014	19	60
2015	25	60
2016	24	80
To 31/10/2017	22	55
Mean	24	58

Total number of burials = 954

Total number of graves = 816

First burial 1962 (55 years)

All burial registers & records up to date

Cemetery Management & Compliance Training Actions (Cllr Burch & Deputy Clerk)

- Statutory requirement to review grave plan annually showing grave reference numbers, display at Garden of Rest and on HPC website (non-compliant)
- Statutory requirement to publish fees indicating cost of Burial Rights & Memorial Rights (non-compliant)
- To purchase grave locking down system for use by grave digger (H&S)
- To ensure that a shoring system is used during grave excavation (H&S)
- To hold on file copy of grave diggers insurance certificates, training, risk assessments, agreement for supply of services
- To ensure grave digger complies with H&S requirements including use of PPE
- To ensure grave digger compliance with procedures
- To carry our risk assessments for activities at Garden of Rest
- To produce written manual of procedures for activities at Garden of Rest
- To mark new graves before grave digger on site
- To display a notice re. removal of inappropriate memorabilia in Garden of Rest for one year prior to removal. Removal should be gradual by section.

Actions

- To research method/cost of automating entrance gates to improve security
- To research method of obscuring glass in store room to conceal contents
- To research construction of 2 x bench/containers to store removed memorabilia from full burial & cremated remains graves
- To arrange a meeting with Garden of Rest users to better understand issues
- To post a notice re. Christmas wreaths etc
- Pedestrian access to Garden of Rest

10. Playgrounds (Clerk)

17S092 Members received a verbal report and document on recent issues:

Multi-play apparatus at Hughenden Valley Playground

- four modifications are required, work commenced on 30th October 2017
- an inspection will be undertaken post modifications to ensure compliance with playground safety standard EN1176
- when apparatus complies with EN1176, outstanding payment will be made as agreed to Playground Facilities concluding dispute

Village hall owned playgrounds

- Extraordinary Council Meeting re. playgrounds held 3rd October 2017
- Council to organise & fund quarterly and annual inspection reports which will be emailed to village halls
- Council to organise & fund high risk repairs until 1st April 2019
- village halls to carry out medium & low risk repairs until 1st April 2019
- post 1st April 2019 village halls to organise & fund all repairs
- village halls may apply to Council for assistance with funding if required
- invitations sent to village halls requesting a meeting to discuss next steps
- next quarterly inspection reports due 13th November 2017
- Council to consider funding implications on budgets

Council owned playgrounds

- Templewood Playground – rotten timber play equipment removed. Article in Naphill Gazette requesting feedback from parishioners re. future options for playground
- Great Kingshill Playground – several repairs outstanding. Willow tunnel reported as high risk and requires urgent H&S action

11. Open Spaces (Deputy Clerk)

17S093 Members received a verbal report and document on recent issues

Hedge & Field Tender

- Hedges – cut May 2017, H&S cut made at some roadside hedges August 2017, final cut end October/early November
- Fields – lower field at Garden of Rest, Vincent's Meadow & Little Burnham Field cut early October 2017 (Hatches Field leased and maintained by lease holder)

Grounds Maintenance Tender

- Grass cutting (playgrounds, allotments, Primrose Hill Amenity Area, Council Office) Cut as per tender schedule/monthly
- Pond maintenance – Walters Ash Pond cleared October 2017 by volunteers. Vincent's Pond & Cockpit Hole require winter maintenance
- Tree work – In recent years council has not undertaken routine tree work, funds have been spent on H&S tree work only

Woodland

- No management of Cockshoot Woods or Little Burnham Wood since 2013 (except urgent H&S work). Local conservation group to undertake thinning work at Little Burnham Wood. Open Spaces Working Group to review existing management plans, progress and report to next meeting.

12. Devolved Services (Deputy Clerk)

17S094 Members received a verbal report and document on recent issues:

Urban Grass Cutting

- 6 x grass verge cuts completed, 1 x cut late Nov 2017
- ditch at Spring Rising Hughenden Valley to be cut early November 2017
- long growth at wide verge Warrendene Road to be cut November 2017

Rights of Way

- 2 x cuts at ground level
- final cut to higher level clearance late November

Hedging

- overgrown hedges throughout parish
- overgrown hedges in Naphill/Walters Ash ward identified by ward councillors
- no feedback received from other wards
- identify landowners & send hedge cutting notices
- HPC to cut some hedges where no co-operation
- increase awareness re. responsible hedge ownership/maintenance

Siding Out

- although not responsibility of HPC, issues at lower section of Cryers Hill Road. Deputy Clerk & Cllr Gieler have written to TfB and Cllr D Carroll seeking assistance.

Maintenance

- street signs cleaned April 2017
- village entry gates in poor condition, resolution to renovate and paint pending but decision taken too late in year to enable work to be completed 2017/18. Investigate options re. replacement of rotten village gates by TfB
- identify signs obscured by overgrown vegetation and cut back
- charity event signs – Council requirement to enforce BCC Agreement
- suggestion that sign be attached to bus shelters requesting that no signs be posted
- commercial signs – not covered by charity event signage policy/refer to Wycombe District Council/Buckinghamshire County Council for advice/action

13. Other Matters (Clerk)

Parish Warden Proposal

17S095 It was agreed that the Clerk submit a written proposal to the Full Council meeting to be held on 14th November 2017 concerning a Parish Warden. Full costings, benefits to community, job description and business analysis to be included in proposal. Consideration to be given to working with neighbouring parish councils to combine resources.

Schedule of Delegated Powers

RESOLVED to RECOMMEND

17S096 That a Schedule of Delegated Powers including Powers associated with annual budget be resolved to enable agreed actions to be progressed by Officers.

MVAS funded by Cllr S Broadbent

17S097 That the Clerk organise the purchase of an MVAS as funded by Wycombe District Councillor Steve Broadbent.

14. Reserved items

17S098 There were no matters.

6. Financial Report (Clerk – deferred)

17S099 See minute 17S099 Draft Services Budget 2018/19 below.

7. Draft Services Budget 2018/19 (Clerk – deferred)

17S100 The Clerk thanked Cllr M Burch for his assistance with the draft budget document which was circulated to members for consideration.
Members and Officers considered the services budget line by line in detail.

**At 10.00 pm the meeting was suspended as required by Standing Orders
RESOLVED**

17S101 That the meeting may continue until 10.30 pm if required.

Following detailed discussion and agreement on headline figures, it was agreed that Cllr M Burch, Cllr P Gieler and the Clerk (Responsible Financial Officer) meet to confirm final draft services budget with comprehensive annotation to be submitted to the Precept Meeting to be held on 29th November 2017.

15. Date of the next meetings

17S102 Services Committee 27th February 2018

16. 17S0103 There being no further business, the meeting closed at 10.19pm.

The Chairman thanked Members and Officers for their contribution to the meeting.

Appendix 1 - Services Committee Action List (attached)

Chairman's Signature:

Date: