

HUGHENDEN PARISH COUNCIL
Meeting of the Services Committee
Tuesday 27th February 2018 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 C Waterton, Cllr P Nicholls (ex officio)

Officers:

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

The Chairman welcomed Members to the meeting on such a cold evening and thanked Officers for preparation of information in support of the agenda.

1. Public participation

18S104 The Chairman welcomed one member of the public to the meeting.

2. Apologies for absence

18S105 Cllr S Kearey was recorded absent.

3. Declarations of interest

18S106 Cllr K Gilmour declared a non-pecuniary interest as an allotment tenant.

4. Previous minutes

RESOLVED

18S107 That the minutes of the meeting of the Services Committee held on 31st October 2017 be approved as a true record and signed by the Chairman.

5. Progress review of previous actions

18S108 The Services Action Plan (Appendix 1) was noted.

18S109 Cllr Burch expressed concern that resolution 17S079 was an outstanding task. The resolution had been deferred from the Services Committee Meeting on 15th August 2017.

To begin the process of creating risk assessment/health and safety documentation covering all services areas with respect to end users, services providers, staff and members

It was agreed that this item be deferred to the next meeting.

It was AGREED that this task be regarded as urgent when agreeing key priorities 2018/19.

18S110 Cllr Gieler stated that working in partnership with external organisations was to be encouraged. He cited the example of recent work undertaken by the Chiltern Rangers at Cockshoot Woods to clear saplings, holly and laurel overgrowth.

6. Officer Reports

18S111 The Officer Reports (Appendix 2) were noted.

7. Financial Report

18S112 The Financial Report (Appendix 3) was noted.

The Clerk highlighted the following points within her report:

Allotments – unallocated budget £10,294.

18S113 It was AGREED that the 2018/19 budget be given further consideration after an allotment management plan has been resolved.

Projects – unallocated budget £11,500.

18S114 It was AGREED that community requests for notice boards (Hughenden Valley Community Shop, Cryers Hill Post Office & Bryants Bottom) be investigated and funds allocated from the 2017/18 budget.

Burial Ground – unallocated budget £3,750.

18S115 It was AGREED that in accordance with Financial Regulations, quotations be sought to procure a new grave plan. Annual update of the grave plan is a legal requirement. Advice to be sought from the ICCM and existing consultants.

Open Spaces – unallocated budget £4,528.

18S116 It was AGREED that in accordance with Financial Regulations, quotations be sought to procure health & safety equipment at parish ponds or that funds be allocated to 2018/19 reserves.

18S117 It was AGREED that Cllr Nicholls propose to Great Kingshill Residents Association that council fund material required to refurbish the metal railings at Cockpit Hole provided the work is undertaken by volunteers.

Devolved Services – unallocated budget £1,784

18S118 It is anticipated that siding out on Missenden Road, Great Kingshill will take place during March 2018. Winter maintenance of Rights of Way may also be undertaken if funds and time permit.

Street lighting- unallocated budget £4,452.

18S119 It was AGREED that a policy be created for street light maintenance and a reserves policy written to ring fence funds for future maintenance/replacement.

Playgrounds – unallocated budget £4,147.

18S120 It was AGREED that protective netting at Great Kingshill Playground be erected as a matter of urgency and funds allocated from the 2017/18 budget.

Cllr S Broadbent Wycombe District Council Community Fund

The Clerk has contacted Cllr Jones to enquire whether she has available funds.

18S121 It was AGREED that the Clerk contact Cllr Broadbent before 9th March 2018 to submit a project proposal to fund the cutting back of vegetation overgrowth on the grass verges between Hughenden Valley and Bryants Bottom/North Dean. These roads are unlit and have no footpath forcing pedestrians to walk on the road as the grass verges are overgrown with saplings and hedging.

8. Key Priorities & Principles 2018/19

18S122 Cllr Burch summarised the report (Appendix 4) and explained the rationale behind setting of key priorities & principles 2018/19 and draft Services Project Plan.

Seven service areas have been defined and given a priority order (devolved services, playgrounds, allotments, street furniture, Garden of Rest, open spaces and woodland). Within each of these service areas, projects and tasks need to be listed and priorities agreed with reference to urgent (H&S, statutory duty, legal/insurance compliance) and important (strategy, impact, visibility, goals). Next careful consideration of resources and capabilities is required followed by where possible consideration of timescales.

18S123 It was AGREED that working groups meet to create a list of projects and tasks with assigned priorities. For key principles & priorities 2018/19 to be developed further at the next meeting of the Services Committee on 15th May 2018, feedback from working groups needs to be received by the Clerk by 17th April 2018.

18S124 It was AGREED that a Devolved Services Working Group be created, and Terms of Reference be drafted. Membership: Cllr Nicholls, Cllr Stearn, Cllr Burch. First step: To contact BCC to find out options concerning funding post 31st March 2019.

18S125 It was AGREED to adopt the following Services Core Values Statement
Working together in an open, supportive and resourceful way delivering services and treating customers and each other as we would wish to be treated.

9. Terms of Reference of Services Committee

Terms of Reference are reviewed annually in February (Appendix 5).

18S126 It was AGREED to amend the Terms of Reference to include a list of the seven service areas (18S122).

10. Allotments

a) Terms of Reference of Allotment Liaison Sub-Committee

Terms of Reference are reviewed annually in February (Appendix 6)
Members considered the Terms of Reference and purpose of the Sub-Committee and whether the designation as a council sub-committee best suited the function.

18S127 It was AGREED to replace the Allotment Liaison Sub-Committee with an Allotment Liaison Group (see Allotment Working Group below).

b) To receive minutes & recommendations of Allotment Liaison Sub-Committee Meeting 17th January 2018

18S128 The minutes were noted (Appendix 7).

c) To agree membership of an Allotment Working Group

18S129 It was AGREED that an Allotment Working Group be created, and Terms of Reference be drafted. Membership: Cllr Stearn, Cllr Gieler & possible new Members.

18S130 It was AGREED that the Allotment Working Group will draft Terms of Reference for the Allotment Liaison Group. Consideration of impact of draft HCST/HPC Lease will be considered by the HCST Working Group and recommendations made to Full Council on 13th March 2018.

18S131 It was AGREED that the next meeting of the Allotment Liaison Sub-committee scheduled for 14th March 2018 be cancelled until a new Allotment Liaison Working Group be constituted.

d) To agree a revised delivery date of 24th April 2018 for the management plan.

18S132 Motion withdrawn by proposer (Appendix 8).

e) To agree that resources previously agreed are confirmed.

18S133 Motion withdrawn by proposer.

f) To agree that an implementation plan is prepared building upon the previously circulated Proposal Paper agreed by the Allotment Liaison Sub-committee (September 2017) no later than 24th April 2018. (Appendix 9)

18S134 Motion withdrawn by proposer.

g) To agree that an impact assessment of the proposed HCST lease is undertaken and presented to Full Council no later than the April 2018 meeting for its consideration before any final decision is made by Hughenden Parish Council on the terms of the lease.

18S135 Motion withdrawn by proposer.

11. Garden of Rest

To agree revised burial fees 2018/19

18S136 Cllr Burch summarised the report (Appendix 10) and explained the rationale behind the proposed revision of fees. The intention is to maintain income offering reasonably competitive fees and offer residents of the parish a significant discount compared with non-resident fees. The revised fees separate the fee for Exclusive Right of Burial and introduce additional fees for optional administration and extended duration of Exclusive Right of Burial.

RESOLVED TO RECOMMEND TO FULL COUNCIL (13th March 2018)

18S137 That the proposal to revise burial fees and charges as detailed in Appendix 10 be adopted by Council and be effective on 1st April 2018.

12. Playgrounds

a) To receive the February 2018 Quarterly Inspection Report and agree recommendations

The Clerk summarised her report (Appendix 11) and highlighted current issues.

18S138 It was AGREED that the Clerk obtain quotations for repairs and forward the February 2018 Quarterly Inspection Report to village halls.

18S139 It was AGREED that the Clerk send registered letters to Widmer End, Hughenden Valley, Naphill and North Dean Village Hall Committee Chairmen re-stating the Council's resolved terms and requesting written confirmation of receipt of terms and copy of insurance policy.

18S140 It was AGREED that the willow tunnel at Great Kingshill Playground be removed as soon as practically possible under Officer health & safety delegated power. The tunnel has been inspected and designated as high risk requiring immediate attention.

18S141 At 10.00 pm the meeting was suspended as required by Standing Orders. It was AGREED to continue the meeting until 10.30 pm if required.

b) To receive a project proposal re. Templewood Playground and agree recommendations

18S142 Cllr Gieler summarised the report (Appendix 12). Discussion focused on agreeing a properly costed project brief followed by public consultation, community engagement and exploring external funding.

13. Proposal to appoint a Parish Warden

The Clerk summarised the proposal to appoint a part time Parish Warden.

18S143 It was AGREED that the Clerk write a fully costed project proposal to appoint an indirectly employed part time Parish Warden and that the proposal be considered by Full Council on 13th March 2018.

14. Date of the next meetings

18S144 It was AGREED to cancel the next meetings scheduled to be held on 24th April 2018 and 26th June 2018 and hold the next Services Committee Meeting on 15th May 2018.

15. 18S145 There being no further business, the meeting closed at 10.05pm.

The Chairman thanked Members and Officers for their contribution to the meeting and wished them a safe journey home.

Index of Appendices & Authors

Appendix 1 Services Action Plan (JA)

Appendix 2 Services Officer Report (JA)

Appendix 3 Services Financial Report (SH)

Appendix 4 Services Key Principles & Priorities 2018/19 (PG/MB/JA/SH)

Appendix 5 Terms of Reference Services Committee (JA)

Appendix 6 Terms of Reference Allotment Liaison Sub-committee (JA)

Appendix 7 Minutes of Allotment Liaison Sub-committee 17th January 2018 (JA)

Appendix 8 Allotment Motions Supporting Document (HS)

Appendix 9 Allotment Proposal Paper (HS)

Appendix 10 Burial Fees Proposal 2018/19 (MB/PG/PN/JA/SH)

Appendix 11 Quarterly Playground Inspection Report (ARD/SH)

Appendix 12 Playground Project Proposal at Templewood (PG/MB)

Chairman's Signature:

Date: