

HUGHENDEN PARISH COUNCIL

Full Council Meeting
Council Offices, The Common, Great Kingshill, HP15 6EN
9th October 2018 at 8.00 pm

Confirmed Minutes

Present

Cllr P Nicholls (Chairman), Cllr P Gieler, Cllr K Gilmour, Cllr R Gould, Cllr P Hardinge, Cllr S Jones, Cllr S Kearey, Cllr H Stearn, Cllr C Waterton, Cllr G Wickett

Officers in Attendance

Shona Hadwen (Clerk)

Public Attendance

There were two members of the public present.

Public Participation & County/District Councillors report

18352 There was no public participation and Cllr David Carroll had passed on his apologies.

1. Apologies for Absence

18353 There were none.

2. Declarations of Interest

18354 The following interests were declared:

- Cllr H Stearn declared a pecuniary interest with regards to Hughenden Valley Village Hall

18355 The Clerk informed Cllr Stearn it was her opinion that Cllr Stearn had a non-pecuniary interest in agenda item 16 concerning Hughenden Valley Football Club. If Cllr Stearn wished to make comment on the grant application she would need to do so from the public area, but she could not vote on the matter.

18356 Cllr Stearn noted the Clerks advice but stated that she was not happy with the advice provided, but that in the interests of the minutes she would not be commenting on agenda item 16 but may comment elsewhere on the agenda as she felt was her right.

3. Minutes of the previous meeting

RESOLVED

18357 That the minutes of the Parish Council meeting held on 9th September 2018, be agreed as a correct record and signed by the Chairman.

4. Correspondence Report

(Appendix 1)

18358 The report was noted.

18359 Correspondence Item 114518 – an email had been received from a trustee of the Hughenden Valley Village Hall with regards to the previous decision by the council to decline the recent grant application from the Hughenden Valley Village Hall (HVVH).

AGREED

18360 That the Clerk respond to the trustees following the outcome of agenda item 9a.

18361 Correspondence Item 114218 – an email of complaint had been received from an allotment tenant who had to pay £46 for two separately located half plots as opposed to £35 for one whole plot.

18362 The Clerk reported that there were ten other allotment tenants in the same position and of these, seven had already paid their fees.

AGREED

18363 That the Clerk respond to the resident confirming that the fee required to be paid for the current year for the two plots remains at £46.

18364 Correspondence item 114318 – an email from the Chairman of Hughenden Valley Football Club (HVFC) regarding the recent decision at the Finance and Policy Committee meeting regarding their grant application as well as a concern Cllr Stearns interests.

AGREED

18365 That the Clerk respond to the Chairman of HVFC stating that, in her opinion, Cllr Stearn does not have a pecuniary interest in HVFC and therefore does not need to leave the room when any matter relating to HVFC is being discussed, and that further to agenda item 16 being discussed, an appropriate response be issued in relation to the grant application.

18366 Correspondence Item 114818 – an email from the High Wycombe Roundtable requesting permission for the use of the car park at Widmer End Football Club for the forthcoming annual Bonfire & Fireworks night on 3rd November 2018.

AGREED

18367 That the Clerk respond authorising the use of the car park for the above event.

5. Financial Report

18368 The report was noted.

18369 The Clerk reported on the current position year to date – 40% of the annual budget had been spent - £97,591. The Clerk also notified council that the 2nd half of the precept had been received putting the total income for the year to date at £246,049.

6. Update on Previous Actions

18370 The reports were noted.

18371 The Clerk had produced reports on the resolutions made by council over the past three months and provided an update on any that were still in progress or outstanding.

7. Clerk's Report

18372 The report was noted.

8. Co-option of a councillor for the Naphill and Walters Ash Ward

18373 The Council had received an application from Mrs Anita Boekee in relation to the vacancy in the Naphill & Walters Ash ward. Mrs Boekee gave a short presentation on her reasons for wishing to be a councillor and her relevant experience.

RESOLVED

18374 That Mrs Boekee be co-opted onto the council to represent Naphill and Walters Ash Ward.

18375 Mrs Boekee signed the Declaration of Acceptance of Office.

18376 On behalf of the council, the Chairman welcomed Mrs Boekee to the council.

9. Reports and Recommendations from Standing Committees

a) Finance and Policy Committee

18377 The minutes of the meeting held on 26th September 2018 were received and noted. The Committee made the following recommendations:

Health and Safety Budget

18F0093 Following the recent resolution to employ Ellis Whittam to look after the council's Health and Safety Management, the following sums be transferred in order to increase the amount in the budget for Health and Safety to £4,500.

£500 from Insurance, reducing budget line to £2,000

£1,000 from Training and Conferences, reducing budget line to £2,500

£2,000 from Operating Reserves reducing reserves to £65,812

RESOLVED

18378 That the following sums be transferred in order to increase the amount in the Health and Safety budget to £4,500

£500 from Insurance, reducing budget line to £2,000

£1,000 from Training and Conferences, reducing budget line to £2,500

£2,000 from Operating Reserves reducing reserves to £65,812

Office Stationery Budget

18F0094 That the sum of £1,000 be transferred from the budget line Office Loft Space, increasing the budget line Office Stationery to £2,500.

RESOLVED

18379 That the sum of £1,000 be transferred from the budget line Office Loft Space, increasing the budget line Office Stationery to £2,500.

Grant Application for Hughenden Valley Village Hall

18F0100 That a grant of £1,680 be awarded to Hughenden Valley Village Hall to assist with the costs associated with the purchase of Christmas Tree Lights for the village of Hughenden.

RESOLVED

18380 That a grant of £1,680 be awarded to Hughenden Valley Village Hall to assist with the costs associated with the purchase of Christmas Tree Lights for the village of Hughenden.

b) Planning Committee

18381 The minutes of the Planning Committee meetings held on 12th July, 2nd August, 23rd August and 13th September were received and noted.

c) Staffing Committee

18382 The minutes of the Staffing Committee meeting held on 20th September were received and noted.

RESOLVED

18383 That the amended Terms of Reference for the Staffing Committee be adopted.

10. Reports from Working Groups

a) Playground Working Group

18384 The report was noted.

18385 The Clerk provided an update with regards to the proposed development at Templewood Playground. Three companies had been contacted with a view to visiting the site and creating designs based around the design already submitted by the Templewood group of parents. A further update would be provided at the Services Committee Meeting on 30th October.

11. Election of Vice-Chair of the Finance and Policy Committee

18386 The Chairman called for nominations for the office of Vice-Chairman of the Finance and Policy Committee.

18387 Cllr Geoff Wickett put himself forward for the office of Vice Chairman.

18388 There being no other nominations it was:

RESOLVED

18389 That Cllr Geoff Wickett be elected as Vice-Chairman of the Finance and Policy Committee.

12. Membership of the Policy Referral Group

18390 There was considerable discussion about the best way forward for the review of policies and that rather than creating a Policy Referral Group, the following process with respect to review of policies be adopted.

AGREED

18391 That in the first instance the Clerk identifies appropriate policies for review and takes these to the relevant Working Group/Committee for discussion. It is then the responsibility of the Clerk to research policies and take back to the Working Group/Committee a final draft of the policy so that any comments may be made prior to submission to Full Council for adoption.

13. Membership of the Road Safety Working Group

18392 Cllr Nicholls explained that as Stan Jones had recently left the council there was a

further vacancy on this Working Group and invited nominations.

RESOLVED

18393 That Cllr Boekee be appointed to the Road Safety Working Group.

14. Reports from Associated Organisations

18394 Cllr Gieler summarised the reports he had submitted on meetings he had attended at Hughenden Valley Village Hall and the National Trust.

18395 Cllr Kearey requested that in future a list of organisations that the council were represented on be listed on the agenda for information.

15. Delivery Plan

18396 It was AGREED to defer this agenda item until the end of the meeting.

16. Consideration of a Grant Application from Hughenden Valley Football Club

18397 The Clerk informed council that the grant application which had previously been submitted to the Finance and Policy Committee had now been revised. The new application was for the sum of £2000 (£1670 ex VAT). This equated to 50% of the cost of goalposts. The previous application had been for the sum of £1400 which equated to 20% of the overall cost of the goalposts at £7000 (£5830 ex VAT).

18398 At the Finance and Policy Committee meeting it was agreed that the Clerk investigates if the council can give grant funds to the Football Club for goal post that will be situated on the school grounds in a field being leased by the Football Club from the school. The Clerk reported that the council can provide grant facilities for this cause.

18399 Further questions were asked by members around permission from the school to site the goal posts, had further funding opportunities been explored ie: the Football Foundation and finally with regards to the reduction in the quote for the goal-posts from the quotes provided at the Finance and Policy meeting.

AGREED

18400 That the Clerk writes to the Football Club requesting further information on the following: reduced quotes for the goal-posts, increased level of grant funding sought from 20% of costs to 50% of costs and clarification around the positioning of the goal-posts on the school fields.

17. Consideration of proposal from Bucks County Council in respect of continuation of the Devolved Services Contract for a further four years from April 2019

18401 Cllr Nicholls summarised the existing arrangement with Bucks County Council in respect of the Devolved Services Contract. Bucks County Council currently give the Parish Council £11,410 per annum to carry out the requirements as per the Devolved Services Agreement. This is topped up by a further £6,500 from the Parish Council budget. The proposal from Bucks County Council remains as the current arrangement - £11,410 per annum for the delivery of the same service for a further four years.

18402 Cllr Stearn commented that in accepting this proposal, the council also needed to be thinking about the future in particular the impact that a potential Unitary Authority may have on the Parish Council and the delivery of services.

RESOLVED

18403 That the Parish Council accept the proposal from Bucks County council in respect of the continuation of the Devolved Services Contract for a further four

years from April 2019.

18. Consideration of a proposal from the Clerk regarding study time for completion of the Certificate in Local Council Administration (CILCA)

18404 The Clerk summarised her report in which she stated the reasons for requesting the use of two Friday afternoons per month for study time in order to achieve the above qualification by the end of March 2019.

RESOLVED

18405 That the Clerk utilise two Friday afternoons per month to be used for coursework for her CILCA qualification.

19. Consideration of a proposal to register for the Local Council Awards Scheme

18406 The Clerk highlighted the benefits of registering for the scheme in particular the scheme would act as a guide to ensure that the council are compliant in all areas of governance. It also requires increased community engagement and there are specific criteria for councillor training. The aim would be to work towards Foundation Status within the next twelve months.

RESOLVED

18407 That the council register with the National Association of Local Councils (NALC) to work towards the Foundation Award with a view to achieving the award within the next twelve months.

20. Meeting dates for 2019

18408 The Clerk presented the proposed calendar of meeting dates for 2019. After discussion it was agreed that the frequency of holding meetings of the Services and the Finance and Policy Committees would remain the same for 2019.

RESOLVED

18409 That the proposed meeting dates presented for 2019 be adopted with the exception of the Service Meeting in August which is to be rescheduled to 23rd July 2019.

21. Items for the next Agenda

18410 Review of Standing Orders

22. Agenda Item 15 – Delivery Plan

18411 The Chairman asked the council to consider and make any comments with regards to the Delivery Plan.

18412 Several comments were made with regards to the importance of completing the Residents Survey of the Parish and the survey of the residents of Great Kingshill regarding the use of Old Allotments on Common Road as soon as practical.

AGREED

18413 That the Communications Group meet to discuss this further.

Dates of the next meetings

18414 Planning Committee Meeting – Thursday 25th October at 7.30pm

18415 Services Committee Meeting – Tuesday 30th October 2018 at 7.30pm

18416 Full Council – Tuesday 13th November 2018 at 7.30pm

There being no further business, the meeting closed at 9.28pm.

Chairman's Signature:

Date:

Correspondence Report – 9th October 2018

Reference	Details	Action by FC	Format
113918	Allotment Rent Letter – comments re proposed changes in 2019	Yes	Email
114018	External Auditor Report	No	Email
114118	Cleaning Company – Change of Ownership	No	Email
114218	Allotment Rent Letter – Dispute of current fees	Yes	Email
114318	Letter regarding Finance & Policy Meeting	Yes	Email
114418	Mayor of High Wycombe – Bonfire Night	No	Email
114518	Village Hall Trustees – Response	Yes	Email
114618	Review of Polling Districts	No	Email
114718	S106 – Weight Restrictions Clappins Lane	No	Email
114818	Firework Display – Car Parking request from Rotary Club	Yes	Email

Appendix 2 - Financial Report 30th September 2018

Payments made 1st September – 30th September 2018

Invoice Received From	Amount £ (inc VAT)	Cheque Number	Information
HMRC	1382.34	BACS	PAYE & NI Contributions August 2018
NEST	257.01	BACS	Pension contributions August 2018
Fish Partnership	3794.07	BACS	Salaries September 2018
Heart Internet	12.59	D/D	Website Hosting Fee August 2018
Mainstream Digital	24.08	D/D	Telephone charges August 2018
Npower	25.77	D/D	Electricity Costs August 2018
Opus Energy	4.92	D/D	Gas Costs August 2018
SSE	71.28	BACS	Street Lighting & Electricity costs for August 2018
Came & Company	1723.67	BACS	Annual insurance premium
CF Agricultural	1461.00	BACS	Grass Cutting Contract in Open Spaces, Allotments & Playgrounds
Clarity Copiers	122.79	BACS	Photocopy costs June 2018
Lowther Forestry Group	4015.20	BACS	Devolved grass cutting – 2nd cut + strimming, footpath clearances
C G Tree & Garden Services	1704.00	BACS	Tree cutting around parish
ETI Cleaning Service	84.00	BACS	Deep clean following office refurbishment & normal cleaning cycle
Veolia UK Ltd	61.79	BACS	Waste removal at Garden of Rest
SR Farm Services	484.00	BACS	General Maintenance around parish in August 2018
Employee 2 Expenses	7.29	BACS	Mileage costs August 2018
TOTAL:	15235.80		

Money received 1st September – 30th September 2018

Allotment Fees	2004.00	Various allotment fees
Burial Fees	2850.00	Various burial fees
Wycombe District Council	105805.50	2 nd half of precept
HSBC	38.87	Bank interest earned
TOTAL	110698.37	

Bank Balances 30 th September 2018	£
HSBC Current	23,277.01
HSBC High Interest	277,888.73
HSBC Imprest	1,000.00
NS&I	81,808.87
Petty Cash	50.00
Unity Bank Imprest Account Closed	0.00
Unity Bank Current	11,132.07
Unity Bank Deposit Account	2.67
	395,159.40

Bank Reconciliation Statements

Bank Reconciliation Statements for the month ending the 30th September 2018 have been prepared but not yet signed off.