

HUGHENDEN PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 8th May 2012 in the Council Offices

UNCONFIRMED

Minutes	Actions
<p>1. Present:- Cllr A Konieczny (Chairman) (AK) Cllr J Moorby (JM) Cllr E Furness (EF) Cllr P Conran (PC) Cllr L Ryan (LR) Cllr L Smith (LS) Cllr B Swain (BS) Cllr D Hackling (DH) Cllr I Guy (IG) Cllr R Gould (RG) Cllr N Morris (NM) Cllrs McCarthy (HMcC) Cllr R Beavil (RB)</p> <p>Clerk: Miss Charlotte Watts (CW)</p> <p>There were two members of the public present (including the Assistant Clerk) as well as County Councillor Richard Pushman (RP) who came in part way through the meeting.</p>	
<p>2. Apologies for Absence</p> <p>12119 Cllr H Dempsey (HD) and Cllr A Byerley (AB) gave apologies that they would not be attending.</p>	
<p>3. Declarations of Members' Interests in Items on the Agenda</p> <p>12120 None given</p>	
<p>4. Minutes of the previous monthly meeting held on Tuesday 10th April 2012.</p> <p>12121 These were RESOLVED as a true record and signed by the Chairman</p>	
<p>5. Matters Arising</p> <p>a) Costs for replacement of trees on Brimmers Hill 12122 The Council RESOLVED to replace the two dead trees on Brimmers Hill at a total cost of no more than £200 for 40ltr potted Copper Beech Trees and Mycorrhizal Fungi Treatment which will help the trees to survive.</p> <p>b) Sheds on allotments 12123 The Council RESOLVED that subject to the Allotments for the Labouring Poor Charity agreeing the draft policy the Council will permit the erection of sheds on allotments.</p> <p>c) RAF volunteering on Vincent's Meadow – 10th May 2012 12124 The Clerk informed the Council that a volunteer group from the RAF would be doing some scrub clearance under the direction of the Clerk and Cllr Moorby on 10th May 2012. All Councillors who wished to come along would be welcome.</p>	<p>CW/EM</p> <p>CW</p> <p>CW and JM All Cllrs</p>
<p>6. Public Speaking</p> <p>12125 A member of the public asked whether the posts that had been installed outside HVVH were permanent. The Council confirmed they are and that they are there to prevent people parking on the grass verge, particularly on match days.</p> <p>There were no further questions.</p>	

<p>7. Report by District/County Councillors</p> <p>12126 A report was given by County Councillor Richard Pushman where the following matters were raised;</p> <ul style="list-style-type: none"> - It is important to take due consideration for the permission of sheds on allotments as they can end up looking unattractive - There is a meeting of NWCLAF tomorrow (9/5/12) where the application, relating to the remaining speed limit work, from the GKRA will be considered - Not very happy with the condition of the roads at the moment or the quality of some of the work which does not seem to be lasting well. <p>12127 None of the Parish District Councillors were present, however, Cllr McCarthy informed the Council that work was progressing on the plans to redevelop the centre of High Wycombe which should eventually lead to the removal of the flyover and the landscaping and de-cluttering of the town centre.</p> <p>At the moment plans also include a new ring road from the bottom of Marlow Hill, down West Wycombe Road and along Queen Victoria Street. There should be a leaflet called "New Plan for Wycombe" coming out soon as part of the on-going consultation. There has also been sign-off on the new sports centre project.</p>	
<p>8. Correspondence</p> <p>12128 Items of correspondence listed were NOTED.</p> <p>12129 The Council AGREED it would like to see some of the most important Council emails listed in the correspondence as well. The Clerk agreed she would try this out over the next few months and then review it.</p>	CW
<p>9. Other Matters</p> <p>a) Annual return and end of year accounts</p> <p>12130 The Council RESOLVED to delegate the power to sign off on the Annual Return to the Chairman and Vice Chairman.</p>	AK & PC
<p>b) Committees</p> <p>12131 The Council RESOLVED that as soon as possible the Committees of Environment and Services & Finance and Administration be scheduled to occur every two months. The Clerk agreed to draw up a new schedule.</p> <p>12132 The Council AGREED that with the change in the frequency of the two committees there was no need to consider splitting Finance and Admin into two Committees.</p> <p>12133 The Council AGREED that these two Standing Committees should consider whether they should have any delegated powers and bring any proposals back to Full Council.</p>	CW E&S and F&A
<p>c) Request regarding barrier for the footpath along Widmer End Rec on to North Road</p> <p>12134 The Clerk was pleased to report that BCC had agreed to place a barrier at the end of the path where it exits onto North Road.</p>	
<p>d) Public Works Loan Board Loan</p> <p>12135 The Council considered a report provided by the Clerk on the potential repayment of the monies owed to the Public Works Loan Board.</p> <p>The Council AGREED it would like the Clerk to request a justification of the 'penalty' that would need to be paid for early repayment of the loan and to research whether there were any other options that might save HPC money.</p>	CW

<p>e) Petition on Wind Turbines</p> <p>12136 The Council RESOLVED that although some Councillors have some concerns over the building of wind turbines, it did not wish to sign the petition that had been received as part of a national campaign being run by an individual.</p>	
<p>f) Internal Audit Arrangements</p> <p>12137 The Council RESOLVED that due to the commercially sensitive nature of the discussion that this item would be discussed under 'Confidential Items' in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p>	
<p>g) Consideration of definition of the Parish Councillor</p> <p>12138 The Council considered whether it should adopt the definition in Charles Arnold Baker of '<i>Charitable and Knowledgeable Amateurs Without Whom Democracy is Impossible</i>'. The Council RESOLVED to adopt this as something that would be displayed on the Council's website.</p>	CW
<p>h) Staff appraisal</p> <p>12139 The Council RESOLVED that due to this item being about confidential staff performance it would be discussed under 'Confidential Items' in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p>	
<p>i) On-going police investigation</p> <p>12140 The Council RESOLVED that due to legally sensitive nature of this item it would be discussed under 'Confidential Items' in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p>	
<p>10. Report from the Chairman</p> <p>12141 The Chairman reported that he had represented the Council at the signing of the RAF Covenant as discussed in the previous meeting. He has also been involved in looking at issues around the Allotments for the Labouring Poor Charity and has very recently held a meeting of this working party.</p>	
<p>11. Report from Planning Committee – Meeting held on 12th April 2012 & 3rd May 2012</p> <p>12142 Two meetings have been held of the Planning Committee since the last Full Council Meeting. The Council RESOLVED to accept the report from the Chairman for the meeting 12/4/12. The report for meeting of 3rd May 2012 will be given at the next meeting.</p> <p>Several issues had been raised at the meeting of 3rd May 2012 that the Committee Chairman wished to make the Council aware of:</p> <p>a) Early Day Motion 2824 – Allowing Parish and Town Councils the right of appeal against planning decisions</p> <p>12143 The Clerk has written a letter to David Lidington in support of this motion.</p> <p>b) Local Enquiry into the application for The Hedgerow, Parkwood</p> <p>12144 The Council RESOLVED that it would like the Clerk to re-confirm the statement it originally made in response to this application in writing but that it would not be sending someone to speak at the Enquiry as it had nothing further to add.</p> <p>c) Community Infrastructure Levy Consultation</p> <p>12145 The Council AGREED that Cllrs (as individuals) should respond to the remaining part of the CIL consultation. This is the draft CIL Programme Approval</p>	<p>CW</p> <p>All Cllrs</p>

<p>Protocol which outlines the detail of how decisions on funding will be made. The Clerk will also circulate the individual comments already made by Cllr Swain.</p> <p>There was also some discussion by Cllrs on WDC classing Widmer End as 'Urban' in this consultation. Cllr McCarthy agreed to speak to WDC Planning to see what can be done about this.</p>	<p>CW</p> <p>HMCC</p>
<p>12. Report from Finance and Admin Committee – Meeting held on April 24th 2012</p> <p>12146 (12FA04) The Council RESOLVED to approve the new Policy and Forms for Grant Applications.</p> <p>12147 (12FA06) The Council RESOLVED that the £1300 grant requested by GKVH (or 20% of the total cost for the work, whichever is the lowest figure) is granted subject to the usual conditions. Cllr Swain did not vote due to a conflict of interest.</p> <p>12148 (12FA07) The Council RESOLVED that a £1300 loan requested by GKVH is arranged subject to the usual conditions. Cllr Swain did not vote due to a conflict of interest.</p> <p>12149 (12FA09) The Council RESOLVED that the job title of the Clerical Assistant be changed to Assistant Clerk and that as part of this change the Job Description be reviewed by the Clerk.</p> <p>12150 (12FA10) The Council RESOLVED that HPC signs up to the NEST pension scheme.</p> <p>The Committee were informed that it would be up to the individual employees whether they wished to then opt out of the scheme and make alternative arrangements.</p> <p>12151 (12FA11) The Council RESOLVED that due to this item requiring disclosure of confidential information about staff salaries, this item be discussed under 'Confidential Items' in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p> <p>12152 (12FA14) The Council RESOLVED that it pays the £170 incurred by Widmer End Football Club for their recent planning application for a storage shed.</p> <p>12153 (12FA15) The Council RESOLVED that it would give approval for its contractor, SR Farm Contract Services, to make arrangements for a skip to be placed on the back field behind the burial ground. The Council will reimburse the cost up to a maximum of £840 per annum.</p> <p>This will be reviewed after 6 months but if there is any indication of misuse this would need to be immediately reconsidered.</p> <p>12154 (12FA17) The Council RESOLVED that it will offer a contribution of £3000 to BCC/LAF for the remaining work needed to carry out the speed limit changes set out in the Speed Limit Review.</p> <p>12155 (12FA20) The Council RESOLVED to send the Clerical Assistant on two courses (one on Allotment Management and the other one Playground Inspection) at a total cost of £133.</p>	<p>CW</p> <p>CW</p> <p>EM</p>
<p>13. Report from Allotments for the Labouring Poor Working Party</p> <p>12156 The Council was informed that progress was good in working towards a solution with regards to the Allotments for the Labouring Poor Charity. A meeting had been held on 8/5/12 which was positive.</p>	

<p>The Council RESOLVED to give a vote of thanks to a local resident who had worked hard in researching the issue. His information had proved very useful.</p>	
<p>14. Reports from Representatives on Outside Meetings</p> <p>12157 No reports were given as either no meeting had been held since the last Full Council meeting or no Cllrs had been able to attend.</p>	
<p>15. Reports from Residents' Associations</p> <p>12157 HVRA</p> <ul style="list-style-type: none"> - Concerns about the footpath that needs reinstating as a result of work by Veolia. - Considering the placement and species of the HV Jubilee Tree. Cllr Moorby suggested a Bird Cherry as being smaller than a Copper Beech. <p>12158 WERA</p> <ul style="list-style-type: none"> - Concern about lorries churning up the verge outside the new houses on North Road. Cllr Guy will send a letter to the Clerk from the RA to ask that HPC considers putting posts in to prevent this. <p>12159 NHWARA</p> <ul style="list-style-type: none"> - The RAF has now agreed to 'gift' some land to enable some verge parking outside the Coop. This may request in a request for funding at a later stage. <p>12160 GKRA</p> <ul style="list-style-type: none"> - Nothing to report 	
<p>16. Report from the Clerk</p> <p>12161 The Clerk had circulated a report prior to the meeting which was NOTED by the Council.</p>	
<p>17. Reminder of Future Meetings</p> <p>12162 NAG - 31st May HPC Offices NWCLAF - 9th May at 7.00pm at Lacey Green Village Hall Annual Parish Meeting - 29th May, Naphill and Walter's Ash Primary School 8pm</p>	
<p>18. Financial Report</p> <p>12163 The Council AGREED that the Finance and Admin Committee would look at what the minimum standards should be for the payment of an invoice.</p> <p>12164 The Council RESOLVED to accept the report and to make payment of those invoices listed as well as an invoice for £10 for Widmer End's entry for the Best Kept Village Competition.</p>	<p>F&A</p> <p>CW</p>
<p>19. Urgent Matters by permission of the Chairman</p> <p>12164 The Council RESOLVED that Cllrs Conran and Beavil may enter into discussions with any necessary parties regarding a resolution of the parking problem in Walter's Ash outside the Co-op, but that any decisions needing to be made as an outcome of these discussions will be made by Full Council.</p>	<p>PC & RB</p>
<p>20. Confidential Items</p> <p>12165 The Council RESOLVED its arrangements for the Council's Internal Audit prior to the Annual Report.</p> <p>12166 (12FA11) The Council RESOLVED that the Clerical Assistant (now Assistant Clerk) is paid a pension contribution of 5.5% of salary.</p>	

<p>12167 The Clerk gave the Council an update on the current police investigation which was NOTED.</p> <p>12168 The Council RESOLVED to approve the appraisals of the Clerk and Clerical Assistant (now Assistant Clerk).</p>	
<p>21. Date of Next meeting</p> <p>12169 The next meeting is Tuesday June 12th 2012</p>	<p>All Cllrs</p>
<p><i>There being no further business, the meeting was declared closed at 10.30pm</i></p>	

Commonly used abbreviations:

Cllr(s) – Councillor(s)
ASB – Anti Social Behaviour
BALC – Bucks Association of Local Councils
BCC – Buckinghamshire County Council
CDC – Chiltern District Council
E&S – Environment and Services (Committee)
F&A – Finance and Admin (Committee)
GKCC – Great Kingshill Cricket Club
GKRA – Great Kingshill Residents Association
HPC – Hughenden Parish Council
HS2 – High Speed 2
HVRA – Hughenden Valley Residents’ Association
(NWC)LAF – (North West Chilterns) Local Area Forum
NAG – Neighbourhood Action Group
NWARA – Naphill and Walters Ash Residents’ Association
RA – Residents Association
VAS – Vehicle Activated Signage
VAT – Value Added Tax
WDALC – Wycombe District Association of Local Councils
WDC – Wycombe District Council
WERA – Widmer End Residents’ Association
WP – Working party

Appendix 1

Requests for payment received since the last meeting;

Invoice from	Total (incl VAT)	Info
Toilets + Ltd	144	Service and hire of GoR toilet
Molly Maid	24	Office Cleaning x 2
HMRC	676.12	NI & PAYE April
SR Farm Contract Services	1100	GoR Maintenance, Willow watering & Mowing/Strimming
SSE Contracting		Quarterly Street Light Maintenance
Southern Electric	771.09	Street Lighting Power
Southern Electric	19.60	GoR Electricity
Barlow Fencing	240	New Field Gate
Buildbase	84.02	Wood Preservative (GoR)
Staples	48.31	12x Safety goggles
Playground Facilities	742	Widmer End - Self Closing Gate
SLCC	197	Membership
SLCC	222	Clerk CiLCA training days
Anne Ratnarajah	200	Willow Tunnels work
Veolia Water	270.09	Water for Allotments/Office/GoR
Lance Lloyd	75	Assessment of phone fault
RBS Software Solutions	572.40	End of Year Accounts
Goplastics Ltd	406.80	Eco Bench for The Common
Secure-a-filed	35.52	External Paper for Notices
SDK Environmental	310.07	Dog Bins last invoice (to 20/4/12)
BALC	10.00	Best Kept Village Entry
Total	4203.90	

Payments made since last meeting – proposed for authorisation;

Company/Provider	Total (incl VAT)	Info
BT Phone & Broadband	69.98	Telephone and Broadband
Salaries	2261.70	Salaries for staff April
WDALC	20	Subscription
Staples	22	Business Cards
Iain Rennie Hospice at Home	20	Donation
Total	2373.68	

Money banked since last meeting;

From	Total	Reason
Burial Payments		
	0	Plaques
	195	Ashes
	0	Full Burial
Allotment Tenants	0	Rent
BCC	5000	VAS Funding from LAF
WDC	77500	Precept
HMRC	10825	VAT Reclaim to 31/1/12
Total	93520	

Bank Balances (30 April 2011)

Reserve Account (NS&I)	53759.41
High Interest (HSBC)	106315.26
Current	15819.95
Imprest	358.47
Petty Cash	109.32
Total	176362.41