

HUGHENDEN PARISH COUNCIL

Minutes of the Parish Council Meeting

held on Tuesday 13th September 2016 at the Council Offices commencing at 8:00pm

CONFIRMED

Minutes	Actions
Present:- Cllr P Williams (PW) (Acting Chairman) Cllr R Gould (RG) Cllr P Gieler (PG) Cllr N Keegan (NK)	Cllr B Swain (BS) Cllr S Kearey (SK) Cllr C Waterton (CW)
Clerk: Peter Wetherman	2 members of the public signed the visitors' book.
1. Attendance Book was duly signed. 16640 Cllr P Williams took the chair.	
2. Apologies for Absence 16641 Apologies were received from Cllr Crawford, Gilmour and Nicholls and a reason for their respective absences having been given and considered their apologies were ACCEPTED .	
3. Declarations of Members' Interests in Items on the Agenda 16642 Cllr Kearey declared an interest in items 11a) and 18e) having an involvement with the Community Film Festival and Widmer End Junior Football club respectively and Cllr Keegan declared an interest in item 18e) as he is a coach at the Widmer End Football Club.	
4. Minutes of the previous meetings 16643 The Council RESOLVED to ACCEPT the minutes of the Full Council meeting dated the 12 th July 2016 and which were then signed by the Chairman.	
5. Matters Arising Report to be noted 16644 The matters arising report which had had been distributed before the meeting was NOTED .	
6. Public Speaking 16645 A member of the public spoke on the subject of the MUGA proposed in Hughenden Valley.	
7. Reports from County and/or District Councillors 16646 There were none in the absence of Cllr Carroll who had given his apologies for being unable to attend the meeting.	
8. Presentation by the ABS Team of WDC 16647. Michelle Harvey an Anti-Social Behaviour Officer provided a short summary of the work of the WDC ABS Team explaining what is anti-social behaviour, what the team can do to help and answered a number of questions. Ms Harvey was thanked for her useful presentation.	
9. Correspondence 16647 The Council NOTED the correspondence and the email log detailed in Appendix 1 provided by the Clerk. It was observed that the summary provided by the Anti-Social Behaviour Officer under the previous item had some relevance to correspondence items 1093/16 and 1096/16.	
10. Financial Report 16648 The Clerk presented his Financial Report which was NOTED by Council. Reference was made to the first of the reports generated from Sage showing budgetary information	

which was being tested and which should be further considered and scrutinised at the forthcoming F & S Meeting.	
<p>11. Grants, Donations and Loan Applications</p> <p>a) 16649 The Council RESOLVED that a one off donation of £650 should be made to the Fisheye Film Festival – Community Films Organisation to assist in the funding of 4 local community halls to pay for the necessary licences and putting on the films during the 2016 Film Festival.</p> <p>b) 16650 The Council RESOLVED that a donation of £1000 be made to the Hughenden Lollipop Group on the condition and to the extent that they match fund from other sources.</p>	<p>The Clerk</p> <p>The Clerk</p>
<p>6. Public Speaking continued</p> <p>16651 The Chairman allowed a member of the public who had arrived late to speak on the matter of the possible termination of her allotment tenancy.</p>	
<p>The Chairman brought forward the following item:</p> <p>18. Other matters</p> <p>f) Termination of current allotment tenancies</p> <p>16652 After consideration of the representations received the Council RESOLVED to direct the Clerk to offer renewal terms to all of the allotment tenants who had made representations.</p>	The Clerk
<p>12. Chairman's Report</p> <p>16653 The Chairman's written report having previously been circulated was RECEIVED by the Council.</p>	
<p>13. Report from Clerk</p> <p>16654 The Clerk's written report having previously been circulated was RECEIVED by the Council.</p>	
<p>14. Planning Committee Report</p> <p>16655 Cllr Gould provided a report in respect of the planning meetings dated the 14th July, 4th August and 25th August 2016 which was RECEIVED and NOTED by the Council. Cllr Gould was thanked for his report.</p>	
<p>15. Report from the Staffing Committee</p> <p>16656 A short summary on of the progress of the current progress concerning the recruitment of a new clerk was given by Cllr Williams and which was NOTED by Council.</p>	
<p>16. Working Group Reports</p> <p>a) Garden of Rest Working Group</p> <p>16657 The Council RESOLVED to proceed with the surveys for the Garden of Rest in accordance with the proposal and a quotation (Fee Phase 1 and Fee Phase 2) provided by Cemetery Development Services dated the 28th December 2015.</p> <p>b) Playgrounds Working Group</p> <p>16658 Cllr Gieler gave a short verbal report which was NOTED by the Council.</p> <p>d) Road Safety Working Group</p> <p>16659 A report from the Road Safety Working Group which had been circulated before the meeting was NOTED.</p>	The Clerk
<p>17. Written Reports from Councillors serving as representatives on Outside Bodies and Meetings.</p> <p>16660 There were no written reports.</p>	
<p>18. Other Matters</p> <p>a) New Burial Regulations</p> <p>16661 The Council RESOLVED that approval of the new burial regulations drafted and submitted by the Deputy Clerk should be considered by the Garden of Rest Working Group whose recommendations should be considered at the next Full Council meeting to where this item is referred</p>	GoR Working Group

<p>b) Allotment Deposits Reversal 16662 The Council RESOLVED to reverse resolution reference 15242 passed at the meeting dated the 14th July 2015 which had been in the following terms: <i>“15242 The Council RESOLVED that a deposit of a sum equivalent to the amount of yearly rent then currently payable rent should be taken securing the performance of allotment tenants’ contractual obligations in respect of all agreements made with new tenants on or after the 29th September 2015 and providing existing tenants with 12 months’ notice of such a proposed change given on offering to renew their tenancies due on the 29th September 2015 with a view to a deposit being taken for all allotment tenancies on their renewal by the 29th September 2016. Any deposits taken should be held in a separate bank account and returned to the tenant concerned but without interest on the satisfactory performance of their obligations upon the determination of the tenancy.”</i></p> <p>c) New Allotment Agreements 16663 The Council RESOLVED to approve of the new allotment agreements/regulations as drafted and submitted by the Deputy Clerk to be effective from the 29th September 2016. 16664 The Council further RESOLVED that the rent applying to the new allotment regulations should be the same as the current rent but in renewal of the tenancies Allotments Tenants should be given notice that rent from the 29th September 2017 will increase by a sum of £10.00 across the board.</p> <p>d) Future Financial Report 16665 The Council AGREED that consideration as to the layout of future Financial Report(s) to be generated from the Sage accounting system should be referred and considered by the next meeting of the F & S Committee.</p> <p>e) Request for Scrub Clearance Four Ashes Playing Field 16666 The Council AGREED that in respect of a request by the Widmer End Junior Football Club for an area of scrub adjoining the football field at Four Ashes to be cleared the Clerk should be asked to obtain the appropriate quotations which should be considered at the next Full Council meeting.</p> <p>g) Complaint against the Council 16667/16626/16552 As any discussion of this item would inevitably identify the legal advice received the Council RESOLVED in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of this item on the grounds advised by the Clerk as publicity might be prejudicial to the special nature of the business and that this should be considered under the item for confidential.</p> <p>h) Review of the current Payroll and Salary Payment arrangements 16668/16625/6583 As any discussion of this item would inevitably identify staff personal information the Council RESOLVED in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of this item on the grounds advised by the Clerk as publicity might be prejudicial to the special nature of the business and that this should be considered under the item for confidential.</p> <p>i) An employee’s request for an annual performance pay review 16669 As any discussion of this item would inevitably identify staff personal information the Council RESOLVED in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of this item on the grounds advised by the Clerk as publicity might be prejudicial to the special nature of the business and that this should be considered under the item for confidential.</p>	<p>The Clerk</p> <p>The Clerk</p> <p>The Clerk</p> <p>The Clerk</p> <p>The Clerk</p>
<p>18. Reminder of future Meetings 16670 Planning - 14th September, 6th October 2016 Finance & Services – 27th September 2016 Full Council –11th October, 8th November 2016</p>	
<p>19 Any other matters to report which may be also added to the next agenda. 16671 None</p>	

<p>20. Date of the next meeting 16672 11th October 2016 commencing at 8.00pm and which will be held at the Naphill and Walters Ash School.</p>	
<p>16673 The Council RESOLVED that it being 10.00pm that the meeting should continue but not beyond 10.30pm.</p>	
<p>21. Confidential g) Complaint against the Council 16674/16626/16552. The Clerk, having volunteered to leave the room was asked by the Chairman to remain for this item in order that a minute note be taken but remind that he should not speak. Having considered the legal advice received the Council RESOLVED that the parishioner's complaint should be considered and should proceed under the provisions of the Council's Formal Complaints Procedure as soon as a complaint panel can be assembled to hear the complaint .</p> <p>h) Review of the current Payroll and Salary Payment arrangements 16675/16625/6583 As a practical solution to arrive at a sensible, fair and agreed settlement figure as the balance due to certain employees under a reconciliation of salary due against salary paid as at July 2016 the Council RESOLVED that a payment of £600 should made to Employee 2 and a payment of £500 to Employee 3 if accepted.</p> <p>16676 As to consideration of the adequacy of the current security arrangements for internet banking and in particular the regular use of bill pay in connection with the intended new payroll arrangements and the consideration of alternatives the Council AGREED that this should be deferred to the next F & A Committee meeting.</p> <p>i) An employee's request for an annual performance pay review 16676 After consideration and having regard to minute reference 16638 of the minutes of a Council meeting dated the 12th July 2016 namely [<i>The Council RESOLVED to request BALC to undertake a review of the individual job responsibilities and to recommend the appropriate NALC Pay-Scale that should be applied to each member of staff with the intention of NALC pay scale coming into effect in due course but no later than on the 1st April 2017</i>] the Council RESOLVED that in the meantime a bonus of £250 should be awarded to the Employee concerned.</p> <p>16677 The meeting was closed at 10.30pm.</p>	<p>All Cllrs</p> <p>The Clerk</p> <p>The Clerk</p> <p>The Clerk</p>

Signed by the Chairman:

Date:

Commonly used abbreviations:

Cllr(s) – Councillor(s)
ASB – Anti Social Behaviour
ACM – Annual Council Meeting
ALC – Allotment Liaison Committee
APM – Annual Parish Meeting
BALC/BMKALC – Bucks (and Milton Keynes) Association of Local Councils
BCC – Buckinghamshire County Council
CDC – Chiltern District Council
CIB – Community Impact Bucks
CIL – Community Infrastructure Levy (replacement of S106)
CPRE – Campaign to Protect Rural England
DWG – Devolution Working Group
ECM – Extraordinary Council Meeting
F&S – Finance and Services (Committee)
GKCC – Great Kingshill Cricket Club
GKRA – Great Kingshill Residents Association
HCST – Hughenden Community Support Trust
HPC – Hughenden Parish Council
HS2 – High Speed 2
HVRA – Hughenden Valley Residents Association
HVDIG – Hughenden Valley Drainage Investigation Group
(NWC)LAF – (North West Chilterns) Local Area Forum
NAG – Neighbourhood Action Group
NDVH – North Dean Village Hall
NWARA – Naphill and Walters Ash Residents' Association

RA – Residents Association
 RBS – Rialtas Business Solutions – The Council's Finance software
 SWG – Staffing Working Group
 TfB – Transport for Bucks
 TVP – Thames Valley Police
 VAS – Vehicle Activated Signage
 VAT – Value Added Tax
 VH – Village Hall
 WDALC – Wycombe District Association of Local Councils
 WDC – Wycombe District Council
 WE – Widmer End
 WERA – Widmer End Residents' Association
 WP – Working party

Appendix 1 to Full Council Meeting 13th September 2016

Correspondence Report - *Items which the Council is requested to NOTE particularly those which may be highlighted*

Number	Item description	Type
1081/16	Legal Advice concerning a complaint by a resident	Letter
1082/16	Notification from WDC re Uplands Planning Application	Letter
1083/16	Advise of upcoming insurance renewal from Zurich Insurance	Letter
1084/16	Acknowledging receipt of annual grant with thanks from NVH	Letter
1085/16	Acknowledging receipt of annual grant with thanks from GKRA	Email
1086/16	Acknowledging receipt of annual grant with thanks from GKVH	Email
1087/16	Acknowledging receipt of annual grant with thanks from Speen/North Dean News	Email
1088/16	Response from resident concerning a decision not to remove a tree	Email
1089/16	Acknowledging receipt of annual grant with thanks from HVVH	Letter
1090/16	Confirmation of withdrawal of ALTO Debit Card Unity Trust Bank	Letter
1091/16	SSE Electricity Contract Confirmation HPC Offices	Letter
1092/16	SSE Electricity Contract Confirmation GOR	Letter
1093/16	Concern of a resident of anti social behaviour Great Kingshill Common	Email
1094/16	Acknowledging receipt of annual grant with thanks from HVRA	Email
1095/16	Request from BCC to talk about streamlining local government in Bucks	Letter
1096/16	Further concerns of a resident of possible anti social behaviour GK Common	Email
1097/16	Appeal for support from Chilterns Dial a Ride	Letter
1098/16	Notification of Deadline for pensions compliance from the Pension Regulator	Letter
1099/16	Advise of new Waste Transfer Note Delivery from Veolia	Letter
1100/16	Letter from External Auditors concerning transposition error in the annual return	Letter
1101/16	Confirmation of Annual Insurance Renewal from Zurich Insurance	Letter
1102/16	TfB PID Sign Off Sheet re works at Naphill Post Office	Letter
1103/16	Advice from Unity Trust Bank of new prepaid envelopes for paying in	Letter

Appendix 2 Financial Report 13th September 2016

Requests for payment received and payments made since last meeting

Invoice Received From	Amount £ (inc VAT)	Cheque Number	Information
Bryants Bottom Community Trust	490.00	106003	Annual Grant for maintenance of Village Green
Clarity Copiers Ltd	32.22	106004	Photocopier charges 26/05-30/06/16
Employee No 3	13.34	106005	Overtime for June 2016
Employee No 2	17.69	106006	KNACK reimbursement
HMRC	1324.37	106007	PAYE & NI for month 3
Veolia ES (UK) Ltd	52.22	106008	GoR waste June 2016
Laura Ripley	63.20	106009	PAYE rebate for June 2016
SSE	4.20	106010	Street lighting continuous energy 02/06-01/07/16
SSE	35.76	106011	Street lighting dusk till dawn 02/06-01/07/16 at Widmer End
John O'Conner Grounds Maintenance	2042.94	106013	Grass cut June 2016 (note chq 106012 written in error)
Staples	85.43	106014	A4 paper, 2nd class stamps, hand wash
BJ Turney	1700.00	106015	Hedge trimming all areas 1st cut
Chubb Fire & Security Ltd	98.76	106016	CO2 + Foam extinguishers serviced
Playground Facilities Ltd	1312.80	106017	Balance outstanding £1094 + VAT
BALC	140.00	106018	2x copies of Baker Local Councils Admin books
The Fish Partnership	652.50	106019	Sage support provision
SLCC Enterprises Ltd	360.00	106020	Job finder - advert for Clerk position
Spruced Up Ltd	930.00	106121	GoR maintenance July 2016 + trellis removal
Spruced Up Ltd	3600.00	106122	Devolved services - Grass verge mowing June 2016
ARD Playgrounds (ABA Construction Ltd)	168.00	106123	Quarterly inspection July 2016 - playgrounds
Clarity Copiers Ltd	29.69	106124	Photocopier charges 30/06-21/07/16
TBS Hygiene Ltd	449.28	106125	Dog waste collection June 2016
Great Kingshill Village Hall	30.00	106126	Village Hall hire 09/10/2016 Allotment Talk
ETI Services Ltd	55.20	106127	Cleaning office for Feb 2016 (never had Feb-July 2016 invoices)
ETI Services Ltd	55.20	106128	Cleaning office for March 2016 (as above)
ETI Services Ltd	69.00	106129	Cleaning office for April 2016 (as above)
ETI Services Ltd	55.20	106130	Cleaning office for May 2016 (as above)
ETI Services Ltd	55.20	106131	Cleaning office for June (as above)
ETI Services Ltd	69.00	106132	Cleaning office for July (as above)
Veolia ES (UK) Ltd	72.65	106133	GoR waste July 2016
HMRC	936.75	106134	Outstanding PAYE liability
Employee No 2	17.10	106135	Mileage expenses allotment competition/devolved services hedges
Employee No 2	18.00	106136	Expenses - wine for Judge of allotment comp
Zurich Municipal	2365.70	106137	Renewal Premium 01/09/16-31/08/2017 insurance
Shred on Site	60.00	106138	Shredding charge August 2016
John O'Conner Grounds Maintenance Ltd	2042.94	106139	Grass cutting July 2016
SSE	36.88	106140	Dusk to dawn street lighting 02/07-01/08/16
SSE	141.26	106141	Street lighting quarterly charge 05/04-12/07/16
SSE	4.31	106142	Street lighting continuous energy 02/07-01/08/16
HMRC	924.35	106143	PAYE & NI Month 5 (Aug 2016)
SR Farm Services	329.50	106144	Grt Kingshill gate, willow cutting, WA allotment, barrier Ttemplewood
Salaries July	3274.43	SO	Standing Orders paid in July
Salaries Aug	3274.43	SO	Standing Orders paid in August
Nest Pensions July	204.74	DD	Pension contributions for June 2016
Nest Pensions August	204.74	DD	Pension contributions for July 2016
Mainstream Digital July	7.95	DD	Call charges 01/06-29/06/16
Mainstream Digital August	191.17	DD	Quarterly Phone Charges
HSBC	2.50	DR	Text messaging service for July 2016
HSBC August	2.50	DR	Text messaging service for August

Heart Internet July	10.79	DD	Web Hosting Fee
Heart Internet August	10.79	DD	Web Hosting Fee
Microsoft	10.56	DD	Microsoft charges 12/07-11/08/16 (Alto card)
Microsoft	30.00	DD	Microsoft charges 10/07-09/08/16 (Alto card)
TOTAL:	£28165.24		

Money received since last meeting

Allotment Rents	26.00	CH/12 & RL/24b
Creative Memorials	250.00	RG343 & RG253
Beacon Funeral Services	1650.00	RG343 & RG422
Arnold Funeral Services	780.00	RG345
Surman & Horwood	260.00	RG377
TOTAL	£2966.00	

Bank Balances 31st August 2016	£
HSBC Current	21943.81
HSBC High Interest	72975.31
HSBC Imprest	1000.00
NS&I	80938.87
Petty Cash	0.00
Unity Bank Imprest	90.26
Unity Bank Deposit	0.00
Unity Bank Debit Card available balance	251.78
TOTAL	£177,200.03

Bank Reconciliation Statements

Bank Reconciliation Statements for the month ending the 31st July 2016 have been prepared and signed off.

A Bank Reconciliation Statement for the month ending the 31st August 2016 has been prepared but not yet signed off