

HUGHENDEN PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 8th February 2011 in the Council Offices at 8pm

UNCONFIRMED

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|----|------------------|---------------------------|-----------------------|
| 1. | Present:- | Cllr M E Ewart (Chairman) | Cllr H L McCarthy |
| | | Cllr A M Andrew | Cllr J E Rogers |
| | | Cllr D L Davies | Cllr L Ryan |
| | | Cllr R F Gould | Cllr L J Smith. |
| | | Cllr I N Guy | Cllr J I Sole |
| | | Cllr D G Jarman | Cllr J A Whitehouse |
| | | Cllr A M Konieczny | Clerk: Mrs L M Turner |

There were thirteen members of the public present.
Cllr Richard Pushman (BCC/WDC) and Cllr David Carroll (WDC) were also present.
Lawrence Dunhill attended as a representative of the Bucks Free Press.

2. **Apologies for Absence.**
Apologies for absence were accepted from Cllr Crawshaw & Cllr Gibbs.
3. **Declarations of Members' Interests in Items on the Agenda.**
11017 - Cllr Rogers declared an interest in an item in 'Payments' to SR Farm Contract Services as he is related to the contractor. Cllr Davies declared an interest in an item in the planning report as he is the applicant on one application and lives next door on another application.
4. **Minutes of the previous monthly meeting held on Tuesday 11th January 2011.**
11018 – Suggestions for amendments were made and after some discussion not agreed. Therefore the minutes, as presented, were **RESOLVED** as a true record of that meeting and duly signed by the Chairman.
5. **Police/RAF Consultation.**
There were no Police present. The Clerk was asked to contact the Police to clarify if there was a reason for their non-attendance at Parish Council meetings over the last few months.
6. **Public Speaking.**
As members of the public wished to speak, the Chairman suspended the meeting at 8.10pm.
 - a) Mr Conran of Naphill, asked about the Housing Needs Survey results. The Chairman referred him to item 10j on the agenda for the meeting, when this will be discussed.
 - b) Mr Swain of Great Kingshill objected to the subscription to Community Impact Bucks being paid. The Chairman then re-convened the meeting at 8.12pm.
7. **Matters Arising.**
11019 – 10304 – QBCC Consultation on Local Transport Plan (2011/12 – 2015/16). Cllr Davies had considered this report in some detail and had noted that, again, the comments were focused very much around the Princes Risborough area and didn't include some of the specific problem areas within this Parish. It was **RESOLVED** that Cllr Davies prepare a document for the Clerk to submit and that he bring the matter to the attention of the NWCLAF meeting, scheduled for 16/2/11.
8. **Correspondence.**
11020 – 8751/11 - WDC – Consultation on draft policy for Sex Establishment & Encounter Venues.
The Clerk gave information on this item and it was **NOTED**.
11021 - 8763/11 - BCC – Further information on changes to Area 4 – speed limit review. The Clerk gave information from Pat Francis (BCC) that the reduction on Cryers Hill Road from 40 to 30 is included in the changes but that there was no clear indication of when this would be achieved. After a short discussion this was **NOTED**.
11022 – 8767/11 - Local Government Boundary Commission – consultation on electoral review of Bucks. It was **AGREED** to defer a decision on this issue until the March Council meeting.
11023 – 8771/11 - BALC – Nominations for Councillor to attend Royal Garden Party on 29/6/11. It was **RESOLVED** that Cllr Rogers, as one of the longest serving members, be nominated for consideration.

- 11024** - 8772/11 - Hughenden Valley Village Hall – request for payment of £5000 grant for kitchen. The Clerk confirmed that relevant invoices had now been received and, as the grant had previously been approved, it was **UNANIMOUSLY RESOLVED** that this grant be paid.
- 11025** – 8773/11 & 8789/11 & 8790/11 & 8791/11 - WDC – Notification of ‘no action’ decisions regarding complaints and appeals against Councillors and one item to be referred for further investigation. This was **NOTED**.
- 11026** - 8785/11 - Planning Inspectorate – Notice that fp54 extinguishment order not confirmed at Pipers School, Great Kingshill. After some discussion this was **NOTED**.
- 11027** – 8764/11 - Wansbroughs Solicitors – request for information regarding Standards Board complaint. Cllr Konieczny asked for information on this item but, as it was regarding an individual, the Clerk agreed to speak to Cllr Konieczny after the meeting.

9. **Other Matters.**

- 11028** – Consideration of appointment of Cllr Ryan to join Widmer End School – School Travel Plan committee as a representative of the Parish Council. It was **UNANIMOUSLY RESOLVED** that Cllr Ryan be the Council’s representative on the School Travel Plan for Widmer End School.
- 11029** - Consideration of adding clarity to the policy for Freedom of Information requests by confirming that the response should be as detailed as possible, taking each individual request and responding with either a) the requested information; b) a request for clarification; or c) a written Refusal Notice. This was **UNANIMOUSLY RESOLVED**.
- 11030** - Confirmation that all wards may bring forward relevant items of business for consideration by the Council, given the disproportionate emphasis on one ward during the last year. After some discussion this was **NOTED**.
- 11031** - Update requested on all items outstanding for the local community gang. The Clerk confirmed that the only issue outstanding is the hedge along Cryers Hill Lane, Widmer End and that the gangs are at present focused on filling the potholes around the District. This was **NOTED**.
- 11032** - Proposal: subsequent to the District Councils stand against any high speed rail link running through the Chilterns, that this Council confirms its policy in this regard. After some discussion it was **UNANIMOUSLY RESOLVED** that this Council is firmly against the principle of any high speed rail link running through the Chilterns and Chilterns AONB. It was **AGREED** to send this to the Ministry of Transport with a copy to BCC, WDC, CCB, Chiltern Society and to newsletters within the Parish and also to place this on the Parish Council’s website.
- 11033** - Consideration of revision to Standing Orders. Papers had been provided to members and some amendments were proposed and agreed. It was then **RESOLVED** to adopt the revision to the standing orders, subject to legal clarification on 1(r).

10. **REPORTS:-**

As it was getting late, the Chairman allowed the County & District Councillors to make their reports.

Reports from County and/or District Councillors.

- 11034** – Cllr Pushman spoke about Police attendance and the BCC transport plan. He confirmed that he would try to ensure that the speed limit changes be made by the end of this financial year. He stated he was delighted the Parish Council had spoken out so strongly again HS2 in the Chilterns. He made comment about corporate responsibility as opposed to collective responsibility and feels this may be the correct phrase. He confirmed that Hughenden Parish has received the most bids from the LAF and confirmed funding for the Pipers Lane footpath and TSID’s from his community fund. He stated that he had received details of parking restrictions at Hughenden Valley school and he will be responding to that in due course.
- 11035** – Cllr Carroll spoke about the stadium being called in to committee and keeping the council tax as low as possible, mentioning working with other District Councils to save money, where possible. He confirmed that £30k had been put into a ‘fighting fund’ for HS2 and that cuts in Police funding may be the reason why they are unable to attend meetings.

Chairman.

- 11036** - The Chairman had attended the recent NAG meeting, held at RAF Naphill and stated it was pleasing that a group of people across all wards of the Parish are working well together in this regard. She mentioned that the CEO of WDC, Karen Satterford, had stopped into the Parish Office during a recent tour of the Parish and had met briefly and informally with some members of the Council. She stated that she had attended a BALC Executive Committee meeting, which she has been elected to in her capacity as a member of WDALC, as one of the Parish Council’s representatives on that body. She had also attended a seminar on Localism in Planning, which is in the very early stages of implementation and there will be much more to come on this issue.

She continued by stating that she and the Clerk had attended a training session with the Monitoring Officer at WDC and had been pleased to do so as she, as a former educator, believes strongly in life long learning. She confirmed that anyone involved with Councils is always learning new things as rules change and new issues come to light. The training part was in regard to clarification on the wording of the proposal to close a meeting, which has been implemented. One aspect that was interesting was that some of the allegations made included incorrect information and this shows how difficult the procedure is, as the complainant is never notified of the exact allegations against them, with no opportunity to comment unless the matter is taken further. Out of 8 complaints made against her personally, as well as one appeal, there was only one requested minor change to an item on Agendas and all others had been dropped.

Planning Committee.

11037 - Minutes of the Planning Committee meeting held on 27th January 2011 had been issued.

Cllr Davies declared an interest in two of the applications considered, one as an applicant and one as a neighbour, and left the meeting for the duration of the discussion.

- a) Cllr Gould mentioned the application at Hatches Farm for change of use of farm buildings. The application had been objected to by the Committee but he had received information that this application had now been withdrawn.
- b) Cllr Gould then mentioned a second application in Hatches Lane regarding the new development of houses, asking for extensions. Although the Committee had submitted a strong objection he had been surprised to discover that none of the near neighbours or organisations, who normally comment on applications in the green belt, had made any comments on this application.
- c) Cllr Gould then spoke about a third application in Great Kingshill, on Pipers Lane for a change to the roofline. A similar application had previously been refused at appeal and the Committee again objected to it.
- d) Cllr Gould spoke about the application at Greenacres, Cryers Hill Road, which was again asking for windows in the front roof space. This had been previously refused and the Committee again objected.

It was then **RESOLVED** to accept the Planning Committee report. Cllr Rogers declared an interest in one of the applications as the applicant was a neighbour and abstained from the decision.

Application comments detailed in Appendix B/1102 with these minutes.

It was **AGREED** that the meeting scheduled for 10th March 2011 would be moved to **Wednesday 9th March 2011**, as members would be attending a training seminar at WDC on 10th March 2011.

Finance & Administration Committee.

11038 - Minutes of the Finance & Administration Committee meeting held on 25th January 2011 had been issued. The following items were discussed:-

- a) 11FA04 – Community Impact Bucks – request for annual subscription of £30. Cllr Whitehouse informed the meeting that this organisation helps the village hall committees in this Parish. Cllr Konieczny asked for a debate on this issue but no further comments were made. During this discussion Cllr Davies returned to the meeting. A vote on this issue was then taken and it was **RESOLVED** that the subscription of £30.00 be paid. (As the meeting closed to members of the public and press Cllr Davies spoke to the Clerk and asked to clarify that his vote on this issue was an abstention, as he had been disorientated on his return to the meeting.)
- b) 11FA09 – Consideration of changes to staff contracts & remuneration. It was **RESOLVED** to take this item in the closed part of the meeting, as it is to do with terms and conditions of employment.

There were no further comments and, subject to the item in closed session, it was **UNANIMOUSLY RESOLVED** to accept the Finance & Administration Committee report.

Services Committee.

There had been no meeting since the last Council meeting.

Reports by Councillors serving as representatives on Outside Bodies.

11039 - Naphill Village Hall – Cllr Ewart reported that she had attended the most recent meeting and the coffee shop is now up and running, which will be a welcome initiative. She reported that the hall had suffered from a theft of lead from the roof, which is likely to cost in the region of £2000 to replace. She further confirmed that the committee are struggling to obtain grant funding for the heating, which is expected to cost in the region of £50,000.

Reports from Outside Meetings.

11040 - NAG – Cllr Jarman and Smith spoke about the contingency planning group. A lot of detail is required and there may be some issues with confidential information being available, which needs to be clarified. The group are using a template supplied from Bucks County Council. A brief report will be issued from Cllr Smith and comments from the Parish Council would be welcomed.

Reports from Residents Associations.

11041 – Hughenden Valley – Cllr Smith stated that signposts indicating Hughenden Valley have still not been placed and it was **AGREED** that this would be raised at the next LAF meeting. The Clerk also agreed to follow up on this issue again with BCC and Cllr Pushman. Cllr Smith stated that the deadline for the next village magazine would be 14th March 2011.

11042 – Widmer End – Cllr Guy reported that the spring magazine had been delayed by a week to enable the distribution of the Parish Council's Annual Report at the same time. The deadline for the newsletter would be 18th February 2011.

Reports from Working Parties.

11043 – Quality Status – Notes from the meeting had been provided and were **NOTED**. Cllr Gould asked about the Clerk providing reports for newsletters and which libraries would be sent information and this was clarified. Cllr Ewart informed members that she, Cllr Whitehouse and Cllr Ryan had met and were starting to provide the template for the annual report, which will be delivered to all households in March. It was then **UNANIMOUSLY RESOLVED** to adopt the NALC Communications Toolkit as a policy of the Council, in line with the working party's recommendations.

Progress Report on Housing Needs Survey.

11044 – Cllr Ewart stated that the survey has not yet been received, although it is understood that it is on its way. In order for this to be presented to the Council, it is proposed that this is done at a working party meeting of the full Council to be held on Tuesday 15th February 2011 at 2pm in the Council offices, in the absence of the public and press. This was **RESOLVED**. Copies of the survey will be available for all members at the meeting and it is intended that they will be able to be posted on the Council's website as soon as possible after that meeting.

Update Report from Clerk.

11045 – The Clerk had provided a report for members and this was **NOTED**.

She also gave information on the date deadlines for the forthcoming elections, which she will be forwarding on to the members.

11. **Reminder of Future Meetings.**

- a) NAG – 24th February and 7th April 2011 at HPC offices at 7.30pm.
- b) LAF – 16th February 2011.

12. **Payments.**

11046 - Payments and monies received according to appendix A/1102 – attached to these minutes.

13. **Confidential Items.**

For the following items, it was RESOLVED the public and press be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, regarding contract quotations, individuals and terms and conditions of employment.

The meeting was closed and the public left at 10.04pm.

11047 - Consideration of cost of clearance work and tree work required in Cockshoot wood. The Clerk and Cllr Davies gave information on this item and after some discussion it was **RESOLVED** that Chris Gant be asked to clear the holly and laurel, in line with the maintenance plan provided by the Chiltern Woodlands Project. It was further **RESOLVED** that a dead tree be removed, as this could be a danger to people using the footpaths through the wood.

11048 - Consideration of notes from Clerk's management meeting. The Clerk left the meeting at this point. This was discussed in some detail and **NOTED**.

11049 – Item referred from Finance & Administration Committee report - 11FA09 – Consideration of changes to staff contracts & remuneration. It was **UNANIMOUSLY RESOLVED** that the Clerk's spinal point scale be increased by one, in recognition of her recent CiLCA achievement, in line with her contract, to come into force from 1st April 2011. The Clerk remained absent for this item.

11050 - Report from meeting with solicitor regarding Clerk's grievance complaint. Cllr Konieczny and Cllr Smith were asked to leave the meeting at this point as they both had a prejudicial interest in this matter. The Clerk also remained absent for this item.

The Chairman gave information to members on this issue and it was **UNANIMOUSLY RESOLVED** to record that the Parish Council has complete confidence in the Clerk. It was further **UNANIMOUSLY RESOLVED** to delegate responsibility to Cllr Ewart and the grievance committee, to make an official complaint to the Standards Board concerning the Clerk's grievance.

During this item it was **RESOLVED** to continue after the 10.30pm deadline for meetings.

The Clerk re-entered the meeting after this item at 10.33pm.

11051 - Report from Chairman's meeting with BCC Legal Department. The Chairman gave information to members of the initial consultation in this matter. After some further discussion it was **UNANIMOUSLY RESOLVED** that the Chairman and Vice Chairman be empowered to have a further meeting with a BCC Legal representative in order to progress this matter and to incur costs of up to £500, if this should be required.

The meeting re-opened at 10.43pm.

14. **Urgent Matters by permission of the Chairman.**

There were no urgent matters.

15. **Date of the next meeting.**

The next meeting is scheduled for Tuesday 8th March 2011 commencing at 8pm.

There being no further business, the meeting was declared closed at 10.44pm.

Signed

Date

Appendix A/1102

Payments:

The following invoices have been received since the last meeting of the Parish Council and payment was **RESOLVED**:-

a) HM Revenue & Customs – Tax and NI for January salaries	£ 903.16
b) SR Farm Contract Services – GoR maint/fencing/play area maintenance	£ 1,340.00
c) Toilets+ Ltd – toilet hire at Garden of Rest	£ 129.60
d) SDK Environmental Ltd – dog waste collection around Parish	£ 392.69
e) C Gant – tree work and root grinding at HV, WL and PH allotments	£ 648.00
f) Country Supplies – topsoil for graves	£ 93.70
g) SC Gibbons – decorating in office (incl replacement emergency door)	£ 1,650.00
h) Southern Electric Contracting Ltd – rechargeable repairs for street lighting	£ 31.09
i) Southern Electric – supply for Garden of Rest and street lighting	£ 713.06
j) Clearview – window cleaning from June to November 2010	£ 60.00
k) Molly Maid – office cleaning – 3/2/11	£ 23.48
m) Spratt Endicott Solicitors – legal fees	£ 576.00

Cllr Rogers declared an interest in item (b) as he is related to the contractor, and abstained from the decision.

The following payments have been made since the last meeting of the Parish Council and were **RESOLVED**:-

a) Salaries for January	£ 2,502.16
b) British Telecom – telephone and broadband charges	£ 73.30
c) Mrs Marsden – mileage expenses for October to December 2010	£ 26.10
d) Spar – refreshments for meetings	£ 10.98
e) Mrs L Turner – mileage expenses for November/December	£ 41.76
f) Co-op – refreshments for meetings	£ 34.98
g) Ms Ewart – Chairman’s allowance (gifts for staff)	£ 75.00
h) City Electrical Factors Ltd – specialist light bulbs for burial ground building	£ 12.66
i) Murco – refreshments	£ 13.47
j) B Hatt – replacement padlock for locking post at recreation ground (GK)	£ 25.70

Monies Received:-

The following monies have been received since the last Council meeting and were **NOTED**.

a) Burials – (1 full/1 ashes/1 plaque)	£ 1,340.00
b) Allotment rents	£ 45.00
c) Fees for information provision	£ 10.00

Appendix B/1102

Details of planning responses to be attached to full Council minutes for February 2011

Planning Committee Meeting: 27th January 2011 – 13 applications were reviewed

VJB/10/07664/FUL – Extension and alterations to opening of existing 5 bar gate at Sylvest, Cryers Hill Lane, Cryers Hill. This was not discussed, as permission had already been granted from WDC.

The following applications should be refused for the planning reasons set out below:-

MJD/10/07797/FUL – Martin Davies – 421520

Change of use of redundant farm buildings into 2 x workshop units and demolition of remaining buildings at Hatches Farm, Hatches Lane, Great Kingshill.

The Parish Council has an interest in this application as the applicant is a Parish Councillor. However, the Parish Council strongly objects to the proposed 2 x B1 business units. It would point out that unit 2 is derelict and would require a complete rebuild, contrary to policy PPG7. This would be inappropriate development in this area of the Green Belt and AONB. The resultant increase in traffic, not only from the employers and employees, but also from any delivery vehicles whether small vans or large articulated lorries would be a major intrusion not only to Hatches Lane residents, but to the village of Great Kingshill. Hatches Lane is a narrow road leading to a dangerous single track lane and the noise, inconvenience and problems associated with badly sited industrial sites within Hughenden Parish are well documented. The Parish Council would bring your attention to the letter from BCC Highways, dated 20/1/11, asking for refusal. If minded to approve, this application should be considered by the WDC Planning Committee.

All members declared an interest in this item, as the applicant is known to them, but as it affected them all equally, they continued to determine the application.

MJD/10/07854/FUL – Martin Davies - 421520

Change of use of redundant farm buildings to 3 x residential units including demolition of farm buildings (alternative scheme to p/p 09/06509/FUL to include modifications to carports / garages to plots 1,2 & 3 and new garden room to plot 1 at Hatches Farm, Hatches Lane, Great Kingshill.

The Parish Council strongly objects to this application as the new carports are inappropriate development in the Green Belt and AONB. The velux windows and staircase constitute new build. The garden room is new development in the Green Belt and AONB and should therefore be refused. If minded to approve, this application should be determined by the WDC Planning Committee.

AD/10/07864/FUL – Alexia Dodd - 421462

Construction of first floor extension over existing garage at Long Runnets, Pipers Lane, Great Kingshill.

The Parish Council objects to this application as the extension would be an intrusion on 23 Limmers Mead. This does not appear to address the dismissal of the appeal under 10/05827/FUL, dated 27/10/2010.

AD/11/05010/FUL – Alexia Dodd – 421462

Construction of 2 dormer windows to front roof slope at Greenacres, Cryers Hill Road, Cryers Hill.

The Parish Council strongly objects to this application that attempts to overturn previous decisions regarding windows in the front roof elevation. The property already breaks the 50% rule in Green Belt, by using the roof space as accommodation. The insertion of 2 dormer windows is inappropriate development in the Green Belt and AONB and detrimental to the street scene.

GMG/11/05055/FUL – Gemma Gearing - 421632

Erection of 1 x detached 3 bed dwelling house on land adjacent 23 Ash Close at 23 Ash Close, Walters Ash.

The Parish Council strongly objects to this backland development. The proposed development would result in a cramped appearance in the corner of a cul de sac and would also close off a green aspect which exists between all the semi detached houses. The existing symmetry would also be destroyed. If minded to permit, the Parish Council requests that this application be determined by the WDC Planning Committee.

The Council has the following observations on these applications:-

AD/10/07865/FUL – Alexia Dodd – 421462

Construction of conservatory to rear of 13 Louches Lane, Naphill.

The Parish Council has no objection to this application provided there is no intrusion on neighbours.

GMG/10/07920/FUL – Gemma Gearing – 421632

Construction of two storey rear extension and single storey rear infill extension at Longwood, Speen Road, North Dean.

The Parish Council has no objection to this application provided it does not contravene Green Belt and Conservation Area regulations.

AD/11/05031/FUL – Alexia Dodd – 421462

Demolition of existing extensions, construction of two storey front extension, single storey rear extension, together with new side porch. Alterations to outbuilding. (Option A) at Rainier, Speen Road, North Dean.

The Parish Council has no objection to this application provided it does not contravene Green Belt and Conservation Area regulations.

AD/11/05032/FUL – Alexia Dodd – 421462

Demolition of existing extensions, construction of two storey front extension, single storey rear extension, together with new side porch. Alterations to outbuilding. (Option B) at Rainier, Speen Road, North Dean.

The Parish Council has no objection to this application provided it does not contravene Green Belt and Conservation Area regulations.

AD/11/05063/FUL – Alexia Dodd – 421462

Construction of single storey side extension, two storey rear extension and detached single storey garage / store at Meadowvale, Speen Road, North Dean.

The Parish Council has an interest in this application as the applicant's next door neighbour is a Parish Councillor. However, the Parish Council has no objection to this application provided it does not contravene Green Belt and Conservation Area regulations and does not cause an intrusion on neighbours.

All members declared an interest in this item, as the applicant's next door neighbour is a Parish Councillor, but as it affected them all equally, they continued to determine the application.

The Council has no objections on the following applications:-

GMG/10/07901/FUL – Gemma Gearing – 421632

Erection of Tensile fabric canopies over the play area adjacent to the playground at Naphill and Walters Ash School, Kilnwood, Walters Ash.

AD/11/05033/FUL – Alexia Dodd – 421462

Construction of a single storey side and rear extension at 18 Vincents Way, Naphill.

VJB/11/05082/FUL – Valerie Bailey – 421548

Installation of one clear double glazed window with two openings at Beechwood House, Cryers Hill Lane, Cryers Hill.

End.