

HUGHENDEN PARISH COUNCIL

Minutes of the Parish Council Meeting

held on Tuesday 12th July 2017 at the Council Offices commencing at 8:00pm

CONFIRMED

Minutes	Actions	
Present:- Cllr P Nicholls (PN) (Chairman) Cllr K Gilmour (KG) Cllr R Gould (RG) Cllr P Gieler (PG)	Cllr B Swain (BS) Cllr S Kearey (SK) (arrived 9.30pm) Cllr C Waterton (CW)	
Clerk: Peter Wetherman	2 members of the public signed the visitors' book.	
1. Attendance Book was duly signed.		
2. Apologies for Absence 16597 An apology was received from Cllr Crawford and a reason for his absence having been given and considered his apology was ACCEPTED . Cllr Kearey had already given his apologies for his expected late arrival at the meeting.		
3. Declarations of Members' Interests in Items on the Agenda 16598 None		
The chairman brought forward the following item: 8. Reports from County and/or District Councillors 16599 Cllr Carroll reported that he expected BCC to make an offer to extend some of the areas of the Parish devolved grass cutting services to include certain roads within the 40mph speed limit so as to provide a consistency of services for some parishioners		
4. Minutes of the previous meetings 16600 The Council RESOLVED to ACCEPT the minutes of the Full Council meeting dated the 14 th June 2016 and which were then signed by the Chairman.		
5. Co-option of vacancy for the Widmer Ward 16601 The Council had received an application for the vacancy in the Widmer End from Mr Nik Keegan. Mr Keegan made a short presentation to the Council as to his reasons for wishing to be a Councillor and his relevant experience. 16602 The Council unanimously RESOLVED to accept Mr Keegan's application and he was informed that he would be welcome to remain for the rest of the meeting but would not be acting in his new role of Councillor until the relevant administration had been completed		The Clerk
6 Matters Arising Report to be noted 16603 The matters arising report which had had been distributed before the meeting was NOTED . In future completed actions need not be shown on the report.		The Clerk
7. Public Speaking 16604 There was none.		
9. Correspondence 16605 The Council NOTED the correspondence and the email log detailed in Appendix 1 provided by the Clerk. 16606 In respect of Correspondence Item 1079/16 the forthcoming discontinuance of the ALTO Debit Card service by Unity Trust Bank was NOTED and it was AGREED that any steps to replace this with should be left to the new Clerk		

<p>16607 In respect of Correspondence Item 1080/16 the Clerk was requested to send an appropriate reply on behalf of the Council explaining the circumstances of the potential conflict of interest which had arisen and providing relevant extracts from the minutes of the meeting.</p>	The Clerk
<p>10. Financial Report 16608 The Clerk presented his Financial Report which was NOTED by Council. Cllr Swain suggested that it would be useful if the report could in the future identify which payments listed had been already paid and included within the balance of the bank accounts show for the end of the preceding month. This will assist in identifying the amount of available funds to hand.</p>	The Clerk
<p>11. Grants, Donations and Loan Applications a) 16609 There were none to consider but as an item for the next meeting the Council AGREED there should be a discussion as whether an expiry date should be imposed as a condition of both existing and all new grants, donations and loans. The Clerk was asked to draw this to the attention of all parties who may have an interest including recipients of any current outstanding grants, donations and loans.</p>	The Clerk
<p>12. Chairman's Report 16610 The Chairman's written report having previously been circulated was RECEIVED by the Council.</p>	
<p>13. Report from Clerk 16611 The Clerk's written report having previously been circulated was RECEIVED by the Council.</p>	
<p>14. Planning Committee Report 16612 Cllr Gould provided a report in respect of the planning meeting the 30th June 2016 which was RECEIVED and NOTED by the Council. 16613 Cllr Gould referred to the draft WDC District Plan both as to how a proposed cemetery may affect the Council's interest in Queensway and as to the possible release of Green Belt areas in Naphill and Walters Ash. The Council has until the 7th August 2016 to respond to the draft plan and Cllr Gould asked all members to ensure that all comments should be directed to him in good time in order that a detailed response can be considered at the Planning meeting to be held on the 4th August 2016. Members were also asked to draw this to the attention of all Resident Associations. Cllr Gould was thanked for his report.</p>	All Cllrs
<p>15. Report from the Staffing Committee 16613 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>16. Working Group Reports a) Garden of Rest Working Group 16614 Cllr Gieler presented the report of the Garden of Rest Working Group and which was NOTED. 16615 The Council RESOLVED that:</p> <ol style="list-style-type: none"> I. The Deputy Clerk should be reminded to prepare the revised Regulations for Garden of Rest to be agreed at September Meeting. II. The Deputy Clerk should put up the required new notices at the Garden of Rest. III. The article on Garden of Rest circulated to all Village newsletters. IV. The Council earmark out of reserves the sum of £7400 for the required surveys and to delegate to the Garden of Rest Working Group the decision to proceed on 	Deputy Clerk Deputy Clerk The Clerk

<p>projects detailed in the Garden of Rest Report.</p> <p>d) Playgrounds Working Group 16616 Cllr Gieler presented the report of the Playgrounds Working Group which had been circulated before the meeting.</p> <p>16617 The Council RESOLVED that:</p> <ol style="list-style-type: none"> I. The Deputy Clerk should be requested to order the appropriate generic signs and arrange for this to be affixed to all playgrounds gates and was authorised to incur expenditure for this purpose up to a sum of £1000. II. The Deputy Clerk should be requested to obtain a quotation from the Council's Playground Contractor as to the preparation of a suitable report to help establish the likely replacement time and projected costings for the replacement of all playground equipment according to the expected life span of the equipment concerned III. To APPROVE the draft Playground Policy which had been circulated prior to the meeting. 	<p>The Deputy Clerk</p> <p>The Deputy Clerk</p> <p>The Clerk</p>
<p>17. Written Reports from Councillors serving as representatives on Outside Bodies and Meetings. 16618 There were no written reports.</p>	
<p>18. Other Matters</p> <p>a) New HPC Financial Regulations 16619 The Council RECEIVED and APPROVED the new and revised HPC Financial Regulations based on the NALC Financial Regulations (England) Updated January 2016 as updated and customised by the Clerk.</p> <p>b) Financial Risk Assessment Review 16620 The Council RESOLVED to delegate to the Clerk and Cllr Swain the task of reviewing and putting into immediate effect the Council's Financial Risk Assessment and any other Risk Assessments which may require review.</p> <p>c) Prioritising of tasks and review of strategy 16621 Cllr Nicholls presented the report of the Strategy Working Group which was RECEIVED and AGREED by the Council.</p> <p>16622 The Council RESOLVED to APPROVE the Strategy as described in the HPC Office Priorities Spreadsheet dated the 5th July 2016 and Strategy Session Slides of the same date attached to the Report of the Strategy Working Group and to ADOPT all other recommendations of the same Report.</p> <p>d) Insurance Renewal Arrangements 16623 In respect of the necessary arrangements to approve and accept insurance quotations for the Parish Council Insurance due for renewal on the 1st September 2016 which are likely to be received after this Council meeting but which need to be given effect to before the September Full Council Meeting the Council RESOLVED to delegate authority to approve and accept insurance quotations jointly to the Chairman, Vice Chairman and the Clerk.</p> <p>e) Review of HPC Standing Orders 16624 The Council RESOLVED to APPROVE the following additional standing orders as recommended by the Clerk who is requested to incorporate these as appropriate in the current form of Standing Orders:</p> <ol style="list-style-type: none"> I. "Members of the public have no advance notification or right to attend a meeting of a Staffing Committee in respect of any matters in confidence to be considered" II. "The Clerk shall record all meetings of the Full Council and may record other meetings of the Council at his/her discretion but not Staffing Committee meetings. Care should always be taken to ensure that matters under confidential items are not recorded. The purpose of any recording is as an aide memoire to the Clerk in preparing the minutes and as a security measure. All recording are confidential" 	<p>The Clerk</p> <p>BS The Clerk</p> <p>The Clerk</p> <p>The Clerk, PN, PW</p> <p>The Clerk</p>

<p>records accessible by only the Clerk but any Member may be afforded limited access upon request, that is to say the facility to listen to a playback of the recording but not to be provided with a copy. Recordings should always be retained until the minutes of the meeting concerned have been agreed and must thereafter be immediately destroyed”.</p> <p>f) Review of the current Payroll and Salary Payment arrangements 16625 The Clerk reported that the Payroll Check for the months of March, April and May 2016 as authorised at the June Full Council Meeting had not been received but were expected. Nevertheless the Council RESOLVED for the Clerk to accept the quotation for the Payroll service provided by the Fish Partnership and for this service to be utilised for all employees as soon as a means of providing payment using online banking services to fund each month’s payroll can be put in place. The Council further RESOLVED that from commencement of the new payroll service that the staff should be paid a month in arrears in place of the rather confusing current arrangement of paying two weeks in arrears and two weeks in advance.</p> <p>g) Complaint against the Council 16626/16552 The Clerk reported that whilst legal advice had been sought this unfortunately had not been received in the time of the meeting and the Council AGREED this item would need to be deferred until the next meeting.</p> <p>h) Tree Work at Walters Ash Allotments 16627 Having regard to the recommendations of the Deputy Clerk the Council RESOLVED to decline the request from a parishioner for the removal of a tree and other works all to be undertaken Walters Ash Allotments.</p>	The Clerk
<p>18. Reminder of future Meetings 16628 Planning - 14th July, 4th and 25th August 2016 Finance & Services – 27th September 2016 Full Council –13th September, 11th October 2016</p>	
<p>19 Any other matters to report which may be also added to the next agenda. 16629 None</p>	
<p>20. Date of the next meeting 16630 13th September 2016 commencing at 8.00pm</p>	
<p>16631 The Council RESOLVED that it being 10.00pm that the meeting should continue but not beyond 10.30pm.</p>	
<p>21. Confidential Item 15 Report from the Staffing Committee</p> <p>16632 The Council NOTED with regret the Clerk’s notice of resignation which will expire on 27th September 2016 and RESOLVED to accept with thanks the Clerk’s offer to provide some assistance beyond his notice period up until the end of November if that was necessary and also to accept his offer to have a longer term involvement in certain matters like the AfLP.</p> <p>16633 The Council RESOLVED to take the following urgent steps to find a replacement for the Clerk as follows:</p> <ol style="list-style-type: none"> I. The position of the Clerk should be advertised as appropriate for the importance of the position as soon as possible including an advertisement in the Bucks Free Press. The position will be advertised as being for a permanent full time appointment based on the appropriate NALC pay scale within a salary range of £31000-£35000 PA and upon NALC contract terms (apart from the employer’s pension contribution will remain at 5½%). II. A budget of £2,000 to be allocated to cover the costs of advertising the role and 	

any other associated expenses.

- III. The Staffing Committee is delegated the responsibility for advertising the position, and reviewing and short listing applications.
- IV. The shortlisted candidates will be invited to attend the appropriate Council meeting and for the Council to decide the final choice of candidate.
- V. For the Council to delegate to the Staffing Committee the undertaking of a full review of the overall staffing responsibilities and report back to the Full Council with their recommendations for the September Full Council meeting.

16634 The Council **RESOLVED** that the Public Sector cost of living pay award of 1% for this year should be applied to all staff back dated to the 1st April 2016 and **DIRECTS** that the GOR Assistant should be reimbursed the cost of the cleaning materials which she provides.

16635/15424 The Council **RESOLVED** that in connection with the determination of a member of staff's application for overtime in connection with ILCA that this should be declined.

16636 The Council **RESOLVED** to **DIRECT** that staff appraisals should be undertaken as soon as possible with the Chairman undertaking the appraisal of the Clerk and the Clerk undertaking the appraisal of all other staff.

16637 The Council **RESOLVED** to appoint Cllr Kearey to undertake an informal review as to the confidential matter reported to the meeting. Cllr Kearey is requested to report back to the Staffing Committee who will make appropriate recommendations (if any) to Full Council.

16638 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

16639 The meeting was closed at 10.30pm.

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 12th July 2016

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

Number	Item description	Type
1073/16	Chairman's response to matters of concern raised by the Internal Auditor	Letter
1074/16	Confirmation from ICO of HPC's registration as of Data Controller to 23 rd June 2017	Letter
1075/16	Enclosing purported rent from Great Kingshill Cricket Club	Letter
1076/15	Decision Notice FS50610023 issued by the ICO	Letter
1077/16	Exchange of emails with a Parishioner concerning grass cutting of a verge at Coombe Lane Hughenden Valley.	Email
1078/16	Objection from a Parishioner concerning Planning Applications 16/06514/FUL	Letter
1079/16	Notification from Unity Trust Bank concerning the discontinuance of the ALTO Card service	Letter
1080/16	Enquiry from a parishioner arising from the last Planning Meeting	Email

Revised Appendix 2

Financial Report 12th July 2016

Requests for payment received and payments becoming due/expected since last meeting

Invoice Received From	Amount £ (inc VAT)	Cheque Number	Information
Tree Contractor	1080.00	105971	Reduction of large Common Rd Allotment Ash Tree Inv No. 086
Staples	58.40	105972	1 st class stamps, A4 paper Inv No IGR40100
Naphill & Walters Ash School	90.00	105973	Hall hire for Oct F/C Meeting
Playground Contractor	408.00	105974	Emergency repairs Naphill Rec Ground – Junior Multi-play
Hughenden Valley Village Hall	516.00	105975	MUGA Costs – Applewood and Quality Traffic Surveys
Staples	93.28	105976	A4 paper, toilet roll, notepads inv no IL1165800
Grass Contractor	2042.94	105977	Grass cutting carried out in May 2016
Spruced Up Ltd	7200.00	105978	Replacement of returned chq 105952
Playground Contractor	7716.36	105979	Replacement of returned chq 105962
Employee 1	662.65	105980	Overtime for June 2016 @ £17.44ph
Shred on Site	60.00	105981	Shredding charge for June 2016
Contractor	322.00	105982	Remove weeds from ND playground cushion fall and take to tip
TBS Hygiene Ltd	449.28	105983	Dog waste collection for May 2016
The Fish Partnership	2145.00	105984	Prep of Acc YE 31/03/16, 2 days of Sage training & payroll rec May 2016
Staples	64.48	105985	Final demand – money outstanding
Wycombe District Council	432.00	105986	Sports Pitch Hire annual play inspections 2016 – HV, Naphill, Templewood, ND, The Common & WE play areas
Great Kingshill Residents Association	520.00	105987	Annual Grant – magazine
Hughenden Valley Residents Association	520.00	105988	Annual Grant – magazine
Naphill & Walter's Ash Gazette	520.00	105989	Annual Grant
Speen & North Dean News	520.00	105990	Annual Grant

Widmer End Residents Association	520.00	105991	Annual Grant – magazine
Great Kingshill Village Hall	676.00	105992	Annual Grant
Hughenden Valley Village Hall & Playing Field	1170.00	105993	Annual Grant
Naphill Village Hall & Playing Field	1170.00	105994	Annual Grant
North Dean Village Hall & Playing Field	1170.00	105995	Annual Grant
Widmer End Village Hall & Playing Field	1170.00	105996	Annual Grant
Great Kingshill Cricket Club	1066.00	105997	Annual Grant – Ground maintenance
Hughenden Valley Football Club	923.00	105998	Annual Grant – Ground maintenance
Widmer End Football Club	923.00	105999	Annual Grant – Ground maintenance
National Allotment Society	66.00	106000	Membership Renewal
1&1 Internet Ltd	17.96	DR	Site Analytics 27/05-27/08/16 – from Alto card
Microsoft	40.56	DR	Microsoft charges 22/05-21/06/16 – from Alto card
Burial Ground Contractor	3600.00	106001	Devolved services grass verge mowing June 2016
Burial Ground Contractor	2910.00	106002	GoR maintenance for June 2016 + restore 17 benches as per quote of 30 th Nov 2015
Nest Pensions	204.74	DD	Pension contributions for May 2016
HSBC	2.50	DD	Text messaging service charge for 12/04-11/05/16
HSBC	2.50	DD	Text messaging service charge for May/June 2016
Microsoft	40.56	DR	Microsoft charges May 2016
Mainstream Digital Ltd	6.24	DD	Call charges for 02/05-31/05/16
Heart Internet	10.79	DD	Web hosting fee for May 2016
Salaries	3274.43		
TOTAL:	£44384.67		

Money received since last meeting

Allotment Tenants	39.00	LL10a, CH5a,WL18a
Peddle Funeral	1140.00	Interment
Arnold	1080.00	Interment
Dignity	1140.00	Interment
Co-Op Funeralcare	870.00	Interment
Heritage Memorials	50.00	Inscription
Beacon Funeral Services	150.00	Inscription
Highworth Memorials	150.00	Inscription
Council Tenant	560.00	Grazing License
SSE	10.50	Refund
TOTAL	£5189.50	

Bank Balances 30th June 2016	£
HSBC Current	37347.29
HSBC High Interest	122975.31
HSBC Imprest	1000.00
NS&I	80938.87
Petty Cash	0.00
Unity Bank Imprest	90.26
Unity Bank Deposit	0.00
Ynity Bank Debit Card available balance	332.90
TOTAL	£242,684.63

Bank Reconciliation Statements

Bank Reconciliation Statements for the month ending the 30th June 2016 have been prepared but not yet signed off.