



**TO: THE MEMBERS OF HUGHENDEN PARISH COUNCIL**

**Cllr J Armshaw, Cllr M Byrom, Cllr G Cadwallader, Cllr L Derrick, Cllr C Janes, Cllr S Jones, Cllr S Kearey, Cllr D Main, Cllr U Prashar, Cllr S Thomas**

**Dear Councillors,**

**You are hereby summoned to attend a Meeting of the Council to be held on Tuesday 20<sup>th</sup> of June 2023 at 7:30 pm at North Dean Village Hall, Speen Rd, Upper North Dean, High Wycombe HP14 4N**

Signed: *Alice Fisher*

Date: 14 June 2023

**The Chair may, at his/her discretion and at a convenient time in the transaction of business, adjourn the meeting to allow any members of the public to address the meeting. Parishioners and others in attendance are reminded that they must remain silent during the transaction of Council business.**

### **AGENDA**

**1. Apologies for Absence**

To consider and approve apologies for absence.

**2. Declarations of Interests and Dispensations**

In accordance with Sections 30 (3) and 235 (2) of the Localism Act 2011 and Hughenden Parish Council Code of Conduct, Councillors are requested to disclose personal and prejudicial interests on matters to be considered at the meeting.

**3. Public Participation**

Members of the public are permitted by the Chair to speak once in respect of business itemised on the agenda for no more than 2 minutes. Answers to questions raised may not be discussed unless already within this agenda and then only at that time. Outstanding questions may be referred to a future agenda for attention. The period for public participation shall not exceed 15 minutes.

- 4. Minutes**  
To approve the minutes of the Full Council Meeting on 16<sup>th</sup> of May 2023 – Appendix A
- 5. Communications Policy**  
To consider if a Communications Policy is needed in addition to the approved Communication and Social Media Policy – Appendix B
- 6. Community Engagement & Communication Action Plan including the use of digital media.**  
A motion to resolve a Community Engagement & Communication Action Plan including the use of digital media has been presented by Cllr Jill Armshaw with supporting documents - Appendix C
- 7. Freedom of Information Policy**
  - To resolve to comply with ICO guidance which can be found here : <https://ico.org.uk/for-organisations/foi-eir-and-access-to-information/guide-to-freedom-of-information/>
  - To agree a simplified version for the website – Appendix D
  - To appoint 3 members of the council, 2 of which will carry out an internal review if the requester is not satisfied, with the expectation that these members undertook training on the subject.
- 8. Interim Data Protection Policy**  
To approve a draft Interim Protection Policy relating to Standing Order 21, whilst the Clerk undertakes in depth NALC approved GDPR Training to create a permanent Data Protection policy, specific to the Council.  
– Appendix E
- 9. Working Groups / Sub-Committees**  
To consider the need for an Allotment Working Group with a representative from each ward to report back to the Environment & Services Committee and to consider the need for any other Working Groups / Sub-Committees.
- 10. Report from the Internal Auditor**  
To receive and consider a report from the internal auditor – *appendices to be tabled at the meeting.*
- 11. Annual Governance Statement 2022/23**  
To review and approve the Annual Governance Statement 2022/23 – Appendix F & G
- 12. Accounting Statement 2022/23**  
To review and approve the Accounting Statement 202/23. – Appendix H

- 13. Exercise of Public Rights**  
To note the dates for the Exercise of Public Rights – Appendix I
- 14. Office Cleaner**  
To approve a quote to hire a cleaner once a fortnight for the Council Office at Great Kingshill – Appendix J
- 15. Review of Subscriptions to Other Bodies**  
To agree to cancel the Council’s subscription to Sage.  
To review the Council’s all other subscriptions to other bodies – deferred to a later meeting.
- 16. Review Section 137**  
To review Section 137 – deferred to a later meeting.
- 17. Payroll**  
To approve the outsourcing of the full payroll process to Azets to ensure efficiency and accuracy in payment of staff salaries, National Insurance and Pension. – Appendix K
- 18. Burial Markers**  
To approve a quote for new grave markers for the Garden of Rest at Four Ashes – Appendix L
- 19. Great Kingshill Cricket Club Nets**  
To consider a request from Great Kingshill Cricket Club to install nets whilst taking into consideration an oral recommendation from members of the Environment & Services Committee – Appendix M
- 20. Great Kingshill Cricket Club Grant**  
To consider a grant application made by the Great Kingshill Cricket Club on the positive recommendation of the Finance Committee – Appendix N & O
- 21. Great Kingshill Village Hall**  
To consider a grant application made by the Great Kingshill Village Hall with the recommendation from the Finance Committee that this grant be denied due to the reasons listed in the draft minutes from 12<sup>th</sup> June 2023 – Appendix P & O

- 22. Allotments at Primrose Hill**  
A motion to resolve a Draft Management Plan for the Allotment Site at Primrose Hill has been presented by Cllr Linda Derrick with supporting documents – Appendix Q  
To agree that in light of new information that the resolution made on 21<sup>st</sup> March 2023 (Minute Reference Appendix R CL23.03.8.3) will not progress in the way envisaged by that resolution.
- 23. Accounts for Payment**  
To approve the list of payments – Appendix S.  
The corresponding invoices will be circulated separately for members' information.  
To note the Monthly Balance Sheet – Appendix S.1
- 24. Beehive at Hughenden Valley Allotments**  
To consider a request from the allotment holder of 19B at Hughenden Valley Allotments to keep a beehive on his plot – Appendix T
- 25. Widmer End Kiosk Substation**  
To approve the Head of Terms for Widmer End Kiosk Substation – Appendix U
- 26. Clarity Copiers**  
To approve putting Clarity Copiers on a direct debit to avoid late payments – Appendix V
- 27. Asset Register**  
Council to note the updated Asset Register – Appendix W
- 28. Standing Orders**  
To review the Standing Orders and suggest any necessary changes – Appendix X
- 29. Date of next meeting**  
To agree the date of the next Full Council Meeting will be 18<sup>th</sup> July 2023
- 30. Exclusion of Press and Public**  
To resolve to exclude the Press and Public from the following item, due to the confidential nature of the business to be transacted. That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**31. Clerk's Delegated Authority**

To note the Clerk's use of delegated authority to extend temporary employees in consultation with the Chair and HR Committee with support of a Burials Report by Cllr Jill Armshaw – Confidential Appendix Y

**32. Recruitment**

To approve the advertising of the 2 job descriptions recommended by the Human Resources Committee with reference to the budget and draft minutes from the 7<sup>th</sup> of June 2023 of Human Resources Committee and draft minutes of Environment & Services Committee from the 12<sup>th</sup> June 2023 – Appendix Z, Z.1 & Z.2

**33. Team Building**

To receive an oral report from the Chairman and open discussion for team building activities.

If you would like to request to view any of the listed public appendices, please email the Clerk at [clerk@hughenden-pc.gov.uk](mailto:clerk@hughenden-pc.gov.uk)