



TO: THE MEMBERS OF HUGHENDEN PARISH COUNCIL

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 18th of July 2023 at 7:30 pm at St Michael & All Angels Church, Valley Road, High Wycombe, HP14 4LA

Signed: *Alice Fisher*

Date: 12th July 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 20th of June 2023 and the Extraordinary Meeting on 26th June 2023 - Appendix A & B
5. **Hughenden Valley Ward Vacancy**
Due to the resignation of Cllr Jill Armshaw to receive confirmation from the Clerk that a Casual Vacancy for a Councillor in the Hughenden Valley Ward has been declared and published– Appendix C
6. **Monthly Payments & Reports**
To approve the list of monthly payments – Appendix D (*invoices to be sent to Councillors separately*)
7. **Xero Invoice**
To review and approve the invoice with supporting letter of evidence – Appendix E & Confidential Appendix E.1
8. **Asset Register**
To consider and approve the updated Asset register and instruct the Clerk to update insurance accordingly. – Appendix E.2
9. **Grant Applications**
To receive and consider grant applications.
 - Hughenden Valley Village Hall
To consider a grant application for the resurfacing of the village hall car park while taking into consideration the positive recommendation of the Finance Committee– Appendix F & F.2
 - Widmer End Community Combined School
To consider a grant application to replace/install the CCTV at Widmer End Community Combined School while taking into consideration the positive recommendation of the Finance Committee – Appendix G
 - Hughenden Valley Residents Association
To consider a funding application for roadside planters to mark the coronation of King Charles III while taking into consideration the positive recommendation of the Finance Committee – Appendix H
 - Dementia Carers Respite
To consider a grant application for carers of patient with dementia – Appendix I
10. **Hughenden Valley Playground**
To approve a quote to replace and install a piece of play equipment at the playground located behind Hughenden Valley Village Hall and to agree to cover the cost of disposing of the old piece of play equipment – Appendix J & J.1 (*Previous agreement minutes*)

11. Motion – Primrose Hill

A motion to resolve to Allow temporary access for resident Primrose Hill Access to the Amenity field has been presented by Cllr Sam Thomas , seconded by Cllr Linda Derrick with supporting documents – Appendix K

12. Motion – Cockpit Hole

A motion to resolve the approval of Chiltern Rangers to produce a site-management plan for Cockpit Hole , Great Kingshill has been presented by Cllr Debra Main, seconded by Cllr Stan Jones with supporting documents – Appendix L

13. Garden of Rest

To consider a recommendation report and quote for the landscaping of new plots at the Garden of Rest while taking into consideration a recommendation from the Chair of the Environment & Services Committee – Appendix L.1

14. Bus Shelter at Great Kingshill Common

To consider a proposal presented by the Clerk for the repainting of and installation of a book swap at the old bus stop on the Common at Great Kingshill – Appendix M

15. Council Aims & Committee Priorities

- To review Council values working document from August 2022 and suggest amendments. – Appendix N
- To consider and agree that Council’s priorities should be discussed and agreed by Committees to present back to Council in the next Full Council Meeting.

16. Committees & Working Groups

- To appoint Cllr Simon Keary as a member of the Human Resources Committee
- To consider and agree to transfer the Road Safety Sub-Committee back to a working group.
- To receive and update from the Comms Working Group on a communication action plan and to approve the creation of a Hughenden Parish Council Facebook & Instagram page managed by the Clerk in line with a strategy (in progress) – Appendix O
- To consider and establish a working group to review and compile suggested changes to Council for the Standing Orders and Terms of Reference
- To consider any other amendments needed to Committees and working groups.

- 17. Office Opening Hours**
To consider a proposal from the Clerk to adjust the Council Office opening Hours with the support of the Human Resources Working Group – Appendix P
- 18. Calendar of Meetings**
- To consider a proposal from the Clerk to adjust the Council calendar of meetings with the support of the Human Resources Working Group – Appendix Q
 - To consider and agree that expected and budgeted monthly payments for August be paid in good time and approved in retrospect in the September meeting and that during committee months , payments are approved by the Finance Committee.
- 19. 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.
- 20. Hedges & Fields Quotes**
To consider 3 quotes for Hedge & Field Maintenance and approve one of them while taking in consideration an oral recommendation from the Chair of the Environment & Services Committee – Appendix R.1 , R.2 & R.3
- 21. Open Spaces Contract**
To consider and approve the contract to produce Site Management Plans for our Open Spaces while taking into consideration an oral recommendation from the Chair of the Environment & Services Committee – Appendix S
- 22. IT Contract**
To consider adjusting our IT contract to increase support for Councillors – Appendix T
- 23. Burials & Allotments Administrator**
To approve the appointment of a new Burials & Allotments Administrator as per the agreed job description and with the support of the Human Resources interview panel and the Clerk

24. Responsible Financial Officer

- To consider and approve the recruitment of a Responsible Financial Officer – Appendix U & U.1
- To approve giving authority to the Clerk to appoint this candidate with the agreement of an interview panel including a member of the Human Resources Committee and the Finance Committee.

25. Deputy Clerk / Parish Custodian

- To consider and approve the urgent recruitment of a Temporary Parish Custodian whilst recruitment continues for a permanent Deputy Clerk / Parish Custodian
- To approve giving authority to the Clerk to appoint this candidate with the agreement of an interview panel including the Clerk and a member of the Human Resources Committee. – Appendix V

26. Locum Clerk Support

To consider and approve in person Locum Clerk Support for Full Council Meetings until January 2024

27. Team Building

To review the options for Team Building Activities and to agree an option of Council's choosing or both options. – Appendix W

If you would like to request to view any of the listed public appendices, please email the Clerk at clerk@hughenden-pc.gov.uk or call 01494 715 296