



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

You are hereby summoned to attend a Meeting of the Council to be held on Tuesday 19th of September 2023 at 7:30 pm at Great Kingshill Village Hall, Missenden Rd, Great Kingshill, High Wycombe HP15 6DW

Members of the Public:

In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council have the opportunity to do so during the Public Forum. However, also in accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.


Signed: *Alice Fisher*

Date: 14th September 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

 = Resolution required £ = Expenditure approval

1/23.	Apologies for Absence  To consider and approve apologies for absence and the reasons submitted. A vote to be taken.
2/23.	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 at this point, or during the meeting. If not already done so, they are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting.
3/23.	Recording of Meeting All present to be asked if they have any intention of recording all or part of the meeting.
4/23.	Public Forum 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 (unless approved by the Chairman).
5/23.	Approval of Minutes 🖐 To approve the minutes of the Full Council Meeting on 20 th of June 2023 and the Full Council Meeting on 18 th August 2023 - Appendix A & B
6/23.	Co-option Policy 🖐 Councillors to review and adopt the policy. – Appendix C
7/23.	Great Kingshill Ward Vacancy 🖐 Clerk to report. Councillors to consider an application and vote. – Appendix D
8/23.	Finance 🖐 £ <ul style="list-style-type: none"> a) To approve the list of monthly payments – Appendix X (<i>invoices to be sent to Councillors separately</i>) – Appendix E b) To approve payments made in August (retrospectively) – Appendix F c) To consider / approve an additional quote from our Arborist to thin back trees at Primrose Hill Amenity Area which is obstructing residents’ property. – Appendix G d) Grant Application – Friends of Naphill Common for replacement of ride on mower. – Appendix H e) Memorial Bench Request – review a request and associated expenditure from a resident for memorial bench to be installed at the Garden of Rest – Appendix I f) MVAS units – consider & approve a quote for the repair of remaining MVAS units – Appendix J g) Clerk to report on External Audit/Notice of Conclusion of Audit h) Clerk to report on Internal Audit i) Clerk to report on reclaim of VAT submission. j) Cllr Stan Jones to confirm his resignation from the position of Responsible Financial Officer
9/23.	Motion – Cllr Debra Main - Primrose Hill 🖐 A motion to resolve to adopt recreation open spaces policy. Appendix K
10/23.	Motion – Cllr Simon Kearey – Communications 🖐 A motion to create a Parishioner Engagement proposal –seconded by Cllr Gareth Cadwallader – Appendix L
11/23.	Freedom of Information Requests 🖐 To elect 2 Cllrs in addition to the current 2 elected to be called upon in the event that an investigation was needed.
12/23.	Playgrounds Council to receive confirmation that the order for multi-play unit for Hughenden Valley has been ordered and installation is in progress – Appendix M
13/23.	Property Audit 🖐 Consider/ approve quote for Council owned property records to be audited , updated and documented – Appendix N
14/23.	Cockpit Hole 🖐 To receive site management plan and agree two community days. - Appendix O

15/23.	Contact from Residents – Appendix P
16/23	Sanctions imposed on Cllr Derrick – to receive an update from Cllr Derrick on her intentions regarding the discharge of sanctions imposed.
16/23.	<p>Exclusion of Press and Public </p> <p>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.</p>
17/23.	<p>CONFIDENTIAL ITEMS </p> <ul style="list-style-type: none"> • Recruitment – Responsible Financial Officer & Deputy Clerk / Parish Custodian - Clerk to report. • Clerk' Proposal to Council - Appendix Q

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