



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 U Prashar, Cllr S Thomas, Cllr Y Wilding

You are hereby summoned to attend a Meeting of the Council to be held on Tuesday 19th of March 2024 at 7:30 pm at Widmer End Community Combined School, Estcourt Drive, Widmer End, High Wycombe, HP15 6AH

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: *Philip Truppin*
Locum Clerk

Date: 13th March 2024

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 16th January 2024
- Appendix A

5. Finance and Accounts:

5.1 Budget report & balance Sheet

To receive the latest budget reports and balance sheet -Appendix B

5.2 Monthly Payments & Reports

To receive the list of monthly payments for February 2024– Appendix C

6. Grant Applications

To consider the following applications:

6.1 Widmer End Residents' Association – Appendix D

6.2 North Dene Memorial Village Hall – Appendix E

6.3 Great Kingshill Residents' Association– Appendix F

7. Biodiversity

To consider a model template for a Biodiversity Policy received from Buckinghamshire and Milton Keynes Association of Local Councils -Appendix G

8. Committees & Working Groups

8.1 To consider recommendations from the Human Resources Committee held on 6th February 2024:

It was AGREED to review the induction programme for the Deputy Clerk and this included: software training, parish familiarisation and an introduction to Council procedures and operations. It was highlighted that this information should also form an induction pack / program for new Councillors. Further discussion was undertaken regarding Team Building and building rapport and it was RESOLVED to RECOMMEND to Council that a budget is agreed for an outside organisation to be engaged to facilitate Council Team Building.

It was RESOLVED to RECOMMEND to Full Council that Council Human Resources Governance and Support be appointed to recruit the Parish Clerk.

With the amount of administration needed for a Parish of Hughenden's size, it was RESOLVED to RECOMMEND to Full Council that the Temporary Office administrator post is converted to permanent and employed directly. As part of this recommendation a review the amount of hours the Burial and Allotment Administrator currently work as they had been increased. After a lot of discussion, it was RESOLVED to RECOMMEND to Full Council to consider and approve a budget to allow the suggested Staffing Levels by the Locum Clerk.

8.2 To consider recommendations from the Environment & Services Committee held on 6th February 2024:

No recommendations.

8.3 To consider recommendations from the Finance Committee held on 20th February 2024:

It was unanimously RESOLVED to RECOMMEND to Full Council that Cllr S Jones be Chair for the remainder of the municipal calendar year. Cllr Jones Chaired the meeting.

The Locum Clerk has received a report from Bucks Council on the number of CIL payments to Hughenden Parish Council. It was NOTED that there were some monies which are close to the deadline for expenditure. It was RESOLVED to RECOMMEND to Full Council to identify projects which the money could be allocated to.

The Locum Clerk highlighted that Hughenden Parish Council had an Investment Policy which has been adopted in January 2022. It was due to be reviewed in January 2024. The Locum Clerk gave information on the CCLA Public Sector Deposit Fund. The CCLA are the UK largest charity fund manager. Managing investments on behalf of charities and the public sector. The risk is very low and return is much better than bank account interest rates.

It was RESOLVED to RECOMMEND to Full Council to review and adopt the Investment Policy.

The Locum Clerk advised that currently Hughenden Parish Council has one account for receipts and one for payments. This involves a lot of Officer and Councillor time moving money from one bank account to the other – which is time consuming and not practical.

It was RESOLVED to RECOMMEND to Council to close the HSBC account and transfer the money into the Unity Trust Account. It was then RESOLVED to RECOMMEND to Council that two thirds of the Reserves of the Council are invested in line with the reviewed Investment Policy and moved to a CCLA Public Sector Deposit account.

It was then RESOLVED to RECOMMEND to Full Council that a review of Council Ear marked Reserves be undertaken, to include realistic reserve amounts for the Council's assets and open spaces.

9.

Resolutions

9.1 Hatches End Site Management Plan

To consider a motion proposed by Cllr G Cadwallader To accept a quotation from Michael Deegan Associates to develop a Site Management Plan for Hedges Field in collaboration with a sub-contractor, Future Nature, at a cost of £7,475 exc. VAT.- Appendix H

9.2 Streetlights Working Group

To consider two motions proposed by Cllr L Derrick;

9.2.1 That Council approves the attached "Procedure for Maintaining HPC's Streetlights – Appendix I

9.2.2 a) That Council's system for assessing the safety of its streetlights is to: -

(i) commission a safety survey from a competent company every 5 years. The next survey is therefore due in 2026; and

(ii) appoint three councillors to inspect the streetlights annually. The next inspection is therefore due now.

b) In the light of the survey and/or the annual inspection; the Streetlights Working group should recommend to Council the replacement of a small number of streetlights for replacement that financial year which are in the worst condition.

The cost of this programme of replacement for say 5 streetlights to be replaced would be about £8,000/year and the programme of replacement would take 10 years – Appendix J

10. 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.

11. Human Resources

11.1 To receive a confidential report from the Chair of the HR Committee relating to matters arising from the Exit Interview with the former Parish Clerk -Confidential Appendix K

11.2 To receive a brief oral report on recruitment of Parish Clerk and Deputy Clerk/Services Manager

12. Electricity Supply Quotes

To consider renewal quotes for energy supply to the Council Offices with effect from August 2024 – Appendix L

13. Highways Devolved Services Agreement

To consider the terms for renewal of the Devolved Services Agreement. Councillors are advised that the sum offered for 2024/25 is £13,294.59 against a budget provision of £15,000 – Appendix M

14. Project Management Services

To consider proposals and quotes for the provision of Project Management Services for the renovation of playgrounds at Templewood and Great Kingshill.

Three quotes have been received as follows:

Quote A £450 per day = £22,500 plus expenses (50 days)- Appendix N

Quote B £375 per day = £14,250 plus expenses (38 days) – Appendix O

Quote C £375 per day = £9,375 (25 days) plus expenses(25 days) - Appendix P
(all ex_VAT)

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