

# HUGHENDEN PARISH COUNCIL

Parish Council Meeting to be held in the Council Offices on Tuesday 12th January 2010 at 8pm

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To: All Councillors,

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS FOLLOWS.

## MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

During the meeting it may become necessary for the public and press to be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be transacted.

## AGENDA

1. **Attendance Book.**
2. **Apologies for Absence.**
3. **Declarations of Members' Interests in Items on the Agenda.**  
(Under the Local Government Act 2000 and Code of Conduct, all elected and co-opted members are required to register and declare personal and prejudicial interests as well as any gifts or hospitality received.)
4. **Minutes of the previous monthly meeting held on Tuesday 8th December 2009.**  
The following change to the minutes is submitted for approval:-
  - a) minute 09332 – Youth Working Party – to read: The Clerk ..... reported that the details for the advertising of the **climbing** wall in February were discussed. It was .....
5. **Police/RAF Consultation.**
6. **Matters Arising.**
7. **Correspondence.**
  - a) 8427/09 - WDC – Consultation on sites for Gypsies, Travellers and travelling showpeople.
  - b) 8428/09 - WDC – Confirmation of naming of development at Great Kingshill.
  - c) 8438/10 - BALC – Request for meeting to discuss Parish Liaison Project with BCC.
8. **Other Matters.**
  - a) Consideration of provision of grit bins to be placed around Parish and highways issues.
  - b) Consideration of dog bin to be placed by Windmill Lane allotments at Widmer End.
  - c) Consideration of training for end of year process for financial software.
9. **Public Speaking.**  
Up to approximately 15 minutes will be given to members of the public to speak or raise queries, subject to the Chairman's discretion. The meeting will be suspended for the duration of this item.
10. **REPORTS:-**  
**Chairman.**

**County and/or District Councillors.**

**Planning Committee** - Relevant minutes have been issued.

**Finance & Administration Committee** – There has been no meeting since the last Council meeting.

**Services Committee** - Relevant minutes have been issued.

The following items will be proposed:-

- a) **09S55** – Consideration of fees for burials. **RECOMMENDATION:** that an increase of 15% be made from September 2011 and that the fees be considered every year in future.
- b) **09S56** – Report on maintenance issues and safety inspections – including safety surface at North Dean. **RECOMMENDATION:** that a darker colour cushionfall be used at a cost of £1410 plus Vat, subject to agreement with the views of the Village Hall committee.

- c) **09S57** – Update on situation regarding the landscaping ‘mound’ – **RECOMMENDATION:** that the mound be turfed as soon as possible. It had been FURTHER AGREED that the side of the ball wall facing Prestwood would be all painted in green, for aesthetic purposes.
- d) **09S58** – Consideration of placing control tower at Naphill play area. **RECOMMENDATION:** that the Council pay the remaining cost for this equipment to be placed, prior to the end of this financial year.
- e) **09S59** – Consideration of placement of sandpit at Hughenden Valley play area. **RECOMMENDATION:** not to agree to the provision of an outside sandpit.
- f) **09S63** – Consideration of fees for allotment tenants. **RECOMMENDATION:** that the allotment rents should be increased to £20 per full plot and £10 per half plot from September 2011. It had been AGREED that, in future these would be considered annually in the early summer.
- g) **09S64** - Request for dog bin to be placed at Hughenden Valley allotment area. **RECOMMENDATION:** not to place a dog bin in this location.

**Reports by Councillors serving as representatives on Outside Bodies.**

**Reports from Outside Meetings.**

- a) NAG – 26th November 2009 – minutes issued.
- b) NWCLAF – Report from Cllr Davies – Papers issued.

**Reports from Residents Associations.**

**Reports from Working Parties/Groups.**

- a) Highways – consultation on Local Transport Plan 3 (referred from December meeting).

**Parish Strategy/Action Plan – Updates:**

- Design Statement
- Rural Affordable Housing

**Update Report from Clerk - Report attached.**

- 11. **Reminder of Future Meetings.**
  - a) Next NAG meeting – Thursday 14th January 2010 at 7.30pm in the Parish offices.
- 12. **Payments and Monies Received.**

Payments and monies received according to Appendix a/1001
- 13. **Confidential Items.**

**If there are any confidential items, the public and press will be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be transacted.**
- 14. **Urgent Matters by permission of the Chairman.**
- 15. **Date of the next meeting.**

The next meeting is scheduled for Tuesday 9th February 2010 commencing at 8pm.



Mrs L M Turner  
Clerk of the Council  
6th January 2010

**Appendix a/1001****Payments:-**

The following invoices have been received since the last meeting of the Parish Council and are submitted for approval for payment:-

a) HM Revenue & Customs – Tax and NI for December salaries	£	903.51
b) SR Farm Contract Services – Garden of Rest/notice boards/general clearance	£	760.00
c) Toilets+ Ltd – hire of toilet facility at Garden of Rest	£	165.60
d) C Gant – tree maintenance work at Garden of Rest	£	402.50
e) Barlow Fencing – fencing repair/replacement at Hatches Lane field	£	690.00
f) Country Supplies – topsoil for graves/battens and caps for notice boards	£	100.69
g) RBS Software Solutions – new finance software including training & support	£	1,768.04
h) Chubb Fire Ltd – servicing emergency lights	£	156.29
i) Swift Digital Services – copy charge and annual maintenance for copier/printer	£	203.48
j) Southern Electric Contracting – street lighting - quarterly maintenance & repairs	£	864.13
k) Society of Local Council Clerks – annual subscription	£	190.00
l) CPRE – annual subscription	£	29.00

The following payments have been made since the last meeting of the Parish Council and are submitted for approval for payment:-

a) Salaries for December	£	2,502.16
b) British Telecom – telephone and broadband charges	£	74.25
c) Spar – tea bags/bin bags	£	5.75
d) Molly Maid – office cleaning – 10/12/09	£	23.00

**Monies Received:-**

The following monies have been received since the last Council meeting.

a) Burials – (1 ashes/1 plaque)	£	105.00
b) Allotment rents	£	330.00
c) Scottish & Southern Energy – wayleave rent	£	2.00
d) Mr C Smith – sale of chainsaw	£	80.00