

HUGHENDEN PARISH COUNCIL

Parish Council Meeting to be held in the Council Offices on Tuesday 13th October 2009 at 8pm

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 September 2009.**
5. **Presentation of Cups & Certificates to Winners of Allotment Competition.**
6. **Police/RAF Consultation.**
7. **Matters Arising.**
 - a) 09250 - NAG – Report from recent meeting regarding changes and suggestions for membership.
8. **Correspondence.**
 - a) 8320/09 – Templewood Residents – request to place sign on Parish land at Templewood.
 - b) 8324/09 - BCC – Notice of temporary footpath closure at Great Kingshill (fp 96).
 - c) 8325/09 - Chilterns AONB – Invitation to Annual Chilterns Forum on 6/11/09.
 - d) 8327/09 - BCC – Response re signage for Hughenden Valley.
 - e) 8329/09 - LCP – Information on name change and request for delegated budget schemes.
 - f) 8331/09 - BCC – Information on winter car safety workshops.
 - g) 8346/09 - BCC – Request for information on suggestions for local priorities budget items.
9. **Other Matters.**
 - a) Consideration of purchase of alternative accounts package software. (Paper provided)
 - b) Consideration of changes to membership of Committee for Hughenden Valley ward.
 - c) Update on situation regarding land within District for Gypsy/traveller provision. (Cllr McCarthy)
 - d) Consideration of arrangements for public meeting on 2/11/09 at Great Kingshill school.
10. **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.
11. **REPORTS:-**

Chairman. To include:- Consideration of annual appraisals for staff.
County and/or District Councillors.
Planning Committee - Relevant minutes have been issued.
Services Committee – Relevant minutes have been issued.
The following items will be proposed:-

 - a) **09S39** – Update on play areas at Great Kingshill –
RECOMMENDATION: to accept changes to the orientation of the equipment on the 'teen' area;
After confirmation that planning permission is not required as the work comes under Part 12 of Schedule 2 of the Town & Country Planning (Permitted Development) Order 1995, as a service for the benefit of parishioners – **RECOMMENDATION:** not to proceed with a planning application;
RECOMMENDATION: that the current ball wall and goal post be removed and the cut grass;
RECOMMENDATION: that a staggered fence be put in the entrance to the footpath adjoining Missenden Road, in response to safety questions which were raised in the consultation.

- b) **09S40** – Consideration of problems with safety surface at Widmer End play area – **RECOMMENDATION:** that the Council pay for the seat to be moved and the alterations to the boundary for the cushionfall and the ramp by the entrance gate and the Village Hall Committee be responsible for the provision of any further ramps that they require.
- c) **09S43** – Problems with dog fouling on allotment areas and request for dog bin at Walters Ash allotments. **RECOMMENDATION:** that a dog bin be placed at the Naphill Common entrance and that more metal notices be obtained for erection in areas where there are similar problems.
- d) **09S46** – Consideration of responsibility for hardstanding by cricket pavilion at Great Kingshill. **RECOMMENDATION:** that the Clerk respond to the Cricket Club informing them that the lease appears to indicate that the responsibility for that area is with Bucks County Council and suggest that they contact them for further information.
- e) **09S48** – Report from Chiltern Woodlands Project on tree management within the Parish. **RECOMMENDATION:** that John Morris meet with the Parish Council's tree contractor and identify the trees to be removed at the rate of £40 per hour, which could take between 4 to 8 hours. **RECOMMENDATION:** that John prepares a 5 - 10 year plan for both sites at an approximate cost of £500, to assist with long term planning.
- f) **09S49** – Vincents meadow – difficulties regarding use of land by members of the public while sheep are present. **RECOMMENDATION:** that a stile be put in by the gate so that the area can be used when the gate is locked and a sign be erected to indicate that dogs may go in the meadow as long as they are on a lead, even while the sheep are present.
- g) **09S51** – Information on grant for climbing wall for use within Parish. The Parish Council had been notified that it had been successful in its bid for a grant from the County Council for the youth provision. The grant awarded is the full £1000 and this must be used for the climbing wall, prior to the end of the financial year. **RECOMMENDATION:** to full Council that the wall be booked for Great Kingshill, in the office car park and Naphill Village Hall car park in the February half term, with an emphasis on getting the teenage parishioners to come along and use the facility.

Finance & Administration Committee - There has been no meeting since the last Council meeting.
Reports by Councillors serving as representatives on Outside Bodies.

Reports from Outside Meetings.

- a) CCB Planning Conference on 30/9/09 attended by Councillors Ewart and Smith.

Reports from Residents Associations.

Reports from Working Parties/Groups.

Parish Strategy/Action Plan – Updates:

- Design Statement – nothing new to report.

- Rural Affordable Housing (taken at the end of the meeting in the absence of the public and press)

Update Report from Clerk - Report attached.

12. **Reminder of Future Meetings.**

- a) Member Standards & Code of Conduct Training at Missenden Abbey - 25th November 2009.

13. **Payments and Monies Received.**

Payments and monies received according to Appendix a/0910

14. **Confidential Items.**

For the following 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.

- a) Consideration of adoption of NALC agreement of increased rates of pay for staff.
- b) Consideration of update information on rural affordable housing.
- c) Update on situation regarding land at Widmer fields.

15. **Urgent Matters by permission of the Chairman.**

16. **Date of the next meeting.**

The next meeting is scheduled for Tuesday 10th November 2009 commencing at 8pm.



Mrs L M Turner
Clerk of the Council
7th October 2009

Appendix a/0910**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 September salaries	£ 841.48
b) Verdant Group plc – grass cutting as per contract	£ 1,765.07
c) SR Farm Contract Services – cemetery maintenance/clearance/mow ponds	£ 2,295.00
d) SDK Environmental Ltd – dog bin emptying	£ 322.37
e) Toilets+ Ltd – toilet hire at burial ground	£ 165.60
f) C Gant – liquid feed for newly planted trees	£ 103.50
g) Spruced-Up Ltd – bus shelter repair/strim Spring Rising and Harrow ditch	£ 753.25
h) Alchemille – clearance work of garden at offices	£ 142.40
i) Country Supplies – turf for graves	£ 11.50
j) Hildreths Ltd – cuprinol for bus shelters	£ 29.98
k) Agripower – clearance and weedkilling at Four Ashes football field	£ 1,321.25
l) Hawes Skip Hire Ltd – skip hire for removal of rubbish at Garden of Rest	£ 350.75
m) Wycombe District Council – rubbish collection	£ 102.82
n) Veolia Water Central Ltd – water rates on allotments	£ 304.43
o) ARD Playgrounds – quarterly play area inspections	£ 153.53
p) British Gas – supply for offices	£ 47.89
q) Southern Electric Contracting – quarterly maintenance and repairs	£ 893.37
r) Southern Electric – energy for street lights	£ 682.80
s) Swift Digital Services – copy charge for copier/printer	£ 57.69
t) Seton – HSE Law posters	£ 31.50
u) Staples – coloured and white paper/fan for office	£ 140.13
v) Chilterns Conservation Board – training for planning conference	£ 60.00

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

a) Salaries for September	£ 2,401.06
b) British Telecom – telephone and broadband charges	£ 67.44
c) Public Works Loan Board – half yearly loan payment for office building	£ 1,688.75
d) Post Office Ltd - stamps	£ 200.00
e) Co-op – refreshments for meetings	£ 13.99
f) Mrs L Turner – mileage expenses for September	£ 19.37
g) Molly Maid - Office cleaning 17/9/09 & 1/10/09	£ 42.00

Monies Received:-

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

a) Burials – (2 full / 3 ashes / 4 plaques)	£ 2,795.00
b) WDC – half yearly precept	£ 77,500.00
c) HSBC – Bank Interest	£ 5.48
d) Great Kingshill Cricket Club – donation towards cost of fencing	£ 700.00
e) Sale of Assets – mower	£ 80.00
f) Allotment Rents	£ 737.50