

# HUGHENDEN PARISH COUNCIL

Meeting of the **Parish Council** to be held in the **Council Offices**  
on **Tuesday 13th January 2009** commencing 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 Interest in Items on the Agenda.**
4. **Minutes of the previous monthly meeting held on Tuesday 9th December 2008 and the extraordinary meeting held on 23rd December 2008.**
5. **Police/RAF Consultation.**
6. **Matters Arising.**
  - a) 08411 - Further information on legal issues at Great Kingshill playground.
7. **Correspondence.**
  - a) 8001/08 - NALC/BALC Information on Stepping Stones conferences in Coventry and London.
  - b) 8002/08 - WDALC – Minutes of meeting on 9/12/08 with information on training in 2009.
  - c) 8012/08 - Swift Digital Services – request for annual printer/scanner/copier maintenance.
  - d) 8013/08 - Swift Digital Services – notice of increase in copy charges for printer.
  - e) 8015/08 - WDC – Play Partnership meeting – notice & information for next meeting on 3/2/08.
  - f) 8021/08 - Gt Kingshill Residents Assn – request to use recreation ground for event on 6/6/09.
  - g) 8026/08 - Bucks Community Action – Consultation on Sustainable Communities Strategy.
  - h) 8027/08 - Communities & Local Government – Consultation on Code of Practice on publicity.
  - i) 8031/09 - Spruced-Up Ltd – request to give reference for services through Trading Standards.
8. **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.
9. **REPORTS:-**
  - Chairman.**
  - County and/or District Councillors.**
  - Planning Committee -** Relevant minutes have been issued.
  - Services Committee -** Relevant minutes have been issued.
  - Finance & Administration Committee -** No meeting since last Council meeting.
  - Reports from Outside Meetings.**
  - Reports by Councillors serving as representatives on Outside Bodies.**
  - NAG meeting on 8th January 2009
  - Reports from Residents Associations.**
  - Reports from Working Parties.**
  - Risk Assessments – date of next meeting scheduled for 20th January at 10.30am.
  - Strategy – notes from meeting on 5th January 2009 issued with agenda.
  - Website – next meeting to be held on Thursday 29th January 2009 at 1.30pm.
  - Highways – report from meeting regarding document from Widmer End Residents Association.
  - Youth – accept report from Cllr Whitehouse and date to be scheduled for next meeting.
  - Reports from Working Groups.**

**Parish Action Plan – Updates:**

- Design Statement.
  - Rural Housing Trust – Meeting of all Councillors with Alison Read on Tuesday 27/1/09 at 6.30pm.
- Update Report from Clerk.**
- Report attached.

10. **Reminder of Future Meetings.**11. **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	£ 862.33
b) S R Farm Contract Services – burial ground/service provision	£ 770.00
c) Toilets+ Ltd – toilet hire at burial ground	£ 124.20
d) SDK Environmental Ltd – dog waste collection	£ 313.54
e) ABA (Construction) Ltd – quarterly independent play area safety checks	£ 149.04
f) C Gant – tree pruning/work on Cryers Hill Road	£ 517.50
g) Playground Facilities – surfacing junior swings at Widmer End	£ 1,310.43
h) Buildbase – plumbing parts for new tap at North Dean allotments	£ 55.04
i) Country Supplies – turf for graves	£ 19.48
j) Chubb Fire Ltd – service emergency lights	£ 156.29
k) Southern Electric Contracting – quarterly maintenance for street lighting	£ 825.26
l) British Gas – supply at office	£ 243.46
m) Swift Business Services – copy charge for copier/printer	£ 80.06
n) Mr J Rogers – refreshments for annual Chairman's reception	£ 186.45
o) Hughenden Valley Village Hall – hire of hall for open meeting on 23/10/08	£ 55.00

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	£ 2,378.05
b) British Telecom – telephone and broadband charges	£ 70.01
c) Molly Maid - Office cleaning 18/12/08 & 27/11/08	£ 42.00
d) Staples – storage boxes	£ 13.69
e) Post Office Ltd - stamps	£ 100.00
f) Mrs L Turner – mileage expenses for December	£ 25.24
g) Linda Jane's Florist – Chairman's allowance	£ 50.00
h) Mr J Rogers – Chairman's allowance	£ 18.46
i) Mrs E Marsden – mileage expenses	£ 11.74
j) Argos – Gift Voucher for winner of youth questionnaire draw	£ 25.00
k) Clearview Windows – window cleaning at office	£ 17.25

12. **Monies Received.**

a) Bank interest	£ 297.51
b) Burial fees (1 plaque)	£ 55.00
c) Allotment rent	£ 157.50
d) Scottish & Southern Energy – wayleave rent	£ 2.00
e) Grazing for Hatches Lane field	£ 250.00

13. **Other Matters.**

- a) Proposal: to make changes to representation on Standing Committees for Widmer End ward.

14. **Urgent Matters by permission of the Chairman.**15. **Date of the next meeting.**

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



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