

# HUGHENDEN PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 11th May 2010 in the Council Offices at 8pm

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## UNCONFIRMED

1. **Present:-**
- |                           |                       |
|---------------------------|-----------------------|
| Cllr M E Ewart (Chairman) | Cllr A M Konieczny    |
| Cllr A M Andrew           | Cllr H L McCarthy     |
| Cllr P H Crawshaw         | Cllr J E Rogers       |
| Cllr D L Davies           | Cllr L J Smith        |
| Cllr J A Gibbs            | Cllr J I Sole         |
| Cllr R F Gould            | Cllr J A Whitehouse   |
| Cllr I N Guy              | Clerk: Mrs L M Turner |
| Cllr D G Jarman           |                       |

There were five members of the public present.

2. **Apologies for Absence.** Cllr Whitehouse had sent apologies that she would be late.
3. **Declarations of Members' Interests in Items on the Agenda.**  
**10108** Cllr Rogers declared an interest in an item in 'Payments'.
4. **Minutes of the previous monthly meeting held on Thursday 13th April 2010.**  
**10109** – These were **RESOLVED** as a true record of that meeting and signed by the Chairman.
5. **Police/RAF Consultation.** There were no Police present.
6. **Matters Arising.**  
**10110** – 10094 - Consideration of further information on proposed high speed rail link. The Chairman notified the meeting that confirmation had been received from BCC of an extra Local Area Forum meeting scheduled for Tuesday 25th May 2010 at 7.30pm in Princes Risborough Primary School to discuss and give information on this issue and this will be open to the public. As this is the date of the Parish Meeting, it was **AGREED** that Cllr Jarman will attend on behalf of the Parish Council. The Clerk had provided information, which the Chairman spoke to and after a short discussion it was **UNANIMOUSLY RESOLVED** that this Parish Council is very concerned about the proposal from the Government for a new high speed rail link from London to Birmingham, the preferred route for which would cut directly through the Chilterns AONB. This Parish Council will continue to obtain as much relevant information as possible in order to respond appropriately to the consultation which is intended to take place in the Autumn of 2010. The Parish Council will co-operate fully with Bucks County Council, the Chilterns Conservation Board, the Chiltern Society, other relevant bodies and local residents, in the hope that it can support a co-ordinated and informed response to the official consultation.
7. **Correspondence.**  
**10111** - 8553/10 - BCC – Consultation regarding transformation of the Youth Service. This was **NOTED**.  
**10112** – 8560/10 - BCC – Information requested for delegated budget schemes for 2011/12. As information is required by the end of June, it was **AGREED** that the Highways working party would meet to discuss future projects for consideration at the June meeting.  
**10113** – 8563/10 - BCC - Confirmation of the closure of the Parish Paths Partnership scheme. The Clerk gave information that there will no longer be any funding for the work done by the Parish Council on footpath clearance. It was **AGREED** that the May cut be carried out and the matter be considered at the next Services Committee in detail.  
**10114** - 8565/10 - BCC – Consultation on S106 monies spending programmes. The Clerk gave information on this matter and it was **AGREED** that she would write to BCC asking for an explanation of why the crossing near the Guide Hut in Widmer End appears not to be being progressed. Also to ask for a site visit, including the County Councillor, to discuss the Council's considerable concerns.  
**10115** - 8569/10 & 8602/10 - WDC – Confirmation of 'no further action to be taken' in complaints against Councillors regarding the play areas at Great Kingshill and an appeal from a previous complaint regarding an article by the Chairman. The Chairman informed the meeting that these had both been dismissed and she hoped this matter could now rest.

- 10116** – 8572/10 - BCC – Update on speed limit review in County. The Clerk gave information to members that there is no work to be carried out in area 5 and the work on speed limits in Great Kingshill and Cryers Hill is scheduled for August 2010 and this was **NOTED**.
- 10117** - 8578/10 - WDALC – Request for annual subscription (£2 per member per year). It was **RESOLVED** that the Clerk would pay the subscription for the five members allocated in the Annual Council Meeting.
- 10118** - 8579/10 - Cllr Nick Morris - letter of Resignation from the Parish Council. This was **NOTED** and it was **AGREED** that the Clerk would follow the usual procedures with regard to notification and advertising of the casual vacancy. Cllr Guy asked to speak to the letter received from Mr Morris and it was **AGREED** that this would be taken in closed session at the end of the meeting.
- 10119** - 8581/10 - GKRA – Copy of letter to HVRA confirming no disagreement with HPC for the process followed regarding Rural Affordable Housing. The Clerk read the letter for members' information and this was **NOTED**.
- 10120** – 8590/10 - Coombe Hill Monument Appeal – thanks for donation. The Clerk gave information to the meeting and this was **NOTED**.
- 10121** - 8592/10 - WDC – Invitation to Quality Counts Tour – Rural Development – on 20/5/10. Cllrs Smith and Konieczny confirmed that they may wish to attend and this was **AGREED**.
- 10122** - 8593/10 - Hughenden Valley – request payment of grant for refurbishment of boiler. The Clerk gave information that this work had now been completed and it was **RESOLVED** that the Clerk arrange for the grant of 20% of the total to be paid.
- 10123** (10093) – 8557/10 - BCC – Notice of temporary closure of footpath 92 at Widmer End, during construction, from 30/4/10. This had been noted in the April meeting. Cllr McCarthy stated that this footpath should not have been closed at any time, according to the planning permission and the Clerk was asked to investigate the regulations.
- 10124** – Cllr Smith asked about emails not being on the correspondence log and asked that she be sent copies, as she had previously requested. She asked if it could be considered for members to have an official email address so members of the public could contact her directly and it was **AGREED** to put this on the next Finance & Administration Committee for consideration.

8. **Other Matters.** None.

9. **Public Speaking.**

As there were members of the public wishing to speak, the Chairman clarified the process and closed the meeting at 8.40pm.

- a) Mrs Morgan spoke about the previous reports from the HVRA planning sub committee not being on the agenda with regard to rural affordable housing. The Chairman informed her that this subject will be discussed later in the meeting.

As no other members of the public wished to speak, the Chairman re-opened the meeting at 8.42pm. Cllr Whitehouse arrived during this item.

10. **REPORTS:-**

**Chairman.**

**10125** – The Chairman reported that she had attended an opening of the new 'control tower' play equipment at Naphill, run by the Village Hall Committee. This had been opened by Cllr Pushman and contributions had been made by him and Cllr Gibbs from their community funds, as well as a large donation from the Parish Council. The Chairman mentioned that there had been a management meeting with the Clerk during the month and papers had been issued. If anyone wanted to raise any matters, this would be done in closed session at the end of the meeting.

**County and/or District Councillors.**

**10126** – Cllr Carroll reported that Lesley Clarke has been elected as Leader and there have been one or two changes in the WDC Cabinet. They are looking forward to new challenges and working together with the Parishes and County in saving front line services.

**Planning Committee.**

**10127** - Minutes of the Planning Committee meetings held on 22nd April 2010 had been issued.

- a) Cllr Gould mentioned the crane at Arkoss Metals on Spurlands End Road, Great Kingshill, which is classed as temporary as it is mobile and therefore not a breach of planning regulations.

There were no further queries and it was then **RESOLVED** to accept the Planning Committee report. Application comments detailed in Appendix B/1005 with these minutes.

**Finance & Administration Committee** – Relevant minutes have been issued.

**10128** - Minutes of the Finance & Administration Committee meeting held on 27th April 2010 had been distributed. The following items were discussed:-

- a) 10FA07 – Rules for awarding grants. It was **RESOLVED** to confirm regulations as follows:-
- ❖ All grant or loan applications must be on the application form provided by the Clerk.
  - ❖ Any intention to apply for grants or loans must normally be submitted by September for the following financial year.
  - ❖ Applications for wear and tear will not normally be considered.
  - ❖ Small grants of up to £1,000 may be applied for at any of the Finance and Administration Committee meetings.
  - ❖ The Council will grant aid up to 20% of the total project to a maximum grant of £5,000.
  - ❖ When considering a grant, the Parish Council may take into account estimated self-help costs as part of the overall anticipated expenditure.
  - ❖ Loans can be applied for to a maximum of seven years.
  - ❖ The interest repayment in years 1 & 2 will be ¼ the average base rate; years 3 and 4 will be ½ the average base rate and years 5, 6 and 7 will be at the average base rate as supplied by the Council's bankers.
  - ❖ Payment of grants and loans will only be made upon completion of the project.
  - ❖ Applicants will have the opportunity to attend the Finance & Administration Committee meeting, at which the application is to be considered, and they may speak and answer questions from the Members at that time. **If you wish to speak to the application you must inform the Clerk in advance of the meeting.**
- b) 10FA08 – Review of end of year accounts to be presented for audit. It was **UNANIMOUSLY RESOLVED** that the un-audited accounts be accepted and presented to the Annual Parish Meeting on 25th May 2010, to be held at North Dean Village Hall at 8pm. It was **FURTHER RESOLVED** to accept the Annual Return and Statement of Assurance for the audit of the 2009/10 accounts, for signature by the Chairman.
- c) 10FA13 – Complaints procedure. The Clerk had provided a draft and it was **AGREED** that this would be brought to the June meeting for consideration. Members were asked to let the Clerk have any comments prior to the meeting so they can be circulated.
- d) 10FA14 – Hughenden Valley Residents Association newsletter - statements made in Chairman's Welcome about the Parish Council, its Councillors and its processes. It was **RESOLVED** that a letter (draft prepared and amended) be sent to the HVRA Chairman and that this be delivered by an outside body to all households within the Parish who receive the newsletter, as well as being put on the HPC website for information.
- e) Cllr Andrew apologised for her non-attendance at the F&A meeting, as she had forgotten it.
- f) 10FA10 – Cllr Rogers asked if there was any feedback from Community Impact Bucks regarding their funding request but the Clerk had been unable to follow this up at this time.
- g) Cllr Konieczny mentioned that there had been an issue discussed at the meeting about setting of allotment and burial fees. The Chairman and Cllr Gould informed him that, as the status quo is being maintained, there is no requirement for this to be brought to the full Council.
- There were no further comments and it was **RESOLVED** to accept the Finance & Administration Committee report.

**Services Committee** - There had been no meeting since the last Council meeting.

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

**10129 – Hughenden NAG – 6/5/10** – Cllr Smith reported that the speed working group has been very busy and the TSID has been in Naphill recently and will be back in Hughenden Valley soon. Many people stopped have opted for training. There have been 100 responses to the questionnaire and the issues defined so far are speed, parking, burglary, litter and dog fouling. Anti social behaviour is very low at the moment, although there has been some damage to signs in Naphill and some private land at Four Ashes has suffered from quad bikes being used. There have been issues with hedges overhanging footpaths and it was **AGREED** that Cllr Smith would identify which specific sites were a problem so that these can be considered for future options. Cllr Smith then reported that there have been problems with horses in a field at Four Ashes and this is being progressed by the Police. Police are to be issued with a new uniform, which gained a mixed reception.

**10130 – BALC** – Cllr Davies reported that the Chief Executive at BALC is now leaving and interviews for her replacement are under way.

**Reports from Outside Meetings.** None.

**Reports from Residents Associations.**

**10131 - Widmer End** – Cllr Guy reported that they believe they have found a new editor and treasurer, so the magazine will be able to continue. He invited the Chairman and Clerk and all members to their AGM on 7th July 2010 at 8pm at the Guide Hut, North Road, Widmer End.

**Reports from Working Parties/Groups.** None.

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

**10132 - Design Statement** – Cllr Ewart informed members that she had started work on the changes to the document with the Clerical Assistant and this was **NOTED**.

**10133 – Rural Affordable Housing** – Cllr Ewart gave a brief update, informing members that, continuing with the process following the open day, an update meeting had been held the previous day with James Taylor and Ian Gillespie from English Rural Housing Association, Jean Fox, the Rural Housing Enabler and Cllr Ewart, Cllr Davies and the Clerk. ERHA had decided that this update meeting was better than a written report, as many things had changed after the Open Day. As part of the update process WDC has requested that the housing needs survey be updated, even though we are aware that 40 people expressed an interest at the open day. The recommendation is that the survey is done on a Parish wide basis and it is proposed that this would be distributed by the Parish Council in September 2010. English Rural Housing Association will look again at all the sites throughout the Parish, during the summer, including those already considered. They will also look at any new sites identified by themselves or by the Housing Needs Survey or individual suggestions. There will be a monthly update from the Rural Housing Enabler of all the activities that are taking place with this project. There is a suggestion to have a presentation from the Rural Housing Enabler to all members as well as the District & County Councillors, which would include a question and answer session and the showing of a short film (18 mins), made here in Bucks about rural exception schemes. There was some further discussion and it was then **UNANIMOUSLY RESOLVED** to continue with the process to update the housing needs survey and for ERHA to continue with the site selection process during the summer. It was **NOTED** that the HPC website will be kept up to date with any new information as it becomes available, in order to keep members of the public informed of the current situation.

**Update Report from Clerk.**

**10134** – The Clerk had provided a report for members of her workload and actions taken during the last month and this was **NOTED**.

11. **Reminder of Future Meetings.**

- a) Next NAG – Thursday 10th June 2010 at 7.30pm in the Parish offices.
- b) Next WDALC meeting – 17/6/10 at 7.30pm at WDC offices – it was **NOTED** that there will be an item on rural transport and a speaker on HS2 from the Chiltern Society at the meeting.

12. **Payments.**

**10135** Payments and monies received according to appendix A/1005 – attached to these minutes.

The Chairman informed members of the public that the one item referred from earlier in the meeting was to be taken in Camera and therefore the meeting would be closed to the public.

13. **Confidential Items.**

**For the following items, the public and press were 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. The meeting was closed at 9.42pm.**

**10136** – The Chairman re-opened the item regarding a letter received from Mr Morris and there was some discussion about the reasons given for his resignation as Councillor, which were **NOTED**. The Chairman then re-opened the meeting at 9.57pm.

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

14. **Date of the next meeting.**

The next meeting is scheduled for Tuesday 8th June 2010 commencing at 8pm. Members were reminded that the Annual Parish Meeting will be held on Tuesday 25th May 2010 in North Dean Village Hall at 8pm and the speaker is to be Jim Foy from Hughenden Manor.

There being no further business, the meeting was declared closed at 9.58pm.

Signed .....

Date .....

## Appendix A/1005

### Payments.

The following invoices had been received since the last meeting and were **RESOLVED**:-

a) HM Revenue & Customs – Tax and NI for April salaries	£ 903.56
b) SR Farm Contract Services – Garden of Rest/general maintenance	£ 1,710.00
c) Toilets+ Ltd – hire of toilet facility at Garden of Rest	£ 169.20
d) Blue Chip Security – install audio entry systems at office	£ 480.58
e) Veolia Water – water rates – allotments/GoR/Vincent's meadow/office	£ 576.11
f) Molly Maid – office cleaning – 1/4/10, 16/4/10 & 29/4/10	£ 69.00
g) Bucks Association of Local Councils – Planning workshop training	£ 15.00
h) Buildbase – sharp sand for willow at Naphill	£ 42.72
i) Staples – stationery	£ 30.38
j) Country Supplies – sharp sand for graves	£ 22.74
k) Wycombe District Council – refuse collection at Garden of Rest	£ 210.90
l) 3-D Sports – posts and poles for 'netting' at Great Kingshill children's play area	£ 431.77
m) Southern Electric – energy at office	£ 125.42

Cllr Rogers declared an interest in item (b) and took no part in the decision.

The following payments had been made since the last meeting and were **RESOLVED**:-

a) Salaries for March	£ 2,501.76
b) British Telecom – telephone and broadband charges	£ 75.67
c) Spar – office running costs	£ 3.30
d) Sainsburys – refreshments for play area openings	£ 195.00
e) Just Right – ribbon for play area openings	£ 3.20
f) Public Works Loan Board – ½ yearly repayment of loan on office building	£ 1,665.00
g) Broker Network Ltd – Annual Local Council Policy Insurance	£ 3,049.83
h) Clearview – window cleaning at offices	£ 15.00

### Monies Received:-

The following monies had been received since the last meeting and were **NOTED**:-

a) Burials – (1 full/1 ashes/1 plaque)	£ 1,060.00
b) Wycombe District Council – ½ yearly precept	£78,500.00
c) Bucks County Council – refund of P3 payment for 2009/10	£ 2,150.00
d) Allotment rents	£ 15.00
e) Alchemille Garden Design – purchase of FH85 leaf blower/sucker	£ 80.00

## Appendix B/1005

### Details of planning responses to be attached to full Council minutes for May 2010

#### **Planning Committee Meeting: 22nd April 2010 – 10 applications were reviewed.**

The following applications should be refused for the planning reasons set out below:-

##### **GMG/10/05571/FUL – Gemma Gearing - 421632**

Erection of 2 x detached 4 bed dwellings with integral garages and new vehicular access at Land adjacent to 40 Main Road, Naphill.

The Parish Council strongly objects to this application. The current plans do not address the previous reasons for refusal and dismissal of appeal. The two dwellings would represent overdevelopment of the site and are closer together than they were in the previous application. In dismissing the appeal the Inspector did so partly because the proposals would result in a cramped and incongruous development. This comment applies to this new application.

If minded to approve, this application should be considered by the WDC Planning Committee.

##### **VJB/10/05583/FUL – Valerie Bailey – 421548**

Construction of pitched roof and rear dormer over existing garage and conversion of garage to living accommodation ancillary to main dwelling at 8 Oakeshott Avenue, Naphill.

The Parish Council does not object to the extension but objects to the window in the rear elevation. This constitutes an intrusion on the bungalow at 1 Hitchenden Close. This compounds an infringement of the previous condition that the rear window should be fixed shut and obscure glazed. (92/06756/FUL)

The Council has the following observations on these applications:-

##### **GMG/10/05544/LBC – Gemma Gearing - 421632**

Listed building consent for construction of detached greenhouse, demolition of entrance gate and wall and construction of new gate pier and removal of overloaded pier to existing garage at The Turnery, Speen Road, North Dean.

The Parish Council has no objection to this application provided it does not contravene planning regulations for Listed Building and Conservation Areas.

The Council has no observations on the following applications:-

##### **GMG/10/05678/FUL – Gemma Gearing – 421632**

Erection of 1 x 3 bed dwelling with detached garage (alternative scheme to pp 09/06114/FUL) at Land to rear of Cricketers Rest, Missenden Road, Great Kingshill.

The Council has no objections on the following applications:-

##### **GMG/10/05543/FUL – Gemma Gearing - 421632**

Construction of detached greenhouse, demolition of entrance gate and wall and construction of new gate pier and removal of overloaded pier to existing garage at The Turnery, Speen Road, North Dean.

##### **VJB/10/05586/FUL – Valerie Bailey – 421548**

Demolition of garage and construction of two storey side / front extension with new front porch at 18 Windmill Lane, Widmer End.

##### **GMG/10/05612/FUL – Gemma Gearing – 421632**

Demolition of existing store building and construction of extension to provide replacement store, kitchen, toilet, and disabled toilet and alterations to provide new main entrance at North Dean Memorial Hall, Speen Road, North Dean.

##### **GMG/10/05613/CAC – Gemma Gearing – 421632**

Demolition of existing store building at North Dean Memorial Hall, Speen Road, North Dean.

##### **AD/10/05617/FUL – Alexia Dodd – 421462**

Single storey front porch and side car port to house at 14 Ash Close, Walters Ash.

##### **VJB/10/05660/FUL – Valerie Bailey – 421548**

Erection of replacement two storey rear extension, new roof over existing garage and associated alterations at The Grove, Coombe Lane, Hughenden Valley.

The Parish Clerk declared an interest in this application.

End.