

# HUGHENDEN PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 13th April 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 R F Gould            | Cllr J I Sole         |
| Cllr I N Guy              | Clerk: Mrs L M Turner |
| Cllr D G Jarman           |                       |

There were sixteen members of the public present.

2. **Apologies for Absence.** Cllr Gibbs, Cllr Morris & Cllr Whitehouse.
3. **Declarations of Members' Interests in Items on the Agenda.**  
**10079** Cllr Rogers declared an interest in an item in 'Payments'.
4. **Minutes of the previous monthly meeting held on Thursday 9th March 2010.**  
**10080** – The following amendments were tabled and **AGREED**:-  
a) 10052 & 10056 – Suggested change:- Cllr Whitehouse also declared an interest in the item on the request for a donation to the Friends of Naphill Common.  
b) 10073 - Strategy working party – Suggested addition:- It was **AGREED** that people outside the Council can be asked to join this working party for the brainstorming meeting.  
These were then **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.**  
There were no matters arising.
7. **Correspondence.**  
**10081** - 8512/10 - CPRE – Response regarding support from local branch. The Clerk informed members that the branch in Aylesbury will take queries if there are any, even though the local branch is not functioning at present. This was **NOTED**.  
**10082** – 8520/10 - BCC – Extension to temporary footpath order on fp96 at Great Kingshill until 31/7/10. This was **NOTED**.  
**10083** – 8522/10 - BCC – Consultation on proposed crossing at Brimmers Hill, Widmer End. This crossing will be near the junction with Yew Tree Drive and this was **NOTED**.  
**10084** - 8523/10 - Thames Valley Police – Nomination forms for Community Policing Awards. After some discussion it was **RESOLVED** that the Clerk submit a form nominating PCSO Natalie Hall, particularly for her work with young people in the area.  
**10085** - 8528/10 - BCC – Information to changes to mobile library service timetables. The Clerk gave information to members and this was **NOTED**.  
**10086** – 8530/10 - Came & Co – renewal notice for Local Council Insurance Policy for 2010-2011. The Clerk gave information to members of the renewal of the Local Council policy and it was **RESOLVED** to continue with this insurance for a further year.  
**10087** - 8532/10 - BCC – Notice of footpath extinguishment order on fp 54, Pipers Lane, Great Kingshill. The Clerk gave information on this order, which has been considered before and this was **NOTED**.  
**10088** - 8534/10 - WDC – Information on changes to grass verge cutting contract from 1/4/10. This was **NOTED** and it was agreed that the Clerk would obtain further information on the actual schedule of cuts.  
**10089** - 8539/10 - BCC – Confirmation of sites to be considered for Gypsies and Travellers. The Clerk gave information to members on the interim policy statement and this was **NOTED**.  
**10090** – 8547/10 - WDC – Confirmation of 'no action to be taken' in respect of two complaints to the Standards Board. The Chairman spoke to this item and informed the meeting that there had been two complaints issued against her, as Chairman, and the Board had found that no action is to be taken as the decisions are taken by the Council not by individuals. She confirmed that this information had been brought into the public domain by individuals, not the Council, which is why it is recorded that there is no action to be taken in this matter.

**10091** - 8549/10 - WDC – Information on proposals for Wycombe Community Stadium. The Clerk gave information that the District Council will be consulting widely on this matter during the autumn and, in the meantime, information will be made available to all on the WDC website. This was **NOTED**.

**10092** - 8552/10 - Chiltern Society – Rights of Way Group - request comments on intention to apply for definitive map modification order to path between Downley and Naphill. Cllr Davies and Cllr Ewart spoke on this item and after some discussion it was **RESOLVED** that the Clerk inform the Rights of Way Group that the Parish Council has some concerns if the gate is removed as this may lead to vehicle usage.

**10093** – 8557/10 - BCC – Notice of temporary closure of footpath 92 at Widmer End, during construction, from 30/4/10. This was **NOTED**.

8. **Other Matters.**

**10094** – Consideration of issues regarding proposed new high speed rail link – including information from Bucks County Council and Campaign to Protect Rural England. Cllr Rogers had asked that this matter be brought up so that people understood that there will be a consultation in due course, scheduled for the autumn. Cllr Davies informed members that the County Council are asking for a dispensation to be able to discuss this matter prior to the consultation and the Clerk reported she had been in contact with the legal department at WDC for clarification on certain issues, which still remained to be answered. It was agreed that the Clerk would also ask for a dispensation for the Council members. There was further discussion on the process to follow and it was **AGREED** that this would be placed on the agenda for the May meeting, when further information should be available.

9. **Public Speaking.**

As there were members of the public wishing to speak, the Chairman clarified the process and closed the meeting at 8.30pm.

- a) Mrs Armshaw of Bryants Bottom spoke about the high speed rail link and asked the Parish Council to join the process as soon as possible, mentioning other organisations that had already shown their position.
- b) Mrs Morgan representing Hughenden Valley Residents Association spoke about the proposal for rural affordable housing and referred members to two reports provided by the HVRA planning sub committee.

As there were no other members of the public wishing to speak, the Chairman then re-opened the meeting at 8.36pm.

10. **REPORTS:-**

**Chairman.**

**10095** – The Chairman reported that she had attended a meeting with Cllr Davies and two representatives of Great Kingshill Residents Association regarding the fencing at the children's play area, in order to clarify the Council's position in this regard. She then reported that she had attended a meeting with Cllr Rogers and the Chairman of the Hughenden Valley Residents Association and this would be reported under the Rural Affordable Housing item, later in the meeting.

The Chairman went on to mention that the opening of the play areas at Great Kingshill held on 8/4/10 had been very well attended and there had been lots of positive comments from parents and children alike. Cllr Gould mentioned that as soon as the equipment was available it was heavily used in both areas and there seemed to be a healthy cross-over of children into the 'older' area. The Chairman confirmed that there would need to be a formal response with regard to the consultation process, in the near future. Cllr Davies asked for thanks to be recorded to the Clerk and Clerical Assistant for the extra work and effort involved in the bringing of these areas to fruition.

**County and/or District Councillors.** There were no District or County Councillors in attendance.

**Planning Committee.**

**10096** - Minutes of the Planning Committee meetings held on 11th March and 1st April 2010 had been issued.

- a) Cllr Gould mentioned that the DeLaRue application had been refused at appeal, which was encouraging.

There were no further queries and it was then **RESOLVED** to accept the Planning Committee report. Application comments detailed in Appendix B/1004 with these minutes.

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

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

**10097** - Minutes of the Services Committee meeting held on 25th March 2010 had been distributed.

- a) 10S08 – Consideration of agreements with village halls regarding play equipment. The Clerk gave information on the current guidelines –it was **RESOLVED** that these be adjusted and re-stated and issued annually to the village hall committees.

The recommendations are as follows:-

The Council will be financially responsible for quarterly and annual safety inspections by recognised, independent, companies.

The Council will be responsible for the maintenance and repairs of the current equipment as required. This includes safety surfaces, fences and gates.

Any safety issues will be dealt with by the Council as soon as practically possible.

The Council will aim to replace broken, unsafe or end of life equipment on a 'like for like' basis. If the village hall committee wishes to change the specification of the equipment, it will be responsible for the extra cost of any alteration. The funding of all replacement equipment will be considered within the constraints of the allocated budget.

The village hall will be responsible for the purchase of any new equipment.

The village hall retains responsibility for grass and hedge cutting and for the insurance aspects of the users of the play areas.

- b) 10S17 – Consideration of future projects. Cllr Davies reminded members that in 2000 the National Trust agreed to place 2 large (disease resistant) elm trees in the field opposite the bottom of Cryers Hill Road, to replace those lost previously. As this had never been done, it was **RESOLVED** that the National Trust be asked again to carry out this work.

- c) Cllr Smith asked that the possibility of a roundabout for wheelchair use be considered and the Clerk informed her that it is on the list to be considered at the next meeting. This was **NOTED**.

There were no further comments and it was **RESOLVED** to accept the Services Committee report.

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

**10098 – Hughenden NAG – 25/3/10** – Cllr Jarman reported that all questionnaires have now been issued to all residents in the Parish, asking for their priorities for policing in the area. The speed working group is working through the priorities raised and the Police reported that there have been fewer burglaries; although people must remain vigilant, particularly ensuring sheds are locked. Cllr Smith had provided a report which had been distributed to all members.

**10099 – BALC** – Cllr Davies reported that BALC are putting on training sessions in the next few months on planning and chairmanship and it was **AGREED** that the Clerk would notify members as soon as details are known. It was **NOTED** that Cllr Smith would like to attend the planning seminar at the end of April and the Clerk was asked to contact BALC in this regard.

**Reports from Outside Meetings.**

**10100 – Naphill Village Hall** – Cllr Ewart reported that the Village Hall Committee had thanked the Parish Council for its contribution towards the control tower at Naphill and for the refurbishment of the willow tunnel. She informed members that there is to be an 'opening' ceremony for the new piece of equipment on Saturday 24th April 2010 at 11am at Naphill and Cllr Pushman will be performing the ceremony.

**Reports from Residents Associations.**

**10101 – Hughenden Valley** – Cllr Smith reported that there is due to be an open meeting with PC Turnham and WDC's Environmental Health on Thursday 29th April 2010 at 7.30pm with regard to the parking of lorries attending Oakleaf Farm and the difficulties being endured in this area.

**10102 - Widmer End** – Cllr Guy reported that there is a problem at present as they may no longer have a treasurer or newsletter editor, although they are publicising this widely in the hope that someone will come forward to assist.

**Reports from Working Parties/Groups.**

There had been no working party meetings.

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

**10103 - Design Statement** – Cllr Ewart informed members that she will be working on the proposed changes with the Clerical Assistant to make the alterations next week and this was **NOTED**.

**10104 – Rural Affordable Housing** – Cllr Ewart informed members that there is no further information yet as to next steps, although it is hoped that something will be available for the May meeting. She then spoke about the three letters received from the Hughenden Valley Residents Association, which had been copied to all members and the draft response, which had also been distributed. This was discussed in some detail and some changes made, for clarity. As information referring to an individual was to be discussed it was **AGREED** to take the remainder of this item in the absence of the public and press at the end of the meeting.

**Update Report from Clerk.**

**10105** – The Clerk had provided a report for members of her workload and actions taken during the last month and this was **NOTED**. Cllr Gould asked about the hours owing to the Clerk and she explained that at year end there is always a surge in the amount of work required, but this usually settles down by July. Cllr Gould then mentioned the list of jobs completed under service provision and mentioned that this was very useful in keeping members updated.

**11. Reminder of Future Meetings.**

a) Next NAG – Thursday 6th May 2010 at 7.30pm in the Parish offices followed by 6th June 2010.

**12. Payments.**

**10106** Payments and monies received according to appendix A/1004 – attached to these minutes. Cllr Gould asked about the grant funding for the play areas at Great Kingshill and the Clerk informed him that WDC had been invoiced directly, so this will not appear in the Parish Council's accounts.

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.

Cllr Guy asked to remind members of the public that the Annual Parish Meeting is to be held on 25th May 2010 at 8pm in North Dean Village Hall, where all electors of the Parish are welcome to attend.

**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 9.20pm.**

**10107** – The Chairman re-opened the item regarding letters received from Hughenden Valley Residents Association and Cllr Smith and Konieczny clarified matters for members. After some further discussion it was **RESOLVED** to make changes to the letter to be sent to HVRA clearly stating that, without specific allegations that can be substantiated, the Parish Council cannot uphold the complaint.

The Chairman then re-opened the meeting at 10.00pm.

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

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

The next meeting will be the Annual Council Meeting and is scheduled for Tuesday 11th May 2010 commencing at 7.30pm (members were asked to remember to consider the Committee membership prior to this meeting). This will be followed by the Council Meeting.

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 10.02pm.

Signed .....

Date .....

## Appendix A/1004

### Payments.

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

a) HM Revenue & Customs – Tax and NI for March salaries	£ 903.16
b) SR Farm Contract Services – Garden of Rest/general maintenance	£ 1,920.00
c) Toilets+ Ltd – hire of toilet facility at Garden of Rest	£ 169.20
d) C Gant – tree work in Cockshoot wood (as per survey)	£ 810.75
e) Agripower Ltd – fencing work on boundary at Hatches Lane field	£ 3,113.75
f) Briants of Risborough Ltd – padlock for Four Ashes gate	£ 14.99
g) Hildreths Ltd – screws & caps for signs	£ 19.00
h) Greenbarnes Ltd – sign board for Vincents Meadow	£ 448.86
i) Playground Facilities Ltd – supply & install multi-play unit at Naphill	£ 9,820.10
j) Swift Digital Services – copy charge for copier/printer	£ 96.25
k) Southern Electric Contracting Ltd – maintenance/repairs for street lighting	£ 963.43
l) Sign-a-rama – signs for play areas	£ 70.36
m) Alchemille – boundary hedging and new planting at Garden of Rest	£ 1,024.50
n) Country Supplies – soil for willow tunnel at Naphill play area	£ 92.00
m) Anne Ratnarajah – work on willow tunnel at Naphill play area	£ 240.00
n) SDK Environmental Ltd – dog waste removal	£ 370.55
o) D Barlow Fencing – fencing at Great Kingshill	£ 3,512.08
p) British Gas – supply for office	£ 188.26
q) Southern Electric – energy for street lighting and Garden of Rest	£ 745.30
r) Bucks Association of Local Councils – annual subscription	£ 1,023.60
s) Wycombe District Council – rates for office building	£ 200.79
t) Wycombe District Council – rates for Garden of Rest building	£ 244.01
u) Farming & Wildlife Advisory Group – annual subscription	£ 42.00

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	£ 2,502.16
b) British Telecom – telephone and broadband charges	£ 44.16
c) Spar – refreshments for open day	£ 36.44
d) Staples - stationery	£ 18.20
e) Land Registry – fees for papers on land ownership	£ 8.00
f) Molly Maid – office cleaning – 4/3/10 & 18/3/10	£ 46.00
g) Friends of Naphill Common - donation	£ 250.00

### Monies Received:-

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

a) Burials – (1 full/1 ashes/3 plaques)	£ 2,025.00
b) HSBC – Bank Interest	£ 6.78
c) Bucks County Council – donation for play equipment & grit bin for Widmer End	£ 900.00
d) Bucks County Council – grant for climbing wall for youth	£ 1,000.00
e) Bucks County Council – grant towards play equipment at Naphill	£ 2,000.00

## Appendix B/1004

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

#### Planning Committee Meeting: 11th March 2010 – 2 applications were reviewed.

The Council has the following observations on these applications:-

##### **GMG/10/05338/FUL – Gemma Gearing - 421632**

Erection of 2.4 metre high metal fence along part of north west boundary & installation of septic tank (retrospective) at the Land at rear of Greycott, Spurlands End Road, Great Kingshill.

The Parish Council has no objection to this application provided that this conforms to Green Belt and AONB regulations.

The Council has no objections on the following applications:-

##### **GMG/10/05264/FUL – Gemma Gearing - 421632**

Application for construction of two storey rear extension at The Cottage, Bryants Bottom Road, Bryants Bottom.

#### Planning Committee Meeting: 1st April 2010 – 15 applications were reviewed.

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

##### **AD/10/05398/VCDN – Alexia Dodd – 421462**

Removal of condition 6 (windows or openings in roof slopes) from pp 09/05872/FUL at Greenacres, Cryers Hill Road, Cryers Hill.

The Parish Council strongly objects to the removal of condition 6 from the permission granted under 09/05872/FUL. The new property already increases the floor space by 48% from the previous demolished bungalow. Any use of the roof space would contravene the 50% rule in Green Belt. It would also have a detrimental visual impact on the property and the street scene and increase the intrusion on neighbours. It would result in overdevelopment in the Green Belt and AONB.

##### **AD/10/05404/FUL – Alexia Dodd – 421462**

Single storey side and rear extensions and construction of detached garage following demolition of existing garage at 19 Battingswood Gardens, Naphill.

The Parish Council objects to this application as the proposed extension and the new garage are an overdevelopment of the site and would be out of keeping with other bungalows on the street scene.

##### **AD/10/05411/FUL – Alexia Dodd – 421462**

Erection of 1.8m high fence to part of front boundary at Ambleside, Pursells Meadow, Naphill.

The Parish Council objects to this proposal. All the properties in Brackenwood, of which this is the same design (this house is on the corner), have open plan gardens. A fence such as this would have an adverse visual impact on the street scene.

##### **AD/10/05429/ADV – Alexia Dodd – 421462**

Installation of 1 x internally illuminated free standing totem sign at Co-op, 312 Main Road, Walters Ash.

The Parish Council objects to the proposal for an illuminated totem sign. This would be out of keeping in an unlit village and would take up badly needed parking space.

The Council has the following observations on these applications:-

##### **LBELLI/10/05370/FUL – Lucy Bellinger - 421525**

Amendment to approved application ref: 06/05754/FUL to add 59 conservatories to houses at Wellesbourne Campus, Kingshill Road, High Wycombe.

The Parish Council has no objection in principle to these conservatories, provided there is no intrusion on neighbours.

##### **JREMMI/10/05421/CTREE – James Remington – 421816**

Crown reduction by 25% to 1 Scots Pine (T1). Crown reduction by 30% to 1 Silver Birch tree (T2). Fell 1 Lime tree (T3) at The Turnery, Speen Road, North Dean.

The Parish Council has no objection to this application as long as this conforms to conservation area regulations, and that the work is carried out under the direction of the WDC Tree Officer.

##### **AD/10/05462/FUL – Alexia Dodd - 421520**

Single storey rear extension at The Hollies, Holly End, Naphill.

The Parish Council has no objection provided there is no intrusion on neighbours.

The Council has no objections on the following applications:-

**AD/10/05349/FUL – Alexia Dodd - 421462**

Construction of single storey side/rear extension at Chale, North Road, Widmer End.

**VJB/10/05395/FUL – Valerie Bailey - 421548**

Construction of single storey side extension with raised platform area at Greenacre, Missenden Road, Great Kingshill.

**VJB/10/05403/FUL – Valerie Bailey – 421548**

Partial demolition of existing bungalow and reconstruction including rear extension, raised roof and alterations to form first floor living accommodation at 95 Primrose Hill, Widmer End.

**MJD/10/05445/FUL – Martin Davies – 421520**

Amendment to plots 1 & 4 only of pp 04/07442/FUL - to allow alteration from 2 x 3 bed houses to 2 x 4 bed houses at Royal Oak Mews, Great Kingshill.

**VJB/10/05478/CLP – Valerie Bailey – 421548**

Certificate of Lawfulness of Proposed Use for erection of conservatory to rear at Swallow House, Perks Lane, Prestwood.

**AD/10/05505/FUL – Alexia Dodd – 421462**

Installation of 2 high level velux style windows on south west elevation at Chiltern Cottage, 101 Main Road, Naphill.

**VJB/10/05520/FUL – Valerie Bailey – 421548**

Construction of single storey side/rear extension at Autumn Cottage, Missenden Road, Great Kingshill.

**AD/10/05523/FUL – Alexia Dodd – 421462**

Construction of replacement double garage at White Lodge, North Road, Widmer End.

The Parish Council has an interest in this application as the applicant is known to them. However, the Council has no objection to this application.

End.