

HUGHENDEN PARISH COUNCIL

Minutes of the Parish Council Meeting held on Thursday 21st January 2010 in the Council Offices at 8pm

UNCONFIRMED

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

There were four members of the public present.

2. **Apologies for Absence.** Cllr McCarthy & Cllr Whitehouse.
The Chairman welcomed everyone back after the Christmas and New Year break and apologised for the postponement of the meeting from 12th January, due to the atrocious weather conditions. She informed members that there would be a couple of additional items at the end of the meeting.
3. **Declarations of Members' Interests in Items on the Agenda.**
10001 Cllr Rogers declared an interest in an item in 'payments'.
4. **Minutes of the previous monthly meeting held on Tuesday 8th December 2009.**
10002 – The following change to the minutes was submitted for approval:-
a) minute 09332 – Youth Working Party – **RESOLVED** to read: The Clerk reported that the details for the advertising of the **climbing** wall in February were discussed. It was
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.**
10003 – 09323 –Update on land at Queensway. The Clerk informed members that Hazlemere Parish Clerk had met with WDC last summer as an initial meeting to discuss the allotment requirements from the Parish Council's stance. No other meetings had been held and everyone is still waiting for further contact from WDC through the Queensway Committee. **NOTED.**
7. **Correspondence.**
10004 – 8427/09 - WDC – Consultation on sites for Gypsies, Travellers and travelling showpeople. Cllr Davies gave information on some of the sites being considered and this was **NOTED.**
10005 - 8428/09 - WDC – Confirmation of naming of development at Great Kingshill. These houses will all be named as Royal Oak Mews and this was **NOTED.**
10006 - 8438/10 - BALC – Request for meeting to discuss Parish Liaison Project with BCC. It was **AGREED** that Cllrs Ewart, Davies and the Clerk would meet with BALC at a mutually convenient time.
10007 - 8439/10 - BCC – response regarding meeting on highways issues in Coombe Lane, Naphill. The Clerk gave information that residents have already been informed that there is nothing that can be done in this location that is not already being done and therefore no meeting will be scheduled. This was **NOTED.**
10008 – 8444/10 - Bucks Community Action – questionnaire for response on post office services. It was **AGREED** that the Chairman would respond to this questionnaire on behalf of the Council.
10009 - 8453/10 - Bucks Community Action – Information re GM on 4/2/10 and intention to change name. This was **NOTED** and it was **AGREED** that Cllr Ewart would attend the General Meeting on behalf of the Council.
10010 - 8456/10 - Chilterns AONB – Invite to launch of Chiltern Buildings Design Guide on 23/2/10. It was **NOTED** that Cllr Ewart will attend this on behalf of the Parish Council.
10011 - 8457/10 - Mazars LLP – Notice of completion of annual audit for year 2008/09. The Clerk informed the members that the audit for 2008/09 had been completed satisfactorily and this will now be advertised and the accounts put on the website. The only comment made was a request for all land owned by the Council to be given a value of £1, rather than the Nil value that has been used previously. This was **NOTED.**

8. **Other Matters.**

10012 – Consideration of provision of grit bins to be placed around Parish and highways issues. The Clerk gave information of several requests for grit bins in Hughenden Valley and Widmer End, in particular. Members were informed that BCC will no longer place new bins in any area although if Parish Councils or Residents Associations wish to purchase them at £450 each, they will undertake to keep them filled, if possible. There was a lengthy discussion and it was then **RESOLVED** that the Clerk would write to BCC with the Parish Council's concerns over the state of the roads within the Parish, highlighting particular problems and asking for action on this issue.

Cllr Pushman arrived during this item at 8.20pm.

10013 – Consideration of dog bin to be placed by Windmill Lane allotments at Widmer End. Cllr Andrew gave information on complaints she had received on this issue, although Cllr Guy reported differing opinions within the village. After a short discussion, it was **RESOLVED** not to place a dog bin in this area at this time.

10014 – Consideration of training for end of year process for financial software. The Clerk gave information on the training requirements for the new accounts software package and it was **RESOLVED** that the company would be asked to provide end of year training on-site for the accounts year 2009/10.

9. **Public Speaking.**

As there were members of the public wishing to speak, the Chairman closed the meeting at 8.32pm.

a) Mrs Ellis of Great Kingshill stated she represented five of the houses on Missenden Road and had some issues about the equipment on the teen play area on the recreation ground. These included the painting of the ball wall, the angle of the seating, the colour of the swing frame and the replacement of the goal post. The Chairman thanked her for her comments and stated that these would be considered.

b) Mr Priest of Great Kingshill commented that he is able to see the ball wall and that the seat now looks into all the houses.

The Chairman then re-opened the meeting at 8.36pm.

10. **REPORTS:-**

Chairman.

10015 – The Chairman reported she had been pleased to welcome members and their partners to her reception just prior to Christmas. A few of the other non members invited had been unable to attend. The Chairman stated that there had been a management meeting with the Clerk and the notes will be issued at the February meeting.

The two members of the public who had spoken left the meeting during this item at 8.37pm.

County and/or District Councillors.

10016 – Cllr Pushman spoke about the snow and ice issues being experienced all round the area. He confirmed that he will be providing a grit bin at Windmill Lane out of his community fund and that BCC will fill it. He gave information about snow ploughs and that BCC are investing in some new ones which will be more usable than those previously used. He encouraged everyone to report pot holes, even though there are so many, as many people just take it for granted that 'someone' has reported it and they may get missed in this way. He then confirmed that WDC are pulling out of the scheme to 'pool' services with the County Council, but it is not known yet whether this is the whole of Pathfinder scheme or not.

Members raised issues about potholes with Cllr Pushman and he encouraged them to email him with specific problems, so he could follow them up on their behalf.

Planning Committee.

10017 - Minutes of the Planning Committee meetings held on 10th December 2009 and the re-scheduled meeting on the 14th January 2010 had been issued.

a) Cllr Gould asked members to pay particular attention to tree preservation orders, especially where these border land owned by the Parish Council, as there can be issues of ownership. Cllr Davies stated that the boundary on the recreation ground at Great Kingshill should be monitored.

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

Application comments detailed in Appendix B/1001 with these minutes.

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

Services Committee - Relevant minutes have been issued.

10018 - Minutes of the Services Committee meeting held on 15th December 2009 had been distributed.

- a) 09S55 – Consideration of fees for burials. **RESOLVED** - that an increase of 15% be made and that the fees be considered every year in future.
Cllr Konieczny asked why the Services Committee recommends the fees for burials and allotments and, after a short discussion, it was **AGREED** that the Finance & Administration Committee would consider this issue at the April meeting.
- b) 09S56 – Report on maintenance issues and safety inspections – including safety surface at North Dean. **RESOLVED** - 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' – **RESOLVED** - 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. **RESOLVED** - that the Council pay the remaining cost for this equipment to be placed, prior to the end of this financial year from the grants allocation. Cllr Pushman interjected at this point and stated he would be happy to contribute £500 from his BCC Community Fund for this equipment and the Chairman thanked him for this donation.
- e) 09S59 – Consideration of placement of sandpit at Hughenden Valley play area. **RESOLVED** - not to agree to fund the provision of an outside sandpit.
- f) 09S63 – Consideration of fees for allotment tenants. **RESOLVED** - 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. **RESOLVED** - not to place a dog bin in this location. Cllr Smith and Konieczny asked for it to be recorded that they were against this decision.

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

Reports by Councillors serving as representatives on Outside Bodies.

None.

Reports from Outside Meetings.

10019 – Neighbourhood Action Group – Cllr Jarman spoke about the meeting, for which minutes will be issued. The constitution was discussed and it was agreed to give a questionnaire to every resident to determine the three top priorities for this area. A speeding group has been appointed and representatives are needed on this for Naphill and Widmer End. Cllr Guy stated either he or another will volunteer for Widmer End and Cllr Gibbs volunteered for Naphill and this was **NOTED**. The next meeting will be 25th February 2010 at 7.30pm in the Parish office.

10020 – WDALC – There had been a talk on the Olympics and the impact on this area and how we can all get involved and help to support it. Obviously, with Stoke Mandeville being in the county, Bucks is likely to be very involved with the Paralympics. BCC has appointed a Manager for this and he can be contacted if further information is required.

Reports from Residents Associations.

None.

Reports from Working Parties/Groups.

10021 – Highways Working Party – A report had been provided on the response to the consultation on the BCC Local Transport Plan 3. It was **RESOLVED** that this draft response would be sent.

10022 – Youth Working Party – The Clerk reminded members that the BCC Climbing wall would be coming to Great Kingshill and Naphill in February. Posters were issued for displaying in the Parish.

Parish Strategy/Action Plan – Updates:

10023 - Design Statement - It was **NOTED** that a meeting is still awaited with Rebecca Coy.

Rural Affordable Housing – This item will be taken in the absence of the public and press at the end of the meeting.

Update Report from Clerk.

10024 – The Clerk had provided a report for members of her workload and actions taken during the last month and this was **NOTED**. It was **NOTED** that the new General Manager at Hughenden Manor had agreed to speak at the 2010 Annual Parish Meeting, which will be held in North Dean Village Hall. Cllr Jarman thanked the Clerk for the papers on the Charity Commission work, which is now completed and a meeting of the Trustees is now to be scheduled.

The Clerk mentioned a problem with people leaving bottles and rubbish at the bottle banks in Great Kingshill even when they were full. Although there had obviously been extra problems during the bad weather, people were still leaving them when there was no room. This is dangerous as the bottles often get broken and could be a safety issue. It was **AGREED** that Cllr Gould would ensure that an article goes into the next newsletter to remind people of the proper procedure in these situations.

11. Reminder of Future Meetings.

a) NAG – Thursday 25th February 2010 at 7.30pm in the Parish office.

12. Payments.

10025 Payments and monies received according to appendix A/1001 – attached to these minutes.

A query was raised about the charges for electricity and it was **AGREED** that the Clerk would check on the contract for this provision, including the service received on the maintenance. This will be taken to a subsequent Finance & Administration Committee meeting.

The remaining members of the public left the meeting at this point at 9.49pm.

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 9.49pm.

10026 – Great Kingshill play areas – The Chairman gave information on communications from residents with regard to issues they had with the equipment and there was a lengthy discussion. It was **NOTED** that the WDC Environmental Officer had carried out a site visit on the children’s play area and had accepted that all the new equipment is outside the minimum distance in the guidance. The points raised by Mrs Ellis were then discussed and a response **UNANIMOUSLY RESOLVED**, which will be sent to all five dwellings and the Residents Association, for information. The Clerk and Clerical Assistant were thanked for their work on all aspects of these two play areas and this was **NOTED**.

10027 - Rural Affordable Housing – Cllr Ewart gave information on a meeting that had been scheduled in January between ERHA/BCA and a landowner and the Clerk was asked to follow up on this issue.

14. Urgent Matters by permission of the Chairman.

10028 – Cllr Rogers informed members of work on a new lay-by in North Dean and asked if a letter could be provided for the nearby residents to inform them of the work being done and the necessity of not using the verge in future for parking. This was **UNANIMOUSLY RESOLVED**.

The Chairman then re-opened the meeting at 10.19pm and congratulated Cllr Crawshaw on reaching a milestone birthday the following day. This was re-iterated by all members and staff.

15. Date of the next meeting.

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

There being no further business, the meeting was declared closed at 10.10pm.

Signed

Date

Appendix A/1001

Payments.

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

a) HM Revenue & Customs – Tax and NI for December salaries	£	903.16
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
m) WDC – waste removal at Garden of Rest	£	105.06
n) Hildreths Ltd – cuprinol for notice boards	£	9.49
o) Southern Electric – energy for street lighting	£	697.88
p) Staples – paper	£	24.42
q) Playground Facilities Ltd – repairs at HV/Naphill play areas	£	92.00

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

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
e) HSBC – Interest	£	7.28

Appendix B/1001

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

Planning Committee Meeting: 10th December 2009 – 7 applications were reviewed.

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

RH/09/07255/FUL - Robert Harrison - 421641

Change of use from bus depot to plant depot/storage at Kingshill House, Spurlands End Road, Great Kingshill.

The Parish Council strongly objects to this application as the change of use to a plant/storage depot is inappropriate in the Green Belt and AONB. The resultant traffic increase, noise and siting of large plant machines would be an intrusion on neighbours and the surrounding environment. If minded to be approved, this application should be considered by the Planning Committee.

The Council has the following observations on these applications:-

GMG/09/07253/CLE – Gemma Gearing - 421632

Certificate of Lawfulness for existing use of land for residential purpose at Staple Ash, Speen Road, North Dean.

The Parish Council has no knowledge that this land was anything other than agricultural use only.

The Council has no observations on the following applications:-

MJD/09/06227/FUL – Martin Davies - 421520

AMENDED: Erection of 2 x 4-bed detached dwellings with retained access for the fields to the south along with associated amenity space, landscaping and construction of vehicular access at Land to the east of Widmer Farm House, North Road, Widmer End.

The following applications should be approved:-

GMG/09/07213/FUL – Gemma Gearing - 421632

Erection of tensile fabric canopies over the reception class playground for outside activities at Naphill & Walters Ash Combined School, Kilnwood, Walters Ash.

AD/09/07222/FUL – Alexia Dodd - 421462

Construction of part single storey, part two storey rear extension, new pitched roof to existing garage and associated external and internal alterations at 4 Cherry Tree Close, Great Kingshill.

AD/09/07235/FUL – Alexia Dodd - 421462

Construction of 2 x front dormer windows and circular window to rear gable in connection with loft conversion at Chesham House, 2 Timpson Court, Great Kingshill.

GMG/09/07241/LBC – Gemma Gearing – 421632

Listed building application for replacement of existing doors and windows with timber doors and windows at The Turnery, Speen Road, North Dean.

Planning Committee Meeting: 21st January 2010 – 7 applications were reviewed.

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

AHC/09/07312/TPO – Alastair Cunningham - 421803

Remove dead trees and crown lift remaining to 3m group (area 4). Remove dead trees and crown lift remaining to 3m and light pruning to group (area 5b). Remove 1 hazel (T2) and 1 ash tree (T3). Crown lift to 5m, reshape and balance to group of 4 ash trees (G1) at The Old Orchard, Stag Lane, Great Kingshill.

The Parish Council has an interest in this application as it is the owner of some of the adjoining land. However, the Parish Council objects to the following proposals:-

Plot 4 – Area A – The trees and hedges are the property of the Parish Council and are maintained by our contractors, therefore should not be touched. The Council would be willing to discuss any details with the owner of plot 4 and our contractors.

Plot 5 – Area B - The trees and hedges are the property of the Parish Council and are maintained by our contractors, therefore should not be touched. The Council would be willing to discuss any details with the owner of plot 5 and our contractors.

T2 – The Parish Council strongly objects to the removal of this tree and the TPO should be retained;

T3 – The Parish Council strongly objects to the removal of this tree and wish to have further discussion with our contractors and the WDC Tree Officer.

The Parish Council would also point out that any fencing proposals in Areas A and B should be discussed with the Clerk to the Council in order to ascertain correct boundary lines.

The Council has the following observations on these applications:-

ECROTT/09/07330/FUL – Emma Crotty - 421538

Demolition of existing extensions and construction of two storey rear extension at Ivy Cottage, Bryants Bottom Road, Bryants Bottom.

The Parish Council has no objection to this application provided it does not contravene Green Belt and AONB regulations.

GMG/09/07378/FUL – Gemma Gearing - 421632

Demolition of existing dwelling and erection of replacement

4-bed dwelling (alternative scheme to pp 09/06911/FUL to include cellar) at Pipers Patch, Pipers Lane, Great Kingshill.

The Parish Council has no objection provided that the new property with a cellar, conforms to Green Belt and AONB regulations.

GMG/09/07379/FUL – Gemma Gearing – 421632

Construction of access to 1 Farm Cottages and Paddock from Valley Road (retrospective) at 1 Farm Cottages, Hitchenden Farm, Valley Road, Hughenden Valley.

The Parish Council has no objection provided that this application does not contravene Green Belt and AONB regulations.

The Council has no objections on the following applications:-

ECROTT/09/07329/FUL – Emma Crotty - 421538

Construction of front dormer, pitched roof to existing dormer. Conversion of garage to entrance hall at Orchard Lodge, Bramley End, Hughenden Valley.

VJB/09/07384/FUL – Gemma Gearing - 421632

Proposed insertion of window in connection with garage conversion at 61 Columbine Road, Widmer End.

GMG/09/07401/FUL – Gemma Gearing - 421632

Engineering works in rear garden by part terracing of a garden slope and construction of two retaining walls (part retrospective) at Staple Ash, Speen Road, North Dean.

End.