

HUGHENDEN PARISH COUNCIL – SERVICES COMMITTEE

Minutes of the meeting held in the Council Offices on Tuesday 22nd March 2010 commencing at 8pm

UNCONFIRMED

Present: Cllr D L Davies (Chairman) Cllr J E Rogers
Cllr P H Crawshaw Cllr J A Whitehouse
Cllr M E Ewart Clerk: Mrs L M Turner
Cllr I N Guy Clerical Assistant: Mrs E L Marsden
Cllr H L McCarthy

There were no members of the public present.

1. **Apologies for Absence.** Cllr Jarman & Cllr Konieczny.
2. **Declarations of Members' Interests in Items on the Agenda.** None.
3. **Election of Chairman.**
10S18 – The Chairman of the Council, Cllr Ewart, took the Chair and welcomed everyone to the meeting. She then asked for any nominations and Cllr Rogers nominated Cllr Davies to be Chairman of the Services Committee. This was seconded by Cllr McCarthy and there were no other nominations. It was **UNANIMOUSLY RESOLVED** that Cllr Davies be Chairman of the Services Committee for the coming year. Cllr Davies then took the Chair and thanked everyone for their confidence in him and stated that he enjoys the challenge of being Services Chairman.
4. **Minutes of the previous meeting held on Tuesday 23rd March 2010.**
10S19 – These were **RESOLVED** as a true record of that meeting and signed by the Chairman.
5. **Matters Arising.**
There were no matters arising.
6. **Items regarding Garden of Rest.**
10S20 – Update on having sheep in back meadow. The Clerk informed members that a hay cut is due to be taken in the next couple of weeks and sheep would be able to use the area after that. Further information is still required on the practicalities; including the matter of possible fencing requirements, as well as whether grants may be available.
10S21 – Update on costs of refurbishment of seats. The Clerk had obtained quotes from one company for this and it was **AGREED** to bring further information to the July Council meeting for consideration.
10S22 – Consideration of layout of new burial area. The members had carried out a site visit at the Garden of Rest, immediately prior to the meeting, and the new area was **NOTED**. The Clerk asked for direction on the layout for future children's full burials, should they be needed and it was **RESOLVED** that two plots would be allocated at the end of each of the adult rows.
10S23 – Consideration of use of 'waiting room'. The Clerk gave information on this matter and the area had been looked at by the members. It was **AGREED** that the Clerk obtain quotes for the refurbishment of the seats and for the provision of an indoor toilet facility. It was further **AGREED** that some pictures would be placed on the walls, in order to make the area appear more attractive to visitors.
10S24 – The Chairman then raised a matter of the Clerk's attendance at burials. This was discussed in some details and it was then **RESOLVED to RECOMMEND** to full Council that, as the Clerk's attendance is not a legal requirement, that she uses her discretion of when to attend, either for large numbers of mourners or when a funeral directors is not from this area. It was **AGREED** that the Clerk write to funeral directors about the key for the waiting room.
10S25 – The Clerk then asked about signs for parking and it was **AGREED** that she obtain information about 'no parking on the grass' signs and one to indicate the car park at the rear, be brought to a future meeting for consideration.

7. **Items regarding Playgrounds.**

10S26 – Report on maintenance issues and safety inspections. The Clerical Assistant informed members that the quarterly inspections had just been completed although she is still awaiting information from the annual RoSPA inspection. The ‘bridge’ at Templewood is coming loose at the base and the control tower roof at Naphill needs further bolts fitted. These have both been actioned as safety measures. Other replacements of ‘bushes’ on swings have also been scheduled.

10S27 – Consideration of placement football post on recreation ground at Great Kingshill. The Clerk gave information on suggestions from the Residents Association with regard to placement of the goalpost only during the winter season, when the cricket ground is not required for matches. The Clerk and Cllr Davies had met with a representative of the Cricket Club to discuss the suggestion and this met with their agreement. It was then **UNANIMOUSLY RESOLVED** to **RECOMMEND** to full Council that the goalpost be placed only during October to March each year. It was **NOTED** that the goal net needs to be replaced and it was **AGREED** to ask the Residents Association to cover the cost of this so that the goalpost can be placed.

10S28 – Response from North Dean Village Hall regarding replacement of suspension bridge equipment. The Clerical Assistant confirmed that the Village Hall Committee have indicated that they would just like a ‘like for like’ replacement when the time comes. It was **AGREED** that information on replacement costs be brought to the Services meeting for consideration.

10S29 – Consideration of cost and availability of adult and disabled swings. The Clerical Assistant gave information to members on various pieces of equipment that could be available. After some discussion it was **RESOLVED** to take no further action on adult equipment. It was **FURTHER RESOLVED** that more specific information be brought back to a future meeting regarding disabled children’s equipment. The Clerk was asked to get relevant information from a local disabled school to assist in the process.

10S30 – Issues regarding field at Four Ashes. Cllr Davies mentioned that there had been complaints about the litter bin at Four Ashes field not being emptied and the Clerk agreed to follow up on this issue with WDC. Cllr McCarthy reported that the fencing in the ‘laid’ hedge had been damaged and needs repair. After some further discussion it was **AGREED** that the Chairman of Services and Clerk would meet with members of the new Committee to ensure these issues are resolved satisfactorily.

8. **Items regarding Allotments.**

10S31 – Setting of date and members for judging of allotment competition. It was **AGREED** that the members would be Cllrs Davies, Rogers, McCarthy or Guy and Ewart and that they would meet at 9am on Saturday 17th July 2010 for the judging.

10S32 – The grass cutting was mentioned and it was **NOTED** that there had been some teething problems with the new contract, which are being dealt with.

9. **Other Matters.**

10S33 – Update on registering of land at Cockshoot Wood and Little Burnham Wood. The Clerical Assistant confirmed that the process being followed with the Rural Payments Agency is now complete, although the correct maps have still not been received. She confirmed that we will now be researching what grants may be available for maintaining these areas.

10S34 – Report on information from Forestry Commission regarding management of woodlands. The Clerical Assistant confirmed that she will be working with the Forestry Commission to ensure relevant grants are researched for the work required.

10. **Items for/from Strategic/Action Plan.**

10S35 – Considering of ‘widening’ of roadway. At the site visit, the Clerk had given information on the problems being experienced at full burials, as the number of vehicles is higher for this. After some further discussion, it was **RESOLVED** that the Clerk obtain quotes for extending the roadway and bring the information to a future meeting for further consideration.

10S36 – Consideration of costs of refurbishing seats – it had been **AGREED** earlier in the meeting that quotes for refurbishment of all seats would be brought to the full Council meeting for consideration.

10S37 – Consideration of refurbishment of bus shelters. The Clerk gave information to members and it was **RESOLVED** to **RECOMMEND** to full Council that the safety items be addressed. It was further **AGREED** that the one at The Wheel at Naphill be considered as it is well set back off the road, making vision difficult.

10S38 – Consideration of placement of notice board at Widmer End – near to the Guide Hut on North Road. After some discussion it was **RESOLVED** to **RECOMMEND** to full Council that a wooden notice board be placed at a cost of no more than £500.

11 **Items referred from Council meetings.**

10S39 – Consideration of response to BCC re 2009/10 winter maintenance issues. After some discussion of the problems experienced it was **RESOLVED** that the Clerk respond regarding well used hill routes, which should be added to the emergency route schedule – particular problems highlighted were Bradenham Woods Lane and Clappins Lane as well as some of the ones just in High Wycombe, such as Hamilton Road, Coates Lane and Tancred Road.

10S40 – Consideration of continuing with maintenance of footpaths, as BCC funding withdrawn. The Clerk gave information on this issue, stating that last years' maintenance came to £2,150 for the year. There was some discussion and then it was **RESOLVED** to **RECOMMEND** to full Council that the footpath maintenance be continued for the year with the cost to be borne by the Parish Council.

11 **Urgent Items by Permission of the Chairman.**

None.

12. **Date of the Next Meeting.**

The next meeting is scheduled for Tuesday 28th September 2010.

There being no further business, the meeting closed at 9.45pm.

Signed

Date