

# HUGHENDEN PARISH COUNCIL

Minutes of the Meeting of HUGHENDEN PARISH COUNCIL held on  
Tuesday 8th July 2008 in the Council Offices at 8pm

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## UNCONFIRMED

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

There was 1 member of the public present.

2. **Apologies for Absence:-** Cllr McCarthy & Cllr Morris.
3. **Declarations of Interest in Items on the Agenda.**  
**08209** – Cllrs Rogers and Davies declared an interest in an item under 'Payments' and Cllr Guy declared an interest in the item on Widmer fields in the Services Committee report.
4. **Minutes of the previous monthly meeting held on Tuesday 8th June 2008.**  
**08210** – These were **RESOLVED** as a true record of that meeting and were signed by the Chairman.
5. **Police/RAF Consultation.**  
None.
6. **Matters Arising.**  
None.
7. **Correspondence.**  
**08211** – 7731/08 - BCC – Response re additional works to prevent parking on verge at Cryers Hill. The Clerk gave information that BCC would be unable to consider any form of prevention works during this financial year. After some discussion, it was **RESOLVED** that the Clerk would investigate relevant possibilities and obtain costs, which may be borne by the Parish Council, for consideration at the next available Council meeting.  
**08212** – 7732/08 - Thames Valley Police Authority – Invitation to consultation meeting on 21/7/08. It was **NOTED** that the Chairman is scheduled to attend this meeting.  
**08213** - 7735/08 - Mr & Mrs Stewart – complaints re mis-use of office car park after hours. After a lengthy discussion of the problems it was **RESOLVED** that the Clerk respond by explaining the reasons for not closing the car park and confirming the process to be followed with regard to police notification.  
**08214** - 7736/08 & 7757/08 - BCC – Confirmation of approved works on new footpath on Cockpit Road, Great Kingshill and notice of road closure. The Clerk gave information on this item and it was **NOTED**.  
**08215** - 7737/08 - BCC – Consultation on highway safety signs & 7765/08 - BCC – Specific information requested on 'Think' campaign road signs to be removed. It was **AGREED** that Cllr Ewart would give the Clerk specific details on the signs to be removed and this would be reported to BCC as soon as possible.  
**08216** – 7749/08 - BCC – Consultation on closure & diversion of footpath 54 & 54A at Pipers School, Great Kingshill. Cllr Davies declared an interest in this item and took no part in the decision. The Clerk gave information on this item and it was **NOTED**.  
**08217** – 7753/08 - WDC – Information on possible new funding for play areas within the district. The Clerk gave information on this item and it was **RESOLVED** that a bid of £50,000 be put into WDC for consideration.  
**08218** – 7758/08 - BCC – Information on changes to waste permit scheme from 1/7/08. **NOTED**.  
**08219** - 7762/08 - SLCC – Invitation for Clerk to attend National Annual Conference on 17-19/10/08. It was **RESOLVED** that the Clerk register to attend with costs being borne by the Council.  
**08220** - 7764/08 - Sage UK Ltd – renewal reminder for Sage Instant Payroll Cover at £105.75. This was **RESOLVED** for payment.  
**08221** - 7768/08 - Big Lottery Fund – acknowledge receipt of application for grant for play equipment. The Clerk gave information on this item and it was **NOTED**.

**08222** – 7769/08 - Bucks & Milton Keynes Wildlife Sites Project – Report on Vincent's Meadow survey. The Clerk gave information on this item and it was **NOTED**.

**08223** – 7771/08 - BCC – Information on road closure on Bradenham Woods Lane on 1/9/08. This was **NOTED**.

**08224** – 7772/08 - Mr Priest – further letter concerning highways issues at New Road, Great Kingshill. After some discussion it was **RESOLVED** that the Clerk respond confirming the Council's position in this matter.

**08225** - 7774/08 - Mr G Weir – report from Internal Auditor on audit for 2007/08 accounts. The Clerk confirmed that the internal audit had been completed successfully with no queries and this was **NOTED**. Cllr Davies asked for the Council's thanks to the Clerk for her continued successful preparation of the Council's accounts and this was **AGREED**.

8. **Public Speaking.**

As there was a member of the public wishing to speak, the Chairman closed the meeting at 8.50pm.

- a) Terry Williams of Great Kingshill spoke of his concerns about the proposed width of Cockpit Road once it has had a footpath added. The Chairman agreed that this would have to be monitored for any problems once the work has been completed.
- b) Mr Williams went on to confirm that the toilet at the Garden of Rest does get used, but that there was no running water. The Clerk stated she would follow up on this matter.

The Chairman re-opened the meeting at 8.52pm.

9. **REPORTS:-  
Chairman.**

The Chairman had nothing specific to report that was not contained within other items on the agenda.

**Reports from County and/or District Councillors.**

There were no District or County Council members present.

**Planning Committee.**

**08226** - Minutes of the Planning Committee meeting held on 26th June 2008 had been distributed.

Cllr Ewart referred to them and the following items were **NOTED**:-

- a) 08P88 – For clarity, it was **AGREED** to change this minute to read:- WDC – Notice that 08/05762/FUL – 165 Main Road, Naphill was heard at the Development Control Committee meeting held on 18/6/08. It was **NOTED** that Cllr Ewart attended and spoke at the meeting **but** the application was approved.
- b) Cllr Guy had taken the document on land won aggregates and would report any findings to a future meeting, if required.

It was **RESOLVED** to accept of the report of the Planning Committee.

Application comments detailed in Appendix A/0807 with these minutes.

**Services Committee.**

**08227** - Minutes of the Services Committee meeting held on 24th June 2008 had been distributed.

Cllr Davies referred to them and the following items were **NOTED**:-

- a) 08S28 – Cllr Davies stated he had again been elected Chairman of the Committee and he was happy to continue doing so, as he found it very interesting.
- b) 08S31 – Garden of Rest - Consideration of work required on boundary with Vista Farm. Cllr Davies and the Clerk had given information to members on this matter and it was **NOTED** that the newly planted hedge is now growing well. After some further discussion, it was **RESOLVED** that Cllr Davies approach the householder to ensure the work required is discussed in detail. It was **AGREED** that the Clerk would confirm the boundary responsibility by consideration of the deeds of the property.
- c) 08S32 – Consideration of safety surface maintenance at Naphill play area. The Clerical Assistant advised members of the work required on the surface under the toddler swings and springer. After some discussion, it was **RESOLVED** that the safety surface be replaced, if possible, at the same time as the new piece of equipment is being installed.
- d) 08S33 – Consideration of refurbishment of play area at Great Kingshill and re-siting of seat. This item had been discussed in some detail, with regard to the provision of new and up-dated play equipment. It was **RESOLVED** to set up a working party consisting of Cllrs Davies, Gould, Jarman, Ewart and Rogers with the Clerk and Clerical Assistant to investigate options. With regard to the re-siting of the seat in the play area, the Clerk and Chairman gave information on this matter and, after some discussion it was **UNANIMOUSLY RESOLVED** not to move the seat and also to let the roadside hedge grow taller.

- e) 08S35 – Consideration of difficulties with drainage under swings at Widmer End play area. Emma and the Chairman had given information on this issue. It was **RESOLVED** that Cllrs Davies and McCarthy with the Clerical Assistant meeting with representatives of the village hall to try and find a solution to the problem. Cllr McCarthy had stated that there have been similar problems on Grange Road and BCC Highways may be working on this problem. It was **AGREED** that the Clerk would liaise with them to obtain further information.
- f) 08S36 – Consideration of placing bin at North Dean play area. The Clerical Assistant had informed members that one of the aspects brought up by the play inspections was the lack of a bin at North Dean. After some discussion, it was **UNANIMOUSLY RESOLVED** that the Clerk write to the village hall to ask if they would like a bin and, if so, to contact WDC to see if one could be provided.
- g) 08S37 – Update on jobs outstanding. The Chairman had mentioned that there had been some difficulties where new plots have been taken from ‘grass’. After some discussion, it was **RESOLVED** that when a new plot is taken from scratch, the tenant be offered the opportunity for the plot to be rotavated prior to starting the tenancy.
- h) 08S39 – Request for extra tap at North Dean allotments. Cllr Rogers gave information on this issue and it was **RESOLVED** that a further tap be placed, if possible, in conjunction with the clearance work.
- i) 08S41 – Widmer fields update. Cllr McCarthy had given further information to members. After some further discussion it was **RESOLVED** that the Clerk contact Hazlemere Parish Council to check their action on this matter and also to enquire as to the production of an SSSI report.
- j) 08S42 – Consideration of costs for replacement barrier at office car park. The Clerk had prepared a report giving costs for replacing the barrier. However, after some discussion, it was **RESOLVED** that the Clerk further investigates the cost both for replacement and refurbishment and bring this information to the next Finance Committee meeting for consideration.
- k) 08S44 – Chilterns Conservation Board – notes of grants available to celebrate 40th anniversary. The Clerk gave information on the criteria for grants available to Parishes and it was **RESOLVED** that a grant for information notice-boards be investigated for Vincent’s Meadow (replacement) and Cockshoot Wood.
- l) 08S46 – Consideration of changing stiles to kissing or self-closing gates around the Parish by Chiltern Society/BCC. Cllr Davies had informed members of the current scheme, which is working well. It was **AGREED** that members would inform the Clerk of any specific stiles recommended to be changed, so that she could approach BCC for them to be replaced. It was **RESOLVED** to accept of the report of the Services Committee.

**Finance & Administration Committee.**

There had been no meeting since the last Council meeting.

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

**08228 – Report on Chilterns AONB Planning Training for Parish Councillors – 23/6/08** – Cllr Konieczny had provided a report for members and this was **NOTED**.

**08229 – BCC Local Area Committee - 3/7/08** – Cllr Jarman spoke about the meeting which was held in the new library in the Eden Centre, which was well received. He gave information on the mobile library service and the local ‘gangs’ carrying out highways work and this was **NOTED**.

**08229 – “Working together for Service Excellence” Workshop – 11/6/08** - Cllr Jarman had provided a report which was **NOTED**.

**08230 – WDALC meeting – 17/6/08** - Cllr Jarman had provided a report which was **NOTED**.

**08231 – WDC & Chairman’s meeting** – Cllr Rogers reported that there had been another Pathfinder presentation and there is a report due on the Local Plan, which will be circulated.

Cllrs Whitehouse and Gibbs apologised and left at this point of the meeting at 9.37pm.

**Reports from Residents' Associations.**

**08232 – Widmer End Residents Association** – Cllr Guy reported that WERA will not be joining with Hazlemere Res Assn, but will be supporting them in the near future. There has been a working group set up to carry forward the issues on traffic.

**08233 – Great Kingshill Residents Association** – Cllr Jarman reported that the Assn are very pleased that the footpath on Cockpit Road is to be provided and it is hoped that the work will be completed by the end of August.

**Reports from Working Parties.**

**08234 - Youth** – It was **AGREED** that the cost of printing the youth questionnaire to be circulated in Naphill & Walters Ash Gazette, of approximately £75, be paid by the Parish Council.

**Reports from Working Groups.**

**08235 – Closer Links to Community** – Cllr Crawshaw gave information on the suggestion for an open meeting in mid-October and this was **AGREED** to be held in Hughenden Valley Village Hall, as this was the most central. It was suggested that the Residents Associations be asked to distribute a flyer to invite all local residents and to have a questionnaire prepared for those attending the meeting.

**Parish Action Plan – Updates:**

**08236 - Design Statement** – Cllr Ewart informed members that there have been some adjustments and photographs have been updated. It was **RESOLVED** that, when completed, the draft should be submitted to Rebecca Coy at WDC. Cllr Ewart then explained the process to be followed regarding further consultation.

**08237- Rural Housing Trust** – Nothing new to report.

**Update Report from Clerk.**

**08238** – The Clerk had provided a report for members of her workload and actions taken during the last month and there were no questions.

10. **Reminder of Future Meetings.**

**08239** – Information was given on the following and was **NOTED**:-

- a) NAG meeting – Thursday 17th July 2008.
- b) Pipers Corner School – (Chairman only) Prize Giving event – Saturday 12th July 2008.
- c) Thames Valley Police – ‘Have Your Say’ meeting – Monday 21st July 2008.

11. **Payments.**

**08240**– The following invoices had been received since the last meeting and were **RESOLVED**:-

a) HM Customs & Excise – Tax and NI for June salaries	£ 852.15
b) S R Farm Contract Services – burial ground maint/footpaths/service provision	£ 2,440.00
c) Verdant Group plc – grass cutting as per contract	£ 1,837.35
d) Toilets+ Ltd – toilet hire at burial ground	£ 164.50
e) C Gant – tree work at Templewood, Walters Ash	£ 223.25
f) A M Davies & Son – equipment storage	£ 500.00
g) Safe & Sound Playgrounds – replace climbing net at Great Kingshill	£ 1,016.68
h) ABA (Construction) Ltd – quarterly playground inspections	£ 141.00
i) Wycombe District Council – annual RoSPA playground inspections	£ 451.20
j) Swift Digital Services – copy charge for photocopier	£ 61.16
k) Staples – stationery/kettle/replacement phone	£ 175.97
l) Southern Electric Contracting Ltd – street lighting - quarterly maintenance	£ 843.20
m) Kidde Fire Protection Services Ltd – emergency lighting and extinguisher check	£ 354.61
n) British Gas – supply for office	£ 142.31
o) Mr G R Weir – fees for internal audit of 2007/08 accounts	£ 59.80
p) Wycombe District Council – waste disposal at cemetery	£ 203.26
q) Southern Electric Contracting – street lighting energy usage	£ 522.56

Cllrs Rogers and Davies declared an interest in this item and took no part in the decision.

**08241**– The following payments had been made since the last meeting and were **RESOLVED**:-

a) Salaries for June	£ 2,305.07
b) British Telecom – telephone and broadband charges	£ 73.96
c) Molly Maid - Office cleaning 12/6/08 & 26/6/08	£ 42.00
d) BNL/Came & Co – annual insurance for local policy	£ 2,720.00
e) Post Office Ltd – special delivery and large envelope for grant submission	£ 7.90
f) Clearview – window cleaning April/May/June	£ 45.00
g) Mrs L Turner – mileage expenses – April to June	£ 48.72
h) Spar - refreshments	£ 2.09
i) Bearbrook Ltd – replacement for Vat payment on building repair works	£ 1,195.37

Cllr Gould asked about the payment to Bearbrook and the Clerk explained that the previous invoice had been inaccurate and had been superseded.

12. **Monies Received.**

**08242** - The following monies had been received since the last meeting and were **NOTED**:-

a) Interest – bank interest	£ 0.84
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- 13. **Other Matters.**  
**08243** - Proposal:- that the Chairman and/or Vice-Chairman be empowered to approve cheques for signing, and to take any action necessary, during the summer recess, to be ratified at the full Council meeting in September. This was **RESOLVED**.  
**08244** - Report on meeting with Public Safety Team regarding noise nuisance at Great Kingshill. Cllr Rogers gave information about the meeting and confirmed that notes will be issued as soon as possible. The team were informed that the hedge will be allowed to grow higher to prevent overlooking and that the Council is considering the refurbishment of the play area. A questionnaire will be provided to the Police to be distributed among the young people regarding requirements for youth provision. Cllr Gould confirmed that the team accepted that the Council were already doing a lot to help in youth provision.  
**08245** - Consideration of adoption of Child Protection Policy. Cllr Ewart spoke to this matter and it was **AGREED** that this would be considered at the next Finance & Administration Committee meeting.

- 14. **Urgent Matters by permission of the Chairman.**  
None.

**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 closed at 10.25pm.**

**08246** – The Chairman stated that the Clerk’s management meeting had taken place and notes issued and there were no questions.  
The meeting then re-opened at 10.26.

- 15. **Date of the next meeting.**  
The next meeting is scheduled for Tuesday 9th September 2008 at 8pm.

There being no further business, the meeting was declared closed at 10.27pm.

Signed .....

Date .....

## Appendix A/0807

### Details of planning responses to be attached to full Council minutes for July 2008

#### Planning Committee Meeting: 26th June 2008 - 10 applications were reviewed.

**08P83** – 08P70 – 08/05368/FUL – Greenacres, Cryers Hill Road, Cryers Hill. The Clerk informed members that the following comment had been sent in to WDC on this amended application prior to the meeting, as there had not been sufficient time allowed – “The Parish Council has no objection to this amended application provided that this conforms to Green Belt regulations”. This was **NOTED**.

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

**AD/08/06423/FUL – Alexia Dodd - 421462**

Construction of detached single storey garage at Hunts Hill Cottage, Hunts Hill Lane, Naphill.

The Parish Council objects to the height of the proposed garage which it considers would not be subordinate to the size and scale of the original building, which is a Listed Building. The development would harm the setting of the Listed Building and unacceptably erode the open and rural character of the Green Belt and be visually intrusive in this part of the Chilterns AONB.

The Council has the following observations on these applications:-

**VJB/08/06291/FUL – Valerie Bailey - 421548**

AMENDED:- Raising of roof and insertion of 2 front, 2 rear and 1 side dormer windows to provide first floor accommodation, construction of a two storey rear extension, new chimney, replacement conservatory and conversion of garage to form habitable accommodation with window to front gable (alternative scheme to 07/07299/FUL to include windows and conservatory); and construction of car port and store at 232 Main Road, Naphill.

No objection provided there is no intrusion on neighbours.

**GMG/08/06458/FUL – Gemma Gearing - 421632**

Construction of rear conservatory at 18 Braeside, Naphill.

No objection provided there is no intrusion on neighbours.

**ELH/08/06460/FUL – Emma Hatton - 421538**

Construction of two storey extension to main house and relocation of main entrance and alterations at Ravensmere, Cryers Hill Road, Cryers Hill.

No objection provided that this application, together with previous permissions, do not contravene Green Belt regulations.

The following applications should be approved:-

**GMG/08/06324/FUL – Gemma Gearing - 421632**

Construction of pitched roof over single storey side extension to create first floor accommodation, part garage conversion and rear conservatory at 11 Limmers Mead, Great Kingshill.

**ELH/08/06338/FUL – Emma Hatton - 421538**

Erection of conservatory at 12 Marigold Walk, Widmer End.

**ELH/08/06386/FUL – Emma Hatton - 421538**

Construction of two storey side extension at 238 Main Road, Naphill.

**ELH/08/06421/FUL – Emma Hatton - 421538**

Construction of two storey side and single storey rear extension and front porch at Merriewend, North Road, Widmer End.

**AD/08/06459/FUL - Alexia Dodd - 421462**

Construction of rear conservatory at Gable Cottage, Stag Lane, Great Kingshill.

End.