

# HUGHENDEN PARISH COUNCIL

Minutes of the Meeting of HUGHENDEN PARISH COUNCIL held on  
Tuesday 9th December 2008 in the Council Offices at 8pm

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## UNCONFIRMED

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

There were 3 members of the public present.

2. **Apologies for Absence:-** Cllr Davies & Cllr Gould.
3. **Presentation of Cups to winners of Allotment Competition.**  
**08371** – The Chairman welcomed everyone to the meeting and then presented a certificate to Mr Loten from Red Lion allotments, who had been an allotment tenant for more than fifty years. The Chairman and members congratulated him on his achievement. Mr Loten informed the meeting that he had been a tenant on all three allotment plots in Great Kingshill during his time and thanked the Council for the certificate and recognition, which he appreciated. The Chairman stated that there was another tenant, Mr Crutchfield from Walters Ash, who had also been a tenant for fifty years, but was unable to attend the meeting and it was agreed that Cllr Whitehouse would present his certificate to him at a suitable time.
4. **Declarations of Interest in Items on the Agenda.**  
**08372** - Cllr Rogers declared an interest in an item in 'payments'.
5. **Minutes of the previous monthly meeting held on Tuesday 11th November 2008.**  
**08373** – These were **RESOLVED** as a true record of that meeting and were signed by the Chairman.
6. **Police/RAF Consultation.**  
**08374** – PC Lee Turnham informed members that a couple of initiatives are being progressed at the moment and are proving successful. There has been a problem with car thefts in the early evening in Hughenden Valley but there may be some success with that in the near future as investigations continue. Buildbase have suffered a break-in at the weekend with an enormous amount of stock stolen. There is more work being done on anti-social behaviour but this has dropped considerably since the PCSO, Natalie Hall, organised the football tournament. This was a great success and well attended and Natalie wanted to thank the Parish Council for their support. Lee informed members that there is now a new Sergeant at Hazlemere, Andrew Dean and also that he may not be able to attend every meeting in the near future due to other initiatives. It was **AGREED** that, if there is a specific reason for Lee to attend, the Clerk will contact him to let him know and he will attend if he is able.
7. **Matters Arising.**  
**08375** - 08335 – BCC – report from meeting regarding gateway at Hampden Road, Hughenden Valley. The Clerk gave information from a meeting with Parish and County Councillors and Officers and it had been agreed that the gate would be moved onto the opposite side of the road, so there would no longer be an obstruction. This solution appeared to be acceptable to all concerned and was **NOTED**.  
**08376** – 08227 – Quotation for repair to barrier at office car park. The Clerk gave information on this item and after a short discussion it was **UNANIMOUSLY RESOLVED** that the barrier be refurbished and adapted, at a cost of approximately £700, as soon as possible.
8. **Correspondence.**  
**08377** – 7972/08 - Bucks Community Action – application for renewal of membership of £30. This was **RESOLVED**.  
**08378** – 7974/08 - SLCC – Application for renewal of membership of £187. The Chairman gave information on this item and it was **RESOLVED** to pay the annual subscription.

- 08379** - 7975/08 - Widmer End Residents Assn – Copy of traffic report to be sent to BCC. Cllr Morris and McCarthy gave information on this item and after some discussion it was **RESOLVED** to write to BCC supporting the report in principle. The Chairman congratulated the Residents Association on the production of the report, which was very detailed and comprehensive.
- 08380** - 7979/08 - BCC – Acknowledgement of letter regarding proposals from the Parish Council on items to be considered for the delegated budget scheme for 2009/10. This was **NOTED**.
- 08381** - 7984/08 - Cllr John Gibbs – Confirmation of contribution of £350 towards Naphill play area project. The Clerk gave information on this item and it was **NOTED**. It was **AGREED** that the Clerk would write and thank Cllr Gibbs for his contribution.
- 08382** – 7986/08 - WDC – Request for information on community facilities available in Parish. It was **AGREED** that the Clerk would complete these forms and return them to WDC as soon as possible. It was **AGREED** that any contributions would be made by 10th December 2008.
- 08383** – 7990/08 - BCC – Request for notification of suitable venues within Parish for information points. It was **AGREED** that the Clerk would respond giving contact details for the village halls.
- 08384** – 7991/08 - BCC – Application for temporary speed indicator device in Naphill & Walters Ash. The Clerk and Cllr Ewart gave information on this item and then PC Turnham gave further information on the availability of machines. It was **AGREED** that the request would be put to PC Turnham officially and he would progress this through the NAG system. PC Turnham was also asked to consider Speen Road, North Dean for inclusion.
- 08385** - 7993/08 - Bucks Strategic Partnership – Consultation on Sustainable Community Strategies. This was **NOTED**.
- 08386** - 7998/08 – Great Kingshill Residents Association – request for items to be considered for funding from the BCC delegated budget scheme for 2009/10. After some discussion it was **RESOLVED** that the Clerk write to GKRA informing them that the delegated budget request had already been submitted for this year but that this would be considered in more detail by the Highways working party with any recommendations brought back to a subsequent Council meeting. It was **RESOLVED** that the Clerk arrange a working party meeting as soon as possible.

9. **Public Speaking.**

As there was a member of the public wishing to speak, the Chairman closed the meeting at 9pm.

- a) Terry Williams of Great Kingshill thanked the Chairman for his invitation to the annual reception, which had been very enjoyable.

The Chairman re-opened the meeting at 9.01pm.

10. **REPORTS:-**

**Chairman.**

**08387** - The Chairman had nothing to report that wasn't contained within other items on the agenda, but he took the opportunity to thank everyone for their attendance at the annual reception, which had proved very successful and a good way of contacting members of the wider community.

**County and/or District Councillors.**

**08388** - The Clerk gave apologies for Cllr Pushman as he attended the WDALC meeting. He had sent information, mainly on highways issues, which was given to members and this was **NOTED**.

**Planning Committee.**

**08389** - Minutes of the Planning Committee meeting held on 20th November 2008 had been issued. As there were no questions it was **RESOLVED** to accept the Planning Committee report. Application comments detailed in Appendix A/0811 with these minutes.

**Services Committee.**

There had been no meeting since the last Council meeting.

**Finance & Administration Committee.**

**08390** - Minutes of the Finance & Administration Committee meeting held on 25th October 2008 had been distributed. Cllr Ewart referred to them and the following items were **NOTED**:-

- a) 08FA42 – There had been a discussion on the changes required to the office computers and it was **RESOLVED** that memory upgrades be carried out on both computers.
- b) 08FA43 - Cllr Ewart then gave information on the setting of the precept for 2009/10 and informed members that it had been recommended that the precept be kept the same as this year, in recognition of the current economic climate, and to use a small amount of reserves to allow for natural increases. It was then **UNANIMOUSLY RESOLVED** that a precept of £155,000.00 be set for the 2009/10 financial year.

It was then **RESOLVED** to accept the report of the Finance & Administration Committee.

**Report by Councillors from Outside Meetings.**

**08391 – Report on WDC Standards Training Day** – Cllr Morris reported that he and Cllr Ewart had attended and he gave information to members on the Code of Conduct changes being submitted. There had been a lot of discussion on this matter and it was then **RESOLVED** that the changes to the Code be **NOTED**.

**08392** – Visit to RAF for presentation. The Chairman reported that several members had attended and he had found it very informative and well organised. He had spoken to the Station Commander and she had said the visit to the bunker was not possible at present due to safety issues, but may be possible in the new year. It was **AGREED** that the Clerk would write a letter of thanks on behalf of the Council members for the presentation.

**08393** - Chilterns Conservation Board – Annual Forum – Cllr Ewart had attended in the morning and there had been a very comprehensive presentation. The CCB carry out an impressive amount of work in the area and she suggested that the organisers for the Cockpit Hole Improvement Project might like to put the area forward for a conservation award in the near future.

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

**08394** – Notes on the NAG meeting held at William Ramsay School, Hazlemere on 20/11/08 – Cllr Jarman had provided a report for members and this was **NOTED**.

**Reports from Residents' Associations.**

**08395 – Hughenden Valley Residents Association** – Cllr Smith reported the association's thanks for the outcome with regard to the movement of the gate at Hampden Road, Hughenden Valley, which had been well received.

**Reports from Working Parties.**

**08396 – Risk Assessment** – The Clerk reported that there had been a meeting, where amendments were made. There would be a further meeting in January and the final recommendations brought to the February Council meeting, if possible. This was **NOTED**.

**08397 - Strategy** – It was confirmed that a meeting would be scheduled in the new year.

**08398 - Website** – It was confirmed that a meeting would be scheduled in the new year.

**Reports from Working Groups.**

**08399 – Report on consideration of quotations for building of replacement garage at Great Kingshill.** Cllr Ewart gave information on the quotations but, as the members wished to have more discussion, it was **AGREED** that this would be taken at the end of the meeting in the absence of the public and the press.

**Parish Action Plan – Updates:**

**08400 - Design Statement** – Cllr Ewart confirmed there is no new information on this matter.

**08401 - Rural Housing Trust** – The response that had been received would be taken at the end of the meeting in the absence of the public and press.

**Update Report from Clerk.**

**08402** – The Clerk had provided a report for members of her workload and actions taken during the last month and this was **NOTED**. Cllr O'Malley thanked the Clerk for the extra information about her hours and leave entitlement contained within the report.

11. **Reminder of Future Meetings.**

**08403** – Information was given on the following and was **NOTED**:-

- a) NAG meeting is on 8th January 2009 at 7.30pm – venue to be advised.

12. **Payments.**

**08404**– The following invoices had been received since the last meeting and were **RESOLVED**:-

a) HM Revenue & Customs – Tax and NI for November salaries	£ 1,086.19
b) S R Farm Contract Services – burial ground/bus shelters/service provision	£ 1,898.15
c) Verdant Group plc – grass cutting as per contract	£ 918.67
d) M Collins – seat maintenance and repair to allotment gate	£ 376.50
e) Croft Enterprises – repair to bus shelter and seat at Cryers Hill	£ 485.98
f) C Gant – tree removal at Great Kingshill	£ 411.25
g) Playground Facilities – replace grass mats at HV and wobble board at WE	£ 387.75
h) Spruced-Up – clearance work on allotments/Spring Rising and ditch clearance	£ 396.57
i) Country Supplies – wood and nails for bus shelter repair	£ 6.12

j) SDK Environmental Ltd – dog waste collection	£ 320.35
k) Staples – stationery	£ 62.29
l) Mike Henson Presentations Ltd – extra work on website re questionnaires	£ 409.38
m) Woodhall Sports Trophies – medals and trophy for football tournament	£ 108.39
n) Toilets+ Ltd – toilet hire at Garden of Rest	£ 165.60

**08405** – The following payments had been made since the last meeting and were **RESOLVED**:-

a) Salaries for November	£ 2,729.25
b) British Telecom – telephone and broadband charges	£ 64.76
c) Molly Maid - Office cleaning 13/11/08 & 27/11/08	£ 42.00
d) Mrs L Turner – mileage expenses – November	£ 21.71
e) Clearview – window cleaning at office	£ 15.00
f) HSBC - Bank charges	£ 8.00
g) Hildreths Ltd – heaters for office	£ 27.98

13. **Monies Received.**

**08406** - The following monies had been received since the last meeting and were **NOTED**:-

a) Bank interest	£ 1.29
b) Burial fees (2 ashes)	£ 960.00
c) Hughenden Valley Football Club – rent for pitch	£ 25.00
d) BCC – grant from Cllr John Gibbs' community leader's fund for Naphill play area	£ 350.00
e) Widmer End Village Hall – instalment for repayment of loan	£ 1,638.05

14. **Other Matters.**

**08407** - Consideration of adoption of amended publication scheme for Freedom of Information Act. The Clerk gave information on this matter and papers had been provided. It was then **RESOLVED** to adopt the new version of the scheme and this would be published on the Council's website as well as information being placed on the office notice board.

**08408** - Consideration of changes required to Chairman's board. The Chairman and Clerk gave information on amendments that were required on the Chairman' board and it was **AGREED** that a quotation for this work be carried out as soon as possible.

The remaining members of the public left during this item at 9.30pm.

**For the following items, the public and press will be 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 9.32pm.

**08409** – 08399 – Report on consideration of quotations for building of replacement garage at Great Kingshill. Cllr Ewart gave further, more detailed, information on the quotations and after a short discussion it was **RESOLVED** that the quotation from Prestwood Property Maintenance be accepted and the work be carried out as soon as possible.

**08410** – 08401 - Rural Housing Trust – The Clerk gave information to members on the response that had been received and a lengthy discussion ensued. It was then **RESOLVED** that a meeting with Alison Read be scheduled, if possible, for 27/1/09 at 6.30pm, in order that this can be discussed in more detail, prior to any further work on this issue.

Cllr Davies entered the meeting during this item at 9.52pm. The meeting re-opened at 9.54pm.

15. **Urgent Matters by permission of the Chairman.** None.

16. **Date of the next meeting.**

The next meeting is scheduled for Tuesday 13th January 2009 at 8pm.

There being no further business, the meeting was declared closed at 9.56pm.

Signed .....

Date .....

**Appendix A/0812**

**Details of planning responses to be attached to full Council minutes for December 2008**

**Planning Committee Meeting: 20th November 2008 - 3 applications were reviewed.**

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

**AD/08/07451/FUL - Alexia Dodd - 421462**

Construction of two storey side extension at 5 South Maundin, Hughenden Valley.

The Parish Council objects to this application as it considers the proposed extension to be out of keeping with the existing house. It also constitutes an intrusion on neighbours.

The following applications should be approved:-

**AD/08/07347/FUL - Alexia Dodd - 421462**

Construction of rear conservatory at 4 Gardner Close, Great Kingshill.

**GMG/08/07386/FUL - Gemma Gearing - 421632**

Construction of single storey side and rear extensions and associated roof extensions and alterations at Alvanlea, Coombe Lane, Naphill.

End.