

# HUGHENDEN PARISH COUNCIL

Minutes of the Meeting of HUGHENDEN PARISH COUNCIL held on  
Tuesday 10th July 2007 in the Council Offices at 8pm

---

## 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 H L McCarthy   |
| Cllr D L Davies            | Cllr L O'Malley     |
| Cllr M E Ewart             | Cllr J A Whitehouse |
| Cllr R F Gould             | Clerk: L M Turner   |

There were five members of the public present.

2. **Apologies for Absence:-** Cllr A M Konieczny.
3. **Declarations of Interest in Items on the Agenda.**  
**07210** – Cllr Rogers declared an interest in an item under Payments for SR Farm Contract Services and Cllr Davies declared an interest in an item under Payments for A M Davies & Son.
4. **Minutes of the previous monthly meeting held on Tuesday 12th June 2007.**  
**07211** – These minutes were **RESOLVED** as a true record of that meeting and were duly signed by the Chairman.
5. **Police/RAF Consultation.**  
**07212** – PC Lee Turnham had obtained the Chairman's permission for the Youth Workers to speak and they thanked the Council for the use of the car park the previous week to erect the 'climbing wall' for use by the young people in the area. They reported that it had been a very useful session and the young people involved had all enjoyed it immensely. The Chairman thanked them for their work with the youngsters in the area.  
PC Turnham then spoke about the open meeting with residents that had taken place on 29/6/07, which had been quite well attended. The main problems were stated as noise and anti-social behaviour, litter and speeding cars. These were addressed by the Police and the Councillors in attendance had spoken about changes that were due to be made in the playground area. PC Turnham then went on to inform members of changes that are due to take place in this area towards the end of the year with regard to neighbourhood policing and he answered one or two questions on that subject.
6. **Matters Arising.**  
**07213** – 07174 - 7286/07 - BCC – Response re trial to turn off lights on Valley Road A4128. The Clerk informed members that BCC had stated that, although all the representations were taken into account, they were still intending to go ahead with the trial and they had pointed out that it would be constantly monitored. This was **NOTED**.  
**07214** – 07175 - Standards Board for England – Adoption of new Code of Conduct and consideration of contribution towards advertising costs. This was discussed in some detail and it was **UNANIMOUSLY RESOLVED** that Hughenden Parish Council adopt the revised Code of Conduct (Model Code of Conduct) Order 2007, for Parish Councils, including the optional paragraph 12 (2), which is appended to these minutes (appendix A/0707) and is in place of the Council's existing Code of Conduct. It was **AGREED** that the Clerk notify the District Council of this resolution and request information as to the likely cost of joint advertising.  
**07215** – 07177 – Agree ward membership of Committees. It was **RESOLVED** that the membership of committees and outside bodies should be amended as follows:-
- |                                       |                  |                             |
|---------------------------------------|------------------|-----------------------------|
| <b>Finance &amp; Administration:-</b> | Great Kingshill  | Cllrs Gould & Jarman        |
|                                       | Hughenden Valley | Cllrs O'Malley & Konieczny  |
|                                       | Naphill          | Cllrs Crawshaw & Whitehouse |
|                                       | Widmer End       | Cllrs Andrew & McCarthy     |
| <b>Services:-</b>                     | Great Kingshill  | Cllrs Davies & Jarman       |
|                                       | Hughenden Valley | Cllrs O'Malley & Konieczny  |
|                                       | Naphill          | Cllrs Crawshaw & Whitehouse |
|                                       | Widmer End       | Cllrs Guy & McCarthy        |

<b>Planning:-</b>	Great Kingshill	Cllr Gould, Cllr Davies (D)
	Hughenden Valley	Cllr O'Malley, Cllr Rogers (D)
	Naphill	Cllr Ewart, Cllr Crawshaw (D)
	Widmer End	Cllr Andrew, Cllr Guy (D)

**Appointments to Outside Bodies.**

<b>Queensway Joint Committee -</b>		Cllr Rogers, Ewart, Davies and Gould
<b>Village Halls -</b>	<b>Great Kingshill -</b>	Cllr Jarman
	<b>Hughenden Valley -</b>	Cllr Konieczny
	<b>Naphill -</b>	Cllr Ewart
	<b>North Dean -</b>	Cllr Rogers
	<b>Widmer End -</b>	Cllr Andrew
<b>Council for the Protection of Rural England -</b>		Cllr Ewart
<b>BCC Local Area Committee -</b>		Cllr Davies
<b>Wycombe District Assn of Local Councils -</b>		Cllrs Rogers, Davies, Guy & Jarman
<b>Bucks Assn of Local Councils (AGM) -</b>		Cllr Rogers and Cllr Ewart

As there is still not the full quota of members in the Council at present, it was **NOTED** that the membership of the Committees may change during the year.

**07216** – 07176 – Acceptance of amended contracts for staff. It was **NOTED** that this item will be dealt with in the absence of the public and press at the end of the meeting.

**07217** – 07209 – Consideration of quotations for CCTV contract. It was **NOTED** that this item will be dealt with in the absence of the public and press at the end of the meeting.

7. **Correspondence.**

**07218** - 7279/07 - BCC – Information on Restricted Byways within the Parish. The Clerk gave information on this issue and it was **AGREED** that she contact BCC to query the lane leading up to Piggotts Hill from North Dean, as it seems to indicate that this would not be usable for traffic.

**07219** - 7282/07 - DEFRA – Consultation on changes to Rights of Way orders. Cllr Davies gave information on this matter indicating that there are to be changes allowing diversions of footpaths to be made easier, particularly for schools and this was **NOTED**.

**07220** - 7283/07 - BCC – Local Access Forum Annual Review on improving access to the countryside. Cllr Davies spoke about their intentions to improve access to the open air and informed members of changes which have been introduced to encourage this usage.

**07221** - 7288/07 - BCC – Consultation on preferred sites for waste management. Cllr Ewart spoke on this issue and gave information on the test of soundness and this was then **NOTED**.

**07222** - 7290/07 - BCC/District Councils – Consultation on Gypsy & Traveller Accommodation Needs. The Clerk gave information on this report which indicates there are 8 potential sites within the Wycombe District, although they are in the north of the area and this was **NOTED**.

**07223** - 7291/07 - Chilterns Conservation Board – consultation on environmental management of roads within the Chilterns AONB. Cllr Davies reported on this issue and spoke about some of his concerns. After some discussion, it was **RESOLVED** that Cllrs Rogers, Crawshaw, Davies and Gould would meet with the Clerk and respond to this document by 31st July 2007.

**07224** - 7295/07 - Sage – application for renewal of annual maintenance membership for SageCover of £99.01. This was **RESOLVED**.

**07225** – 7298/07 - SLCC – Invitation for Clerk to attend National Conference on 26-28/10/07. The Clerk indicated that she may, in fact, be on holiday at the time but, if not, it was **UNANIMOUSLY RESOLVED** that the Clerk attend the Conference with costs to be borne by the Council.

**07226** – 7299/07 - WDC – Invitation to presentation on revised application for Wellesbourne Campus. Cllr O'Malley reported that she and Cllr Rogers had attended this presentation on behalf of the Parish Council, which had been very professionally managed. Wimpeys had put forward their suggestions and answered questions for those present. It was **NOTED** that BCC Highways had indicated that there would be no problem with extra traffic volumes and it was **AGREED** that the Clerk would try and obtain information on the figures used for this statement. It was **NOTED** that Cllr McCarthy declared an interest in this item and took no part in this discussion.

**07227** – 7301/07 - BCC – Information on Speedwatch Scheme piloted in Bucks. The Clerk gave information on this new scheme and after some discussion it was **AGREED** that she send it out to all Residents Associations to see if they would like to make use of the scheme.

8. **Public Speaking.**

As a member of the public wishing to speak, the Chairman suspended the meeting at 9.08pm. Mr Williams of Great Kingshill asked if the grass cutting was still being done around the office and he was informed that it has been delayed by a few days, but should be cut again by the end of the week. He suggested that, as the kerb on the opposite side of the road to the office is now quite high, there may be no need to replace the posts, which keep being removed by vandals. The Chairman thanked him for his comments and then re-opened the meeting at 9.10pm.

9. **REPORTS:-**  
**Chairman.**

**07228** – The Chairman reported that management meetings had taken place with the Clerk and the Burial Ground Assistant and these would be discussed later in the meeting. There had also been meetings with CCTV representatives and this also would be dealt with later in the meeting. He then informed members that he and his wife had attended a presentation day at Pipers School and this had been very enjoyable. He stated that this Parish was very lucky to have a school of such high calibre within its area.

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

There were no District or County Councillors present. Cllr Pushman and Cllr Gibbs had sent their apologies.

**Planning Committee.**

**07229** - Minutes of the Planning Committee meeting held on 21st June 2007 had been distributed and the following were **NOTED**:-

- a) Cllr O'Malley spoke about the consultation document and it was **NOTED** that the further paper – Changes to Permitted Development – should now be available and was necessary before any comment could be made. It was **AGREED** that the Planning committee would submit comments on behalf of the Parish Council, once all information was available.
- b) Cllr O'Malley spoke about the training that the Clerk had provided to the members on the use of the WDC Planning portal, which had been very helpful.

The acceptance of the report of the Planning Committee was then **RESOLVED**.

Application comments detailed in Appendix B/0707 with these minutes.

**Services Committee.**

**07230** - Minutes of the Services Committee meeting held on 26th June 2007 had been distributed. Cllr Davies referred to them and the following were **NOTED**:-

- a) 07S15 - Update on quotation for roadworks at Garden of Rest. It was **AGREED** to take this item in closed session at the end of the meeting.
- b) 07S16 - Consideration of regulations regarding holes for vases in plaques for ashes burials. The Clerk had given information on the difficulties with maintenance of the ashes area where vases are placed within the plaques and it was then **RESOLVED** that no holes for vases would be permitted in ashes plaques in future. Members were reminded that the garden in front of the graves could be used for a vase for fresh flowers.
- c) 07S23 – Consideration of situation regarding mis-use of playground area at Great Kingshill. Cllr Davies had spoken about some of the problems in the vicinity. It was **NOTED** that the Police are aware of the problems and are working towards improvements. There had been a request to remove the playground but it was **RESOLVED** that the play area remain in its current position. It was confirmed that there is no planning reason for the playground to be removed as it is within regulations. It was further **RESOLVED** that the hedge be cut back to allow more vision and that two of the seats be moved from the hedge side to the field side to be more openly viewed. The fence has already been placed to prevent balls being kicked against the garage wall and prickly shrubs will be placed as soon as possible in the 'gap' to deter use.
- d) 07S24 – Consideration of moving goalposts at Great Kingshill to allow re-seeding of area. After some discussion it was **RESOLVED** that the goalpost would be moved to an appropriate place and the area be re-seeded. This work will be carried out by the Residents Association.
- e) 07S25 - Consideration of playground maintenance report and paying for monthly playground inspections. It was **NOTED** that the safety issues would be dealt with, and a quotation has been requested from the playground contractors, although this does not include any work on the safety surfaces. With regard to the safety inspections, these will be £20 per site per visit and it was **RESOLVED** that the company be asked to do these on a quarterly basis. It was **AGREED** that the Clerical Assistant would go on the relevant training course in October 2007.
- f) 07S26 – Consideration of date and members to judge allotment competition. It was **NOTED** that the allotment competition judges would be Cllrs Davies, O'Malley, Whitehouse, Jarman and McCarthy and, as Cllr Davies now had a problem with the original date, the date is still to be confirmed.
- g) 07S27 – Mr Hammond – request for dog waste collection bin to be placed at Primrose Hill, Widmer End. It was **RESOLVED** that Cllr Carroll be contacted to provide a dog bin and this be fixed and added to the collection schedule.
- h) 07S32 – Consideration of date for Parish Tour for new and all Councillors. It was **AGREED** that a tour be arranged for Saturday 4th August 2007, meeting at the Parish office at 9.30am, for any members wishing to attend.

- i) 07S34 – Cllr Davies reported that he had been to view the trees that had been worked on by the contractors for the Police near to the mast in Cockshoot Wood and he agreed with Cllr McCarthy that the work done was unacceptable. It was **AGREED** that the Clerk would follow up on this matter with the Police, in the first instance.

The acceptance of the report of the Services Committee was then **RESOLVED**.

**Finance & Administration Committee.**

There had been no meeting since the last Council meeting.

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

**07231 – WDALC – New Councillor Training** - Cllr Whitehouse reported on this training session, which had gone very well and had given lots of valuable information, although a lot of it had already been covered in the information provided by the Clerk to the new Councillors.

**07232 – WDALC** - Cllr Jarman spoke about the latest meeting, where there had been a presentation from the WDC Chief Executive, Karen Satterford. This had been well received and the meeting had proved to be very productive. Cllr Davies spoke about the GC2C meetings with the County Council and after some general discussion, it was **NOTED** that these seem to be not required as Parishes already have the Local Area Committee to air any issues, if required.

**07233 – WDC – Preliminary meeting on Core Strategy** – Cllr Guy had attended this meeting with the Inspector and the report seems to be sound and there will be a full examination-in-public in the late autumn.

**07234 – WDC Quality Counts Tour** – Cllr Guy had attended this tour and spoken briefly about the visit to Oxford Castle, which had previously been a prison and this had been very enjoyable.

**Reports from Residents' Associations.**

**07235 – Widmer End Residents Association** – Cllr Guy thanked Cllr Ewart and the Clerk for their attendance at the AGM, which had had a presentation from David Wainman on Widmer fields.

**07236 – Great Kingshill Residents Association** – Cllr Jarman reported that the Residents Association had been informed that work to widen the footpath between Pipers Lane and Great Kingshill School should be starting in August. He also stated that the Residents Association would be having a meeting on the Cockpit Pond restoration project on 8th August 2007 to get feedback from residents as to what is planned.

**Reports from Working Parties.** None.

**Report from Parish Action Plan.**

**07237 - Design Statement** – The meeting took place on 19th June 2007 with Rebecca Coy and two other officers and had been very useful. It had transpired, however, that it should be 'planning' based and therefore would need a re-think as to whether this was appropriate in other wards, although the Naphill & Walters Ash based one was progressing well. It was **AGREED** to hold a further meeting during August with Council members.

**07238 – White Lion Meadow** – The Clerk is still waiting for feedback from the company with regard to a meeting.

**Update Report from Clerk.**

**07239** - The Clerk reported that she had attended meetings with BCC and WDC Officers and spoke about the content of the meetings. The GC2C meetings had been discussed in some details and there was a general consensus that the Marlow based one worked well, but that that Princes Risborough based one did not appear to work well at present.

10. **Payments.**

**07240** – The following invoices had been received since the last meeting and were **RESOLVED**:-

a) Inland Revenue – Tax and NI for June salaries	£ 881.05
b) Viking Direst – replacement filing cupboards for office	£ 558.09
c) Swift Digital Services – maintenance and copy charge for copier	£ 74.12
d) Torix Solutions – on-site repair for office computer	£ 76.38
e) British Gas – supply for office	£ 84.78
f) Toilets+ Ltd – toilet hire at Garden of Rest	£ 164.50
g) SDK Environmental Ltd – dog bin waste collections	£ 270.44
h) KPE Heybourn – grave digging for ashes plot	£ 65.00
i) Isaac Lord – hook for burial ground door	£ 4.47
j) G R Weir – fees for internal audit	£ 54.80
k) A M Davies & Son – rent for equipment storage	£ 500.00
l) Sign-a-Rama – 'No Smoking' signs for bus shelters and burial ground	£ 93.54

- m) Southern Electric Contracting – maintenance and repairs for street lighting £ 744.51
  - n) Hildreths – cuprinol for bus shelters £ 35.00
  - o) S R Farm Contract Services – P3 work on footpaths and service provision £ 780.00
  - p) British Telecom – phone and broadband charges £ 85.54
- Cllr Rogers and Cllr Davies declared an interest in items (o) and (k) and took no part in this decision.

**07241** – The following payments had been made since the last meeting and were **RESOLVED**:-

- a) Salaries for June £ 2,760.69
- b) B Hatt – keys for meeting room at burial ground £ 4.50
- c) W M Stevens – fuel for burial ground £ 14.39
- d) Walters Ash Petrol Station – fuel for burial ground £ 14.39
- e) Mr P Crawshaw – refund of fees for WDALC training £ 10.00
- f) The Chiltern Society – annual subscription £ 25.00
- g) WDALC – annual subscription £ 8.00
- h) WDALC – fees for Councillor training on 27/6/07 £ 20.00
- i) Esso – fuel for burial ground £ 10.01

11. **Monies Received.**

**07242** - The following had been received since the last meeting and were **NOTED**:-

- a) Burial fees – 1 full/2 ashes/6 plaques £ 1,415.00
- b) Scottish & Southern Energy – wayleave rent £ 7.10

12. **Other Matters.**

**07243** - Printing costs for Councillors. After some discussion it was **RESOLVED** that a payment of £20 be made to each Councillor as a contribution towards printing costs for the year.

**07244** – Consideration of an allowance for Planning Committee members for broadband access. It was **NOTED** that, although it will be necessary for Planning Committee members to have broadband access, only one of the current Planning Committee members is actually on-line and this could involve a great deal of cost. There was some general discussion on this matter and it was **AGREED** to bring this matter back to the September meeting for further discussion.

**07245** - It was **RESOLVED** 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.

**07246** - Consideration of acceptance of the Annual Return and Statement of Assurance for the audit of the 2006/07 accounts. The Clerk gave information on this item and it was **RESOLVED** to accept the Statement of Assurance for the Annual return.

**07247** - It was **RESOLVED** to pay future BT telephone bills by direct debit.

**07248** - Information regarding proposals for a village shop in Hughenden Valley. As Cllr Konieczny was not in attendance it was **AGREED** that this would be deferred to the September meeting.

**For the following two 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.**

**07249** - Services meeting – 07S15 - Update on quotation for roadworks at Garden of Rest. Cllr Davies had given information to members on the changes to the specification for the road works required at the Garden of Rest and it was **RESOLVED** that the quotation from Spade Oak Construction be accepted and the work carried out as soon as possible.

**07250** - 07176 – Acceptance of amended contracts for staff. These were discussed in some detail and with a slight amendment on the Specific Duties for the Clerical Assistant, it was **RESOLVED** to accept these contracts and that they now be taken to the staff for agreement.

**07251** - 07209 – Consideration of quotations for CCTV contract. There was a lengthy discussion on this matter and questions were raised and answered. It was then **RESOLVED** that Digital Security be employed to provide CCTV and alarm equipment as per their quotation.

During this item, the Chairman proposed that Standing Orders be suspended for the meeting to continue after 10.30pm and this was **RESOLVED**.

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

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

The next meeting is scheduled for Tuesday 11th September 2007 at 8pm.

There being no further business, the meeting was declared closed at 10.42pm.

Signed .....

Date .....

**Local Authorities (Model Code of Conduct) Order 2007 No.1159**

**THE MODEL CODE OF CONDUCT  
FOR PARISH AND TOWN COUNCILS**

**Part 1**

**General provisions**

**Introduction and interpretation**

1.—(1) This Code applies to **you** as a member of an authority.

(2) You should read this Code together with the general principles prescribed by the Secretary of State (see Annexure to this Code).

(3) It is your responsibility to comply with the provisions of this Code.

(4) In this Code—

“meeting” means any meeting of—

(a) the authority;

(b) any of the authority’s committees or sub-committees, joint committees or joint sub-committees;

“member” includes a co-opted member and an appointed member.

(5) References to an authority’s monitoring officer and an authority’s standards committee shall be read, respectively, as references to the monitoring officer and the standards committee of the district council or unitary county council which has functions in relation to the parish council for which it is responsible under section 55(12) of the Local Government Act 2000.

**Scope**

2.—(1) Subject to sub-paragraphs (2) to (5), you must comply with this Code whenever you—

(a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or

(b) act, claim to act or give the impression you are acting as a representative of your authority,

and references to your official capacity are construed accordingly.

(2) Subject to sub-paragraphs (3) and (4), this Code does not have effect in relation to your conduct other than where it is in your official capacity.

(3) In addition to having effect in relation to conduct in your official capacity, paragraphs 3(2)(c), 5 and 6(a) also have effect, at any other time, where that conduct constitutes a criminal offence for which you have been convicted.

(4) Conduct to which this Code applies (whether that is conduct in your official capacity or conduct mentioned in sub-paragraph (3)) includes a criminal offence for which you are convicted (including an offence you committed before the date you took office, but for which you are convicted after that date).

(5) Where you act as a representative of your authority—

(a) on another relevant authority, you must, when acting for that other authority, comply with that other authority’s code of conduct; or

(b) on any other body, you must, when acting for that other body, comply with your authority’s code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

**General obligations**

3.—(1) You must treat others with respect.

(2) You must not—

(a) do anything which may cause your authority to breach any of the equality enactments (as defined in section 33 of the Equality Act 2006(1));

---

(1) 2006 c.3.

- (b) bully any person;
  - (c) intimidate or attempt to intimidate any person who is or is likely to be—
    - (i) a complainant,
    - (ii) a witness, or
    - (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or
  - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.
4. You must not—
- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—
    - (i) you have the consent of a person authorised to give it;
    - (ii) you are required by law to do so;
    - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
    - (iv) the disclosure is—
      - (aa) reasonable and in the public interest; and
      - (bb) made in good faith and in compliance with the reasonable requirements of the authority; or
  - (b) prevent another person from gaining access to information to which that person is entitled by law.
5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.
6. You—
- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
  - (b) must, when using or authorising the use by others of the resources of your authority—
    - (i) act in accordance with your authority's reasonable requirements; and
    - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes).
  - (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
7. Paragraph 7 does not apply to your authority.

## Part 2

### Interests

#### Personal interests

- 8.—(1) You have a personal interest in any business of your authority where either—
- (a) it relates to or is likely to affect—
    - (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
    - (ii) any body—
      - (aa) exercising functions of a public nature;
      - (bb) directed to charitable purposes; or
      - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
    - (iii) any employment or business carried on by you;
    - (iv) any person or body who employs or has appointed you;

- (v) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;
  - (vi) any person or body who has a place of business or land in your authority's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
  - (vii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);
  - (viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;
  - (ix) any land in your authority's area in which you have a beneficial interest;
  - (x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;
  - (xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or
- (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of—
- (i) (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or
  - (ii) (in all other cases) other council tax payers, ratepayers or inhabitants of your authority's area.
- (2) In sub-paragraph (1)(b), a relevant person is—
- (a) a member of your family or any person with whom you have a close association; or
  - (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
  - (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
  - (d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

### **Disclosure of personal interests**

9.—(1) Subject to sub-paragraphs (2) to (5), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.

(3) Where you have a personal interest in any business of the authority of the type mentioned in paragraph 8(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.

(4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

(5) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

### **Prejudicial interest generally**

10.—(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

- (2) You do not have a prejudicial interest in any business of the authority where that business—
- (a) does not affect your financial position or the financial position of a person or body described in paragraph 8;

- (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or
- (c) relates to the functions of your authority in respect of—
  - (i) this sub-paragraph does not apply to your authority;
  - (ii) this sub-paragraph does not apply to your authority;
  - (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
  - (iv) an allowance, payment or indemnity given to members;
  - (v) any ceremonial honour given to members; and
  - (vi) setting council tax or a precept under the Local Government Finance Act 1992.

11. Paragraph 11 does not apply to your authority.

### **Effect of prejudicial interests on participation**

12.—(1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority—

- (a) you must withdraw from the room or chamber where a meeting considering the business is being held—
  - (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
  - (ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;
 unless you have obtained a dispensation from your authority's standards committee; and
- (b) you must not seek improperly to influence a decision about that business.

(2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

## **Part 3**

### **Registration of Members' Interests**

#### **Registration of members' interests**

13.—(1) Subject to paragraph 14, you must, within 28 days of—

- (a) this Code being adopted by or applied to your authority; or
- (b) your election or appointment to office (where that is later),

register in your authority's register of members' interests (maintained under section 81(1) of the Local Government Act 2000) details of your personal interests where they fall within a category mentioned in paragraph 8(1)(a), by providing written notification to your authority's monitoring officer.

(2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new personal interest or change to any personal interest registered under paragraph (1), register details of that new personal interest or change by providing written notification to your authority's monitoring officer.

#### **Sensitive information**

14.—(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 13.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in your authority's register of members' interests.

(3) In this Code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

## Annexure - The Ten General Principles

The general principles governing your conduct under the *Relevant Authorities (General Principles) Order 2001* are set out below:

### *Selflessness*

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

### *Honesty and Integrity*

2. Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

### *Objectivity*

3. Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

### *Accountability*

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

### *Openness*

5. Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

### *Personal Judgement*

6. Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

### *Respect for Others*

7. Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

### *Duty to Uphold the Law*

8. Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

### *Stewardship*

9. Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

### *Leadership*

10. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

**Details of planning responses to be attached to full Council minutes for July 2007**

**Planning Committee Meeting: 21st June 2007 - 15 applications were reviewed.**

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

**DBL/07/06223/FUL - Daniel Ledger - 421516**

Creation of second access to Cryers Hill Road at White Walls, Cryers Hill Road, Cryers Hill.

The Parish Council objects to this application as there is adequate space in front of the property to enable a turning area to be created. White Walls bungalow is on the busy A4128 and is part of the walk to school route and any additional access would create an extra hazard and affect road safety.

**VJB/07/06341/FUL - Valerie Bailey - 421548**

Construction of part two storey, part single storey side extension at Beechgrove, Bryants Bottom Road, Bryants Bottom.

The Parish Council objects to this application as it would be inappropriate development in the Green Belt and AONB and would also contravene the 50% rule in Green Belt.

**VJB/07/06344/FUL - Valerie Bailey - 421548**

Construction of part single / part two storey rear extension and two storey side extension at 1 Spring Rising, Valley Road, Hughenden Valley.

The Parish Council objects to this application as it would be inappropriate development adjacent to the Green Belt and over-development of the site.

**DBL/07/06359/FUL - Daniel Ledger - 421516**

Erection of 3 bed replacement bungalow with garage at 5 Honey Way, Walters Ash.

The Parish Council strongly objects to this application as it is over-development of the site and the proposed dwelling is out of proportion with surrounding properties.

The Council has the following observations on these applications:-

**GMG/07/06258/FUL - Gemma Gearing - 421632**

Construction of conservatory to rear at 3 Columbine Road, Widmer End.

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

**VJB/07/06268/FUL - Valerie Bailey - 421548**

Erection of first floor side extension, front entrance porch and detached outbuilding to rear at 141 Main Road, Naphill.

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

**ELH/07/06306/FUL - Emma Hatton - 421599**

Construction of single storey rear extensions and formation of first floor balcony to rear elevation at 2 Bramley End, Hughenden Valley.

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

**AD/07/06331/FUL - Alexia Dodd - 421462**

Erection of car port style canopy linking house to shed at 21 Mosley Road, Naphill.

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

**ELH/07/06364/FUL - Emma Hatton - 421599**

Construction of single storey conservatory to the rear at 5 Orchard Close, Hughenden Valley.

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

The following applications should be approved:-

**AD/07/05683/FUL - Alexia Dodd - 421462**

AMENDED:- Construction of single storey rear extensions, new canopy over front door and formation of new chimney to rear elevation at Heather Brae, Speen Road, North Dean.

**ELH/07/06225/FUL - Emma Hatton - 421599**

Construction of single storey conservatory to rear at 7 Primrose Hill, Widmer End.

**ELH/07/06261/FUL - Emma Hatton - 421599**

Erection of conservatory to rear elevation at Bramcote, Holly End, Naphill.

**ELH/07/06328/FUL - Emma Hatton - 421599**

Construction of single storey conservatory to side at Meriels, Stag Lane, Great Kingshill.

**AD/07/06394/FUL - Alexia Dodd - 421462**

Construction of single storey rear extension to no 19 Cockpit Close and construction of single storey rear conservatory to no 20 Cockpit Close at 19 & 20 Cockpit Close, Great Kingshill.

**GMG/07/06403/FUL - Gemma Gearing - 421632**

Construction of single storey side extension to form covered smoking terrace at the White Lion, Cryers Hill Road, Cryers Hill.

End.