

HUGHENDEN PARISH COUNCIL

Minutes of the Meeting of HUGHENDEN PARISH COUNCIL held on
Tuesday 11th November 2008 in the Council Offices at 8pm

UNCONFIRMED

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

There was 1 member of the public present.

2. **Apologies for Absence:-** Cllr Davies & Cllr J E Rogers.
3. **Declarations of Interest in Items on the Agenda.** None.
4. **Minutes of the previous monthly meeting held on Tuesday 14th October 2008.**
08334 – These were **RESOLVED** as a true record of that meeting and were signed by the Chairman.
5. **Police/RAF Consultation.** None.
6. **Matters Arising.**
08335 - 08305 – BCC – further information on village entry treatments at Bryants Bottom and Warrendene Road, Hughenden Valley. The Clerk gave information from BCC about the length of time for an 'oak feature' to be used. There was some discussion and it was **RESOLVED** that the Clerk request for a white painted gate to be placed in the verge opposite The Gate Public House at Bryants Bottom. The nameplate is to include 'Please Drive Carefully' and be backed in green if possible. It was **FURTHER RESOLVED** that Cllrs Gould and Konieczny or Smith would meet with BCC Officers and Cllr Pushman at the site of the gate on Hampden Road, Hughenden Valley to discuss proposed movement.
7. **Correspondence.**
08336 – 7917/08 - Bucks Rural Affairs Group – Rural Strategy 2008-2012. Cllr Davies had sent information that there was nothing new in this document and this was then **NOTED**.
08337 – 7929/08 - Great Kingshill School – request for support for road safety signage improvements. The Clerk gave information on the request for extra signage and flashing lights at the school and it was **RESOLVED** that a letter in support of the school be sent to BCC.
08338 - 7937/08 - A J Barnes & Sons – Notice of rent increase for Cryers Hill allotments from 2009. It was **RESOLVED** that the Clerk contact Mr Barnes for further information for consideration.
08339 - 7941/08 - Communities & Local Govt – Consultation on code of conduct for members & staff. It was **NOTED** that this will be considered on the Standards Training Day on 19/11/08 and brought back to the December meeting for consideration.
08340 - 7944/08 - WDC – Notice of confirmation of building regulation approval for replacement garage at Great Kingshill. The Clerk informed members that building regulation had been received and three quotations sought. It was **RESOLVED** that Cllrs Rogers, Ewart, Crawshaw and Gould would consider the quotations, when received, and report to the December meeting.
08341 – 7949/08 - BCC – Update on Energy from Waste initiative. This was **NOTED**.
08342 – 7950/08 - Hughenden Valley Village Hall – request for grant for kitchen extension. Cllr Ewart and Cllr Konieczny gave information on this item and it was **RESOLVED** that the principle of a grant be supported.
08343 – 7954/08 - BCC – Information on grant of £500 for Naphill play area from Cllr Pushman's Community Leader's fund. Cllr Ewart mentioned that this and another grant promised may enable a small piece of the area to be refurbished, rather than have to wait until all funds are available and this was **NOTED**.
08344 - 7959/08 - Mr & Mrs Stewart – notice of court proceedings re play area at Great Kingshill. This was **NOTED**.
08345 - 7962/08 - BCC – Further information required on LCP membership. The Clerk gave information on this item and it was **RESOLVED** that Cllrs Davies, Jarman and Ewart would be the Parish's representatives at these meetings.

8. **Public Speaking.** None.

9. **REPORTS:-
Chairman.**

The Chairman had nothing to report that wasn't contained within other items on the agenda.

Reports from County and/or District Councillors.

08346 – Cllr Pushman gave apologies for Cllr Carroll, whose wife was ill. He spoke about the GC2C 'van' in Naphill, which was not a success and lessons will be learnt from that. He gave information on the legal issues regarding village entry treatments and informed members of some highways issues that were to be carried out shortly. He then spoke about the changes to the code of conduct and urged caution, as some items were not as straight forward as they seemed, particularly with regard to interpretation.

Planning Committee.

08347 - Minutes of the Planning Committee meeting held on 30th October 2008 had been distributed. Cllr O'Malley referred to them and the following items were **NOTED**:-

- a) Cllr O'Malley mentioned the planning application at Spurlands End Road regarding sorting of skips, although it was **NOTED** that this description was misleading as it included the sorting of waste. Cllr O'Malley confirmed that the Parish Council's objections had already been sent to BCC, for Cllr Pushman's information.

As there were no further questions it was **RESOLVED** to accept the Planning Committee report.

Application comments detailed in Appendix A/0811 with these minutes.

Cllr Pushman left the meeting at this point at 8.45pm.

Services Committee.

There had been no meeting since the last Council meeting.

Finance & Administration Committee.

08348 - Minutes of the Finance & Administration Committee meeting held on 28th October 2008 had been distributed. Cllr Ewart referred to them and the following items were **NOTED**:-

- a) 08FA28 – Great Kingshill Village Hall – consideration of principle of grant for heating improvements. It was **RESOLVED** that the principle of a grant be supported.
- b) 08FA29 – North Dean Village Hall – consideration of principle of grant towards multi use games area. It was **RESOLVED** that the principle of a grant be supported.
- c) 08FA31 – CPRE – request for annual membership of £28. This was **RESOLVED** and it was **AGREED** to write and ask what is happening in the mid Chilterns branch.
- d) 08FA33 – Annual Chairman's reception – consideration of arrangements. Cllr Ewart informed members that this would take place on 7th December 2008 at North Dean Village Hall from 12noon to 2pm. Members were reminded that each ward should nominate one or two extra people and inform the Chairman of the details as soon as possible, for invitations to be issued.
- e) 08FA34 - Consideration of upgrade to memory for office computers. It was **RESOLVED** that memory upgrade to 2Gb be considered (if possible), at a cost of up to £150.00. The Clerk informed members that 2Gb was not possible for the laptop and Cllr Gould asked whether replacement should be considered. It was **AGREED** that this would be taken to the precept meeting for consideration and that the memory upgrade be postponed until after that meeting.
- f) 08FA37 – Update on risk assessments. Cllr Ewart confirmed that the Clerk had now finalised the required amendments to four of the documents and these would be considered by the working party along with the one on governance and for consideration at a subsequent Finance meeting.
- g) 08FA38 – Consideration of purchase of projector. After some discussion it was **RESOLVED** that a suitable projector be purchased, with a limit of £250 net.
- h) 08FA39 – Consideration of changes to staff salaries. It was **AGREED** that this item would be considered at the end of the meeting in the absence of the public and press.

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

Report by Councillors from Outside Meetings.

08349 – **Report on meeting with representatives of Cockpit Hole Environmental Project.**

Cllrs Rogers, Ewart and the Clerk had met with Sarah Ball and Richard Coleman. The particulars of the changes to take place were discussed and a report provided. It was **RESOLVED** that the Parish Council would continue with the grass mowing at the entrance to the area and the Residents Association, with the trustees, would continue to organise the volunteers for the time being. The Residents Association and trustees of CHEP would maintain the furniture and would clarify that BCC's public liability insurance covered the area.

Report by Councillors serving as representatives on Outside Bodies.

08350 – Report on WDC Economic Development & Transport meeting - Cllr Konieczny had provided a report for members and this was **NOTED**.

Reports from Residents' Associations.

08351 – Hughenden Valley Residents Association – Cllr Smith reported that there was some concern over a Chiltern Glass advertising board on Valley Road and this would be dealt with as soon as possible. The Clerk confirmed that advertising boards are dealt with by BCC and Highways on Call should be notified if there are any problems. Cllr McCarthy mentioned one at Widmer End and the Clerk confirmed she would report this as soon as possible.

08352 – Widmer End Residents Association – Cllr Morris reported that the highways report is being considered and would be sent to the Parish Council for support, prior to being sent to BCC. Cllr Guy gave an update on the proposed changes at Park Parade, which do not seem to have much local support, and this was **NOTED**.

08353 – Great Kingshill Residents Association – Cllr Jarman reported that the meeting with BCC officers on road safety had taken place and went well, with lots of actions followed up.

Reports from Working Parties.

08354 – Youth – update on questionnaire and selection of winner for prize draw. Cllr Whitehouse and the Clerk gave information on the responses, which were disappointing and Cllr Ewart drew the name of the winner of the £25 voucher, who will be notified as soon as possible. It was **AGREED** that the working party would meet again and consider carrying this out in another ward.

08355 - Strategy – It was confirmed that membership of this working party consisted of Cllrs Rogers, Ewart, Davies, O'Malley, Jarman and McCarthy and that a meeting would be scheduled as soon as possible.

08356 - Risk Assessment – It was confirmed that membership of this working party consisted of Cllrs Rogers, Ewart, Andrew and Gould and that a meeting would be scheduled as soon as possible.

08357 - Highways – The Clerk confirmed that suggestions for highways projects for BCC had been considered along with other normal highway maintenance issues. A paper had been provided and was considered and it was **RESOLVED** that the Clerk send the items to BCC for consideration.

Reports from Working Groups.

08358 – Closer Links to Community – The Clerk had provided a report giving details of the responses received. It was **AGREED** that the meeting had been well attended and received and that this type of meeting should be continued on a regular basis, perhaps once or twice a year.

08359 – Great Kingshill play area – Cllr Ewart reported that she, Cllr Davies and Emma Marsden had met and discussed the responses from the questionnaire and a report had been provided. Cllr Ewart mentioned further discussion and also a letter from WDC. A response was **RESOLVED**. It was then **AGREED** to set up a working party consisting of Cllrs Rogers, Ewart, Davies, Gould and Emma Marsden to consider next steps for the refurbishment of the play area.

Parish Action Plan – Updates:

08360 - Design Statement – Cllr Ewart informed members that this is still being checked.

08361 - Rural Housing Trust – The Clerk informed members that a response had been received and would be taken at the end of the meeting in the absence of the public and press.

Update Report from Clerk.

08362 – The Clerk had provided a report for members of her workload and actions taken during the last month and this was **NOTED**. The Clerk notified members that she had not passed her CiLCA course and would be undertaking revisions as soon as possible.

10. **Reminder of Future Meetings.**

08363 – Information was given on the following and was **NOTED**:-

- a) 19/11/08 – WDC Standards Committee – training day on standards – from 10am to 4pm.
- b) Visit to RAF for presentation – 26th November 2008.
- c) Chilterns Conservation Board – Annual Forum on 12/11/08 (PE)
- d) NAG meeting – 20th November 2008.
- e) Meeting of 'Friends of Naphill Common' 18/11/08 at 8pm.

11. **Payments.**

08364– The following invoices had been received since the last meeting and were **RESOLVED**:-

a) HM Revenue & Customs – Tax and NI for October salaries	£ 832.15
b) S R Farm Contract Services – burial ground maint/service provision/footpaths	£ 1,875.00
c) Verdant Group plc – grass cutting as per contract	£ 1,837.35
d) M Collins – garden maintenance work and clearance on allotments	£ 468.08
e) McVeigh Parker – posts for GK recreation ground and for stock	£ 229.13
f) Bucks County Council – edgemaster posts Cryers Hill Road (opposite school)	£ 420.00
g) Playground Facilities – replace decking and side fitting at North Dean play area	£ 522.88
h) Viking Direct – paper for consultation and open meeting	£ 115.67
i) Naphill Gazette – cost of extra printing for youth questionnaire at Naphill	£ 72.89
j) A J Barnes & Son – rent for Cryers Hill allotment land (30/9/07 to 30/9/08)	£ 58.00
k) Southern Electric – supply for office	£ 80.46
l) D Barlow Fencing – fencing at Little Burnham field	£ 846.00
m) Toilets+ Ltd – toilet hire at burial ground	£ 169.20
n) CPRE – annual subscription	£ 28.00

08365– The following payments had been made since the last meeting and were **RESOLVED**:-

a) Salaries for October	£ 2,325.07
b) British Telecom – telephone and broadband charges	£ 70.24
c) Molly Maid - Office cleaning 16/10/08 & 30/10/08	£ 42.00
d) Mrs L Turner – mileage expenses – October (including conference)	£ 77.48
e) Clearview – window cleaning at office	£ 15.00
f) Royal British Legion Poppy Appeal – provision of wreath for Naphill ward	£ 20.00
g) Post Office Ltd – postage	£ 101.50
h) Morrisons – refreshments for open meeting	£ 94.70

12. **Monies Received.**

08366 - The following monies had been received since the last meeting and were **NOTED**:-

a) Bank interest	£ 1.63
b) Allotments	£ 625.00
c) Burial fees (3 ashes/1 plaque)	£ 1,015.00
d) Rural Payments Agency – stewardship grant	£ 537.10
e) BCC – grant from Cllr Pushman’s community leader’s fund for Naphill play area	£ 500.00

13. **Other Matters.**

08367 - Consideration of adoption of amended publication scheme for Freedom of Information Act. It was **AGREED** that this would be considered by Cllr Ewart and the Clerk and a statement be brought to the December meeting for consideration.

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 10pm.

08368 - Consideration of staff appraisals. Papers were provided at the meeting with reading time allowed and these were **NOTED**.

The Clerk left the meeting during this item at 10.12pm.

08369 – Consideration of staff salary changes. Cllr Ewart informed members of the recommendations for salaries received from NALC and it was **RESOLVED** that the recommendations of the Finance and Administration Committee be implemented.

The meeting re-opened at 10.29pm.

14. **Urgent Matters by permission of the Chairman.**

08370 - Rural Housing Trust – Response on provision of affordable homes within Parish. Due to the lateness of the hour it was **AGREED** to defer this item to the December meeting.

15. **Date of the next meeting.**

The next meeting is scheduled for Tuesday 9th December 2008 at 8pm.

There being no further business, the meeting was declared closed at 10.30pm.

Signed

Date

Appendix A/0811

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

Planning Committee Meeting: 30th October 2008 - 8 applications were reviewed.

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

VJB/08/07243/FUL - Valerie Bailey - 421548

Construction of 4 dormer windows in connection with loft conversion at 5 Main Road, Naphill.

The Parish Council objects to this application. It considers the three dormers fronting Hunts Hill Lane would be visually intrusive within the context of the street scene and would fail to respect the visual amenities and character of the traditional Chilterns style dwelling.

The Parish Council also considers the rear dormer would constitute an intrusion on 7 Main Road, to the detriment of its residential amenities.

VJB/08/07274/FUL - Valerie Bailey - 421548

Construction of rear conservatory and porch to side (retrospective) at 38 Honeysuckle Road, Widmer End.

The Parish Council objects to the porch as the materials are out of keeping with the surrounding properties. The Parish Council has no objection to the conservatory providing there is no intrusion on neighbours.

CH/2008/1719/BCC – Emily Catcheside – 01296-383348

Proposed part change of use of existing building for the storage and sorting of skips associated with existing skip hire business at Spurlands End Farm Cottage, Spurlands End Road, Great Kingshill.

The Parish Council objects to the extension of the existing business to include waste sorting and disposal. It is concerned about the increase in HGV traffic movements in this rural area, which could take place outside normal working hours. The Parish Council is also concerned about the noise intrusion on neighbouring residential properties from crushing the metal waste. The Parish Council would expect a business such as this to conform to the appropriate environmental regulations. The Parish Council would remind BCC that there is a large facility for sorting and disposal at Binders Yard, Cryers Hill, which is within 1 mile of this location.

The Council has the following observations on these applications:-

GMG/08/07272/FUL - Gemma Gearing - 421632

Construction of part two storey, part single storey rear and side extension at Hoppers Cottage, Cockpit Road, Great Kingshill.

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

VJB/08/07314/FUL - Valerie Bailey - 421548

Construction of single storey side and rear extensions following demolition of existing garage and utility room at 3 Hychenden Close, Naphill.

The Parish Council has no objection to this application provided that the extent of the rear extension does not constitute an intrusion on neighbours.

AD/08/07318/FUL - Alexia Dodd - 421462

Construction of single storey front and first floor side extensions at 5 The Homestead, Great Kingshill.

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

The Council has no observations on the following applications:-

ELH/08/07263/FUL – Emma Hatton - 421538

Construction of two storey side extension (alternative scheme to p/p 08/06930/FUL to use garage space as living space) at 238 Main Road, Naphill.

The following applications should be approved:-

AD/08/07310/FUL - Alexia Dodd - 421462

Construction of single storey side extension at 6 Trees Avenue, Hughenden Valley.

AD/08/07330/FUL - Alexia Dodd - 421462

Construction of single storey rear extension at 80 Windmill Lane, Widmer End.

End.