

HUGHENDEN PARISH COUNCIL

Minutes of the Meeting of HUGHENDEN PARISH COUNCIL held on
Tuesday 13th May 2008 in the Council Offices at 8pm

UNCONFIRMED

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

There were 8 members of the public present.

2. **Apologies for Absence:-** Cllr Davies.
Cllr Andrew had sent apologies that she may be arriving late.
3. **Declarations of Interest in Items on the Agenda.**
08133 – Cllr Rogers declared an interest in an item under 'Payments'.
4. **Minutes of the previous monthly meeting held on Tuesday 8th April 2008.**
08134 – These minutes were **RESOLVED** as a true record of that meeting and were duly signed by the Chairman.
5. **Police/RAF Consultation.**
08135 – PC Lee Turnham introduced Tony Mahood, a new PCSO working out of the Hazlemere office, although not specifically covering the Parish. PC Turnham went on to report that people who had shown an interest in joining the NAG would be written to in the near future. He mentioned the action taken to remove the Travellers that had been camped on the land at the bottom of Cryers Hill Road and confirmed the procedures followed to get them moved. There were some questions about membership of the NAG and the procedures followed to remove the Travellers and PC Turnham was able to answer these for the members. PC Turnham then informed members that he has had some further information regarding the problems with traffic on Warrendene Road and he was proceeding with this matter.
The Chairman then thanked Lee and Tony for their attendance and they left the meeting at 8.22pm.
6. **Matters Arising.**
08136 – 08099 – Bucks Local Strategy – Consultation on Partnership Approach. Members had been provided with relevant paperwork and Cllr Ewart spoke to this matter. There was a lengthy discussion and the Chairman invited Cllr Pushman to give information. It was then **RESOLVED** that the Clerk respond in line with the suggestions from Cllrs Rogers, Ewart and Davies and making the point that it is difficult to respond when not all of the information is made available.
08137 – 08132 – North Dean pond. The Clerk gave information to members that BCC had confirmed the ownership of the pond had always been with the house. They retain rights of access to the pond for drainage and they will be confirming this in writing to the householder. They confirmed that the householder is doing nothing wrong in placing a fence around the pond in this way and this was **NOTED**.
08138 – 08111 – Land at Queensway. The Clerk confirmed that each of the three Parish Councils had sent in objections to the proposed roundabout across the jointly owned land and it had been agreed that if necessary, a meeting would take place when any more information was made available. This was **NOTED**.
08139 – 08117 – Village Entry Treatments. The Clerk confirmed that the signs in Hughenden Valley should be placed in the next few weeks. She also confirmed that if the nameplate sign has an added message such as 'please drive carefully' they can be green backed, otherwise they will have to be white. This was **NOTED**.
7. **Correspondence.**
08140 – 7649/08 - Chiltern Society – Threat to Chiltern Villages upon closure of post offices. Information available to contact on this matter is held in the Parish office, if required. **NOTED**.

- 08141** – 7655/08 - Bucks Drug & Alcohol Action Team – consultation on new strategy ‘Calling Time’. Copies of this booklet had been given to each member and this was **NOTED**.
- 08142** - 7659/08 - Chilterns AONB Office – Information on forthcoming planning training. It was **AGREED** that the Clerk would register Cllrs Ewart, Konieczny and Smith to attend this event.
- 08143** - 7672/08 - BCC – Confirmation of diversion of public footpath 96 at Great Kingshill. **NOTED**.
- 08144** - 7674/08 - Widmer End Village Hall – Request for payment of grant (approved) for chairs. The Clerk gave information from the village hall committee as to the extra funds they have earmarked for future projects and this was **NOTED**. It was **AGREED** that the grant be paid.
- 08145** – 7676/08 - M Hughes – Information on Risborough Area Forum and notice of dates. It was **NOTED** that the date for the next meeting is 25th June 2008.
- 08146** – 7679/08 - BCC – Confirmation that verge hardening on Cryers Hill Road approved at LAC. This was **NOTED** and it was **RESOLVED** that the Clerk write to BCC asking that parking be prevented on the opposite verge, once this work has been carried out, as there are safety issues.
- 08147** - 7681/08 - BCC – New rights of way improvement plan 2008-2018 and new definitive map. This was **NOTED** and the Clerk confirmed a copy is held in the office, if anyone wishes to see it.
- 08148** - 7682/08 - WDC – Invitation to Play Partnership meeting to be held on 3/6/08. It was **AGREED** that Cllrs Rogers and Ewart would attend this meeting as well as Emma Marsden, if she is available.
- 08149** - 7684/08 - WDC – Invitation to Rural Forum Farm Walk on 26/6/08 at Beechdean Farm. It was **AGREED** that the Clerk would register Cllrs Rogers, Konieczny and Smith as attendees.
- 08150** - 7688/08 - Southern Electric Contracting – Confirmation of costs of replacement pole boxes. It was **NOTED** that the costs for the second and third stage of these replacements will be at the amended prices. Confirmation of the cost for each phase to be brought to the Finance meeting.
- 08151** - 7690/08 - BCC – Enquiry as to status of storage area on Hatches Lane, Hughenden Valley. The Clerk informed members that the BCC would like to return this area to a grassed verge and wished to have the Council’s comments. It was **RESOLVED** that the Clerk respond that the Council would be pleased to have this work carried out as soon as possible.
- 08152** - 7691/08 - BALC – Notification of new Councillor training day at Milton Keynes on 20/6/08. This was **NOTED** and it was **AGREED** to respond stating that the members would be happy to attend a similar event in the south of the County, should this become available.

8. **Public Speaking.**

As there were members of the public wishing to speak, the Chairman closed the meeting at 9pm.

- a) Paul Priest of Great Kingshill spoke about the ‘Keep Clear’ signs at the village hall, wanting to know how this had come about as there had been some differing information about the Parish Council’s input in this matter. The Chairman confirmed the situation, as stated in the Clerk’s letter last month and Cllr Jarman was able to give more relevant information. The Chairman confirmed that this was not in the Parish Council’s remit and that the County Council were responsible for highways matters.
- b) Keith Freeman of Great Kingshill spoke about the report provided for members to be discussed later in the meeting in relation to road safety issues. He stated that the Residents Association would appreciate the Parish Council’s support for their recommendations.
- c) Helen Hinde, the Travel Plan Co-ordinator for Great Kingshill School echoed some of Mr Freeman’s points and informed members of the issues being pursued by the school, i.e. barriers outside the school, improved signage outside the school, improvements on Cockpit Road and prevention of cars mounting the pavement at Pipers Lane corner, all issues that the Council had been informed of previously.

The Chairman then thanked the public for their input and re-opened the meeting at 9.16pm.

9. **REPORTS:-**

Chairman.

08153 – The Chairman reported that he had been at the Widmer End Residents Association meeting on highways issues and, after a slow start, it had evolved into a worth while meeting. The County Council members had been very involved and supportive and there was real hope for good outcomes from this meeting.

The Chairman stated he and the Clerk had attended a meeting with a County Council officer and Mr Griffiths of Four Ashes at Hag’s pond on Four Ashes Road. There had been problems with illegal dumping in this area for some years and an owner could not be traced. As Mr Griffiths now owns this land the meeting was to discuss a plan of action. It was agreed that, when the foliage dies down, the rubbish will be removed and the area will be fenced to prevent future incursion.

The Chairman then stated that the trial period for using contractors at the Garden of Rest is coming to an end and he suggested that each member ensure that they visit the area before the Services Committee meeting, to ensure their views are up to date.

Reports from County and/or District Councillors.

08154 – Cllr Pushman spoke about the recent highways meeting at Widmer End and had appreciated the chance to attend. He reported that he is still trying to agree road improvements at Cockpit Road, Great Kingshill. He is also trying to get large lorries diverted from using the small roads through North Dean and Bryants Bottom and is looking into diversion signs in High Wycombe to assist with this issue. He informed members that he now gets a through update report on all highways issues within the Parish and this is very useful to keep abreast of the status of each issue.

Planning Committee.

08155 - Minutes of the Planning Committee meeting held on 24th April 2008 had been distributed and there were no questions.

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

Application comments detailed in Appendix A/0805 with these minutes.

Services Committee.

There had been no meeting since the last Council meeting.

Finance & Administration Committee.

08156 - Minutes of the Finance & Administration Committee meeting held on 29th April 2008 had been distributed. Cllr Ewart referred to them and the following were **NOTED**:-

- a) 08FA11 – Hughenden Valley Community Shop – request for grant towards setting up of this facility. This had been discussed in some detail and it was then **RESOLVED** that a grant of £1,000 be made with the condition that, if this becomes a commercial project within three years, the grant must be repaid.
- b) 08FA12 - The Clerk had issued a copy of the end of year accounts to be presented for audit and these had been discussed in detail. It was then **UNANIMOUSLY RESOLVED** that the un-audited accounts be accepted and presented to the Annual Parish Meeting on 20th May 2008, to be held at Widmer End Combined School at 8pm. It was **FURTHER RESOLVED** to accept the Annual Return and Statement of Assurance for the audit of the 2006/07 accounts, for signature by the Chairman.
- c) 08FA13 – Consideration of renewal of local council insurance policy. The Clerk had provided information from Zurich and Norwich Union on renewal quotes for the coming year and, after some discussion, it was **UNANIMOUSLY RESOLVED** that the quote from Norwich Union be accepted as there had been a considerable saving. The Chairman confirmed that the payment had already been made as the renewal date was 1st May and this was ratified.
- d) 08FA14 – Farming & Wildlife Advisory Group – request for annual subscription of £42.00. This was **UNANIMOUSLY RESOLVED**.
- e) 08FA15 – Consideration of changes to procedure for Chairman's allowance, including amount and purpose. It was then **UNANIMOUSLY RESOLVED** that:-
 - i) 'entertaining' will include the cost of the Christmas function and refreshments after meetings and this will be increased to £325 for 2008/09, subject to review at the next budget meeting;
 - ii) staff gifts will remain under 'special expenses' and will be considered by Council on each occasion;
 - iii) Chairman's allowance will be reduced to £225 for 2008/09 and will be given at the start of the Council year and will not require receipts.
- f) 08FA16 – Consideration of changes to date for payments of grants to local organisations. Cllr Ewart had given information on this issue and it was then **RESOLVED** that this item be placed on the July Finance and Administration Committee meeting in future, in order that grants can be paid after the September Council meeting.
- g) 08FA18 – Update on Clerk's working hours. Cllr Ewart reported that she and the Chairman had met with the Clerk the previous day and was pleased to report that the hours owing were now down to 6 and the holidays owing from 2007/08 were now down to 1.5 days. This was **NOTED**.

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 9.37pm.

- h) 08FA17 – Consideration of level of hourly rate to be paid for the extra hours undertaken by the Clerical Assistant when covering the Clerk's absence for more than three days. It was **UNANIMOUSLY RESOLVED** that payment to the Clerical Assistant be made in line with that agreed in the Confidential Minute supplied for that meeting.

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

As the meeting was already closed, the Chairman proposed and it was **RESOLVED** to bring forward an item under Other Matters.

08157 - Update on situation on Great Kingshill play area. The Chairman invited Cllr Pushman to be present and speak to this item as he had information crucial to the debate. The issues were discussed in some depth and it was **UNANIMOUSLY RESOLVED** to write to Mr & Mrs Stewart informing them that the Parish Council had taken all necessary steps within its powers to abate the situation and would continue to co-operate with them and the Police to bring the matter to a satisfactory conclusion.

Cllr Pushman then left the meeting and the meeting was re-opened to the public at 10pm.

Report by Councillors serving as representatives on Outside Bodies.

08158 – WDALC Planning Training Event – Cllr O'Malley had provided a report which had been issued with the Planning minutes which was **NOTED**.

08159 – NAG meeting – Cllr Jarman had provided a report for members which was **NOTED**.

08160 – BCC Local Area Agreement Partnership Event – Cllr Jarman had provided a report for members which was **NOTED**.

08161 – BCC Local Area Committee – Cllr Jarman had provided a report which was **NOTED**.

08162 – Booker Air Park meeting – Cllr Crawshaw had provided a report which was **NOTED**.

08163 – WDC Pathfinder Community Engagement Event – Cllr Rogers had provided a report which was **NOTED**.

08164 – Biodiversity Workshop – Cllr Konieczny had provided a report which was **NOTED**.

Reports from Residents' Associations.

08165 – Widmer End Residents Association – Cllr Guy spoke about the traffic meeting, which had been attended by about 120 people. They had been impressed with the County Council's input and also the work done by Great Kingshill residents Association. Cllr McCarthy spoke about developer contributions and how these can affect local roads.

08166 – Naphill & Walters Ash Residents Association – Cllr Whitehouse reported that there had been a public meeting about the parking problems at the Co-op at Walters Ash, particularly with regard to the new walking bus for the school children. Speed measurements had been taken but were inconclusive.

Reports from Working Parties.

08167 – Youth – Cllr Whitehouse spoke about the meeting, stating that lots more information was now available and will be discussed at the next meeting in a couple of weeks. She reported that she had managed to contact relevant officers at BCC and the RAF, which will be useful.

Report from Parish Action Plan.

08168 - Design Statement – Cllr Ewart reported that the draft is being considered and will then be sent to WDC for comments.

08169 - Rural Housing – The Clerk had received a brief message stating that RHT are still in contact with WDC Planning Department and are awaiting decisions before the next step can be taken.

Update Report from Clerk.

08170 – The Clerk had provided a comprehensive report to members of her workload and actions taken and there were no questions.

10. **Reminder of Future Meetings.**

08171 – Information was given on the following and was **NOTED**:-

- a) Annual Parish Meeting – Tuesday 20th May 2008 at Widmer End School at 8pm

11. **Payments.**

08172– The following invoices had been received since the last meeting and were **RESOLVED**:-

a) HM Customs & Excise – Tax and NI for April salaries	£ 851.95
b) S R Farm Contract Services – burial ground maintenance and service provision	£ 1,200.00
c) Verdant Group plc – grass cutting as per contract	£ 1,837.35
d) SDK Environmental Ltd – dog bin emptying	£ 275.37
e) Toilets+ Ltd – toilet hire at burial ground	£ 164.50
f) D & P Heating – boiler service and radiator repair	£ 50.00
g) Sign A Rama – pavement signs for work completed	£ 411.26
h) Southern Electric – supply for office	£ 64.98

i) Southern Electric Contracting – street lighting rechargeable repairs	£ 104.88
j) Three Valleys Water – water rates for allotments/burial ground/office	£ 196.43
k) FWAG – annual subscription	£ 42.00
l) Widmer End Village Hall – grant for replacement chairs	£ 600.00
m) Mr J Rogers – Chairman’s annual allowance	£ 225.00

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

08173– The following payments had been made since the last meeting and were **RESOLVED**:-

a) Salaries for April	£ 2,305.27
b) British Telecom – telephone and broadband charges	£ 60.75
c) Molly Maid - Office cleaning 18/4/08 & 1/5/08	£ 42.00
d) Public Works Loan Board – loan repayment for office building	£ 1,760.00

12. **Monies Received.**

08174 - The following monies had been received since the last meeting and were **NOTED**:-

a) Burial fees – 3 ashes/2 plaques	£ 955.00
b) Interest – bank interest	£ 0.95
c) Hughenden Valley Boys Football Club – rent for use of recreation ground	£ 25.00
d) WDC – Half yearly precept	£77,500.00

13. **Other Matters.**

08175 - Great Kingshill Residents Assn – report from road safety group. A report had been provided for all members and this was briefly discussed. As this needed to be dealt with in much more detail it was **AGREED** that the Highways working party would consider it in the first instance and a meeting will be arranged upon Cllr Davies’ return next week.

08176 - Update on situation on Great Kingshill play area including CCTV provision and provision of speed bumps in office car park to prevent ‘racing’ cars. The Clerk gave information about the suggestion for speed bumps in the car park and this was discussed briefly. It was **AGREED** to defer this decision until further information was available from the Police as to the extent of the problem. The Clerk then outlined the problems with the CCTV system and the benefit of having an uninterrupted power source. As this would cost approximately £60, it was **AGREED** that the Clerk should proceed with this item.

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

None.

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

The next meeting is scheduled for Tuesday 10th June 2008 at 8pm.

There being no further business, the meeting was declared closed at 10.22pm.

Signed

Date

Appendix A/0805

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

Planning Committee Meeting: 24th April 2008 - 19 applications were reviewed.

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

DBL/08/05785/OUT - Daniel Ledger - 421516

Outline application for erection of detached dwelling (submission of layout scale and access) at Land at 1 Bramley End, Hughenden Valley.

The Parish Council objects to this outline application as it is overdevelopment of the site and would be an intrusion on neighbours.

VJB/08/05871/FUL - Valerie Bailey - 421548

Construction of rear conservatory at Seletar, 6 Pursells Meadow, Naphill.

The Parish Council objects to the proposed conservatory due to loss of amenity to the adjoining semi-detached house.

The Council has the following observations on these applications:-

VJB/08/05846/FUL - Valerie Bailey - 421548

Construction of two storey side/rear extension and new pitched roof to existing flat roofed garage at 30 Sunny Bank, Widmer End.

The Parish has no objection to this application provided there is no intrusion on neighbours.

VJB/08/05887/FUL - Valerie Bailey - 421538

Construction of part single storey / part first floor side extension and part conversion of garage at 12 South Maundin, Hughenden Valley.

The Parish has no objection to this application provided there is no intrusion on neighbours.

The Council has no observations on the following applications:-

VJB/08/05839/FUL - Valerie Bailey - 421548

Raising of roof and erection of part two storey part single storey rear extension to enlarged two storey dwelling with rooms in roof space (alternative scheme to p/p 07/07325/FUL to include fenestration in the front and rear elevations) at Mountain Ash, North Road, Widmer End.

VJB/08/05906/FUL - Valerie Bailey - 421548

Construction of two storey rear extension at 16 Trees Avenue, Hughenden Valley.

The following applications should be approved:-

DBL/08/05780/FUL - Daniel Ledger - 421516

Replacement of existing changing facilities at Building 42a Modular 4 Team Changing Block and the refurbishment of the existing covered way linking the existing female changing block at Building 19a to the Gymnasium (alternative scheme to p/p 07/07425/FUL) at Site 3, RAF High Wycombe, Walters Ash.

AD/08/05850/FUL - Alexia Dodd - 421462

Construction of single storey side extension to Hughenden Valley Village Hall, Coombe Lane, Hughenden Valley.

ELH/08/05867/FUL - Emma Hatton - 421538

Construction of single storey front extension and new pitched roof over existing garage flat roof projection at 49 Trees Road, Hughenden Valley.

ELH/08/05877/FUL - Emma Hatton - 421548

Conversion of garage and porch into habitable living space at 53 Georges Hill, Widmer End.

AD/08/05916/FUL - Alexia Dodd - 421462

Replacement of existing garage with new double garage at 5 Old Heatherdene Cottages, Common Road, Great Kingshill.

ELH/08/05937/FUL - Emma Hatton - 421538

Construction of replacement conservatory and new pitched roof at Chiltern House, Stocking Lane, Naphill.

AD/08/05950/FUL - Alexia Dodd - 421462

Construction of single storey side / rear extension at 2 Church Lane, Naphill.

ELH/08/05974/FUL - Emma Hatton - 421538

Demolition of existing detached garage and construction of new detached garage at White Walls, Cryers Hill Road, Cryers Hill.

End.