

HUGHENDEN PARISH COUNCIL

Minutes of the Meeting of **HUGHENDEN PARISH COUNCIL** held on
Tuesday 13th November 2007 in the Council Offices at 8pm

UNCONFIRMED

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

There were three members of the public present.

2. **Apologies for Absence:-** Cllr McCarthy.
Cllr Konieczny had sent apologies that he would be arriving late.
3. **Declarations of Interest in Items on the Agenda.**
None.
4. **Minutes of the previous monthly meeting held on Tuesday 9th October 2007.**
07324 – These minutes were **RESOLVED** as a true record of that meeting and were duly signed by the Chairman.
5. **Police/RAF Consultation.**
07325 – PC Lee Turnham reported on a meeting that had taken place over the Halloween period and had been successful in 'catching' 37 people who he was in the process of following up with home visits and letters. He informed the meeting that there are Neighbourhood Policing meetings in the area, the nearest being Great Kingshill School on 21st November 2007 at 7pm. There is another at William Ramsay School, Rose Avenue, Hazlemere on 28th November 2007 at 7pm. Lee is now the Neighbourhood Specialist Officer and has been confirmed in the post for the next three years but is not 'live' yet until all the necessary manpower has been achieved. Cllr Whitehouse mentioned that there seemed to be a Great Kingshill bias to Lee's report and asked about the recent spate of car break-ins in Naphill. Lee stated that Kingshill is where the problems had been most recently but reported that Naphill and Hughenden Valley have suffered from car break-ins over the last couple of months and this is being followed up. The Chairman thanked Lee for his report and his hard work and he left the meeting at 8.17pm
- The Chairman then welcomed the members of the public.
6. **Matters Arising.**
There were no matters arising.
7. **Correspondence.**
07326 - 7433/07 - Mrs Macleod – thanks to Parish Council and Cllr Davies in particular, for their work on obtaining footpath improvements on A4128. This was **NOTED**.
07327 - 7439/07 - UHY Hacker Young – Confirmation of completion of audit for accounts year 2006/07. This was **NOTED**.
07328 - 7443/07 - BCC – Copy of letter to Mr Gothard re offer of land for footpath at Great Kingshill. It was **NOTED** that BCC have registered the Gothard's offer of land for a footpath, but no decision will be made until the inquest is completed.
07329 - 7446/07 - ROSPA – Confirmation that Emma Marsden now registered for play inspections. It was **NOTED** that Emma will now be carrying out intermittent inspections of the play areas within the Parish.
07330 - 7452/07 - Mike Henson – information on renewal of website for 2008/09. It was **AGREED** that this would be brought to the Finance & Administration precept meeting.
07331 - 7454/07 - BALC – Press release from BCC on next stage of waste development planning. This was **NOTED**.

07332 - 7457/07 - BALC – Request for nominations for awards for County Council employees.
NOTED.

07333 - 7459/07 - Hughenden Valley Residents Association – update on community shop for Hughenden Valley. The Clerk gave updated information to the members on the proposals for a village shop, which may be located by the village hall, if successful.

07334 - 7460/07 - BCC – Information on works to be carried out at A4010 Culverton Crossroads. This information was **NOTED.**

07335 - 7461/07 - RTA Associates – Application by BCC for Civil Parking Enforcement Powers. The Clerk gave information to members on the changes within the parking system and it was **NOTED** that this will have no direct effect on land within this Parish.

07336 - 7461/07 - Naphill Village Hall – request for dog bins to be placed at The Crick, Naphill. There was some discussion on this item and it was then **RESOLVED** that one bin should be provided from the Village Hall and then the Parish Council will add this to their emptying schedule at their own cost.

07337 - 7467/07 - BCC – Information on change of date for next GC2C Risborough Forum. It was **NOTED** that Cllrs Ewart & Davies would attend this meeting on their preferred date of 12/12/07.

07338 - 7472/07 - SSE Power Distribution – request information on land ownership in Great Kingshill. It was **NOTED** that the land in question is owned by the County Council and the Clerk was asked to respond in this manner.

07339 - 7475/07 - WDC – Invitation to presentation by Bucks Drug & Alcohol Action Team on 20/11/07. It was **AGREED** that Cllr Davies would attend this presentation.

8. **Public Speaking.**

As there were members of the public wishing to speak, the Chairman closed the meeting at 8.40pm.

a) Stephen Davies from Common Road, Great Kingshill, asked if the problems with the playground were to be discussed at the meeting and Cllr Rogers informed him that certain aspects, regarding the CCTV provision, would be discussed in the closed session at the end of the meeting.

b) Terry Williams of Great Kingshill mentioned a neighbourhood watch meeting due to take place on Tuesday 20th November 2007 and stated that this is doing quite well now in this area.

The Chairman re-opened the meeting at 8.43pm.

9. **REPORTS:-**

Chairman.

07340 – The Chairman reported that he had attended a function at Pipers Corner School and this was a lovely event and very good from the public relations

He then reported that he and Cllr Ewart had carried out the Clerk's appraisal and this will be issued at the December meeting with time to read and comment, if required.

Cllr Pushman (District & County) arrived at this point in the meeting at 8.45pm.

Reports from County and/or District Councillors.

07341 - Cllr Pushman had received complaints about a noisy manhole in Common Road and was investigating this problem. He reported that he is having a meeting with the Great Kingshill school representatives and the Police and Highways officers as to the problems on Cockpit Road, in particular.

He then stated that he had a fund that he could use for local organisations and he can be contacted directly for applications.

Planning Committee.

07342 - Minutes of the Planning Committee meeting held on 25th October 2007 had been distributed and the following were **NOTED:-**

a) Cllr O'Malley spoke about the process for using electronic applications and this had various difficulties as well as being very time consuming for the Clerk. It was **AGREED** that the Committee would prepare specific information for Cllr Ewart to take to the WDC Chairman's meeting scheduled for the following week.

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

Application comments detailed in Appendix A/0711 with these minutes.

Services Committee.

There had been no meeting since the last Council meeting.

Finance & Administration Committee.

07343 - Minutes of the Finance & Administration Committee meeting held on 30th October 2007 had been distributed. Cllr Ewart referred to them and the following were **NOTED**:-

- a) 07FA40 – Widmer End Village Hall – request for grant for emergency roof repairs. Cllr Rogers had spoken on this matter and informed members that there are no facilities for emergency work to be grant aided within the current guidelines, which will be reviewed. Cllr Andrew had informed members about the work required and after some discussion it was **RESOLVED** that the Clerk write to the village hall confirming that retrospective applications cannot be considered for something which was not an emergency repair and that in this case the Council will not be awarding a grant.
- b) 07FA42 – SEC Lighting Services – Costs of further work on street lighting columns at Widmer End. The Clerk had given information on the work still required on various lighting columns. It was then **RESOLVED** that this work be carried out over the next three years, at a cost of approximately £3,000 per year.
- c) 07FA43 – CPRE – request for renewal of membership at a cost of £27. This was **RESOLVED**. Cllr Jarman had declared an interest in this item and took no part in the decision.
- d) 07FA44 – Action 4 Youth – request for donation towards work with young people. After some discussion it was **RESOLVED** that a donation of £50 be made.

Cllr Konieczny arrived at this point in the meeting at 8.55pm.

- e) 07FA46 – Consideration of adding a 'forum' to the Council website. Cllr Jarman, Cllr Whitehouse and the Clerk gave further information on this matter and some discussion followed. It was then **RESOLVED** not to proceed with this at this time.

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

Report by Councillors serving as representatives on Outside Bodies.

07344 – Naphill Village Hall - Cllr Ewart reported that she had spoken to the committee regarding the Play England grant submission and they have indicated that they would be happy to work with the Parish Council on this matter.

07345 – Windmill Estate Maintenance Company – Cllr Morris reported that the litter bins are not being emptied and they are being filled with household waste. It was **AGREED** that the Clerk would give Cllr Morris the contact for WDC waste and cleansing department.

07346 – BCC – Local Area Committee – Cllr Davies reported that there had been discussions on funding for parish plans; bus review; fly tipping – fines for which can be up to £1400 per time. Also some discussion on transportation – the signs for the lights in Hughenden Valley will remain until at least April 2008 and there will be more gritting done this year than previously.

07347 – Chilterns Conservation Board – Cllr Ewart stated that she and Cllr Davies had attended the Annual Forum which was very good and had covered a wide range of subjects. It was noted that they have specialist areas and it might be possible to have them speak at one of the future Council meetings. Cllr Pushman, who is a Board member, stated that he would pass on the Council's congratulations to their staff.

Reports from Residents' Associations.

07348 – Widmer End Residents Association – Cllr Guy reported that there had been a high turnout at the last meeting, which had dealt with the application for change of use at Widmer fields, to which they will be strongly objecting.

Reports from Working Parties.

None.

Report from Parish Action Plan.

07349 - Design Statement – Cllr Ewart stated that she now had the relevant disc from Rebecca Coy and a bit of progress had been made. She had asked Rebecca if a particular extension which had been approved recently in Naphill would have had a different outcome if the VDS was already adopted and she had stated that, in her opinion, it would have made a difference.

07350 – White Lion Meadow – No further information available, although it was noted that there has recently been some activity in this field in the last couple of weeks.

07351 – Rural Housing – The Clerk reported that she had received a response stating that a local landowner and the District Council had been contacted and she will hope for a response from them in the next couple of months. She will contact us when there is further information available. Cllr Davies declared an interest in this matter as he owns land in the Parish.

Update Report from Clerk.

07352 - Report detailed in Appendix B/0711 with these minutes.

10. **Payments.**

07353 – The following invoices had been received since the last meeting and were **RESOLVED**:-

a) Inland Revenue – Tax and NI for October	£ 881.05
b) Deluxe Roofing Contractors – repair/replace roof tiles on office	£ 164.50
c) UHY Hacker Young – audit fee for 2006/07 accounts	£ 646.25
d) GAB Robins – payment of Vat element for repair to office building	£ 137.95
e) Three Valleys Water – water rates at allotments/office/burial ground	£ 516.69
f) Southern Electric – supply at office and burial ground	£ 61.57
g) Toilets+ Ltd – toilet hire at Garden of Rest	£ 329.00
h) Verdant Group plc – grass cutting as per contract	£ 1,784.64
i) Hildreths Ltd – compost bin for burial ground	£ 19.99
j) C Gant – service provision work at Templewood and Cockshoot Wood	£ 646.25
k) Spade Oak Construction – replacement of car park at Garden of Rest	£14,755.65
l) Spruced-Up Ltd – service provision work at Spring Rising	£ 399.50
m) SDK Environmental – dog waste collection service	£ 270.44
n) S R Farm Contract Services – footpath work and service provision	£ 1,240.00
o) Wycombe District Council – bin emptying at burial ground	£ 101.14
p) Torix Solutions – repair internet connectivity	£ 229.13

07354 – The following payments had been made since the last meeting and were **RESOLVED**:-

a) Salaries for October	£ 2,759.11
b) British Telecom – telephone and broadband charges	£ 77.55
c) Molly Maid – office cleaning – 18/10/07 & 1/11/07	£ 42.00
d) Post Office Ltd – stamps & recorded delivery	£ 101.40
e) Mrs L Turner – mileage expenses (incl training at Fairford Leys & SLCC Conference at Coventry)	£ 163.49
f) Hazlemere Crossroads Service Station – fuel for mower	£ 10.91
g) W&M Stevens – fuel for mower	£ 9.69
h) Public Works Loan Board – repay loan for office building	£ 1,783.75

11. **Monies Received.**

07355 - The following monies had been received since the last meeting and were **NOTED**:-

a) Burial fees – 2 burials/1 ashes/2 plaques	£ 2,275.00
b) Allotment rents	£ 272.50
c) HSBC – Bank Interest	£ 0.90

12. **Other Matters.**

07356 – Update on Quality Council scheme. Cllr Davies spoke about the scheme and the changes being proposed to the criteria for joining. After some discussion, it was **AGREED** that the Clerk would obtain updated information and ensure a copy is sent to all Councillors for discussion at the January Finance & Administration Committee meeting.

07357 - Update on play area at Templewood, Walters Ash and arrangements for opening. Cllr Ewart informed members that the area was nearly complete and it was **AGREED** that the official opening should take place on Saturday 1st December. The guest list was agreed and Cllrs Rogers, Ewart, Crawshaw and Whitehouse agreed to help with the organisation of the ceremony.

For the following item, 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 was closed to the public at 9.50pm.

07358 - Review of staff salaries after notification from BALC of national agreement details. The Clerk had provided further information and it was **RESOLVED** that this item would be considered in full at the December Council meeting.

07359 – Consideration of request to be considered for co-option to Council. Cllr Konieczny declared a prejudicial interest in this item and left the meeting. There was some discussion as to the normal process followed for co-options and it was then **RESOLVED** to invite the candidate to an informal interview at 7.30pm on Tuesday 27th November 2007, prior to the precept meeting.

07360 – Update from Service Provision working party – notes attached. Cllr Davies spoke to the report and a lengthy discussion followed considering the options. The Clerk gave information on the process currently being followed. It was then **RESOLVED** to continue with the current procedure until at least the end of 2008 and **UNANIMOUSLY RESOLVED** to dispose of the vehicle and trailer. It was **FURTHER RESOLVED** to obtain quotes for 'A' frame boards for use to show when contractors are working on behalf of the Parish Council.

07361 – Consideration of additional expenditure on Great Kingshill play area re CCTV provision. Cllr Gould gave information to members on the meeting with local residents on the proposals to place a light to enhance the CCTV pictures. After a lengthy discussion it was **UNANIMOUSLY RESOLVED** to write to nearby residents (not just those adjacent to the play area), and the Residents Association, informing them that the Council is considering placing lights to facilitate the resolution of the anti-social problem in this area and asking for written responses indicating their opinions. It was **AGREED** that the ward Councillors would hand deliver the letters to the residents and that a decision on this matter be deferred until after the responses from the residents have been received.

During this item it was **RESOLVED** to suspend standing orders to continue after the 10.30pm deadline for meetings.

The Chairman re-opened the meeting at 10.46pm.

13. **Urgent Matters by permission of the Chairman.**
There were no urgent matters.

14. **Date of the next meeting.**
The next meeting is scheduled for Tuesday 11th December 2007 at 8pm.

There being no further business, the meeting was declared closed at 10.47pm.

Signed

Date

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

Planning Committee Meeting: 25th October 2007 - 12 applications were reviewed.

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

VJB/07/07104/FUL – Valerie Bailey - 421548

AMENDED:- Construction of two storey front and side extension and single storey rear extension and detached garage to front at Beechgrove, Bryants Bottom Road, Bryants Bottom.

The Parish Council has no objection to this application provided it does not contravene the 50% Green Belt rule. However, the Parish Council does object to the siting of the double garage at the front of the property as it would have an adverse effect on the street scene in the Green Belt and AONB.

VJB/07/07325/FUL - Valerie Bailey - 421548

AMENDED:- Raising of roof and erection of part two storey part single storey rear extension to enlarged two storey dwelling with rooms in roofspace at Mountain Ash, North Road, Widmer End.

The Parish Council strongly objects to this application as it is totally inappropriate development with regard to height, size and scale compared to adjoining properties and be out of keeping with the street scene. This would set an unacceptable precedent in a rural village location and, if minded to approve, the Parish Council would wish this application to be considered by the Development Control Committee.

AD/07/07374/FUL - Alexia Dodd - 421462

Conversion of integral garage to habitable room and construction of new detached garage at Silver Birches, Missenden Road, Great Kingshill.

The Parish Council does not object to the conversion of the garage to habitable accommodation. However, the Parish Council does object to the proposed double garage, due to its siting in a prominent position at the roadside, which would have an unacceptable effect to the detriment of the character and appearance of the street scene.

AD/07/07383/FUL - Alexia Dodd - 421462

Erection of a car port style canopy linking house to shed (amended scheme to 07/06331/FUL) at 21 Mosley Road, Naphill.

The Parish Council objects to this application as it considers that this does not address the reasons for refusal on 07/06331/FUL.

MJD/07/07471/FUL - Martin Davies - 421520

Erection of 1 detached 4-bed dwelling with garage and creation of new access at Land adjacent to Jasmine Cottage, Hatches Lane, Great Kingshill.

The Parish Council objects to this application as the size, bulk and height of the proposed dwelling is out of keeping with the adjacent properties on both sides. This is overdevelopment of the site and would have an adverse impact on the street scene.

VJB/07/07494/FUL - Valerie Bailey - 421548

Addition of a basement and fire escape as an amendment to planning permission 06/08021/FUL (retrospective) at 232 Main Road, Naphill.

The Parish Council objects in principle to retrospective applications. It notes that the plan of the basement (dated 13/1/07) predates the amended application of 14/3/07 (06/08021/FUL), which was refused by WDC and allowed on appeal. The Parish Council questions whether, if the basement had been included originally, the appeal would have been allowed. The incremental nature of the development of this site (we are now on application 12) has wasted WDC and Parish Council time and could have been avoided.

The Council has the following observations on these applications:-

MJD/07/07404/LBC - Martin Davies - 421520

Conversion and alterations to listed barns to create 2 x 3 bed residential units at the Barns, Main Road, Walters Ash.

The Parish Council has no objection provided the proposed dwellings conform to listed building regulations.

AD/07/07463/FUL - Alexia Dodd - 421462

Engineering alterations to garden levels in rear garden at Greenacres Cryers Hill Road, Cryers Hill. (retrospective)

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

The Council has no observations on the following applications:-

AD/07/07510/FUL - Alexia Dodd - 421462

Construction of new pitched roof over existing partially covered ways to both properties (retrospective) at 141 & 142 Templewood, Walters Ash.

The following applications should be approved:-

GMG/07/07356/FUL - Gemma Gearing - 421632

Construction of single storey rear extension at 4 Westmoreland Villas, Naphill Common, Naphill.

AD/07/07365/FUL - Alexia Dodd - 421462

Erection of conservatory to rear at 17 Fleet Close, Hughenden Valley.

MJD/07/07403/FUL - Martin Davies - 421520

Conversion and alterations to listed barns to create 2 x 3 bed residential units at the Barns, Main Road, Walters Ash.

DBL/07/07425/FUL - Daniel Ledger - 421516

Removal of portakabin changing facilities and construction of permanent changing facilities to gymnasium & sports hall at Site 3 (Buildings 19a & 42a), RAF, Main Road, Walters Ash.

DBL/07/07496/FUL - Daniel Ledger - 421516

Demolition of existing rear conservatory, construction of single storey infill extension, addition of pitched roof to existing rear addition and tile hung façade to rear at One Fir, Perks Lane, Prestwood.

End.

Clerk's Update Report for Full Council Meeting - 13th November 2007

During the last month I have attended the Bucks Branch SLCC training day and the SLCC Annual National Conference held in Coventry.

The Bucks Branch training day was a short one day event and topics covered included ensuring that Clerks continue to update their professional development through training courses; a discussion on what can and can't be placed on an agenda for full Council meetings and roles and responsibilities for Clerks and Councillors. Cllr Pat Martin, a Councillor at Coldharbour Parish Council and also the BALC Chairman led the discussion on this item and it was very well received. The open forum dealt with issues such as dealing with public participation and how to handle confidential items.

The SLCC Annual Conference is held over a Friday to Sunday and this year was held in Coventry, so there was not so much travelling for me. The sessions begin at 9.30am and don't finish until 6pm, so it can be quite a long day.

The format of the conference has changed over recent years and this means that different sessions are held at the same time so that you have to choose which you wish to attend. This year I attended sessions on the Planning White Paper; statutory dispute resolution and managing emails/internet; managing recreation grounds; presentation skills and continuous professional development.

We also had a session from Claire Mills, who, with other 'girls' rowed across the Atlantic in 2006. This was intended to be about team building and showed how each member of a team is an important part of the whole. Ken Cleary, Chairman of NALC, gave a keynote speech about the new joint NALC/SLCC policy, 'Dignity at Work'.

The Chief Executive of SLCC gave a speech and there was a launch of the Institute of Local Council Management which is a major part of professional development for the sector. The AGM this year was quite prolonged and heated, but came to a sensible resolution in the end.

With regard to work completed during the month, I have managed the following:-

- Dog bin at Primrose Hill – arrange with WDC to have placed
- GOSE Spatial Strategy - respond re-iterating concerns for AONB and Green Belt
- Highways Working Party – send list to BCC LAC for consideration
- Follow up with contractors to ensure work lists carried out.
- Do papers for Natural England – stewardship grant
- Public Inquiry on 06/05754/FUL – Wellesbourne Campus write to Inspector confirming objections

Long term jobs still outstanding:-

- Go through land ownership papers confirming legal situation
- Charity Commission – work on papers to be sent regarding Allotments for the Labouring Poor
- Arrange for commemorative plaque to be placed in front of new ash tree at Four Ashes Road
- Send risk assessments to working party members for agreement – RG/AA/DD/JR
- Purchase bollards for car park area and get put in place (waiting for decision on wall re-build)

End.