

HUGHENDEN PARISH COUNCIL

Minutes of the Meeting of **HUGHENDEN PARISH COUNCIL** held on
Tuesday 14th October 2008 in the Council Offices at 8pm

UNCONFIRMED

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

There were 4 members of the public present.

2. **Apologies for Absence:-** Cllr Andrew, Cllr Crawshaw & Cllr McCarthy.
3. **Presentation of Cups to winners of Allotment Competition.**
08293 – The Chairman welcomed everyone to the meeting and then presented the allotment cup to Mr Wilson from the Walters Ash allotment garden, who was the overall winner of the competition. The Chairman congratulated him on his achievements and the Services Chairman added that the standard of the allotments is continuing to improve year on year, which is good to see. The Chairman noted that the winner of the best overall newcomer, Mrs Calam from Primrose Hill, was unable to be present and would be presented with her cup at a later date.
4. **Declarations of Interest in Items on the Agenda.**
08294 – Cllr Rogers declared an interest in an item under 'Payments'.
5. **Minutes of the previous monthly meeting held on Tuesday 9th September 2008.**
08295 – These were **RESOLVED** as a true record of that meeting and were signed by the Chairman.
6. **Police/RAF Consultation.**
08296 – PC Lee Turnham had sent apologies that he was unable to attend but reported that the police operation had been very successful over the last few weeks, with over 70 people spoken to and this will carry on over the next few months in different locations around the Parish.
7. **Matters Arising.**
08297 - **08277** - Bucks Second Local Transport Plan (LTP2) – draft progress report consultation. Cllr Ewart reported that she had spoken to Cllrs Rogers and Jarman and it was considered that this was a progress report showing some actions but not so many outcomes.
8. **Correspondence.**
08298 – 7877/08 - SEERA – Consultation on Partial Review of SE Plan on Gypsy & Traveller needs. Cllr O'Malley reported on this document which spoke about the numbers of places required on static sites and ideas as to how and where to be placed.
08299 – 7878/08 - RAF – Invitation to presentation on RAF of today on 26/11/08. It was **NOTED** that various Councillors wished to attend and it was **AGREED** that the Clerk would obtain another 'ticket' to enable all those who wished, to attend.
08300 - 7883/08 - WDC – Notification of new address for development at Great Kingshill, which is to be known as The Old Orchard and this was **NOTED**.
08301 - 7892/08 - Planning Inspectorate – response on speaking from script at Planning Inquiries. The Clerk notified members that this could be done and the procedure was **NOTED**.
08302 - 7893/08 - Communities & Local Government – consultation on making and enforcing byelaws. Cllr Ewart gave information about the proposed changes in the process for making byelaws and this was **NOTED**.
08303 – 7894/08 - Chiltern Society – request for information on newsletters and link to HPC website. It was **AGREED** that the Clerk would write giving permission for a link from the Parish website and giving them contact details for the newsletters within the Parish.

- 08304** – 7897/08 - WDC – Further comments on situation on Grange Road, Widmer End. The Clerk gave information that the District Council is aware of the condition of the road and they have given details of the improvements due to be made by the farm owners and this was **NOTED**.
- 08305** – 7899/08 - BCC – Response on changes to ‘gates’ at Bryants Bottom & Hughenden Valley. The Clerk informed members that BCC were prepared to place a white or natural 5 bar gate at Bryants Bottom, opposite The Gate Public House but it was **RESOLVED** to ask BCC that they continue with the proposal to place an oak feature gate in this location and ask that it be done as soon as possible. With regard to the gate on Hampden Road, Hughenden Valley, after some discussion it was **RESOLVED** that the Clerk write again to BCC asking that this gate be moved to the original location, as it is considered to be a safety issue.
- 08306** - 7909/08 - SLCC – Acknowledgement of receipt of CiLCA portfolio of evidence from Clerk. It was **NOTED** that the Clerk has now completed this part of the process.
- 08307** - 7911/08 - WDC – Invite to presentation ‘Towards a Sustainable Economic Prosperity Strategy’. It was **NOTED** that Cllrs Konieczny & Morris will attend on behalf of the Parish Council.
- 08308** - 7913/08 - BALC – Information on New Model Freedom of Information scheme to be adopted. It was **AGREED** that this would be considered at the November Council meeting.
- 08309** – 7914/08 - BALC – Request for information on effectiveness of NAGS. It was **AGREED** that the Clerk would respond stating that these are working well in this area.
- 08310** – 7916/08 – Chilterns Conservation Board – Invitation and programme for 2008 Annual Forum on 12/11/08. It was **AGREED** that Cllr Ewart would attend this event.

9. **Public Speaking.**

As there was a member of the public wishing to speak, the Chairman closed the meeting at 8.56pm.

- a) Terry Williams of Great Kingshill asked for the official name for the burial ground at Four Ashes and was informed that it is the Garden of Rest. He then stated it is in very good condition at present but asked about rules on items allowed on the graves. Mr Williams was asked to let the Clerk know of his specific concerns so that these could be considered.
- b) Mr Williams went on to confirm that, within Wycombe district, Great Kingshill Neighbourhood Watch is considered to be the ‘jewel in the crown’.

The Chairman re-opened the meeting at 9.00pm.

10. **REPORTS:-**

Chairman.

08311 - The Chairman reported that the Clerk’s appraisal had been done but not finalised and details would be brought to the November Council meeting, in the absence of the public and press. The Chairman had nothing further to report that was not contained within other items on the agenda.

Reports from County and/or District Councillors.

08312 – Cllr Pushman gave information on the types of planning public inquiries and stated that they can be very difficult. He then informed the meeting that there is to be a road closure on Stocking Lane, Naphill on 4/1/09 and spoke about the gate features at Bryants Bottom and Hughenden Valley, He mentioned that Standards Training at Green Park and urged members to attend. He also mentioned the traffic survey on Missenden Road, Great Kingshill and queries on the results so far reported.

Planning Committee.

08313 - Minutes of the Planning Committee meetings held on 18th September & 9th October 2008 had been distributed. Cllr O’Malley referred to them and the following items were **NOTED**:-

- a) It was **NOTED** that Cllr O’Malley had reported on the spatial strategy, which had been issued with the minutes.
- b) Cllr O’Malley reported that there had been some distress that the extension to the kitchen at Hughenden Valley Village Hall had been refused. She had been unable to speak to the Committee but it showed that the District Councillors should be made more aware when there are applications that should be approved, not just the ones it is feared will be approved. It was thought that there may have been some confusion with the proposed shop application.
- c) It was **NOTED** that the Planning Committee had suggested the provision of orchards be placed on the agenda for the Strategy Working Party.

As there were no further questions it was **RESOLVED** to accept the Planning Committee report. Application comments detailed in Appendix A/0810 with these minutes.

Services Committee.

08314 - Minutes of the Services Committee meeting held on 30th September 2008 had been distributed. Cllr Davies referred to them and the following items were **NOTED**:-

- a) 08S52 – Update on difficulties with drainage under swings at Widmer End play area and consideration of costs for changes to surface. Cllr Davies gave information on this matter and it was **RESOLVED** that the repair work be carried out as soon as possible.
- b) 08S53 – Consideration of replacement surface at Hughenden Valley, removal of elder bush and placement of hedging on footpath boundary. Cllr Davies reminded members of the situation and it was **RESOLVED** that the work be carried out to prevent the bark escaping from the required area and that the beech hedge would be extended with further planting and a large elder bush removed under normal maintenance.
- c) 08S55 – Update on jobs outstanding and report on availability. As the gardens are full, with waiting lists on some, it was **NOTED** that some plots may be offered in thirds or quarters, if this is appropriate, in order to keep them in sensible proportions.
- d) 08S56 – Allotment competition and consideration of long tenancy award. Cllr Davies mentioned there are a few ploholders who have been tenants for more than fifty years and it was **RESOLVED** that a framed diploma/certificate be presented to any tenant over fifty years, to be presented at a subsequent Council meeting. It was **AGREED** that the press be invited to attend and a press release be prepared for use in the paper and on the website.
- e) 08S57 – Request from Police for sponsorship of football tournament with young people. It was **RESOLVED** that sponsorship of a trophy and medals be provided to a maximum of £100, and that the Council would be pleased to sponsor and support such an event.
- f) 08S59 – Consideration of licence to graze land at Vincents Meadow and Little Burnham field including quotation for replacement fencing. It was **AGREED** to adapt the draft agreement and proceed with this usage of the land as soon as possible. It was **RESOLVED** that the boundary fencing be replaced, as appropriate, and the previously laid hedge be allowed to return to its natural state.
- g) 08S62 – Consideration of planting replacement trees on Cryers Hill Road. Cllr Davies gave information on trimming work and two replacement trees that were required in this area and it was **RESOLVED** that this work be done as soon as possible.
- h) 08S65 – Consideration of removal of tree at Great Kingshill recreation ground. Cllr Davies gave information to members and it was **RESOLVED** that the tree be brought down to hedge height, to prevent damage to the replacement garage, in line with advice from the tree surgeon.

It was then **RESOLVED** to accept of the report of the Services Committee.

Finance & Administration Committee.

There had been no meeting since the last Council meeting.

Report by Councillors from Outside Meetings.

08315 – Report on WDC Play Partnership meeting on 29/9/08 – Cllrs Rogers and Ewart had attended and extensive notes had been copied to all. Cllr Ewart informed members that another Parish Council that had been unsuccessful in their bid to Play England had used the grievance procedure and had finally been told that there was not a problem with compliance it was purely that the money had run out and this was **NOTED**. Cllr Ewart informed members that some funding through WDC may be forthcoming and we should have some information on this by the end of November, and the money will have to be spent by the end of April 2010.

Report by Councillors serving as representatives on Outside Bodies.

08316 – Report on Neighbourhood Action Group meeting on 18/9/08 – Cllr Jarman had provided a report for members and this was **NOTED**. Cllr Guy mentioned that there is a suggestion that the Police may propose changing the road priority at Park Parade, Hazlemere, which would have a major effect on traffic in Widmer End and it was **AGREED** that he would get more information on this matter for a future meeting.

08317 – Report from Widmer End Village Hall meeting – Cllr Andrew had sent information confirming that Ken Musgrave would be standing down as Chairman as from the annual meeting.

Reports from Residents' Associations.

08318 – Hughenden Valley Residents Association – Cllr Smith reported that there had been some concern about the proposed fencing at Buildbase and the association would like it to be screened with either trees or hedging. It was also suggested that the Council compulsorily purchase the field at the bottom of Cryers Hill Road. The Chairman stated that this would have to be done at District level and suggested they contact WDC for further information.

08319 – Widmer End Residents Association – Cllr Morris reported that the association are sending a report to Cllr Letheren following their open meeting. He also reported that they will be supporting Great Kingshill Residents Association in the forthcoming inquiry regarding Hoppers Farm development.

08320 – Great Kingshill Residents Association – Cllr Jarman reported that the association are meeting with BCC officers on 20th October 2008 regarding the road safety report (presented to the Parish Council in May) and this was **NOTED**.

08321 – Naphill & Walters Ash Residents Association – Cllr Whitehouse reported that there would be a follow up traffic meeting on 13th November 2008.

Reports from Working Parties.

08322 – Website – The Clerk gave information on the discussions and suggestions made at the website meeting on 7th October 2008. After some discussion it was **RESOLVED** to continue with the current website and provider. It was further **AGREED** that Cllrs Rogers, Ewart, Gibbs, Jarman and Whitehouse, with the Clerk and Clerical Assistant would meet with Mike Henson to clarify the future situation and define expectations and suggestions for the coming year.

08323 - Youth – It was **NOTED** that the questionnaire has been published in the Gazette and provided on the website and that a few responses had already been received.

Reports from Working Groups.

08324 – Closer Links to Community – The Clerk confirmed that the open meeting is scheduled for Thursday 23rd October at 8pm in Hughenden Valley Village Hall. The Clerk was asked to obtain refreshments and the Chairman went through the procedure for the meeting.

Cllr Whitehouse left the meeting at this point at 10.15pm.

The remaining members of the public also left at this time.

Parish Action Plan – Updates:

08325 - Design Statement – Cllr Ewart informed members that the group are now negotiating with Rebecca Coy over her comments.

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 10.17pm.

08326 - Rural Housing Trust – The Clerk informed members that the RHT representative would like to come and speak to members about their proposals but it was **RESOLVED** that the Clerk would raise further questions prior to a meeting, for further consideration.

The Chairman re-opened the meeting at 10.22pm.

Update Report from Clerk.

08327 – The Clerk provided a report for members of her workload and actions taken during the last month and this was **NOTED**. Cllr Guy mentioned the Charity Commission work and the Chairman stated that it had been noted in her appraisal that the Clerk had prioritized this and another item to be actioned during the coming year.

11. Reminder of Future Meetings.

08328 – Information was given on the following and was **NOTED**:-

- a) 19/11/08 – WDC Standards Committee – training day on standards – from 10am to 4pm.

12. Payments.

08329– The following invoices had been received since the last meeting and were **RESOLVED**:-

a) HM Revenue & Customs – Tax and NI for September salaries	£ 748.11
b) S R Farm Contract Services – burial ground maintenance/service provision	£ 1,745.00
c) Verdant Group plc – grass cutting as per contract	£ 1,837.35
d) Toilets+ Ltd – toilet hire at burial ground (2 months)	£ 338.40
e) SDK Environmental Ltd – dog waste collection	£ 320.35
f) M Collins – garden maintenance work and clearance on allotments	£ 141.50
g) Hildreths Ltd – bulbs for planting around Parish	£ 39.96
h) Briants of Risborough – repair and parts for strimmer	£ 35.70
i) Playground Facilities – repair to toddler swings at Naphill	£ 181.15
j) PF & DF Gray – hay cut at burial ground/Vincent's meadow and Little Burnham	£ 376.00

k) Southern Electric – supply for street lighting and burial ground	£ 646.38
l) Southern Electric Contracting – quarterly maintenance	£ 843.20
m) British Gas – supply for office	£ 61.86
n) Three Valleys Water – water rates for allotments/burial ground/office	£ 543.51
o) ABA (Construction) Ltd – quarterly playground inspections	£ 152.28
p) Staples – paper/envelopes/diaries/notebooks/coffee	£ 115.78
q) Swift Business Services – copy charge for photocopier/printer	£ 55.97
r) Mrs Johnson – refund cost for rotavating new allotment plot	£ 60.47
s) WDALC – annual subscription	£ 10.00
t) WDC – rubbish collection service	£ 101.63
u) Chilterns Conservation Board – planning conference	£ 50.00

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

08330– The following payments had been made since the last meeting and were **RESOLVED**:-

a) Salaries for September	£ 2,449.71
b) British Telecom – telephone and broadband charges	£ 67.38
c) Molly Maid - Office cleaning 18/9/08 & 2/10/08	£ 42.00
d) Mrs L Turner – mileage expenses – September	£ 27.58
e) McAfee – annual computer protection subscription	£ 44.99
f) Clearview – window cleaning at office	£ 15.00
g) Mrs Burnard – refund of costs of stones removed from Garden of Rest	£ 32.00
h) Post Office Ltd – postage	£ 96.40
i) Wells Wines Ltd – refreshments for meetings	£ 40.57
j) WDC – fees for building regulations for Great Kingshill garage	£ 160.00
k) Great Kingshill Residents Association – annual grant for newsletter	£ 365.00
l) Hughenden Valley Residents Association – annual grant for newsletter	£ 365.00
m) Naphill & Walters Ash Gazette – annual grant for newsletter	£ 365.00
n) Speen & North Dean News – annual grant for newsletter	£ 365.00
o) Widmer End Residents Association – annual grant for newsletter	£ 365.00
p) Great Kingshill Village Hall – annual grant for hall	£ 470.00
q) Hughenden Valley Village Hall – annual grant for hall & playing field	£ 800.00
r) Naphill Village Hall – annual grant for hall & playing field	£ 800.00
s) North Dean Village Hall – annual grant for hall & playing field	£ 800.00
t) Widmer End Village Hall – annual grant for hall & playing field	£ 800.00
u) Great Kingshill Cricket Club – annual grant	£ 750.00
v) Hughenden Valleys Boys Football Club – annual grant	£ 650.00
w) Widmer End United Junior Football Club – annual grant	£ 650.00
x) Cllr Andrew – allowance for printing costs	£ 40.00
y) Cllr Crawshaw – allowance for printing costs	£ 40.00
z) Cllr Davies – allowance for printing costs	£ 40.00
aa) Cllr Ewart – allowance for printing costs	£ 40.00
bb) Cllr Gibbs – allowance for printing costs	£ 40.00
cc) Cllr Gould – allowance for printing costs	£ 40.00
dd) Cllr Guy – allowance for printing costs	£ 40.00
ee) Cllr Jarman – allowance for printing costs	£ 40.00
ff) Cllr Konieczny – allowance for printing costs	£ 40.00
gg) Cllr McCarthy – allowance for printing costs	£ 40.00
hh) Cllr Morris – allowance for printing costs	£ 40.00
ii) Cllr O’Malley – allowance for printing costs	£ 40.00
jj) Cllr Rogers – allowance for printing costs	£ 40.00
kk) Cllr Smith – allowance for printing costs	£ 40.00
ll) Cllr Whitehouse – allowance for printing costs	£ 40.00
mm) Public Works Loan Board – half-yearly repayment of loan for office building	£ 1,736.25

13. **Monies Received.**

08331 - The following monies had been received since the last meeting and were **NOTED**:-

a) Bank interest	£ 391.36
b) Allotments	£ 1285.75
c) HM Revenue & Customs – repayment of Vat	£ 2,267.77
d) WDC – half-yearly precept	£ 77,500.00

14. **Other Matters.**
08332 - Consideration of adoption of Standing Orders and Financial Regulations and Terms of Reference for Committees deferred from October Council meeting. It was **RESOLVED** to accept these amended regulations, including the amendment to item 16 from Cllr Whitehouse.
During this item it was **RESOLVED** to suspend standing orders and continue after the 10.30pm deadline for meetings.
08333 - Consideration of providing and placing wreaths at Remembrance Day services. After some discussion it was **RESOLVED** that one wreath be provided per ward, if requested by the ward members, to be placed at local services by the ward members.
15. **Urgent Matters by permission of the Chairman.**
None.
16. **Date of the next meeting.**
The next meeting is scheduled for Tuesday 11th November 2008 at 8pm.

There being no further business, the meeting was declared closed at 10.40pm.

Signed

Date

Appendix A/0810

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

Planning Committee Meeting: 18th September 2008 - 8 applications were reviewed.

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

GMG/08/06958/FUL – Gemma Gearing - 421632

Construction of two storey side extension and detached double garage at Hoppers Cottage, Cockpit Road, Great Kingshill.

The Parish Council objects to this application as it considers that the two storey extension and the double garage (a garage already exists on the site) is overdevelopment of the site and could constitute an intrusion on neighbours.

The Council has the following observations on these applications:-

VJB/08/06992/FUL – Valerie Bailey - 421548

Construction of two storey rear extension at December Cottage, Warrendene Road, Hughenden Valley.

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

The Council has no observations on the following applications:-

VJB/08/07055/CLE – Valerie Bailey - 421548

Certificate of existing lawfulness for use of existing detached outbuilding as ancillary accommodation to main dwelling (Fair Acres) at Fair Acres, Hatches Lane, Hughenden Valley.

The following applications should be approved:-

MJD/08/07017/FUL – Martin Davies - 421520

Demolition of existing dwelling and erection of 2 x 5 bed and 3 x 4 bed detached dwellings with associated access and parking (amended scheme to pp 07/06037/FUL) at Fairways, Stag Lane, Great Kingshill.

GMG/08/07042/FUL – Gemma Gearing - 421632

Construction of first floor rear extension at 171 Main Road, Naphill.

ELH/08/07064/FUL – Emma Hatton - 421538

Construction of single storey side extension at 1 Cherry Tree Close, Hughenden Valley.

GMG/08/07074/FUL – Gemma Gearing - 421632

Construction of replacement front porch and insertion of window in connection with garage conversion at 19 Primrose Hill, Widmer End.

ELH/08/07096/FUL – Emma Hatton - 421538

Construction of rear conservatory at Catalpa, Purssells Meadow, Naphill.

Planning Committee Meeting: 9th October 2008 - 6 applications were reviewed.

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

DBL/08/07141/FUL – Daniel Ledger - 421516

Construction of 2.4m high paladin fencing and formation of new roller shutter door to warehouse at Buildbase Ltd, Hopkins Yard, Valley Road, Hughenden Valley.

The Parish Council object to this application as the height and, particularly the totally inappropriate materials, are out of keeping in this visually prominent site within the Green Belt and AONB.

The Council has the following observations on these applications:-

ELH/08/07137/FUL – Emma Hatton - 421538

Raising of roof and extensions to first floor including 2 x new velux windows in side elevations and first floor window replacing existing dormer to front elevation at Autumn Cottage, Missenden Road, Great Kingshill.

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

AD/08/07139/FUL – Alexia Dodd - 421462

Construction of first floor rear extension, insertion of window to front in connection with garage conversion and associated external alterations at Mangalia, Primrose Hill, Widmer End.

The Parish Council has no objections to this application provided that this development, together with previous extensions, does not contravene the 50% Green Belt rule.

DBL/08/07180/CLE – Daniel Ledger - 421516

Certificate of existing lawfulness for the continued use of Dartmeet without complying with the agricultural occupancy condition imposed on pp WR/200/52 at Dartmeet, Stocking Lane, Naphill.

The Parish Council has no knowledge of this bungalow being used for agricultural purposes.

The Council has no observations on the following applications:-

VJB/08/07115/FUL – Valerie Bailey - 421548

Insertion of 2 x dormer windows in existing outbuilding at Appletree Cottage, Cryers Hill Road, Cryers Hill.

The following applications should be approved:-

GMG/08/07111/FUL – Gemma Gearing - 421632

Insertion of front window to front in connection with garage conversion at Woodcote, Missenden Road, Great Kingshill.

End.