

HUGHENDEN PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 12th May 2009 in the Council Offices at 8pm

UNCONFIRMED

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

There were three members of the public present.

2. **Apologies for Absence:-** Cllr Davies.

The Chairman opened the meeting and apologised for the delayed start. She took the opportunity as new Chairman, to remind members to ensure they indicate clearly when they wish to speak and to keep their hand up, or she may assume that their point has been made by another member if they remove their hand from view.

3. **Declarations of Members' Interests in Items on the Agenda.**

09139 - Cllr Rogers declared an interest in an item in 'payments'.

There were no other declarations of interest.

4. **Minutes of the previous monthly meeting held on Tuesday 14th April 2009.**

09140 - These were **RESOLVED** as a true record of that meeting and duly signed by the Chairman.

5. **Police/RAF Consultation.**

09141 – The Clerk reported that PC Lee Turnham has now returned to work, although on light duties only. The PCSO, Natalie Hall, had spoken to the Clerk about the problems with parking at Great Kingshill School and the actions they were taking over the next few weeks and this was **NOTED**.

6. **Matters Arising.**

09142 – 09069 – Great Kingshill School – further information on costs and siting of flashing school signs. The Clerk gave the information obtained about the lights, which were now priced at £4,000. Some discussion followed and it was **UNANIMOUSLY RESOLVED** to wait until the 30mph signs had been moved to the gate features and the effectiveness of the changes had been monitored.

09143 – 09114 - Chilterns Conservation Board – Report on draft Chilterns Buildings Design Guide. The Clerk gave a report provided by Mrs O'Malley and it was **RESOLVED** that the Clerk write in support of the document in line with the report.

7. **Correspondence.**

09144 – 8157/09 - Rural Housing Trust – Invitation to opening of scheme at Lane End on 20/5/09. It was **AGREED** that Cllr Konieczny and Crawshaw would attend on behalf of the Parish Council.

09145 – 8163/09 - Cllr O'Malley – resignation as Councillor for Hughenden Valley ward. This was **NOTED** and it was **AGREED** that the Clerk would follow the usual procedure for advertising a casual vacancy. The Chairman stated that she would take any other comments at the end of the meeting, in the absence of the public and press, and this was **NOTED**.

09146 - 8164/09 - Wycombe Partnership – Nomination request Community Showcase Awards 2009. The Clerk gave information on this item from Cllr Davies and it was then **RESOLVED** to propose Helen Hinde for an award in the 'Community Safety Project' category for her work with the Walk to School project at Great Kingshill School.

09147 - 8169/09 - Widmer End Village Hall – copy of letter to local schools on problems with parking. This was discussed briefly and **NOTED**.

09148 - 8172/09 - Hughenden Valley Community Shop – invitation to members to attend opening on 16/5/09. The Clerk gave information on this invitation and this was **NOTED**.

8. **Public Speaking.**

There were no members of the public wishing to speak.

9. **REPORTS:-**

Chairman.

There was nothing to report that was not contained within other items on the agenda.

County and/or District Councillors.

09149 - Cllr Pushman gave his congratulations to the new Chairman and thanked Cllr Rogers for all his hard work on behalf of the Parish Council over the last few years. He then went on to mention problems with speeding and parking at Great Kingshill School and Naphill & Walters Ash School. He confirmed that he had spoken to BCC with regard to the changes made to the gate feature at Warrendene Road, Hughenden Valley and that he had requested that it was changed to reflect the agreement made some time ago about the road edging.

Planning Committee.

09150 - Minutes of the Planning Committee meeting held on 23rd April 2009 had been issued.

- a) Cllr Pushman informed members that District Councillors could only now call in an application to DCC where there were breaches of planning policy concerned and this should be borne in mind by the Planning Committee members.

There were no other questions and it was **RESOLVED** to accept the Planning Committee report.

Application comments detailed in Appendix A/0905 with these minutes.

Services Committee.

There had been no meeting since the last Council meeting.

Finance & Administration Committee.

09151 - Minutes of the Finance & Administration Committee meeting held on 28th April 2009 had been issued and Cllr Ewart mentioned the following:-

- a) 09FA10 – The Clerk had issued a copy of the 2008/09 end of year accounts to be presented for audit and these had been discussed in detail and queries answered by the Clerk. It was then **UNANIMOUSLY RESOLVED** that the un-audited accounts be accepted and presented to the Annual Parish Meeting on 19th May 2008, to be held at Naphill & Walters Ash School at 8pm. It was **FURTHER RESOLVED** to accept the Annual Return and Statement of Assurance for the audit of the 2008/09 accounts, for signature by the Chairman.
- b) 09FA11 – WDALC – Request for annual subscription of £2 per representative. It was **RESOLVED** to pay for four members to be representatives.
- c) 09FA12 – Bucks Playing Fields Association – request for annual subscription of £20.00. It was **RESOLVED** that this subscription be paid.
- d) 09FA13 – BALC – request for annual subscription for NALC, BALC and Local Council Review of £951.98. It was **RESOLVED** that this be paid and sent with a letter indicating concern at a 13% increase over last year and asking for an explanation.

There were no further questions and it was **RESOLVED** to accept the Finance & Administration Committee report.

Report by Councillors serving as representatives on Outside Bodies.

09152 – WDC Planning Forum – This was attended by Cllrs Davies, Konieczny and Smith and Cllr Konieczny had provided a report which was **NOTED**. There was a concern that Terriers Farm may be required for housing in the next few years, to meet government requirements, but with the use of windfall sites, this should not be until 2019 to 2026.

Reports from Residents' Associations.

09153 – Naphill & Walters Ash – Cllr Crawshaw reported on a problem with parking at the Co-op Store in Walters Ash, which has been an issue for some time. Although bollards have been placed to prevent illegal or anti-social parking, there is still a problem with not enough parking spaces. As this is not considered a priority for BCC, the Residents Association asked the Parish Council to support an approach to the RAF to donate a wide verge adjacent to the shop to the Parish Council and then find funding to provide a parking bay. The cost for all this would be in the region of £20,000. After some discussion it was **RESOLVED** that the Clerk write to inform the Residents Association that the Parish Council will not consider assisting a commercial enterprise in this way and to suggest that they approach the Co-op to encourage them to meet their responsibilities in this issue. Cllr Pushman mentioned that an alternative suggestion had been painted parking bays on the road and after some discussion it was **RESOLVED** not to support this action. Cllr Pushman stated he would inform BCC of this decision.

09154 – Widmer End – Cllr Guy reported that they had discussed the NWA Village Design Statement draft and stated it is an excellent document. Cllr Ewart reported that the Clerk had been notified by WDC that it will not even be looked at until June at the earliest, so any further work will be held over until a response has been received.

Reports from Working Parties.

09155 - Youth – The Clerk and Cllr Jarman gave information on the ‘climbing wall’ event at Great Kingshill last week and it was deemed to be a great success, with a full complement of users. It was **NOTED** that the next event is at Hughenden Valley School on 21st May 2009.

09156 – Strategy – The Clerk reported that a meeting had taken place with BCC’s Si Khan and she had been very helpful with information on what services can be devolved and she had confirmed that money is available for this work. It was **NOTED** that a further working party meeting will be scheduled to confirm suggestions for consideration by the Council.

Reports from Working Groups. None.

Parish Action Plan – Updates:

09157 - Design Statement – It had already been mentioned that this document will not be looked at by WDC until June at the earliest.

09158 – Rural Affordable Housing – The Clerk had received a response from Hastoe Housing and a confidential copy was issued to all members. In order that due consideration could be given to the document, it was **AGREED** that this would be discussed in more detail at the June meeting.

Update Report from Clerk.

09159 – The Clerk had provided a report for members of her workload and actions taken during the last month and this was **NOTED**. The Clerk informed members of a training session on burial grounds, which she felt it would be beneficial to her and the Clerical Assistant to attend. However, it was during the week that the Clerical Assistant has been called for jury service, so would not be suitable. It was, however, **RESOLVED** that they can both attend a subsequent suitable session, should it come up in the near future.

10. **Reminder of Future Meetings.**

09160 – Information on the following was **NOTED**:-

- a) Annual Parish Meeting - 19th May 2009 at 8pm at Naphill & Walters Ash School.

11. **Payments.**

09161– The following invoices had been received since the last meeting and were **RESOLVED**:-
Cllr Rogers declared an interest in item (b) and took no part in the decision.

a) HM Revenue & Customs – Tax and NI for April salaries	£ 841.48
b) S R Farm Contract Services – burial ground/playgrounds/service provision	£ 1,660.00
c) Verdant Group plc – grass cutting as per contract	£ 2,617.10
d) Toilets+ Ltd – toilet hire at burial ground	£ 165.60
e) SDK Environmental Ltd – dog waste collection	£ 320.90
f) Playground Facilities Ltd – replace surface at Naphill & HV/ repair at WE	£ 2,796.83
g) Spruced-Up – rotavating & seeding at North Dean allotments	£ 431.25
h) Three Valleys Water – water rates for allotments/office/burial ground	£ 513.78
i) Southern Electric – electricity supply for office	£ 126.73
j) Mike Henson Presentations Ltd – annual maintenance contract for website	£ 874.00
k) BALC – annual subscription for BALC/NALC& Local Council Review	£ 951.98
l) Bucks Playing Fields Association – annual subscription	£ 20.00
m) WDALC – annual subscription (4 members)	£ 8.00

09162 – The following payments had been made since the last meeting and were **RESOLVED**:-

a) Salaries for April	£ 2,401.06
b) British Telecom – telephone and broadband charges	£ 68.77
c) Molly Maid - Office cleaning 16/4/09 & 30/4/09	£ 42.00
d) Post Office Ltd - stamps	£ 100.00
e) Clearview – window cleaning at office	£ 15.00
f) Broker Network Ltd – Annual Local Policy insurance	£ 2,994.10
g) Bucks County Council – climbing wall provision for Parish	£ 600.00
h) Thresher – refreshments for meetings	£ 41.98
i) WDC – Car parking for outside meetings	£ 3.00

12. **Monies Received.**

09163 - The following monies had been received since the last meeting and were **NOTED**:-

a) Allotment rents	£ 45.00
b) Burials – (3 ashes /3 plaques)	£ 1120.00
c) WDC – Half yearly precept	£77,500.00
d) Great Kingshill Village Hall – loan repayment	£ 764.82
e) Great Kingshill Residents Association – contribution towards printing costs	£ 10.00

13. **Other Matters.**

09164 – Consideration of purchase of 2 copies of 8th edition of Local Council Administration at £53.60 each. There was some discussion on this matter and then it was **RESOLVED** that 2 copies be purchased, one for the office and one for the use of the Chairman.

09165 – Consideration of replacement surface at Widmer End Village Hall play area. A report had been provided indicating the problem and three possible solutions. After a short discussion it was **RESOLVED** to proceed with the timber edging and cushionfall, as used at other playground sites within the Parish.

Cllrs Morris and Rogers declared an interest in this item as the playground contractor is known personally known to them and they took no part in the decision.

09166 – Consideration of changes to seating arrangements during Council meeting – deferred from Annual Meeting. Cllr Morris spoke to this item and there was a wide discussion with several solutions being put forward. It was then **RESOLVED** to try an arrangement where the Chairman, Vice-Chairman and Clerk remain in their usual places, with the Committee Chairmen being seated at the office end of the table (although not together), with the remaining members moving seats and not necessarily sitting in a 'ward' formation.

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.

09167 - 09145 – Resignation from Council by Mrs O'Malley. This letter was discussed in some detail with an opportunity given to Cllr Rogers as well as any other member to speak on the matter.

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

None.

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

The next meeting is scheduled for Tuesday 9th June 2009 commencing at 8pm.

There being no further business, the meeting was declared closed at 10.06pm.

Signed

Date

Appendix A/0905

Details of planning responses to be attached to full Council minutes for May 2009

Planning Committee Meeting: 23rd April 2009 – 7 applications were reviewed.

The Council has the following observations on these applications:-

AD/09/05520/CLP - Alexia Dodd - 421462

Application for certificate of lawfulness for proposed rear conservatory at Helena, School Close, Great Kingshill.

In this instance, the Parish Council has no comment on this CLP application.

VJB/09/05542/FUL - Valerie Bailey - 421548

Construction of first floor front extension at 39 Friars Gardens, Hughenden Valley.

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

GMG/09/05577/FUL - Gemma Gearing - 421632

Raising of roof and roof extensions to provide living space in roof, construction of side extension and alterations to driveway at Dartmeet, Stocking Lane, Naphill.

The Parish Council has no objection provided the raised roof is lower than adjoining properties, as stated in the Design & Access Statement which accompanied this application.

RH/09/05617/FUL - Robert Harrison - 421641

Change of use of ground floor office to 2 bed ground floor self contained flat at 209 Main Road, Naphill.

The Parish Council has no objection to the change of use to residential accommodation but the Parish Council, in line with our Village Design Statement, would recommend that the proposed front railings should be replaced by a low wall, or alternatively a wooden fence, in keeping with the adjacent brick and flint Victorian cottages.

The following applications should be approved:-

VJB/09/05587/FUL - Valerie Bailey - 421548

Construction of single storey side and rear extensions following demolition of existing garage and utility room (alternative scheme to pp: 08/07314/FUL) at 3 Hychenden Close, Naphill.

AD/09/05590/FUL - Alexia Dodd - 421462

Construction of single storey rear extension at 24 Fleet Close, Hughenden Valley.

ELH/09/05611/FUL - Emma Hatton - 421538

Householder application for construction of single storey front extension at Merriewend, North Road, Widmer End.

End.