

# HUGHENDEN PARISH COUNCIL

Minutes of the Meeting of **HUGHENDEN PARISH COUNCIL** held on  
Tuesday 13th January 2009 in the Council Offices at 8pm

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## 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 L O'Malley     |
| Cllr D L Davies            | Cllr N J Morris     |
| Cllr M E Ewart             | Cllr L J Smith      |
| Cllr R F Gould             | Cllr J A Whitehouse |
| Cllr I N Guy               | Clerk: L M Turner   |
| Cllr D G Jarman            |                     |

In attendance:- PC Lee Turnham – Thames Valley Police  
Tom Pochciol – Bucks Free Press  
There were no other members of the public present.

The Chairman welcomed everyone to the meeting and wished them all a belated Happy New Year.

2. **Apologies for Absence:-** Cllr Gibbs.
3. **Declarations of Interest in Items on the Agenda.**  
**09001** - Cllr Rogers declared an interest in two items in 'payments' and an item in the Services Committee report, regarding the work at the Garden of Rest.
4. **Minutes of the previous monthly meeting held on Tuesday 9th December 2008 and the Extraordinary meeting held on 23rd December 2008.**  
**09002** – These were **RESOLVED** as a true record of those meetings and signed by the Chairman.
5. **Police/RAF Consultation.**  
**09003** – PC Lee Turnham warned members that there were some burglaries in the area where thieves are breaking into garden sheds and using tools to gain entry to the houses, so a check on shed security was suggested. PC Turnham stated that a lot of work had been done on the NAG initiatives and he handed a paper to all members which will be widely issued in the NAG area, asking for comments on what initiatives should be followed in the coming year. PC Turnham informed the meeting that, after using the speed cameras, the speed appears to have lowered significantly in the area.
6. **Matters Arising.**  
**09004** - 08411 – Further information on legal issues at Great Kingshill playground. The Chairman read from a prepared statement regarding the issuing of a summons against the Council for alleged noise nuisance from Great Kingshill play area. He informed the meeting that a solicitor and barrister had been appointed and would act for the Council at the hearing on 21/1/09 at High Wycombe Magistrate's Court. The remainder of this item will be dealt with in closed session at the end of the meeting due to the confidential nature of the business to be transacted.
7. **Correspondence.**  
**09005** – 8001/08 - NALC/BALC Information on Stepping Stones conferences in Coventry and London. This was discussed and it was **RESOLVED** that Cllr Davies attend the London seminar on behalf of the Parish Council, with travel and costs to be paid by the Council.  
**09006** – 8002/08 - WDALC – Minutes of meeting on 9/12/08 with information on training in 2009. Cllr Davies informed the meeting that there were to be changes to the proposed schedule and it was therefore **AGREED** that further information would be brought to the February Council meeting.  
PC Lee Turnham left the meeting at this point at 8.15pm.  
**09007** - 8012/08 - Swift Digital Services – request for annual printer/scanner/copier maintenance. The Clerk gave information on this annual maintenance for the printer and it was then **RESOLVED** that the charge of £109.25 be paid.

**09008** - 8013/08 - Swift Digital Services – notice of increase in copy charges for printer. The Clerk gave information on this matter and it was **NOTED**.

**09010** - 8015/08 - WDC – Play Partnership meeting – notice & information for next meeting on 3/2/08. It was **NOTED** that Cllr Rogers and Ewart would attend this meeting.

**09011** – 8021/08 - Great Kingshill Residents Assn – request to use recreation ground for event on 6/6/09. The Clerk and Cllr Davies gave some information on this item and it was then **RESOLVED** that permission be given, subject to more specific details being given to the Council. It was **AGREED** that this would also be subject to the schedule of matches for the cricket club.

**09012** – 8026/08 - Bucks Community Action – Consultation on Sustainable Communities Strategy. It was **AGREED** that Cllr Davies would look at this document and bring any relevant issues to a subsequent Council meeting.

**09013** – 8027/08 - Communities & Local Government – Consultation on Code of Practice on publicity. This was **NOTED**. Cllr Davies **AGREED** to look at this document and bring any relevant issues to a subsequent Council meeting.

**09014** - 8031/09 - Spruced-Up Ltd – request to give reference for services through Trading Standards. After some further information from the Clerk, it was **AGREED** that she and Cllr Davies would complete the form from Trading Standards and return it as soon as possible.

8. **Public Speaking.**

None.

9. **REPORTS:-  
Chairman.**

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

**County and/or District Councillors.**

District & County Councillor, Richard Pushman, had sent apologies that he was unable to attend.

**Planning Committee.**

**09015** - Minutes of the Planning Committee meeting held on 11th December 2008 and 8th January 2009 had been issued.

- a) Cllr O'Malley mentioned the forthcoming Planning Inquiry on Hoppers Farm, Cockpit Road, Great Kingshill. She gave information about a representative speaking at the Inquiry and after some discussion it was **RESOLVED** that she speak against the application at the Inquiry on 27th January 2009 on behalf of the Parish Council.

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

Application comments detailed in Appendix A/0901 with these minutes.

**Services Committee.**

**09016** - Minutes of the Services Committee meeting held on 16th December 2008 had been distributed. Cllr Davies referred to them and the following items were **NOTED**:-

- a) 08S68 – Update on maintenance at Garden of Rest. It was **AGREED** that this would be deferred to the end of the meeting in the absence of the public and press, due to the confidential nature of the business to be transacted.
- b) 08S77 – Consideration of specific sites for tree planting within wards. Cllr Ewart mentioned Moseley Road, Naphill, as requiring replacement of about six trees in an avenue and it was **RESOLVED** that permission be sought from BCC for these as well as one on the corner of Vincents Way, Naphill. It was **FURTHER RESOLVED** that a tree be placed in the gap on Great Kingshill recreation ground on the Missenden Road side and also to consider replacement of dead trees at Spring Rising and contact the family of Norman Timpson about the memorial tree on Great Kingshill recreation ground.

It was then **RESOLVED** to accept 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.**

None.

**Report by Councillors serving as representatives on Outside Bodies.**

**09017 – Report on NAG meeting on 8/1/09** – Cllr Jarman reported that a letter is being sent to all Parishes asking for a contribution towards purchasing speed watch equipment and for a representative of the Parish Council to go on a working group. The Clerk reported that she had received the letter and informed them that it would be discussed at the February Council meeting, after consideration at the Finance & Administration Committee meeting. This was **NOTED**.

**Reports from Residents' Associations.**

**09018 – Widmer End** – Cllr Guy reported that there had been no meeting since the last Council meeting but representatives were meeting in the morning with BCC Officers and members to progress items raised in the traffic management proposals report. He reminded members that WERA would be supporting Great Kingshill at the forthcoming public inquiry on Hoppers Farm. Cllrs Guy and McCarthy informed members that the Hazlemere Residents Association has now folded and discussions are going on as to the funds of the Grange Action Group.

**09019 – Great Kingshill** – Cllr Gould mentioned that he had been invited to attend a Residents Association meeting with regard to the inquiry at Hoppers Farm but confirmed that he would be attending as an individual resident, not as a representative of the Parish Council. This was **NOTED**.

**Reports from Working Parties.**

**09020 – Risk Assessment** – Next meeting to be held on 20th January 2009 at 10.30am.

**09021 - Strategy** – meeting held 5th January 2009.

- a) Workshop - it was **RESOLVED** that the item on the provision of a workshop/storage facility at the Garden of Rest be removed from the plan.
- b) Seats – it was **NOTED** that some of the older seats need replacement plaques and it was **RESOLVED** that the Clerk would investigate numbers and costs and bring to a subsequent meeting for consideration.
- c) Bus shelters – it was discussed that the bus service may have ceased to stop at Cryers Hill Post Office and it was **RESOLVED** that a letter be written to BCC to ask that this be brought back into service with a copy to Cllr McCarthy.
- d) Public meetings – it was discussed that future public meetings should be leafleted to co-incide with the delivery of the newsletters, for simplification. It was **RESOLVED** that these public meetings should include the Annual Parish Meeting and one other meeting in a different ward. Thereby, the Parish Meeting in 2009 will be held in Naphill and Walters Ash ward and the other meeting will be held in Great Kingshill, during September/ October. In 2010 it will be North Dean (APM) and Widmer End (other). It was suggested that John Morris from the Woodland Trust should be invited to speak at the 2009 APM.
- e) Newsletters - it was **RESOLVED** that the Parish Chairman/Vice Chairman provide an article 3 or 4 times a year for inclusion in the village newsletters.
- f) Staff training – it was **NOTED** that the Clerk has six months in which to re-submit her CiLCA portfolio. The Chairman informed members that the Clerk had attended a meeting since the working party and had received assistance to enable her to complete this in the near future.
- g) Transport – it was **RESOLVED** that investigation be undertaken on the provision of small buses to be made available for hire – as in Aylesbury Vale.
- h) Devolution of services from BCC. It was **NOTED** that HPC virtually complied with the criteria for devolved services. It was **RESOLVED** that the working party members consider the list in detail and explore the viability/appropriateness of those services that it may be possible to have devolved with BCC, including costs.

The next meeting date was changed to Tuesday 17th February 2009 at 10am in the Council office.

**09022 - Website** – Next meeting to be held on Thursday 29th January 2009 at 1.30pm.

**09023 – Highways** – It was **RESOLVED** that the Clerk write to BCC supporting specific requests contained in the Widmer End Residents Association traffic report and that this be sent urgently, prior to the following days' meeting with BCC.

**09024 – Youth** – Cllr Whitehouse had prepared a report for the Naphill & Walters Ash Gazette and, after a few slight alterations, it was **RESOLVED** that this be put in the newsletter and Cllr Whitehouse thanked for her work in this regard. Next meeting to be scheduled.

**Reports from Working Groups.** None.

**Parish Action Plan – Updates:**

**09025 - Design Statement** – Cllr Ewart confirmed there is no new information on this matter.

**09026 - Rural Housing Trust** – Meeting with RHT representative on 27th January 2009 at 6.30pm.

**Update Report from Clerk.**

**09027** – The Clerk had provided a report for members of her workload and actions taken during the last month and this was **NOTED**. Cllr Ewart asked if any holidays were planned yet and the Clerk confirmed they were not but that she would look into this as soon as possible.

10. **Reminder of Future Meetings.**

No information.

11. **Payments.**

**09028**– The following invoices had been received since the last meeting and were **RESOLVED**:-

a) HM Revenue & Customs – Tax and NI for December salaries	£ 862.33
b) S R Farm Contract Services – burial ground/service provision	£ 770.00
c) Toilets+ Ltd – toilet hire at burial ground	£ 124.20
d) SDK Environmental Ltd – dog waste collection	£ 313.54
e) ABA (Construction) Ltd – quarterly independent play area safety checks	£ 149.04
f) C Gant – tree pruning/work on Cryers Hill Road	£ 517.50
g) Playground Facilities – surfacing junior swings at Widmer End	£ 1,310.43
h) Buildbase – plumbing parts for new tap at North Dean allotments	£ 55.04
i) Country Supplies – turf for graves	£ 19.48
j) Chubb Fire Ltd – service emergency lights	£ 156.29
k) Southern Electric Contracting – quarterly maintenance for street lighting	£ 825.26
l) British Gas – supply at office	£ 243.46
m) Swift Business Services – copy charge for copier/printer	£ 80.06
n) Mr J Rogers – refreshments for annual Chairman's reception	£ 186.45
o) Hughenden Valley Village Hall – hire of hall for open meeting on 23/10/08	£ 55.00
p) Bucks Community Action – annual subscription	£ 30.00
q) SLCC – annual subscription	£ 187.00
r) B J Turney – hedge cutting as per contract and clearance at Vincent's meadow	£ 1,905.00
s) Southern Electric – street lighting energy	£ 697.10

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

**09029** – The following payments had been made since the last meeting and were **RESOLVED**:-

a) Salaries for December	£ 2,378.05
b) British Telecom – telephone and broadband charges	£ 70.01
c) Molly Maid - Office cleaning 18/12/08 & 27/11/08	£ 42.00
d) Staples – storage boxes	£ 13.69
e) Post Office Ltd - stamps	£ 100.00
f) Mrs L Turner – mileage expenses for December	£ 25.24
g) Linda Jane's Florist – Chairman's allowance	£ 50.00
h) Mr J Rogers – Chairman's allowance	£ 18.46
i) Mrs E Marsden – mileage expenses	£ 11.74
j) Argos – Gift Voucher for winner of youth questionnaire draw	£ 25.00
k) Clearview Windows – window cleaning at office	£ 17.25

12. **Monies Received.**

**09030** - The following monies had been received since the last meeting and were **NOTED**:-

a) Bank interest	£ 297.51
b) Burial fees (1 plaque)	£ 55.00
c) Allotment rent	£ 157.50
d) Scottish & Southern Energy – wayleave rent	£ 2.00
e) Grazing for Hatches Lane field	£ 250.00

13. **Other Matters.**

**09031** - Proposal: to make changes to representation on Standing Committees for Widmer End ward.

Cllr Andrew informed members that the Widmer End ward members were finding difficulties in attending the committees and asked for a change to committee membership of:

Finance & Administration:- Cllrs Andrew & Morris

Planning:- Cllr Guy, Cllr McCarthy (D)

Services – to remain:- Cllrs Guy & McCarthy

This was **RESOLVED**.

**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 9.10pm and the Chairman thanked the Bucks Free Press reported for attending.

**09032** – 08411 – Further information on legal issues at Great Kingshill playground. The Chairman gave full information to members on the current situation and confirmed the new court date of 21/1/09. It was **RESOLVED** that the Chairman sign the document instructing the firm of solicitors to act on behalf of the Parish Council. It was **FURTHER RESOLVED** that, subject to clarification from the solicitor, that the Clerk write to WDC and BCC to update them on the situation.

**09033** – 08S68 – Update on maintenance at Garden of Rest. Cllr Rogers declared an interest in this item and left the meeting at 9.32pm, whereupon Cllr Ewart took the Chair.

Cllr Davies then asked for clarification on the type of agreement that is being sought and after some discussion it was **RESOLVED** that the agreement run for three years from 1st April 2009, with a notice period of one month on either side, once a chance has been given for any errors or omissions to be corrected. There would also be an increase each year in accordance with RPI, as with the grass and hedge cutting contracts. Cllr Davies then gave information on comparative costs and after some discussion it was **RESOLVED** that the current contractor continue this work for the next three years. There was one vote against and one abstention. Cllr Ewart clarified the correct procedure in this situation.

The meeting re-opened at 9.52pm and Cllr Rogers returned to the meeting and resumed the Chair.

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

None.

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

The next meeting is scheduled for Tuesday 10th February 2009 at 8pm.

There being no further business, the meeting was declared closed at 9.55pm.

Signed .....

Date .....

## Appendix A/0901

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

#### Planning Committee Meeting: 11th December 2008 - 2 applications were reviewed.

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

**GMG/08/07582/FUL - Gemma Gearing - 421632**

Demolition of existing bungalow and erection of a pair 3 bed semi-detached dwellings with new shared access, dropped kerb and detached sheds for storage/cycle storage at Woodsyde, Warrendene Road, Hughenden Valley.

The Parish Council objects to this application as it is inappropriate development and contravenes Green Belt regulations.

The Council has the following observations on these applications:-

**ELH/08/07634/FUL - Emma Hatton - 421538**

Demolition of existing outbuilding and construction of residential annexe ancillary to main dwelling at Brands House, Kingshill Road, Cryers Hill.

The Parish Council has no objection provided that the proposed dwelling remains as a residential annexe ancillary to the main dwelling in perpetuity.

#### Planning Committee Meeting: 8th January 2009 - 3 applications were reviewed.

The Council has the following observations on these applications:-

**GMG/08/07681/FUL - Gemma Gearing - 421632**

Construction of single storey rear extension to include porch area at Pensylva, Cryers Hill Road, Cryers Hill.

The Parish Council has no objection provided that this extension, together with a previous extension, does not contravene the 50% rule in Green Belt.

The following applications should be approved:-

**AD/08/07721/FUL – Alexia Dodd – 421462**

Construction of chimney stack and replacement solid roof to existing conservatory at 4 The Homestead, Great Kingshill.

**VJB/08/07723/FUL – Valerie Bailey - 421548**

Construction of two storey side/rear extension at 1 Trees Road, Hughenden Valley.

End.