

HUGHENDEN PARISH COUNCIL

Minutes of the Meeting of **HUGHENDEN PARISH COUNCIL** held on
Tuesday 14th April 2009 in the Council Offices at 8pm

UNCONFIRMED

1. **Present:-**
- | | |
|----------------------------|---------------------|
| Cllr J E Rogers (Chairman) | Cllr D G Jarman |
| Cllr P H Crawshaw | 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 |

There were three members of the public present.

2. **Apologies for Absence:-** Cllr Andrew and Cllr McCarthy.
3. **Declarations of Interest in Items on the Agenda.**
09097 - Cllr Rogers declared an interest in an item in 'payments'.
4. **Minutes of the previous monthly meeting held on Tuesday 10th March 2009.**
09098 - 09079 – Hughenden Valley Residents Association report – It was **AGREED** to change the last sentence of the minute to read:- 'They had discussed the climbing wall and would be happy to contribute, if required.'
These were then **RESOLVED** as a true record of that meeting and duly signed by the Chairman.
5. **Police/RAF Consultation.**
09099 – Cllr Pushman reported that there would be a new Station Commander at RAF Naphill from Thursday, replacing Group Captain Goode, a Group Captain Tony Radcliffe, whom he had met with earlier in the day and this was **NOTED**.
6. **Matters Arising.**
09100 – Update on village 'gates' within Parish. The Clerk gave information on the changes made and the 'gates' provided, with extra information regarding the treatments on Cryers Hill Road. It was **NOTED** that this feature is intended for the reduction in traffic speeds and will be co-located with the new speed limit changes and is not placed as a village name plate, which is located further down the hill, where Cryers Hill begins. It was **FRUTHER NOTED** that the road treatment on Hampden Road, Hughenden Valley, has not been arranged as discussed with BCC Highways and Cllr Pushman has agreed to follow up on this matter for the Parish Council.
7. **Correspondence.**
09101 – 8100/09 – Consideration of appointment of internal auditor for 2008/09 accounts. The Clerk gave information on this matter and it was then **RESOLVED** that Mr Weir be appointed as internal auditor for the Parish for the accounts year 2008/09.
09102 – 8102/09 - BCC – Consultation on changes to 30, 40 and 50mph speed limits in area 4. The Clerk gave information on these changes and this was **NOTED**.
09103 - 8104/09 - Great Kingshill Res Assn – further information on celebrations on 6/6/09. The Clerk gave the information on the celebrations organised for the day and this was **AGREED**.
09104 - 8109/09 - Thames Valley Police – Request for nominations for Community Policing Awards. This was **NOTED**.
09105 - 8113/09 - CPRE – notification of contact details for Bucks branch secretary. This was **NOTED** and it was **AGREED** that the Clerk would write to him to see what is happening in this area, as no notifications of meetings had been received for some time.
09106 – 8115/09 - BCC – Information on changes to highway signage in Tranquil area. The Clerk gave information on changes taking place and this was **NOTED**. Cllr Konieczny mentioned that there is still no indication of where Hughenden Valley is located, either coming from Cryers Hill or High Wycombe and it was **AGREED** that the Clerk would follow up on this matter with Highways.
09107 – 8116/09 - Sarah Ball – update on further works at Cockpit Hole, Great Kingshill. The Clerk gave information on this area and it was **NOTED**.
09108 – 8124/09 - West Wycombe Parish Council – request for information on HGV problems in Parish. The Clerk gave information on this matter and it was **RESOLVED** that she would send a response, indicating the particular problem roads within the Parish.

- 09109** – 8126/09 - WDC – Invitation to attend update session on Civil Enforcement on 16/4/09 at 7pm. It was **AGREED** that Cllr Davies would attend this seminar on behalf of the Parish Council.
- 09110** – 8128/09 - BCC – Information on changes to contracts to transportation service. The Clerk gave information on these changes and this was **NOTED**.
- 09111** - 8130/09 - BCC – Information on further highway signage/markings in Great Kingshill. The Clerk gave information on the proposed changes and this was **NOTED**.
- 09112** - 8131/09 - WDC – Notification of play areas selected for DCSF funding (Year 1). The Clerk informed members that Hughenden Parish had not been selected for this new funding. It was **NOTED** that the Parish did not meet the criteria and this was unlikely to change in the near future with regard to other funding opportunities.
- 09113** - 8136/09 - Came & Co – information on renewal for Local Policy insurance. The Clerk gave information on the insurance renewal and it was **RESOLVED** to renew the insurance for the next three years, to allow for a greater reduction in cost.
- 09114** – 8137/09 - Chilterns Conservation Board – Consultation draft of Design Guide. It was **AGREED** that Cllr O'Malley would consider this document and report to the May meeting for discussion.
- 09115** – 8140/09 - Great Kingshill Res Assn – request for the Parish Council to accept the cost of emptying the dog bin located at Cockpit Pond. The Clerk gave information on this matter and, after some discussion, it was considered that the bin was inappropriately sited and it was therefore **RESOLVED** not to accept this cost.
- 09116** – 8141/09 - BALC – Report from BCC Overview & Scrutiny Ctte on effectiveness of NAG's. The Clerk gave information on this matter and it was **NOTED**.
- 09117** - 8144/09 - Great Kingshill Cricket Club – request for financial help with updating & security issues. The Clerk gave information on the problems being experienced in the area with vandalism and it was **RESOLVED** to support the provision of the extra, specified camera to be added to the Parish Council's system, provided there was no cost to the Council. With regard to the other items, such as fencing and car parking area, it was **NOTED** that more detail and costs would be required before a decision could be taken.
- Cllr Davies declared an interest in this item as he is an honorary Vice President, and took no part in the decision.

8. **Public Speaking.**

As there was a member of the public wishing to speak, the Chairman closed the meeting at 8.53pm.

- a) Terry Williams of Great Kingshill mentioned he had heard about the changes at BCC Highways and was disturbed to know that some senior staff may be leaving. He also mentioned that potholes were not always filled at the same time.

The Chairman re-opened the meeting at 8.55pm.

9. **REPORTS:-**

Chairman.

09118 - The Chairman reported that there had been a management meeting with the Clerk, for which papers had been issued. If there were to be any questions, these would be taken at the end of the meeting in the absence of the public and press.

County and/or District Councillors.

09119 - Cllr Pushman gave apologies for Cllrs Gibbs and Carroll for their non-attendance and for his non attendance at the February and March Council meetings, due to other Council commitments.

Cllr Pushman then went on to mention some of the items mentioned in correspondence, with particular regard to highways matters. He informed members that there would be an 'Armed Forces Day' held on 22nd June 2009, which would be a flag raising ceremony and an open day on 27th June, more information would be available nearer the time.

Planning Committee.

09120 - Minutes of the Planning Committee meetings held on 12th March and 2nd April 2009 had been issued and Cllr O'Malley mentioned the following:-

- a) Speaking to applicants either before or during meetings. Cllr O'Malley reminded members of the current policy, which is not to allow applicants or their agents to speak at Committee meetings. After some lengthy discussion, it was **RESOLVED** that any interested party may speak at the Committee meeting, for no more than three minutes either for or against. With regard to speaking to applicants outside meetings, any member may do this but must be careful not to give an opinion and, on matters of policy, should refer any applicant to the Clerk for clarification.

- b) Cllr Davies asked about the problems with CLP applications (Certificate of Lawfulness of Proposed use). Cllr O'Malley mentioned that there is still some confusion on this matter and the Clerk is following this up with WDC. After a request, it was agreed that the response received so far would be copied to all members for information.
- c) Wycombe Planning Forum on 29th April 2009 (5pm to 7.30pm). It was **AGREED** that Cllrs Davies, Konieczny and Smith would attend this forum on behalf of the Parish Council.

As there was no other questions it was **RESOLVED** to accept the Planning Committee report. Application comments detailed in Appendix A/0904 with these minutes.

Services Committee.

09121 - Minutes of the Services Committee meeting held on 24th March 2009 had been issued and Cllr Davies mentioned the following:-

- a) 09S07 – Update on outstanding work required at Naphill & Hughenden Valley play areas. The Clerical Assistant informed members that the surfacing at Hughenden Valley needed 'topping-up' and it was **RESOLVED** that 'cushionfall' surfacing be used and the work carried out as soon as possible. Cllr Davies then informed members that, as the funding for the new equipment had not been forthcoming at Naphill, the surface under the cabin slide needs to be replaced. This will be at a cost of £1,052.03 plus vat and it was **RESOLVED** that this work be carried out as soon as possible.
- b) 09S12 – Update on inspection of trees and footpaths at Cockshoot Wood. Cllr Davies gave information on the report on the work required, that had now been received. This had been considered in some detail and it is expected that the work will be done over the next few months, on an ad hoc basis. The Clerk reminded members this work would previously have been completed during the winter months and was part of the normal maintenance of the area. It was then **RESOLVED** that this work be carried out over the summer and autumn season.
- c) Cllr Morris mentioned a problem with stones being placed in the wrong place at Primrose Hill and the Clerk agreed to follow up on this matter. He also mentioned a problem with dog fouling in the same area and the Clerk agreed to obtain further notices for this land from WDC.

As there was no other questions it was **RESOLVED** to accept the Services Committee report.

Finance & Administration Committee.

There had been no meeting since the last Council meeting.

Report by Councillors serving as representatives on Outside Bodies.

09122 – Neighbourhood Action Group – Cllr Smith had provided a report and this was **NOTED**.

Cllr Morris mentioned that the information does not seem to get through to the local residents and it was **AGREED** that each member should be responsible for imparting this information through to local people.

09123 – Naphill Village Hall – Cllr Whitehouse informed members that she would be holding an information stall at the Naphill fete, scheduled for 6th June 2009. It was **AGREED** that it would be beneficial to have some information available on the Parish Council and its work and the ward members would let the Clerk know what was required. It was **FURTHER NOTED** that this could be replicated by members at the other fetes held within the wards.

09124 – WDALC – Cllr Ewart reported that the meeting had provided an update on Pathfinder, including the SE rural forum and comments on NAG's. There appeared to be some confusion as to NAG's/LAF's/LCP's and this seemed to be across the board. The minutes provided bore little resemblance to actual events but another set was due to be provided. It was **NOTED** that the Parish Councils should work closely with their District and County Councillors in order to expedite particular issues. Cllr Davies had notes from the BCC County & Parish Liaison Committee and copies were provided for all members.

Reports from Residents' Associations.

09125 – Hughenden Valley – Cllr Smith reported on continuing problems on Warrendene Road with work starting at or before 6.30am at Country Supplies, against their permission. It was **AGREED** that the Clerk would report this to WDC Enforcement and Cllr Smith was requested to ask the residents to keep a diary of times and problems, in case this should be required later. Cllr O'Malley pointed out that there is already an enforcement issue in this area regarding the removal of a hedge in connection with hardstanding provided within the site. There had been a query on precept comparisons and Cllr Ewart informed members that this had been responded to by the Clerk, after direction from the Chairman and Vice Chairman. It was **NOTED** that the Clerk would include Cllr Smith in any future relevant correspondence for the ward.

09126 – Widmer End – Cllr Guy reported that Widmer End will be entering the BALC Best Kept Village Competition.

09127 – Great Kingshill – Cllr Jarman reported that Great Kingshill would also be entering the Best Kept Village Competition.

09128 – Naphill – Cllr Ewart mentioned that Naphill would be entering the Village of the Year competition.

The Chairman and members wished all the villages the best of luck in their efforts in this regard.

Reports from Working Parties.

09129 - Youth – The Clerk confirmed to members the dates and venues for the climbing wall. It was **AGREED** that these should be well publicised within the wards. The Chairman reminded members that they should ensure they each attended at least the one in their own ward, as this was intended to include an aspect of PR for the Parish Council.

Reports from Working Groups. None.

Parish Action Plan – Updates:

09130 - Design Statement – Cllr Ewart confirmed that the document has been sent to WDC but no reply has yet been received.

09131 – Rural Affordable Housing – The Clerk reported that she had again written to Hastoe Housing but had not yet received a response.

Update Report from Clerk.

09132 – The Clerk had provided a report for members of her workload and actions taken during the last month and this was **NOTED**. The Clerk also mentioned a meeting at Chepping Wycombe Parish Council when discussions had taken place about cemeteries and lighting. There may be an opportunity to join together for the supply of electricity for street lighting and more information will be brought to Council when received.

10. **Reminder of Future Meetings.**

09133 – Information on the following was **NOTED**:-

- a) WDC – Wycombe Planning Forum – 29th April 2009 at 5.30pm.

11. **Payments.**

09134– The following invoices had been received since the last meeting and were **RESOLVED**:-

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| a) HM Revenue & Customs – Tax and NI for March salaries | £ 914.89 |
| b) S R Farm Contract Services – burial ground and service provision work | £ 1560.00 |
| c) Toilets+ Ltd – toilet hire at burial ground | £ 165.60 |
| d) SDK Environmental Ltd – dog waste collection | £ 313.54 |
| e) Playground Facilities Ltd – willow tunnel at Naphill play area | £ 954.50 |
| f) Buildbase – parts for tap repair/concrete for posts | £ 63.77 |
| g) British Gas – gas supply for office | £ 265.55 |
| h) Swift Digital Services – copy usage for copier/printer | £ 49.33 |
| i) ABA (Construction) Ltd – quarterly safety inspections for play areas | £ 149.04 |
| j) Southern Electric Contracting – quarterly maintenance/repairs for street lighting | £ 861.82 |
| k) K P E Heybourn – digging of ashes burial for family burial | £ 65.00 |
| l) Hildreths Ltd – water butt & hose for tree watering | £ 35.00 |
| m) C Gant – tree planting and guards for new trees in Parish and grind stump | £ 1,477.75 |
| n) Country Supplies – sand/cement for office path & parts for notice board | £ 20.67 |
| o) Prestwood Property Maintenance Ltd – replacement garage at Great Kingshill | £26,944.50 |
| p) Southern Electric – energy supply for street lighting & burial ground | £ 726.86 |
| q) Staples – coloured and white paper/laminating pouches/clipboard | £ 87.78 |
| r) B J Turney – hedges at Four Ashes and car park barrier refurbishment | £ 775.00 |
| s) D Barlow Fencing – fencing at Hughenden Valley allotments | £ 966.00 |
| t) FWAG – Annual subscription | £ 41.10 |
| u) Wycombe District Council – rates for burial ground | £ 235.69 |
| v) Wycombe District Council – rates for office | £ 242.50 |
| w) Wycombe District Council – removal of waste at burial ground | £ 102.82 |
| x) Naphill & Walters Ash School – room hire for Parish Meeting on 19/5/09 | £ 60.00 |

09135 – The following payments had been made since the last meeting and were **RESOLVED**:-

| | |
|---|------------|
| a) Salaries for March | £ 2,461.26 |
| b) British Telecom – telephone and broadband charges | £ 36.15 |
| c) Molly Maid - Office cleaning 19/3/09 & 2/4/09 | £ 42.00 |
| d) Chiltern Rail – travel expenses for Cllr Davies (NALC seminar) | £ 22.25 |
| e) Hildreths Ltd – padlock for office car park barrier | £ 26.33 |
| f) Morrisons – refreshments for meetings | £ 44.97 |
| g) Mrs L Turner – mileage expenses for March | £ 13.50 |
| h) C Gant - survey of Cockshoot Wood & supply of trees for planting | £ 2,248.25 |
| i) Public Works Loan Board – repay loan for office building | £ 1,712.50 |
| j) Widmer End Football Club – keys cut for Four Ashes road gate | £ 7.50 |

12. **Monies Received.**

09136 - The following monies had been received since the last meeting and were **NOTED**:-

| | |
|-------------------------|---------|
| a) Allotment rents | £ 15.00 |
| b) HSBC – bank interest | £ 12.95 |

13. **Other Matters.**

09137 - Article for inclusion in newsletters and on website on role of Parish Councils. With one amendment, it was **RESOLVED** that this be sent to all newsletters for inclusion in their next available issue and to be placed on the Parish Council's website as soon as possible.

09138 - Process to be followed for election of Chairman and Vice Chairman at Annual Council meeting. The Chairman confirmed that he would not be standing for re-election as Chairman at the May meeting. He thanked the members and staff for all their support over the last couple of years, during which he felt that a great deal of progress had been made. He asked members to let the Clerk know as soon as possible if they intend to stand for either Chairman or Vice Chairman, in order that she can prepare ballot papers, if there is more than one candidate for the posts. He reminded the ward members to get together to decide on committee membership ready for the May meeting and asked representatives of outside bodies to let the Clerk know if they are happy to continue to stand on the relevant organisations.

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

None.

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

The next meeting will be the Annual Council Meeting and is scheduled for Tuesday 12th May 2009 commencing at 7.30pm followed by the monthly meeting scheduled to start at 8pm.

Reminder: Annual Parish Meeting on Tuesday 19th May 2009 at 8pm at Naphill & Walters Ash School, Kilnwood, Walters Ash.

There being no further business, the meeting was declared closed at 10.20pm.

Signed

Date

Appendix A/0904

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

Planning Committee Meeting: 12th March 2009 – 8 applications were reviewed.

The Council has the following observations on these applications:-

GMG/09/05294/LBC - Gemma Gearing - 421632

Listed Building application for relocation of existing kitchen into barn, alterations to windows, insertion of bi-folding doors, internal alterations and creation of patio area at The Farm House, Speen Road, North Dean.

The Parish Council has no objection to this application provided these alterations comply with Listed Building regulations.

GMG/09/05301/FUL - Gemma Gearing - 421632

Construction of part two storey, part single storey rear and side extension (alternative scheme to pp 08/07272/FUL) at Hoppers Cottage, Cockpit Road, Great Kingshill.

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

AD/09/05303/FUL - Alexia Dodd - 421462

Construction of single storey side and rear extension at The Ramblers, Valley Road, Hughenden Valley.

The Parish Council has no objection provided the rear extension is not an intrusion on the neighbours.

AD/09/05337/FUL – Alexia Dodd - 421462

Demolition of existing dwelling and outbuildings and erection of 1 x 2-bed dwelling with detached garage at Greenacres, Cryers Hill Road, Cryers Hill.

The Parish Council has no objection provided there is no intrusion on neighbours, the height of the new bungalow is reduced (as per the pre-application advice) and the new dwelling conforms to Green Belt regulations.

MJD/09/05341/FUL – Martin Davies - 421520

Demolition of existing outbuildings and construction of new detached building for kitchen & dining facilities, construction of new changing rooms and stores, retention of existing open timber shelter and resurfacing of existing playground area at Great Kingshill C of E Primary School, Cryers Hill Road, Cryers Hill.

The Parish Council has no objection to this application. The Parish Council is concerned about the Design & Access Statement dated 14/2/09, on page 8 it states that:- 'The Parish Council is aware of the proposals and has no concerns. It is aware that the issues of traffic and parking have been considered and no additional pressure is predicted.' The Parish Council has had no contact with the Architect or School.

The following applications should be approved:-

ELH/09/05249/FUL - Emma Hatton - 421538

Construction of first floor side extension at 1 Wedgewood Drive, Hughenden Valley.

GMG/09/05293/FUL - Gemma Gearing - 421632

Relocation of existing kitchen into barn, alterations to windows, insertion of bi-folding doors, internal alterations and creation of patio area at The Farm House, Speen Road, North Dean.

RH/09/05339/FUL – Robert Harrison - 421641

Provision of part two storey/part single storey new Junior Ranks Mess and rebuild of Senior Non Commissioned Officers (SNCO) kitchen to include demolition of SNCO single living accommodation and provision of additional car parking at Sergeants' Mess, RAF, Main Road, Walters Ash.

Planning Committee Meeting: 2nd April 2009 – 10 applications were reviewed.

The Council has the following observations on these applications:-

GMG/09/05368/FUL - Gemma Gearing - 421632

Provision of one additional car parking space in the front parking area (amendment to p/p 07/05178/FUL to parking area and landscaping only at Charity Cottages (formerly Auchinyell), Downley Road, Naphill.

The Parish Council has no objection to this application, provided that suitable landscaping is undertaken to lessen the impact on the street scene.

VJB/09/05423/FUL - Valerie Bailey - 421548

Construction of rear conservatory at 18 Dashfield Grove, Widmer End.

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

ELH/09/05481/LBC - Emma Hatton - 421538

Listed Building appn for erection of single storey rear extension at Piranor Barn, North Road, Widmer End.

The Parish Council has no objection provided this application complies with Listed Building regulations.

GMG/09/05484/CLP - Gemma Gearing - 421632

Certificate of proposed lawfulness for the conversion of existing attached garage to living accommodation at 6 Friars Gardens, Hughenden Valley.

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

The following applications should be approved:-

VJB/09/05465/FUL - Valerie Bailey - 421548

Change of use of existing B1 studio office (53sq m) use back to ancillary residential use at Office Barn, Little Mosley House, Stocking Lane, Naphill

VJB/09/05467/FUL - Valerie Bailey - 421548

Construction of single storey rear extension and conservatory at Wychwood, Louches Lane, Naphill.

AD/09/05470/FUL - Alexia Dodd - 421462

Construction of single storey side extension. Construction of vehicular access & provision of hardstanding at 15 Cowslip Road, Widmer End.

GMG/09/05479/FUL - Gemma Gearing - 421632

Construction of single storey rear extension at 5 Limmers Mead, Great Kingshill.

ELH/09/05480/FUL - Emma Hatton - 421538

Erection of single storey rear extension at Piranor Barn, North Road, Widmer End.

VJB/09/05508/FUL – Valerie Bailey - 421548

Conversion of basement to living area and insertion of 3 windows and 1 door to rear at 148 Brands Hill Avenue, High Wycombe.

End.