

HAZLEMERE PARISH COUNCIL

CEDAR BARN BARN LANE HAZLEMERE HP15 7BQ

MINUTES OF THE FULL COUNCIL MEETING HELD AT CEDAR BARN ON

8 January 2019 20.00

Members of the Council present:

A Baldwin, A Cecil, J Horton, C Oliver (Chairman), J Pritchard and J Weaver

Member(s) of the Public present:

S Trivedi (Bucks Free Press) (Arrived 20.10)

ITEM NUMBER	ITEM TOPIC	DECISION
	In the absence of the Chairman and Vice Chairman it was resolved to elect Cllr C Oliver as Chairman for this meeting.	
FC01/01/19	APOLOGIES FOR ABSENCE	
	Apologies were approved from Cllrs J Baker, J Hagan, M Roberts and A Slater. Cllr J Pritchard was not present.	Approved
FC02/01/19	DECLARATION OF INTEREST	
	Councillors did not take part in any discussions involving their declaration of interests below: Cllr A Cecil: Member of Hazlemere Community Association. Cllr J Horton: Member of Hazlemere Football Club and Hazlemere Sports Association. Cllr C Oliver: Trustee of Hazlemere Sports Association Cllr M Roberts: Member of Hazlemere Bowls Club, Hazlemere Sports Association and Bucks County Council Pension Scheme Cllr J Pritchard: Employee and Member of Hazlemere Community Centre Cllr A Slater: Scout Association, Member of Hazlemere Community Association and Bucks County Council Pension Scheme. Cllr A Slater reported that is he is no longer a Trustee of Hazlemere Community Centre, Cllr D Thompson: Member of Hazlemere Fete Committee and Wycombe Sound Radio Station. Cllr J Weaver: Member of Hazlemere Gardening Association, Chiltern Society and Grange Area Trust	Noted Noted Noted Noted Noted Noted Noted Noted
FC03/01/19	PUBLIC SESSION	
	No participation.	Noted
FC04/01/19	MINUTES OF FULL COUNCIL MEETING 4 DECEMBER 2018	
	It was resolved that the Minutes of Full Council Meeting 4 December 2018 be approved.	Approved

Signed.....

Chairman of Council

Date.....

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ITEM NUMBER	ITEM TOPIC	DECISION									
FC05/01/19	PLANNING COMMITTEE MEETING 4 AND 17 DECEMBER 2018, DECEMBER 2018 AND PLANNING DECISIONS										
	a) Minutes Planning Committee Meetings 4 and 17 December 2018 It was resolved that the 4 and 17 December 2018 Planning Committees be approved.	Approved									
	b) Decisions December 2018 The December 2018 Planning Decisions be noted.	Noted									
FC06/01/19	GDPR WORKING PARTY										
	It was resolved that the following policies be approved with the amendments: 1. Subject Access Request Policy 2. Subject Access Request Form Add 'one' Identification 3. General Data Protection Awareness checklist for Councillors 4. Data Audit Schedule Change tennant to 'tenant' 5. Data breach reporting form 6. General Privacy Notice 7. Data Protection Policy Delete 'came into effect on 1 March 2000. The Act'.	Approved									
FC07/01/19	UNPAID EXPENDITURE TRANSACTIONS AND BUDGET REPORT										
	a Unpaid Expenses Transactions It was resolved that the following payments be approved: i. electronic payments for December 2018 Numbers 8 – 29; ii. direct debits for December 2018 to BT, ESSO, Simply Waste, Lloyds Bank Ltd and EON; and iii. Cheque 007654 Local Government Transparency Act 2014 all items of expenditure over £500 to be reported: PRS Music Licence £810.12 Blue Chip Office Alarm £860.04 SSE Street Light reconnection Hill Farm Way £2,670.48 Cleaning £573.60 Cedar Barn Complex Repairs £576.73 Cedar Barn Complex Gutter Clean £561.73 Confidential Transactions £8,165.62	Approved Approved Approved Approved Noted									
	b Budget Report It was resolved that the Budget Report be approved and the following amendments by viring from General Reserve to the relevant Budget Headings: <table><tr><td><u>Budget Heading</u></td><td><u>Old Budget Amount £</u></td><td><u>New Budget Amount £</u></td></tr><tr><td>Allotment Water</td><td>350.00</td><td>500.00</td></tr><tr><td>Allotment Rent</td><td>300.00</td><td>450.00</td></tr></table>	<u>Budget Heading</u>	<u>Old Budget Amount £</u>	<u>New Budget Amount £</u>	Allotment Water	350.00	500.00	Allotment Rent	300.00	450.00	Approved
<u>Budget Heading</u>	<u>Old Budget Amount £</u>	<u>New Budget Amount £</u>									
Allotment Water	350.00	500.00									
Allotment Rent	300.00	450.00									

Signed.....

Chairman of Council

Date.....

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ITEM NUMBER	ITEM TOPIC	DECISION
	Play Equipment Maintenance 500.00 2,500.00 Play Equipment Purchase 1,000.00 16,500.00 Cedar Barn Consumables 1,500.00 2,500.00 Copier Usage 400.00 550.00 The Reserves – Play Equipment for £15,647.79 needs to be transferred to the Budget Heading Play Equipment Purchase.	
FC08/01/19	CORRESPONDENCE SENT AND RECEIVED FOR DECEMBER 2018	
	<u>Letters A to H Information In Office were noted.</u>	Noted
	<u>Letters i to xxiii Sent Letters were noted.</u>	Noted
	<u>Letters 1 – 5 and 1N Received letters for Decision were discussed</u>	Approved
	It was resolved that:	Approved
	<u>Letter 1</u> Bucks County Council and Wycombe District Council. Devolution. The Clerk be asked to confirm that the extended devolution contracts be approved.	Approved
	<u>Letter 2</u> Cllr A Cecil. Planter at Market Parade. The Clerk be asked to arrange for some quotations for both purchase and maintenance of recycled containers that will withstand impact from parked cars.	Approved
	<u>Letter 3</u> C U Phosco. Call out charges. The Clerk be asked to approve the call out charge.	Approved
	<u>Letter 4</u> TBS Hygiene. Dog Bins. The Clerk be asked to purchase a 60 litre bin for The Warren, and remove the damaged dog bin.	Approved
	<u>Letter 5</u> Hazlemere Memorial Hall User. Tortoise. The Clerk be asked to write to the Hazlemere Memorial Hall Trustees reminding them that nothing should be left at any time in the entrance hall to Hazlemere Memorial Hall as advised by the Fire Officer, and to ensure that the sub tenant secures all doors and windows when the building is vacant; if this is not adhered to it would invalidate the Council's insurance should a claim be made. Consideration by the tenant needs to be given to the sub tenant keeping live animals in the premises due to Health considerations for all users of the premises.	Approved
	It was resolved to:	Noted
	<u>Letter 1N</u> EON. New charges. The information be noted.	
FC09/01/19	QUOTATIONS	
	There were no applications.	Noted
FC10/01/19	GRANT/DONATION APPLICATIONS	
	There were no applications.	Noted
FC11/01/19	REPORT FROM/FOR OUTSIDE BODIES/TRAINING EVENTS	

Signed.....

Chairman of Council

Date.....

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ITEM NUMBER	ITEM TOPIC	DECISION
	<p>It was resolved that the verbal reports be approved from the following attendees:</p> <p>Pensions automated system: 3 December 2018: Clerk and Clerk's Assistant</p> <p>Society Local Council Clerk County Meeting: 7 December 2018: Clerk</p> <p>Wycombe District Association Local Councils: 13 December 2018: No Councillors attended this meeting.</p>	Approved
FC12/01/19	ONGOING AND FUTURE ITEMS FROM PREVIOUS MEETINGS	
	<p>It was resolved that the following items be approved and noted:</p> <p>a) Ongoing The Items be noted.</p> <p>b) Future The items be noted.</p>	<p>Noted</p> <p>Noted</p>
FC13/01/19	CLERK'S REPORT FOR DECEMBER 2018	
	<p>It was resolved that the Clerk be asked to arrange for a camera to be installed onto the office doorbell to be viewed on the office computer screens by the office staff for security.</p>	Approved
FC14/01/19	EXCLUSION OF THE PRESS AND PUBLIC 21.03	
	<p>It was resolved in accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of these items due to the confidential nature of this item.</p> <p>Human Resources There was no report. The next Staff Committee Meeting is 21 January 2019 at 19.00.</p>	<p>Approved</p> <p>Noted</p>

- The meeting finished at 21.07
- The next Full Council Meeting is 5 February 2019 at 20.00

Signed.....

Chairman of Council

Date.....

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