

**HAZLEMERE PARISH COUNCIL**

**CEDAR BARN BARN LANE HAZLEMERE HP15 7BQ**

**MINUTES OF THE FULL COUNCIL MEETING HELD AT CEDAR BARN ON**

5 February 2019 20.00

**Members of the Council present:**

J Baker (Chairman), A Cecil, J Hagan, J Horton, C Oliver, J Pritchard, A Slater, D Thompson and J Weaver

**Member(s) of the Public present:**

ITEM NUMBER	ITEM TOPIC	DECISION
<b>FC01/02/19</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies were approved from Cllr M Roberts. Cllr A Baldwin was not present.	Approved
<b>FC02/02/19</b>	<b>DECLARATION OF INTEREST</b>	
	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
<b>FC03/02/19</b>	<b>PUBLIC SESSION</b>	
	No public participation.	Noted
<b>FC04/02/19</b>	<b>MINUTES OF FULL COUNCIL MEETING 8 JANUARY 2019</b>	
	It was resolved that the Minutes of Full Council Meeting 8 January 2019 be approved.	Approved
<b>FC05/02/19</b>	<b>NOTES FROM HAZLEMERE MEMORIAL HALL TRUSTEE WORKING PARTY MEETING 22 JANUARY 2019</b>	

Signed.....

**Chairman of Council**

Date.....

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ITEM NUMBER	ITEM TOPIC	DECISION																	
	<p>It was resolved that:</p> <ul style="list-style-type: none"><li>the notes be approved with the amendment to the payment for the football pitch improvements being in line with the Open Spaces Committee Minutes 21 January 2019;</li><li>the Parish Council grants permission for the Trustees to continue to investigate a new heating system for the Hazlemere Memorial Hall and prepare a report with recommendations for Full Council;</li><li>Cllr D Thompson be asked to continue to investigate CCTV for the play area;</li><li>The Clerk and Cllr J Baker be asked to have a site visit to look at the premises together with all Health and Safety, including COSHH sheets for both the tenant and the sub tenant;</li><li>Cllr J Horton be asked to be the new Parish Council appointed Trustee for Hazlemere Memorial Hall; and</li><li>the Clerk be asked to investigate installing a security light over the gate at the entrance drive.</li></ul>																		
FC06/02/19	PLANNING COMMITTEE MEETINGS 8 AND 21 JANUARY, JANUARY 2019 PLANNING DECISIONS																		
	It was resolved that the Minutes of Planning Meetings 8 and 21 January 2019 be approved and the decisions be noted.	Approved Noted																	
FC07/02/19	UNPAID EXPENDITURE TRANSACTIONS AND BUDGET REPORT																		
	<p><b>a Unpaid Expenses Transactions</b></p> <p>It was resolved that the following payments be approved:</p> <ul style="list-style-type: none"><li>i. electronic payments for January 2028 Numbers 7 – 17;</li><li>ii. direct debits for January 2028 to BT, ESSO, Lloyds Bank Ltd PWBL and DVLA.</li></ul> <p>Local Government Transparency Act 2024 all items of expenditure over £500 to be reported:</p> <table><tr><td>PWBL Loan</td><td>£19,995.90</td></tr><tr><td>Cedar Barn Barrier</td><td>£1,045.00</td></tr><tr><td>Annual IT Support</td><td>£1,597.14</td></tr><tr><td>Confidential Transactions</td><td>£8,298.52</td></tr></table> <p><b>b Budget Report</b></p> <p>It was resolved that the Budget Report be approved and the following amendment be made viring from General Reserve to the relevant Budget Heading:</p> <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>Telephone and Internet</td><td>750.00</td><td>1250.00</td></tr><tr><td>Hazlemere Memorial Hall</td><td>500.00</td><td>3,000.00</td></tr></table> <p>It was resolved to task the Finance and General Purposes Committee to investigate whether to set up additional £50,000 short term 3 monthly deposit accounts, maturing in each month.</p>	PWBL Loan	£19,995.90	Cedar Barn Barrier	£1,045.00	Annual IT Support	£1,597.14	Confidential Transactions	£8,298.52	<u>Budget Heading</u>	<u>Old Budget Amount £</u>	<u>New Budget Amount £</u>	Telephone and Internet	750.00	1250.00	Hazlemere Memorial Hall	500.00	3,000.00	<p>Approved Approved Approved</p> <p>Approved Noted</p> <p>Approved Approved</p>
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<u>Budget Heading</u>	<u>Old Budget Amount £</u>	<u>New Budget Amount £</u>																	
Telephone and Internet	750.00	1250.00																	
Hazlemere Memorial Hall	500.00	3,000.00																	

Signed.....

Chairman of Council

Date.....

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ITEM NUMBER	ITEM TOPIC	DECISION
FC08/02/19	<b>CORRESPONDENCE SENT AND RECEIVED FOR JANUARY 2019</b>	
	<u>Letters A to K Information In Office were noted.</u>	Noted
	<u>Letters i to xliii Sent Letters were noted.</u>	Noted
	<u>Letters 1 – 7 and 1N – 3N Received letters for Decision were discussed</u>	Approved
	<b>It was resolved that:</b>	
	<u>Letter 1</u> Play Inspections. Play Inspections Hazlemere Recreation Ground, The Dell and Rose Avenue Report <b>The Clerk be asked to action any urgent recommendations and to send a report for consideration at the next Open Spaces Committee on 18 March 2019.</b>	Approved
	<u>Letter 2</u> Hazlemere Gardening Association. Risk assessment (2017) and COSHH. <b>The Clerk be asked to write to the Hazlemere Gardening Association chasing the updated 2019 Health and Safety report and COSHH assessments, to be returned to the Parish Council by 28 February 2019, to enable the Council to consider the concerns about the impact of the substances, and to include a breakdown of the costs incurred by the Parish Council due to lost bookings. Hazlemere Gardening Association should be notified that if any further problems occur, other items may be asked to be moved from the store if this has an impact on other Members of the Public, Councillors or Staff.</b>	Approved
	<u>Letter 3</u> Member of the Public. Hazlemere Recreation Ground. <b>The Clerk be asked to reply stating that the Parish Council will remind the tenant of Hazlemere Memorial Hall that they are responsible for arranging for the car park gate to be shut and locked when the last user leaves the building on a daily basis; which will stop unauthorised cars entering the car park. However, due to the nature of the area, it is not possible to stop people using the area at any time. The Parish Council is currently looking into placing additional lighting and CCTV in the Recreation Ground, together with refurbishing the seating. The seating is placed at the edge of the park as it is used by football and cricket teams and placing the benches away from the housing would inhibit their play. Thames Valley Police do frequently patrol the area to prevent anti-social behaviour and the Clerk will again ask them to increase their patrols. The Parish Council has no legal power to stop drug use including ‘laughing gas’ usage. The litter is collected on a daily basis from Monday – Friday by the Parish Council’s Head Warden both from the ground and the bins it provides, the dog bins are emptied on a weekly basis. Public footpaths are the responsibility of Bucks County Council and they would be able to put in a diversion order if they feel it was appropriate. The Parish Council is also disappointed with the behaviour of a few individuals as this can spoil it for the majority of residents especially as the park has been around for 100 years.</b>	Approved
	<u>Letter 4</u> Little Missenden Parish Council. Planters in Holmer Green. <b>The Clerk be asked to obtain additional quotations.</b>	

Signed.....

Chairman of Council

Date.....

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ITEM NUMBER	ITEM TOPIC	DECISION
	<p><u>Letter 5</u> Hazlemere Tennis Club. Covering tennis courts. <b>The Clerk be asked to reply stating that further specific details are required before a decision can be taken. E.g. exact dimensions, proposals on the structure to be erected, impact on land used by Hazlemere Football Club etc. HTC should be asked to note that the Wycombe District Council Local Plan, which is currently with the planning inspector, states that one of the potential additional accesses from the Terriers Farm development could be via Hazlemere Recreation Ground with the exit onto Trinity Road, which would affect the Tennis Courts. The Parish Council has objected to this route and are waiting to see the approved plan in 2019. Cllr J Horton, as the Hazlemere Tennis Club representative will be attending their next Committee Meeting and will liaise with Hazlemere Football Club.</b></p> <p><u>Letter 6</u> Bucks County Council. Devolution Agreement for signing. <b>The Clerk and Vice Chairman be asked to sign and return the agreement.</b></p> <p><u>Letter 7</u> Member of the Public. Purchase land in Maple Close. <b>The Clerk be asked to reply and enclose a copy of the Parish Council's Public Land Policy which states that the Parish Council does not sell, lease, rent or gift land. Therefore the land requested in Maple Close cannot be purchased. Any branches from trees overhanging a property can be trimmed back to the boundary, subject to any permissions being obtained if the tree has a Tree Preservation Order.</b></p> <p><b>It was resolved to:</b></p> <p><u>Letter 1N</u> Member of the Public. Works in Holmer Green woodland. The information be noted. <b>It was resolved that the clerk be asked to keep residents informed of major works by using the website and Facebook pages.</b></p> <p><u>Letter 2N</u> National Association Local Councils. S137 2019/20 £8.12. The information be noted.</p> <p><u>Letter 3N</u> Valuation Office. VAT. The information be noted. <b>It was resolved that the Clerk be asked to send the information to the Parish Council's Internal Auditor for their comments.</b></p>	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Noted Approved</p> <p>Noted</p> <p>Noted Approved</p>
<b>FC09/02/19</b>	<b>QUOTATIONS</b>	
	<b>It was resolved that the quotation for the carpet and vinyl flooring in Cedar Barn back entrance hall, toilets and kitchen be approved.</b>	Approved
<b>FC10/02/19</b>	<b>GRANT/DONATION APPLICATIONS</b>	
	<b>It was resolved that the request for a donation to the Grange Area Trust be approved for £1,500.00 towards the purchase of a Kubota for maintenance of their land and Finance and General Purposes Committee be asked to consider updating the donations policy to permit donations towards a wider range of expenditure.</b>	Approved

Signed.....

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ITEM NUMBER	ITEM TOPIC	DECISION
FC11/02/19	REPORT FROM/FOR OUTSIDE BODIES/TRAINING EVENTS	
	There were no events.	Noted
FC12/02/19	ONGOING AND FUTURE ITEMS FROM PREVIOUS MEETINGS	
	<p><b>It was resolved that the following items be approved and noted:</b></p> <p>a) Ongoing The Items be noted, with any amendments being made since the list was produced. <b>It was resolved to delete Item 6 re Parish Councillors email addresses.</b></p> <p>b) Future The items be noted.</p>	<p>Noted Approved</p> <p>Noted</p>
FC13/02/19	CLERK'S REPORT FOR JANUARY 2019	
	<p>The report be noted.</p> <p><b>It was resolved that the Clerk be asked to arrange:</b></p> <ol style="list-style-type: none"> <li><b>To disband GDPR Working Party.</b></li> <li><b>A new Working Party to discuss suitable dates and organisation for the 2019 Great Spring Clean to include the Clerk and Cllrs J Baker, A Cecil, J Horton, C Oliver and J Pritchard.</b></li> </ol>	<p>Noted Approved</p> <p>Approved</p>
FC14/02/19	EXCLUSION OF THE PRESS AND PUBLIC 21.50	
	<p><b>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.</b></p> <p><b>Human Resources</b> A verbal report was given by the Chairman of the Staff Committee, <b>it was resolved that no additional office staff are currently required, this will continue to be monitored, temporary staff will be used for specific projects and the Clerk be asked to:</b></p> <ul style="list-style-type: none"> <li><b>appoint HR Services Partnership for employment advice;</b></li> <li><b>set objectives for 2019/20 linked to the Parish Council's strategic plan, in discussion with the Staff Committee, and report back to Full Council; and</b></li> <li><b>place an item on the Finance and General Purposes Committee Agenda to look at the Budget amounts for 2019/20.</b></li> </ul>	<p>Approved</p> <p>Noted Approved</p> <p>Approved Approved Approved</p>

- The meeting finished at 21.55
- The next Full Council Meeting is 5 March 2019 at 20.00

Signed.....

**Chairman of Council**

Date.....

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