

HAZLEMERE PARISH COUNCIL

CEDAR BARN BARN LANE HAZLEMERE HP15 7BQ

MINUTES OF THE FULL COUNCIL MEETING HELD AT CEDAR BARN ON

3 September 2019 20.00

Members of the Council present:

J Baker, A Baldwin (arrived 20.05), A Cecil, J Hagan, J Horton, C Oliver, M Roberts (Chairman), A Slater, D Thompson and J Weaver.

Member(s) of the Public present:

I Forbes (Chepping Wycombe Parish Council) and J Sparks (Neighbourhood Speed Watch)

| ITEM NUMBER | ITEM TOPIC | DECISION |
|-------------------|---|----------|
| | | Noted |
| FC01/09/19 | APOLOGIES FOR ABSENCE | |
| | Cllr J Pritchard was not in attendance. | Noted |
| | | |
| FC02/09/19 | DECLARATION OF INTEREST | |
| | Councillors did not take part in any discussions involving their declaration of interests below: | Noted |
| | Cllr A Cecil: Member of Hazlemere Community Association. | Noted |
| | Cllr J Horton: Member of Hazlemere Football Club, Hazlemere Sports Association and in Gorse Walk. | Noted |
| | Cllr C Oliver: Trustee of Hazlemere Sports Association | Noted |
| | Cllr M Roberts: Member of Hazlemere Bowls Club, Hazlemere Sports Association and Bucks County Council Pension Scheme | Noted |
| | Cllr J Pritchard: Employee and Member of Hazlemere Community Centre | Noted |
| | Cllr A Slater: Scout Association, Member of Hazlemere Community Association and Bucks County Council Pension Scheme. Cllr A Slater reported that he is no longer a Trustee of Hazlemere Community Centre, | Noted |
| | Cllr D Thompson: Member of Hazlemere Fete Committee and Wycombe Sound Radio Station. | Noted |
| | Cllr J Weaver: Member of Hazlemere Gardening Association, Chiltern Society and Grange Area Trust | Noted |
| | | |
| FC03/09/19 | PUBLIC SESSION | |
| | J Sparks gave a very detailed presentation on the Sentinel project for a new vehicle speeding device for Chepping Wycombe and Hazlemere Parish Councils, outlining the changes and benefits from the current system. The total cost for the project is £3,522 + VAT, 50% being contributed by each Parish Council. It is proposed that it is purchased, managed and stored by Chepping Wycombe Parish Council. It was unclear how, and if, the battery will need to be charged/replaced. The device will be used equally by both Parish Councils. | Noted |
| | | |

Signed.....

Chairman of Council

Date.....

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| FC04/09/19 | MINUTES OF FULL COUNCIL MEETING 6 AUGUST 2019 | | | | | | | | | | | | | | | | | |
| | It was resolved that the Minutes of Full Council Meeting 6 August 2019 be approved. | Approved | | | | | | | | | | | | | | | | |
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| FC05/09/19 | PLANNING COMMITTEE MEETINGS MINUTES 6 AND 19 AUGUST 2019, AUGUST 2019 PLANNING DECISIONS | | | | | | | | | | | | | | | | | |
| | It was resolved that the resolutions be approved. | Approved | | | | | | | | | | | | | | | | |
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| FC06/09/19 | UNPAID EXPENDITURE TRANSACTIONS AND BUDGET REPORT | | | | | | | | | | | | | | | | | |
| | <p>a Unpaid Expenses Transactions</p> <p>It was resolved that the following payments be approved:</p> <ul style="list-style-type: none">i. electronic payments for August 2019 Numbers 7 – 24 andii. direct debits for August 2019 to Salix, EON, ESSO, Siemens and BT. <p>Local Government Transparency Act 2014 all items of expenditure over £500 to be reported:</p> <table><tr><td>Salix Loan</td><td>£1,220.00</td></tr><tr><td>Market Parade Planters</td><td>£3,180.00</td></tr><tr><td>Street Light Energy</td><td>£618.67</td></tr><tr><td>Cleaning Rose Avenue Recreation Ground</td><td>£2,105.04</td></tr><tr><td>Hazlemere Recreation Ground Weed Killing</td><td>£900.00</td></tr><tr><td>Monthly Dog Waste Collection</td><td>£610.32</td></tr><tr><td>Grass Cutting August 2019</td><td>£3,312.00</td></tr><tr><td>Confidential Transactions April</td><td>£8,714.72</td></tr></table> <p>b Budget Report</p> <p>It was resolved that the Budget Report be approved.</p> | Salix Loan | £1,220.00 | Market Parade Planters | £3,180.00 | Street Light Energy | £618.67 | Cleaning Rose Avenue Recreation Ground | £2,105.04 | Hazlemere Recreation Ground Weed Killing | £900.00 | Monthly Dog Waste Collection | £610.32 | Grass Cutting August 2019 | £3,312.00 | Confidential Transactions April | £8,714.72 | <p>Approved</p> <p>Approved</p> <p>Noted</p> <p>Approved</p> |
| Salix Loan | £1,220.00 | | | | | | | | | | | | | | | | | |
| Market Parade Planters | £3,180.00 | | | | | | | | | | | | | | | | | |
| Street Light Energy | £618.67 | | | | | | | | | | | | | | | | | |
| Cleaning Rose Avenue Recreation Ground | £2,105.04 | | | | | | | | | | | | | | | | | |
| Hazlemere Recreation Ground Weed Killing | £900.00 | | | | | | | | | | | | | | | | | |
| Monthly Dog Waste Collection | £610.32 | | | | | | | | | | | | | | | | | |
| Grass Cutting August 2019 | £3,312.00 | | | | | | | | | | | | | | | | | |
| Confidential Transactions April | £8,714.72 | | | | | | | | | | | | | | | | | |
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| FC08/09/19 | CORRESPONDENCE SENT AND RECEIVED FOR AUGUST 2019 | | | | | | | | | | | | | | | | | |
| | <p><u>Letters A to H Information In Office were noted.</u></p> <p><u>Letters 1 to 16 Sent Letters were noted.</u></p> <p><u>Letters 1 – 4 and 1N – 5N Received letters for Decision were discussed</u></p> <p>It was resolved that:</p> <p><u>Letter 1</u> SSE. Energy Contract. This contract had previously been discussed and approved by Full Council.</p> <p><u>Letter 2</u> Cllr R Gaffney. Request for speed watch in Hazlemere. The Clerk be asked to accept participating in the purchase of a new Sentinel Speeding Device with a 50% contribution from Cllr R Gaffney’s Ward Budget; giving the following contributions towards the total cost of £3,522:</p> <table><tr><td>Chepping Wycombe Parish Council:</td><td>£1,761</td></tr><tr><td>Hazlemere Parish Council:</td><td>£880.50 (Donation Budget Heading)</td></tr><tr><td>Cllr R Gaffney Ward Budget</td><td>£800.50</td></tr><tr><td>Total:</td><td>£3,522</td></tr></table> <p>The Clerk be asked to inform Chepping Wycombe Parish Council and the Speed Watch Co-Ordinator.</p> <p>See Minute FC03/09/19</p> | Chepping Wycombe Parish Council: | £1,761 | Hazlemere Parish Council: | £880.50 (Donation Budget Heading) | Cllr R Gaffney Ward Budget | £800.50 | Total: | £3,522 | <p>Noted</p> <p>Noted</p> <p>Approved</p> <p>Noted</p> <p>Approved</p> | | | | | | | | |
| Chepping Wycombe Parish Council: | £1,761 | | | | | | | | | | | | | | | | | |
| Hazlemere Parish Council: | £880.50 (Donation Budget Heading) | | | | | | | | | | | | | | | | | |
| Cllr R Gaffney Ward Budget | £800.50 | | | | | | | | | | | | | | | | | |
| Total: | £3,522 | | | | | | | | | | | | | | | | | |

Signed.....

Chairman of Council

Date.....

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| ITEM NUMBER | ITEM TOPIC | DECISION |
|-------------------|--|--|
| | <p><u>Letter 3</u> Cllr A Cecil. Request to cut bushes in Gorse Walk. Cllr A Cecil did not take part in this discussion. The Clerk be asked to request that these works be undertaken by the Rose Avenue hedge Contractor and to add these works to the regular schedule of hedge cutting works to be carried out twice a year.</p> <p><u>Letter 4</u> Wycombe District Council. Advice for Hazlemere Gardening Association. The Clerk be asked to arrange for a professional Health and Safety Report for Cedar Barn complex.</p> <p>It was resolved to:</p> <p><u>Letter 1N</u> Wycombe District Council. Community Governance Review for unparished area of High Wycombe. The information be noted. The Clerk be asked to reply on behalf of the Parish Council stating the formation of a local Council for the unparished area of High Wycombe is very important to maintain democracy and efficiency and to maintain appropriate governance of the growth and expansion of High Wycombe to the borders of Hazlemere.</p> <p><u>Letter 2N</u> Wycombe District Council. Notice of Adoption of the new Wycombe District Council Local Plan. The information be noted. Cllr J Horton be asked to notify Hazlemere Tennis Club of the increase in housing for Terriers farm to 540 units.</p> <p><u>Letter 3N</u> WEX. New terms for fuel card. The information be noted.</p> <p><u>Letter 4N</u> Bucks County Council. A404 Speed Reduction Assessment. The information be noted. Cllr A Cecil be asked to place the information on the Hazlemere Parish Council and Residents' Facebook page.</p> <p><u>Letter 5N</u> LHL Property Developers. Advice on Ratings. The Clerk be asked to contact the Internal Auditors to seek their advice.</p> | <p>Noted Approved</p> <p>Approved</p> <p>Approved</p> <p>Noted Approved</p> <p>Noted</p> <p>Noted Approved</p> <p>Approved</p> |
| FC08/09/19 | QUOTATIONS | |
| | It was noted that there were no quotations. | Noted |
| FC09/09/19 | GRANT/DONATION APPLICATIONS | |
| | It was noted that requested accounts from Hazlemere Community Centre have not been received as per the Parish Council's Grant and Donation Policy and therefore the application cannot be considered. | Noted |
| FC10/09/19 | REPORT FROM/FOR OUTSIDE BODIES/TRAINING EVENTS | |
| | It was noted that there were no outside bodies or training events. | Noted |
| FC11/09/19 | ONGOING AND FUTURE ITEMS FROM PREVIOUS MEETINGS | |
| | <p>It was resolved that the Ongoing and Future Items be approved.</p> <p>It was noted and approved that:</p> | Approved |

Signed.....

Chairman of Council

Date.....

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|-------------------|--|--|
| | <p>2. Cllr A Baldwin to provide the Clerk with a quotation for the marker posts for all allotment plots.</p> <p>3. The Clerk be asked to arrange for the brambles to be removed prior to the bark being placed on the bund at Cedar Barn Complex.</p> <p>14. Cllr J Hagan gave an update on the new bus shelter for Holmer Green Road, Bucks County Council to be chased for a quotation.</p> <p>27. The Clerk be asked to provide the relevant figures to enable Cllr D Thompson to approach companies for sponsorship of the planters and erecting a relevant plaque.</p> <p>31. The Clerk be asked to obtain quotations/tenders for the erection of bollards on Hazlemere Parish Council land to prevent future traveller parking and to arrange for the Rose Avenue gate to be welded to add security to the entrance.</p> | <p>Noted</p> <p>Approved</p> <p>Noted</p> <p>Approved</p> <p>Approved</p> |
| FC12/09/19 | CLERK'S REPORT FOR AUGUST 2019 | |
| | It was resolved that the Clerk's report be approved. | Approved |
| FC13/09/19 | TIDY HAZLEMERE | |
| | It was noted that there was no further report. | Noted |
| FC14/09/19 | EXCLUSION OF THE PRESS AND PUBLIC 21.35 | |
| | <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</p> <p>A verbal update was given by the Chairman of the Staff Committee. The staff were thanked for their help following the absence of a staff member and the phased return to work.</p> <p>It was resolved that the Clerk be asked:</p> <ul style="list-style-type: none"> • to progress a person specification and a job description for an Administration Assistant for 10 hours per week for the Staff Committee; • to investigate the allowance for uniform cleaning for Hazlemere Parish Council staff uniform; • to investigate practices for areas where cover was lacking in staff absences; and • to set clear objectives be set for staff performance reviews, which will be considered in February 2020, a contingency salary budget amount be set in November 2019 and reviewed in February 2020. | <p>Approved</p> <p>Noted</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> |

- The meeting finished at 22.05
- The next Full Council Meeting is 1 October 2019 at 20.00

Signed.....

Chairman of Council

Date.....

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