

HAZLEMERE PARISH COUNCIL

CEDAR BARN BARN LANE HAZLEMERE HP15 7BQ

MINUTES OF THE FULL COUNCIL MEETING HELD AT CEDAR BARN ON

5 November 2019 20.00

Members of the Council present:

A Cecil, C Oliver, M Roberts (Chairman), A Slater and J Weaver.

Member(s) of the Public present:

C Baldock, E Gemmell and G Jones.

ITEM NUMBER	ITEM TOPIC	DECISION
FC01/11/19	APOLOGIES FOR ABSENCE	
	It was resolved that apologies were received from Cllrs J Baker, J Hagan, J Horton and D Thompson.	Approved
	It was noted that Cllrs A Baldwin and J Pritchard were not in attendance.	Noted
FC02/11/19	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
FC03/11/19	PUBLIC SESSION	
	One Member of the Public thanked the Parish Council for their donation to the Hazlemere Tennis Club celebrations.	Noted
	Two Members of the Public spoke about various questions concerning the Hazlemere Memorial Hall which were contained in their recent letter to the Parish Council; the Parish Council verbally answered the queries.	Noted
	One Member of the Public asked further questions about becoming a Parish Councillor; the Parish Council verbally answered these queries.	Noted

Signed.....

Chairman of Council

Date.....

Page 1 of 6

ITEM NUMBER	ITEM TOPIC	DECISION																									
FC04/11/19	MINUTES OF FULL COUNCIL MEETING 1 OCTOBER 2019																										
	It was resolved that the Minutes of Full Council Meeting 1 October be approved with the following amendment: Members of the Public Present: None. FC16/10/19: Change November to October.	Approved																									
FC05/11/19	MINUTES OF PLANNING COMMITTEE MEETING AND 1 AND 14 OCTOBER 2019																										
	It was resolved that the Minutes be approved.	Approved																									
FC06/11/19	MINUTES OF STAFF COMMITTEE MEETNG 14 OCTOBER 2019																										
	It was resolved that the Minutes of Staff Committee Meeting 14 October 2019 be approved.	Approved																									
FC07/11/19	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 October 2019 Numbers 13 – 42;ii. cheque 007658; andiii. direct debits for October 2019 to BT, Salix, Esso, TV License, EON, Lloyds and Simply Waste. <p>Local Government Transparency Act 2014 all items of expenditure over £500 to be reported:</p> <table><tr><td>Salix Loan</td><td>£1,525.00</td></tr><tr><td>Salix Loan</td><td>£1,525.00</td></tr><tr><td>Annual Insurance</td><td>£11,275.00</td></tr><tr><td>External Audit Fees</td><td>£960.00</td></tr><tr><td>Sentinel Mark 11 Camera</td><td>£852.00</td></tr><tr><td>Barn Complex Cleaning October 2019</td><td>£680.40</td></tr><tr><td>Annual Gas Boiler Servicing Cedar Barn Complex</td><td>£504.00</td></tr><tr><td>Confidential Transactions April</td><td>£8475.10</td></tr></table> <p>b Budget Report</p> <p>It was resolved that the Budget Report be approved with the following virements:</p> <table><tr><td><u>Budget Heading</u></td><td><u>Annual Budget £</u></td><td><u>New Annual Budget £</u></td></tr><tr><td>Telephone and Internet</td><td>750.00</td><td>950.00</td></tr><tr><td>Play Equipment Purchase</td><td>10,000.00</td><td>25,000.00</td></tr></table> <p>It was resolved that the Clerk be asked to place on the next Full Council Agenda on 18 November 2019 to consider reviewing the Financial Regulations in relation to the Parish Council’s Business Banking Instant Access account and transfers from the Parish Council’s current account.</p> <p>c Review Hazlemere Parish Council 3 year Business Plan</p> <p>It was resolved that the Business Plan be approved with the following amendments:</p>	Salix Loan	£1,525.00	Salix Loan	£1,525.00	Annual Insurance	£11,275.00	External Audit Fees	£960.00	Sentinel Mark 11 Camera	£852.00	Barn Complex Cleaning October 2019	£680.40	Annual Gas Boiler Servicing Cedar Barn Complex	£504.00	Confidential Transactions April	£8475.10	<u>Budget Heading</u>	<u>Annual Budget £</u>	<u>New Annual Budget £</u>	Telephone and Internet	750.00	950.00	Play Equipment Purchase	10,000.00	25,000.00	Approved Approved Approved Noted Approved Approved Approved Approved
Salix Loan	£1,525.00																										
Salix Loan	£1,525.00																										
Annual Insurance	£11,275.00																										
External Audit Fees	£960.00																										
Sentinel Mark 11 Camera	£852.00																										
Barn Complex Cleaning October 2019	£680.40																										
Annual Gas Boiler Servicing Cedar Barn Complex	£504.00																										
Confidential Transactions April	£8475.10																										
<u>Budget Heading</u>	<u>Annual Budget £</u>	<u>New Annual Budget £</u>																									
Telephone and Internet	750.00	950.00																									
Play Equipment Purchase	10,000.00	25,000.00																									

Signed.....

Chairman of Council

Date.....

Page 2 of 6

ITEM NUMBER	ITEM TOPIC	DECISION
	<p>3.1 Change Three to Two.</p> <p>4.1 Delete sentence 'In 2017...in advance'.</p> <p>d Annual Return It was resolved that the Annual Return be approved.</p> <p>e Review of Asset Register It was resolved that the limit for any single item on the Asset Register is £1,000.</p>	<p>Approved</p> <p>Approved</p>
FC08/11/19	CORRESPONDENCE SENT AND RECEIVED FOR OCTOBER 2019	
	<p><u>Letters A to C Information In Office were noted.</u></p> <p><u>Letters 1 to 36 Sent Letters were noted.</u></p> <p><u>Letters 1 – 17 Received letters for Decision were discussed</u> It was resolved that:</p> <p><u>Letter 1</u> IAC Auditing Solutions/Whiteley Parish Council/LHL Property Auditors. Business Rates. The information be noted. The Clerk be asked to reply stating that the service is not required.</p> <p><u>Letter 2</u> Bucks County Council. Cedar Avenue and The Link Parking Scheme. The Clerk be asked to accept the quotation for £1,907.15 for the additional works.</p> <p><u>Letter 3</u> Came and Company/IAC Auditing Solutions. Lease/Rent old office space. The Clerk be asked to arrange for a lease to be drawn up for 1 year at a monthly rent of £400, in the meantime the tenant be offered the room on a 'booking form' basis.</p> <p><u>Letter 4</u> Bucks County Council. Local Area Forum Parking Enforcement Pilot. The Clerk be asked to confirm acceptance of the scheme and to identify the following hotspots: Rose Avenue around all schools, Cedar Avenue, Market Parade, Park Parade and bus stop on A404 by Hazlemere library at school times and to obtain the start date for the scheme.</p> <p><u>Letter 5</u> Bucks County Council. Permission for new Dog Bin. The Clerk be asked to outline the costs of putting a new dog bin in Hearn Close to the Member of the Public.</p> <p><u>Letter 6</u> TBS Hygiene. Dog Bin Usage. The information be noted. The Clerk be asked to arrange for the new dog bin to be placed at the end of Ralph's Retreat.</p> <p><u>Letter 7</u> Bucks County Council. Transport vision and strategy for High Wycombe meeting 4 November 14.00 – 16.30 and 5 November 19.00 – 21.30. The information be noted.</p> <p><u>Letter 8</u> Royal British Legion Service. Sunday 10 November 2019 15.00 at Penn Church. Councillor J Weaver be asked to attend and lay the wreath on</p>	<p>Noted</p> <p>Noted</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Noted</p> <p>Approved</p>

Signed.....

Chairman of Council

Date.....

Page 3 of 6

ITEM NUMBER	ITEM TOPIC	DECISION
	<p>behalf of the Parish Council. The donation be approved for £100 for the Royal British Legion for the wreath.</p> <p><u>Letter 9</u> Wycombe District Council and Bucks County Council. Devolution. The Clerk be asked to reply stating that Hazlemere Parish Council would continue with the devolved services.</p> <p><u>Letter 10</u> IAC Auditing Solutions. Internal Audit Report. The Internal Audit Report be approved with the following actions:</p> <p>B1. The Standing Orders to be reviewed at the Full Council 18 November 2019 (Budget Meeting)</p> <p>B2. The Financial Regulations to be reviewed at the Full Council 18 November 2019 (Budget Meeting)</p> <p>B3. The Clerk does not need to obtain a CiLCA qualification in order to fulfil their role for Hazlemere Parish Council.</p> <p>D1. Noted</p> <p>D2. Noted</p> <p>D3. Noted</p> <p>F1. Councillor J Weaver be asked to sign the Petty Cash Payments.</p> <p>I1. Councillor J Weaver be asked to sign the Bank Reconciliation.</p> <p>L1. Noted</p> <p><u>Letter 11</u> Member of the Public/Councillor D Thompson. Hedge cutting at Hazlemere Recreation Ground. The Clerk be asked to arrange for the hedge to be added to the Parish Council's hedge cutting rota for two cuts per annum as per Rose Avenue and Queensway.</p> <p><u>Letter 12</u> Cedar Park School. Raffle Prize Donation. The Clerk be asked to confirm that the Parish Council will offer a 4 hour afternoon hire of Cedar Barn/The Stables as a raffle prize.</p> <p><u>Letter 13</u> Hazlemere Gardening Association. Inspection. The Clerk be asked to confirm that Councillors A Cecil and D Thompson be asked to attend the meeting and report back to Full Council.</p> <p><u>Letter 14</u> Hazlemere Memorial Hall. Request for new heating system. The Clerk be asked, in theory, to confirm acceptance of the proposal, subject to further reassurance from Thames Valley Police, the Fire Brigade and Environmental Health giving their approval as Hazlemere is currently prone to numerous arson attacks on Parish Council property, as well as the close proximity to the nursery's outdoor play area. The Clerk be asked to obtain approval from the Parish Council's building insurers.</p> <p><u>Letter 15</u> Manor Farm School. Roads in Rose Avenue. The Clerk be asked to reply stating that these concerns have been passed to Thames Valley Police and Bucks County Council Highways department who are responsible for roads and to inform them that a parking warden is currently being employed for Hazlemere which may also help the situation.</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>

Signed.....

Chairman of Council

Date.....

Page 4 of 6

ITEM NUMBER	ITEM TOPIC	DECISION
	<p><u>Letter 16</u> Member of the Public. Request to cut footpath alongside Trinity Road. The Clerk be asked to arrange for the hedge to be added to the Parish Council's hedge cutting rota for two cuts per annum as per Rose Avenue and Queensway.</p> <p><u>Letter 17</u> Member of the Public. Hazlemere Memorial Hall. See FC03/11/19.</p> <p><u>Letter 1N</u> Bucks County Council Parking at Park Parade. The information be noted.</p> <p><u>Letter 2N</u> Bucks County Council Children's Services by library. The information be noted.</p>	<p>Approved</p> <p>Approved</p> <p>Noted</p> <p>Noted</p>
FC09/11/19	QUOTATIONS	
	<p>It was resolved that:</p> <p>1. Bus Shelter for Holmer Green Road The decision be deferred to Full Council 7 January 2020.</p> <p>2. Repair multiplay wood barrier at Rose Avenue The Clerk be asked to inspect the repair undertaken by Councillor D Thompson.</p> <p>3. Repair/Replace rope tunnel at Hazlemere Recreation Ground The Clerk be asked to accept the quotation SQ249787 – 1 for £12,250.80.</p> <p>4. Replacement Lighting Column Inkerman Drive The Clerk be asked to accept the quotation.</p> <p>5. Various Fences in Hazlemere <u>Replace fence and gate posts at rear Cedar Barn Complex</u> <u>Fencing between The Dell play area and the allotments</u> <u>Replace broken fence in Maple Close due to Parish Council tree damage</u> <u>Replace broken fence in Maple Close due to Parish Council tree damage</u> <u>Posts at the Recreation Ground</u> The Clerk be asked to accept the quotation from Quote 1; and to repair and rehang the gate at Rose Avenue Recreation Ground. The second company be informed that their quotation has not been accepted.</p> <p>6. Barriers to prevent Traveller access to various Parish Council sites in Hazlemere The Clerk be asked to accept the quotation for barriers in Rose Avenue; further locations to be considered by Full Council at a later date.</p> <p>7. New Padlocks for all Parish Council gates The Clerk be asked to accept the quotation for a new padlock at Rose Avenue Recreation Ground; further locations to be considered by Full Council at a later date.</p> <p>8. Cigarette Bin at Bus Stops This was not discussed.</p>	<p>Noted</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Noted</p>

Signed.....

Chairman of Council

Date.....

Page 5 of 6

ITEM NUMBER	ITEM TOPIC	DECISION
FC10/11/19	GRANT/DONATION APPLICATIONS	
	The grant/donation for £500 Hazlemere Bowls Club be approved.	Approved
FC11/11/19	REPORT FROM/FOR OUTSIDE BODIES/TRAINING EVENTS	
	It was noted the following verbal reports: 9 October 2019 NAG: Councillor A Cecil It was resolved that the Clerk be asked to chase Wycombe District Councillor R Gaffney for his contribution for the Sentinel Scheme purchase. 15 October 2019 Internal Audit: Clerk and Clerk's Assistant 1 November 2019 Sage Training: Clerk and Clerk's Assistant	Noted Approved
FC12/11/19	ONGOING AND FUTURE ITEMS FROM PREVIOUS MEETINGS	
	This was not discussed.	Noted
FC13/11/19	CLERK'S REPORT FOR OCTOBER 2019	
	It was resolved that the Clerk's report be approved.	Approved
FC14/11/19	EXCLUSION OF THE PRESS AND PUBLIC 22.20	
	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. Human Resources It was resolved that the Staff Committee's recommendations be approved and an advert be placed for a new part time office staff for 10 hours per week. The Clerk be asked to arrange another Staff Committee Meeting. It was resolved to co-opt the applicant to become a Parish Councillor. It was resolved that the Parish Councillors and other halves will meet up at The Crown Hazlemere on 16 December 2019 at 20.00 for a Christmas celebration.	Approved Approved Approved Approved

- The meeting finished at 22.35
- The next Full Council Meeting is 3 December 2019 at 20.00

Signed.....

Chairman of Council

Date.....

Page 6 of 6