

# HAZLEMERE PARISH COUNCIL

CEDAR BARN BARN LANE HAZLEMERE HP15 7BQ

MINUTES OF THE FULL COUNCIL MEETING HELD ONLINE AT:

<https://us06web.zoom.us/j/76125910824?pwd=dzFVRzNKOHJuM0w4Q3h0ZEZpYktkZz09>

2 June 2020 20.00 (The meeting started at 20.15)

**Members of the Council present:**

J Baker (Chairman, A Baldwin, A Cecil, E Gemmell (arrived 20.20), J Horton, C Oliver, M Roberts, A Slater, D Thompson and J Weaver. Clerk A Banham

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

None

ITEM NUMBER	ITEM TOPIC	DECISION
FC01/06/20	<b>APOLOGIES FOR ABSENCE</b>	
	No apologies were received.	Noted
FC02/06/20	<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, Hazlemere Sports Association and Trustee of Hazlemere Memorial Hall CIO. 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 A Slater: Scout Association, Member of Hazlemere Community Association and Bucks County Council Pension Scheme. 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
FC03/06/20	<b>PUBLIC SESSION</b>	
	There were no Members of the Public present.	Noted
FC04/06/20	<b>MINUTES OF FULL COUNCIL MEETING 21 APRIL 2020</b>	
	It was resolved that the Minutes of Full Council Meeting 21 April 2020 be approved.	Approved
FC05/06/20	<b>MINUTES STAFF COMMITTEE MEETINGS 3 DECMEBER 2019 AND 8 JANUARY 2020</b>	
	It was resolved that the resolutions be approved.	Approved

Signed.....

Chairman of Council

Date.....

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ITEM NUMBER	ITEM TOPIC	DECISION												
FC06/06/20	MINUTES PLANNING COMMITTEE MEETINGS 5 AND 19 MAY AND NOTES OF PLANNING COMMENTS MADE REMOTELY													
	It was resolved that the Planning Committee Minutes be approved.	Approved												
FC07/06/20	UNPAID EXPENDITURE TRANSACTIONS AND BUDGET REPORT													
	<p><b>a. Unpaid Expenses Transactions</b> Councillor A Cecil was thanked for all the help provided to the office during the Coronavirus pandemic. It was noted that the Council had received a grant from SSE for coronavirus support which is being disbursed through the Hazlemere Memorial Hall CIO.</p> <p><b>It was resolved that the following payments be approved:</b></p> <p>    i.   <b>electronic payments for May 2020 Numbers 11 - 30;</b></p> <p>    ii.   <b>direct debits for March and April 2020 to Sage, BT, EON, Lloyds, ESSO and Siemens.</b></p> <p>Local Government Transparency Act 2020 all items of expenditure over £500 to be reported:</p> <table><tr><td>Monthly Grass Cutting</td><td>£2,796.00</td></tr><tr><td>SSE Funding For Coronavirus Community Support</td><td>£3,000.00</td></tr><tr><td>Decorating at Cedar Barn Complex and 3 play areas</td><td>£2,850.26</td></tr><tr><td>Confidential Transactions May</td><td>£8,948.54</td></tr></table> <p><b>b. Budget Report 2019/20</b> <b>It was resolved that the Budget Report be approved.</b></p> <p><b>c. Budget Report 2020/21</b> <b>It was resolved that the following amendments be approved and the following further adjustments be made:</b></p> <table><tr><td><b><u>Budget Heading</u></b></td><td><b><u>Budget Amount £</u></b></td></tr><tr><td>Salix</td><td>8,000.00</td></tr></table> <p><b>Change the name for matched Funding to Highways Projects</b></p> <p><b>d. End of Year Accounts 2019/20 and AGAR</b> <b>It was resolved that be approved and where appropriate signed:</b></p> <ul style="list-style-type: none"><li>• <b>AGAR Section 1 Page 4;</b></li><li>• <b>AGAR Section 2 Page 5;</b></li><li>• <b>Period of Exercise of Rights;</b></li><li>• <b>Bank Reconciliation;</b></li><li>• <b>Variances;</b></li><li>• <b>Explanation to Internal Auditors comments;</b></li><li>• <b>End of Year Accounts; and</b></li><li>• <b>The AGAR papers</b></li></ul> <p><b>e. Internal Audit 2019/20</b> <b>It was resolved that the Internal Audit report be approved with the comments noted in relation to risk assessment and relevant action taken in Annual Council Meeting 2 June 2020.</b></p>	Monthly Grass Cutting	£2,796.00	SSE Funding For Coronavirus Community Support	£3,000.00	Decorating at Cedar Barn Complex and 3 play areas	£2,850.26	Confidential Transactions May	£8,948.54	<b><u>Budget Heading</u></b>	<b><u>Budget Amount £</u></b>	Salix	8,000.00	<p>Noted</p> <p>Approved Approved</p> <p>Noted</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>
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Salix	8,000.00													

Signed.....

Chairman of Council

Date.....

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	<p><b>f. Fixed Term Deposits</b> It was resolved that authority and discretion be given to Councillor A Cecil and the Clerk's Assistant to increase each Fixed Term Deposits up to <b>£75,000 per quarter, depending on Council's reserves and cash flow.</b> A discussion took place on changing the bank to a more environmentally friendly bank, but no action to be taken.</p> <p><b>g. Lease Payments</b> It was resolved that the Parish Council will permit payment holidays for leases and hirers that are not using the facilities due to the Coronavirus pandemic.</p> <p><b>h. Eastern Dene Crossing</b> It was resolved that the scheme to create a crossing point near to Holmer Green Road by changing the colour of the road surface be approved. The Clerk be asked to investigate a 'ball park' costing figure for installing speed humps along Eastern Dene, prior to undertaking a public consultation with residents.</p>	<p>Approved</p> <p>Noted</p> <p>Approved</p> <p>Approved</p>
<b>FC08/06/20</b>	<b>CORRESPONDENCE SENT AND RECEIVED FOR MAY 2020</b>	
	<p>1. New parking restrictions to parking limits from 3 to 2 hours at Park Parade The information was discussed and the plans be noted, no further action is required.</p> <p>2. Defib funding available The information be noted and no further action is required.</p> <p>3. Damaged Wall at Holmer Green Road Woodland by Cedar Avenue <b>It was resolved that the Clerk be asked to contact the grass cutting contractor to arrange for the debris from the wall to be placed in the Parish Council's skip and to contact the tree contractor to arrange for the self-seeded trees against this wall to be removed.</b></p> <p>4. Hazlemere Parish Council website compliance with new legislation WCAG 2.1 <b>It was resolved that Councillor A Baldwin be asked to investigate any action that the Parish Council needs to undertake to ensure that the Parish Council's website complies with the new regulations, or complies with the requirement to demonstrate that the work needed is too onerous.</b></p> <p>5. Uncultivated Queensway Allotment <b>It was resolved that the tenant of the uncultivated Queensway allotment be asked to give up half the plot due to non-cultivation, the draft email be approved by the Chairman of Full Council.</b></p> <p>6. Devolved services for Hanover Court planter <b>It was resolved to approve the offer from Buckinghamshire Council for adding the above service to the devolution agreement; the Parish Council's contractor be informed and added to the works required.</b></p>	<p>Noted</p> <p>Noted</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>

Signed.....

Chairman of Council

Date.....

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ITEM NUMBER	ITEM TOPIC	DECISION
	<p>7. Member of the Public FOI Request</p> <p>It was resolved that the Clerk be asked to draft a reply and circulate to all Councillors for their comments before being sent to the Member of the Public.</p>	Approved
FC09/06/20	QUOTATIONS	
	<p>1. Change to LED Lighting at Cedar Barn complex</p> <p>It was resolved that Councillor D Thompson be asked to contact the contractor to ascertain the technical details of the works and to report back to Full Council and Councillor E Gemmell be asked to produce a report detailing the savings that can be made by undertaking these works.</p> <p>2. Maintenance of Hazlemere Recreation Ground for Hazlemere Football Club</p> <p>It was resolved that Councillor J Horton be asked to liaise with the Contractor with a £2,500 budget for 2020/21 works.</p>	<p>Approved</p> <p>Approved</p>
FC10/06/20	DONATION	
	It was resolved that the request for a donation from the National Marie Curie Charity be declined as there is no evidence that this donation will benefit Hazlemere residents.	Approved
FC11/06/20	DECISION NOT TO CUT GRASS ON THE PUBLIC FOOTPATH AT QUEENSWAY FROM PENN ROAD TO QUEENSWAY	
	It was resolved that the Parish Council will continue to cut the grass on the public footpath from Queensway to Penn Road, as per the Buckinghamshire Council devolved services agreement and the contract with the Parish Council's grass cutting contractor	Approved
FC12/06/20	BUCKINGHAMSHIRE COUNCIL LAND AND AMENITIES	
	<p>It was resolved that a new Land Asset Working Party be created to ascertain, what, if any, assets the Parish Council might want to have devolved to them or for them to purchase. The Working Party will comprise of the following members:</p> <p>Councillor A Baldwin Councillor E Gemmell Councillor J Horton Councillor C Oliver The Clerk</p>	Approved
FC13/06/20	SAFETY BARRIERS FOR HAZLEMERE PARISH COUNCIL LAND	
	It was resolved that the recommended safety barriers be purchased and installed.	Approved

Signed.....

Chairman of Council

Date.....

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ITEM NUMBER	ITEM TOPIC	DECISION
FC14/06/20	<b>TERMS OF REFERENCE FOR CLIMATE CHANGE AND SSEN FUNDING WORKING PARTIES</b>	
	It was resolved that Terms of Reference be approved.	Approved
FC15/06/20	<b>WORKSHEETS</b>	
	The new format is preferred by Councillors and the report be noted.	Noted
FC16/06/20	<b>CLIMATE CHANGE</b>	
	Councillor E Gemmell reported there were between 10 and 12 people attending the first meeting on recycling, the next meeting is already being prepared and further members are being recruited from the public. <b>It was resolved that the Councillor E Gemmell be asked to inform the Clerk of any recommendations regarding electrical car charging points in Hazlemere by 11 June 2020 and to report back to Full Council regarding recommendations for planting new trees in Hazlemere to include a cost analysis for planting and maintenance.</b>	Noted Approved
FC17/06/20	<b>CORONAVIRUS UPDATE</b>	
	It was resolved that the Clerk be asked to update the current Emergency Planning document with the lessons that have been learnt so far from the coronavirus support work in the Parish. The Hazlemere community was praised for its community spirit and enthusiasm to help the vulnerable during the pandemic; the number of requests for help are gradually reducing.	Approved Noted
FC18/06/20	<b>REPORT FROM/FOR OUTSIDE BODIES/TRAINING EVENTS</b>	
	The meetings be noted. 1. LGA Pensions Zoom meeting for Coronavirus 19 May 2020 Clerk 2. Coronavirus Working Party Zoom Meeting 19 May 2020 3. HR Coronavirus Advice Zoom Meeting 21 May 2020 Clerk	Noted
FC19/06/20	<b>EXCLUSION OF THE PRESS AND PUBLIC 21.20</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>Human Resources</b> There were no items.	Approved  Approved

- The meeting finished at 22.05
- The next Full Council Meeting is 7 July 2020 at 19.00

Signed.....

**Chairman of Council**

Date.....

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