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| 21 April 2020 20.00 |

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| **Members of the Council present:**  J Baker, A Baldwin, A Cecil, E Gemmell (arrived 20.15), J Horton, C Oliver, M Roberts (Chairman), A Slater, D Thompson and J Weaver. Locum Clerk D Hansen and Clerk A Banham |

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| **Member(s) of the Public present:**  P Brown (21.00 – 21.15) |

| **ITEM NUMBER** | **ITEM TOPIC** | **DECISION** | |
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| **FC01/04/20** | **APOLOGIES FOR ABSENCE** |  | |
|  | No apologies were received.It was noted that Cllr J Hagan was not in attendance. | Noted  Noted | |
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| **FC02/04/20** | **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, 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 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  Noted | |
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| **FC03/04/20** | **PUBLIC SESSION** |  | |
|  | There were no Members of the Public present. | Noted | |
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| **FC04/04/20** | **MINUTES OF FULL COUNCIL MEETING 3 MARCH 2020** |  | |
|  | **It was resolved that the Minutes of Full Council Meeting 3 March 2020 be approved.** | Approved | |
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| **FC05/04/20** | **COVID 19 STATUTORY INSTRUMENT** |  | |
|  | **It was resolved that the Statutory Instrument be noted and approved.** | Approved | |
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| **FC06/04/20** | **APPOINTMENT OF LOCUM CLERK** |  | |
|  | **It was resolved that the appointment of the Locum Clerk be approved due to the Clerk’s approved absence.** The Chairman thanked the Locum Clerk for the invaluable work for the Parish Council and thanked the Vice Chairman, who had been brilliant taking on additional works, which had proved to be very time consuming and to all Councillors for their additional works, this all enabled the Council to run smoothly. The Clerk was welcomed back. | Approved  Noted | |
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| **FC07/04/20** | **MINUTES PLANNING COMMITTEE MEETINGS 16 MARCH 2020 AND NOTES OF PLANNING COMMENTS MADE REMOTELY** |  | |
|  | **It was resolved that the Planning Committee Minutes be approved.**   |  |  | | --- | --- | | **PLANNING APPLICATION** | **COMMENTS** | | **20/05408/FUL**  **12 De Havilland Drive** Householder application for erection of single storey rear extension with roof lights | No objection | | **20/05626/FUL**  **10 Claude Close**  Householder application for construction of part single part two storey rear extension, front and rear dormer in connection with loft conversion, demolition of garage and alterations from front vehicle access | A sizeable extension to a property in a small tight close, so this could be out of character and ‘over development’ with the rear extension having a detrimental effect on the neighbour at No 9. Front dormer window would be out of line with new planning policy. Only two parking spaces being provided which is just under the requirement for a four bedroom semi-detached property. Removal of garage could signify opening up a new access to create another property in the back garden on this plot which is larger than most in the close. | | **20/05781/FUL**  **62 Upper Lodge Lane** Householder application for construction of two storey side, single storey front, dropped curb and various internal alteration | This application does seek to provide 3 off-street parking spaces for what would become a 4 bedroom semi-detached property but at the expense of a wider than normal dropped kerb. We note the concerns of Highways Management about this. Upper Lodge Lane is a busy road as also close to local shops. | | **20/05618/FUL**  **116 Roberts Ride**  Householder application for construction of single storey rear extension, internal alterations and alterations to fenestration | No objection | | Approved | |
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| **FC08/04/20** | **MINUTES OPEN SPACES COMMITTEE MEETING 16 MARCH 2020** |  | |
|  | **It was resolved that the resolutions be approved.**  It was noted that:   * the Grass Cutting contract 2020-2023 was agreed at this meeting following confirmation that the procedures had been followed correctly. Variations to the contract to be agreed in due course. **It was resolved that a review of the grass left on the football pitches at Hazlemere Recreation Ground will be undertaken once the season restarts**; and * bollards to improve the safety of Parish Council owned open spaces have been purchased, but not yet installed due to the Corona Virus Outbreak**.**   **It was resolved that the Clerk be asked to approach the grass cutting contractor to enquire if they can help out with emptying the litter bins in Hazlemere, if needed.** | Approved  Noted  Approved  Noted  Approved | |
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| **FC09/04/20** | **UNPAID EXPENDITURE TRANSACTIONS AND BUDGET REPORT** |  | |
|  | 1. **Unpaid Expenses Transactions**   **It was resolved that the following payments be approved:**   1. **electronic payments for March and Interim April 2020 Numbers 4 - 8;** 2. **cheque number 007659; and** 3. **direct debits for March and April 2020 to Sage, ICO, BT, EON, Lloyds, ESSO and Simply Waste.**   Local Government Transparency Act 2020 all items of expenditure over £500 to be reported:  Buckinghamshire Council Council Tax The Stables £1,297.40  Buckinghamshire Council Council Tax Cedar Barn £1,521.95 Buckinghamshire Council Council Tax Kenvic Room £2,095.80 Lighthouse donation £500.00  Hazlemere Youth Club £500.00  Hazlemere Memorial Hall hardship donation £1,000.00 2 Security Bollards £1,024.22  2 Security Bollards Installation £501.12  Locum Clerk £787.50  Maintenance of flower tubs at Market Parade £585.00  Cleaning Cedar Barn Complex March 2020 £889.20  Confidential Transactions April £8,529.04  Confidential Transactions March £8,421.17  **It was resolved that the unpaid transaction for Hazlemere Fete not be paid as the 2020 Fete has been cancelled due to Coronavirus.**   1. **Budget Report**   **It was resolved that the Budget Report be approved with the Clerk to be asked to vire any monies from either the General Reserve or the Ear marked reserves, as appropriate, to ensure that all Budget Headings are positive.** | Approved  Approved  Approved  Noted  Approved  Approved | |
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| **FC10/04/20** | **CORRESPONDENCE SENT AND RECEIVED FOR MARCH AND APRIL 2020** |  | |
|  | It was noted that the:   1. Tree Survey by Wycombe District Council has been received. **It was resolved that the report and works for 2020/21 be placed on the Parish Council’s website.** 2. request for waiving for the non-residential burial charges in neighbouring parishes has been refused. 3. David Bourne email has been circulated. **It was resolved that the Clerk be asked to draft a reply to D Bourne and a media statement and to send to Councillors J Baker and J Horton for relevant comments, before being sent. The media reply be kept for a future release date.** 4. Waiting restrictions schemes Cedar Avenue and The Link was due to start 30 March 2020, however due to the Corona Virus outbreak, the contractors have been stood down and the delivery has been postponed until later date. 5. Email from the Buckinghamshire Council assistant engineer Network Improvement Team TfB on planned safety measures for the Eastern Dene junction with Holmer Green Road uncontrolled crossing stating a new quotation will be sent for the works. 6. The Council has been updated regularly on the latest developments and actions taken by Local Authorities regarding Covid 19. **It was resolved that:** 7. **an application to the SSEN Coronavirus grant fund be made by the Parish Council, working with the CIO for their distribution via their hardship fund, as per the application.; and** 8. **an item be placed on the next Full Council Agenda to consider the Parish Councils’ current emergency plan and how the Coronavirus has impacted on the Parish Council and Hazlemere.** | Noted  Approved  Noted  Noted  Approved  Noted  Noted  Noted  Approved  Approved | |
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| **FC11/04/20** | **QUOTATIONS** |  | |
|  | **It was resolved that the quotation for resurfacing the footpath from Green Street to Hazlemere Recreation Ground be approved, however the quotation for the path from Cedar Barn to The Dell be declined. (3 quotations had been requested, but only one had been received.)** | Approved | |
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| **FC12/04/20** | **REPORT BY COUNCILLOR D THOMPSON ON SECURITY AT HAZLEMERE RECREATION GROUND** |  | |
|  | Councillor D Thompson reported that this project will be progressed after the coronavirus lockdown has passed. | Noted | |
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| **FC13/04/20** | **REPORT FROM/FOR OUTSIDE BODIES/TRAINING EVENTS** |  | |
|  | Councillor M Roberts reported on the meeting with Chepping Wycombe and Hughenden Parish Councils on Queensway Cemetery did not take place due to the coronavirus, however it was disappointing that this Parish Council was not notified of its cancellation. | Noted | |
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| **FC14/04/20** | **ONGOING AND FUTURE ITEMS FROM PREVIOUS MEETINGS** |  |
|  | **It was resolved that the Clerk be asked to update the current document and inform Councillors accordingly.** | Approved |
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| **FC15/04/20** | **LOCUM CLERK’S REPORT FOR MARCH AND APRIL 2020** |  |
|  | It was noted that:   * Buckinghamshire Council (High Wycombe Section) are directly dealing with the resident about finding a solution for the request for a community asset in Cedar Avenue. * The broken bollard in The Link has been repaired * Councillor A Cecil is liaising with Council K Wood re the missing bollard(s) outside Domino Pizza at Market Parade and the new coloured pavements markings. | Noted  Noted  Noted |
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| **FC16/04/20** | **GREAT BRITISH SPRING CLEAN** |  |
|  | It was noted that the event planned for 29 March 2020 was postponed. | Noted |
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| **FC17/04/20** | **CLIMATE CHANGE** |  |
|  | Councillor E Gemmell reported that no progress had been made on his report and The Working Party has not met (Councillors J Baker, A Baldwin, E Gemmell and D Thompson) due to the Coronavirus.  The Clerk is arranging for quotations for new LED at Cedar Barn Complex. | Noted  Noted |
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| **FC18/04/20** | **EXCLUSION OF THE PRESS AND PUBLIC 21.20** |  |
|  | **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 this meeting be conducted without the Clerk and Locum Clerk’s presence.**  **Various items were discussed and minuted in the confidential report; staff pay was also reviewed and approved for 2020/21.** | Approved  Approved |

* The meeting finished at 21.20
* The next Full Council Meeting is 2 June 2020 at 20.00