

HAZLEMERE PARISH COUNCIL

CEDAR BARN BARN LANE HAZLEMERE HP15 7BQ

MINUTES OF THE FULL COUNCIL MEETING HELD ONLINE AT VIA ZOOM

7 July 2020 19.00

It resolved at 21.00 to extend the meeting as per Standing Orders.

Members of the Council present:

J Baker (Chairman), A Baldwin, A Cecil, E Gemmell (arrived 19.05), J Horton, M Roberts, D Thompson and J Weaver. Clerk A Banham

Member(s) of the Public present:

Buckinghamshire Councillors H McCarthy and K Wood

ITEM NUMBER	ITEM TOPIC	DECISION
FC01/07/20	APOLOGIES FOR ABSENCE	
	Apologies for absence be accepted from Councillors C Oliver and A Slater.	Noted
FC02/07/20	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 Trustee of Hazlemere Memorial Hall CIO.	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 A Slater: Scout Association, Member of Hazlemere Community Association and Bucks County Council Pension Scheme.	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
FC03/07/20	PUBLIC SESSION	
	Councillor H McCarthy raised concerns about the proposed Persimmon Terriers Farm development, which will be dealt by Strategic Planning at Buckinghamshire Council, particularly the landscaping, AONB and Green Belt areas proximity, green infrastructure strategy and the proposed 3 storey buildings.	Noted
FC04/07/20	MINUTES OF FULL COUNCIL MEETING 2 JUNE 2020	
	It was resolved that the Minutes of Full Council Meeting 2 June 2020 be approved, removing 'for Hazlemere Football Club' from FC09/06/20 Quotations.	Approved

Signed.....

Chairman of Council

Date.....

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FC05/07/20	ANNUAL COUNCIL MEETING 2 JUNE 2020																					
	It was resolved that the resolutions be approved.	Approved																				
FC06/07/20	MINUTES PLANNING COMMITTEE MEETINGS 2 AND 15 JUNE 2020 AND NOTES OF PLANNING COMMENTS MADE REMOTELY																					
	It was resolved that the Planning Committee Minutes be approved. It was noted that the Inkerman Drive Planning Application has not yet been considered by the Buckinghamshire Council Planning Committee.	Approved Noted																				
FC07/07/20	UNPAID EXPENDITURE TRANSACTIONS AND BUDGET REPORT																					
	<p>a. Unpaid Expenses Transactions It was resolved that the following payments be approved:</p> <ul style="list-style-type: none">i. electronic payments for June 2020 Numbers 9 - 35;ii. direct debits for June 2020 to Sage, BT, EON, Lloyds, ESSO, EON and Castle Water. <p>Local Government Transparency Act 2020 all items of expenditure over £500 to be reported:</p> <table><tr><td>Dog Bin Emptying</td><td>£511.56</td></tr><tr><td>Fertilise Hazlemere Recreation Ground</td><td>£648.00</td></tr><tr><td>Quarterly flower maintenance Market Parade</td><td>£585.00</td></tr><tr><td>Tarmac footpath from Hazlemere Recreation Ground to Green St</td><td>£2,340.00</td></tr><tr><td>Removing moss from The Dell play area</td><td>£790.00</td></tr><tr><td>Eastern Dene Survey</td><td>£2,511.31</td></tr><tr><td>Electrical Testing at Cedar Barn complex</td><td>£990.00</td></tr><tr><td>New Litter bins for play areas</td><td>£2,512.25</td></tr><tr><td>Monthly Grass Cutting</td><td>£3,000.00</td></tr><tr><td>Confidential Transactions May</td><td>£8,972.51</td></tr></table> <p>b. Budget Report 2020/21 It was resolved that the Budget Report be approved.</p> <p>c. Bank Mandate Councillor Signatories It was resolved that the Bank Mandate be left unchanged.</p>	Dog Bin Emptying	£511.56	Fertilise Hazlemere Recreation Ground	£648.00	Quarterly flower maintenance Market Parade	£585.00	Tarmac footpath from Hazlemere Recreation Ground to Green St	£2,340.00	Removing moss from The Dell play area	£790.00	Eastern Dene Survey	£2,511.31	Electrical Testing at Cedar Barn complex	£990.00	New Litter bins for play areas	£2,512.25	Monthly Grass Cutting	£3,000.00	Confidential Transactions May	£8,972.51	Approved Approved Noted <
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	<p>2. Request for bench at bottom entrance to The Dell near Cedar Avenue The request be declined due to the proximity to the houses, as benches regrettably encourage anti-social behaviour.</p> <p>3. Request for drive-in cinema The request be passed to Hazlemere Fete Committee, who are considering organising an event in Hazlemere to replace Hazlemere Fete.</p> <p>4. Wycombe Museum request to adopt an object for Hazlemere Hazlemere Memorial Hall would be interested in adopting the De Havilland airplane, as one of the rooms is called 'The De Havilland Room'. The Clerk be asked to accept the offer to adopt the nurses' kit from Hazlemere and to arrange for the necessary payment to be sent. Councillor E Gemmell be asked to contact the museum to ascertain if an exhibition could be displayed and created for Hazlemere.</p> <p>5. Insurance claim for Coronavirus business interruption Under delegated powers, the Clerk has registered a potential claim with the Parish Council insurers for loss of income from non-use of the Parish Council halls; this is pending a High Court action. It was resolved that the Council approve this instruction.</p> <p>6. Use of public spaces for exercise classes The Council approved the use of Recreation Grounds for outdoor exercise classes during the Coronavirus pandemic; a permit is required which will be issued for 3 months at a cost of £30 and stipulate the area in the Recreation Ground that can be used. This is to be reviewed in September 2020.</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Noted Approved</p> <p>Approved</p>
FC09/07/20	QUOTATIONS	
	<p>It was resolved that:</p> <p>1. Eastern Dene/A404 speed reduction costs This will form part of the consultation process being undertaken by a newsletter/online survey to find out what residents would like from the Parish Council. The approx. cost of 5 speed humps is £35,000 plus the cost of plans and installation; alternatively 2 LED speed reminder devices would cost approx. £8,000 plus maintenance costs.</p> <p>2. Maintenance inspection cost for aerial runway at Hazlemere Recreation Ground The quotation be approved.</p>	<p>Approved</p> <p>Approved</p>
FC10/07/20	HAZLEMERE PARISH COUNCIL OBJECTIVES 2020/21	
	<p>It was resolved that the Parish Council objectives for 2020/21 are:</p> <p>1. Support local Coronavirus group(s), both with man power and grants/donations, where possible</p> <p>2. Improve communication at all levels e.g Councillor, staff, social media etc</p> <p>3. Action recommendations from the playground inspections reports</p>	<p>Approved</p>

Signed.....

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ITEM NUMBER	ITEM TOPIC	DECISION
	4. Action advice from coming out of the Coronavirus pandemic and adjust working practices accordingly 5. Reconsider an additional member of staff post Coronavirus 6. Progress the work on the tree survey for Hazlemere 7. Monitor the build of the Buckinghamshire Council Queensway cemetery to ensure no encroachment 8. Maintain services currently provided by Buckinghamshire Council and ensure that, where appropriate, these are maintained 9. Improve the quality of Hazlemere Recreation Ground's land 10. Actively engage with the new Buckinghamshire Council community board to enable Hazlemere to benefit from the monies available and propose relevant Hazlemere projects 11. Complete the Highways projects from the Local Area Forum 2019/20 12. No new large capital expenditure projects are proposed 13. Consult Hazlemere residents on their priorities 14. Participate in Keep Hazlemere Tidy in September 2020	
FC11/07/20	HAZLEMERE PARISH COUNCIL NEWSLETTER	
	It was resolved that the Parish Council be asked to produce a 'one off' newsletter with a consultation document with either Hazlemere Community Centre or the Hazlemere Herald magazine, as Hazlemere Fete brochure will not be produced for 2020. Councillor J Horton be asked to liaise with Hazlemere Herald and Councillor A Cecil be asked to liaise with Hazlemere Community Centre, Councillor J Baker and the Clerk be asked to work on its production and bring proposals to the 4 August 2020 Full Council Meeting.	Approved
FC12/07/20	HAZLEMERE MEMORIAL HALL	
	It was resolved that in light of the Coronavirus the decision on whether to apply for a grant from Hazlemere Memorial Hall CIO Trustees be deferred for 2 months until September 2020.	Approved
FC13/07/20	LAND ASSET WORKING PARTY	
	It was resolved that 1. The Draft Terms of Reference The Draft Terms of Reference be approved.	Approved
	2. Adding Councillor D Thompson onto the Working Party Councillor D Thompson be added to the Land Asset Working Party membership.	Approved
	3. The report from the 25 June 2020 meeting The report be noted. The Working Party considered the above lists and concluded that the following resources that provide a service to residents and visitors alike need to be maintained as a high priority: Hazlemere Library and Car Park Children's Centre and Car Park	Noted

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ITEM NUMBER	ITEM TOPIC	DECISION
	<p>Hazlemere Youth Club Hazlemere Recreation Ground and Car Park Badger Way Play area Park Parade Car Park Beaumont Way Car Park All grass areas including trees and hedges</p> <p>The following is medium priority: Queensway Allotments and Car Park</p> <p>There are no plans to reopen Beaumont Way toilets due to vandalism and drug usage; the building will remain closed; consideration could be given to using the building for alternative use. E.g. small music studio. Future ideas will need to be considered by the Parish Council and a proposal put forward to Buckinghamshire Council.</p> <p>The following project needs to be closely managed: Terriers Farm development including the provision of any future leisure facilities. Holmer Green Secondary School Travel Plan.</p> <p>It was resolved that the Land Asset Working Party be asked to consider the unadopted roads on Rose Avenue estate at their next meeting.</p>	Approved
FC14/07/20	COMMUNITY BOARD PRIORITIES FOR HAZLEMERE	
	<p>It was resolved that the following aspirations for Hazlemere be approved:</p> <ol style="list-style-type: none"> 1. Engage with the community to reduce loneliness and isolation in Hazlemere, as identified by the Coronavirus Support Group and the demographic information; using the community spirit generated from the pandemic, both from Members of the Public and local businesses to expand the volunteer base in Hazlemere. 2. Expand the efficient use of Hazlemere Recreation Ground. 3. Expand the use of Beaumont Way Car Park and possibly transform the toilets into a small community space. 	Approved
FC15/07/20	WORKSHEETS	
	The new format is preferred by Councillors and the report be noted.	Noted
FC16/07/20	CLIMATE CHANGE	
	<p>1. New tree planting in Hazlemere It was noted that a further report will be produced for Full Council. Councillor H McCarthy outlined the very successful 'Adopt a Highway Tree' scheme, which the Working Party will consider.</p> <p>2. Report from meeting 26 May and 9 June 2020 A comprehensive verbal update was given by Councillor E Gemmell. Councillor H McCarthy will approach the Grange Area Trust on behalf of the Parish Council.</p>	<p>Noted</p> <p>Noted</p>

Signed.....

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ITEM NUMBER	ITEM TOPIC	DECISION
FC17/07/20	CORONAVIRUS UPDATE	
	<p>Draft Recovery Plan from impact of the Coronavirus It was resolved that the Plan be adopted.</p> <p>Opening up of Play and Outdoor Gym Equipment from 4 July 2020 It was resolved that:</p> <ul style="list-style-type: none"> • The Risk Assessment be approved with the addition of monitoring local Coronavirus levels to take any necessary action; • Considering practice elsewhere, and the likely ineffectiveness and cost, no deep or regular clean to be undertaken prior to the playgrounds opening; and • Appropriate laminated signage be placed on all outdoor gym and play areas prior to opening and removing old signs, cable ties and tape. <p>Opening up of Community Halls on 4 July 2020 It was resolved that:</p> <ul style="list-style-type: none"> • delegated powers be given to the Clerk to prepare to open the halls from 20 July 2020; • The Risk Assessment be approved with the addition of monitoring local Coronavirus levels to take any necessary action; and • Appropriate signage be placed in the halls. <p>Future Venue Council Meetings 2020/21 It was resolved that Zoom meetings will continue while being recommended by the Government, the hall will be booked from January 2021 in readiness to return to face to face meetings. This format to be reviewed in October 2020.</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>
FC18/07/20	REPORT FROM/FOR OUTSIDE BODIES/TRAINING EVENTS	
	<p>The meetings be noted.</p> <ol style="list-style-type: none"> 1. 16 June 2020 Clerk appraisee training 2. 18 June 2020 Clerk Wycombe District Association Local Councils 3. 22 June 2020 Clerk Buckinghamshire Association Local Councils Clerk's meeting 	Noted
FC19/07/20	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 There were no items. A Human Resource Committee Meeting will be called by Councillor J Baker.</p>	<p>Approved</p> <p>Noted</p>

- The meeting finished at 21.40 The next Full Council Meeting is 4 August 2020 at 19.00

Signed.....

Chairman of Council

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