

AGENDA – HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING**1 September 2020 at 19.00**<https://us02web.zoom.us/j/86200335910?pwd=WnZNa0dNcUlsMjEycHNrcWJGd0pVZz09>**Meeting ID: 862 0033 5910 Password: 714023**

Notice is hereby given that the MEETING of Hazlemere Parish Council will be held remotely at 19.00 at the link below in accordance with The Local Authorities and Police and Crime Panel Meetings (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulation 2020 no.392. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

This is a public meeting - members of the public and press are cordially invited to attend

ITEM	CONTEXT	TIMING
1. Apologies for absence	To receive and accept any apologies from Councillors for absence from the Meeting	19.00
2. Declarations of Interest (Page 3)	In accordance with Section 31 of the Localism Act 2011 members to declare any Disclosable Pecuniary Interests in items on this Agenda	19.01
3. Public Session	Members of the Public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the Agenda. Questions be submitted to the Clerk by 9.00 on Friday 28 August 2020 by email to enable an answer, where possible, to be provided at the meeting	19.02
4. New Parish Councillor Co-Option (Page 4)	Members are asked to consider the three applications and make recommendations for the two vacancies	19.22
5. Minutes of Full Council Meeting 4 August 2020 (Pages 5 – 8)	Members are asked to consider and approve the Full Council Minutes 4 August 2020	19.32
6. Minutes Planning Committee Meetings 4 and 17 August 2020 (Pages 9 -10)	Members are asked to receive written minutes	19.25
7. a) Expenditure Transactions b) Budget Report 2020/21 (Page 11 & Google Drive)	a. Members are asked to receive the reports, make any necessary recommendations b. To make any recommendations to changes on this report	19.31
8. August Correspondence (Pages 12 - 18 & Google Drive)	Members to receive the report: 1. History article on Hazlemere 2. Hazlemere Gardening Association Risk Assessment 3. Rose Avenue Beechfield Way vegetation 4. Open space behind 1, 3 and 5 Cedar Avenue 5. Additional litter bins at Hazlemere Recreation Ground 6. Chiltern Society – Save Our Pubs 7. Hazlemere Tennis Club request for new fencing, gate and security system	19.36

ITEM	CONTEXT	TIMING
9. Quotation (Page 19 & Google Drive)	To consider and make recommendations 1. Parish Council Insurance	
10. Coronavirus Update (Page 20)	To consider the report and make recommendations	19.50
11. Hazlemere Memorial Hall application for grant (Page 21)	To receive the report and make recommendations Hazlemere Memorial Hall application for grant	20.00
12. Climate Change (Pages 22 – 24)	To receive the notes and make recommendations with recommendations for: 1. New tree planting in Hazlemere 2. September Clean for Hazlemere 3. Wild Flower Meadow	20.10
13. Report from/for Outside Bodies/Training Events (Page 25)	To receive any report and make any recommendations: 1. August BBONT Webinars 2. 26 August 2020 LGA Code of Conduct	20.20
14. Risk Assessments (Page 26 & Google Drive)	To consider the report and make recommendations 1. Open Spaces and Closed Holy Trinity Church Yard 2. Fire Safety	20.25
15. Hazlemere Parish Council Objectives (Page 27)	To receive any updates, reports and make recommendations	20.23
16. Exclusion of the Press and Public (Page 28 & Google Drive)	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. It is proposed by the Chairman that the Public and Press be excluded from the remainder of the Meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential. Members are reminded that legal matters, contracts and staffing matters should be considered in this session.	20.25
	To receive written/verbal report from Members and make recommendations: 1. Human Resources 2. Appointment of two new Parish Councillors by co-option 3. Lease for old Hazlemere Parish Council Office 4. Easement for Queensway	

Signed *A Banham*

Ali Banham
Clerk of the Council
21 August 2020

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
TUESDAY 4 AUGUST 2020

2. Declaration of Interest

Please note that the Clerk cannot advise members on this. Members are personally responsible for declaring an interest. Members are respectfully advised to read the Code of Conduct (previously circulated) for information. Please also note that Councillors are responsible for ensuring that their Registers of Interests are up to date (within 28 days of any changes).

Councillor	Interest
J Baker	None
A Baldwin	None
A Cecil	Member of Hazlemere Community and Gardening Association
E Gemmell	None
J Hagan	None
J Horton	Member of Hazlemere Football Club, Hazlemere Sports Association and Trustee at Hazlemere Memorial Hall
C Oliver	Member of Hazlemere Sports Association
M Roberts	Member of Hazlemere Bowls Club, Sports Association and Buckinghamshire Council Pension Scheme
A Slater	Scout Association, Buckinghamshire Council Pension Scheme and member of Hazlemere Community Association.
D Thompson	Member of Hazlemere Fete Committee and Wycombe Sound Radio
J Weaver	Member of Hazlemere Gardening Association, Chiltern Society and Grange Area Trust

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4. New Parish Councillor Co-Option

CONSIDERATION:

Please consider the CV (sent via email) and presentation from the three applicants for the co-option of two new Parish Councillors and make any recommendations.

Decision-making

Decisions made by a Local Council about whether or not to co-opt when vacancies remain unfilled after an ordinary election and who to co-opt when any casual vacancy arises should be transparent. In NALC's view it would be difficult for a Local Council to argue that there are special reasons which justify excluding the public during a Council meeting when it is making decisions about a matter of public interest such as co-option. Decisions about co-option which are made at Council meetings when the public have been excluded will not eliminate the need for a Council to explain, for example to unsuccessful candidates, the reasons for its decisions.

AGENDA ITEM 5

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
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5. Minutes Full Council 4 August 2020

HAZLEMERE PARISH COUNCIL
CEDAR BARN BARN LANE HAZLEMERE HP15 7BQ
MINUTES OF THE FULL COUNCIL MEETING HELD ONLINE VIA ZOOM
4 August 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 20.20), J Horton (arrived 19.05), C Oliver (arrived 20.00), M Roberts, A Slater (absent 20.05 – 20.50), D Thompson and J Weaver. Clerk A Banham

Member(s) of the Public present:

None

ITEM NUMBER	ITEM TOPIC	DECISION
FC01/08/20	APOLOGIES FOR ABSENCE	
	Apologies for absence be accepted from Councillor A Baldwin, Buckinghamshire Councillors R Gaffney, H McCarthy and K Wood.	Noted
FC02/08/20	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
FC03/08/20	PUBLIC SESSION	
	There were no Member of the Public present.	Noted
FC04/08/20	MINUTES OF FULL COUNCIL MEETING 7 JULY 2020	
	It was resolved that the Minutes of Full Council Meeting 7 July 2020 be	Approved

	approved. Minutes on website (will be wet signed when meetings can take place post the Coronavirus)											
FC05/08/20	MINUTES PLANNING COMMITTEE MEETINGS 7 AND 20 JULY 2020 AND NOTES OF PLANNING COMMENTS MADE REMOTELY											
	It was resolved that the Planning Committee Minutes be approved. Minutes on website	Approved										
FC06/08/20	MINUTES STAFF COMMITTEE MEETING 17 JULY 2020											
	It was resolved that the resolutions be approved. Technical point: the proposed amendment for the minutes will be taken to the next Staff Committee meeting; Full Council are approving the resolutions.	Approved										
FC07/08/20	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 July 2020 Numbers 10 - 31;ii. direct debits for July 2020 to PWBL, Simply Waste, Sage, BT, Castle Water, Lloyds, ESSO and EON. <p>Local Government Transparency Act 2020 all items of expenditure over £500 to be reported:</p> <table><tr><td>PWBL</td><td>£19,995.00</td></tr><tr><td>Castle Water</td><td>£533.01</td></tr><tr><td>Dog Bin Emptying</td><td>£511.56</td></tr><tr><td>Monthly Grass Cutting</td><td>£3,228.00</td></tr><tr><td>Confidential Transactions May</td><td>£8,857.46</td></tr></table> <p>b. Budget Report 2020/21</p> <p>It was resolved that the Budget Report be approved and future virements be made at the November 2020 Full Council Budget meeting in November, to enable an accurate comparison of spend against budget. Clerk's Assistant notified.</p>	PWBL	£19,995.00	Castle Water	£533.01	Dog Bin Emptying	£511.56	Monthly Grass Cutting	£3,228.00	Confidential Transactions May	£8,857.46	<p>Approved</p> <p>Approved</p> <p>Noted</p> <p>Approved</p>
PWBL	£19,995.00											
Castle Water	£533.01											
Dog Bin Emptying	£511.56											
Monthly Grass Cutting	£3,228.00											
Confidential Transactions May	£8,857.46											
FC08/08/20	CORRESPONDENCE SENT AND RECEIVED FOR JULY 2020											
	<p>It was resolved that:</p> <p>8. Renewal Parish Council Insurance Policy from September 2020</p> <p>The renewal information be accepted. Came and Company informed.</p> <p>9. Request for rental holiday for Bus Shelter advertising in line with other Parish Council leases</p> <p>The bus shelter advertising be given a 3 month 'rental' holiday in line with all other Parish Council's leases and rents. Clerk's Assistant notified to inform the tenant.</p> <p>10. Easement for Land in Queensway for cemetery exit by Buckinghamshire Council</p> <p>The Clerk be asked to send the draft easement to its legal advisors for further advice. Clerk to progress.</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p>										

FC09/08/20	QUOTATIONS	
	<p>It was resolved that:</p> <p>1. LED Light conversion Cedar Barn Complex Quotation 1 be approved. Both contractors informed of decision.</p>	Approved
FC10/08/20	CORONAVIRUS UPDATE	
	<p>It was resolved that:</p> <p>1. 28 July 2020 Coronavirus Working Party Councillor J Baker The Coronavirus helpline is relatively quiet, however more volunteers are needed to help it to operate effectively. Plans are in place to advertise for more volunteers.</p> <p>2. Update on opening of playgrounds The information be noted.</p> <p>3. Update on opening halls No reduction for hall fees be applied at the moment, due to the operating costs being the same for the Parish Council for cleaning, water, electricity and gas. Clerk's Assistant notified</p> <p>4. Office Risk Assessment The Risk Assessment be approved, with the following amendment under Exposure to Coronavirus Risk Identified: delete 2nd sentence and replace with Clerk is susceptible to increased health risk. Clerk's Assistant notified and Risk Assessment updated and placed on the website.</p>	<p>Noted</p> <p>Noted</p> <p>Approved</p> <p>Approved</p>
FC11/08/20	HAZLEMERE PARISH COUNCIL NEWSLETTER	
	<p>It was resolved that Councillor J Baker be asked to continue to progress the production of the newsletter and survey, both on line and in a paper format, with a prize draw for completion, and in collaboration with Hazlemere Community Centre. A draft of the content will be sent for comments to all Councillors. It is understood that Hazlemere Golf Club may also be producing a newsletter, as the Golf Club is a commercial organisation, the Parish Council felt it was not appropriate to take part in their publication. Councillor J Baker progressing.</p>	Approved
FC12/08/20	HAZLEMERE PARISH COUNCIL WEBSITE ACCESSIBILITY	
	<p>It was resolved that Website Accessibility Statement be approved and placed on the website. Statement on website.</p>	Approved
FC13/08/20	CLIMATE CHANGE WORKING PARTY	
	<p>1. New tree planting in Hazlemere A verbal report was given by Councillor D Thompson, trees cost £250 for staked 6' tree with a root ball and need watering on planting for several weeks, 150 new trees could be planted in Hazlemere, as identified by the Parish Council arboriculturist, but concern was raised about vandalism to new trees as identified by the lime trees on the Grange Area Trust land and</p>	Noted

	<p>the David Cox memorial tree. Currently there is no budget for new tree planting. It was resolved that the Working Party meet to progress the above and report back to Full Council with a detailed proposal. Councillor E Gemmell progressing.</p> <p>2. Report from meeting 14 July 2020 There were no further items to report, the Bee Talk was a success and the next talks will be on electric cars and bikes.</p>	<p>Approved</p> <p>Noted</p>
FC14/08/20	REPORT FROM/FOR OUTSIDE BODIES/TRAINING EVENTS	
	<p>1. 19 July 2020 Community Board Councillor A Cecil Councillor A Cecil reported that the first board meeting had taken place and at the next meeting on 2 September 2020 specific proposals will be accepted by the board. The Community Board will no longer fund some works on the Highways including potholes, road crossings and island. It was resolved to discuss proposals for Hazlemere at the next Full Council meeting on 1 September 2020. Clerk placed on Agenda.</p> <p>There were no questions on the following events: 2. 15 July 2020 Society Local Council Clerks Clerk's Meeting Clerk 3. 21 and 23 July 2020 Website Accessibility Webinar Clerk</p>	<p>Noted</p> <p>Approved</p> <p>Noted</p>
FC15/08/20	SEPTEMBER 2020 CLEAN FOR HAZLEMERE	
	<p>It was resolved that the Climate Change Working Party be asked to investigate talking to the schools about litter, trees, vandalism etc. and Councillor C Oliver be invited to attend. A litter picking session in Hazlemere was thought not to be appropriate during the Coronavirus pandemic. Councillor E Gemmell progressing.</p>	<p>Approved</p>
FC16/08/20	PARISH COUNCIL OBJECTIVES	
	<p>It was resolved that objective 14 Participate in Keep Hazlemere Tidy in September 2020 will not be completed see FC15/08/20.</p>	<p>Approved</p>
FC17/08/20	EXCLUSION OF THE PRESS AND PUBLIC 21.04	
	<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.</p>	<p>Approved</p> <p>Noted</p>

The meeting finished at 21.05

The next Full Council Meeting is 1 September 2020 at 19.00

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6. Minutes Planning Committee 4 and 17 August 2020

Completed actions in red

All the comments have been added to the Buckinghamshire Council planning on line portal by the Clerk and the minutes have been placed on the Parish Council's website by the Temp.

PLANNING APPLICATIONS LIST COMMENTS 4 August 2020

Link to Buckinghamshire Council Wycombe area of the website to access the planning applications and then simple search with the application number:

<https://publicaccess.wycombe.gov.uk/idxpa-web/>

<u>PLANNING APPLICATION</u>	<u>COMMENTS</u>
<i>20/06733/FUL 178 Penn Road</i> Householder application for two storey rear extension with insertion of 1 x rooflight	No objections
<i>20/06787/FUL 28 Stockfield Close</i> Householder application for construction of first floor side extension	No objections. One of several extensions being built along this cul-de-sac but provision for enough off-road parking is retained.
<i>20/06780/FUL5 Magnolia Dene</i> Erection of detached 4-bed dwelling with garage, bin stores & associated parking following demolition of existing garage & erection of replacement garage to main dwelling	<p>Many of the objections expressed by officers and local residents in previous rejected application 14/05205/OUT remain relevant – “cramped in the street scene, out of keeping with the area, effect on neighbouring properties and their privacy, over development.”</p> <p>It would appear that the “existing garage” may have already been converted into habitable accommodation though without full plans of the existing house (no 5) we cannot be certain.</p> <p>It is not easy to see into the side yard from the road, but that area now houses a number of vehicles and it could be that a business is being operated from the premises. This may or may not, be related to the (JS Bodyworx) van parked outside the gates. (KIV that back in 2004, the Site History notes “Alleged car storage and sales and house in multiple occupation”)</p>

PLANNING APPLICATIONS LIST COMMENTS 17 AUGUST 2020

Link to Buckinghamshire Council Wycombe area of the website to access the planning applications and then simple search with the application number:

<https://publicaccess.wycombe.gov.uk/idxpa-web/>

THERE ARE NO APPLICATIONS

AGENDA ITEM 7

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
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Agenda Papers available on Google Drive

7a. Expenditure Transactions

7b. Budget Report 2020/21

**HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
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8. Correspondence

1. History article on Hazlemere

CONSIDERATION

The Member of the Public has requested that this article be placed on the Parish Council's website, please consider and advise.

Item sent via email due to size and on Google Drive

Please note that the article will need to be in a word format for the website to conform to website accessibility from September 2020.

2. Hazlemere Gardening Association Risk Assessment

CONSIDERATION

Hazlemere Gardening Association have provided a new Risk Assessment and have commented on the Hazlemere Parish Council Risk Assessment, please advise on both assessments based on the comments from Hazlemere Gardening Association.

Item sent via email due to size and on Google Drive

Please note that a delivery was made prior to 10.30am when both the Head Warden and Staff were arriving, social distancing was observed by all parties. Pallets and stock will remain outside in the depot area, as normal.

3. Rose Avenue Beechfield Way vegetation

Councillor A Cecil has requested help with this area of Hazlemere, please consider and advise.

I think it was on last Tuesday (or Wednesday) that I redirected some vehicles blocking our service road, as they were looking for the lower numbers of Beechfield Way.

Having walked through the estate yesterday morning, it seems that the trees and shrubs along the part of the walkway fronting nos 1-29 Beechfield Way (between Ashfield Way and Lowfield Way) have been trimmed back (making the footpath fully passable) but they have clearly only done what can be reached from ground level.

This leaves many branches reaching out towards the houses and over hanging their front gardens.

It does also seem strange to come and tidy this single part of the walkway, yet to ignore (so far) the rest i.e. the other side of Lowfield Way (fronting 31-37 Beechfield Way and the whole of Centre Walk) and then on the other side of Rose Avenue (fronting 39-61 Beechfield Way).

Along these latter stretches, the same problems exist – overgrown shrubbery blocking the path (in places) along with nasty prickly briars.

Could this be referred back to Buckinghamshire Council for early action and perhaps next time they could tidy the whole walkway in one go?

Will we ever be able to get these trees reviewed and trimmed back?

Maybe I will have to help those residents suffering intrusion from overhanging tree branches myself!

BACKGROUND INFORMATION

Buckinghamshire Council have confirmed that they are looking into the works along this stretch for the trees as this is not included in the devolved agreement; the Parish Council has devolved responsibility for the bushes.

4. Open space behind 1, 3 and 5 Cedar Avenue

CONSIDERATION

Please consider the request to remove the self seeded saplings and bushes.

Dear HPC,

The open space behind the properties at the lower end of Cedar Avenue and the start of Mary's Mead has, until recent years, been routinely mowed along with the rest of that area and had the self-setting saplings & bushes removed in order for the land to be kept clear, open and well mown.

However, in recent years the exception seems to be the area of land directly behind our house at number 3 Cedar Avenue and the neighbouring property at number 1 Cedar Avenue - now known as The Gatehouse.

The area directly behind these properties has NOT been tended since I last drew the attention of Cllr Weaver to the same issue some years ago, after which the area was cleared at that time - but not since!

The consequence is that this area of your land has now become infested with rats and also Deadly Nightshade plants - which the pest control agent who attended from the council's contractor "DialaPest" informs me is a notifiable plant. He told me that unless these dangerous plants are removed, he will "have to report them to the authorities". There are significantly more young families with young children in this area and the health risk to these children - particularly posed by the Deadly Nightshade plants - is significant. The "DialaPest" operative who attended told us to contact you and request that this area is cleared, so that the rats and the deadly nightshade plants will no longer be a significant health risk to us and to other residents and visitors to this area.

I have previously provided you with pictures of how this area looked during the many years that it WAS kept clear and mown. During that period the whole area was kept completely clear and mown to grass about an inch long - but this is what it currently looks like behind numbers 1, 3, 5 and 7 Cedar Avenue!



I am sure this is an oversight which you will be keen to rectify urgently due to the significant health risks it poses, so would you please inform me of the date by which you will clear this area, as currently this end of Cedar Avenue is infested with rats which the pest control agent who attended told us are living in the overgrowth of "rubbish" plants as he called them, which have been left to grow wild in this area - as are the Deadly Nightshade plants, left growing in that same area.

I look forward to your reply and in the meantime, please acknowledge receipt of this email and its content.

Ms Banham,

Thank you for your reply to the email I sent to the council, in which I expressed grave healthcare concerns about:

a) Deadly Nightshade plants (a notifiable plant according to the DialaPest operative who attended) growing in your land behind our fence and

b) the dense overgrowth you have allowed to grow in this same area, rather than regularly cutting it as you do with the rest of that area, which is now the home to an infestation of rats - another serious healthcare issue.

In your reply you say "the grass behind your house in Holmer Green Road woodland area is cut 5 times a year" - for accuracy, the grass behind my house has not been cut for many years - as per the photograph I supplied you with, taken recently when "the rat catcher" visited this area.

This particular bit of the larger open space area you refer to, the area behind The Gatehouse and numbers 3, 5, and 7 Cedar Avenue has not been cut for a number of years - ask Councillor Weaver, as I previously complained directly to her when she was council chairman. The area was subsequently cleared and the grass cut - but has NOT been for quite a few years - why is that? This is not a simple case of mowing grass in a wild meadow - you have allowed saplings and "rubbish" as the DialaPest operative referred to it, to grow wild over a period of years [SEE BELOW] - again I ask, why is that?

Your solution seems to be to have a chat about this issue at the next meeting of the parish council - which takes place AFTER the next scheduled cutting of this area according to you!

I fail to see why this even needs discussing - why is this small area of the woodland behind the houses on this part of Cedar Avenue and Mary's Mead NOT cut at the same time as the rest of that area? During the previous cut, I asked the contractor why he was NOT cutting this area along with the rest of this open space and was told he had been told NOT to cut it? What is that all about?

If there is some reason (though I can't fathom one) why you are singling out this particular area for "special (non) treatment" then do please let me know, but if there is no reason for this particular area being singled out to NOT be cut, then please ensure it is cut along with the rest of this area in the "late August" cut you referred to

If this area is not cut along with the rest of this open space area, as part of the late August cut you refer to, then I will have no option but to inform DialaPest that you do not regard this with the same degree of urgency that they do - they told me that if this serious health problem is not rectified swiftly (they suggested within 4 weeks, which can of course be satisfied by the cut you say is due in "late August 2020") they are compelled to report it, for reasons I have outlined above.

As I requested before, please acknowledge receipt of this email and its content.

BACKGROUND INFORMATION

The Parish Council Chairman has visited the area and is unable to find the deadly nightshade mentioned, Buckinghamshire Council Environmental Officer advised that Deadly Nightshade is not a notifiable plant and the Parish Council is under no statutory obligation to remove any plant and it is the duty of all parents to warn children not to eat anything they find in the wild. Parish Councils cannot be held responsible for all plants found in the wild which may causes sickness if ingested.

5. Request for 2 additional litter bins in Hazlemere Recreation Ground by Trinity Road

CONSIDERATION

Please consider and advise on purchasing 2 new litter bins at a purchase cost of £849.70 inc VAT due to the amount of litter and the existing bins being full on a daily basis.



6. Chiltern Society – Save Our Pubs

CONSIDERATION

Please consider the request to register the pubs in Hazlemere as “Assets of Community Value” (ACV) and advise accordingly.

I am writing on behalf of the Chiltern Society with regard to the impact that Covid-19 will have on our pubs. Covid-19 and the ensuing lockdown measures have had a drastic impact on the hospitality sector and, in particular, pubs. It is likely that many pubs will not be able to survive under their present ownership. The Chiltern Society was already very alarmed at the number of pubs that are closing and the impact this has on local communities. The heritage and character of the Chilterns is being lost as pub companies can make much greater profits by converting pubs into houses. It is likely that this process will now accelerate and that local authorities will see a significant increase in planning applications seeking to convert pubs to residential use. In order to allow communities to influence this process we actively encourage pubs to be listed as “Assets of Community Value” (ACV). An ACV delays the sale of a pub by 6 months to allow time for the local community to act.

Experience has also shown that if a pub is earmarked in this way, it can act as a deterrent to a developer intending to buy the pub and convert it for residential use.

We now consider it essential that every vulnerable pub should be protected in this way and it would be useful to establish whether the parish council has considered or would be prepared to apply for Asset of Community Value listings for any of the pubs in your area? Please note that there is no future obligation on the Parish Council once a pub has been listed.

According to our records, you have the following pubs in your parish;

Crown

Mayflower

Three Horseshoes

Of these, the Mayflower was subject to an ACV which expired on 30 June 2020 whilst that on the Three Horseshoes expires on 23 October 2020.

Whilst we note that CAMRA has registered a large number of ACVs in the Wycombe district, it appears that individual branches are now adjudged to be insufficiently independent of the national organisation to qualify as a 'local organisation' as defined by the Localism Act 2011 and as such most District Councils preclude them from proposing pubs as Assets of Community Value. The role of Parish Councils therefore becomes vital in the preservation of our public house heritage. We would therefore suggest that procedures be put in place to renew these ACVs as soon as possible.

7. Hazlemere Tennis Club request for new fencing, gate and security system

CONSIDERATION

Please consider the request for a smart access system, new fencing and power supply and make recommendations.

Please note the Parish Council has confirmed that the work must not proceed on 24/25 August 2020 until permission has been given.

The Committee of Hazlemere and District Tennis Club are considering installing a smart access system to the Tennis Club for which a grant is available from the LTA. We have acceptance in principle for this grant subject to a number of conditions, including that we would need to use the system for a minimum of 5 years. The site must remain open, be kept in good and substantial repair and condition and be operated as a tennis facility for a minimum of 5 years from the installation date. As our current lease runs until 2026, I just want to confirm that there is no reason to assume that the Lease would be terminated or a change of use of the premises be necessary before then.

Installation of the system will enable easier access to the Club without compromising security, especially for members of the public having hired a court, as a temporary access code can be issued. No Club member would need to be available to let hirers into the Club.

The work needing to be done includes new fencing and gate in current position alongside Court 1, fitting of smart access device to gate into Club and installation of a power supply within 5 meters of the gate. Again, I would like to confirm with you that there is no reason not to go ahead with this work from HPC's point of view.

We are hoping to commence work on this as soon as possible, ideally on 24th/25th August. Please could you confirm that HPC has no objection to this.

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9. Quotations

Parish Council Insurance

CONSIDERATION

Please consider the quotation from Hiscox and make recommendations.

Please see email and Google Drive

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
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10. Coronavirus Update

1. Working Party Councillor J Baker

To receive a verbal update from the Chairman of the group, Councillor J Baker.

2. Update on opening halls

There are a few bookings coming in for September 2020 and lots of questions. The bookings will not be back to pre-Coronavirus levels in September 2020.

AGENDA ITEM 11

**HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
TUESDAY 4 AUGUST 2020**

11. Hazlemere Memorial Hall Grant application

CONSIDERATION

Please consider the previous Agenda Item to apply for a grant towards the Public Works Board Loan from Hazlemere Memorial Hall and make any recommendations.

The Full Council deferred this decision from July 2020 Full Council meeting:

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.

**HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
TUESDAY 4 AUGUST 2020**

12. Climate Change

1. New Tree Planting

CONSIDERATION

Please consider the verbal report from Councillor E Gemmell and make any recommendations.

2. September Clean for Hazlemere

CONSIDERATION

Please consider the verbal report from Councillor E Gemmell and make any recommendations.

3. Wild Flower Meadow in Brackley Road Area

CONSIDERATION

Please consider the recommendation from Councillor David Thompson and make any recommendations.

Brackley Road sites

The Parish Council has identified some areas at the above location, where the grass cannot easily be cut under the trees due to low hanging branches, (Buckinghamshire Council will not allow the trees to be cut). Councillor David Thompson has proposed a new Wild Flower Area and has spoken to the local residents, who are supportive of the scheme. This would enhance the area.

Permission would need to be sought from Buckinghamshire Council please see the possible layouts below. Each one designed to enhance the view and is only suitable for selected areas where there are no small children, who would require play areas.

A wild flower area still needs maintenance and here is the advice from RHS:

Mowing or cutting

To encourage perennial flowers and grasses to make good root development, it is important to mow the meadow in the first year after sowing. Cut to a height of 5cm (2in) after about six-to-eight weeks of growth, and repeat every two months throughout the first summer.

Established meadows

These can be cut at a number of times in the year, depending on the vigour of the meadow and which types of flowers wish to be encouraged. Large areas are best tackled with a heavy-duty mower (e.g. sickle-bar mowers and motor scythes) or a two-wheel strimmer

Spring cut - this is useful for meadows where grass growth is very lush. Cut back to height of 7.5cm (3in) only and complete this cut no later than the end of April. It can also be used in conjunction with sowing yellow rattle in August to help manage grass-dominant meadows.

Main summer cut - this is also referred to as the 'hay cut' at 4cm (1½in) and removes the bulk of the material, allowing it to either be baled or composted. This cut is done between late June and the end of August; the earlier cutting favours spring flowers such as cowslips, fritillary, lady's smock, selfheal and bugle; the later cutting favours summer flowers such as knapweed, devil's bit scabious and lady's bedstraw. It is usually a good idea to leave the initial mowing in situ for a few days to allow seed to drop to the ground but then it is important to collect mowing to reduce soil fertility.

Autumn cut - particularly useful for fertile sites, one or two cuts between the end of August and late November removes surplus growth and helps keep grasses at bay to allow the wildflowers to persist.

Following the last cut of the season, all meadows can be kept mown to keep the grass short and neat through the winter is desired. Any cut that produces substantial clippings should have the clippings removed and composted.





AGENDA ITEM 13

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
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13. Reports from Outside Bodies

- | | | |
|-------------------|---------------------|----------------------|
| 1. August x 4 | BBONT Website Talks | Councillor E Gemmell |
| 2. 26 August 2020 | LGA Code of Conduct | Clerk |

AGENDA ITEM 14

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
TUESDAY 4 AUGUST 2020

14. Risk Assessments

CONSIDERTION

Please consider and advise on any changes to the Risk Assessments:

- 1. Open Spaces and Closed Cemetery Risk Assessment**
- 2. Fire Safety Risk Assessment**

See email and Google Drive

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
TUESDAY 4 AUGUST 2020

15. Hazlemere Parish Council Objectives 2020/21

CONSIDERATION

Please consider any action required on the Parish Council's objectives and advise.

Completed actions are in red

1. Support local Coronavirus group(s), both with man power and grants/donations, where possible
2. Improve communication at all levels e.g Councillor, staff, social media etc
 - A Parish Council newsletter is in the pipeline, to be issued by November 2020.
 - The Clerk is returning to working in the office one a day week from 3 August 2020 and this will help to support good staff communications.
3. Action recommendations from the playground inspections reports
 - Report completed August 2020, but awaiting copy chased 20 August 2020.
4. Action advice from coming out of the Coronavirus pandemic and adjust working practices accordingly
5. Reconsider an additional member of staff post Coronavirus.
 - This has been considered and deferred until post Coronavirus pandemic.
6. Progress the work on the tree survey for Hazlemere by Buckinghamshire Council
 - Buckinghamshire Council have a list of works for 2020/21 and are working on completing these during the winter 2020/21.
7. Monitor the build of the Buckinghamshire Council Queensway cemetery to ensure no encroachment
 - The Easement has been prepared for consideration at Full Council 01 09 20.
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
 - The land has had its first phase of work in July 2020, the next phase is filling in of holes with top soil due in August 2020. (verbal report from Councillor J Horton)
10. Actively engage with the new Buckinghamshire Council community board to enable Hazlemere to benefit from the monies available and propose relevant Hazlemere projects
 - The first community board meeting was held in July 2020 and attended by Councillor A Cecil.
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
 - This will form part of the Parish Council's newsletter and will be on line as well as in a paper format.
14. Participate in Keep Hazlemere Tidy in September 2020
 - This is for consideration by Full Council 01 09 20.

AGENDA ITEM 17

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING TUESDAY 4 AUGUST 2020

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.

It is proposed by the Chairman that the Public and Press be excluded from the remainder of the Meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential.

Members are reminded that legal matters, contracts and staffing matters should be considered in this session.

16. Exclusion of Press and Public

17a. Human Resources

CONSIDERATION

To receive any reports and make recommendations.

17b. Co-option

CONSIDERATION

Please consider the three applications and make recommendations on the decision.

17c. Lease for Cedar Barn Office Tenant

CONSIDERATION

To consider the draft lease and make recommendations.

Item sent via email and on google Drive

17d. Easement for Queensway

Advice from legal advisors:

CONSIDERATION

Please consider the advice from the Parish Council's legal advisors, should a fee be charged for the Easement and make recommendations?

The Deed is in a format which is generally accepted these days and I cannot see that it imposes any additional burdens on the Parish Council.

You are being generous by not charging the Council for granting the right of Way, if the deed had been the other way round I have no doubt that you would be charged a premium for the grant of the right!!

BACKGROUND INFORMATION

The decision not to charge for an easement was taken when there was an agreement 'on the table' for reduced burial fees for Hazlemere residents; the reduced fees do not now appear to be achievable,