

**HAZLEMERE PARISH COUNCIL**

**CEDAR BARN BARN LANE HAZLEMERE HP15 7BQ**

MINUTES OF THE FULL COUNCIL MEETING HELD AT CEDAR BARN ON

5 March 2019 20.00

**Members of the Council present:**  
 J Baker (Chairman), A Baldwin, A Cecil, J Hagan, C Oliver, M Roberts (left 21.05), A Slater, D Thompson and J Weaver.

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

ITEM NUMBER	ITEM TOPIC	DECISION
	CLlr M Roberts thanked CLlr J Baker for taking the Chair in her absence and thanked the Council for their cards, wishes and flowers and is making a good recovery.	
<b>FC01/03/19</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies were approved from CLlrs J Horton and J Pritchard.	Approved
<b>FC02/03/19</b>	<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 and 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 J Pritchard: Employee and Member of Hazlemere Community Centre CLlr A Slater: Scout Association, Member of Hazlemere Community Association and Bucks County Council Pension Scheme. CLlr A Slater reported that is he is no longer a Trustee of Hazlemere Community Centre, 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 Noted
<b>FC03/03/19</b>	<b>PUBLIC SESSION</b>	
	No participation.	Noted
<b>FC04/03/19</b>	<b>MINUTES OF FULL COUNCIL MEETING 5 FEBRUARY 2019</b>	
	It was resolved that the Minutes of Full Council Meeting 5 February 2019 be approved with the FC07/02/19 b Budget Report for Hazlemere Memorial Hall be changed from £2,500 to £3,000.	Approved

Signed.....

**Chairman of Council**

Date.....

ITEM NUMBER	ITEM TOPIC	DECISION																												
FC05/03/19	MINUTES OF STAFF COMMITTEE MEETING 5 FEBRUARY 2019																													
	It was resolved that the resolutions be approved.	Approved																												
FC06/03/19	OPEN SPACES COMMITTEE MEETING MINUTES 21 JANUARY 2019																													
	It was resolved that the resolutions be approved.	Approved																												
FC07/03/19	FINANCE AND GENERAL COMMITTEE MEETING MINUTES 18 FEBRUARY 2019																													
	It was resolved that the resolutions be approved. Please note Cllr J Baker was in attendance.	Approved Noted																												
FC08/03/19	PLANNING COMMITTEE MEETINGS MINUTES 5 AND 18 FEBRUARY 2019, JANUARY 2019 PLANNING DECISIONS																													
	It was resolved that the resolutions be approved.	Approved																												
FC09/03/19	HAZLEMERE MEMORIAL HALL SITE VISIT 20 FEBRUARY 2019																													
	It was resolved that the resolutions be approved.	Approved																												
FC10/03/19	UNPAID EXPENDITURE TRANSACTIONS AND BUDGET REPORT																													
	<p><b>a Unpaid Expenses Transactions</b></p> <p>It was resolved that the following payments be approved:</p> <ul style="list-style-type: none"> <li>i. electronic payments for February 2019 Numbers 10 – 31;</li> <li>ii. direct debits for February 2019 to EON, Salix, Lloyds Bank Ltd, Siemens, Simply Waste, Chiltern Society and BT.</li> </ul> <p>Local Government Transparency Act 2014 all items of expenditure over £500 to be reported:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Salix Loan</td> <td style="text-align: right;">£1,220.00</td> </tr> <tr> <td>Grange Area Trust Donation</td> <td style="text-align: right;">£1,500.00</td> </tr> <tr> <td>Glasdon Seat Hazlemere Recreation Ground</td> <td style="text-align: right;">£500.02</td> </tr> <tr> <td>Absolute Cleaning Services February 2019</td> <td style="text-align: right;">£553.70</td> </tr> <tr> <td>Confidential Transactions</td> <td style="text-align: right;">£8,079.02</td> </tr> </table> <p><b>b Budget Report</b></p> <p>It was resolved that the Budget Report be approved and the following amendment be made viring from General Reserve to the relevant Budget Heading:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Budget Heading</u></th> <th style="text-align: right;"><u>Old Budget Amount £</u></th> <th style="text-align: right;"><u>New Budget Amount £</u></th> </tr> </thead> <tbody> <tr> <td>Advertising/BFP</td> <td style="text-align: right;">1,000.00</td> <td style="text-align: right;">1,050.00</td> </tr> <tr> <td>Computer</td> <td style="text-align: right;">2,500.00</td> <td style="text-align: right;">3,000.00</td> </tr> <tr> <td>Consumables</td> <td style="text-align: right;">2,500.00</td> <td style="text-align: right;">3,000.00</td> </tr> <tr> <td>Stable Block Utilities</td> <td style="text-align: right;">1,600.00</td> <td style="text-align: right;">1,800.00</td> </tr> <tr> <td>Hygiene Bins</td> <td style="text-align: right;">3,000.00</td> <td style="text-align: right;">3,200.00</td> </tr> </tbody> </table> <p>It was resolved that:</p>	Salix Loan	£1,220.00	Grange Area Trust Donation	£1,500.00	Glasdon Seat Hazlemere Recreation Ground	£500.02	Absolute Cleaning Services February 2019	£553.70	Confidential Transactions	£8,079.02	<u>Budget Heading</u>	<u>Old Budget Amount £</u>	<u>New Budget Amount £</u>	Advertising/BFP	1,000.00	1,050.00	Computer	2,500.00	3,000.00	Consumables	2,500.00	3,000.00	Stable Block Utilities	1,600.00	1,800.00	Hygiene Bins	3,000.00	3,200.00	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Noted</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>
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Signed.....

Chairman of Council

Date.....

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ITEM NUMBER	ITEM TOPIC	DECISION
	<ul style="list-style-type: none"> <li>• A potential new bus shelter in Holmer Green Road near McCarthy and Stone new development; Cllr J Hagan be asked to progress this project and future consideration be given to the removal of the old shelter.</li> </ul> <p>It was resolved that: the following projects be paid for from the CiL income:</p> <ul style="list-style-type: none"> <li>• New wooden play trail at The Dell, new play surface in Rose Avenue due to repairs required and new entrance gate to the Rose Avenue Recreation Ground £10,881.24 ex VAT;</li> <li>• Eastern Dene Option 2 for a new red marked road for easier pedestrian crossing £16,000 (£3,000.00 contributed from Local Area Forum); and</li> <li>• Eastern Dene Speed Reduction Feasibility Study £8,398 (matched funding from Local Area Forum)</li> </ul> <p>Total: £40,279.24</p> <p>The Clerk be asked to explore the feasibility of, and where relevant obtain quotations or permissions for:</p> <ul style="list-style-type: none"> <li>• Badger Way playground (in return for a one off payment from Wycombe District Council), which would require changing the playground surface to 'soft pour' and;</li> <li>• reducing the height of the trees in Badger Way to 6';</li> <li>• street signage cleaning;</li> <li>• via Cllr J Horton for a new light at the gate in Hazlemere Recreation Ground;</li> <li>• via Cllr D Thompson for security lights near to the play area; and</li> <li>• placing a Village Sign at a suitable location at Hazlemere crossroads.</li> </ul> <p>The Clerk be asked to place an item regarding the Parish Meeting on 20 May 2019 onto the Clean Hazlemere Working Party meeting on 18 March 2019.</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>
<b>FC11/03/19</b>	<b>CORRESPONDENCE SENT AND RECEIVED FOR FEBRUARY 2019</b>	
	<p><u>Letters A to H Information In Office were noted.</u></p> <p><u>Letters i to xxiii Sent Letters were noted.</u></p> <p><u>Letters 1 – 12 and 1N – 4N Received letters for Decision were discussed</u></p> <p><b>It was resolved that:</b></p> <p><u>Letter 1</u> Hazlemere Gardening Association. Risk Assessment. The Risk Assessment be noted. <b>The Clerk be asked to:</b></p> <ul style="list-style-type: none"> <li>• <b>acknowledge the Hazlemere Gardening Association's commitment to providing COSHH assessments for the Landlord and to keep the Parish Council informed;</b></li> <li>• <b>arrange for a suitable valuation quotation for the Parish Council's trailer and arrange for its sale; and</b></li> <li>• <b>arrange for the Head Warden to dispose of any unwanted items from the 'bunker' area and the area outside the Depot to enable Hazlemere Gardening Association to have more space for all their large compost bags, totally removing them from the internal store.</b></li> </ul>	<p>Noted</p> <p>Noted</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>

Signed.....

Chairman of Council

Date.....

ITEM NUMBER	ITEM TOPIC	DECISION
	<u>Letter 2</u> Wycombe District Council. Badger Way playground. <b>See FC10/03/19.</b>	Approved
	<u>Letter 3</u> Hebborn Family Fair. Permit Request 5 – 7 April 2019. <b>The Clerk be asked to approve the request.</b>	Approved
	<u>Letter 4</u> Member of the Public. Japanese knotweed. <b>The Clerk be asked to obtain further information.</b>	Approved
	<u>Letter 5</u> Member of the Public/Barn Hirers. Locking gates at Cedar Barn to prevent unauthorised access. The new procedure is working well and the Barn gates are being locked on a daily basis.	Noted
	<u>Letter 6</u> Bucks County Council. Eastern Dene Feasibility Study. <b>See FC10/03/19.</b>	Approved
	<u>Letter 7</u> Aylesbury Vale District Council. Civic Event invitation 24 March 2019. <b>The Clerk be asked to reply stating that regrettably no Councillors are available to attend.</b>	Approved
	<u>Letter 8</u> Play Inspection Company. Annual Inspection. <b>The Clerk be asked to approve the contract.</b>	Approved
	<u>Letter 9</u> Member of the Public. Sanctuary Wood tree. <b>The Clerk be asked to reply stating that the trees have been inspected by the Wycombe District Council arboriculturalist who has not made any recommendations.</b>	Approved
	<u>Letter 10</u> Member of the Public. Sanctuary Wood TPO removal. <b>The Clerk be asked to write to the Member of the Public stating that the Parish Council have accepted the recommendations from Wycombe District Council arboriculturalist for removing the Tree Preservation Order and will not be objecting to the Order.</b>	Approved
	<u>Letter 11</u> Wycombe District Council. Devolution Contract. <b>The Clerk and Vice Chairman be asked to sign the contract.</b>	Approved
	<u>Letter 12</u> Member of the Public. Poly tunnel request on allotments. <b>The Clerk be asked to reply stating that the Parish Council does not grant permission for a poly tunnel on the allotment sites, as this is against the Parish Council's allotment agreement.</b>	Approved
	<b>It was resolved to:</b>	
	<u>Letter 1N</u> Bucks County Council. Pension Rates. The information be noted.	Noted
	<u>Letter 2N</u> Wycombe District Council. Consultation Local Plan. The information be noted.	Noted
	<u>Letter 3N</u> Member of the Public. Yellow Line Consultation. The information be noted. <b>It was resolved that the Clerk be asked to accept TfB's offer of arranging a public meeting, preferably in the evenings for the local community.</b>	Noted Approved
		Noted

Signed.....

Chairman of Council

Date.....

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ITEM NUMBER	ITEM TOPIC	DECISION
	<u>Letter 4N</u> Member of the Public. Works in Holmer Green Woodland. The information be noted.	
<b>FC12/03/19</b>	<b>QUOTATIONS</b>	
	<b>See FC10/03/19. For the quotation for the Village Sign. The quotation was not approved at this stage.</b>	Approved
<b>FC13/03/19</b>	<b>GRANT/DONATION APPLICATIONS</b>	
	There were no applications.	Noted
<b>FC14/03/19</b>	<b>REPORT FROM/FOR OUTSIDE BODIES/TRAINING EVENTS</b>	
	<b>It was resolved that the verbal report be approved from Cllr A Cecil from the Local Area Forum: 6 February 2019. Cllr A Cecil</b>	Approved
	Cllr A Cecil was thanked for his hard work on this Forum.	Noted
<b>FC15/03/19</b>	<b>ONGOING AND FUTURE ITEMS FROM PREVIOUS MEETINGS</b>	
	<b>It was resolved that the following items be approved and noted:</b>	
	a) Ongoing The Items be noted.	Noted
	b) Future The items be noted.	Noted
<b>FC16/03/19</b>	<b>CLERK'S REPORT FOR FEBRUARY 2019</b>	
	<b>It was resolved that the Clerk's report be approved.</b>	Approved
<b>FC17/03/19</b>	<b>EXCLUSION OF THE PRESS AND PUBLIC 21.40</b>	
	<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>	Approved
	<b>Human Resources</b> A verbal update was given by the Chairman of the Staff Committee. The next Staff Committee Meeting is 2 April 2019 at 19.00. <b>It was resolved that the contract with the HR consultants be approved and signed by the Vice Chairman.</b>	Noted

- The meeting finished at 21.45
- The next Full Council Meeting is 2 April 2019 at 20.00

Signed.....

Chairman of Council

Date.....

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