

**HAZLEMERE PARISH COUNCIL**

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

MINUTES OF THE FULL COUNCIL MEETING HELD AT CEDAR BARN ON

3 December 2019 20.00

**Members of the Council present:**  
 J Baker, A Cecil, J Hagan, J Horton, M Roberts (Chairman), D Thompson and J Weaver.

**Member(s) of the Public present:**  
 None

ITEM NUMBER	ITEM TOPIC	DECISION
<b>FC01/12/19</b>	<b>APOLOGIES FOR ABSENCE</b>	
	<b>It was resolved that apologies were received from Cllrs E Gemmell, C Oliver and A Slater.</b>	Approved
	It was noted that Cllrs A Baldwin and J Pritchard were not in attendance.	Noted
<b>FC02/12/19</b>	<b>DECLARATION OF INTEREST</b>	
	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.	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 J Pritchard: Employee and Member of Hazlemere Community Centre.	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
<b>FC03/12/19</b>	<b>PUBLIC SESSION</b>	
	There were no Members of the Public present.	Noted
<b>FC04/12/19</b>	<b>MINUTES OF FULL COUNCIL MEETING 5 AND 18 NOVEMBER 2019</b>	
	<b>It was resolved that the Minutes of Full Council Meeting 5 and 18 November be approved with the following amendment to 18 November 2019 Draft Minutes:</b>	Approved
	<ul style="list-style-type: none"> <li>• <b>Change date from 19 to 18</b></li> <li>• <b>FCB06/11/19 Change £4,8000 to £4,800</b></li> </ul>	

Signed.....

**Chairman of Council**

Date.....

ITEM NUMBER	ITEM TOPIC	DECISION																			
FC05/12/19	MINUTES OF PLANNING COMMITTEE MEETING AND 5 AND 18 NOVEMBER 2019																				
	It was resolved that the Minutes be approved.	Approved																			
FC06/12/19	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 November 2019 Numbers 6 – 24; and</li> <li>ii. direct debits for November 2019 to BT, EON, Lloyds, Siemens and Simply Waste.</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%;">Grass Cutting October 2019</td> <td style="text-align: right;">£3,336.00</td> </tr> <tr> <td>Street Light Fault Repairs</td> <td style="text-align: right;">£1,140.00</td> </tr> <tr> <td>Civil Enforcement Officer</td> <td style="text-align: right;">£5,000.00</td> </tr> <tr> <td>Cleaning Cedar Barn Complex November 2019</td> <td style="text-align: right;">£648.00</td> </tr> <tr> <td>Confidential Transactions April</td> <td style="text-align: right;">£8,385.00</td> </tr> </table> <p><b>b Budget Report</b></p> <p>It was resolved that the Budget Report be approved with the following virements:</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>Annual Budget £</u></th> <th style="text-align: right;"><u>New Annual Budget £</u></th> </tr> </thead> <tbody> <tr> <td>General Insurance</td> <td style="text-align: right;">6,500.00</td> <td style="text-align: right;">13,000.00</td> </tr> <tr> <td>Play Equipment Purchase</td> <td style="text-align: right;">10,000.00</td> <td style="text-align: right;">25,000.00</td> </tr> </tbody> </table> <p>It was resolved that the Clerk/Clerk's Assistant be asked to transfer any unused money into the Parish Council's Business Banking Instant Access account from the Parish Council's current account and to continue to keep enough accessible money in the current account.</p>	Grass Cutting October 2019	£3,336.00	Street Light Fault Repairs	£1,140.00	Civil Enforcement Officer	£5,000.00	Cleaning Cedar Barn Complex November 2019	£648.00	Confidential Transactions April	£8,385.00	<u>Budget Heading</u>	<u>Annual Budget £</u>	<u>New Annual Budget £</u>	General Insurance	6,500.00	13,000.00	Play Equipment Purchase	10,000.00	25,000.00	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Noted</p> <p>Approved</p> <p>Approved</p>
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FC07/12/19	CORRESPONDENCE SENT AND RECEIVED FOR NOVEMBER 2019																				
	<p><u>Letters A to F Information In Office were noted.</u></p> <p><u>Letters 1 to 25 Sent Letters were noted.</u></p> <p><u>Letters 1 – 9 and 1N Received letters for Decision were discussed</u></p> <p><b>It was resolved that:</b></p> <p><u>Letter 1</u> Wycombe District Council. Easement/Ownership Transfer for Queensway Access. <b>As per the Parish Council's policy, regarding disposal of land, the land will remain in ownership of the Parish Council and the Clerk be asked to contact the Parish Council's legal advisors to draw up an easement for the land at Queensway.</b></p> <p><u>Letter 2</u> Bucks County Council. Permission for planter on Hazlemere Crossroads traffic Islands. The information be noted. <b>The Clerk be asked to apply to Bucks County Council for permission; the reason for the planters is to improve the ambiance of Market Parade, as well enhance the safety to</b></p>	<p>Noted</p> <p>Noted</p> <p>Approved</p> <p>Approved</p> <p>Noted</p> <p>Approved</p>																			

Signed.....

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ITEM NUMBER	ITEM TOPIC	DECISION
	<p>prevent vehicles from parking on the central reservation and to ask for the weeds in the central mini roundabouts to be removed in 2020. Councillors D Thompson and A Cecil be asked to move the planters at Market Parade to ensure that vehicles cannot park on the central reservation.</p> <p><u>Letter 3</u> Member of the Public. Request for tree works. <b>The Clerk be asked to arrange for the Parish Council’s Contractor to action the recommendations from the report by the Member of the Public’s tree report.</b></p> <p><u>Letter 4</u> Member of the Public. Request for recycling bins at Park Parade. <b>The Clerk be asked to confirm that the Parish Council does not own the land in question and the request needs to be directly made to the Co-Op.</b></p> <p><u>Letter 5</u> Councillor A Cecil. Report on Hazlemere Gardening Association Site Visit. The information be noted. <b>The Clerk be asked to contact the Parish Council’s employment advisors to obtain a relevant Health and Safety Report for the site.</b></p> <p><u>Letter 6</u> Member of the Public. Request to cut devolved services bushes back at Park Parade The information be noted. <b>The Clerk be asked to confirm that both Wycombe District Council and the Parish Council do undertake a litter pick collection on a regular basis; and the shrubs will be cut by the Parish Council’s Contractor during the winter.</b></p> <p><u>Letter 7</u> National Association Local Councils. Consultation: Strengthening police powers to tackle unauthorised encampments <b>The Clerk be asked to complete the consultation on behalf of the Parish Council.</b></p> <p><u>Letter 8</u> Member of the Public. FOI Request. <b>The Clerk be asked to obtain additional advice from the Parish Council’s Internal Auditors and to inform the Member of the Public.</b></p> <p><u>Letter 9</u> Wycombe District Council. Consultation on the Draft Planning Obligations Supplementary Planning Document (SPD) and Canopy Cover SPD <b>The Clerk be asked to place the document on the Parish Council’s website and Facebook pages.</b></p> <p><u>Letter 1N</u> Member of the Public. Croquet Club. <b>The Clerk be asked to reply stating that the Parish Council has not been formally approached by Wycombe District Council to ‘take over’ the Hazlemere Recreation Ground land.</b></p> <p><u>Letter D 4</u> Beaumont Way Car Park Public Toilets. <b>The Clerk be asked to place the information on the Parish Council’s website and Facebook pages and to encourage Members of the Public to canvass Wycombe District Council to ask for this facility to be reopened.</b></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>
FC08/12/19	QUOTATIONS	
	<p>It was resolved that:</p> <ol style="list-style-type: none"> <li>1. Bus Shelter for Holmer Green Road</li> </ol>	

Signed.....

Chairman of Council

Date.....

ITEM NUMBER	ITEM TOPIC	DECISION
	Councillor J Hagan be asked to progress with Bucks County Council the purchase of a new recycled 'perch' seat for the above location, to be either placed on Bucks County Council land or on the grass verge to the rear of the bus stop.	Approved
	<b>2. Cigarette Bin at Bus Stops</b> The Clerk be asked to purchase two receptacles to be emptied by the Parish Council's Head Warden to be placed at the bus stop by the library and by the new bus stop shelter at Holmer Green Road by Park Parade.	Approved
<b>FC09/12/19</b>	<b>GRANT/DONATION APPLICATIONS</b>	
	There were no applications for consideration.	Noted
<b>FC10/12/19</b>	<b>REPORT FROM/FOR OUTSIDE BODIES/TRAINING EVENTS</b>	
	It was noted that Councillor A Slater was not present to give any reports. 6 November 2019 Buckinghamshire Association Local Councils Parish Liaison: Councillor A Slater 15 November 2019 Buckinghamshire Association Local Councils AGM Councillor A Slater	Noted
<b>FC11/12/19</b>	<b>ONGOING AND FUTURE ITEMS FROM PREVIOUS MEETINGS</b>	
	The report be noted.	Noted
<b>FC12/12/19</b>	<b>CLERK'S REPORT FOR NOVEMBER 2019</b>	
	It was resolved that the Clerk's report be approved.	Approved
<b>FC13/12/19</b>	<b>FULL COUNCIL (BUDGET) 16 DECEMBER 2019</b>	
	It was resolved that the above meeting be cancelled as all the business was concluded at 18 November 2019 Full Council (Budget) Meeting.	Approved
<b>FC14/12/19</b>	<b>EXCLUSION OF THE PRESS AND PUBLIC 22.20</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.  The Clerk was asked to leave the meeting at 21.40.  Human Resources It was resolved that the verbal reports from the Chairman of the Staff Committee be approved.	Approved       Approved

- The meeting finished at
- The next Full Council Meeting is 7 January 2020 at 20.00

Signed.....

Chairman of Council

Date.....

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