

HAZLEMERE PARISH COUNCIL

CEDAR BARN BARN LANE HAZLEMERE HP15 7BQ

MINUTES OF THE FULL COUNCIL MEETING HELD AT CEDAR BARN ON

4 December 2018 19.00

Members of the Council present:
 J Baker (arrived 19.05), A Baldwin (arrived 20.00), A Cecil, J Hagan, J Horton, C Oliver, J Pritchard, M Roberts (Chairman), A Slater and J Weaver

Member(s) of the Public present:
 Wycombe District Council H McCarthy (arrived 20.00)

ITEM NUMBER	ITEM TOPIC	DECISION
FC01/12/18	APOLOGIES FOR ABSENCE	
	Apologies were approved from Cllr D Thompson.	Approved
FC02/12/18	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 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
FC03/12/18	PUBLIC SESSION	
	No participation.	Noted
FC04/12/18	NOMINATE CLLR J PRITCHARD TO RELEVANT COMMITTEES	
	It was resolved that Cllr J Pritchard be elected to the following committees: Finance and General Purposes Committee and Open Spaces Committee.	Approved
FC05/12/18	MINUTES OF FULL COUNCIL MEETING 6 AND 19 NOVEMBER 2018	
	It was resolved that the Minutes of Full Council Meeting 6 and 19 November 2018 be approved and consideration be given to the style of the planters outside St Margaret’s Parish Room Tylers Green.	Approved

Signed.....

Chairman of Council

Date.....

ITEM NUMBER	ITEM TOPIC	DECISION
FC06/12/18	MINUTES OPEN SPACES COMMITTEE MEETING 26 NOVEMBER 2018	
	It was resolved that the resolutions from this meeting be approved and the quotation for the installation of the electricity to the footway lights in Hill Farm Way be approved. The Clerk be asked to obtain a quotation for the loss of electricity to footway lights in Hayfield Drive. The Royal British Legion are unable to place the 'There but not there' soldier outside their building at Hazlemere Crossroads, Penn Road; it is therefore being placed outside the front of Cedar Barn on a granite slab.	Approved Noted
FC07/12/18	PLANNING COMMITTEE MEETING 6 AND 19 NOVEMBER 2018, NOVEMBER 2018 PLANNING BULLETIN AND DECISIONS	
	a) Minutes Planning Committee Meetings 6 and 19 November 2018 It was resolved that the 6 and 19 November 2018 Planning Committees be approved.	Approved
	b) Decisions November 2018 The November 2018 Planning Decisions be noted.	Noted
FC08/12/18	UNPAID EXPENDITURE TRANSACTIONS AND BUDGET REPORT	
	a Unpaid Expenses Transactions It was resolved that the following payments be approved: i. electronic payments for November 2018 Numbers 7 – 9 and 11 - 32; ii. direct debits for November 2018 to Simply Waste, BT, ESSO, Siemens, Lloyds Bank Ltd and EON. Local Government Transparency Act 2014 all items of expenditure over £500 to be reported: Repair broken rear door at Hazlemere Memorial Hall £2,407.63 Cleaning £599.40 Laptop £649.95 Grass Cutting £2,076.00 Confidential Transactions £8,397.81	Approved Approved Approved Noted
	b Budget Report It was resolved that the Budget Report be approved.	Approved
FC09/12/18	CORRESPONDENCE SENT AND RECEIVED FOR NOVEMBER 2018	
	<u>Letters A to J Information In Office were noted.</u>	Noted
	<u>Letters i to xxxi Sent Letters were noted.</u>	Noted
	<u>Letters 1 – 14 and 1N – 4N Received letters for Decision were discussed</u> It was resolved that: <u>Letter 1</u> Internet Results. Google maps is not working on the Parish Council website, please consider the advice from the Contractor. The Clerk be asked to confirm that this facility is no longer required on the website.	Approved Approved

Signed.....

Chairman of Council

Date.....

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ITEM NUMBER	ITEM TOPIC	DECISION
	<p><u>Letter 2</u> Contractor. Condition of the Bucks County Council planter in Rose Avenue. The Clerk be asked to reply asking for recommendations for a ‘reformat’ of the planter and to contact Bucks County Council to ask if the ownership could be transferred to Hazlemere Parish Council together with a one off payment, and to include the transfer of ownership with the same conditions for Oakengrove Lane. Cllr D Thompson be asked to contact the Warden at Hanover Court to ascertain how high the planting needs to be in the planter.</p> <p><u>Letter 3</u> Bucks County Council. New devolved services agreement. The Clerk be asked to reply stating that devolved services for both the County and District Councils need to be standardised.</p> <p><u>Letter 4</u> Bucks County Council. Electric charging points for cars. The Clerk be asked to enquire where the nearest charging points to Hazlemere are and to place an article on Facebook and the Website asking for residents’ interest in electric car charging points in Hazlemere running off footway lighting columns.</p> <p><u>Letter 5</u> IAC Audit and Consultancy. GDPR Audit, Engagement letter and Internal Audit Report. The reports be approved. The Clerk and GDPR Working Party gave a verbal update on progress on the recommendations. A lengthy debate took place on the second recommendation on the GDPR report, concerning some Councillors not using their Parish Council email address which had been provided, which could result in potential GDPR breaches. It was resolved that although the Parish Council strongly recommends all Councillors to use their Parish Council email address, it was recognised that there is no mechanism available to enforce this recommendation. The Clerk be asked to redact any personal information sent to all Councillors to minimise the risk, and the Staff Committee be asked to consider the implications for their papers at their next meeting on 21 January 2019.</p> <p><u>Letter 6</u> Members of the Public/Bucks County Council. Request for a Crossing on Rose Avenue/Parking advice. This was discussed at length. The Clerk be asked to reply to the three Members of the Public stating that whilst the Parish Council has sympathies for the school and parents, further funding for additional restrictions for parking on the Rose Avenue estate, additional yellow lines and a new school crossing patroller is not available for the budget for 2018/19 has been spent on the current works in Rose Avenue; the 2019/20 budget has been allocated to areas on the other side of the A404 in Hazlemere. The Parish Council would be happy to advertise the advert for a new school crossing patroller, if the school can provide such an advert, it will be placed on the Parish Council’s Facebook page and Website. The Clerk be asked to contact Bucks County Council regarding a potential new parking scheme trial.</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved 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 7</u> Hazlemere Tennis Club. Request for additional lighting. The Clerk be asked to add this to the Agenda for the meeting with the Hazlemere Memorial Hall Trustees in January 2019.	Approved
	<u>Letter 8</u> Member of the Public. Request for a mirror on Rose Avenue. The Clerk be asked to reply stating that it does not have the power to authorise a mirror to be placed on the Highway, this is the responsibility of Bucks County Council, therefore if Housing 21 wish to place a new mirror on Rose Avenue it would need permission and authorisation from Bucks County Council.	Approved
	<u>Letter 9</u> Wycombe District Council. Devolution Contract. See Letter 3.	Approved
	<u>Letter 10</u> Bucks Milton Keynes Local Councils. New public sector bodies website and mobile apps. The Clerk be asked to contact the Parish Council's website contractor to ensure that it is compliant.	Approved
	<u>Letter 12</u> Hazlemere Memorial Hall Trustees. Request for help with broken window at Hazlemere Memorial Hall. The Clerk be asked to arrange to pay for the repair.	Approved
	<u>Letter 12</u> Red Kite. New housing. The Clerk be asked to request written information from Red Kite regarding any future developments in Hazlemere, on receipt of this information, a decision can be made as to having a face to face meeting.	Approved
	<u>Letter 13</u> Wycombe District Council. Local Area Forum Schemes. The Clerk be asked to reply stating that it approves the report for Eastern Dene/A404, the information regarding double yellow lines at Market Parade will be passed onto the business, and no additional bollards are required by the dropped kerbs and to seek clarification from Bucks County Council re the 30mph roundels in Eastern Dene, as there is currently one near to A404.	Approved
	<u>Letter 14</u> PKF Littlejohn. End of Year Audit. It was resolved that the End of Year Audit Report be approved.	Approved
	It was resolved to: <u>Letter 1N</u> Parliamentary Office. Hazlemere Drainage. The information be noted.	Approved Noted
	<u>Letter 2N</u> Bucks Milton Keynes Local Councils. Training Timetable. The information be noted; the Clerk be asked to book Cllr J Pritchard onto the Councillor Training for Parish Councillors on 24 January 2019 at 18.30.	Approved
	<u>Letter 3N</u> Wycombe District Council. Grange Farm The information be noted. Cllr H McCarthy gave a detailed report which Councillors thanked him for and they found it extremely helpful.	Noted
	<u>Letter 4N</u> Chiltern AONB. Draft Plan for comments. The information be noted and the Clerk be asked to place it on the Facebook and Website.	Noted Approved

Signed.....

Chairman of Council

Date.....

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ITEM NUMBER	ITEM TOPIC	DECISION
	<u>Letter 5N</u> Wycombe District Council Update re new Queensway cemetery. The information be noted	Noted
FC09/12/18	QUOTATIONS	
	There were no applications.	Noted
FC10/12/18	GRANT/DONATION APPLICATIONS	
	It was resolved that the Clerk be asked to arrange for the accounts, payment details and any projects taking place in Hazlemere be requested from the applicant before a decision can be made.	Approved
FC11/12/18	REPORT FROM/FOR OUTSIDE BODIES/TRAINING EVENTS	
	It was resolved that the verbal reports be approved from the following attendees: Bucks Milton Keynes Local Councils AGM and meeting: Cllr A Slater Society Local Council Clerk Regional Conference and Code of Conduct Training: Clerk	Approved
FC12/12/18	ONGOING AND FUTURE ITEMS FROM PREVIOUS MEETINGS	
	It was resolved that the following items be approved and noted: a) Ongoing The Items be noted. b) Future The items be noted.	Noted Noted
FC13/12/18	CLERK'S REPORT FOR NOVEMBER 2018	
	It was resolved that: 1. Councillors and Staff do not need to be DBS check; 2. The Full Council (Budget) Meeting 19 December be cancelled; and 3. The Clerk's report be approved.	Approved
FC14/12/18	EXCLUSION OF THE PRESS AND PUBLIC 20.52	
	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 A verbal update was given by the Chairman of the Staff Committee. The next Staff Committee Meeting is 21 January 2019 at 19.00.	Approved Noted

- The meeting finished at 20.55.
- The next Full Council Meeting is 8 January 2019 at 20.00

Signed.....

Chairman of Council

Date.....

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