

**HAZLEMERE PARISH COUNCIL**

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

**MINUTES OF THE FULL COUNCIL MEETING HELD AT CEDAR BARN ON**

7 January 2020 20.00

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

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

ITEM NUMBER	ITEM TOPIC	DECISION
<b>FC01/01/20</b>	<b>APOLOGIES FOR ABSENCE</b>	
	It was resolved that apologies were received from Councillor A Baldwin. It was noted that Cllrs J Pritchard and A Slater were not in attendance.	Approved Noted
<b>FC02/01/20</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, 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 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>FC03/01/20</b>	<b>PUBLIC SESSION</b>	
	There were no Members of the Public present.	Noted
<b>FC04/01/20</b>	<b>MINUTES OF FULL COUNCIL MEETING 3 AND 16 DECEMBER 2020</b>	
	It was resolved that the Minutes of Full Council Meeting 3 and 16 December 2019 be approved with the following amendment to 3 December 2019 minutes: <b>FC02/12/19 Councillor J Horton delete "land at Gorse Walk".</b>	Approved
<b>FC05/01/20</b>	<b>MINUTES OF PLANNING COMMITTEE MEETING AND 3 AND 16 DECEMBER 2020</b>	

Signed.....

**Chairman of Council**

Date.....

ITEM NUMBER	ITEM TOPIC	DECISION																				
	It was resolved that the Minutes be approved.	Approved																				
FC06/01/20	<b>UNPAID EXPENDITURE TRANSACTIONS AND BUDGET REPORT</b>																					
	<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 December 2019 Numbers 8 – 22;</li> <li>ii. cheque number 007659; and</li> <li>iii. direct debits for December 2019 to BT, EON, Lloyds, ESSO 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%;">2 Additional Planters at Market Parade</td> <td style="text-align: right;">£1,731.07</td> </tr> <tr> <td>Planters Quarterly maintenance charge</td> <td style="text-align: right;">£585.00</td> </tr> <tr> <td>IT Support</td> <td style="text-align: right;">£2,073.17</td> </tr> <tr> <td>Hazlemere Recreation Ground Playground repairs</td> <td style="text-align: right;">£12,250.80</td> </tr> <tr> <td>Cleaning Cedar Barn Complex December 2019</td> <td style="text-align: right;">£744.91</td> </tr> <tr> <td>Confidential Transactions April</td> <td></td> </tr> <tr> <td>£8,536.41</td> <td></td> </tr> </table> <p><b>b Budget Report</b></p> <p>It was resolved that the Budget Report be approved with the following virement:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Budget Heading</u></th> <th style="text-align: center;"><u>Annual Budget £</u></th> <th style="text-align: center;"><u>New Annual Budget £</u></th> </tr> </thead> <tbody> <tr> <td>Hygiene Bins</td> <td style="text-align: center;">3,000.00</td> <td style="text-align: center;">5,000.00</td> </tr> </tbody> </table> <p>A new Budget heading be created for 'Civil Parking Officer' and £5,000 transferred from Donations to Civil Parking Officer.</p>	2 Additional Planters at Market Parade	£1,731.07	Planters Quarterly maintenance charge	£585.00	IT Support	£2,073.17	Hazlemere Recreation Ground Playground repairs	£12,250.80	Cleaning Cedar Barn Complex December 2019	£744.91	Confidential Transactions April		£8,536.41		<u>Budget Heading</u>	<u>Annual Budget £</u>	<u>New Annual Budget £</u>	Hygiene Bins	3,000.00	5,000.00	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Noted</p> <p>Approved</p> <p>Approved</p>
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FC07/01/20	<b>CORRESPONDENCE SENT AND RECEIVED FOR DECEMBER 2019</b>																					
	<p><u>Letters A to D Information In Office were noted.</u></p> <p><u>Letters 1 to 28 Sent Letters were noted.</u></p> <p><u>Letters 1 – 6 and 1N – 2N Received letters for Decision were discussed</u></p> <p><b>It was resolved that:</b></p> <p><u>Letter 1</u> IAC Auditing Solutions. Advice on FOI re Hazlemere Memorial Hall. <b>The Clerk be asked to reply to the Member of the Public with the advice received from the Internal Auditors.</b></p> <p><u>Letter 2</u> Wellers Hedley. Land registration at Queensway. <b>The Clerk be asked to confirm that as per the directive from the Land Registry to land at Queensway cannot be registered under the ownership of Hazlemere Parish Council; therefore the land will no longer be maintained by the Parish Council.</b></p> <p><u>Letter 3</u> Bucks County Council. Devolution Agreement. <b>The Clerk be asked to arrange for the contract to be signed by Councillors; and to confirm to Bucks County Council that, as the planter outside Hanover Court is not part of the</b></p>	<p>Noted</p> <p>Noted</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>																				

Signed.....

Chairman of Council

Date.....

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ITEM NUMBER	ITEM TOPIC	DECISION
	<p><b>devolved agreement, the maintenance by the Parish Council will cease from 31 March 2020.</b></p> <p><u>Letter 4</u> Wycombe District Council. Devolution Agreement. <b>The Clerk be asked to arrange for the contract to be signed by Councillors.</b></p> <p><u>Letter 5</u> Bucks County Council. Eastern Dene Uncontrolled Crossing. <b>The Clerk be asked to confirm that the Parish Council will contribute the full estimated amount of £17,847.12 to complete the project.</b></p> <p><u>Letter 6</u> National Association Local Councils. National Conference 17 March 2020 London. <b>The Clerk and Councillors will not attend this event.</b></p> <p><u>Letter 1N</u> Bucks County Council. Pension Fund 2019 valuation results. The information be noted.</p> <p><u>Letter 2N</u> Buckingham Town Council. Community Boards. <b>The Clerk be asked to reply stating the Parish Council's support for the concerns raised by Buckingham Town Council and to send a communication to Councillor M Tett at Bucks County Council supporting Buckingham Town Council's concerns.</b></p>	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Noted</p> <p>Approved</p>
<b>FC08/01/20</b>	<b>QUOTATIONS</b>	
	<p>It was resolved that:</p> <ol style="list-style-type: none"> <li><b>1. Repair to Caloo Gym Equipment in Rose Avenue as per Playground Inspection recommendations</b> <b>The quotation be accepted for £645.30 + VAT.</b></li> <li><b>2. Replacement Equipment for The Dell Bucket Swing.</b> <b>The quotation for a Tip Carousel be approved at a cost of £4,920.90 + VAT.</b></li> </ol>	<p>Approved</p> <p>Approved</p>
<b>FC09/01/20</b>	<b>GRANT/DONATION APPLICATIONS</b>	
	There were no applications for consideration.	Noted
<b>FC10/01/20</b>	<b>REPORT FROM/FOR OUTSIDE BODIES/TRAINING EVENTS</b>	
	<p>Verbal reports were presented by attendees.</p> <p>5 December 2019 Planning Councillor A Cecil</p> <p>9 December 2019 Hazlemere Memorial Hall Cllrs J Baker and C Oliver</p> <p>12 December 2019 Wycombe District Association Local Councils: No attendees</p> <p>13 December 2019 SLCC Clerk's Meeting</p>	Noted
<b>FC11/01/20</b>	<b>ONGOING AND FUTURE ITEMS FROM PREVIOUS MEETINGS</b>	
	The report be noted. <b>It was resolved that the Clerk be asked to purchase a new bench seat for the bus stop outside McCarthy and Stone in Holmer Green Road, Councillor J Hagan has arranged for Bucks County Council to carry out the installation on the grass owned by Bucks County Council.</b>	Noted Approved

Signed.....

Chairman of Council

Date.....

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ITEM NUMBER	ITEM TOPIC	DECISION
FC12/01/20	<b>CLERK'S REPORT FOR DECEMBER 2020</b>	
	It was resolved that: 1. The Clerk be asked to attend the SLCC Practitioners' Conference in February 2020. 2. The Protocol for Death of a Member of the Royal Family be approved.	Approved Approved
FC13/01/20	<b>CLIMATE CHANGE</b>	
	It was resolved that Councillor E Gemmell be asked to prepare a report for the next Full Council meeting on 4 February 2020.	Approved
FC14/01/20	<b>EXCLUSION OF THE PRESS AND PUBLIC 21.45</b>	
	It was resolved in accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 2060 the press and public be excluded from the meeting during consideration of these items due to the confidential nature of this item.  <b>Human Resources</b> There was no Staff Committee Meeting; actions are being progressed.	Approved Approved

- The meeting finished at 21.50
- The next Full Council Meeting is 4 February 2020 at 20.00

Signed.....

**Chairman of Council**

Date.....

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