

# HAMBLEDEN PARISH COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL  
ON MONDAY 14<sup>TH</sup> MAY 2018 at 8.00PM IN THE VILLAGE HALL, FRIETH  
**MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND**

## AGENDA

1. Public Question Time – A period not to exceed 30 minutes, members of the public are permitted by the Chairman to speak
2. To receive and accept apologies for absence
3. Declaration of disclosable pecuniary and personal interests by Members relating to items on the agenda
4. To confirm and sign the minutes of the previous Ordinary meeting held 12<sup>th</sup> March 2018
5. Clerk to report on matters arising and any updates from previous minutes which are not on the agenda
6. Correspondence Report – see Appendix 1 for list of items and action taken
7. To discuss a request from Frieth CEC School for a donation of £1300 from the Film Fund to replace the sign at the front of the school and removing the noticeboard that is currently there
8. To receive updates from any meetings attended to include:
  - NAG
  - JCC
  - Report from Clerk about the Respect, Trust and Working Relationships training workshop held by BMKALC
  - Report from defibrillator and CPR training held recently
  - Frieth CEC School Travel Plan meeting
  - Any other as appropriate
9. To discuss co-opting a new member for the vacancy on the South Ward following the death of Councillor Snell
10. To confirm the Data Protection Officer for the Council as The Clerk and to review, and adopt if appropriate the following policies to ensure General Data Protection Regulation compliance:
  - i) Privacy Notice for website
  - ii) Assessment of Personal data
  - iii) Information and Data Protection Policy
  - iv) Retention and Disposal Policy
  - v) Appendix A: Documents for Retention and Disposal
  - vi) Email Privacy Notice
  - vii) Councillor Privacy Notice

*The draft copies of these policies are available on the website, but not on the noticeboards.*
11. To discuss a request from Frieth Village Society to plant a gingko tree on the Common Land in Frieth close to the Village Hall
12. To discuss a request from Thames Valley Police to park on the Common Land at Frieth for a “gazebo roadshow” during the summer to offer crime prevention advice to residents
13. To discuss ideas for renting the field in Frieth next to Ellery Rise play area from Wycombe District Council following the reduced rental rate offer. Suggestions received so far include a local nature reserve, a football pitch, an extension to the playground, allotments, and a cycle track.
14. To complete the Accounting Statements 2017/2018 and to consider; complete the Annual Governance Statement 2017/2018; to receive the Internal Auditors report; to confirm the dates for the period for the exercise of public rights – Clerk proposes 04/06/18 to 13/07/18
15. To discuss a request to purchase a new AED training machine for sessions run by the parish council at a cost of £358.80 inc VAT
16. To approve the accounts for May 2018; receive copies of the end of year accounts; signing of cheques – see Appendix 2; to approve an increase in the contribution to the Clerks pension following an increase in employer contribution rates from 23% to 24.1% and sign a mandate to Lloyds Bank to reflect this
17. Members questions: including any items for the next agenda

**PLEASE REPLY TO: Clerk to the Parish Council, Mrs. Lorna Coldwell,  
The Chimes, Park Lane, Lane End, High Wycombe, Buckinghamshire HP14 3LB  
[clerk@hambleden.org.uk](mailto:clerk@hambleden.org.uk)**

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18. Planning applications:

**18/05800/FUL – Mijenin Spurgrove Lane Frieth – Demolition of an existing dwelling and construction of replacement 5 bed dwelling and car port with alterations to access**

**18/05822/TPO – 1 Hornbeam Close Frieth – Crown reduction to 1 x Beech Tree by 3-4 metres and remove smallest/lowest branch to allow more light**

19. Date of next meeting – Monday 11<sup>th</sup> June at 8 pm at the Village Hall, Skirmett

LORNA COLDWELL, CLERK

08.05.18

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## Appendix 1

### Correspondence received from 9<sup>th</sup> April to 8<sup>th</sup> May 2018

1. Thank you letter from Hambleden Village Hall for the donation towards the radiator covers in the hall – for info.
2. Letter from WDC confirming TPOs on land at Ridgewood, Spurgrove Lane, Frieth have been applied.
3. Email from WDC confirming the Draft Local Plan has been submitted to the Planning Inspector – forwarded to Cllrs.
4. Invite to Parish Liaison meeting at BCC – forwarded to Cllrs.
5. Email regarding alteration of addresses on Parmoor Lane – forwarded to Cllrs.
6. Invite to Project Griffin training – forwarded to Cllrs.
7. Invite to Modernising Local Government session held by WDC – forwarded to Cllrs.
8. Application for a donation from the Film Fund to Frieth CEC School – forwarded to Cllrs, agenda item.
9. Slides from Respect, Trust and Working Relationships training attended – forwarded to Cllrs.
10. Letter about Mill End car park – Clerk responded advising not the PC responsibility.
11. Street name and numbering notification from WDC re: Nixey Lane, Frieth – forwarded to Cllrs.
12. Thank you from St Katherines at Parmoor for donation to the garden project – for info.
13. JCC minutes – forwarded to Cllr Broad.
14. Web analytical report – for info, available on request.
15. Wycombe Air Park update – forwarded to Cllr Broad.
16. Notification of a poll from WDC re: unitary authority – forwarded to Cllrs.
17. Parish Liaison meeting with BCC notes – forwarded to Cllrs.

## Appendix 2

### Accounts to be paid in May 2018

Mrs L Coldwell – salary (via standing order)	504.63
BCC Pension Fund (via standing order)	152.19
Mrs L Coldwell – expenses and mileage	82.06
Hambleden Garden Co. – road sign cleaning and foliage trimming	768.00
Miss K Legg – internal audit fee	35.00
Frieth Village Hall hire – meeting 14/05/18	28.00
Good Employer Guide – BALC	3.00
Staples – printer ink	241.96
SSE – annual electricity supply charges	361.95
Zurich Municipal – insurance	939.66
<b>Total</b>	<b>3116.45</b>
<b>Balance as at 1<sup>st</sup> April 2018</b>	<b>38330.17</b>
Less April payments	(7266.10)
Bucks County Council – Devolution payment	1409.63
WDC – Precept, CTSG, CIL	17578.08
<b>Balance as at 30<sup>th</sup> April 2018</b>	<b>50051.78</b>
Of which CIL Funds	5786.06
Church Wall reserve	10000.00
<b>Unrestricted Reserves</b>	<b>34265.72</b>

### Film Fund

<b>Total of all funds at 1<sup>st</sup> April 2018</b>	<b>8274.40</b>
Donation to Hambleden Village Hall	(700.00)
Less Community Bus Money (held by the Parish Council)	(724.52)
<b>True Film Fund Balance as at 31<sup>st</sup> March 2018</b>	<b>6849.88</b>

### Planning Decisions Made

18/05379/VC – Pheasants Ridge Bottom Hill Hambleden – Variation of condition 4 (plan numbers)

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attached to PP 17/06327/FUL (Demolition of existing dwelling house, garage building and 3 no. sheds, erection of 1 x 4-bed detached dwelling house and ancillary studio building with integral storage area for waste/recycling) to allow an amended list of approved drawings to allow design – **Application Permitted**

**18/05411/FUL** – Huttons Farm Main Road Rotten Row Hambleden – Householder application for erection of single storey detached outbuilding for use as a gardeners' base and garden implement storage - alternative scheme to PP/17/07193/FUL – **Application Permitted**