

MINUTES OF THE HAMBLEDEN PARISH COUNCIL MEETING
Held on Monday 14th May 2018 at 8.00 pm in the Village Hall, Frieth

PRESENT: Mr J Jackson (Chair), Mr A Armstrong, Mrs S Walker-Allies, Mrs L Mann, Mr C Hussey, Cllr S Webb, Mr D Broad, Mrs J Nixey.

Mrs L Coldwell – Clerk

Mrs C Yoxall – representative from Frieth CEC School (part)

2 members of the public

Minute 8950 Public Question Time

The applicants for Mijenin discussed their planning application.

Minute 8951 Apologies for Absence

Received from District Cllr Whitehead, County Cllr Teesdale – accepted.

Minute 8952 Declaration of disclosable pecuniary and personal interests by Members relating to items on the agenda

Cllr Jackson declared an interest in planning application 18/05800/FUL, Mijenin.

Minute 8953 To confirm and sign the Minutes of the Ordinary April Parish Council Meeting, held 9th April 2018

The minutes for the meeting held in April were agreed by the Councillors as a true record and signed by the Chairman. Amendments to the draft minutes were made to include Cllr Hussey attended the WDC Rural Forum and correct a spelling error.

Minute 8954 To Report on Matters Arising from Previous Minutes which are not on the Agenda

Minute 8881 Clerk and Cllr Mann will carry out a site visit for positioning of the signs, Clerk has found a local handyman to install.

Minute 8935 It is almost certain that Hambleden village will be resurfaced, although Clerk is waiting for confirmation from Transport for Bucks. Clerk has asked if the other entrance to the village opposite Varnells Terrace could also be resurfaced. Clerk has spoken with a local landowner for alternative parking for residents during the road closure.

Minute 8943 The additional footpaths have been added to the cutting list held by The Chiltern Society.

Minute 8944 Frieth have been entered into the Best Kept Village competition, which is judged in June and July. Judges usually visit villages on 2 occasions. Posters have been given to Frieth Village Society to display.

Minute 8947 3. The summer house has been reported to WDC Planning Enforcement who are investigating.

4. Letter sent to Culden Faw Estate.

Minute 8940 WDC have confirmed that the telephone in the phone box on Frieth Hill will be removed, and have asked if any local groups are interested in adopting the red box to contact them.

Letters were sent to 2 residents in Pheasants Hill regarding overgrown hedges encroaching on the highway.

Frieth Natural History Society have asked for any information about Frieth Meadows, as they are trying to get Natural England to take a more active interest in the SSSI that extends from Frieth Hill to the Prince Albert pub. Clerk to pass on information to them. Deer culling, the possibility of forming a parish plan and a management plan for Pheasants Hill Common will be discussed at the next meeting.

Minute 8955 Correspondence received from 9th April to 14th 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.
18. Email from Martin Tett, BCC Leader re: the districts poll about modernising local government – forwarded to Cllrs.
19. The Clerk Magazine – brought to meeting.
20. Clerks and Council Direct magazine – brought to meeting.
21. Request from Frieth Natural History Society for information about land ownership – Clerk to respond.

Action:Clerk

Minute 8956 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

Action:Clerk

A representative from the Governing Board attended the meeting to put forward their proposal to replace the rotting noticeboard at the front of the school with a new sign, and to replace another smaller old sign on the wall of the school. The Governing Body has looked at several different alternatives and the option forwarded to the PC is the one chosen by all. It is made of painted aluminium which will need less maintenance than a wooden sign. £1300 is for the total cost of the signs, installation, removal and disposal of the noticeboard. Cllr Webb proposed a donation of £1300 from the Film Fund, seconded by Cllr Nixey. 5 in agreement. Clerk to forward cheque signed at this meeting to the school.

Minute 8957 To receive updates from any meetings attended to include:

NAG:

There is a new police inspector; the area has lost a PCSO and PC Turnham has been redeployed so there will be no more Speedwatch. Police find a speedgun effective for the first 10 minutes only, as after this time locations are posted on social media and drivers flash to warn others. Wycombe police station are getting 25 more police officers this year. Discussions that burglaries have increased, and people are urged to lock up their property and label belongings.

JCC:

Nothing to add from previous meeting. Most respondents felt that the move to fly the gliders over the south circuit (Hamble Valley) was a good move but this will not happen in the near future.

Report from Clerk about the Respect, Trust and Working Relationships training workshop held by BMKALC:

Clerk attended this and found it very interesting about Clerks and Cllrs working together harmoniously.

Report from defibrillator and CPR training held recently:

The first 2 sessions were very well attended, with many people attending for the first time. Feedback given was that people found it very useful and helpful, many did not know anything about how to use an AED before the training.

Frieth CEC School Travel Plan meeting:

One more parent representative has been appointed to the committee. They hope to use the Yew Tree car park from September for parent parking, once the houses have been built and the car park has been resurfaced.

Frieth Neighbourhood Watch Group:

Cllr Mann attended the meeting, a Neighbourhood Watch group will be set up in Frieth.

Minute 8958 To discuss co-opting a new member for the vacancy on the South Ward following the death of Councillor Snell

Currently no interest has been shown in the vacancy. Anyone who is interested should contact the Clerk.

Minute 8959 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.

On 10th May, the Government accepted the proposed amendment meaning that parish councils are exempt from appointing a Data Protection Officer, but still must comply with the Data Protection bill effective 25/05/18. All policies agreed, Clerk to place on the website.

The website provider has produced a new contact form and a new GDPR form for the website to enable GDPR compliance. Clerk has viewed and tested these forms which are all in order. MH-P Internet must be authorised to implement these changes on the website, which will be at a cost of £70 +VAT. All in agreement, cheque to be signed this evening.

All Cllrs to be aware of their own responsibility regarding personal data, such as password protecting laptops, using a parish council specific email address and deleting emails when no longer needed.

Minute 8960 To discuss a request from Frieth Village Society to plant a gingko tree on the Common Land in Frieth close to the Village Hall

Action:Clerk

As long as it is not a huge tree, there is no objection to planting a tree in the location discussed, which is to the right of the car park when looking from the road and FVS maintain it. A native tree is preferred, which is not foreign grown due to the possibility of importing diseases. Lastly, it would be preferable to plant a species that is not subject to tree diseases if possible.

Minute 8961 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

Action:Clerk

PC Marchant has requested permission to erect a gazebo for a few hours during the summer to give local residents crime prevention advice and be available for a chat. All in agreement, Clerk to inform Thames Valley Police.

Minute 8962 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

Action:Clerk/
Cllr Hussey

All in agreement to proceed with using the field as a wildflower site, given the proximity to the SSSI. Frieth Natural History Society contacted Cllr Hussey to ask if they can go in to the field to see what is growing there. Permission to be given to them to carry out a survey, Cllr Hussey will inform them. Plans for access to be made following this report at a future meeting. Clerk to inform WDC about the agreed use for the field.

Minute 8963 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

The Chairman read all the statements out to Councillors and they were all answered in the affirmative. The internal auditors report carried out by Miss K Legg was discussed which found that everything was in accordance with the current regulations and guidelines. The Chairman signed off the External Audit Statement and the

Governance Statement. Clerk will advertise the dates for Electors Rights to see the accounts as from 4th June to 13th July.

Minute 8964 . 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

Action:Clerk

- . At the recent training sessions it was noted that the training machine is very out of date. The pads no longer stick to the CPR dummy and are that old that they cannot be repurchased. This suggested model is the same as the AEDs located in the parish, which would be easier for training sessions. The current training machine was given free of charge many years ago.
- . Cllr Walker-Allies proposed to purchase a new training model, Cllr Mann seconded. All in agreement. Clerk to organise.

Minute 8965 . 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

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
Hambleden Garden Company – grass cut 1 of 7 installments	668.57
MH-P Internet – GDPR compliance	84.00
Total	3869.02

Balance as at 1st April 2018	38330.17
Less April payments	(7266.10)
Bucks County Council – Devolution payment	1409.63
WDC – Precept, CTSG, CIL	17578.08
Balance as at 30th April 2018	50051.78
Of which CIL Funds	5786.06
Church Wall reserve	10000.00
Unrestricted Reserves	34265.72

Film Fund

Frieth School Fund – donation for new signs	1300.00
Total	1300.00

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

Increase to pension approved, but noted that it was a large increase. This amount is set by the pension fund.

Minute 8966 Members questions: including any items for the next agenda

1. **Cllr Webb** – could the PC put out to tender garden work that needs to be carried out in the Churchyard, including the pathways, and clearing ivy on headstones? Agenda item next meeting. The current contract is only for grass cutting in the churchyard.
 2. Cars speeding through Hambleden has been raised by residents - nothing can be done to lower the speed limit to 20 mph as BCC require fatalities for this to even be looked at.
 3. **Cllr Hussey** – the toilets in Mill End car park were closed when the car park was sold by WDC. The area would be more welcoming to walkers who are visiting and parking
- Action:Clerk

there if they were reopened. Is this something that the PC could look at taking on responsibility for? Clerk to approach Culden Faw who are the owners to see if they would be agreeable in principle to this.

4. **Cllr Mann** – the hedge at the junction of Ellery Rise and Frieth Hill is overgrowing again.
Action:Clerk Clerk to send a letter to the homeowner asking them to cut this back.
5. **Cllr Walker-Allies** – there is a large sign on the Henley Road opposite Henley Management College advertising an event. Clerk to contact owner of sign with permission from TfB asking them to take it down as the event is not until September.
Action:Clerk
6. There is a pothole by Lower Goddards Farm on Shogmoor Lane which was very poorly filled and needs redoing only a week later. Clerk to speak to LAT about the poor workmanship.
Action:Clerk
7. Can an annual expenses claim be put in by Cllrs for printer ink for printing documents that are needed at meetings? Agenda item for future meeting.
Action:Clerk
8. **Cllr Jackson** – a man from Thames Water asked him for permission to dig up part of the car park in Frieth to fix a water leak. This will happen at a weekend evening to avoid disruption to the parking during the day. Permission was given.

Minute 8967 Planning

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 – **no objection, there are some neighbour concerns regarding the ridge height.**

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 – **no objection**

Planning Decisions Made

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

Minute 8968 Date of Next Meeting

Monday 11 June 2018, 8pm at the Village Hall, Skirmett.
The meeting was closed at 21.48.

Signed Date