



# HADDENHAM Parish Council

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## **NOTICE OF THE ANNUAL PARISH COUNCIL MEETING**

Monday 13<sup>th</sup> May 2019, 7.30pm

The Walter Rose Room, Haddenham Village Hall

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**Members:** Cllrs Mrs. Aston, Mr. Lyons, Mr. O'Hanlon, Mr. O'Loughlin, Ms. Poole, Mr. Sharp, Mr. Truesdale, Mr. Wheeler, and Mr. Young.

**To all Parish Councillors:**

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE MEETING.

**The press and members of the public are invited to attend.**

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## **AGENDA**

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**PC19 1 ELECTION OF THE CHAIR OF THE COUNCIL**

**PC19 2 ELECTION OF THE VICE-CHAIR OF THE COUNCIL**

**PC19 3 ACCEPTANCE OF OFFICE**

To receive the signed Acceptance of Office from the Chair.

**PC19 4 CO-OPTION TO THE COUNCIL**

To consider the applications for the Casual Vacancy on the Council and co-opt a new Councillor.

**PC19 5 ACCEPTANCE OF OFFICE**

To receive the signed Acceptance of Office from the newly co-opted Councillor.

**PC19 6 APOLOGIES**

To receive any apologies for absence.

**PC19 7 DECLARATIONS OF INTEREST**

In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 Councillors should declare any personal, prejudicial or pecuniary interests pertaining to the agenda.

**PC19 8 MINUTES**

To agree and sign the minutes of the Parish Council meeting held on 4<sup>th</sup> March 2019.

**PC19 9 CASUAL VACANCY**

To note the receipt of the resignation from the Council of Mr. Edwards. The resulting casual vacancy has been registered with AVDC and electors have until the 16<sup>th</sup> May 2019 to request an election. If no election is called the Parish Council will be able to co-opt a new Member at the next meeting on 24<sup>th</sup> June 2019.

**PC19 10 STANDING COMMITTEES**

To confirm the Standing Committees of the Council.

To appoint members to the Standing committees.

To appoint a Chair for each Committee.

To agree the Terms of Reference for each Standing Committee.

- (i) Finance and General Purposes
- (ii) Planning
- (iii) Environment
- (iv) Personnel

#### **PC19 11 REPRESENTATIVES TO OUTSIDE BODIES**

To appoint the Council's representatives to Outside Bodies:

- (i) Banks Park Recreation Ground Trust
- (ii) Haddenham Educational Charity
- (iii) Social Centre Management Committee
- (iv) Playing Field Management Committee
- (v) Sports and Social Club Committee
- (vi) Bucks Association of Local Councils
- (vii) Aylesbury Vale Association of Local Councils
- (viii) Haddenham Youth and Community Centre
- (ix) Safe Walking & Cycling Group
- (x) Local Area Forum
- (xi) Scout & Guide Association Trustee
- (xii) Fete Committee

#### **PC19 12 SCHEDULE OF MEETINGS**

To agree the dates for the Council's meetings for 2019-20

#### **PC19 13 STANDING ORDERS**

To confirm the Parish Council's Standing Orders.

#### **PC19 14 POLICIES AND PROCEDURES**

- (i) To review the Parish Council's Risk Assessment and agree any amendments.
- (ii) To review the Parish Council's Finance Regulations and agree any amendments.

#### **PC19 15 COUNTY AND DISTRICT COUNCILLOR REPORTS**

#### **PC19 16 REPORTS FROM OUTSIDE BODIES**

- (i) To receive a report from Haddenham Youth and Community Centre.
- (ii) To receive a report from Haddenham Social Centre Management Committee.
- (iii) To receive a report from Haddenham Community Library.
- (iv) To receive a report and Year End accounts from the Playing Field Management Committee following the AGM held on 24<sup>th</sup> April 2019.
- (v) To receive a report from the Sports and Social Club Committee.
- (vi) To note the draft minutes of the meeting held on 29<sup>th</sup> April 2019 and receive a report from Banks Park Recreation Ground Trust.
- (vii) To receive a report from Haddenham Safe Walking and Cycling Group.
- (viii) To receive the Year End accounts from Haddenham Parochial Charities.

#### **PC19 17 FINANCE AND GENERAL PURPOSES**

- (i) To note the draft minutes of the meeting held on 29<sup>th</sup> April 2019.
- (ii) To note the list of payments.
- (iii) To note receipt of the first precept payment.

- (iv) To note that the Year End reports and AGAR will be on the agenda for the June PC meeting.
  
- (v) To consider continuing with the following annual subscriptions:
  - a) Bucks Association of Local Councils (including 4x LCR magazine) £792.73
  - b) Get Mapping - Parish Online £75
  - c) Society of Local Council Clerks (on behalf of the Clerk and Deputy Clerk) £516
  - d) Aylesbury Vale Association of Local Councils £20
  - e) Community Impact Bucks £55
  
- (vi) To note that the LAF has agreed to fund 50% of the cost of the A418 speed reduction scheme, therefore the work can proceed.
  
- (vii) To consider the RECOMMENDATION that the Parish Council pays for the hire of the Village Hall for the next Community Fair scheduled for 29<sup>th</sup> February 2020, following a request from the Village Society. Cost £304.
  
- (viii) To consider the RECOMMENDATION that the doors at Woodways pavilion are replaced to improve security, disabled access and fire escape. To set a budget of £10k based on initial estimates.
  
- (ix) To consider funding a Fire Risk Assessment for Woodways pavilion.
  
- (x) To receive an update on progress with the refurbishment of the Day Centre as a new Parish Council Centre and consider the quote from PCMS for RIBA stages J-L to oversee the works.
  
- (xi) To consider the RECOMMENDATION to fund the feasibility study for improvements to Haddenham Village Hall on behalf of the Social Centre Management Committee.
  
- (xii) To receive an update from the Chair.

#### **PC19 18 PLANNING**

- (i) To note the draft minutes of the meetings held on 8<sup>th</sup> and 29<sup>th</sup> April 2019.
  
- (ii) To consider the Council's response to the following planning application:  
19/01652/APP - 17 Willis Road Haddenham Buckinghamshire HP17 8HL  
Two storey and single storey rear extension.
  
- (iii) To receive an update from the Chair.

#### **PC19 19 ENVIRONMENT**

- (i) To note the draft minutes of the meeting held on 25<sup>th</sup> March 2019.
  
- (ii) To note the draft minutes of the Allotments Committee meeting held on 20<sup>th</sup> March 2019 and receive a report.
  
- (iii) To note the draft minutes of the Community Orchard Committee meeting held on 10<sup>th</sup> April 2019 and receive a report.
  
- (iv) To receive a report on Snakemoor Nature Reserve.
  
- (v) To receive an update from the Chair.

#### **PC19 20 PERSONNEL COMMITTEE**

To note the draft minutes of the Personnel Committee meeting held on 12<sup>th</sup> April 2019.

**PC19 21 DATES OF FUTURE MEETINGS**

Environment Committee	Monday 3 <sup>rd</sup> June 2019
Planning Committee	Monday 3 <sup>rd</sup> June 2019 Monday 24 <sup>th</sup> June 2019
Finance and General Purposes Committee	Monday 15 <sup>th</sup> July 2019
Parish Council	Monday 24 <sup>th</sup> June 2019
Annual Parish Meeting	Friday 24 <sup>th</sup> May 2019

**PUBLIC PARTICIPATION**

15 minutes will be set aside to receive representations from members of the public.

**CONFIDENTIAL ITEMS**

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Council may resolve to exclude members of the public for an agenda item on the grounds that publicity may be prejudicial to the public interest or because of the confidential nature of the business to be transacted.

**PC19 22 PERSONNEL COMMITTEE (CONFIDENTIAL)**

- (i) To consider the RECOMMENDATIONS following a review of staff salaries.
- (ii) To consider the RECOMMENDATION to increase employer's pension contributions.

**CLOSURE OF THE MEETING**



Mrs Sue Gilbert  
Clerk to Haddenham Parish Council

Date: 7<sup>th</sup> May 2019