



H A D D E N H A M

Parish Council

Parish Council Office, Banks Park, Banks Road, Haddenham, Buckinghamshire HP17 8EE
Phone: 01844 292411 email: clerk@haddenham-bucks-pc.gov.uk

MINUTES

FULL PARISH COUNCIL MEETING

Monday 4th March 2019, 7.30pm
Day Centre Lounge, Haddenham Village Hall

Present: Cllrs Mrs. Aston, Mr. Edwards, Mr. Lyons, Mr. O’Hanlon, Mr. O’Loughlin, Ms. Poole,
Mr. Sharp, Mr. Truesdale, Mr. Wheeler, and Mr. Young.
District Cllr Mrs Brandis
Clerk Ms. Gilbert
13 members of the public

The Green Dragon

Before the meeting started Jamie Hall and Nick Leale, representatives of the Green Phoenix community group, were invited by the Chair to give an update on progress with exercising the Community Right to Bid for the Green Dragon Pub.

A community fund has been set up to raise money to purchase the Green Dragon to be run by a community interest company. The business would be owned by the community who would buy shares. To date a small amount of seed money has been raised to seed-fund the project. This has funded a building survey, which is satisfactory. Lawyers are advising on the best way to raise funds. The main issue is with the time allowed, which is an oversight in the community right to bid legislation. Setting up a share offering takes time and significant legal costs, and has to be complete by start of May. There are strict regulations on making a share offering which would be an offering to the whole community and would need 2-300 people. To speed the process up would need exemptions from the FSA and a self-certified law firm could be used, but that would require a 5-figure sum to do, and time is short even to do it this way. It is understood several companies are interested, and therefore the sale would go through before the funds can be raised. The right to buy only really works if no other parties are interested. Options are still being investigated but the odds are stacked against us. It has been confirmed that other people in the village have also got together, but details are not known.

PC19 117 APOLOGIES

Apologies were received and accepted from Ms. Bedding.
Apologies were received from District Cllr Mr. Foster.

PC19 118 DECLARATIONS OF INTEREST

There were no declarations of interest.

PC19 119 MINUTES

The minutes of the Parish Council meeting held on 7th January 2019 and the Extraordinary Parish Council meeting held on 4th February 2019 were AGREED as a true record and signed.

PC19 120 COUNTY AND DISTRICT COUNCILLOR REPORTS

The draft structural change order and nominations for shadow cabinet members for the new Buckinghamshire Council have been agreed and were noted.

The County Councillor was not present to give an update.

Aylesbury Vale District Council – Mrs Brandis

The Inspector for the Vale of Aylesbury Local Plan (VALP) has made a key change to the plan. The number of homes is reduced by 1,400 to 30,100, as he has decided that the additional number originally asked to be included for the Oxford-Cambridge Expressway is not required. He had suggested that there should be more sites closer to Milton Keynes so it's not clear how that will be effected. The band D council tax for Haddenham will be £1,898.12 for 2019-20.

PC19 121 REPORTS FROM OUTSIDE BODIES

- (i) Youth and Community Centre – Mr Truesdale
The contractors are on-site for the refurbishment of the kitchen, there will be a progress review tomorrow and work may have to continue into next week.
- (ii) Social Centre Management Committee – Mrs. Aston
A User Group meeting has been held. Mr. Truesdale presented the options for future improvements to the village hall, which sparked some interest. New thermostats will be put on the heating system at the end of this week. An Executive Committee meeting will take place next week, and the solicitor will come along to advise on the process of becoming a Charitable Incorporated Organisation (CIO).
- (iii) Community Library – Mr. Sharp
The trustees met on 11th February. Bucks CC have now advertised for a new manager. We are hoping to move forward with a small extension to provide a toilet and a coffee point to make the library more attractive for hire by community groups. In the new financial year, the contribution from Bucks CC will go down. The Children's Centre income will also be lost. The library continues to be supported by the Mummers.
- (iv) Playing Field Management Committee – Mr. Young
There are concerns about the burden on volunteers running the pavilion building as the requirements to comply with health and safety have significantly increased over the years. With plans to build 2 new pavilions and manage them, the Parish Council will need to think about centralised facilities management for the all Council buildings.
- (v) Sports and Social Club Committee – has not met.
- (vi) The draft minutes of the Banks Park Recreation Ground Trust meeting held on 18th February 2019 were noted.
Mr. Truesdale reported that all parties involved in the surrender of the Day Centre lease and termination of the management agreement have now formally agreed this.
It has been agreed to move forward with the renovation of the Day Centre to provide a new Parish Council Centre. The paving will be included in the work to the Day Centre as some work to the outside area will be involved in any case.
- (vii) Haddenham Safe Walking and Cycling Group – has not met.
- (viii) Report from the NALC Spring Conference attended by Mr. Lyons.
There were many interesting trade stalls, and particularly a cemetery design company was present. One of the best presentations was from Glastonbury who are encouraging participatory democracy by going around knocking on doors to seek residents' views. They found issues with too many HGVs on the roads and self-organised ways of dealing with this. There were lots of protests to keep the local Lloyds Bank branch open. This resulted in a new branch of Nationwide being attracted to open in the town as an alternative.

PC19 122 FINANCE AND GENERAL PURPOSES

- (i) The draft minutes of the meeting held on 18th February 2019 were noted.
- (ii) The list of payments was noted (see appendix).

- (iii) The finance reports for quarter ending 31st December 2018-19 were circulated in the new RBS Omega format. The Clerks are working on setting up the new system and identifying the best format to present the reports. Accruals / deferred income etc. have not been included in the reports as yet. The Omega system has been designed for councils to produce the statutory Annual Return, each transaction is coded for this purpose. It also easily produces the VAT return. This is why the auditor prefers this system, however it does not have the flexibility to produce the management reports in the way the PC is used to. More work will be done to see if the Omega reports can be modified, or if the trial balance can be exported to Excel and used to produce the reports in the existing format.
- (iv) The interim internal auditors report was received following his visit on 16th January. The comments made were noted and he is generally happy with the transfer to the Omega system, some minor errors identified have been corrected.
- (v) The external auditor's comments in respect of the 2018 annual return were noted. The prior year asset value had been entered incorrectly and was corrected.

The following RECOMMENDATIONS from the committee were considered:

- (vi) To accept the quote from PCMS for design and specification for the landscaping planning condition of the Airfield pavilion. AGREED.
- (vii) To accept the fee quotation from PCMS for specification and tendering to refurbish the former Day Centre for use as a new Parish Council office and meeting rooms. AGREED.
- (viii) To make a New Homes Bonus application to fund the refurbishment of the former Day Centre AGREED.
- (ix) To proceed on the basis of the PID document from TfB for the reduction in the speed limit at Scotsgrove, and note the estimated cost which will be 50% funded by the Parish Council. AGREED.
- (x) Not to proceed on the basis of the PID document from TfB for improvements to the signage on Rudds Lane. This was discussed further and it was AGREED to delegate to the Clerk and Mr. Truesdale to discuss with BCC the option of reducing the cost by the PC carrying out the work with its own contractor. If this can be done then to proceed with the new signage.
- (xi) To proceed on the basis of the PID document from TfB for improved signage and bollards on Stockwell, and note the estimated cost to be fully funded by the Parish Council. AGREED.
- (xii) To delegate to the Clerk to proceed with the immediate remedial actions resulting from the surveys of Woodways pavilion. Estimated total cost £15,000+VAT. AGREED.
- (xiii) The payment of a grant of £300 to the Sixty Plus Club. AGREED.

PC19 123 PROTOCOL IN THE EVENT OF THE DEATH OF A SENIOR ROYAL

The Clerks are preparing a protocol for the actions required on the death of a senior Royal. Detailed protocols are in place at the District Council and a parish council 'lite' version will be produced.

PC19 124 COMMITTEE STRUCTURE

The committee Chairs held an informal meeting to consider changes to the committee structure. A revised organogram had been produced. The principal changes:

- The Allotments committee will become a sub-committee of Environment
- Snakemoor will have a sub-committee of Environment to meet at least once a year with Robyn Thorogood
- The Communications Committee will be disbanded and responsibilities will be transferred to the staff, Finance & General Purposes or to Working Groups as necessary.

PC19 125 PLANNING

- (i) The minutes of the meetings held on 7th January, 28th January and 18th February 2019 were noted.
- (ii) Update from Mr Truesdale:
The most contentious application recently was at 41 High Street. An informal meeting with the applicants for the HAD007 site will be held soon to receive an update on the revised application they are about to submit.

PC19 126 ENVIRONMENT

- (i) The draft minutes of the meeting held on 4th February 2019 were noted.
- (ii) The next litter pick will take place on Saturday 16th March 2019.
Post meeting Clerk's note – date changed to 23rd March 2019.
- (iii) The proposal from Bucks CC for phase 2 parking restrictions on roads in the vicinity of the station was noted. It was AGREED to carry out an informal consultation on behalf of BCC as the first stage in the process.
- (iv) Update from Mr. Young:
The new play equipment has been installed at Banks Park, thank you to the Clerks for resolving the many issues with the installation process.
The ivy has been removed from the stone wall at the front of the churchyard, and the wall is now falling down. Work to repair this urgently is in progress.
The duck house at the back of Church End pond will be removed for safety reasons.
- (v) The draft minutes of the Community Orchard Committee meeting held on 13th February 2019 were noted.
Update from Mr. Lyons:
The shed has been built and tools will be bought using a grant from the Beer Festival.

PC19 127 ALLOTMENTS AND SNAKEMOOR

Update from Mr. Wheeler:

- The last hedge laying session took place last Wednesday due to the start of the nesting season, and will continue with the 10 year plan in October.
- Aspire will help with the hire of a skip on 21st March to remove a lot of rubbish (bricks, broken glass etc) that has accumulated on the allotment site.
- The main gate will re-open at the end of March.
- Snakemoor – at the weekend 16 volunteers turned out to help. Thank you to Robyn for circulating a report. Thank you also to the donor of a generous donation has been made to the Snakemoor fund.

PC19 128 COMMUNICATIONS

- (i) Copies of the Village Guide have been received and are ready for distribution.
- (ii) Work on the new website is almost complete. Before going live a link will be circulated to Cllrs.
- (iii) Once the website is ready to go live the final newsletter will be circulated, with the new village guide and the launch of the new e-newsletter.

PC19 129 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA

The request from Mr. Lyons to include an item on the next agenda for the Parish Council to declare a climate emergency was noted. There is a Neighborhood Plan objective to move towards becoming a carbon neutral settlement, so there is already an acceptance of the need to address this issue.

Mr. O'Hanlon suggested including this on the next Finance & General Purposes Committee agenda.

Correspondence:

- The PC received an update on the speed limit changes on Dollicott (20mph) and Stanbridge Road

(30mph). This will be progressed by TfB in the new financial year.

- Station Road will have a patch and plane repair in early April
- The new online system to request printed copies of planning applications from AVDC is not working properly.
- Phone call from a resident concerned that Haddenham children have increasingly over the years not been able to get into Lord Williams's School. This is the only school that qualifies for free school transport, which adds additional burdens to families. The PC has been asked to promote a secondary school for Haddenham.

The New Settlement Scoping Study for the VALP reviewed population thresholds for infrastructure and identified that a population of 8-10,000 would make a new secondary school viable. This is a significant increase in housing growth to justify a new school and would not be welcome.

The issue is with school transport provision which is where the improvements are needed.

PC19 130 DATES OF FUTURE MEETINGS

Allotments Committee	Wednesday 20 th March 2019
Planning Committee	Monday 25 th March 2019 Monday 29 th April 2019 Monday 13 th May 2019
Environment Committee	Monday 25 th March 2019
Finance and General Purposes Committee and Banks Park Recreation Ground Trust	Monday 29 th April 2019
Annual Parish Council	Monday 13 th May 2019
Annual Parish Meeting	Friday 24 th May 2019

The changes to the Notice of Meetings were noted.

PUBLIC PARTICIPATION

- Could the draft minutes be circulated earlier please?
The draft minutes have been available on the PC website for several weeks.
- The flag at Banks Park is flying upside down.
This will be rectified.
- Dr. Milmer and Mrs. Jeffery were very disappointed to hear of the decision to disband the Communications Committee and felt they should have been told about this prior to finding out in the minutes. Over many years they have contributed to the committee and have helped with monitoring social media. How will the PC effectively engage with social media?
Mr. Truesdale explained that successive Chairs of that Committee had struggled to manage it. Many of the functions had now been transferred to the staff and a decision had been taken that communications are better managed by someone employed for that role with the necessary skills. This is included in the PC's Business Plan for 2019-20. Apologies were made that Dr. Milmer and Mrs Jeffery had not been told in advance of tonight's meeting of the proposal, and they were thanked for their contribution to the committee.
- Improved signage on Rudds Lane / Dollicott might help but the traffic impact survey is really needed and these areas given priority in it. A no-through road is likely to be supported by residents.
- The whole of Dollicott needs properly resurfacing.
- When the parking review is carried out the problem of long term parking near to the bakery at Fort End needs to be resolved, e.g. with a yellow line and limited waiting time.
- Some of the village is still not online so will need a hard copy of the newsletter.
Hard copies will be made available at certain places such as the library.
- There is a gap in the hedge on the Glebe site opposite the garden centre, but it doesn't seem to be on the plans. Is it allowed?
We will try to find out.
- We have heard that workers are being laid off by Dandara, work on the site has slowed down, and the site manager is not responding.
The PC has not received any specific information but there is a general slowing down of house building

due to Brexit uncertainties.

CONFIDENTIAL ITEMS

None.

CLOSURE OF THE MEETING

The meeting closed at 9.25pm

Signed: _____
Chair

Date: 13th May 2019

List of Payments made between 01/01/2019 and 28/02/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2019	Aylesbury Vale DC	DD	2,019.62	18246	dog waste service 18-19
03/01/2019	Planning Portal	BACS	20.00	18033	tennis courts planning appln
03/01/2019	Central Bedfordshire Council	BACS	192.00	18247	Building Control HYCC kitchen
05/01/2019	Aylesbury Vale DC	Std Ord	62.00		Woodways pavilion rates
11/01/2019	Everflow Limited	DD	65.59	18249	Everflow Limited
14/01/2019	BC&E	DD	291.22	18030	pension
17/01/2019	Aylesbury Vale DC	DD	283.35	18250	eurobin hire & empty
18/01/2019	Aspire Community Works	BACS	12,727.92	18251	grounds maitenance Nov-Jan
18/01/2019	St Mary's PCC	BACS	164.91	18252	church floodlights
18/01/2019	kwiboo	BACS	148.80	18253	annual website hosting
18/01/2019	Crescent Garden Services	BACS	220.00	18254	churchyard maintenance
18/01/2019	John Wheeler	BACS	16.25	18255	reimbursement refuse bags
18/01/2019	Social Centre MC	BACS	23.10	18256	room hire Dec18
18/01/2019	South Bucks Tree Surgeons	BACS	696.00	18257	ivy removal churchyard wall
18/01/2019	Society of Local Council Clerk	BACS	228.00	18258	SLCC memebrship EM
18/01/2019	Castle Water	BACS	165.66	18259	water church end pond
18/01/2019	PCMS design	BACS	2,983.50	18263	PC office / Woodways Pavilion
18/01/2019	Eldridge Electrical	BACS	316.80	18264	street lights 07/01/19
18/01/2019	Payroll Management	BACS	55.20	18265	payroll Jan19
18/01/2019	George Browns	BACS	123.91	18266	padlocks Green lane
18/01/2019	Complete Tree Services	BACS	990.00	18267	Woodways tree work
18/01/2019	Shed Store	BACS	225.49	18268	shed for orchard
18/01/2019	SALT building surveying	BACS	1,380.00	18269	Survey Woodways Pavilion
18/01/2019	IBB Solicitors	BACS	2,412.80	18270	legal fees
18/01/2019	Local Authority Publishing Co	BACS	1,750.00	18271	Publication Village Guide
18/01/2019	Castle Water	BACS	5.09	18272	workshop water
18/01/2019	Castle Water	BACS	6.20	18273	water Rudds Pond Final bill
21/01/2019	Lloyds Bank	DD	5.00	18032	bank charges
23/01/2019	SSE Southern Electric	DD	338.66	18029	street light electricity
23/01/2019	SSE Southern Electric	DD`	-338.66		Street Light energy
23/01/2019	SSE Southern Electric	DD	350.25		Street Lights
25/01/2019	Emma Marsden	BACS		18260	salary Jan19
25/01/2019	Sue Gilbert	BACS		18261	salary Jan19
25/01/2019	HMRC	BACS	1,396.15	18262	Tax / NI Jan19
28/01/2019	EON	DD	11.99	18031	workshop electricity
01/02/2019	Ace Pest Control	6178	85.00	18028	rodent control
11/02/2019	Everflow Limited	DD	72.62		Water bill
19/02/2019	SSE Southern Electric	DD	814.32		Street Lights
19/02/2019	British telecom	DD	155.02		Phone Bill / Broadband
19/02/2019	BC&E	BACS	291.22		Pension - Staff Feb 19
20/02/2019	Aylesbury Vale DC	DD	90.00		Refuse Collection
21/02/2019	Lloyds Bank	DD	5.00		Bank Charges
25/02/2019	Seasons Landscapes Limited	BACS	211.20		Trees X2 for Snakemoor
25/02/2019	Crescent Garden Services	BACS	220.00		Chruchyard Maintenance Feb 18
25/02/2019	Complete Tree Services	BACS	96.00		Sheerstock P/ground Tree Work
25/02/2019	Aspire Community Works	BACS	6,363.96		Feb 18 Grounds Maint Contract
25/02/2019	Vision ICT	BACS	42.00		Op London Bridge Webpage

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/02/2019	Eldridge Electrical	BACS	2,354.88		Maint/new cols/new lantern
25/02/2019	Ricoh	BACS	216.38		Printer /pcopier Nov 18-Feb 19
25/02/2019	BMKALC	BACS	98.20		Training Clerk & Cllr Edwards
25/02/2019	David Lyons	BACS	13.16		Pump Flask
25/02/2019	Shelley Signs Ltd	BACS	798.00		Duck Feeding Signs (x3)
25/02/2019	Payroll Management	BACS	41.40		Payroll Feb 19
25/02/2019	PCMS design	BACS	3,360.00		Tender process - Airfield Pav
25/02/2019	Sue Gilbert	BACS	2,317.70		Expenses /salary
25/02/2019	Emma Marsden	BACS	1,331.43		Salary Feb 19
25/02/2019	HMRC	BACS	1,396.15		PAYE & NI Feb 19
25/02/2019	John Wheeler	BACS	8.03		Refuse Bags
25/02/2019	Haddenham VH Social Centre MC	BACS	950.00		Office Rental
25/02/2019	IAC Audit & Consultancy	BACS	420.00		Internal Audit Jan 2019
25/02/2019	Society of Local Council Clerk	BACS	678.00		Practitioners Conference x2
25/02/2019	Kompan	BACS	4,293.03		Maintenance Woodwyas Pgrd
25/02/2019	National Assoc of Local Councils	BACS	312.00		Cllr Lyons Spring Conference
25/02/2019	Earth Anchors Ltd	BACS	106.80		Bench fixing sets
25/02/2019	John Wheeler	BACS	-8.03		Refuse Sacks correction
25/02/2019	John Wheeler	BACS	5.99		Refuse Sacks
27/02/2019	EON	DD	11.30		Electric Workshop
Total Payments			60,098.70		