



# HADDENHAM Parish Council

Parish Council Office, Banks Park, Banks Road, Haddenham, Buckinghamshire HP17 8EE  
Phone: 01844 292411 email: haddenhampc@btconnect.com

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## DRAFT MINUTES ANNUAL PARISH COUNCIL MEETING

Monday 13<sup>th</sup> May 2019, 7.30pm  
The Walter Rose Room, Haddenham Village Hall

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**Present:** Cllrs Mrs. Aston, Mr. Lyons, Mr. O'Hanlon, Mr. O'Loughlin, Ms. Poole, Mr. Sharp, Mr. Truesdale and Mr. Young.  
District Cllr Mrs Brandis  
Clerk Ms. Gilbert  
Deputy Clerk Mrs Marsden  
James Brown and David Hoare – applicants to fill the Casual Vacancy  
5 members of the public

### **PC20 1 ELECTION OF THE CHAIR OF THE COUNCIL**

Mr Truesdale was PROPOSED, SECONDED and AGREED.

### **PC20 2 ELECTION OF THE VICE-CHAIR OF THE COUNCIL**

Mr O'Hanlon was PROPOSED, SECONDED and AGREED.

### **PC20 3 ACCEPTANCE OF OFFICE**

Mr Truesdale and the Clerk signed his Acceptance of Office as Chair of the Council.

### **PC20 4 CO-OPTION TO THE COUNCIL**

AVDC confirmed that an election had not been requested and the Council is now able to co-opt a new Councillor. There were two applications for the Casual Vacancy on the Council. A second vacancy is still in the process of being advertised so could not be filled at this meeting. It was AGREED that the correct process to fill the vacancy would be a ballot of the members. Each applicant was allowed to give a short presentation prior to voting.

Mr David Hoare was co-opted by a vote of 5 to 3 in favour.

Mr James Brown was thanked for his interest in joining the Council and asked if he would like to carry over his application to fill the second vacancy, which he confirmed he would do.

### **PC20 5 ACCEPTANCE OF OFFICE**

Mr. Hoare and the Clerk signed his Acceptance of Office as a Councillor.

### **PC20 6 APOLOGIES**

Apologies for absence were received and accepted from Mr. Wheeler (holiday).

### **PC20 7 DECLARATIONS OF INTEREST**

There were no declarations of interest other than those already disclosed.

### **PC20 8 MINUTES**

The minutes of the Parish Council meeting held on 4<sup>th</sup> March 2019 were AGREED as a true record and signed.

## **PC20 9 CASUAL VACANCY**

The receipt of the resignation from the Council of Mr. Edwards was noted. Mr. Edwards was thanked for his input during his time on the Council. 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.

## **PC20 10 STANDING COMMITTEES**

The Standing Committees of the Council were confirmed and Members and Chairs appointed as follows:

(i) Finance and General Purposes

Mr. O'Hanlon (Chair), Mrs. Aston, Mr. Truesdale, Mr. Sharp, and Mr. Young

(ii) Environment

Mr. Young (Chair), Mr Lyons, Mr. O'Hanlon, Mr. O'Loughlin, Ms. Poole and Mr Wheeler

(iii) Planning

Mr. Truesdale (Chair), Mr. O'Hanlon, Mr. Sharp, Mr. Young and Ms. Poole

(iv) Personnel

Mr. Truesdale (Chair), Mrs. Aston and Mr. Sharp

The Terms of Reference for the Standing Committees are currently under review.

## **PC20 11 REPRESENTATIVES TO OUTSIDE BODIES**

The Council's representatives to Outside Bodies were appointed as follows:

(i)	Banks Park Trust	F&GP committee
(ii)	Haddenham Educational Charity	F&GP committee
(iii)	Social Centre Management Committee (HPC Rep)	David Truesdale
(iv)	Social Centre Management Committee (BPT Rep)	Margaret Aston
(v)	Playing Field Management Committee	Margaret Aston and Chris Young
(vi)	Sports and Social Club Committee	Margaret Aston and Chris Young
(vii)	Bucks & Milton Keynes Association of Local Councils	David Truesdale
(viii)	Aylesbury Vale Association of Local Councils	To be agreed if needed (rarely meets)
(ix)	Haddenham Youth and Community Centre	David Truesdale
(x)	Safe Walking and Cycling Group	David Lyons
(xi)	Local Area Forum	David Truesdale
(xii)	Haddenham Scout and Guides Trustee	Steve Sharp
(xiii)	Fete Committee	Steve Sharp
(xiv)	Bucks CC unitary authority working group	David Truesdale

## **PC20 12 SCHEDULE OF MEETINGS**

The dates for the Council's meetings for 2019-20 were AGREED (schedule in appendix 1)

## **PC20 13 STANDING ORDERS**

The Parish Council's Standing Orders had been updated December 2018 so were confirmed unchanged.

## **PC20 14 POLICIES AND PROCEDURES**

(i) The Parish Council's Risk Assessment was confirmed unchanged. It was noted that some outstanding actions still need to be addressed.

(ii) The Parish Council's Finance Regulations had been updated in December 2018 so were confirmed unchanged.

## **PC20 15 COUNTY AND DISTRICT COUNCILLOR REPORTS**

County Cllr Mr. Harriss was not present to report.

### Aylesbury Vale District Council

#### Mrs Brandis

At a meeting on 6<sup>th</sup> May the structural change order for the new unitary authority was discussed in parliament and has now been passed to the House of Lords. The new Shadow Council needs to meet in the next 14 days as a result.

Thanks to the Clerk and Mr Harriss for assistance in applying to Bucks CC to have the damaged chicane on Thame Road, near to the Pegasus Way junction removed.

Can the applicant for Land West of Churchway come to the Annual Parish Meeting so concerns can be raised. The Clerk advised they have been invited but have not confirmed.

#### Mr. Lyons

This was Mr. Lyons' first Parish Council meeting since being elected to Aylesbury Vale District Council. The Members congratulated him on his election. It has been interesting to have the opportunity to visit other parishes and find out what help is needed. Most enquiries are planning related, and there appears to be some disconnect with the parishes. The existing district councillors are all members of the Shadow Council and we are waiting with interest for the first meeting. The parishes will need better support for the devolution of services. Mr Lyons is asking for support for 20mph speed limits which have already been introduced in Wales. Problems with litter bin emptying have been discussed with the officer and a meeting will be arranged if necessary.

## **PC20 16 REPORTS FROM OUTSIDE BODIES**

- (i) Haddenham Youth and Community Centre – Mr. Truesdale  
Lynne Colley will be moving away from the village so will step down as Chair. Mr Truesdale is interim Chair.
- (ii) Haddenham Social Centre Management Committee – Mrs Aston  
Last Wednesday there was a User Group meeting, they were asked for their views on the future of the village hall. A hearing loop has been installed in the main hall. The solicitor has applied on behalf of the committee to become a CIO which will afford better protection for the Trustees and allow a new constitution to be agreed.
- (iii) Haddenham Community Library – Mr. Sharp  
Since the middle of April Ali Gilbert has been appointed as the new librarian. The trustees are asking for a rebate from BCC for the reduced cost in staffing this year due to the changes. The discussion about the extension is ongoing and a meeting will be held next week with Joe Houston and HPC to discuss qualification for S106 funding.
- (iv) Playing Field Management Committee - Mr. Young  
The AGM was held on 24<sup>th</sup> April 2019, and the Year End accounts were received. Concerns were raised about lack of communication regarding the recent electrical work carried out by HPC and the new doors that are being proposed.
- (v) Sports and Social Club Committee – Mr. Young  
There is ongoing discussion about the requirements of modern legislation for the management of buildings which is too onerous for volunteer committees. Help will be needed from the Parish Council to appoint professional facilities management.
- (vi) Banks Park Recreation Ground Trust – Mr. Truesdale  
The draft minutes of the meeting held on 29<sup>th</sup> April 2019 were noted. The committee discussed the surrender of the Day Centre lease, the extension to the library and

Banks Cottage lease renewal.

- (vii) Haddenham Safe Walking and Cycling Group – Mr. Lyons  
The committee met on 24<sup>th</sup> April. Tribute was paid to Jim Robison an active member who had passed away, and it was agreed to place a plaque on Green Lane in his memory.  
There are concerns about speed in Kingsey, the 40mph speed limit needs to be enforced.  
The committee are pleased about the project to reduce the speed limit on the A418 at Scotsgrove. It would be nice to install more kissing gates on the local footpaths but several land owners are not interested in supporting this.  
The footpath to Chearsley is overgrown with nettles so needs cutting.
- (viii) The Year End accounts for September 2018 were received from Haddenham Parochial Charities.

## **PC20 17 FINANCE AND GENERAL PURPOSES**

- (i) The draft minutes of the meeting held on 29<sup>th</sup> April 2019 were noted.
- (ii) The list of payments to the end of March 2019 was noted (see appendix 2). The April payments will be entered into the system when the year-end closure is complete and will be reported at the next meeting.
- (iii) The receipt of the first precept payment was noted.
- (iv) It was noted that the Year End reports and AGAR will be on the agenda for the June PC meeting.
- (v) It was AGREED to continue 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) It was noted that the LAF has agreed to fund 50% of the cost of the A418 speed reduction scheme, therefore the work can proceed.
- (vii) It was AGREED to pay 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) It was AGREED that the doors at Woodways pavilion are replaced to improve security, disabled access and fire escape. A budget of £10k was set based on initial estimates and it was AGREED to DELEGATE to the Clerk to select the most appropriate option and proceed.
- (ix) It was AGREED to carry out a Fire Risk Assessment for Woodways pavilion. Cost £450 + VAT.
- (x) The Day Centre lease has still not been surrendered the payment of the BCC contribution towards utility bills is not resolved. The SCMC would like to receive a contribution and would be happy to reach a compromise agreement on the amount. Mrs Aston will talk to the BCC member directly to try and resolve this. The plans to refurbish the Day Centre as a new Parish Council Centre are progressing well, and tenders have just come in to carry out the work.  
It was AGREED to accept the quote of £5,040 from PCMS for RIBA stages J-L to oversee the works.
- (xi) It was AGREED to fund the feasibility study for improvements to Haddenham Village Hall on behalf of the Social Centre Management Committee. Cost £8,800+VAT. The Clerk confirmed that his can be reclaimed from S106 funding.

- (xii) No further updates from the Chair.

## **PC20 18 PLANNING**

- (i) The minutes of the meeting held on 25<sup>th</sup> March 2019 and the draft minutes of the meetings held on 8<sup>th</sup> and 29<sup>th</sup> April 2019 were noted.
- (ii) The Council's response to the following planning application was AGREED:  
19/01652/APP - 17 Willis Road Haddenham Buckinghamshire HP17 8HL  
Two storey and single storey rear extension.  
*The Parish Council has no objection subject to:*
- 1. The applicant demonstrating that there is sufficient on-site parking spaces for 4 cars per Neighbourhood Plan policy TGA1.*
  - 2. There is no daylighting infringement to adjoining properties*
- (iii) The committee considered 3 significant planning applications at an additional meeting on 8<sup>th</sup> April; Aston Road, Plot N on the Airfield Business Park and land West of Churchway (HAD007). The application for plot N made no reference to the residential development to the east (HAD007) or to the footpath through to the Airfield and station. At the VALP public inquiry AVDC officers stated that the path would be deliverable. Some concerns were raised about the HAD007 plans, the south western corner of the site is built up to the industrial area, with no green buffer. The applicant reported that AVDC wants to keep a village feel to the development but this is not reflected in the design. The PC has asked for the opportunity to meet the planning officer. Mrs. Brandis agreed to help facilitate this.  
A House of Lords Report entitled Time for change for the Rural Economy has been published, it includes some useful information, but makes no reference to climate change or biodiversity.

## **PC20 19 ENVIRONMENT**

- (i) The draft minutes of the meeting held on 25<sup>th</sup> March 2019 were noted.
- (ii) The draft minutes of the Allotments Committee meeting held on 20<sup>th</sup> March 2019 were noted. Mr. Wheeler was not present to give a report. The allotment site lease renewal is still outstanding.
- (iii) The draft minutes of the Community Orchard Committee meeting held on 10<sup>th</sup> April 2019 were noted. Mr. Lyons reported that the new shed is now complete, this will allow better management of tools for the site. A working party will be held to deal with the cow parsley, this was done with volunteers from Cosine last year so it is hoped they can help again this year. The Easter Egg hunt was very well attended and successful. The core may be used as a venue for the arts festival that is planned for the autumn to coincide with Haddenham Feast.
- (iv) Snakemoor Nature Reserve is looking particularly good this year the snakeshead fritillaries have been better than ever before.
- (v) Mr. Young thanked Mrs Marsden for the effort she has put in to ensure Banks Park play area is installed correctly and safely, it is now in constant use which is good to see. Due to the issues with the Banks Park play area and the design of Sheerstock it was decided to give up on HAGS and use Proludic for Sheerstock.

## **PC20 20 PERSONNEL COMMITTEE**

The draft minutes of the Personnel Committee meeting held on 12<sup>th</sup> April 2019 were noted.

## PC20 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 Monday 15 <sup>th</sup> July 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

- A goat has been found on the allotments
- The Communications Committee meetings are still on the website so need to be taken off.
- Willis Road residents feel let down by AVDC and HPC. It is very depressing to see what is being built on the Glebe site. The new houses are horrifically close to existing properties, with no gaps in the view. All the existing residents are suffering. There is loss of light to the back gardens, and overlooking from windows in the new houses. The design is not in keeping with Willis Road.
- Mrs Brandis asked when the grass will be cut on Willis Road.  
*The Clerk explained that VAHT had been cutting the grass verges within the VAT estates, but had stopped on 1<sup>st</sup> April when their new contract started and it became apparent that the roads were adopted by BCC so should be their responsibility. They haven't been included in the devolved agreement with the Parish Council so are not included in the PC's maintenance contract. The Clerk has asked Aspire to quote for including these verges, and for the extra work as the initial cut will be a bigger task as they are now so long. BCC officers have not yet responded to a query about why the PC was not informed and if the devolved agreement needs to be amended. The verges on all the VAHT roads will be cut as soon as possible.*

### CONFIDENTIAL ITEMS

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Council resolved to exclude members of the public for the following item because of the confidential nature of the business to be transacted.

### PC20 22 PERSONNEL COMMITTEE (CONFIDENTIAL)

- It was AGREED to implement the RECOMMENDATIONS following a review of staff salaries.
- It was AGREED to increase the employer's pension contributions to match the employees' current contributions.

### CLOSURE OF THE MEETING

The meeting closed at 9.12pm

Signed: \_\_\_\_\_ DRAFT \_\_\_\_\_  
Chair

Date: 24<sup>th</sup> June 2019

APPENDIX 1: SCHEDULE OF MEETINGS 2019-20

2019		
Monday 3 <sup>rd</sup> June	7.00pm	Planning Committee
	7.30pm	Environment Committee
Monday 24 <sup>th</sup> June	7.00pm	Planning Committee
	7.30pm	Parish Council
Monday 15 <sup>th</sup> July	7.00pm	Planning Committee
	7.30pm	Finance & General Purposes Committee
	9.00pm	Banks Park Trust
AUGUST RECESS - NO MEETINGS		
Monday 2 <sup>nd</sup> September	7.00pm	Planning Committee
	7.30pm	Parish Council
Monday 23 <sup>rd</sup> September	7.00pm	Planning Committee
	7.30pm	Environment Committee
Monday 14 <sup>th</sup> October	7.00pm	Planning Committee
	7.30pm	Finance & General Purposes Committee
	8.30pm	Banks Park Trust
	9.00pm	Haddenham Educational Charity
Wednesday 30 <sup>th</sup> October	9.30am	Allotments Committee
Monday 4 <sup>th</sup> November	7.00pm	Planning Committee
	7.30pm	Parish Council
Monday 25 <sup>th</sup> November	7.00pm	Planning committee
	7.30pm	Environment Committee
Monday 16 <sup>th</sup> December	7.00pm	Planning Committee
	7.30pm	Finance & General Purposes Committee
	9.00pm	Banks Park Trust
2020		
Monday 6 <sup>th</sup> January	7.00pm	Planning Committee
	7.30pm	Parish Council
Monday 27 <sup>th</sup> January	7.00pm	Planning committee
	7.30pm	Environment Committee
Monday 17 <sup>th</sup> February	7.00pm	Planning Committee
	7.30pm	Finance & General Purposes Committee
	9.00pm	Banks Park Trust
Monday 9 <sup>th</sup> March	7.00pm	Planning Committee
	7.30pm	Parish Council
Monday 30 <sup>th</sup> March	7.00pm	Planning Committee
	7.30pm	Environment Committee
Weds 25 <sup>th</sup> March	9.30am	Allotments Committee
Monday 20 <sup>th</sup> April	7.00pm	Planning Committee
	7.30pm	Finance & General Purposes Committee
	9.00pm	Banks Park Trust
Monday 11 <sup>th</sup> May	7.00pm	Planning Committee
	7.30pm	Annual Parish Council
Friday 22 <sup>nd</sup> May	7.00pm	Annual Parish Meeting (Main Hall)

APPENDIX 2: LIST OF PAYMENTS

Date: 13/05/2019

Haddenham Parish Council 2018\_19

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Time: 13:49

Current Bank A/c

List of Payments made between 01/03/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/03/2019	George Browns	BACS	7.96	180304	Linseed Oil
06/03/2019	Aylesbury Office Supplies	BACS	85.37	18035	Stationery supplies
06/03/2019	John Wheeler	BACS	9.98	18036	Refuse Sacks
06/03/2019	Crescent Garden Services	BACS	220.00	18037	St Marys Ground Maintenance
06/03/2019	Aspire Community Works	BA`	588.00	18038	Sheerstock fence & Thame Road
06/03/2019	Chiltern Secure Shredding Ltd	BACS	18.00	18039	Confidential waste disposal
06/03/2019	Haddenham VH Social Centre MC	BACS	378.70	18040	Room Hire & Fire safety Check
06/03/2019	SWARCO Traffic Ltd	BACS	264.00		Maintenance Contract MVAS
06/03/2019	Conservation Architects	BACS	650.00	18042	Chruch Wall repair Spec
06/03/2019	David Greaves	BACS	16.49	18043	Padlock for Comm Orchard Shed
06/03/2019	Berryfields Parish Council	BACS	235.00	18044	P/ground inspection course EM
06/03/2019	Jeremy Hillsdon	BACS	420.00	18040	Topple testing
06/03/2019	UK Power Networks (Ops) Ltd	BACS	8,696.40	18047	S/Light electricity connection
06/03/2019	Scancross (ES) Ltd	BACS	1,500.00	18045	Work on HYC kitchen
07/03/2019	Ace Pest Control	006179	85.00	18050	Pest Control Allot /Ponds
07/03/2019	John Wheeler	BACS	13.00	18055	Refuse sacks
07/03/2019	Aspire Community Works	BACS	216.00	18056	Lleyandi trees Sheerstock
07/03/2019	Payroll Management	BACS	41.40	18057	Payroll
07/03/2019	Sixty Plus Club	BACS	300.00	18058	Grant
11/03/2019	British telecom	DD	75.24	18052	Telephone Broadband
11/03/2019	Everflow Limited	DD	70.28		Water charges
11/03/2019	Aylesbury Vale DC	DD	90.00	18054	Refuse collection
19/03/2019	SSE Southern Electric	DD	760.45		Street Light electricity
22/03/2019	Lloyds Bank	BACS	5.00		Bank Charges
28/03/2019	PCMS design	BACS	1,596.00	18059	Airfield Pavilion
28/03/2019	Clasic Builders (Watlington)Lt	BACS	31,875.82	18305	HYCC Kitchen refurbishment
28/03/2019	UK Power Networks (Ops) Ltd	BACS	5,362.80	18306	High St / Rosemary new column
28/03/2019	ARD (ABA Construction) Ltd	BACS	106.80	18307	quarterly play area inspection
28/03/2019	Crescent Garden Services	BACS	220.00	18308	churcyard maintenance mar19
28/03/2019	Aspire Community Works	BACS	7,033.96	18309	grounds maint, skip, tree work
28/03/2019	Aylesbury Vale DC	BACS	320.00	18310	Building Regs Fee HYCC
28/03/2019	Ben Quarman Electrical	BACS	3,199.28	18311	Electrical repairs Pavilion
28/03/2019	David Truesdale	BACS	2.50	18312	reimbursement parking
28/03/2019	John Wheeler	BACS	18.98	18313	reimbursement padlock bin bags
28/03/2019	Complete Tree Services	BACS	1,314.00	18314	tree work
29/03/2019	Sue Gilbert	BACS	██████	18048	Wages Mar 19, stamps, mileage
29/03/2019	Emma Marsden	BACS	██████		Wages Mar 19, mileage
29/03/2019	HMRC	BACS	1,395.95		PAYE & NI, Empl NI

Total Payments 70,873.11