

MINUTES
ANNUAL PARISH COUNCIL MEETING
Tuesday 3rd May 2016, 7.30pm
The Walter Rose Room, Haddenham Village Hall

- Present:** Cllrs: Mr. Armitt, Mrs. Aston (Chairman), Mr. Lyons, Mr Newton, Mr. Sharp, Mr. Truesdale.
District Cllr Mrs Brandis
Clerk: Mrs Gilbert
6 members of the public.
- PC17 1 ELECTION OF THE CHAIRMAN OF THE COUNCIL**
PROPOSED, SECONDED AND AGREED Mrs. Aston.
- PC17 2 ELECTION OF THE VICE-CHAIRMAN OF THE COUNCIL**
PROPOSED, SECONDED AND AGREED Mr. Truesdale.
- PC17 3 ACCEPTANCE OF OFFICE**
Mrs. Aston signed the Acceptance of Office for the position of Chairman which was received and signed by the Clerk.
- PC17 4 APOLOGIES**
Apologies for absence were received and accepted from Mr. O’Hanlon, Mr. Wheeler and Mr. Young.
- PC17 5 DECLARATIONS OF INTEREST**
There were no declarations of interest.
- PC17 6 MINUTES**
The minutes of the Parish Council meeting held on 4th April 2016 were AGREED as a true record and signed.
- PC17 7 CO-OPTION OF COUNCILLORS**
A single application from Mrs. Amanda Capp was considered. It was PROPOSED, SECONDED and AGREED that Mrs. Capp be co-opted onto the Council.
Mrs. Capp signed the Acceptance of Office form which was received and signed by the Clerk.
Mrs. Capp then joined the meeting.
A Casual Vacancy remains.
- PC17 8 COMMITTEE MEMBERSHIP**
The Standing Committees of the Council, their membership and Chairmen were AGREED as follows:
- (i) Finance and General Purposes
Members: Mrs. Aston, Mr. O’Hanlon, Mr. Sharp, Mr Truesdale, Mr. Young.
Chairman: Mr. Truesdale.
 - (ii) Planning
Members: Mr. Armitt, Mrs. Aston, Mr. Newton, Mr. O’Hanlon, Mr. Sharp, Mr. Truesdale, Mr. Young.

Chairman: Mr. Truesdale.

- (iii) Environment
Members: Mrs. Aston, Mr. Lyons, Mr. O'Hanlon, Mr. Wheeler, Mr. Young.
Chairman: Mr. Young.
- (iv) Communications
Members: Mrs. Capp, Mr. Lyons, Mr. Newton, Mr. Sharp.
Co-opted members: Mrs Jeffery, Dr. Milmer. To be confirmed at the next meeting.
Chairman: Mr. Sharp.
- (v) Allotments
Members: Mrs. Aston, Mr. Wheeler.
Co-opted members: Mrs. Gardiner, Ms. Watt, Mr. Whitney, Mr. Wood. To be confirmed at the next meeting.
Chairman: Mr. Wheeler.
- (vi) Personnel
Members: Mr. Armitt, Mrs. Aston, Mr. Truesdale
Chairman: Mr. Truesdale

The membership of the Sub-Committees of the Council were AGREED as follows:

- (vii) Neighbourhood Plan Team
Members: Mr Newton, Mr. Sharp, Mr Truesdale.
Additional members to be co-opted. Chairman to be confirmed.
- (viii) Community Orchard Committee
Membership: Mr. Lyons
Co-opted members: Dr. Benjamin, Mr. Chowns, Mr. Greaves, Mr. Peach, Mr. Proctor, Mr. Smith, Mrs Rowbotham. To be confirmed at the next meeting. Chairman to be confirmed.
- (ix) Community Facilities Committee
Membership: Mrs. Aston, Mrs. Capp, Mr O'Hanlon, Mr. Truesdale.
Co-opted members: Rod Aitken, Heather Hunter, Richard Moore, Roger Mott, Niall Pritchard, Andy Roff, Denis Taylor and Bev Wilson. To be confirmed at the next meeting.
Chairman: Mr. O'Hanlon

PC17 9 REPRESENTATIVES TO OUTSIDE BODIES

The following appointments to Outside Bodies were AGREED:

- (i) Banks Park Trust: Mrs. Aston, Mr. O'Hanlon, Mr. Sharp, Mr. Truesdale, Mr. Young.
- (ii) Social Centre Management Committee: Mrs. Aston, Mr. Wheeler.
- (iii) Playing Field Management Committee: Mrs. Aston, Mrs. Capp, Mr. Young.
- (iv) Bucks Association of Local Councils: Mr Truesdale.
- (v) Aylesbury Vale Association of Local Councils. Mr Truesdale.
- (vi) Haddenham Youth Centre: Mrs. Aston and Mr. Truesdale are Directors.
- (vii) Safe Walking & Cycling Group: Mr. Lyons
- (viii) Local Area Forum: Mrs Aston, Mr. Young (To be confirmed)
- (ix) Scout & Guide Association Trustee: Mr. Wheeler
- (x) Fete Committee: Mr. Armitt

PC7 10 SCHEDULE OF MEETINGS

The dates for the Council's meetings for 2016-17 were AGREED.

PC17 11 STANDING ORDERS

- (i) It was AGREED to accept the Council's current Standing Orders but note the need to review and update them.
- (ii) It was AGREED to delegate to the Finance and General Purposes Committee to carry out a review and update of the Council's Standing Orders for ratification by the full Council.

PC17 12 POLICIES AND PROCEDURES

- (i) An update to the Parish Council's Risk Assessment was not yet ready.
- (ii) The Parish Council's Finance Regulations were AGREED.

PC17 13 COUNTY AND DISTRICT COUNCILLOR REPORTS

District Councillor report from Mr Foster:

Mr. Foster is the Vice-Chairman of the Strategic Development Management Committee and he reported on 2 important developments:

- (1) The District needs to demonstrate it has a 5 year housing land supply (5YHLS), which it has failed to do, however the situation is improving and the current supply is around 4.7 years, therefore every current application will have to take this into account. It is projected that a 5YHLS will be achieved in September.
- (2) There are currently 3 districts (South Bucks, Chiltern and Wycombe) unable to fulfil their own housing needs whose overspill, currently around 10,000 homes may come to Aylesbury Vale. Before this overspill is accepted the other districts will need to provide reports including a review of the green belt, identification of brownfield sites and consider higher density housing. It is likely the 10,000 will be reduced which will affect Haddenham, however Aylesbury Vale's own 20,000 may need to go up a bit.

District Councillor report from Mrs. Brandis:

There are 5 strategic areas in the VALP and Haddenham is now second to Aylesbury ahead of Buckingham. Other districts will have to build on their green belt if Haddenham is losing its own green space. Mrs. Brandis' estimate is that around 800 homes have already been approved in Haddenham since 2013. Mrs. Brandis is unhappy with the planning department at Aylesbury Vale and has met with Susan Kitchen who has confirmed they are working to resolve issues. She also raised the issue of B2 business use on the Airfield site as it is too close to residential land. The use should be restricted to B1 (light industry).

County Council report from Mrs. Aston:

The County Council is working on its new Local Transport Plan. A new Chief Executive has been appointed, Rachel Shimmin who has come from Durham. She has experience of creating a unitary authority. Bucks CC are now sharing legal services with the London Borough of Harrow, a decision Mrs. Aston was opposed to.

PC17 14 REPORTS FROM OUTSIDE BODIES

- (i) Youth Centre

Mrs. Aston attended the last meeting. There have been difficulties with the cleaning which Mr. Foster has been working to resolve. There has been a drainage problem in the ladies' toilet which is being resolved via the County Council. A new Youth Leader will be appointed. Tom Rowling and Martha Barnes will run sessions on Tuesday and Thursday for youth provision. DBS checks will need to be in place and training in safeguarding. New chairs are being purchased at a cost of around £3,000. David Palmer has said new directors are needed. The Charity and Limited Company has taken the lease from Bucks County Council.

- (ii) Social Centre Management Committee

The heating and hot water in the Village Hall have been off for nearly a month now. Mrs. Aston has arranged for the boiler flue to be repaired, British Gas did not want to do anything but said an approved local provider could be used. It is hoped the repair will be carried out tomorrow. A

leaking toilet has been repaired.

(iii) Community Library

As part of the review of services Bucks CC is setting up a trust for the major libraries. Mr. Sharp has been asked to convene a meeting of community libraries to discuss representation on the governing body of the proposed trust.

(iv) The Playing Field Management Committee AGM was postponed to 18th May 2016.

(v) Banks Park Trust did not meet in April.

(vi) The minutes of the AVALC meeting with AVDC 03/12/15 were noted.

(vii) Mrs. Capp will represent Haddenham PC at a Bucks CC workshop for the development of Community Safety / Neighbourhood Projects. Mrs Aston will be there in her capacity as County Councillor.

PC17 15 FINANCE AND GENERAL PURPOSES

(i) The draft minutes of the meeting held on 25th April 2016 were noted.

(ii) The list of payments was noted and the cheques were signed.

List of Payments Haddenham Parish Council Meeting 3rd May 2016				
Date	Payee	Items	Cheque No.	Amount
Cheques to sign				
03/05/2016	J.Wheeler	Reimbursement-Refuse sacks	6133	£ 6.50
03/05/2016	G.Smith	Reimbursement-Orchard trees&plants	6134	£ 276.07
			Cheques Total	£ 282.57
On-line bank payments already made				
28/04/2016	Burgess	Office Stationary	BACS	£ 76.69
28/04/2016	HPC Staff Salaries April 2016	HPC Staff Salaries	BACS	£ 4,065.24
28/04/2016	HMRC	Tax & NI Apr16,period1	BACS	£ 1,178.22
28/04/2016	George Browns Ltd	Weedkiller/grease/Bulb	BACS	£ 62.48
28/04/2016	Safe & Sound,Abacrete Ltd	Quarterly play Inspection,March2016	BACS	£ 300.00
28/04/2016	Finesse (S&D landscapes)	Devolved Grass cutting 2nd cut 31Mar	BACS	£1,306.37
28/04/2016	Ivor Miles Ltd	Fuel Costs March16	BACS	£ 66.85
			Online Total	£ 7,055.85
Direct Debits				
18/02/2016	AVDC	Eurobin Hire & Emptying 01/09 - 31/12/15	DD	£ 140.40
05/04/2016	AVDC	Pavilion rates	DD	£ 59.22
18/04/2016	SSE	Street Light Electricity March 2016	DD	£ 658.83
28/04/2016	E.ON	Electricity Supply Workshop	DD	£ 18.73
28/04/2016	AVDC	Eurobin-hire&Collect-Qto 31/03	DD	£ 165.43
20/05/2016	Information Commissioner's Office	Data Protection Registration	DD	£ 35.00
			DD Total	£ 1,077.61
			Total	£ 8,416.03
Banks Park Trust				
03/05/2016	R.Billyard	Garden Maintenance-Banks ParkMar/Apr	15	£ 400.00
			Total	£ 400.00

(iii) The accounts for year ending 31st March 2016 had been gone through in detail at the F&GP meeting. Mr. O'Hanlon had provided a summary Income & Expenditure report with explanatory notes to identify where the main issues have been. It was agreed this was very helpful and he was asked to do this each time.>

The 4th quarter of 2015-16 saw a large play equipment expense and it is anticipated that repairs to aging equipment will be an ongoing expense, therefore this budget has been increased.

The end of year deficit is due mainly to the pond work and legal fees and the reserves will be replenished in the new financial year.

The Council will investigate the purchasing of bespoke software for parish council accounts as recommended by the Internal Auditor.

Mr. O'Hanlon was thanked for his work preparing the reports.

Some minor amendments to the 2016/17 budgets to incorporate the staff pension and water charges were AGREED.

(iv) The 2015/16 accounts from Parochial Charities were noted.

PC17 16 PLANNING

(i) The draft minutes of the meeting held on 18th April 2016 were noted.
At the last meeting the committee considered a response to an amendment to the garages at 2 of the houses on the development at 23 High Street. Subsequently the planning officer has advised that there may be a drainage issue with this proposal so it is likely to be refused.

The Dollicott site has updated plans that were considered and since the meeting the Transport statement by BCC has been revised and confirms that a 20mph speed limit will be a condition of any approval. It also says that a pedestrian access can be implemented but not that it should be provided for (i.e. funded through s106. The PC has asked for the opportunity to manage the open spaces rather than a residents' management committee. The palette of colours for the site could be better and Mrs. Brandis and Mr. Foster have been asked to raise this.

PC17 17 ENVIRONMENT

- (i) The draft minutes of the meeting held on 11th April 2016 were noted.
- (ii) The Woodways zebra crossing project is currently scheduled to start 1st week of June to coincide with the school holiday.
- (iii) It was AGREED not to fund a shortfall up to £4,000 to include advisory 20mph signs as part of the Woodways crossing project as other signs on Stanbridge Road would take priority.

PC17 18 ALLOTMENTS AND SNAKEMOOR

Mr. Wheeler was not present to report. There had not been a meeting.

PC17 19 COMMUNICATIONS

- (i) The draft minutes of the meeting held on 12th April 2016 were noted.
- (ii) The content of the May 2015 newsletter was AGREED.

PC17 20 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA

There was no additional correspondence.

PC17 21 DATES OF FUTURE MEETINGS

Environment Committee	Monday 9 th May 2016
Planning Committee	Monday 16 th May 2016
Finance and General Purposes Committee	Monday 23 rd May 2016
Parish Council	Monday 6 th June 2016
Annual Parish Meeting	Friday 6 th May 2016

PC17 22 PUBLIC PARTICIPATION

- Please include another reminder in the Parish Newsletter to ask drivers not to park on verges.
- Please pass on our thanks to the volunteer from Age Concern who has redecorated the doors of the Village Hall.

- Mrs. Brandis - the PC should publicise the Issues and Options Consultation on the VALP. Something will need to go out after the 2nd June and before the school holidays. *There would need to be a special edition of the newsletter which the PC will consider. A system of more regular updates is being investigated to bridge the long gap between newsletters.*
- Mrs. Brandis - There have been 3 crashes recently at the Woodways / Stanbridge Road junction. A crossroads sign should be installed by the Medical Centre.

The meeting was closed to the public at 9pm.

PC17 23 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 agenda items on the grounds that publicity may be prejudicial to the public interest because of the confidential nature of the business to be transacted.

PC17 24 STAFFING

The recommendations from the Finance and General Purposes Committee were AGREED.

CLOSURE OF THE MEETING

The meeting was closed at 9.10pm.

Signed: _____
Chairman

Date: 6th June 2016