



# HADDENHAM Parish Council

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## DRAFT MINUTES PARISH COUNCIL MEETING

Monday 20<sup>th</sup> July 2020, 7.30pm

The meeting was held remotely by Zoom

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**Present:** Cllrs Mrs. Aston, Mr. Hoare, Mr O'Loughlin, Mr. O'Hanlon, Mr. Sharp and Mr. Truesdale (Chair).  
**Bucks Cllrs:** Mrs. Brandis and Mr Foster.  
**Clerk:** Ms. Gilbert.  
**Deputy Clerk:** Mrs. Marsden.  
**Acting Deputy Clerk:** Ms. Allman.  
**Assistant Clerk:** Ms. Griffiths.  
6 members of the public.

### PC21 13 APOLOGIES

Apologies for absence were received from Mr Brown, Mr Lyons and Mr Wheeler. No Apologies were received from Ms Poole and Mr Young.

### PC21 14 DECLARATIONS OF INTEREST

Mrs Aston confirmed an interest in the Village Hall Management Committee.

### PUBLIC PARTICIPATION

The pond water at Banks Park pond had improved when it was cleared out recently but the water has already turned green again.

*It was explained that the green colour is caused by algae due to the water being stagnant. It will be discussed whether to install a pump to improve aeration at the next meeting of the Environment Committee.*

### PC21 15 MINUTES

The minutes of the meeting held on 8<sup>th</sup> June 2020 and the Extraordinary meeting held on 29<sup>th</sup> June 2020 were AGREED as a true record. The Chair will sign the agreed minutes in the Parish Council office following the meeting.

### PC21 16 COVID-19 UPDATE

- (i) The helpline is now receiving fewer emails and calls. The Fish scheme volunteers who had been helping fulfill the requests for support are now returning to their normal work and volunteers who have registered with the Parish Council are taking over any requests for help. This is now being coordinated by the Parish Council staff.
- (ii) It was noted the Haddenham Hamper website, designed to support local businesses by providing information about local shops in one place, is ready to go live and a press release will go out later in the week. The Clerk has authorised an additional £75 on the set up costs to improve google searching.

### PC21 17 REPORT FROM BUCKINGHAMSHIRE COUNCIL

Mr Foster advised that the first virtual meeting of the Haddenham and Waddesdon Community Board will take place on Wednesday 22<sup>nd</sup> July and the Central Buckinghamshire Area Planning Committee meeting will take place on Thursday 23<sup>rd</sup> July.

Mrs Brandis reported that Buckinghamshire Council had rejected the proposed amendment to set a target date of 2030 for net-zero carbon emissions for Buckinghamshire Council's activities. Instead, the Council approved a target of no later than 2050 to meet net-zero emissions. The date may be brought forward subject to resources. Mrs Brandis also reported that she has been to visit the cranes at the industrial site adjoining Platers Road, with regards to residents' complaints about noise, but it appears as though the site is on holiday. Mrs Brandis advised that she has recommended that the planning application for 9 Gibson Lane be called in to Committee. Mrs Brandis also explained that she has been informed that the chicane on Thame Road is under review and that the proposed speed limit reductions in the village had been signed off.

#### **PC21 18 PLANNING COMMITTEE**

- (i) The minutes of the meeting held on 29<sup>th</sup> June 2020 were noted.
- (ii) Mr Truesdale reported that the appeals for the Green Dragon and 41 High Street had been dismissed. The Parish Council is in discussion with Dandara regarding a legal agreement to take over the amenity land at the Glebe site.

#### **PC21 19 FINANCE AND GENERAL PURPOSES COMMITTEE**

- (i) The draft minutes of the meeting held on 29<sup>th</sup> June 2020 were noted.
- (ii) The finance reports for year ending 31<sup>st</sup> March 2020 were received. It was noted that there was a budget surplus of £6,589. This figure was partly due to a saving arising from the late payment of 2 grants totalling £10,000, awarded in February 2020 but not paid until the new financial year, whilst pond water costs were approximately £4,500, which was higher than anticipated.
- (iii) The Internal Auditors report for year ending 31<sup>st</sup> March 2020 was received. The recommendations from the report were noted.
- (iv) The Annual Governance Statement for 2019-20 was APPROVED and signed.
- (v) The Annual Accounting Statement for 2019-20 was APPROVED and signed.
- (vi) The list of payments was noted (see appendix).
- (vii) It was noted that the budget for 2020-21 has been reviewed and the RECOMMENDATION to carry forward £10,000 of the 2019/20 grants budget to cover the late payment of the Community Library and Youth and Community Centre grants awarded in February 2020 was APPROVED.
- (viii) It was noted that the electricity account for the workshop has been transferred from e.on to British Gas Lite. A new direct debit has been set up with BGL and the e.on one will be cancelled once the final bill has been paid.
- (ix) It was AGREED to delegate to the Clerk to renew the contract on the Parish Council office photocopier or set up a new contract, whichever is most cost-effective.
- (x) 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 £80
  - c) Society of Local Council Clerks on behalf of the Clerk, Deputy Clerk and to add the Assistant Clerk £582 + Assistant £161
  - d) Aylesbury Vale Association of Local Councils £20
  - e) Community Impact Bucks £55
- (xi) Mr Truesdale provided an update from the Village Hall Improvements Group. Mr Truesdale recapped the results of the roof survey on the day care centre. Mr Truesdale then talked through his report on

the refurbishment of the Village Hall facilities. The report covers various factors, including the work needed, costs, sources of funding and likely timescales involved. The report provided three recommendations:

1. To continue with the refurbishment of the day centre subject to a specification check and a tender report.
2. To carry out the roof repairs to the flat roof area.
3. To complete the work to confirm the project brief for the site overall.

It was agreed to proceed as recommended and noted that an extraordinary meeting would be needed to approve any changes to the specification and additional costs. The roof would be the responsibility of Banks Park Recreation Ground Charity which would also need to meet to consider its contribution towards the cost.

- (xii) The request from the allotments committee, for a loan to cover additional solar panels and batteries for the bore hole, was APPROVED. It was noted that the cost will be £1,200 and the allotments reserve had £332 at 31<sup>st</sup> March 2020.
- (xiii) It was AGREED to respond to the LGA consultation in support of the proposed national model member code of conduct.

#### **PC21 20 ENVIRONMENT COMMITTEE**

In the absence of the Chair and Vice-Chair of the Committee the Clerk gave a brief update.

- (i) Maintenance of the village amenities:  
Some minor tree work is planned around the village.  
There have been very few street light reports over the summer.
- (ii) It was noted that all play areas have been reopened following a risk assessment and installation of signage in line with government guidance.
- (iii) It was noted that maintenance work to Banks and Rudds Ponds has now been carried out.

#### **PC21 21 SCHEDULE OF MEETINGS**

Planning Committee	Monday 10 <sup>th</sup> August 2020 Monday 21 <sup>st</sup> September 2020 Monday 12 <sup>th</sup> October 2020
Finance and General Purposes Committee	Monday 21 <sup>st</sup> September 2020
Parish Council	Monday 12 <sup>th</sup> October 2020
Environment Committee	Monday 10 <sup>th</sup> August 2020

#### **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 because of the confidential nature of the business to be transacted.

#### **PC21 22 TRANSFER OF LAND AT ASTON ROAD**

The solicitor's report was received and it was AGREED to enter into the agreement for transfer of the open spaces land

#### **PC21 23 WATERSLADE HOUSE**

The Council received a report from the Clerk following a meeting with the owner of Waterslade House

#### **CLOSURE OF THE MEETING**

The meeting closed at 9.06pm.

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

Date: 12<sup>th</sup> October 2020

Chair

## Appendix: List of Payments

List of Payments made between 01/03/2020 and 30/06/2020					
Date Paid	Payee Name	Reference	Amount	Ref	Transaction Detail
06/03/2020	Aylesbury Office Supplies	BACS	£ 111.97	19359	Paper / computer accessories
06/03/2020	PCMS design	BACS	£ 297.50	19360	446 Woodways site visits
06/03/2020	Haddenham VH Social Centre MC	BACS	£ 170.50	19361	Room hire / Grant HVS
06/03/2020	Microshade Business Consultant	BACS	£ 249.00	19362	hosted services
06/03/2020	Drain Doctor	BACS	£ 594.00	19363	clear pavilion drains
06/03/2020	John Wheeler	BACS	£ 7.98	19364	refuse bags
06/03/2020	Sue Gilbert	BACS	£ 38.45	19365	Reimburse stamps / flowers
06/03/2020	John Wheeler	BACS	£ 35.28	19364	refuse bags
11/03/2020	BC&E	DD	£ 563.93	19366	Pension Contribution Feb20
15/03/2020	Aylesbury Vale DC	DD	£ 80.85	19368	Eurobin hire & empty Feb
16/03/2020	Vodafone	DD	£ 77.60	19387	office phone & broadband
17/03/2020	SSE Southern Electric	DD	£ 774.30	19367	street ligh electric Feb
20/03/2020	Complete Tree Services	BACS	£ 570.00	19376	tree work allotment boundary
20/03/2020	Rialtas Business Solutions	BACS	£ 70.80	19377	VAT digital set up
20/03/2020	Eldridge Electrical	BACS	£ 861.47	19378	street light maint / removal
20/03/2020	Ace Pest Control	BACS	£ 85.00	19379	rodent control
20/03/2020	ARD (ABA Construction) Ltd	BACS	£ 160.20	19380	quarterly play area inspection
20/03/2020	John Wheeler	BACS	£ 10.00	19381	reimburse bin bags
26/03/2020	Earth Anchors Ltd	BACS	£ 88.80	19369	bench fixing kit
26/03/2020	Aylesbury Office Supplies	BACS	£ 100.52	19370	stationery
26/03/2020	Vision ICT	BACS	£ 21.60	19371	hosted email helpline
26/03/2020	Crescent Garden Services	BACS	£ 225.00	19372	churtyard maint March
26/03/2020	RPC Locksmiths	BACS	£ 60.00	19373	repair PC office door lock
27/03/2020	Lloyds Bank	DD	£ 5.00	19374	bank charge 30/01-09/02
27/03/2020	Staff	BACS	£ 2,629.42	19382	salary & reimburse
27/03/2020	Staff	BACS	£ 681.98	19383	salary March
27/03/2020	Staff	BACS	£ 898.01	19384	salary March
27/03/2020	Staff	BACS	£ 1,170.64	19385	salary Feb&Mar
27/03/2020	HMRC	BACS	£ 1,894.39	19386	tax & NI March
30/03/2020	EON	DD	£ 39.54	19375	workshop electric 10/02-10/03
01/04/2020	Aspire Community Works	BACS	£ 7,731.96	20014	ground maint & bulbs
01/04/2020	Haddenham Youth & Community	BACS	£ 5,000.00	20015	Grant 19-20
07/04/2020	Sustainable Furniture	BACS	£ 1,528.00	20007	2 new benches Sheerstock
07/04/2020	Fulford-Dobson Associates Ltd	BACS	£ 360.00	20008	Arboricultural Survey Sheersto
07/04/2020	Briants of Risborough Ltd	BACS	£ 169.34	20009	sundries for Tree planting
07/04/2020	Microshade Business Consultant	BACS	£ 249.00	20010	hosted services
07/04/2020	BMKALC	BACS	£ 903.27	20011	NALC / BMKALC subs 20-21
07/04/2020	DM Payroll Services Ltd	BACS	£ 51.00	20012	payroll Jan-Mar2020
07/04/2020	Haddenham VH Social Centre MC	BACS	£ 34.50	20013	room hire Mar20
13/04/2020	Everflow Limited	DD	£ 17.73	20016	water supply May20
15/04/2020	Playing Field Mgt Cttee	BACS	£ 1,500.00	20019	contribution to pitch maint
15/04/2020	Buckinghamshire Council	DD	£ 112.50	20022	Euro bin hire / empty March
16/04/2020	SSE Southern Electric	DD	£ 829.10	20018	street light electricity
16/04/2020	Vodafone	DD	£ 56.64	20021	phone & broadband
24/04/2020	HMRC	BACS	£ 1,637.91	20005	Tax / NI Apr20
24/04/2020	Staff	BACS	£ 2,632.18	20001	salary Apr20
24/04/2020	Staff	BACS	£ 792.70	20002	salary Apr20
24/04/2020	Staff	BACS	£ 938.13	20003	salary Apr20
24/04/2020	Staff	BACS	£ 735.84	20004	salary Apr20
24/04/2020	BC&E	DD	£ 705.45	20006	pension March20
28/04/2020	EON	DD	£ 14.93	20020	workshop electric 10/03-10/04
29/04/2020	Lloyds Bank	DD	£ 5.00	20017	bank charge 10/02-09/03
06/05/2020	BMKALC	BACS	£ 113.78	20023	Village Greens Training Clerk

**List of Payments made between 01/03/2020 and 30/06/2020**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Amount</b>	<b>Ref</b>	<b>Transaction Detail</b>
06/05/2020	Aspire Community Works	BACS	£ 8,055.96	20024	grounds maint 18/03-17/4/20
06/05/2020	Ace Pest Control	BACS	£ 85.00	20025	pest control
06/05/2020	Seasons Landscapes Limited	BACS	£ 312.00	20026	supply trees Snakemoor
06/05/2020	Microshade Business Consultant	BACS	£ 249.00	20027	hosted services
06/05/2020	Community Impact Bucks	BACS	£ 30.00	20028	50% of annual subscription
06/05/2020	Snapper Media	BACS	£ 400.00	20029	HDM Hamper website
06/05/2020	Aston Sandford PC	BACS	£ 500.00	20030	devolved service pyt
06/05/2020	Crescent Garden Services	BACS	£ 225.00	20031	churtyard maintenance April
11/05/2020	Everflow Limited	DD	£ 19.55	20032	water supply
13/05/2020	BC&E	DD	£ 631.54	20050	Pension Contribution April
14/05/2020	Buckinghamshire Council	DD	£ 90.00	20048	Euro bin hire / empty April
18/05/2020	SSE Southern Electric	DD	£ 827.13	20033	street light energy
21/05/2020	Play Source	BACS	£ 1,260.00	20035	Play Eqt Cleaning
21/05/2020	Vision ICT	BACS	£ 330.00	20036	website hosting & SSL cert
21/05/2020	Mick Philips	BACS	£ 20.00	20037	fuel for chainsaw Snakemoor
21/05/2020	Play Safety Limited	BACS	£ 714.00	20038	resistograph test Woodways
21/05/2020	I P Jones	BACS	£ 33.00	20039	padlock allotments gate
21/05/2020	John Wheeler	BACS	£ 2.80	20040	refuse bags
21/05/2020	Aspire Community Works	BACS	£ 7,923.96	20041	ground maint 18/04-17/05
21/05/2020	Information Commissioners Offi	DD	£ 35.00	20052	Annual subscription
27/05/2020	BC&E	BACS	£ 666.77	20049	Pension Contrib May
29/05/2020	Lloyds Bank	DD	£ 5.00	20034	bank charge 10/03-09/04/20
29/05/2020	Staff	BACS	£ 2,834.71	20042	salary & reimburse
29/05/2020	Staff	BACS	£ 792.70	20043	Salary May
29/05/2020	Staff	BACS	£ 938.13	20044	salary May
29/05/2020	Staff	BACS	£ 912.64	20045	salary & reimburse
29/05/2020	Vodafone	DD	£ 46.96	20047	phone/mobile/internet April
29/05/2020	HMRC	BACS	£ 1,762.03	20046	Tax / NI May20
29/05/2020	EON	DD	£ 17.27	20051	workshop electric 10/04-10/05
05/06/2020	Buckinghamshire Council	DD	£ 60.12	20071	pavilion rates (1)
08/06/2020	Microshade Business Consultant	BACS	£ 252.60	20053	hosted services
08/06/2020	George Browns	BACS	£ 44.85	20054	padlock & chain
08/06/2020	Rialtas Business Solutions	BACS	£ 672.00	20055	Year End Closure
08/06/2020	John Wheeler	BACS	£ 15.00	20056	reimburse refuse bags
08/06/2020	Ricoh	BACS	£ 124.81	20057	photocopier hire / usage
08/06/2020	Society of Local Council Clerk	BACS	£ 363.00	20058	SLCC membership Clerk
08/06/2020	Hadenham Community Library	BACS	£ 5,000.00	20059	Grant 2019/20
08/06/2020	Crescent Garden Services	BACS	£ 225.00	20072	churtyard maint May
08/06/2020	Eldridge Electrical	BACS	£ 1,260.42	20073	street light maint 18/05
08/06/2020	Snapper Media	BACS	£ 44.99	20074	HDM Hamper hosting mgt
08/06/2020	Wycombe Recycling Ltd	BACS	£ 207.60	20075	skip hire allotments
08/06/2020	Block 9 Ltd	BACS	£ 302.40	20076	signs
11/06/2020	Everflow Limited	DD	£ 18.08	20066	pond & workshop water
12/06/2020	Vodafone	DD	£ 55.02	20069	phone / mobile / internet
15/06/2020	Buckinghamshire Council	DD	£ 75.90	20070	eurobin hire / empty May
16/06/2020	SSE Southern Electric	DD	£ 854.66	20067	street light electric May
26/06/2020	Staff	BACS	£ 2,632.18	20060	salary June
26/06/2020	Staff	BACS	£ 792.70	20061	Salary June
26/06/2020	Staff	BACS	£ 938.13	20062	salary June
26/06/2020	Staff	BACS	£ 735.84	20063	salary June
26/06/2020	HMRC	BACS	£ 1,637.91	20064	Tax / NI June
29/06/2020	EON	DD	£ 16.67	20065	workshop electric 10/5 - 10/06
29/06/2020	Lloyds Bank	DD	£ 5.00	20068	bank charge 10/04-09/05
	<b>TOTAL</b>		<b>£ 84,747.72</b>		