



HADDENHAM 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 29th March 2021, 8.00pm
Held remotely via Zoom

Present: Cllrs Mrs. Aston, Mr. Brown, Mr. Hoare, Mr. O’Hanlon, Ms. Poole, Mr. Sharp, Mr. Thawley, Mr. Truesdale (Chair) and Mr. Young.
Bucks Cllrs: Mrs. Brandis and Mr. Foster.
Clerk: Ms. Gilbert.
Deputy Clerk: Mrs. Marsden.
Assistant Clerk: Ms. Griffiths.
Members of the public: 9

PC21 78 APOLOGIES

Apologies for absence were received and accepted from Mr. O’Loughlin and Mr. Wheeler.

PC21 79 DECLARATIONS OF INTEREST

Mrs Aston declared an interest in Haddenham Tennis Club, Haddenham Village Hall Management Committee, the Playing Field Management Committee and Haddenham Youth and Community Centre. Mr Sharp declared an interest in Haddenham Community Library and the Allotments, as a trustee of the the Charity of Rev John Willis of Haddenham. Mr Truesdale declared an interest in Haddenham Youth and Community Centre.

PUBLIC PARTICIPATION

Appreciation was expressed for the inclusion of the agenda item to consider the plans for Airfield Pavilion undergoing a sustainability review prior to appointing a contractor.

PC21 80 MINUTES

The minutes of the meeting held on 15th February 2021 were AGREED as a true record and signed.

PC21 81 COVID-19 UPDATE

- (i) The staff are still working from home at present. Staff are happy to return to the office 3 weeks after they have been vaccinated. The helpline has been quiet in recent weeks. The Parish Council assisted JMW Vicary Pharmacy in recruiting volunteers to act as car park marshals for covid-19 vaccinations.
- (ii) It was noted that the legislation allowing Parish Councils to meet remotely ends on the 7th May 2021. It was AGREED to hold a face-to-face meeting as scheduled on 17th May 2021, covering only the necessary agenda points, as legally required within 14 days of an

election, with social distancing measures in place. Although entitled to attend, residents will be advised to raise any issues in advance rather than attending the meeting in person.

- (iii) It was AGREED to reschedule the Annual Parish Meeting to Wednesday 28th April, whilst legislation still allows the meeting to be held remotely.

PC21 82 REPORT FROM BUCKINGHAMSHIRE COUNCIL

- (i) Mr Foster reported that the Community Boards are bedding in well and he hopes they will work well with parishes in the future. Mr Foster explained that at a meeting with Redrow, at the Land West of Churchway site, it was confirmed that a SUDS system will be installed. Mrs Brandis also attended the meeting which included Redrow's Land Manager and Technical Director and residents from The Clays where the condition of the witchert walls and the temporary earth bunds that are being proposed to reduce flooding from the field into The Clays were discussed.

Mrs Brandis has been in contact with the foreman at the WE Blacks development site off Dollicott, regarding the lorries going through Townsend Green, rather than on the approved route via Thame Road. The foreman agreed to remind the companies involved of their working contracts.

- (ii) Mr Truesdale reported that the Community Board meeting experienced technical problems. Joan Hancox, the Service Director for Strategic Transport and Infrastructure, was introduced as the Haddenham and Waddesdon Community Board Service Champion. There was also a report on the Buckinghamshire Council climate change and tree planting strategy, which is available online. Thames Valley Police provided an update on Community Speedwatch, which should be starting up again in the near future. Haddenham received match funding of £12,500 towards the streetscape project

PC21 83 REPORTS FROM OUTSIDE BODIES

- (i) Haddenham Youth and Community Centre (HYCC)
A report was received regarding the issues HYCC have with ongoing funding, the school needing to use the space during the day and safeguarding on the school site. Discussions have started with Buckinghamshire Council for HYCC to terminate the lease on the building and transfer it to the school, with a condition that the room is available to hire at evenings and weekends. They are keen that the Youth Club should continue and will need to transfer any residual funds to another organisation.

It was AGREED that:

- a) The Parish Council will take over responsibility for organising and funding the youth club. The cost of which has been covered by the annual grant of £5,000 awarded in recent years, so should not be an additional cost.
- b) In principle, the balance of the financial assets of HYCC could be transferred to Haddenham Educational Charity (HEC) on the winding up of HYCC. This will need to be formally agreed at a HEC Trustee meeting, and be acceptable to the Charity Commission.

Mr Truesdale abstained from the vote on these items.

- (ii) Haddenham Village Hall Management Committee – Mrs Aston
The committee is disappointed that the CIO has not been formalised yet. The committee are waiting for approval at the Banks Park Recreation Ground Charity meeting on 19th April. The work to update the electrics has been completed. Thanks were expressed to Graham and Brenda for their work decorating the entrance and Walter Rose room.
- (iii) Haddenham Community Library – Mr Sharp
The library will re-open on Tuesday 13th April in line with the easing of government

Covid-19 restrictions. The library will be open on Tuesday and Friday Mornings, as well as Thursday afternoons.

- (iv) It was noted that the Playing Field Management Committee (PFMC) AGM is scheduled to be held on 14th April 2021. The Parish Council will contact the PFMC to ask whether the AGM can be deferred until after the local elections on 6 May 2021, when the new Parish Council representatives to the committee will have been appointed.
- (v) It was noted that the current management agreements for the Playing Field Management Committee and Sports and Social Club end on 2nd April 2021.
It was AGREED:
 - a) To defer appointing 2 new representatives to the committees until after the local election on 6 May 2021.
 - b) To delegate to the Clerk and new representatives to work with the sports club representatives to draft a new management(s) agreement for consideration by the Council.
 - c) That the current management arrangements will remain in place until a new agreement is arranged, subject to agreement with the committee members.
- (vi) Banks Park Recreation Ground Charity (BPRGC) – Has not met. BPRGC has taken possession of the former day care centre.

PC21 84 PLANNING COMMITTEE

- (i) The minutes of the meetings held on 15th February and 8th March 2021 were noted.
 - (ii) Mr Truesdale reported that it had been agreed at the planning meeting held earlier on this evening (29th March) to apply to Buckinghamshire Council to re-register the following pubs whose previous registrations as Assets of Community Value have expired:
 - a) The Green Dragon, 8 Churchway, Haddenham, HP17 8AA
 - b) The Kings Head, 52 High Street, Haddenham, HP17 8ET
 - c) The Rising Sun, 9 Thame Rd, Haddenham, HP17 8EN
 - d) It had also been agreed at the meeting to apply to register:
 - e) The Rose and Thistle, 6 Station Road, Haddenham, HP17 8AJ which was previously put forward for registration and rejected.
 - f) The land bounded by Snakemoor Nature Reserve, Haddenham and Thame Parkway Station and Thame Road, which had been identified in the Haddenham Neighbourhood Plan as being of potential Community Value.
- It was noted that the Oxford to Cambridge Expressway has been cancelled by the Transport Minister.

PC21 85 FINANCE AND GENERAL PURPOSES COMMITTEE

- (i) The list of payments was noted – see appendix
- (ii) It was noted that a letter has been sent to the Internal Auditors, confirming the dates that were applied in respect of the Exercise of Public Rights in 2020-21 (the 2019-20 AGAR) and confirming that the Notice was made available on the Council's website during this period.
- (iii) It was noted that a new direct debit has been set up with PlusNet for the new office phone and internet connection, and the Vodafone direct debit will be cancelled once the final bill has been paid.
- (iv) It was noted that work has now finished on the Day Centre refurbishment and the keys have been handed over. The furniture for the office area has been ordered and this should be received by mid-April. The furniture for the conference room will be ordered in the near future.

- (v) It was noted that a review of the specification for the Airfield Pavilion is underway. It was AGREED:
 - a) To commission an independent sustainability review of the specification. Mr Thawley will review the details for the sustainability review prior to proceeding to ensure it is sufficiently thorough.
 - b) To carry out a re-tendering process, due to the time elapsed since the original tender, and possible changes to the specification as a result of the sustainability review. The it was AGREED to accept the quote from PCMS of £5,400, for additional fees for managing the tender process and updates to the specification.
- (vi) The Parish Council's Risk Assessment was reviewed and it was AGREED to adopt with some minor amendments.
- (vii) Climate Emergency Update
Mr O'Hanlon reported that a meeting will be held with foodsavvy on 9th April regarding their initiative to reduce food waste. The Grow to Give scheme is underway with the allotments user group, which aims to provide surplus food to the community. Further research is ongoing into electric vehicle car clubs. We are working with Thame Green Living and a local car hire business to look into whether a potential scheme would be viable.
- (viii) No further updates.

PC21 86 ENVIRONMENT COMMITTEE

- (i) The draft minutes of the meeting held on 8th March 2021 were noted.
- (ii) It was reported that the grounds maintenance contract has been reviewed and is currently out for tender. The community board were split on the Parish Council's application for funding for parking restrictions, however, it is covered under the s106 contributions as part of the Land West of Churchway outline planning permission. Replacement bus shelters on Thame Road are due to be installed in early April. Letters have been sent out from Buckinghamshire Council regarding the extension of the temporary cycle lane on Thame Road.
- (iii) The Allotments Committee met on 17th March 2021. Mrs Aston reported that a skip has been ordered to help tidy up the site. The individual who had been helping with boundary hedge maintenance has now stepped down – a replacement volunteer will need to be trained. There have been no problems with leaving the pedestrian gate unlocked so this will continue. Modifications are being made to the water bore hole to improve evening use. There are currently 17 people on the waiting list for plots. The possibility for additional plots is being investigated.
- (iv) The draft minutes from the Community Orchard Committee held on 15th March 2021 were noted.
- (v) No report was received from Snakemoor.

PC21 87 LOCAL COUNCIL AWARD SCHEME

It was AGREED to pay the registration fee and proceed with an application for the Local Council Award Scheme.

PC21 88 ALLOTMENT LEASE

It was noted that the trustees of the the Charity of Rev John Willis of Haddenham were not in favour of the clause which allows for unresolved disputes to be referred to an independent surveyor. The clause had been recommended for inclusion by the Parish Council's solicitor. Although the trustees and the Parish Council currently have a good working relationship, it is a long lease and councillors and trustees will change. It was agreed that it is preferable to have a

mechanism in place to resolve a dispute rather than for the matter to go to court. To address the concerns raised by the trustees it was suggested to amend the clause so that, in the event of a dispute, the party raising the dispute would cover the cost if the other party were found not be at fault. If both parties are at fault, then the cost should be shared but where one party is at fault, then the party at fault should cover the cost. It was also noted that an incorrect address required amending as well as some other minor details.

PC21 89 TRANSFER OF LAND AT DOLLICOTT / PLATERS ROAD

The Parish Council has been invited to inspect the amenity land site in advance of CALA applying to Buckinghamshire Council to issue the Final Certificate with a view to transferring ownership. CALA's solicitor has also written to the Council and asked to progress the transfer paperwork, the Council's solicitor has been instructed and is currently confirming fees with CALA who will pay the Council's reasonable legal costs.

The street lights have yet to be transferred, CALA are investigating how the unmetered supply is billed so the Parish Council can take over the payments.

PC21 90 TRANSFER OF LAND AT ASTON ROAD

There has been a difference of opinion between the Parish Council and Dandara as to whether a commuted sum for the burial ground is payable. The s106 officer at Buckinghamshire agrees with the Parish Council that a commuted sum should be payable. Dandara have now agreed to pay the commuted sum if the paperwork is completed in the near future. It was AGREED to delegate signing the final documents to the Clerk, and any two Councillors, after circulating via email to the full Parish Council.

PC21 91 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA

None.

PC21 92 SCHEDULE OF MEETINGS

It was AGREED to hold an additional Full Parish Council meeting on Monday 26th April to review the grounds maintenance and Woodways play area tenders.

Monday 19 th April 2021	Planning Committee	19:00
	Finance & General Purposes Committee	19:30
	Banks Park Recreation Ground Charity	20:30
	Haddenham Educational Charity	21:00

Post meeting note- meetings on 19th April were cancelled as the required notice period could not be achieved due to the mourning period following the death of HRH The Prince Philip, The Duke of Edinburgh.

Monday 26 th April 2021	Full Council	19:30
Wednesday 28 th April 2021	Annual Parish Meeting	19:00

CONFIDENTIAL ITEMS

None

CLOSURE OF THE MEETING

The meeting closed at 9.44pm.

Signed: _____
Chair

Date: 26th April 2021

Appendix – List of Payments

List of Payments made between 01/01/2021 and 28/02/2021					
Lloyds Current Account					
Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
06/01/2021	Buckinghamshire Council	DD	£ 2,290.18	20290	Dog Bin emptying Apr20-Mar21
09/01/2021	British Gas Lite	DD	£ 27.13	20286	workshop electricity Dec20
12/01/2021	Vodafone	DD	£ 52.06	20287	phone/internet/mobile
18/01/2021	Buckinghamshire Council	DD	£ 99.15	20288	eurobin hire and empty Dec20
18/01/2021	Lloyds Charge Card	DD	£ 99.05	20314	Pay Charge Card
19/01/2021	SSE Southern Electric	DD	£ 949.75	20289	street light electricity Dec20
25/01/2021	Chris Bowler Historic Building	BACS	£ 4,308.00	20291	Townsend / Orchard Wall
25/01/2021	IBS Office Solutions	BACS	£ 110.74		IBS Office Solutions
25/01/2021	DM Payroll Services Ltd	BACS	£ 102.00	20293	payroll services jul-mar
25/01/2021	Crescent Garden Services	BACS	£ 450.00	20294	churchyard maint Dec & Jan
25/01/2021	PKF Littlejohn LLP	BACS	£ 1,920.00	20295	External Audit 2019/20
25/01/2021	Aspire Community Works	BACS	£ 13,495.92	20296	Grounds Maint 18/11-17/01
25/01/2021	Jet Construction (MK) Ltd	BACS	£ 43,234.88	20297	Day Centre Certificate#3
25/01/2021	Microshade Business Consultant	BACS	£ 302.70	20298	hosted services Jan
25/01/2021	Vision ICT	BACS	£ 21.60	20299	hosted email account new Cllr
25/01/2021	ARD (ABA Construction) Ltd	BACS	£ 168.00	20300	quarterly inspections
25/01/2021	Block 9 Ltd	BACS	£ 36.00	20301	new BMX sign
25/01/2021	St Mary's PCC	BACS	£ 293.65	20302	church external lights 2020
25/01/2021	Eldridge Electrical	BACS	£ 918.80	20303	street light repairs Jan
25/01/2021	David Truesdale	BACS	£ 363.97	20304	reimburse ink & headset
25/01/2021	Clearfast Services Ltd	BACS	£ 8,826.00	20305	Drain repairs HVH & Pavilion
25/01/2021	John Wheeler	BACS	£ 20.00	20306	refuse bags
27/01/2021	Public Sector Deposit Fund	Transfer	£ 99,990.00		Transfer current to PSDF
28/01/2021	Lloyds Bank	DD	£ 13.80	20312	bank charge 10/11-09/12
29/01/2021	Staff	BACS	£ 7,109.90	20307	salaries January
29/01/2021	HMRC	BACS	£ 2,812.22	20311	tax / NI Jan
31/01/2021	Buckinghamshire Council	DD	£ 65.00	20285	pavilion rates #8of10
05/02/2021	Buckinghamshire Council	DD	£ 65.00	20337	pavilion rates #9of10
09/02/2021	British Gas Lite	DD	£ 27.85	20338	workshop electric Jan
11/02/2021	B&CE	DD	£ 893.91	20317	Pension Contrib Jan
11/02/2021	Diccon Proctor	BACS	£ 50.58	20319	reimburse orchard expenses
11/02/2021	Jet Construction (MK) Ltd	BACS	£ 31,982.94	20320	Certificate #4
11/02/2021	Microshade Business Consultant	BACS	£ 302.70	20321	hosted services
11/02/2021	Vision ICT	BACS	£ 345.60	20322	annual email hosting
11/02/2021	Haddenham VH Social Centre MC	BACS	£ 1,900.00	20323	office rent Aug20-Jan21
11/02/2021	Huddle Furniture Ltd	BACS	£ 998.40	20324	office chairs
11/02/2021	Zurich Insurance plc	BACS	£ 371.28	20325	cyber insurance 10/20-10/21
11/02/2021	John Wheeler	BACS	£ 10.98	20325	reimburse refuse bags
12/02/2021	Vodafone	DD	£ 49.46	20340	Phone / Broadband / Mobile Jan
14/02/2021	Buckinghamshire Council	DD	£ 85.05	20318	euro bin hire / empty
15/02/2021	Public Sector Deposit Fund	Transfer	£ 99,990.00		Transfer to PSDF
15/02/2021	Lloyds Charge Card	Transfer	£ 338.99		Pay Charge Card January statement
16/02/2021	SSE Southern Electric	DD	£ 783.11	20339	street light electric Jan
19/02/2021	Haddenham Community Library	BACS	£ 5,000.00	20333	Grant 2020/21
19/02/2021	Haddenham Tennis Club	BACS	£ 500.00	20334	Grant 2020/21
19/02/2021	Ace Pest Control	BACS	£ 105.00	20335	rodent control Feb
19/02/2021	Wind & Sun	BACS	£ 1,262.52	20336	solar panel bore hole
22/02/2021	Public Sector Deposit Fund	Transfer	£ 99,990.00		Transfer to PSDF
24/02/2021	B&CE	DD	£ 725.68	20327	pension contribs Feb
26/02/2021	Staff	BACS	£ 5,801.22	20328	salaries February
26/02/2021	HMRC	BACS	£ 2,068.64	20332	Tax / NI Feb
	Total Payments		£ 441,828.46		
Charge Card					
07/01/2021	Land Registry	CC	£ 6.00	20313	Land title search
18/01/2021	Current Bank A/c	20314	£ 99.05		Reverse duplicate transfer
19/01/2021	Survey Monkey Europe	CC	£ 288.00	20315	Survey Monkey Annual subs
31/01/2021	Snapper Media	CC	£ 44.99	20316	Hdm Hamper site maint
05/02/2021	Amazon EU UK Branch	CC	£ 36.25	20341	Stationery
05/02/2021	Amazon EU UK Branch	CC	£ 19.99	20342	A4 paper
05/02/2021	Amazon EU UK Branch	CC	£ 19.99	20343	A4 paper
28/02/2021	Snapper Media	CC	£ 44.99	20344	Hdm Hamper Maintenance
	Total Payments		£ 559.26		