



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 23rd May 2022, 7.45pm

Conference Room, Haddenham Village Hall and via Zoom

In the room: Cllr. Hoare, Cllr. Kidby, Cllr. O'Hanlon, Cllr. Poole, Cllr. Sharp, Cllr. Smith, Cllr. Thawley, Cllr. Truesdale (Chair), and Cllr. Wheeler.

Bucks Cllrs: Cllr. Smith

Clerk: Ms. Gilbert

Members of public: 2

Joining remotely via Zoom:

Members of public: 4

PC23 1 ELECTION OF THE CHAIR OF THE COUNCIL

Cllr. Truesdale was PROPOSED, SECONDED and AGREED as Chair of the Council.

PC23 2 ELECTION OF THE VICE-CHAIR OF THE COUNCIL

Cllr. O'Hanlon was PROPOSED, SECONDED and AGREED as Vice-Chair of the Council.

PC23 3 ACCEPTANCE OF OFFICE

Cllr. Truesdale signed his Acceptance of Office as Chair of the Council, as witnessed by the Clerk.

PC23 4 APOLOGIES

Apologies were received and accepted from Cllr. Brown for absence and from Cllr. Garrett for arriving late.

PC23 5 DECLARATIONS OF INTEREST

Cllr. Thawley and Cllr. Smith declared an interest in Zero-Carbon Haddenham relating to agenda item PC23 18 Grant Applications.

Public Participation

Tim Finch, the new Chairman of Haddenham Sports and Social Club spoke under agenda item PC23 22 v. There is a new committee of Haddenham Sports and Social club who are looking to rebrand and relaunch the Social Club under the name of The Whilster. They are hoping to attract more customers as part of the re-launch. Plans for repainting the interior and exterior as well as laying a patio outside were shared.

PC23 6 MINUTES

The minutes of the of the the Parish Council meeting held on 4th April 2022 were AGREED as a true record and signed.

PC23 7 COUNCIL COMMITTEES

(i) The Terms of Reference for each Standing Committee were AGREED

Agenda items (ii) to (v)

The following Standing Committees and Sub-Committees were AGREED and Members and Chairs appointed as follows:

Planning Committee

Members: Cllr Hoare, Cllr O'Hanlon, Cllr Poole, Cllr Sharp, Cllr Smith, Cllr Thawley and Cllr Truesdale.

It was AGREED that Cllr Truesdale Chairs the Committee.

It was AGREED that Cllr Sharp will be Vice-Chair.

Finance and Governance Committee

Members: Cllr O'Hanlon, Cllr Brown, Cllr Truesdale, Cllr Sharp, Cllr Wheeler.

It was AGREED that Cllr O'Hanlon Chairs the Committee.

It was AGREED that Cllr Truesdale will be Vice-Chair.

Climate Emergency Committee

Members: Cllr Brown, Heather-Joy Garrett, Cllr Kidby, Cllr O'Hanlon, Cllr Smith and Cllr Thawley

Co-opted Members: Diccon Proctor

It was AGREED that Cllr O'Hanlon Chairs the Committee.

It was AGREED that Cllr Thawley will be Vice-Chair.

Facilities Committee

Members: Cllr Brown, Cllr Hoare, Cllr Kidby, Cllr Truesdale, Cllr O'Hanlon, Cllr Poole and Cllr Wheeler

It was AGREED that Cllr Wheeler Chairs the Committee.

It was AGREED that Cllr Brown will be Vice-Chair.

The following sub-committees of the Facilities Committee were confirmed:

Allotments Sub-Committee

Members: Cllr Wheeler and Cllr Hoare

Co-opted Members: Frank Pitkin, Alison Watt, Leslie Wilkinson and Phil Wood

It was AGREED that Cllr Wheeler Chairs the Committee.

Community Orchard Sub-Committee

Members: Cllr Hoare, Cllr Kidby and Cllr Smith

Co-opted Members: Sylvie Benjamin, Chris Hadder and Diccon Proctor

Village Hall Sub-Committee

Members will be appointed once terms of reference and Village Hall Committee representation is agreed.

Snakemoor Sub-Committee

Members: Cllr Kidby and Cllr Truesdale

Co-opted Members: Julian Watson

Sports Facilities Sub-Committee

Members: Cllr Brown, Cllr Kidby, Cllr Truesdale and Cllr Wheeler

Co-opted Members: Bev Wilson, Andy Roff, Niall Pritchard, Ron Atkin, Roger Mott and Joel Cliffe.

It was AGREED that Cllr Wheeler Chairs the Committee.

It was AGREED that Cllr Brown will be Vice-Chair.

The following sub-committee of the Finance and Governance Committee was confirmed:

Personnel Sub-Committee

Members: Cllr Brown, Heather-Joy Garrett, Cllr Sharp, Cllr Truesdale and Cllr Wheeler.

It was AGREED that Cllr Truesdale Chairs the Committee.

(vi) The Scheme of delegation to the Clerk and Committees was AGREED.

PC23 8 REPRESENTATIVES TO OUTSIDE BODIES

It was AGREED to appoint the following Council's representatives to the following Outside Bodies:

- (i) Banks Park Recreation Ground Charity – Finance and Governance Committee
- (ii) Haddenham Educational Charity – Finance and Governance Committee
- (iii) Bucks and Milton Keynes Association of Local Councils – Cllr Truesdale
- (iv) Aylesbury Vale Association of Local Councils – Cllr Truesdale
- (v) Haddenham and Waddesdon Community Board – Cllr Truesdale
- (vi) Haddenham Safe Walking and Cycling Group – Cllr Thawley
- (vii) Scout & Guide Association Trustee – Cllr Thawley
- (viii) Fete Committee – Cllr Wheeler

PC23 9 POLICIES AND PROCEDURES

- (i) It was AGREED to accept the proposed amendments to the Parish Council's Standing Orders.
- (ii) It was AGREED to accept the proposed amendments to the Parish Council's Finance Regulations.

PC23 10 SIGNATORIES

The signatories for Parish Council's bank and investment accounts were AGREED as follows:
Cllr Truesdale, Cllr O'Hanlon, Cllr Hoare, Cllr Wheeler.

The Clerk was confirmed as a signatory for the purpose of making internal transfers and dealing with administration only.

PC23 11 DIRECT DEBITS

The list of the Parish Council's current direct debits was reviewed and APPROVED.

PC23 12 LAND AND ASSETS

The quote for the valuation of Woodways Pavilion was not received in time for the meeting.

PC23 13 REVIEW OF EXTERNAL ARRANGEMENTS

The Parish Council continues to appoint Committees to act on its behalf as trustee of Banks Park Recreation Ground Charity and Haddenham Educational Charity.

The Parish Council appoints trustees of the three Parochial Charities.

The Parish Council is currently working with the trustees to undertake a review of the setup of the above charities with the Charity Commission. It is hoped to amalgamate the charities and replace them with a single Charitable Incorporated Organisation in order to simplify their management and ensure their future.

PC23 14 SUBSCRIPTIONS

It was AGREED to continue with the following annual subscriptions (some cost estimates based on previous year):

- (i) Bucks Association of Local Councils £923.25 – (note this no longer includes LCR magazine)
- (ii) Get Mapping - Parish Online £90
- (iii) Society of Local Council Clerks (on behalf of the Clerks) total £624
- (iv) Aylesbury Vale Association of Local Councils £20
- (v) Community Impact Bucks £54.17
- (vi) Zoom Business Account £120

PC23 15 REPORT FROM BUCKINGHAMSHIRE COUNCIL

Cllr. Smith reported that Cllr. Cameron Branston has resigned from his role as a Buckinghamshire Councillor resulting in a Casual Vacancy in the Bernwood Ward. A Notice of Election has been issued and the poll will take place on Thursday 30th June 2022.

PC23 16 REPORT FROM THAMES VALLEY POLICE

A report from the Neighbourhood Policing Team was not received in time for the meeting but is available on the [Parish Council's website](#).

PC23 17 REPORTS FROM OUTSIDE BODIES

- (i) Haddenham and Waddesdon Community Board – Cllr. Truesdale
Hasn't met since 9 February. No future meeting has been scheduled as yet.
- (ii) Haddenham Community Library – Cllr. Sharp
The library has submitted a grant application to the Parish Council.
- (iii) Banks Park Recreation Ground Charity – Cllr. Truesdale
- (iv) The last meeting was in January 2022, with the next meeting scheduled for 6 June 2022.
A report was given as part of the Annual Parish Meeting on the proposed amalgamation of the charity.
- (v) Haddenham Safe Walking and Cycling Group – Cllr. Thawley
Met 12th April. The group remain very excited about the Streetscape project and would like to see the inclusion of a village-wide 20mph limit as well as the exclusion of traffic in certain areas. The group would also like to see more cycle stands around the village and continue to look into a round Haddenham walking route. The group is dismayed by the lack of progress on the Haddenham-Thame cycle route.
- (vi) Haddenham Fete Committee – Cllr. Wheeler
No report received.

PC23 18 GRANT APPLICATIONS

The following grant applications were AGREED:

- (i) Haddenham Community Library – £5,000 towards refurbishment of the library.
- (ii) Zero Carbon Haddenham - £340 towards village talks focusing on carbon reduction.

PC23 19 ENVIRONMENT COMMITTEE MINUTES

The minutes of the of the the last Environment Committee meeting held on 8th March 2021 were AGREED as a true record and signed.

PC23 20 PLANNING COMMITTEE

- (i) The minutes of the meetings held on 4th April 2022 and 25th April 2022 were noted.
- (ii) Cllr. Truesdale reported that Buckinghamshire Council has made an Order under Section 14(1) of the Road Traffic Regulation Act 1984, temporarily closing Public Footpath No. 19, Haddenham. The closure is effective from 1 June 2022 for 6 months or until the completion of works.
[The Levelling-up and Regeneration Bill](#) received its first reading in the House of Commons on 11 May 2022.

PC23 21 FINANCE AND GOVERNANCE COMMITTEE

- (i) The list of payments over £500 to 31st March 2022 were noted.
- (ii) The receipt of the first precept payment was noted.
- (iii) No further update.

PC23 22 FACILITIES COMMITTEE

- (i) It was AGREED not to submit an application for the next round of the Local Authority Tree Fund grant as standard trees would not be available in built up areas, only whips which could be obtained free of charge from other sources.
- (ii) The quotes for repairs to the path at Sheerstock Play Area were reviewed and it was AGREED to accept the quote of £690 from Total Landscapes and Property Renovation as it was the cheapest of the quotes received.
- (iii) It was AGREED to support the request to install a Commonwealth War Graves Commission sign on the lychgate at St. Mary's Churchyard.
- (iv) The quotes for the cleaning of the Parish Office and Woodways Pavilion were reviewed and it was AGREED to accept the quote of £2,132.84 per annum for the Parish Council office and £2657.15 per annum for the Woodways pavilion from Tower Cleaning, as it was the cheapest of the quotes received.
- (v) It was AGREED that the Parish Council is willing to contribute the £300 requested towards painting the outside of the Sports and Social Club. A quote is to be arranged for the painting of the rest of Woodways pavilion, which the Parish Council would consider funding. In the medium term, the Parish Council is looking to fully refurbish or replace Woodways Pavilion. Further information is needed on the proposals for a patio. It was noted that all external spaces need to be fully accessible to the public.
- (vi) No further update.

PC23 23 CLIMATE EMERGENCY COMMITTEE

- (i) The draft minutes of the meeting held on 25th April 2022 were noted.
- (ii) No further update.

PC23 24 SCHEDULE OF MEETINGS

An amendment was made to the proposed schedule. The meeting of the Full Parish Council in the middle of September was rescheduled until 10th October as September is a popular time for Councillors to take holidays. The [schedule of dates for the Council's meetings for 2022-23](#) was then AGREED.

PC23 25 CONFIDENTIAL ITEMS

None.

CLOSURE OF THE MEETING

The meeting closed at 9.15pm

Signed: _____
Chair

Date: 27th June 2022