



HADDENHAM Parish Council

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DRAFT MINUTES **FULL PARISH COUNCIL MEETING** Monday 2nd September 2019, 7.30pm Day Centre Lounge, Haddenham Village Hall

Present: Cllrs Mrs. Aston, Mr. Brown, Mr. Hoare, Mr. Lyons, Mr. O'Loughlin, Ms. Poole, Mr. Sharp, Mr. Truesdale (Chair), Mr. Wheeler, and Mr. Young.
District Cllrs Mrs Brandis and Mr Foster.
Clerk: Ms. Gilbert
Assistant Clerk: Ms. Griffiths
14 members of the public

PC20 34 APOLOGIES

Apologies were received and accepted from Mr. O'Hanlon (Holiday).

PC20 35 DECLARATIONS OF INTEREST

There were no declarations of interest in addition to those already disclosed, however, it was noted that Mr Truesdale is no longer part of the Social Centre Management Committee.

PC20 36 MINUTES

The minutes of the Parish Council meeting held on 24th June 2019 were AGREED as a true record and signed.

PC20 37 COUNTY AND DISTRICT COUNCILLOR REPORTS

County Cllr Mr. Harriss was not present to give a report.

Bucks County Council

In the absence of the County Councillor, Mr Truesdale gave a report on the meetings he had attended.

Bucks and Milton Keynes Association of Local Councils (BMKALC) – 24th July 2019:

Rachael Shimmin has been appointed as the new chief executive of the Buckinghamshire Council; the new unitary authority which, on 1 April 2020, will replace the existing County and four District Councils.

The recent promotion of fostering in the area has been successful.

A new children's home is opening in Aylesbury, and another is planned for High Wycombe.

A large number of voluntary organisations from across Buckinghamshire have been honoured with the Queen's Award for Voluntary Service.

The use of new plane and patch equipment to treat road surfaces has been more successful than repairing individual pot holes.

There has been success in enforcing fly-tipping. Homeowners are asked to take care as to where builders, whose service they employ, dispose of waste.

The proposed expansion of Heathrow Airport poses issues for South Bucks.

Following the set-up of the Unitary authority on 1 April 2020, the existing District and County Councils will be dissolved until after the May elections and a shadow council will be in place in the interim.

Haddenham and Long Crendon Local Area Community Forum 3rd July 2019:

Applications for transport projects for 2020/2021 need to be submitted by 13th September 2019.

It was agreed that an application for phase 2 of the parking restrictions project should be submitted.

Aylesbury Vale District Council – Mr. Foster

Mr Foster congratulated the Parish Council as it has been recommended to approve the Council's application for a grant towards the Day Centre which is phase 1 of the refurbishment of the Village Hall.

Mr Lyons is to submit a motion opposing the East-West expressway due to the impact it will have on the environment.

PC20 38 REPORTS FROM OUTSIDE BODIES

- (i) Haddenham Youth and Community Centre – Mr. Truesdale
The end of year report from the youth workers detailed that there are on average 21 people attending every Thursday. Initially those attending were predominately boys but the number of girls attending has begun to increase recently. There are normally 3-4 volunteers and the behaviour of those attending is good.
The Youth Club is due to start again, following the summer break, on 5th September 2019.
Working in conjunction with LAF, The New Beginnings project has been running for 6 weeks over the summer to support young people transitioning from primary to secondary school. It currently has 20 young people registered and is open to those in Haddenham and the surrounding areas.
- (ii) Haddenham Social Centre Management Committee – Mrs Aston
The Committee is doing well financially. Bookings have been down during the summer but this in line with the usual seasonal variation.
A large event held at the centre caused problems – which the committee will learn from. Thanks go to John Wheeler for his assistance clearing up after the event.
The work to ensure that the village hall's water system is compliant with Legionnaires requirements is complete.
The Charity Commission has agreed the managing committee's conversion to Charitable Incorporated Organisation (CIO) status.
- (iii) Haddenham Community Library – Mr Sharp
The County Council has appointed Debbie Hekkink as the new manager to start on 18th October 2019.
- (iv) Playing Field Management Committee – has not met.
- (v) The Sports and Social Club Committee's accounts for the year ended 31 May 2019 were received. Mr. Young reported that the club is suffering from decline and is attempting to hold new events to raise its profile.
- (vi) The draft minutes of the Banks Park Recreation Ground Trust meeting held on 15th July 2019 were noted.
Mr Truesdale reported that there had been an update on the termination of the Day Centre lease from the solicitor.
The annual review of rents for the site had been completed.
A new lease will be needed following the change in management of the village hall to a CIO.
The lease for Banks Cottage is currently in the process of being renewed.
- (vii) Haddenham Safe Walking and Cycling Group – has not met.

PC20 39 ENVIRONMENT

- (i) Update from Mr Young.
The play areas in the village have been revitalised.

The new play area in Sheerstock was opened on 21st August 2019. Thanks were expressed to the Deputy Clerk, Mrs Marsden for her hard work on the project and to Ms Poole whose advice has meant the equipment provided is more inclusive.

It was suggested that more seating is needed near the play area for adults supervising.

It has been arranged for the willow tree that fell into Banks Pond to be recovered.

The ponds are being treated for algae free of charge by a volunteer. If the treatment is successful it will be used in future.

The stone wall at the front of the church has been rebuilt.

There have been some complaints regarding the topple tests carried out on gravestones, however this is a safety requirement and headstones must be properly fitted.

There is graffiti along the wall along the back of properties on Slave Hill, which it was confirmed is the responsibility of householders to remove. Specialist advice will be needed on how best to remove it from witchert walls.

- (ii) The draft minutes of the Allotments Committee meeting held on 14th August 2019 were noted.
Mr Wheeler reported that the willow tree near the solar panels is to be reduced in size to allow more sunlight through.
The rent collection morning will be between 9-11am on 5th October 2019.
The Clerk will contact the solicitor regarding the site lease.
- (iii) The request for an additional £550 loan to the Bore Hole project for the installation of an additional trough was APPROVED.
- (iv) The recommendation that the allotment plot rents are increased in 2020 from £18 to £20 for a 5-pole plot and pro-rate for other plots was APPROVED.
- (v) The draft minutes of the Community Orchard Committee meeting held on 14th August 2019 were noted.
Mr Lyons reported that the haymaking session went ahead.
Some of the trees in the orchard appear to be suffering from a virus – further advice is needed on what the best course of action to take is.
The new shed has been installed.
The orchard committee will be hosting two events in the Core as part of Haddenham Feast Festival.
- (vi) A report from Robyn Thorogood for Snakemoor Nature Reserve was circulated with details of recent working parties.
Many local residents are concerned that water levels in the local ponds and streams in the village appears to be dropping. It is difficult to find evidence of what is causing the problem, which could be because the water table is low. Ponnies has dried up.

Mr Wheeler left the meeting.

PC20 40 FINANCE AND GENERAL PURPOSES

- (i) The draft minutes of the meeting held on 15th July 2019 were noted.
- (ii) The list of payments was noted and signed (see appendix).
- (iii) The report and recommendations from the Internal Auditor following the year ending 31st March 2019 were received. The Auditor has advised that the asset register should be reviewed by the Council annually. This will be included as an agenda item in future. Congratulations were given to the Clerk for the result of the audit.
- (iv) The finance reports from the year ending 31st March 2019 were received and APPROVED.
- (v) The finance reports for Q1 2019-2020 were received and APPROVED.
- (vi) The recommended budget changes for 2019-20 were APPROVED.

- (vii) Mr Truesdale provided an update on the Climate Emergency Project.
It was reported that informal meetings had been held with Zero Carbon Haddenham (formerly known as Haddenham in Transition).
It was agreed to engage volunteers to look into what the best course of action to take is.
Working with Zero Carbon Haddenham, the planting of trees will be looked into to determine where is the best place to plant and what species will be most beneficial.
- (viii) The recommendation to approve the following heritage grants using the General Power of Competence was considered:
 - a. Contribution of 25% towards the footpath side of the witchert wall on the boundary between Printers Piece and Stockwell. Subject to confirmation the work has been carried out to the correct specification – APPROVED.
 - b. Contribution of 25% towards the repairs to the witchert wall at 23 The Croft facing onto the Kings head footpath APPROVED.
- (ix) It was AGREED to adopt the draft Travel and Expenses Policy.
- (x) It was AGREED to delegate the draft Volunteers Policy to the Finance and General Purposes Committee to make amendments.
- (xi) It was AGREED to adopt the draft IT policy.
- (xii) The fire risk assessment for Woodways Pavilion was received and its recommendations noted for action.
- (xiii) An update from the solicitor was provided on the following:
 - a) Transfer of land at Haddenham Airfield – Agreement is yet to be reached with representatives of CALA homes.
 - b) Surrender of the lease of the Day Centre – Free VAT advice has been received from SLCC. The recommendation from SLCC to obtain further specialist advice from legal accountants, costing £1,200, was APPROVED.
 - c) Allotment site lease renewal – No update was provided. The Clerk has chased the solicitor for this.
- (xiv) An update was received on the status of S106 funding.
It was noted that the pooling requirement has been removed from the Community Infrastructure Levy regulations. It is not yet clear what the implications of this will be for the Council.
- (xv) No further updates from the Chair.

PC20 41 PLANNING

- (i) The minutes of the meeting held on 24th June 2019 and the draft minutes of the meeting held on 15th July 2019 were noted.
- (ii) Update from Mr. Truesdale.
Mr Truesdale attended a briefing on 23rd July at Aylesbury Vale District Council (AVDC) regarding the Vale of Aylesbury Local Plan (VALP).
The new unitary council will adopt a new local plan within 5 years, which means the life span of the VALP and Wycombe District Local Plan will only be 5 years.
Modifications to the VALP have been sent to the inspector for review and he will report back at the end of September with his comments. The modifications are published on AVDC's website, most relate to site allocations near to Milton Keynes. It is hoped that the plan will be adopted by the end of 2019.

PC20 42 PERSONNEL COMMITTEE

- (i) The draft minutes of the meeting held on 2nd August 2019 were noted.
Mr Truesdale reported that a new sick pay policy has been approved.
- (ii) The appointment of Kerrie Griffiths to the position of temporary Assistant Clerk was noted. Ms. Griffiths was welcomed to the Parish Council.

PC20 43 DATES OF FUTURE MEETINGS

Environment Committee	Monday 23 rd September 2019
Planning Committee	Monday 23 rd September 2019 Monday 14 th October 2019
Finance and General Purposes Committee	Monday 14 th October 2019
Parish Council	Monday 4 th November 2019

PUBLIC PARTICIPATION

- Trees are available from the Woodland Trust but there is a deadline which is approaching.
The information will be forwarded to Zero Carbon Haddenham.
- Some residents are unhappy about the signs put up by the Council asking for dogs to be kept on their lead on the playing fields footpaths and kept off the grass. An elderly lady is unable to walk far and this makes it harder for her to walk her dog. It was asked whether Haddenham could have a dog warden to monitor the irresponsible dog owners, so the restrictions could be removed.
The District Council employs a dog warden but visits to Haddenham are infrequent. There may be an opportunity to extend the service following the transition to the new unitary council.

CONFIDENTIAL ITEMS

None.

CLOSURE OF THE MEETING

The meeting closed at 8.48pm

Signed: _____ DRAFT _____ Date: 4th November 2019
Chair

Appendix: List of Payments

Date: 02/09/2019

Haddenham Parish Council 2019-20

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Time: 17:15

Current Bank A/c

List of Payments made between 01/04/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/04/2019	Aylesbury Vale DC	DD	59.04	19033	business rates pavilion
10/04/2019	EON	DD	19.22	19009	workshop electricity
12/04/2019	Everflow Limited	BACS	774.42	19032	water services 03/05-02/06
15/04/2019	Aylesbury Vale DC	DD	85.05	19008	Eurobin hire and empty March
16/04/2019	Aspire Community Works	BACS	192.00	19001	dismantle duck house
16/04/2019	HAGS -SMP-Ltd	BACS	41,999.40	19002	Banks Park play equipment
16/04/2019	PCMS design	BACS	15,006.00	19006	Design Services
16/04/2019	Eldridge Electrical	BACS	1,861.56	19010	new column Rosemary & maint
16/04/2019	David Truesdale	BACS	2.50	19011	parking BMKALC meeting
16/04/2019	Haddenham VH Social Centre MC	BACS	66.00	19012	room hire March
16/04/2019	Ace Pest Control	6181	85.00	19015	rodent control April
16/04/2019	Aylesbury Office Supplies	BACS	74.97	19025	stationery
16/04/2019	John Wheeler	BACS	10.00	19026	refuse bags QD
16/04/2019	Vision ICT	BACS	345.60	19027	email hosting
16/04/2019	Diccon Proctor	BACS	14.99	19028	reimbursement orchard
16/04/2019	Payroll Management	BACS	41.40	19029	payroll April
16/04/2019	UK Power Networks (Ops) Ltd	BACS	993.60	19030	new column stokes lane
16/04/2019	Aston Sandford PC	BACS	500.00	19031	BCC devolved payment
17/04/2019	SSE Southern Electric	DD	841.70	19007	Street light electricity March
19/04/2019	Lloyds Bank	DD	5.00	19023	bank charge 10/02-09/03
25/04/2019	Greg Smith	BACS	75.26	19016	reimburse orchard expenses
25/04/2019	Eldridge Electrical	BACS	540.00	19017	column numbering
25/04/2019	Central Bedfordshire Council	BACS	318.00	19018	Building control PC centre
25/04/2019	Aspire Community Works	BACS	6,363.96	19019	maintenance contract 18/3-17/4
25/04/2019	ARD (ABA Construction) Ltd	BACS	1,887.60	19020	Woodways play area repairs
25/04/2019	Crescent Garden Services	BACS	220.00	19021	churchyard maintenance April
29/04/2019	Microshade Business Consultant	BACS	488.10	19013	data migration set up
29/04/2019	Best kept Village Competition	6180	25.00	19014	BKV 2019 entry fee
30/04/2019	[REDACTED]	BACS	1,368.48	19004	salary and reimbursement
30/04/2019	[REDACTED]	BACS	2,292.55	19003	salary & reimbursement
30/04/2019	HMRC	BACS	1,365.58	19005	April 2019 Tax NI
30/04/2019	BC&E	DD	291.22	19022	Pension contributions March
01/05/2019	EON	DD	6.65	19058	workshop electricity
05/05/2019	Aylesbury Vale DC	DD	64.00	19034	business rates Woodways 2of10
15/05/2019	Aylesbury Vale DC	DD	99.15	19057	eurobin hire & empty
16/05/2019	British telecom	DD	158.60	19053	phone service
17/05/2019	SSE Southern Electric	DD	829.15	19035	street light electricity
21/05/2019	Royal Images	BACS	133.20	19036	Formal Condolence Prints HRH
21/05/2019	Marler Hayley	BACS	237.30	19036	Display boards / tablecloth
21/05/2019	Ricoh	BACS	179.79	19041	photocopier hire & use
21/05/2019	Bucks County Council	BACS	257.75	19042	VAS pole contribution
21/05/2019	Earth Anchors Ltd	BACS	133.20	19043	bench anchors
21/05/2019	BMKALC	BACS	792.73	19044	BMKALC subs 19-20
21/05/2019	Community Impact Bucks	BACS	55.00	19045	CIB subs 19-20
21/05/2019	Eldridge Electrical	BACS	1,818.31	19046	new col high st & maint
21/05/2019	Payroll Management	BACS	41.40	19047	payroll May
21/05/2019	Microshade Business Consultant	BACS	160.50	19048	IT hosting & support

List of Payments made between 01/04/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/05/2019	Haddenham VH Social Centre MC	BACS	1,005.00	19049	room hire & office rent
21/05/2019	Solagen	BACS	435.00	19050	VAS pole installation
21/05/2019	PCMS design	BACS	2,448.00	19052	design & tendering Tennis
21/05/2019	John Wheeler	BACS	10.00	19052	reimburse refuse bags
21/05/2019	Information Commissioners Offi	DD	35.00	19054	Data protection fee
22/05/2019	BC&E	DD	329.16	19040	pension contributions April
22/05/2019	Lloyds Bank	DD	5.00	19056	bank charges 10/03-09/04
23/05/2019	Lloyds Bank	DD	-5.00	19059	correct duplicate entry
23/05/2019	Lloyds Bank	DD	5.00	19059	correction 2
27/05/2019	EON	DD	10.94	190555	workshop electricity
31/05/2019	██████████	BACS	1,317.70	19037	salary & reimburse May
31/05/2019	██████████	BACS	2,292.55	10938	salary May
31/05/2019	HMRC	BACS	1,365.58	19039	Tax / NI May
05/06/2019	Aylesbury Vale DC	DD	64.00	19060	BUISNESS RATES WOODWAYS
08/06/2019	British telecom	DD	75.24	19061	broadband service
10/06/2019	Everflow Limited	DD	1,773.57	10963	water supply ponds workshop
10/06/2019	BMKALC	BACS	41.55	19064	Cllr Training D Hoare
10/06/2019	Microshade Business Consultant	BACS	160.50	19065	IT hosting & support
10/06/2019	Rialtas Business Solutions	BACS	719.28	19066	YE closure 18-19
10/06/2019	John Wheeler	BACS	10.00	19067	reimburse refuse bags
10/06/2019	Sue Gilbert	BACS	89.52	19068	reimburse APM refreshments
10/06/2019	PCMS design	BACS	714.00	19069	Presentation boards APM
10/06/2019	Haddenham VH Social Centre MC	BACS	93.00	19070	room hire may
10/06/2019	Aspire Community Works	BACS	6,363.96	19071	grounds maintenance
10/06/2019	Crescent Garden Services	BACS	220.00	19072	churyard maintenance May
10/06/2019	Eldridge Electrical	BACS	497.52	19073	street light remove old column
10/06/2019	HAGS -SMP-Ltd	BACS	2,520.00	19074	additional fencing Banks Park
10/06/2019	J G Restorations	BACS	8,495.25	19075	Repair churchyard wall
10/06/2019	Ace Pest Control	6182	85.00	19076	rodent control
11/06/2019	Everflow Limited	DD	2,166.44	19062	water supply ponds workshop
16/06/2019	Aylesbury Vale DC	DD	90.00	19078	eurobin hire & empty
19/06/2019	SSE Southern Electric	DD	1,323.07	19077	street light electricity
20/06/2019	EON	DD	10.49	19091	workshop electric
21/06/2019	Toye & Co	BACS	49.56	19079	mourning rosette
21/06/2019	Vision ICT	BACS	1,395.00	19080	design website
21/06/2019	Payroll Management	BACS	41.40	19081	payroll June
21/06/2019	Aspire Community Works	BACS	6,363.96	19082	grounds maintenance
21/06/2019	Eldridge Electrical	BACS	219.78	19083	repairs / old column removal
21/06/2019	George Browns	BACS	762.68	19084	tools for orchard
21/06/2019	BC&E	DD	329.16	19088	pension May
21/06/2019	Lloyds Bank	DD	5.00	19089	bank charges
28/06/2019	██████████	BACS	4,798.56	19085	salary & reimburse
28/06/2019	██████████	BACS	1,466.56	19086	salary & mileage
28/06/2019	HMRC	BACS	2,982.28		Tax / NI June
Total Payments			136,360.19		