

CHOLESBURY-CUM-ST LEONARDS PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in St. Leonards Parish Hall
on Monday 23rd May 2016 at 8pm

Present: Cllrs Allen, Brown, Joseph, Matthews and Sanger. Also present: Mrs Lewis (Clerk) and one member of the public.

1940) To elect a Chairman

Cllr Allen was re-elected as Chairman.

1941) To receive the Chairman's Declaration of Office

The Declaration of Office was signed by Cllr Allen and counter-signed by the Proper Officer.

1942) To receive apologies for absence

County Cllr Birchley, District Cllr Rose, Cllr Blomfield and Cllr Minting.

1943) To elect a Vice Chairman

Cllr Brown was re-elected as Vice Chairman.

1944) To appoint representatives as follows:

Chesham Local Area Forum: Cllr Brown; Rural Policing Group: Cllr Joseph; Turpin Charity: Cllr Allen; St Leonards Parish Hall: Cllr Joseph.

1945) To appoint a Planning Committee

It was agreed that all councillors would be members of the Planning Committee: Cllrs Allen, Blomfield, Brown, Matthews, Minting, Sanger and Joseph.

1946) To inspect the deeds in the custody of the Council

Cllr Allen inspected the deeds.

1947) To approve a list of regular payments which may be made without prior resolution of the Council

It was resolved to approve the following list of payments, which will only need the prior permission of the Chairman and will always be minuted at the following meeting: membership to SLCC, CPRE, Chiltern Society and LLATVCC; the ICO data controller's fee; the external auditor; hall hire (for the purpose of council meetings only); water rates; the Clerk's salary; PAYE tax.

1948) To approve the minutes of the Meeting of the Parish Council and deal with matters arising

It was resolved to approve the minutes from the meeting on 25th April 2016. There were no matters arising.

1949) To receive declarations of interest

None.

1950) Questions from members of the public

None.

1951) Questions to the Chairman

None.

1952) Reports

(a) *Clerk's Report*: The report was received from Mrs Lewis (see attached).

(b) *Turpin Charity*: Cllr Allen reported that exchange of contracts between the developer and the charity should take place this week.

1953) Finance

(a) Orders were approved for payment including: The Clerk's salary and expenses (for May); BMKALC (Annual Membership) £146.03; Chris Brown (Mileage TfB Conference) £10.80.

(b) Annual Return: Section 1 (Governance Statement) was completed and Section 2 (finance statement) was received and approved (in draft) for sending to the internal auditor.

(c) It was resolved to accept the quote from Zurich Municipal for the annual insurance, as it was significantly cheaper than the alternative quotes, for the same level of cover. It was resolved to remove cover for "money" as the cost for the cover was £25, when, throughout a year, only a small amount of money is handled by the Clerk in way of allotment fees, most of which are paid by cheque. The fee currently quoted (£312.41) will need to be amended to remove the money cover, but should be in the region of £285, in line with the previous year's fee.

(d) It was resolved to renew with Daily.co.uk for the Domain Name Hosting for a period of 3 years (£5.74 p.a.) and with Bluehost for the website hosting, also for a period of three years (\$5.99 per month), as renewing for this length of time reduced the annual cost. Cllr Brown will undertake the renewal and claim expenses.

(e) Cllr Allen noted that the bench work on the Millennium seat and the bench on Buckland Common were both in a poor state of repair. A quote had been received from John Horn for refurbishment of the same (£130.00 Millennium Bench) & (£125.00 Buckland Common Bench) and these were approved by the Council.

1954) Planning

(a) *Applications*:

- (i) CH/2016/0814/FA Old School House, Swan Lane, St. Leonards, HP23 6NP Single storey rear extension and replacement of existing conservatory. The Parish Council had no comment on this application.
- (ii) CH/2016/0203/FA Woodland Farm, Shire Lane, Cholesbury, Buckinghamshire, HP23 6NA, Change of use and extension of existing building to use as a single dwelling (Retrospective) – to review additional information received. The Parish Council resolved to continue to object to this application.
- (iii) CH/2016/0859/FA Blackhorse Field Land, adjoining Woodlands Farm, The Vale, Hawridge. Extension to change of use planning permission CH/2015/0364/FA from agricultural to dog care and exercise facility with increased capacity from six to fifteen dogs. The Parish Council resolved not to object to this application, but request that restrictions be applied, if approval is given, to limit the hours of business to normal business hours during weekdays only and that the permission be time-limited, to allow for review, especially in terms of potential noise disturbance to neighbouring properties.
- (b) *Decision Notices:*
 - (i) CH/2016/0004/FA Land Between Woodfield Cottage and Thorncroft, Bottom Road, St Leonards, Buckinghamshire, Erection of a detached single storey dwelling. Refused Permission.
 - (ii) CH/2016/0305/FA and CH/2016/0306/HA The Black Horse Public House, The Vale, Hawridge, Buckinghamshire, HP5 3NS, Demolition of western annexe replacement single storey extension, single storey extension to north with glass linked walkway, creation of new access to south, associated hardstanding and landscaping. Refused Permission.
 - (iii) CH/2016/0292/FA The Old School House, Swan Lane, St. Leonards, HP23 6NP Removal of conservatory and construction of single storey rear extension, replacement of existing garage with enlarged garage block with accommodation above, retaining wall. Refused Permission.
 - (iv) CH/2016/0417/FA Newhaven, Jenkins Lane, St Leonards, Buckinghamshire, HP23 6NW, Single storey rear extension. Conditional Permission.
 - (v) CH/2016/0418/FA Ridgeway, Hawridge Common, Hawridge, Buckinghamshire, HP5 2UQ, Single storey rear extension roof extension to side to facilitate rear dormer structure, fenestration alterations, erection of a double detached garage. Conditional Permission.
 - (vi) CH/2016/0301/FA The Cottage, Heath End, Hawridge, Buckinghamshire, HP4 3UE, Single storey rear extension. Conditional Permission.
- (c) *Notice of Appeals:*
None.

1955) The Green at Buckland Common

- (a) It was agreed to inspect the Common on 2nd July at 11am.
- (b) Mr & Mrs Baker put a proposal to the Council to mow a section of the Common and the Council note that this has been agreed to on the basis that the Council accepts no liability for the work and on the understanding that all residents that border the Common have agreed to the plan.

1956) Springall Hill allotments

- (a) It was agreed to inspect the allotments on 2nd July at 11am.

1957) Highways

- (a) It was resolved that the Clerk would again write to the Rossway Estate to highlight the growth of Japanese Knotweed in their field near the crossroads in Heath End/Wiggington Road. TfB have previously been notified by the Clerk that there is growth of this noxious weed close to their verge. The broken signage by MT Loos on The Vale will be re-reported to TfB following a change of LAT, as will the twisted road signs on the Wiggington Road, by Heath End, although these are probably the responsibility of Dacorum Borough Council.
- (b) Cllr Brown reported on the TfB Conference that he attended with Cllr Blomfield. There will be increased spending on roads from within the TfB budget (from 69 – 75%). It has been identified that the major cause of road damage is due to water erosion and therefore road drainage is to be given a high priority. Funding from central government is changing to give 75% budget automatically, with the remaining 25% of budget being held back dependent on demonstration of efficiencies. Pothole categorisation is changing: severe holes will be dealt with in 2 hours of reporting, serious within 2 days, major within 5 days and minor within 28 days. It will also now be possible to report a potholed ‘section’ of road, rather than just individual potholes. With regards to devolution, >50% councils have now joined the scheme and other areas that could be devolved are being welcomed for suggestion. There is a review of the Winter Maintenance Program to try and cut costs and this will be discussed in the LAFs. Jet-patching is now to be performed by the manufacturer of the machines, as it was felt that incorrect use of the equipment was responsible for the poor performance of the repairs to date. Future work will come with a 12-month guarantee.

1958) To conduct an annual review of documentation including Standing Orders; Code of Conduct; Financial Regulations; Complaints Procedure; Publication Scheme; Risk Assessment and Asset Register.

All of the above-mentioned documents were reviewed and it was resolved by the Council that no changes were currently required.

1959) To agree the advert for a sign-cleaning operative

The advert was agreed and the Clerk will post on the Grapevine and Hilltop Hub.

Chairman..... Date.....

The meeting closed at 9.25pm. Date of next meeting: Monday 27th June in Cholesbury Village Hall.