

CHOLESBURY-CUM-ST LEONARDS PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in St. Leonards Parish Hall
on Tuesday 29th May 2018 at 8pm

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

4078) To elect a Chairman

Cllr Allen was re-elected as Chairman.

4079) To receive the Chairman's Declaration of Office

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

4080) To receive apologies for absence

Cllr Matthews, County Cllr Birchley and District Cllr Rose.

4081) To elect a Vice Chairman

Cllr Brown was re-elected as Vice Chairman.

4082) To appoint representatives as follows:

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

4083) To appoint a Planning Committee

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

4084) To inspect the deeds in the custody of the Council

Cllr Allen inspected the deeds.

4085) 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: 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.

4086) 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 23rd April 2018. There were no matters arising.

4087) To receive declarations of interest

Cllr Brown declared an interest in item 4091 c) through his involvement in the Local History Group.
Cllr Allen declared an interest in item 4091 f) through his position as Chairman of the Cholesbury Village Hall Management Committee.

4088) Questions from members of the public

None.

4089) Questions to the Chairman

None.

4090) Reports

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

(b) *Internal Audit Report*: The report was received by the members. The audit found that the Clerk had used the incorrect payscale (2016 not 2017) for 2017/18 pay and that therefore an underpayment of £48.41 was due. There were no other findings or comments.

(c) Cllr Ingram attended a parish meeting at The Lee at which were present the HS2 Community Engagement Manager and representatives of Fusion JV (Enabling works contractor) and Kier (Engineering). Parishes directly or indirectly affected by the project have requested that HS2 undertake traffic monitoring prior to the start of the project, in order to be able to accurately assess any changes in traffic once the project begins. However, this has not been forthcoming and this parish will have to rely on MVAS data as a baseline. Other issues raised at the meeting included; a viaduct at Wendover Dean is planned to only have a sound barrier on one side (which is not thought to be high enough to stop the main source of the sound) and which may result in sound travelling uphill towards the parish; much disruption is expected in the area of the Link Road around Great Missenden with a contractors compound, a heavy duty haulage route to the tunnel exit, removal of 24 million cubic metres of spoil and changes to the existing road network and parking. Not all land required is yet purchased and required planning applications have not yet been submitted. Cllr Ingram has requested an invite to another meeting with HS2 on 1 June, but this has not yet been accepted. It was resolved that Cllr Allen would write to Cheryl Gillan MP and Mark Kemp (Cabinet Member for Transport) to highlight the lack of co-operation forthcoming from HS2.

(d) Cllr Allen attended a Chairman's meeting with the District Council at which the Conservation Area review and the Local Plan was discussed. Attendance was low and feedback at the meeting was that the meetings were not very useful.

4091) Finance

(a) Orders were approved for payment including: The Clerk's salary (for May and backdated pay); ALCC £10.00 (Annual

Subscription 2018-19); IAC £180.00 (Internal Audit Fee); ICO (Data Protection Registration) £40.00; New Meaning Centre Bucks Ltd (Sign-Cleaning, Toolshed) £132.00.

(b) Annual Return: Section 1 (Governance Statement) and Section 2 (finance statement) were completed and approved for public display.

(c) To consider a request by the Chilterns Conservation Board for additional funding towards the Hillforts Project. Cllr Brown reported that, following discussion with the Project Managers, any additional funding obtained is planned for undertaking a topographical survey on 4-6 of the most interesting hillfort sites (including Cholesbury) as this was last done in 1917 and it is expected that many of the physical ground features will have significantly changed. There will be requests to find and involve local volunteers and additional interpretive signs will be produced. It was resolved to make a match funding donation of £200.00.

(d) To review and agree the specification agreement from ToolShed for sign cleaning. Cllr Allen signed the agreement.

(e) To consider proposals for an application for LAF funding for 'Wellbeing' projects. Cllr Brown reported that suggestions to involve more volunteers with HCCPS had been forwarded to the HCCPS committee for review. The Parish Council agreed with the suggestions in principle as they would encourage outdoor activity. The suggestions will be reviewed at the next meeting following feedback from HCCPS.

(f) To review grant provision. It was agreed that proposals to award grants without a direct request from the beneficiary would be considered for the next meeting and that both halls within the parish would be asked to consider and present their requirements for the current financial year.

4092) Planning

(a) *Applications:*

(i) CH/2018/0675/KA Benton Potts, Hawridge Common, Hawridge, Buckinghamshire, HP5 2UH, Felling of eight fir trees within a Conservation Area. The parish council agreed to submit a response of 'No Comment'.

(ii) CH/2018/0731/HB Vale Farm House, Hawridge Vale, Hawridge, Chesham, Buckinghamshire, HP5 2UG, Replacement kitchen incorporating internal ground floor alterations. The parish council agreed to submit a response of 'No Comment'.

(b) *Decision Notices:* to be reported at the next meeting.

(c) *Notice of Appeals:*

i) CH/2016/0446/FA 1 and 2 Hawridge Vale Cottages, Hawridge Vale, Hawridge, Buckinghamshire, HP5 2UG, Demolition of existing cottages and construction of single dwelling with associated landscaping, access and parking area.

(d) *To receive an update on enforcement matters:* It was agreed that the clerk would contact the enforcement department to request an update on Little Pressmore Farm.

4093) The Green at Buckland Common

(a) It was agreed to inspect the Common on 23rd June at 10am.

4094) Springall Hill allotments

(a) It was agreed to inspect the allotments on 23rd June at 10am.

(b) It was agreed that tenants be contacted with regard to holding an allotment open day during the summer to encourage interest in the allotments and use of the vacant plots.

4095) To consider matters relating to devolved responsibilities

ToolShed completed the sign-cleaning prior to the sign-off of the specification. The clerk audited the work and found seven sets of signs that had not been cleaned in line with the specification and it has been agreed that they will be cleaned asap. The quality of the work that had been undertaken was of a high standard.

It was agreed that the clerk would clarify responsibility for cutting of the hedging from Pound Lane down Hawridge Hill on the left-hand side with BCC.

4096) Highways

The clerk has chased repairs along the whole length of Hawridge Hill and various other potholes but has not received a response. It was noted how several potholes along the same stretch of road were filled on separate days and that the repairs continue to appear to be of poor quality. Cllr Allen will continue to report such issues to Simon Dando.

It was resolved that the clerk would contact the clerks at Chartridge and Wendover to enquire about planned repairs to the roads between the end of Rays Hill and the turn to Asheridge and from the end of Taylors Lane to the top of The Hale.

4097) To conduct an annual review of documentation including Standing Orders; Code of Conduct; Financial Regulations; Complaints Procedure; Publication Scheme; Risk Assessment and Asset Register.

It was agreed that national updates to the Standing Orders (related to finance and GDPR) would be incorporated for review at the next meeting and that changes would also be made to the Publication Scheme and Risk Assessment in relation to GDPR also for review at the next meeting. No other changes to the documents listed were assessed to be required.

4098) To consider new policies and procedures in line with the requirements of GDPR

There were no comments to the draft privacy policy and a final version will be prepared for review at the next meeting.

4099) To consider application for a Heritage Lottery Fund grant in association with Elliot of London to create a memorial to the First World War

It was agreed not to pursue the grant.

5000) To consider the local impact of the decision to end the Mobile Library Service from 31/5/18

The closure was noted.

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

The meeting closed at 9.50pm. Date of next meeting: Monday 25th June in Cholesbury Village Hall.