

HAMBLEDEN PARISH COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL
ON MONDAY 12th APRIL 2021 at 7.30PM via ZOOM:

<https://us02web.zoom.us/j/85746464075?pwd=d2hEQVZia3JCMmtFRGxNNVM2N0w0dz09>

Meeting ID: **857 4646 4075** Passcode: **511628**

Virtual Meeting Procedure Attached to Agenda – see [Appendix 3](#)

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND

AGENDA

1. Public Question Time – A period not to exceed 30 minutes, members of the public are permitted by the Chairman to speak only at this time
2. To receive any apologies for absence
3. Declaration of disclosable pecuniary and personal interests by Members relating to items on the agenda
4. To confirm and approve the minutes of the Ordinary meeting held 8th March 2021 via Zoom
5. Clerk and any Councillors if appropriate to report on matters arising and any updates from previous minutes which are not on the agenda
6. Correspondence Report – see [Appendix 1](#) for list of items and any action taken
7. To receive updates from any meetings attended since the previous ordinary meeting
8. To receive an update from the proposed mast at Parmoor Working Group
9. To consider erecting noticeboards at the entrances to Pheasants Hill Common to display the Code of Conduct and expectations of visitors; to discuss the ongoing maintenance and management of the Common following its designation as a Local Wildlife Site by Buckinghamshire & Milton Keynes Environmental Records Centre (BMERC)
10. To consider replacing the lighting column in Hambleden at a cost of £1054.72 plus VAT.
11. To discuss the white posts in Frieth at bottom of Frieth Hill at the crossroads
12. To discuss the protocol for the death of a Senior National Figure
13. To discuss the provision for returning to “face to face” meetings from May and to consider delegation of certain responsibilities to the Clerk
14. To approve the accounts for April 2021 – see [Appendix 2](#)
15. Members questions: including any items for the next agenda
16. To consider all recent applications received from Buckinghamshire Council detailed below and any other planning applications submitted and published on the Buckinghamshire Council Planning Portal between the circulation of this agenda and the meeting:

21/05768/LBC – Elmdown Farm Skirmett Road Skirmett – Listed Building application for repair and restoration works to the barn including replacement roof tiles, removal of non-original infill and lean-to, replacement weatherboarding, replacement brick and flint plinths, addition of oak posts and fenestration alterations

17. To confirm the date for the next meeting as:

Monday 10th May, location to be confirmed

LMColdwell

LORNA COLDWELL

06.04.2021

PLEASE REPLY TO: Clerk to the Parish Council, Mrs. Lorna Coldwell,
The Chimes, Park Lane, Lane End, High Wycombe, Buckinghamshire HP14 3LB
clerk@hambleden.org.uk
01494 881 483

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Appendix 1

Correspondence received from 9th March to 6th April 2021

1. Community Board minutes – forwarded to Cllrs.
2. Email from new Lord Lieutenant – Clerk responded.
3. Email from resident re: elections – Clerk responded.
4. Several emails re: interest in FTTP – Clerk responded.
5. Rural Forum reminder – forwarded to Cllrs.
6. Email re: Oxford to Cambridge Expressway cancelled – forwarded to Cllrs.
7. March HS2 e-update – forwarded to Cllrs.
8. Planning Policy meeting – forwarded to Cllrs.
9. Email from Hambleden resident with several issues – Clerk responded.
10. Email re: verges in Frieth – Clerk responded.
11. Rural Forum presentations – forwarded to Cllrs.
12. Cancellation of Parish Liaison meeting due to purdah – forwarded to Cllrs.
13. Email re: CA17 Form at Mill End – forwarded to Cllrs, Clerk approached BC.
14. Remote meetings update from BMKALC – forwarded to Cllrs.
15. Response from BC re: Form CA17 – forwarded to Cllrs.
16. Email from BMKALC re: Remote Meetings Call For Evidence – forwarded to Cllrs.

Appendix 2

Accounts paid in April 2021

Mrs L Coldwell – salary (via standing order)	622.04
BC Pension Fund (via standing order)	194.83
Staples – stamps and printer ink	75.14
C G Balkwell – Ellery Rise fields, hedge cuts	120.00
SSE – lighting maintenance charges	197.80
Total	1209.81
Balance as at 1st March 2021	67165.59
Less March payments	(816.87)
Balance as 31st March 2021	66348.72
Of which CIL Funds	10726.95
Church Wall reserve	20000.00
Unrestricted Reserves	35621.77

Film Fund

Total of all funds at 1st March 2021	7075.87
Money ring-fenced for Frieth Village Hall clock works	(1000.00)
Balance as at 31st March 2021	7075.87
Unrestricted Reserves	6075.87

Planning Application Decisions made by Buckinghamshire Council since previous meeting

20/08400/FUL – 66 Hambleden Village Hambleden – Householder application for construction of a part single/part 2 storey rear extension following demolition existing single storey lean-to and garden shed – **Application Refused**

21/05445/FUL – Heathwood & Annexe Main Road Rotten Row Hambleden – Installation of ground source heat pump and associated ground loop system (retrospective). – **Application Permitted**

21/05128/NOTR – Agricultural Barn Poynants Farm Skirmett Road Skirmett – Change of use under Class R for 88.52 sq.m. of agricultural building and 85.48 sq.m. of curtilage from agriculture to a flexible commercial use falling within use class F2 (assembly and leisure) – **Details Not Required to be Submitted (PC not consulted)**

20/08477/LBC – Kenricks Rectory Hill Hambleden – Listed building application for replacement roof due to water ingress damage (part retrospective) – **Application Permitted**

20/08484/FUL – Creighton Cottage Innings Road Frieth – Householder application for construction part single, part two storey side extension with side entrance and covered walkway – **Application Withdrawn**

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Appendix 3 – Virtual Meeting Procedure

From 4 April 2020 until May 2021, Parish Councils have been given provision under *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* (“the 2020 Regulations”) to hold legal virtual meetings in order that Parish Council business can be maintained.

A variety of different platforms including Microsoft Teams, Google Hangouts or Zoom are available.

The Parish Council has chosen to use the Zoom platform in order that the meeting is publicly available. The Clerk will Host the meeting using the Parish Council-paid account.

The meeting will be a formal Parish Council meeting and will be held using the agenda and summons which the Clerk has published. It will be governed by the usual Standing Orders, Financial Regulations and associated policies.

A code and link to the virtual meeting will be published on the agenda (which will also go on the noticeboard), on the website and on social media in order that the public are able to attend, just as they would be able to attend a meeting in any of the Village Halls.

Attendees will collect in the Zoom ‘waiting room’ prior to the meeting. As the ‘Host’, the Clerk will have the ability to mute or remove anyone deemed a nuisance at the Chairman’s request.

All attendees will be set to ‘mute’ on entry to the meeting and only the Chairman of the meeting will remain unmuted. All other participants, if they wish to speak will be invited to unmute. The Clerk will have the ability to mute anyone who forgets.

All Councillor attendees will display their name in order for the public to be able to identify them, just as they would at an in-person meeting.

If a Councillor has declared an interest in an item on the agenda, they will be placed in the waiting room for the duration of the agenda item. Once the item has been concluded, they will be re-admitted.

In order to protect participants from malware, the ‘chat’, file sharing and screen sharing function will be disabled during the meeting. If necessary, the Clerk will display any documents required using the ‘share screen’ function.

As with meetings in the Village Halls, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chairman, to speak at other times.

Anyone wanting to speak should raise their hand using ‘raise hand’ in the options within the Participants section [or by waving if they’re using a camera so that the Chairman can see].

Meeting participants may wish to protect their personal environment by choosing a virtual background in the Zoom Settings ‘Virtual Background’ or alternatively should consider what can be seen behind them while on camera.