

# HAMBLEDEN PARISH COUNCIL

## YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL ON MONDAY 13<sup>TH</sup> MAY 2024 FOLLOWING THE ANNUAL PARISH COUNCIL MEETING, FRIETH VILLAGE HALL

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 18<sup>th</sup> March 2024
5. Clerk and any Councillors if appropriate to report on matters arising and any updates from previous minutes which are not on the agenda – [see Appendix 1](#)
6. To receive updates if any from meetings attended since the previous ordinary meeting by Clerk and Councillors – [see Appendix 4](#)
7. To receive any updates from the Climate Change Working Party; to consider request for funds to create a parish wide survey on residents opinions on biodiversity
8. To consider options for maintaining the field at Ellery Rise; to consider quotations for stock fencing if available; to consider any other maintenance items or issues
9. To consider a quotation for works on the horse chestnut tree in Hambleden Churchyard at a cost of £850 +VAT
10. To consider part funding the Clerk to obtain the [Certificate in Local Council Administration](#) Mentoring and tutoring costs £350, and the SLCC cost to submit the portfolio and marking is £450. Clerk will try to split the cost equally between parish councils, meaning a total cost to Hambleden PC of £267 if all in agreement. Gaining a CiLCA qualification gives the PC the [General Power of Competence](#). The previous Clerk was CiLCA qualified.
11. Finance: a) to approve the accounts for May 2024 – [see Appendix 2](#); b) receive the Internal Auditors report; c) complete Section 1 of the Annual Governance and Accountability Return 2023/2024; d) to approve and adopt the accounts for 2023/2024 in receipts and payment format; e) complete Section 2 Accounting Statements of the AGAR; f) confirm the dates for the period for the exercise of public rights – Clerk proposes 03/06/24 – 12/07/24; e) to nominate a Councillor to check and approve the bank reconciliation for March and April; f) to sign the mandate to Lloyds Bank for an increase in Clerks salary and pension contributions following the resolution to increase working hours at the previous meeting
12. Members questions: including any items for the next agenda
13. 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:  
[24/05790/FUL – Elmsdown Cottage 45 Skirmett Road Hambleden](#) – Householder application for proposed construction of single storey rear infill extension, demolition of existing front porch and construction of a new porch in its place  
[24/05774/FUL – Copville Fingest Road Fingest](#) – Householder application for construction of two storey rear extension, alterations to the fenestration and a new Klargester (alternative scheme to pp 22/05895/FUL)  
[24/05868/LBC – Barn At Burrow Farm Hollow Lane Rotten Row Hambleden](#) – Listed building application for repairs to existing roof, reusing existing tiles with new to match on new battens on bituminous roofing felt, removal of existing loose gravel floor and laying of new Foam glass, Limecrete and stone slab floor  
[24/05794/FUL – Holly Cottage Pheasants Hill Hambleden](#) – **Householder application for alterations to existing flat roof free standing garage to a pitched gable roof with plain clay tiles, clad existing walls in black stained timber siding with the metal garage door changed to black to match the cladding**

Planning decisions made since the date of the last Parish Council meeting – [Appendix 3](#)

**PLEASE REPLY TO: Clerk to the Parish Council, Mrs. Lorna Coldwell,  
[clerk@hambleden.org.uk](mailto:clerk@hambleden.org.uk)  
01494 881 483**

## HAMBLEDEN PARISH COUNCIL

14. To confirm the date for the next meeting as:  
Monday 10<sup>th</sup> June – Skirmett Village Hall

**LM Coldwell**

07.05.2024

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## Appendices

### Appendix 1 – Clerks Report

Minute 9689 – Clerk has contacted Buckinghamshire Highways asking for an update about the return for snagging following the resurfacing of Hambleden village with a heritage style topping. She has advised that there is filming being carried out throughout July.

- Minute 9938 – a meeting with an Officer from the Road Safety Team has been organised.
- Minute 9950 – Thames Water responded to the letter simply apologising for the inconvenience of tankers in Hambleden and Mill End.
- Minute 9970 – the letter was sent to Buckinghamshire Council, no response has been received.
- Minute 9971 – Clerk drafted an agreement between the PC and FVS, which has been sent to FVS for them to review.
- Minute 9973 – Clerk ordered the sandbags, and they have been placed in a locked shed in Hambleden supplied by Culden Faw Estate. Cllrs to think of ways to advertise this for when needed and how residents will be able to access.
- Minute 9974 – Clerk has drafted a letter to Lloyds Bank to reflect the salary payment increase for the rise in hours, to be signed at this meeting.
- Minute 9975 – Clerk advised the applicant that they were successful, they passed on thanks to the PC.
- Minute 9976 – Clerk has begun to complete the applications for Asset of Community Value status and will send to Buckinghamshire Council.
- Minute 9978.1 – Clerk has reached out to RoW for assistance with ownership of Pheasants Hill Common.
- Minute 9978.2 – Cllr Webb has been liaising regularly with the film company. They advised Clerk that they will be carrying out an environmental impact assessment. Clerk has placed some details on the website about road closures due to filming.
- Minute 9978.4 – Thames Water did not respond to the request to park tankers away from the village whilst not in use.
- AED machines have been checked and reported to The Circle.
- Clerk has completed the paperwork for the end of year accounts and the AGAR document which will be signed at this meeting.
- Clerk has reported various potholes, damaged signs, blocked drains and faded white lines around the parish. This can be done by anyone via [Fix My Street](#).
- Clerk has reported several fallen trees to Rights of Way at Buckinghamshire Council.
- Rights of Way have agreed to clear a fallen tree in Pheasants Hill Common but are unable to advise when this will happen.

### Appendix 2 – Accounts to be paid in April 2024

Mrs L Coldwell – salary (via standing order)	802.91
BC Pension Fund (via standing order)	248.09
Mrs L Coldwell – expenses	253.92
Mrs A Hopkins – training session reimbursement	50.00
BMKALC – Councillor Training sessions x 4	160.00
Buckland Landscapes – grass maintenance	1321.44
SSE – lighting charges	277.47
R Watts & Sons – works in Hambleden churchyard	2880.00
Frieth Village Hall – hire	37.50
M Tuddenham – Hambleden toilet clean and open/close	150.00
Zurich – insurance renewal	1128.03
<b>Total</b>	<b>7309.36</b>
<b>Balance as 1<sup>st</sup> April 2024</b>	<b>62234.99</b>
Less April payments	(3884.74)
Income – Devolved Services payment Buckinghamshire Council	2119.94
Income – first 1/2 precept payment Buckinghamshire Council	22000.00
<b>Balance as of 30<sup>th</sup> April 2024</b>	<b>82470.19</b>
Of which CIL Funds	6618.95
Church Wall reserve	20000.00
Other Earmarked reserves	3250.00
Hambleden Parking fund	912.39
<b>Unrestricted Reserves</b>	<b>51688.85</b>

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## Film Fund

Total of all funds at 1 <sup>st</sup> March 2024	4775.87
Hambleden Sports and Social Club – Pram Race and Fund Day	(300.00)
<b>Total of all funds at 31<sup>st</sup> March 2024</b>	<b>4475.87</b>

## Appendix 3 – Planning Application Decisions made by Buckinghamshire Council since previous meeting (for information only)

[23/07421/FUL – Frieth Village Hall Frieth Hill Frieth](#) – Replacement of the existing windows of Frieth Village Hall with new replacement windows – **Application Permitted**

[24/05464/CTREE – The Cherries Parmoor Lane Frieth](#) – Raise the canopy by 1m x 1 Beech – **Not to Make a Tree Preservation Order**

[24/05442/LBC – Henley Business School Greenlands Henley Road Hambleden](#) – Listed building application for upgrading of and replacement of internal fire doors and associated works – **Application Withdrawn**

[23/07295/FUL – Stables North East Of Greenwood Cottages Main Road Rotten Row Hambleden](#) – Erection of replacement equestrian building with yard and land for equestrian use – **Application Permitted**

[24/05811/PNP6B – Mill End Farm Henley Road Hambleden](#) – Prior notification application (Part 6, Class B) for construction of agricultural grain store – **Application Refused** (PC not consulted)

## Appendix 4 – Meetings Attended

Clerk has attended:

03/04/24 – Street Trading concerns forum

18/04/24 – CiLCA introduction session, Aylesbury

23/04/24 – Clerks Forum, Wycombe

23/04/24 – Climate Change working party, Frieth

24/04/24 – Buckinghamshire Council Parish Liaison, Aylesbury

01/05/24 – Scribe webinar

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