

# HAMBLEMEN PARISH COUNCIL

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL  
ON MONDAY 13<sup>TH</sup> OCTOBER 2025 AT 7.30PM TO BE HELD IN 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 Parish Council meeting held 8<sup>th</sup> September 2025
  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 discuss any other matters relating; to agree a letter to be sent to Emma Reynolds MP
  8. To consider obtaining quotations for repairs to the Church wall in Hambleton; to consider maintenance needed to the footpaths in the churchyard; to consider the maintenance contract for the grass cutting
  9. To consider a grant application for a survey to be carried out on the Kenricks Memorial, Hambleton Churchyard
  10. To consider a grant application from Hambleton Sports and Social Club for fencing at the Dene, Hambleton
  11. To consider [Buckinghamshire Council Draft Local Plan](#) and any response
  12. To consider erecting a sign directing parking to the car park in Hambleton village
  13. To consider the purchase of benches in Frieth; to discuss an appropriate style and type
  14. To consider and adopt if appropriate an [IT Policy](#)
  15. To consider joining the [Rural Services Network](#) at a cost of £59
  16. To consider the purchase of a “warning pedestrian” sign to be placed at Moor Common at a cost of £4944.15
  17. To consider the Parish Clerks pay scale for review and promotion
  18. Finance: a) to approve the accounts for October 2025 – [see Appendix 2](#); b) to nominate a Councillor to check and approve the bank reconciliation for September
  19. Members questions: including any items for the next agenda
  20. 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:  
[PL/25/2686/FA – 2 Varnells Terrace Skirmett Road Hambleton](#) – Two storey front, side and rear extension including internal alterations and changes to fenestration. Front oak framed porch canopy  
[PL/25/3624/KA – 72 Hambleton Village Hambleton](#) – Remove x 1 Willow, remove x 1 Walnut, prune by 2-3 metres x 1 Apple and remove x 1 Horse Chestnut
- Planning decisions made since the date of the last Parish Council meeting – [Appendix 3](#)
21. To confirm the date for the next meeting as:  
Monday 10<sup>th</sup> November – Skirmett Village Hall
  22. To confirm the dates for the meetings is 2026, subject to approval from the village halls



06.10.2025

# HAMBLEDEN PARISH COUNCIL

## Appendices

### Appendix 1 – Clerks Report

- Minute 10207 – Clerk placed the copy in the Hambleden Valley magazine, the website, the Facebook page and FVS newsletter asking residents to copy the Clerk in any comments regarding planning applications.
- Minute 10208 – Clerk has organised a meeting with the Local Area Technician to discuss signage. Clerk has contacted contractors regarding replacing the posts.
- Minute 10210 – Clerk advised FVS of the decision.
- Minute 10211 – Cllr Hussey advised Lawyers for Nature that the PC were in agreement for the Common to be included as a test case.
- Minute 10214.1 – Clerk placed information regarding bonfires including links to the government guidance on the website and Facebook page.
- Minute 10214.2 – Clerk has filled out the paperwork to open a savings account with Lloyds.
- Minute 10214.5 - Clerk reported the overgrowth to Buckinghamshire Highways. They will not cut it back due to budgetary constraints.
- Minute 10214.7 – Clerk has requested maps from the Estates.
- The external auditor have confirmed the AGAR with no matters for concern. Clerk has displayed the Notice of Conclusion of Audit.
- Clerk has organised for the toilet in Hambleden to be repaired as it will not flush, it will remain locked until the works are complete.
- Clerk has met with one contractor about replacing the bollards at Mill End and is waiting for a site visit with others.
- Clerk has spoken with Road Safety regarding the junction at Mill End, who have said they will look into what action can be taken. They have confirmed that the speed limit would not be reduced here.
- Clerk responded to emails from residents on a variety of matters including rights of way, footpaths and highway issues.
- Planning Enforcement have updated on various matters reported to them, Clerk has shared with Councillors.
- Clerk has organised for the annual cutting of the hedges at Ellery Rise, Frieth.
- AED machines have been checked and reported to The Circle. The Fingest AED is still offline awaiting new pads.
- Road closures have been placed on the website and Facebook page.
- 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](#).

### Appendix 2 – Accounts to be paid in October 2025

Mrs L Coldwell – salary (via standing order)	1022.96
BC Pension Fund (via standing order)	316.09
Mrs L Coldwell – expenses	440.48
PKF Littlejohn – external audit fee	378.00
Tom Lumley – churchyard wall ivy removal	200.00
Buckland Landscapes – grass maintenance	1387.50
Frieth Village Hall – hire	37.50
M Tuddenham – Hambleden toilet clean and open/close (invoice expected)	150.00 (approx)
Lloyds Bank – account charges	5.13
<b>Total</b>	<b>3937.66</b>
<b>Balance as 1<sup>st</sup> September 2025</b>	66016.70
Less September payments	(5603.63)
Income - Precept second half	28500.00
<b>Balance as of 30<sup>th</sup> September 2025</b>	<b>88913.07</b>
Of which CIL Funds	3653.95
Church Wall reserve	20000.00
Other Earmarked reserves	3250.00
Hambleden Parking fund	912.39
<b>Unrestricted Reserves</b>	<b>61096.73</b>

### Film Fund

Total of all funds at 1 <sup>st</sup> September 2025	20851.61
Lloyds – account charges	(4.25)
<b>Total of all funds at 30<sup>th</sup> September 2025</b>	<b>20847.36</b>

**PLEASE REPLY TO:**

**Clerk to the Parish Council – Mrs. Lorna Coldwell**

[clerk@hambleden.org.uk](mailto:clerk@hambleden.org.uk)

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

[25/05565/FUL](#) – Units 1 & 2 Rotten Row Farm Main Road Rotten Row Hambleden – Partial/total conversion of units 1 & 2 to create 1 x 2-bed dwelling with associated external alterations – **Applications Permitted**

[25/06575/FUL – Mill End Farm Henley Road Hambleden](#) – External alterations to the existing agricultural barn comprising of the modification of the current dome – **Application Permitted**

[25/06333/FUL – The Flat Roofed House Innings Road Frieth](#) – Householder application for construction of a new garden room within the rear curtilage of the property – **Application Permitted**

### *Awaiting Decisions:*

[25/06138/FUL – Main Barn And Grain Store Rockwell End House Farm Rockwell End Lane Rockwell End](#) – Change of use of an existing agricultural barn to a mixed use of agriculture and private use only equestrian (retrospective) – **awaiting decision**

[25/06332/LBCS19](#) & [25/06335/VCDN](#) – Burrow Farm Hollow Lane Rotten Row Hambleden - Variation of condition 2 (plan numbers) attached to 23/06804/LBC (Listed building application for demolition of mid-20th century extension, erection of a new extension, relocation of swimming pool and associated works) to allow for substitution of drawings – **awaiting decision**

[25/06617/FUL – Bramble Lodge Colstrop Lane Hambleden](#) – Householder application for demolition of the existing single-storey residential outbuilding and construction of replacement single storey residential outbuilding – **awaiting decision**

[PL/25/2882/KA – Hambleden Allotments Rectory Hill Hambleden](#) – Crown reduce by 1.5m - 2m, crown thin and deadwood to 1 x Cherry (T1) to contain and maintain – **awaiting decision**

## Appendix 4 – Meetings Attended

Clerk has attended:

- 11/09/25 – West Chilterns Community Board meeting
- 16/09/25 – SLCC Branch meeting
- 17/09/25 – Climate Change working group
- 25/09/25 – Planning Liaison meeting
- 29/09/25 – Buckinghamshire Highways conference
- 08/10/25 – Parish Liaison meeting (by the meeting)

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# HAMBLEMEN PARISH COUNCIL

## Hambleton Parish Council – IT Policy

**To Council:** Monday 13<sup>th</sup> October 2025

**Review Date:** Every three years or if an update is required.

**To be Approved by:** Hambleton Parish Council

### 1. Purpose

This policy outlines the principles and procedures for the use, management, and security of IT systems, devices, and data within Hambleton Parish Council. It aims to ensure that technology is used responsibly, securely, and in compliance with legal and regulatory requirements.

### 2. Scope

This policy applies to:

- All Parish Council members and employees
- All devices, software, and digital services used for Council business

### 3. IT Governance

- The Clerk is responsible for day-to-day IT management and liaising with any external IT providers.
- The Council will ensure appropriate budget provision for IT maintenance, upgrades, and cybersecurity.
- All IT purchases must be approved by the Council and comply with procurement procedures.

### 4. Acceptable Use

- Council IT systems and devices must be used only for official Council business.
- Personal use of Council devices is discouraged and must not compromise security or data integrity.
- Users must not install unauthorised software or access inappropriate content.
- All communications via Council email or social media must be professional and in line with Council values.

### 5. Data Protection and Privacy

- All personal data must be handled in accordance with the UK GDPR and Data Protection Act 2018.
- The Clerk is the designated Data Protection Officer (DPO) and responsible for ensuring compliance.
- Personal data must be stored securely and only accessed by authorised personnel.
- Data breaches must be reported immediately to the Clerk and documented.

### 6. Email and Communication

- Council email accounts (e.g. @hambleton.org.uk) must be used for all official correspondence.
- Emails must be archived and retained in accordance with the Council's Document Retention Policy.
- Councillors are encouraged not use personal email accounts for Council business.

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## 7. Website and Social Media

- The Clerk is responsible for maintaining the Council website and ensuring content is accurate and up to date.
- Social media posts must be approved by the Clerk or Chair and reflect Council decisions and policies.
- Comments and messages received via social media are discouraged as these can be easily missed and may not be responded to. Residents are encouraged to email the Clerk.

## 8. Security and Access Control

- Devices must be password-protected and updated regularly.
- Access to sensitive data and systems must be restricted to authorised users.
- Anti-virus and firewall protection must be maintained on all Council devices.

## 9. Backups and Disaster Recovery

- Regular backups of Council data must be performed and stored securely.
- A disaster recovery plan must be maintained to ensure continuity of operations in the event of IT failure or data loss.

## 10. Reporting and Enforcement

- Any IT issues, security concerns, or suspected breaches must be reported to the Clerk immediately.

## 11. Review and Updates

This policy will be reviewed every three years or sooner if required due to changes in legislation, technology, or Council operations.