

HAMBLEDEN PARISH COUNCIL

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL
ON MONDAY 10TH NOVEMBER 2025 AT 7.30PM TO BE HELD IN SKIRMETT 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 13th October 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 consider joining the [Motion for the Ocean](#) movement, raised by a parishioner
 8. To consider correspondence from Buckinghamshire Council Rights of Way team regarding an application to alter registered common land in Frieth
 9. To consider a grant application from Frieth Village Society for £437 towards new benches in the village from the Film Fund
 10. To the purchase of a “warning pedestrian” sign to be placed at Moor Common at a revised cost of £3784.25
 11. To consider adopting the BT telephone box in Frieth at a cost of £1 and the subsequent refurbishment required
 12. To consider a donation to Frieth Church for £150 for the light over the winter months
 13. To consider and adopt if appropriate an [IT Policy](#)
 14. To consider highway safety along the Skirmett Road, Hambleden following concerns from a resident; to consider how best to approach Buckinghamshire Council regarding highway safety throughout the parish
 15. To consider the licensing application from the Stag and Huntsman pub, Hambleden
 16. To consider the grant application from Hambleden Sports and Social Club following further information
 17. Finance: a) to approve the accounts for November 2025 – [see Appendix 2](#); b) to nominate a Councillor to check and approve the bank reconciliation for October; c) to consider moving what amount into the newly opened Lloyds savings account
 18. Members questions: including any items for the next agenda
 19. 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/25/3590/FA – The Flat Roofed House](#) – Replacement of existing vehicular and pedestrian access gates (retrospective)
[PL/25/4655/KA – 4 The Cottages Chequers Lane Fingest](#) – Tidy up/prune by removing a maximum of 0.75m to 1 x Yew tree to shape it back into a beehive shape and prune the top and side branches by removing up to a maximum of 0.75m to 1 x Christmas tree into a more manageable Christmas tree shape
- Planning decisions made since the date of the last Parish Council meeting – [Appendix 3](#)
20. To confirm the date for the next meeting as:
Monday 8th December – Hambleden Village Hall



03.11.2025

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Appendices

Appendix 1 – Clerks Report

- Minute 10208 – Clerk has been unsuccessful in obtaining further quotations for the posts at Mill End junction, with one quotation submitted.
- Minute 10224 – a representative from Emma Reynolds MP office is willing to meet to discuss the issues raised in the letter that was sent.
- Minute 10225 – Clerk has completed some work on the South ward grass cutting contract before issuing it for tender.
- Minute 10232 – Clerk submitted the application form to join the Rural Services Network, invoice to be paid at this meeting.
- Minute 10236.1 – Clerk has reported to Planning Enforcement.
- Clerk has organised for further repairs to the toilet in Hambleden to the fan and also the light.
- Clerk has been in touch with SWARCO who supply the MVAS who have advised the machine could be taken into the Milton Keynes office for assessment at a cost of £343 + parts and VAT. New batteries would also need to be purchased, and the unit would likely need reinforcement to avoid any further thefts.
- Clerk responded to emails from residents on a variety of matters including rights of way, footpaths and highway issues.
- AED machines have been checked and reported to The Circle. New stickers have been ordered from The Circle which offer further information for users. The Fingest AED is still offline awaiting new pads. Clerk has been in touch with NALC for assistance along with other affected parish councils.
- 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 November 2025

W J Webb – Hambleden toilet fix (paid in October)	164.88
W J Webb – Hambleden toilet fix (paid in October)	195.78
Mrs L Coldwell – salary (via standing order)	991.30
BC Pension Fund (via standing order)	306.31
Mrs L Coldwell – expenses	44.25
Kat's Accounts – internal audit fee	70.00
Angus Armstrong – Hambleden churchyard yew trees	4200.00
Tom Lumley – churchyard wall ivy removal	360.00
Buckland Landscapes – grass maintenance (invoice expected)	1387.50
Rural Services Network – membership subs (invoice expected)	52.50
Skirmett Village Hall – hire (invoice expected)	35.00
M Tuddenham – Hambleden toilet clean and open/close (invoice expected)	150.00 (approx)
BMKALC – Planning Responses training (invoice expected)	16.67
Lloyds Bank – account charges	5.25 (approx.)
Total	7979.44
Balance as 1st October 2025	88913.07
Less October payments	(4505.34)
Income – SSE wayleave	2.00
Balance as of 31st October 2025	84409.73
Of which CIL Funds	3653.95
Church Wall reserve	20000.00
Other Earmarked reserves	3250.00
Hambleden Parking fund	696.39
Unrestricted Reserves	56809.39

Film Fund

Total of all funds at 1 st October 2025	20847.36
Lloyds – account charges	(4.25)
Total of all funds at 31st October 2025	20843.11

The invoice for the survey at Kenricks Memorial, Hambleden churchyard is expected and will be paid when received.

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

PLEASE REPLY TO:

Clerk to the Parish Council – Mrs. Lorna Coldwell

clerk@hambleden.org.uk

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[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 – **TPO shall not be made**

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/25/2686/FA – 2 Varnells Terrace Skirmett Road Hambleden](#) – Two storey front, side and rear extension including internal alterations and changes to fenestration. Front oak framed porch canopy – **awaiting decision**

[PL/25/3624/KA – 72 Hambleden Village Hambleden](#) – Remove x 1 Willow, remove x 1 Walnut, prune by 2-3 metres x 1 Apple and remove x 1 Horse Chestnut – **awaiting decision**

[PL/25/4483/AGN – Land at Spurgrove Lane Spurgrove Lane Frieth](#) – Erection of agricultural access track – **awaiting decision**

Appendix 4 – Meetings Attended

Clerk has attended:

20/10/25 – Clerks Meeting

21/10/25 – “Martyn’s Law” webinar

27/10/25 – Planning application responses webinar

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HAMBLEMEN PARISH COUNCIL

Hambleton Parish Council – IT Policy

To Council: Monday 13th 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.

7. Website and Social Media

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- 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.

DRAFT

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