HAMBLEDEN PARISH COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL ON MONDAY 9TH NOVEMBER 2026 COMMENCING 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 12th October 2026
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 receive updates on the "People's Emergency Briefing" screening; to discuss any other matters relating
8. To consider updating the play equipment at Ellery Rise, Frieth play area
9. To consider adopting an Anti Bullying and Harassment Policy
10. To consider the grass maintenance schedule for the parish to be put out to tender in 2027
11. To consider a new website and ".gov.uk" email provider
12. Finance: a) to approve the accounts for October 2026 – see Appendix 2; b) to approve payments for November 2026; c) to nominate a Councillor to check and approve the bank reconciliation for July to October; d) to consider the budget and precept request for 2027/28
13. Members questions: including any items for the next agenda
14. 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/26/08159/FA – 2 Nixey Cottages Nixey Lane Frieth – Householder application for the construction of a single storey front extension

PL/26/08082/HB – Valley Cottage Skirmett Road Hambleden – Listed Building Consent for the repair and replacement of existing windows on a listed farmhouse

Planning decisions made since the date of the last Parish Council meeting – Appendix 3

15. To confirm the date for the next meeting as: Monday 14th December – Skirmett Village Hall

02.11.2026

clerk@hambleden.org.uk
01494 881 483

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Appendices

Appendix 1 – Clerks Report

- Minute 10404 – Clerk advised the grant applicants of the outcomes.
- Minute 10405 – Clerk circulated a further draft policy, to be discussed on this agenda.
- Minute 10406 – Clerk advised the contractor, who replied in a positive manner.
- Minute 10410.1 – Clerk forwarded options for parking signs to South Ward members.
- Minute 10410.3 – Clerk chased with the LAT, works are scheduled to commence 16/11/26. A significant road closure will be in place for the duration.
- Minute 10410.4 – Clerk wrote to the Medmenham Parish Council clerk. They have not received any complaints about the traffic, and advised contacting the school directly.
- Dates for meetings in 2027 have been advertised in the parish.
- Clerk has asked Buckinghamshire Highways to carry out an assessment on the bridge at the entry to Hambleden following concerns from residents after an increase in large vehicles driving over.
- The Climate Change working group have advertised the film screening on various places around the parish, and over 70% of the free tickets have been claimed.
- Clerk filled out the insurance claim paperwork for the bench in Fingest.
- 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 2026

Mrs L Coldwell – salary (via standing order)	1056.98
BC Pension Fund (via standing order)	315.42
Mrs L Coldwell – expenses	69.03
ACL Armstrong – lengthsman work	*Invoice expected*
M Tuddenham – Hambleden toilet clean and open/close (invoice expected)	120.00 *(approx.)*
Lloyds Bank – account charges	4.25
Total (currently)	**1565.68**
Balance as 1st October 2026	**49950.86**
Less September payments	(3773.09)
Total as of 31st October 2026	**46217.77**
Church Wall reserve	20000.00
Other Earmarked reserves	3500.00
Hambleden Parking fund	696.39
Unrestricted Reserves at 31st October 2026	**22021.38**

Film Fund

Total of all funds at 1st October 2026	11103.82
Lloyds Bank – account charges	(4.25)
Chilterns National Landscape contribution to Hamble Brook	(1000.00)
Frieth CE School – donation to books for the library	(200.00)
Total of all funds at 31st October 2026	**9899.57**

Savings Account

Total of all funds at 1st October 2026	**19094.57**
Interest	7.85
Total of all funds at 31st October 2026	**19102.42**

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

PL/26/05087/VRC – Hamberley House Rectory Hill Hambleden – Variation of conditions 2 (approved plans), 3 (approved materials), 4 (approval of joinery), 5 (rainwater goods), 6 (no removal of chimney), 7 (boundary treatment, 9 (footpath photo survey), 15 (landscaping), 16 (arboricultural method statement/ tree protection plan), 17 (site levels) and 19 (construction traffic management plan) attached to planning permission 24/06899/FUL (Householder application for extensions and alterations to dwelling, swimming pool, landscaping, closing off existing access and relocation of vehicle access in connection with the formation of new parking area and new boundary treatment) to allow for the removal of chimney at the rear of the property and the variation of wording to other conditions **– Approved**

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PL/26/06600/KA – Grebe Cottage Henley Road Hambleden – Fell 1 x Ash (T1) due to major dieback and fungus throughout tree and fell 1 x Willow (T2) as snapped in river and also blocking inspection on tunnel bridge which has subsidence **– TPO Shall Not be Made**

PL/26/06025/FA – Dovers Farm Frieth Road Frieth – Erection of brick and flint boundary wall at both entrance and exit gates to replace small section of overgrown 2.3m high hedge at entrance and exit driveways **– Refused**

PL/26/06069/FA – Fayland Colstrope Lane Hambleden – Construction and formation of an outdoor swimming pool together with an associated viewing area, plant room and landscaping **– Approved**

Awaiting Decisions:

PL/26/00580/VRC – Rockwell End House Farm Rockwell End Lane Rockwell End – Variation of condition 5 (agricultural use) attached to planning permission 23/05208/FUL (Construction of agricultural livestock building) to allow for the building to be used for private equestrian purposes as well as agricultural uses **– awaiting decision**

PL/26/01494/DE – Upper Woodend Farm Roundhouse Lane Fawley – Submission of details of siting, design, external appearance, landscaping and means of access for partial demolition/removal of existing commercial and equestrian building/workshop & mobile home and construction of 1 x dwelling pursuant to outline planning permission 22/07998/OUT **– awaiting decision**

PL/26/06341/FA - School Cottage Skirmett Road Hambleden - Insertion of two dormer windows on the south-east elevation. Alterations to the north-west roof slope, including widening the roof, replacement of existing dormers, and the introduction of a narrow flat roof section. Insertion of a small window to each gable at first floor level. Internal reconfiguration to improve usability of first floor rooms **– awaiting decision**

PL/26/06255/FA – Rotten Row Farm Main Road Rotten Row Hambleden – Conversion of vacant office units into 4 residential dwellings, demolition of stables and creation of walled parking area and associated works **– awaiting decision**

Appendix 4 – Meetings Attended

Clerk has attended:
12/10/2026 – Menopause in the Workplace training webinar
19/10/2026 – Highways Conference
20/10/2026 – Forecasting, Budgeting and Setting the Precept webinar
21/10/2026 – Clerk's Meeting
22/10/2026 – Planning Law Updates
26/10/2026 – BMKALC Raising the Bar: Behaviour, Standards & Public Trust in Local Councils Seminar Conference
28/10/2026 – Parish Liaison Meeting

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HAMBLEDEN PARISH COUNCIL

BULLYING, HARASSMENT AND SEXUAL HARASSMENT POLICY

Approved By Hambleden Parish Council
Approval Date
Review Frequency Annual
Next Review Date
Version Draft 1.0

1. Purpose and Scope

Hambleden Parish Council is committed to providing an environment in which everyone is treated with dignity and respect. Bullying, harassment and sexual harassment will not be tolerated.
This policy applies to employees, councillors, volunteers, contractors, visitors, suppliers, members of the public and other third parties involved in Council business. It covers conduct:

- on Council premises;
- at meetings, events, training and work-related social activities;
- during working and non-working hours where the conduct is connected with Council business;
- in written and verbal communications; and
- through email, telephone, social media, messaging platforms and other online or electronic communications.

The policy should be read alongside the Council's Code of Conduct and other relevant policies.

2. Council Commitment

The Council operates a zero-tolerance approach to bullying, harassment and sexual harassment. All concerns will be taken seriously and addressed fairly, sensitively and as promptly as reasonably practicable.

The Council will take reasonable steps to prevent unacceptable behaviour, including harassment by third parties. It will communicate this policy, assess relevant risks, provide appropriate information or training and review its preventative measures regularly.

3. Legal Framework

This policy supports the Council's obligations under applicable legislation, including the Equality Act 2010, the Employment Rights Act 2025, the Health and Safety at Work etc. Act 1974 and the Protection from Harassment Act 1997.

The Equality Act 2010 places a duty on employers to take reasonable steps to prevent sexual harassment. Certain forms of harassment or threatening behaviour may also constitute a criminal offence.

4. Definitions

4.1 Bullying

Bullying is offensive, intimidating, malicious, insulting or humiliating behaviour, or a misuse of power, authority or influence, which undermines an individual or group.
Bullying may be persistent or may consist of a serious single incident. It may affect a person's dignity, confidence, wellbeing or ability to carry out their role.

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4.2 Harassment
Harassment is unwanted conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.
Harassment may relate to a protected characteristic, including age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

When deciding whether conduct has had this effect, the Council will consider the perception of the person affected, the circumstances of the case and whether it was reasonable for the conduct to have that effect.

4.3 Sexual Harassment
Sexual harassment is unwanted conduct of a sexual nature that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

It also includes less favourable treatment because a person has submitted to, or rejected, unwanted conduct of a sexual nature.

4.4 Victimisation
Victimisation is treating someone less favourably because they have raised a concern, made or supported a complaint, provided evidence or participated in proceedings relating to bullying, harassment, discrimination or sexual harassment.

Victimisation and retaliation will not be tolerated.

5. Examples of Unacceptable Behaviour
Unacceptable behaviour may include, but is not limited to:

- spreading malicious rumours or insulting someone;
- ridiculing, demeaning or deliberately undermining a person;
- exclusion, isolation or unfair treatment;
- threatening behaviour or unfounded threats concerning a person's position;
- persistent unwanted criticism or belittling;
- overbearing supervision or misuse of authority or influence;
- coercion or pressure to take a particular course of action;
- deliberately overloading someone with work or setting them up to fail;
- intentionally blocking access to training or other opportunities;
- offensive jokes, language, images, gestures, messages or written material;
- unwanted physical contact;
- unwelcome advances, suggestive remarks or requests for favours;
- making decisions based on whether advances are accepted or rejected;
- offensive or intrusive conduct by email, telephone, social media or other electronic means; and
- conduct relating to, or perceived to relate to, a protected characteristic.

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Reasonable and constructive management action, legitimate scrutiny, appropriate performance management and respectfully expressed differences of opinion will not normally amount to bullying or harassment.

6. Third-Party Harassment
The Council will take reasonable measures to prevent and address harassment by members of the public, contractors, suppliers, visitors and other third parties.
Anyone experiencing or witnessing third-party harassment in connection with Council business should report it through the routes set out in this policy. Appropriate action may include warnings, changes to working arrangements, restrictions on contact, termination of contractual arrangements or referral to another authority.

7. Roles and Responsibilities
Everyone covered by this policy is expected to:

- treat others with dignity and respect;
- avoid conduct that could reasonably be regarded as bullying, harassment or sexual harassment;
- challenge or report unacceptable behaviour where it is safe and appropriate to do so;
- cooperate with investigations; and
- maintain appropriate confidentiality.

The Council is responsible for promoting a respectful environment, responding to concerns, assessing risks and reviewing the effectiveness of preventative measures.

The Clerk, Chair, Vice-Chair and councillors with responsibilities under this policy must act impartially and without unreasonable delay. A person who is the subject of a complaint must not manage or influence the handling of that complaint.

8. Raising a Concern
A concern may be raised with the Clerk, Chair, Vice-Chair or another appropriate councillor. If the concern involves a councillor, it may also be appropriate to contact the Monitoring Officer.
A person raising a genuine concern in good faith will not be penalised, even if the concern is not upheld.

Where possible, a person raising a concern should provide:

- details of the conduct;
- relevant dates, locations or communications;
- the names of those involved;
- details of any witnesses; and
- the outcome or support being sought.

A person does not need to confront the individual concerned before raising a complaint.

9. Informal Resolution
Where appropriate and where the person affected feels able to do so, a concern may first be addressed informally. This may include explaining that the behaviour is unwanted and asking for it to stop.

Informal resolution may also involve support from the Clerk, Chair or another appropriate person, mediation, facilitated discussion, agreed boundaries or changes to working arrangements.

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Informal action is not required where the matter is serious, repeated, involves a significant imbalance of power or where the person affected does not feel able to address it directly.

10. Formal Complaints and Investigation

Where informal action is inappropriate or has not resolved the matter, a formal complaint may be made in writing.

Complaints involving employees will normally be considered under the Council's Grievance and, where appropriate, Disciplinary Procedures. Employees may be accompanied at formal meetings in accordance with those procedures.

Complaints involving councillors may be considered under the Code of Conduct arrangements and may be referred to the Monitoring Officer.

Complaints from members of the public or other third parties will normally be considered under the Council's Complaints Procedure or another appropriate process.

The Council will:

- appoint an impartial person to consider or investigate the complaint;
- give the person complained about a fair opportunity to respond;
- consider relevant documents, communications and witness evidence;
- aim to complete the process without unreasonable delay;
- use an external investigator where this is appropriate to preserve objectivity; and
- inform the relevant parties of the outcome, subject to confidentiality and data protection requirements.

Interim measures may be introduced while a matter is being considered. These are precautionary and do not indicate that any conclusion has been reached.

11. Outcomes and Further Action

Where a complaint is upheld, appropriate action will be taken in accordance with the relevant procedure.

Action may include:

- mediation, guidance, counselling or training;
- an apology or agreed standards of future conduct;
- changes to duties, contact arrangements or working practices;
- disciplinary action against an employee;
- action available under the Code of Conduct or other arrangements applying to councillors;
- restrictions applying to a contractor, supplier, visitor or member of the public;
- referral to the Monitoring Officer, police or another appropriate body; or
- any other proportionate action available to the Council.

Bullying, harassment or sexual harassment by an employee may amount to gross misconduct and could result in dismissal.

Where a complaint is not upheld, the Council will consider whether any steps are needed to restore effective working relationships or address wider workplace concerns.

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12. Support
The Council will consider reasonable and appropriate support for anyone affected by a concern or complaint. This may include welfare support, temporary adjustments, changes to contact arrangements, mediation or signposting to relevant services.
Support will also be considered for witnesses and for the person who is the subject of a complaint while the matter is being investigated.

13. Confidentiality and Record Keeping
Information will be shared only where necessary to consider the concern, conduct a fair investigation, take appropriate action or comply with a legal obligation.

Absolute confidentiality cannot be guaranteed, particularly where there is a safeguarding concern, a possible criminal offence or a need to take action to protect another person.
Confidential records will be retained securely and handled in accordance with data protection requirements and the Council's retention arrangements.

14. False or Malicious Allegations
A complaint made in good faith will not result in action against the complainant merely because it is not upheld.

However, allegations that are found to have been deliberately false or malicious may be addressed under the procedure relevant to the person who made them.

15. Training, Communication and Prevention
The Council will make this policy available to employees, councillors, volunteers and relevant contractors. Appropriate information, guidance or training will be provided and reviewed periodically.

The Council will consider risks arising from meetings, lone working, public contact, online communications, events and other Council activities, and will take reasonable preventative action.

16. Review
This policy will be reviewed annually and following any significant incident, relevant legal change or identified concern about its effectiveness.

Any amendments will be reported to the Council for approval.

17. Related Policies and Procedures
This policy should be read alongside the:

- Councillor Code of Conduct;
- General Data Protection Policy;
- any other relevant Council policy or procedure.

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