

## MINUTES OF THE HAMBLEDEN PARISH COUNCIL MEETING

Held on Monday 13<sup>th</sup> May 2024, Frieth Village Hall  
following the Annual Parish and Annual Parish Council meetings

PRESENT: Cllr Armstrong – Chair, Cllr S Webb, Mrs A Hopkins, Mr C Hussey, Mr R Gronmark, Mr J Jackson, Mr R Ashcroft, Mr G Hartley Russell, Mr J Lidstone.

Mrs L Coldwell – Clerk

5 members of the public

3 members of the public attended to object to planning application 24/05774/FUL, Copville Fingest Road Fingest. All spoke and gave their reasons for objecting.

### **Minute 9981**

#### **Public Question Time**

None in attendance.

### **Minute 9982**

#### **To receive any apologies for absence**

None received.

### **Minute 9983**

#### **Declaration of disclosable pecuniary and personal interests by Members relating to items on the agenda**

None declared.

Cllr Armstrong declared an interest in planning application 24/05794/FUL, Holly Cottage Pheasants Hill.

### **Minute 9984**

#### **To confirm and approve the minutes of the ordinary meeting held 8<sup>th</sup> April 2024**

The minutes for the meeting held in April were confirmed as a true record and signed by the Chairman.

Planning was moved up the agenda by the Chairman.

### **Minute 9985**

#### **To consider all recent applications received from Buckinghamshire Council and any other planning applications submitted and published on the Buckinghamshire Council Planning Portal between the circulation of the 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 – **no objection**

[24/05774/FUL – Copville Fingest Road Fingest](#) – Householder application for construction of two storey rear extension, alterations to the fenestration and a new Klargestor (alternative scheme to pp 22/05895/FUL) – **The Parish Council object to this application due to the size and overbearing and intrusive nature to the neighbouring properties. There will be a loss of privacy as both sides will be overlooked into bedrooms as well as gardens. The neighbouring property will suffer a substantial amount of light loss, including to their solar panels, should the application be permitted as is. The application is contrary to planning policy DM36. The heat pumps would be too close to the neighbours boundary should they be permitted.**

**Should the Planning Officer be minded to approve we would like to “call in” this application to the Planning Committee for a decision. If it were to be approved, we would like to see a condition in the permission for a traffic management plan to ensure that any deliveries that are made on this single track road do not impede other traffic, by avoiding rush hour times and making use of smaller vehicles. We would also want any damage to verges caused during construction to be made good by the applicant.**

[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 – **no objection**

[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 – **no objection**

#### **Planning Application Decisions made by Buckinghamshire Council since previous meeting**

[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)

### **Minute 9986**

**Clerk and any Councillors if appropriate to report on matters arising and any updates from previous minutes which are not on the agenda**

- 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 occurred 13/05/24.
- 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 began 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. They have not responded, Clerk will speak with the Devolved Services Manager again.

### **Action:Clerk**

- 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.
- Following the RoSPA Safety Inspection at Ellery Rise, the swings have been marked as high risk, Clerk will attend to rope off.

### **Action:Clerk**

- Cllr Hopkins and Clerk have received emails from a Frieth resident regarding school traffic. The Chair of Governors from Frieth CEC School was in attendance, and said they are considering all options at the moment and want to reassure the community that measures are being sought to relieve the congestion around pick up and drop off times. The school is creating a traffic plan, and agree that safety of pedestrians is very important.

### **Minute 9987**

**To receive updates if any from meetings attended since the previous ordinary meeting by Clerk and Councillors**

Clerk has attended, with slides circulated to Cllrs where applicable:

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

29/04/24 – Cllr Hussey attended the AGM of Frieth Village Society to discuss the handover of the wildlife field at Ellery Rise.

01/05/24 – Scribe webinar

13/05/24 – Meeting with Cllr Hopkins, Cllr Mark Turner, the Chair of Frieth Village Society and the Road Safety Officer from Buckinghamshire Council. He will contact the School Team at BC to liaise with Frieth CEC School regarding school traffic, and will write a report that suggests proposals to improve safety on Frieth Hill for residents and pedestrians and forward to the PC in due course.

#### **Minute 9988**

**To receive updates from the Climate Change Working Party; to consider a request for funds to create a parish wide survey on residents opinions on biodiversity**

Cllr Hopkins gave an update from the most recent meeting. A questionnaire has been designed for all residents in the parish to involve residents, asking their opinions on biodiversity utilising an online form, along with a paper copy delivered to all homes in the parish. Clerk to forward to Cllrs for comments.

**Action:Clerk**

#### **Minute 9989**

**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**

Clerk has no quotations currently, to be revisited next month. FVS are considering using horses which would only need electric tape rather than stock fencing. Cllr Armstrong raised that children in the playing field may be at risk of getting a shock. FVS are seeking advice as to whether the funds offered by the PC would be enough to maintain the field, and will return an answer by the end of the month.

**Action:Clerk**

#### **Minute 9990**

**To consider a quotation for works on the horse chestnut tree in Hambleden Churchyard at a cost of £850 +VAT**

The tree suffered damage in recent storms, following this, the contractor has advised further works to try and save this mature tree. All in agreement, Clerk to confirm with the contractor.

**Action:Clerk**

#### **Minute 9991**

**To consider part funding the Clerk to obtain the [Certificate in Local Council Administration](#)**

All in agreement as long as match funded from the other parish councils, at a cost of £267.

**Action:Clerk**

#### **Minute 9992**

**Finance – To:**

a) approve the accounts for May 2024; **Approved**

b) receive the Internal Auditors report; **Received and Noted**

c) complete Section 1 of the Annual Governance and Accountability Return 2023/2024; **Completed**

d) approve and adopt the accounts for 2023/2024 in receipts and payment format; **Approved**

e) complete Section 2 Accounting Statements of the AGAR; **Completed**

f) confirm the dates for the period for the exercise of public rights – Clerk proposes 03/06/24 – 12/07/24;

**Confirmed**

g) to nominate a Councillor to check and approve the bank reconciliation for March and April; **Cllr Ashcroft confirmed and signed the bank reconciliation**

h) 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; **Signed by Cllrs Webb and Hussey**

#### **Accounts to be paid in May 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, cleaning products	157.90
Zurich – insurance renewal	1128.03
<b>Total</b>	<b>7317.26</b>

<b>Balance as 1<sup>st</sup> April 2024</b>	62234.99
Less April payments	<b>(3884.74)</b>
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>

**Film Fund**

Total of all funds at 1 <sup>st</sup> April 2024	4775.87
<b>Total of all funds at 30<sup>th</sup> April 2024</b>	<b>4775.87</b>

**Minute 9993****Members questions: including any items for the next agenda**

- 1. **Cllr Gronmark** – received telephone calls on Friday regarding alterations to the highway a property in Skirmett made to enable access for a lorry. Clerk to inform Buckinghamshire Highways so they are aware to make the verge is re-instated once the work is finished.  
**Action:Clerk**
- 2. **Cllr Webb** – the toilet in Hambleden is still overflowing but not overflowing. Clerk to arrange a plumber to attend.  
**Action:Clerk**
- 3. Filming preparation is ongoing in the village, there will be representatives from the location team in Hambleden village hall on June 5<sup>th</sup> for residents to discuss any concerns that they may have.
- 4. **Cllr Ashcroft** – following the letter received from Culden Faw Estate about tree works being undertaken due to ash dieback, there has been lots of tree felling below Built Farm. Cllr Armstrong confirmed that he believes this is estate owned land, and is likely part of this work.

**Minute 9994****To confirm the date for the next meeting as:**

The date of the next meeting was confirmed as Monday 10<sup>th</sup> June – Skirmett Village Hall.

Clerk will be on annual leave from 22/05 – 31/05/24.

The meeting was closed at 21.30.

Signed ..... Date .....