

MINUTES OF THE HAMBLEDEN PARISH COUNCIL MEETING

Held on Monday 13th October 2025, Frieth Village Hall

PRESENT: Mr A Armstrong - Chair, Mr R Ashcroft, Mr G Hartley Russell, Mrs A Hopkins, Mr D House, Mr S Taylor.

Mrs L Coldwell – Clerk
2 members of the public (part)
Buckinghamshire Councillor Mark Turner

Minute 10217

Public Question Time

Nothing.

Minute 10218

To receive any apologies for absence

Cllrs C Hussey, S Webb.

Minute 10219

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

None declared.

Minute 10220

To confirm and approve the minutes of ordinary Parish Council meeting held 8th September 2025

The minutes of the meeting held in September were confirmed as a true record and signed by the Chair.

Minute 10221

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

- 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 agreed 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 investigate 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.
- Clerk has had telephone calls from residents concerned about Air BnBs in Hambleden.
- The street light in Fingest has been altered so it now turns off, the residents have passed on their thanks.
- Clerk has been speaking with the Church in Hambleden, answering questions to assist them with a

Statement of Need for a grant application for installing tea and coffee making facilities to the Oxford Diocese.

- AED machines have been checked and reported to The Circle. The Fingest AED is still offline awaiting new pads, which should be shipped later this month.
- 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](#).

Minute 10222

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

Any slides have been circulated to the Councillors, Clerk has 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
- 07/10/25 – GDPR AGAR Webinar
- 08/10/25 – Parish Liaison meeting
- 09/10/25 – ScribeFest webinar
- 09/10/25 – BMKALC Assertion 10 Training

Minute 10223

Planning

To consider all recent applications received from Buckinghamshire Council detailed and any other planning applications submitted and published on the Buckinghamshire Council Planning Portal between the circulation of the agenda and the meeting:

[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 – **No objection, subject to the Heritage Officer's comments.**

[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 – **No objection, however we would like to ensure that the walnut and horse chestnut are replaced with reasonably sized examples.**

Planning Application Decisions made since the date of the last Parish Council 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**

Minute 10224

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

Cllr Hopkins reported that the working group drafted a letter to our MP asking for a meeting and what the government is planning to assist rural communities. A further PDF is being considered for what people can do to help lower carbon emissions and prevent biodiversity loss. All in agreement for the draft letter to be sent, Clerk to action.

Action: Clerk

Minute 10225

To consider obtaining quotations for repairs to the Church wall in Hambleden; to consider maintenance needed to the footpaths in the churchyard; to consider the maintenance contract for the grass cutting

Cllr Armstrong reported that he completed a walk around the churchyard with Cllr Webb and they identified some areas of the church wall which are problematic. A corner of the wall is dislodged following a collision by a car at some point, now the ivy has been removed this has been exposed. There are also a number of stones falling out. All in agreement to organise for someone to attend to quote for works.

Footpaths – Cllrs Webb and Armstrong will put together a tender document for the footpaths; some are very narrow and must be walked like a tightrope!

Grass cutting – it is proposed for the existing South Ward grass cutting schedule to remain as is. Clerk will check the North Ward schedule against the latest devolved services maps, then issue a tender document for approval.

Action: Cllrs Webb/Armstrong/Clerk

Minute 10226

To consider a grant application for a survey to be carried out on the Kenricks Memorial, Hambleden Churchyard

Cllr Ashcroft proposed donating the full amount from the Film Fund, Cllr Hartley Russell seconded. All in agreement to pay the contractor directly for the survey, Clerk to advise.

Action: Clerk

Minute 10227

To consider a grant application from Hambleden Sports and Social Club for fencing at teg Dene, Hambleden

Clerk to return to the applicant and ask further questions regarding the grant application.

Action: Clerk

Minute 10228

To consider Buckinghamshire Council Draft Local Plan and any response

All in agreement to respond, Cllrs will forward comments to Clerk to compile and submit.

Action: Clerk

Minute 10229

To consider erecting a sign directing parking to the car park in Hambleden village

Cllr Webb proposed a sign to try and aid congestion in the village. All in agreement that a sign would likely not work, no action to be taken at this time.

Minute 10230

To consider the purchase of benches in Frieth; to discuss an appropriate style and type

Cllr House prior to the meeting had circulated a brochure of styles of bench. After a discussion it was agreed that teak would be an acceptable material for the benches. A grant application from Frieth Village Society towards funding the benches will be on the November agenda.

Minute 10231

To consider and adopt if appropriate an IT Policy

An IT Policy is required for the new Assertion 10 on the 2025/2026 AGAR. It was resolved to defer this item until the November meeting.

Action: Clerk

Minute 10232

To consider joining the Rural Services Network at a cost of £59

All in agreement, Clerk to organise. The Rural Services Network is a Special Interest Group of the Local Government Association that is a membership organisation and work on behalf of members as the national champion for rural services.

Action: Clerk

Minute 10233

To consider the purchase of a “warning pedestrian” sign to be placed at Moor Common at a cost of £4944.15

Clerk to go back to Buckinghamshire Council to ask if there is any room for a better price or if it could be part funded.

Action: Clerk

Minute 10234

To consider the Parish Clerks pay scale and review for promotion

It was resolved to defer this item until the November meeting.

Minute 10235

Finance:**a) To approve the accounts for October 2025:** Approved and noted.

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
Enerveo – Fingest light supply and fit part night cell	207.02
M Tuddenham – Hambleden toilet clean and open/close	150.00
Lloyds Bank – account charges	5.13
Total	4144.68
Balance as 1st September 2025	66016.70
Less September payments	(5603.63)
Income - Precept second half	28500.00
Balance as of 30th September 2025	88913.07
Of which CIL Funds	3653.95
Church Wall reserve	20000.00
Other Earmarked reserves	3250.00
Hambleden Parking fund	912.39
Unrestricted Reserves	61096.73

Film Fund

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

b) To nominate a Councillor to check and approve the bank reconciliation for September:

Cllr Ashcroft checked and approved the bank reconciliation.

It was resolved and agreed for the Clerk to pay the invoices via internet banking due to lack of signatories at the meeting.

Minute 10236**Members questions: including any items for the next agenda**

- 1. **Cllr Ashcroft** – has had reports of possibly unauthorised stables in a field. Clerk to report to Planning Enforcement for them to ascertain if planning permission should have been sought.
Action Clerk
- 2. A local resident is campaigning for improved access on footpaths in the parish for disabled users, this is being discussed with various stakeholders. Cllrs all in agreement in principle to support.
- 3. **Cllr House** – raised replacing the white posts at Cherries Corner, Frieth. These were removed following requests from nearby households when the other posts in the village were replaced, and large logs are in place to avoid lorries driving over the kerb. The posts in Mill End will be replaced to avoid parking in that area. Cherries Corner is now treated as a biodiversity site, with orchids spotted over the years.
- 4. **Cllr Hopkins** – raised inconsiderate parking on Frieth hill, in the narrow area opposite the Yew Tree pub. Cllr Taylor pointed out that parking there slows the traffic.

Minute 10237**To confirm the date for the next meeting as:**

The date of the next meeting was confirmed as Monday 10th November – Skirmett Village Hall.

Minute 10238**To confirm the dates for the meetings in 2026 as:**

Monday 12th January – Frieth Village Hall
Monday 9th February – Skirmett Village Hall
Monday 9th March – Hambleden Village Hall
Monday 13th April – Frieth Village Hall

Monday 11th May to include Annual meetings – Skirmett Village Hall
Monday 8th June – Hambleden Village Hall
Monday 13th July – Frieth Village Hall
Monday 14th September – Skirmett Village Hall
Monday 12th October – Hambleden Village Hall
Monday 9th November – Frieth Village Hall
Monday 14th December – Skirmett Village Hall

The meeting was closed at 22.11.

Signed Date