

**MINUTES OF THE MEETING OF PENN PARISH COUNCIL
HELD ON 19 NOVEMBER 2009 IN THE VILLAGE HALL, PENN STREET**

- Present** Cllrs Mrs M.Seymour (Chairman)
D.J.Baker
M.J.Bayley
A.S.Hardie
B.Lock
M.A.Morley
M.Newth-West
C.Pointon-Taylor
M.J.Raszpla
J.D.Smiley
Clerk M.S.Green
- Apologies** Cllr Mrs S. E.Allen
- Minute No 45
Democratic
Quarter Hour** **Death of former Cllr Don Swinhoe-Standen.** A short silence was observed in his memory.
County Councillor David Schofield reported that he was arranging a tour of the roads in Knotty Green with Colin Jenkins. He was asked to add Gravelly Way and Whielden Lane to his list.
Mr Clive Quincey was representing Knotty Green Cricket Club and explained the repairs and improvements to the pavilion for which the Club was seeking a contribution (see decision under F&GP below).
Mrs Kate Dicker, a prospective Parish Councillor was also present.
- Minute No 46
Minutes of
Meeting held on
17 Sep 09** The Minutes were agreed and signed by the Chairman.
- Minute No 47
Matters Arising
From Minutes** It was agreed that all other matters would be covered in Committee reports.
- Minute No 48
Reports From
Committees** **1) Highways/Local Area Committee**
The minutes of the meeting held on 7 Oct 09 were discussed and recommendations agreed. There was further discussion on the following points:
Forty Green Walkway - LAF has awarded £3,000 for a detailed technical assessment and costing of the project with County Highways offering to brief their own consultant.
Gatemoor Hill has now been resurfaced.
Community Gang – the reporting system is still not working properly with considerable doubt as to whether what had been reported as completed had actually been done at all. Cllr Lock offered to draw up a simple report sheet and we will discuss this with Colin Jenkins at our next meeting.
Church Road, Tylers Green closure - A local questionnaire found 91 out of 98 residents in favour of closure. The responses are being circulated amongst CWPC's local members. An article requesting comment will be in the next Village Voice and a Joint meeting with CWPC has been requested for January.
TSIDs - The one for School Road, Penn Street has been delayed by technical hitches in arranging the monitoring camera.
Potters Cross Pond - Neither ditch nor pond have been cleared.
Potters Cross – the pavement needs to be cleared of leaves under the trees on both sides of Elm Road. CWPC's track also needs clearance of leaves.
Leaking water pipe, Knotty Green allotments - The leak which was filling the allotment ditch and flooding across the road was found in a private garden and

has now been repaired.

Laying hedges along Church Road, Penn - The Penn Estate is still considering this and is strongly supported by the Council.

2) Clerks/Officers Liaison Meeting

Conservation Area Appraisal – the long-standing failure by Chiltern to adopt the Appraisal was raised yet again and was the cause of some embarrassment to those concerned.

3) NAG meetings

There had been two meetings, but poorly attended and it had been decided to have a ‘virtual’ NAG, keeping in touch by e-mail and meeting only on specific request.

4) Local Area Forum

LAF meeting - There had been a meeting on 21 Oct which had agreed the £3,000 for the Forty Green Walkway. We put two questions on the agenda – the lack of a reporting system for the Community Gang and the unfinished triangle repair at Saucy Corner. Promises of action were made. There will be a delegated budget of £27,112 for 2010/11 and our three bids have been submitted. The plane & patch repairs will be decided by Cllr Schofield and Colin Jenkins by the end of the year.

A Transport Symposium followed the Forum to consider LTP 3. Highways priorities were recommended such as accident reduction, increased bus use, reduction of heavy lorries on lanes, road maintenance & safety etc.

Local Area Plan - A meeting was held on 18 Nov 09 to identify concerns and priorities over a much wider range of local affairs and a local action plan is to follow.

5) Recreation & Open Spaces

There had been no meetings but the following subjects were discussed:

Knotty Green Recreation Ground

Friends of Knotty Green - have now disbanded and sent a cheque for £2,726. The Council expressed its gratitude to the Friends.

Leisure Logs - A site meeting resulted in agreement to carry out the necessary repairs identified by our Wicksteed inspector, under warranty, but asked for £597 labour costs. We have written objecting to any such payment.

Playdale have also visited and will be quoting for the repair of the wet pour shrinkage identified by the inspector as costing £3,000.

Dog notices have been put up at most entrances.

KG triangle hedge - is growing over the footway on the Penn Road side and a quote for £80 to cut it back was agreed.

W/Hill Play Area - The final layout has been agreed and finance organised (see F&GP below). There have been site meetings with telephone and water companies to ensure their equipment is safe. Ground work starts next week with the aim of an early spring installation of equipment.

W/Hill bonfire - The banned bonfire did not create any significant incidents other than when the fence was taken down once and a small wooden pallet was burned on the night.

Coppice Farm Road Village Green - County has not yet made a decision.

Gawde Water – there has been a very successful clearance with the Chiltern Society and using the Penn Estate tractor.

Sheep Washing Pond - Debbie Marsden has organised another very effective clearance.

Widmer Pond - We await a date from the Chiltern Society. Cllr Morley is to meet CWPC's Cllr Jeff Herschel to discuss improvements to the surround.

Potters Cross Pond - The Penn Estate tractor could be effective here also.
Pistles Pond - New Zealand Pygmy Weed has been found and is being dealt with. Tree work of £480 around the pond was agreed. The pollarding of a tall ash requested by an adjoining owner is agreed but at his expense (£420 plus Clerk's costs) since it is not deemed to be dangerous. Consent from Chiltern would be needed as the ash is in the Conservation Area.

Annual tree inspection - has been completed with only minor work identified
Trees on Penn Common - The two rows of oaks and small leaved limes on the Front Common need crown lifting and removal of some lateral branches. A quote for £600 has been received. This was agreed in principle but CWPC should be consulted first.

Rights of Way walks - The maps allocating FPs to each Member will be re-distributed in order to encourage reports of any work needed. FPs need a width of 1.5m and bridleways 3m.

Woodbridge Alley - A cheque for £150 has been received from the builder working at Strings, for the use of the alley for six weeks up to 4 November. This is half what was agreed at a site meeting and a protest letter has been sent.

Picnic Area at W/Hill - County offered to transfer ownership to the Parish Council, but this has been refused.

Joint meeting with CWPC - has been requested for January.

6) Finance & General Purpose

The minutes of the meeting held on 29 Oct 09 were discussed and recommendations agreed. There was further discussion on the following items:

Parish Office - Planning permission has been given. Four tenders have been received and another one or two are expected next week. A decision will be made next week and a building contract will be drawn up. Two quotes for archaeological survey have been received but they are for observation once building work has started. Application for Building Regulations has been made. We await a draft lease from the Diocesan Registrar which was originally promised for end August.

Since it is not yet possible for the Council to approve which tender should be accepted nor the terms of the lease, the following two resolutions were passed unanimously:

1. That a recommendation for acceptance of the lowest or one of the lowest of the six tenders is to be agreed by e-mail in the course of the next week or so.
2. That the lease to be drafted by the Diocesan Registrar will be circulated for comment with the aim of eventual agreement by e-mail as soon as possible

Interest from capital a/cs - It was agreed that, in future, interest will not be used for current expenditure, but will be re-invested to help rebuild our capital.

W/Hill easement - The easement has been completed and the £50,000 fee, less legal fees, paid into the SLB Charity a/c. The capital can only be used to buy land, but the interest will be used towards current expenditure costs. We no longer need consent from the Charity Commission for easements.

Charity a/c - It now has some £49,000 and it was agreed to transfer this into the SLB 3% Fixed rate bond maturing on 9 Sep 09.

W/Hill Play Area - The Playdale 50% deposit of £9,495.55 was approved. We can therefore now claim 50% of Veolia's £10,000 grant. The Parish Council contribution will be about £5,500. The Residents Association £2,000 contribution has been requested. The contract for groundwork for £4,365 with Clayfields was agreed by e-mail.

Burial grants - were agreed as recommended.

Grants & donations - The following were agreed:

Penn Street School path, £2,000;

Knotty Green Cricket Club, £1,000
 Penn Street Cricket Club for Juniors, £350
Grass-cutting - The contract with Tom Barron will continue for the coming year.
Review Financial Regulations - The draft revision, Issue 3, which takes account of some changes to NALC's model, was considered with particular attention to Table 3.2, which sets out the rules for authorising expenditure. The Regulations were agreed as attached.
Website Review - Cllr Lock explained the summary of 'hits' and it was felt the website is attracting the expected level of attention.
A summary of funds available v. forecast capital expenditure – is attached. It shows we should have about £9,000 surplus of combined current and capital by the end of the year.
E-mail address - Cllr Lock offered to set up a parish.org e-mail account for any Member.

7) Planning

There have been three meetings with 23 applications. We have commented on 5, of which a brief summary was given. There was discussion of the following matters:

P&TG Football Club – Chiltern's decision to take no action on dugouts, fixed floodlights, mobile floodlights and freight containers was discussed at length. Cllr Raszpla is to brief Cllr Schofield with past correspondence so that he can take it up with the planners. He also pointed out that Ladies teams were now practising regularly adding to the almost continual use of the ground. These matters will also be discussed at our planning meeting next week.

Summary of planning decisions - Cllr Schofield will try to get Chiltern to issue a regular summary.

Hill Farm Cottage - Cllr Smiley pointed out that despite reminders we have still not had a reply to our complaint about the construction of an out-building behind Hill Farm Cottage which we reported in Nov 09. A further reminder to be sent.

Minute No 49 Accounts for Payment

The list of cheques was approved.

Minute No 50 Date of Next Meeting

The next meeting will be held in the Forty Green Community Hall at 8 pm on Thursday 21 January 2010.

Minute No 51 Retirement of Parish Councillor

Cllr John Smiley announced his retirement. Warm thanks were offered for his eight years of service since he won a by-election in September 2001. His local knowledge after living all his married life in Forty Green will be greatly missed.

A notice will be put up in the Penn ward advertising the vacancy. If, after 14 working days, 10 electors have not claimed an election then we are able to co-opt a new Member at the Council meeting on 21 January. It is good practice to post a notice throughout the parish saying that we intend to co-opt and asking for people to come forward.

Minute No 52 AOB

There is a Carol Service with wine and mince pies, in the Forty Green Community Hall, led by the Rev. Mike Bisset, at 7pm on Monday 14 December. There is Carol Singing with the Amersham Band on the same night in the W/Hill Memorial Hall.

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