

# MINUTES OF THE HVRA EXECUTIVE COMMITTEE MEETING HELD ON 2 MAY 2017 AT HUGHENDEN VALLEY SMALL HALL CONFIRMED

## WELCOME

## ACTION

Angus welcomed everyone to the meeting

1.	<b>PRESENT</b> Angus Idle (Chair) Janet Idle (Co-Chair) Al Bowyer (Treasurer) Rosemary Hewitt (Acting Secretary) Becky Bonnerjea Christine Bowyer Andrew Capey Jerry Morley David Sharp John Dockett Derek Armshaw Peter Gieler (HPC) Hilda Stearn (HPC)	
2.	<b>APOLOGIES FOR ABSENCE</b> were received from Clare Atkinson, Anna Burniston, James Perkins, Lin Smith and Michael Sole <b>Road Reps who do not attend meetings:</b> Virginia Foster Rachael Fountain Alison Gieler Dave Mynors Carole Palmer  <b>Reports, written or verbal, are welcome from all members whether they attend meetings or not</b>	
3.	<b>THE CHAIR</b> Having looked at the Minutes of the last meeting, the Chair read a statement about the things that the HVRA owns and does not own and his report is attached in full as an Addendum to these Minutes. He recalled that a few years ago when, at short notice, the HVRA entered <i>Hughenden News</i> in a national Village Magazine competition it came 33 <sup>rd</sup> out of 900 entrants, adding that "the magazine can't be that bad".	
4.	<b>MINUTES OF THE LAST MEETING HELD ON 4<sup>th</sup> APRIL 2017</b> had been circulated and read. PG requested Item 5. <b>MATTERS ARISING, 11b, lines 2 &amp; 3</b> be deleted with this amendment: "PG said the Hopkins Estate did not have to apply for planning permission and the Parish Council had written to WDC Planning Department to check whether planning had been properly carried out, as well as officially asking the Enforcement Officer to report back to them."  HS referred to 10. <b>HUGHENDEN NEWS, lines 2 &amp; 3</b> and requested the sentence be deleted and replaced with this amendment, "HS stated that one of her residents felt that the publication was getting too political and in particular with MUGA issues". She stressed that it was the view of one of her residents which she had raised on their behalf.  PG referred to 13. <b>OTHER REPORTS, ITEM 13c</b> and requested the following sentence be deleted completely because he did not say this: "There have been problems for people getting out of their drives, and suggested that people consider bunching vehicles and informal parking bays." With these amendments it was <b>AGREED</b> that the Minutes were signed as a true record of the meeting. CB said that the meetings she was involved with any discrepancies in the Unconfirmed Minutes were fed back when they were first issued to save time at meetings.	AI
5.	<b>MATTERS ARISING</b> <b>5a) 6. TREASURER'S REPORT</b> - The proposal to extend the period for collecting subs from July to September would require a change in the Constitution and this could only be made at an EMG and not at an AGM.	

	<p><b>5b) 8. HVRA, item 8a Publicity</b> - In response to questions raised about HVRA membership, JI referred to a recent analysis that stated 11 roads had 100% membership, 3 had 95%, 5 between 90 - 95% and 3 between 80 - 90 %, adding that she did not think a village could have more “esprit de corps” than this. The village has complete rights to the Village Hall and the Village Hall has the rights to the field.</p>	
6	<p><b>TREASURER’S REPORT</b></p> <p>The Treasurer apologised that his Report was longer than normal because a resident had requested some information prior to this meeting and the AGM, plus he was providing a full set of Draft Accounts to be presented at the AGM. He had been asked by a resident for some information about the total amount of money given to the shop by the HVRA over the last 5 years, as well as a breakdown of donations to other local groups over the last 5 years because this information is not on the website. He had asked in what capacity they are asking for this information, and the response was as a member of the HVRA. He also asked why they wanted the information and what they were proposing to do with it. He suggested a meeting to discuss these issues but has not received a reply.</p> <p>The Treasurer ensured efficacy, transparency, accuracy and auditability of the accounts by adhering to strict processes, procedures, records and checks and balances being in place. Moreover, in 2010 when he took over as HVRA Treasurer, he produced a document entitled <b>“Accounts Production Processes and Procedures”</b> which he passed around for the Committee to see. He referred to <u>The Audit Process on page 2</u>, stating that Nigel Lanchbury, the professional external Auditor had moved away and that Bob Hawkins of Boss Lane had replaced him.</p> <p>With regard to the other queries raised by the resident, he referred to the Treasurer’s Reports that he presented at the AGM each year which gave a breakdown of Income and Expenditure, showing where the money had gone. He also gives the previous 2 years’ data for comparison, and pointed out that expenses over expenditure to the end of March showed a small deficit of £429.90 whereas the previous year it was £1,501.64. This is due to the timing of the payment of the April magazine because sometimes it is paid in March and sometimes in April. In terms of the overall balance of £5,406.69, the Current Account has £3,345.00 and the Deposit Account has £2,061.69.</p> <p>In previous years the HVRA has been asked for a donation of £200 for the Lolly-Pop person, but as this request has not been sought no payment has been made. It was <b>AGREED</b> that he will seek to clarify whether this payment is to continue. Subsequent to this, he has paid £1,498.00 to Turville Printers. As of today he had received additional subs of £437 for 2016-17 although there are still some outstanding, and has also received some subs for 2017-18.</p> <p>AB passed the Draft Accounts, currently with Bob Hawkins for audit, the full Schedule of Income &amp; Expenditure and the Balance Sheet around the meeting.</p> <p>He confirmed that as of today the number of paying households for 2016-17 is 437, which is 66% out of a total number of 664 houses that the HVRA Road Reps visit. However, for various reasons there are a number of households that have not yet paid their subs or been visited.</p> <p>Finally, he reminded the Committee that last year he had given a year’s notice of standing down as Treasurer at the AGM, but then he was going to continue with the assistance of JD on the marketing side. However, over the last month he has decided not to stand for re-election at the AGM (after 9 years) because of lots of personal commitments. He would pass on all relevant information, documentation and Audited Accounts etc to his successor, and hoped this situation</p>	<p>AB</p> <p>AB</p> <p>AB</p> <p>AB</p>

	<p>would be sorted by the end of August and, if not, he would pass all paperwork on to the Co-Chairs.</p> <p>AC immediately proposed a debt of gratitude to AB, and JI reiterated by thanking and praising AB for diligently and accurately producing the HVRA Accounts each month and annually at the AGM, stressing that we were all very grateful indeed for all his help and expertise over the past 9 years. It was agreed unanimously that his Report be approved</p>	Page 2 Approved
7.	<p><b>DIARY DATES FOR 2017</b></p> <p>Thursday May 18th      HVRA AGM in the Small Hall</p> <p>Saturday June 17th      Senior Citizens Event in the Large Hall from 2pm onwards</p> <p>Saturday October 21st   Harry Potter Cup Quiz</p>	
8.	<p><b>UPDATES</b></p> <p><b>8a) Road Reps/Street Association Reps/Neighbourhood Watch ongoing lists per road</b></p> <p>JI looked forward to receiving more responses from Road Reps as to whether they would be prepared to take on the role of Street Association Rep in conjunction with their Road Rep role, or whether they could work alongside another local resident who wished to be a Street Association Rep, or they knew of someone else who could take on that role, stressing that whatever choice they make is a personal one. Most Road Reps had received <i>The Welcome Pack</i> that contained valuable information. She reported that the Street Association initiative was progressing apace in other nearby villages and believed that Neighbourhood Watch will probably inherit this in the end.</p> <p><b>8b) ST JOHN'S AMBULANCE TRAINING SESSIONS</b></p> <p>JI said that this subject has not yet been progressed although it will be dealt with at a later date. HS responded that she had questioned, at the last meeting, what were the benefits and the approach to be followed and that this was agreed by the HVRA Committee. She reminded JI that she was tasked with looking into the matter further when the Road Reps lists have been completed. JI will make enquires and when she has the necessary information she will let everyone know.</p>	<p>All Road Reps</p> <p>JI</p> <p>JI</p>
9.	<p><b>HVRA / EVENTS</b></p> <p><b>9a) Publicity 2017</b> - JD stated that he had telephoned everyone at the beginning of the year who was a potential advertiser with the result that nearly £4,500 has been invoiced so far. JD responded to AB's enquiry about the <i>Interim Newsletter</i> and confirmed that he proposed to continue sending it out.</p> <p><b>9b) Speaker for AGM on 18 May</b> - JI reported they were still seeking a speaker because one had let them down at the last minute. Co-Chairs will progress this matter asap and then circulate flyers to Road Reps as well as putting some around the village.</p> <p><b>9c) Senior Citizens Event - 17 June</b> - AB and CB confirmed that all arrangements were in place, e.g. the entertainment and helpers on the day. RH will contact all Road Reps asking them to distribute the Invitation letters to all those senior citizens who qualify.</p>	<p>JD</p> <p>Co-Chairs</p> <p>AB CB RH Road Reps</p>
10.	<p><b>WEBSITE</b></p> <p><b>10a) New Webmaster Required</b> - DA confirmed his intention to step down as the HVRA Webmaster at the AGM and emphasised the need to continue with the payment arrangements if we wished to retain the website and email addresses. AB agreed to email DA regarding the payment of the fee. DA believed it was an opportunity for the HVRA to go in a different direction,</p>	

	<p>but if his replacement was not found quickly in two weeks' time then everything would stop!</p> <p>Jl wished her thanks be recorded that DA had passed on a comprehensive hand-over document containing much technical information and for his patience and expertise as Webmaster over recent years.</p> <p>DA commenced a discussion, upon which there was general consensus, asking the Committee to think about what is the Website's purpose? How best can it serve the community? How can the HVRA achieve this objective? It needs someone with a burning passion, not necessarily to have technical knowledge. Things to think about: Facebook and other social media, and who is to have access - members and/or non-members using codes etc? What experiences have we had on-line and whether they are great or not. Ensuring personal details are kept safe and secure. JD will advertise for a new Webmaster in the next <i>Interim Newsletter</i></p> <p>HS asked what does the HVRA want to communicate and why? Understanding what you are trying to achieve and how do you engage with residents? JM asked what type of digital strategy is required and the need to get people involved. It needs great communication, uploading of Minutes, information on things and events, plus photographs and videos of historical interest. He suggested having a meeting where these issues could be discussed and DA recalled a similar meeting being held in his house 8 years ago in response to the initial HS2 threat to the village. CB suggested the Head teacher of Hughenden Combined School as a possible link with the younger element of the HVRA, e.g. the parents of children in her school.</p> <p><b>10b) Addition of Photographs</b> - Jl would like to post of photos of Hughenden Valley and the surrounding area on the website, each with its own narrative illustrating how places and countryside have changed over recent years when necessary.</p> <p><b>10c) Minutes</b> - The Confirmed Minutes are passed on to JP for uploading to the website. DA said that JP automated script sent to an email address could enable the Minutes to go on automatically.</p>	<p>AB</p> <p>All of us</p> <p>JD</p> <p>Meeting</p>
11.	<p><b>HUGHENDEN NEWS</b> - A version that has no advertising but includes articles/features and omits contact details except generic email address could go on the website. It could also include an on-line version of the Street Association Information Pack. It was agreed that an on-line version of <i>Hughenden News</i> could never replace the paper copy.</p> <p>The deadline for copy for the next issue of <i>Hughenden News</i> is 23 June. PG said David Bailey, the General Manager of the National Trust at Hughenden Manor will be submitting an article with photos for the next issue.</p>	<p>agreed</p> <p>All of us</p>
12.	<p><b>PLANNING REPORT</b></p> <p>Jl had contacted WDC about the present status of Uplands. The property is up for sale and WDC had not received any further enquiries. The lack of pedestrian access along the Four Ashes Road remains an obstacle because a landowner, as well as the Parish Council, does not wish to sell any land.</p> <p>PG said that the National Trust has strengthened their Covenants on the surrounding area and they would not give approval for any alternative less-favourable planning application.</p>	
13	<p><b>ROAD REP REPORTS</b></p> <p><b>13a)</b> An abandoned car in Valley Road, covered in bird droppings, has been reported to the Police by RH with the response that the DVLA will clamp the vehicle and remove it.</p>	

	<p><b>13b)</b> CB had received a phone call from a resident about <i>The Garden of Rest</i> and the fees for people who live in the Parish and those who have not lived in the Parish for 5 years. She suggested the resident puts her concerns in writing to HPC. In response PG said it was discussed at the Parish Council, and he explained that the fee structure was based on sustainability. For the past 2 years the <i>Garden of Rest</i> should have been be self-financing but they can no longer subsidise the burials, hence there is a fee structure for those people who live within the Parish and those people who live outside the Parish but may have links with people who live in the Parish. The resident has a plot with room for another person, a person who has never lived in the Parish of Hughenden. HPC can change their rules for someone who has lived in the Parish for 5 years or more and goes into a Care Home and include them, but there is a significant difference if the other person has never lived in the Parish.</p> <p><b>13c)</b> DA referred to the state of Bryants Bottom Road as truly atrocious.</p> <p><b>13d)</b> PG commented that some Cryers Hill residents have complained about the way Affinity have left the grass verges and an inspection will take place tomorrow to discuss them</p> <p><b>13e)</b> Having announced his intention, some time ago, to resign as Road Rep for part of Friars Gardens, DS had put a note through residents' doors twice seeking a replacement but without success. JI wished it be recorded that a big <i>thank you</i> is extended to DS who had served on the Committee for 15 years, hardly missing a meeting. He had worked on the <i>Allotments for the Labouring Poor</i> and had always, together with his wife Susan, been very helpful at functions.</p> <p><b>13f)</b> JM reported that two burglaries had taken place recently on Wedgwood Drive where considerable damage and mess was made when a front door was ripped out despite a dog being in the house. As gloves were worn no ID was left. Amazingly, this came up on Facebook within minutes. He urged us to keep an eye on our neighbours' properties and recommended Police.uk where up-dated crimes appear on a map for our Post Code, thus giving a flavour of the criminality in the area. There is a continuous amount of burglary, car crime and anti-social activities going on. Please call 101 if you witness anything suspicious and the information will be fed into the system.</p>	<p>Page 4</p> <p>JI</p> <p>All of us</p>
14.	<p><b>OTHER REPORTS</b></p> <p><b>14a) Speedwatch/NAG</b> - The most recent data from the MVAS outside Deeters in Valley Road showed 92% of drivers driving under 35%, RH stated that when carrying out Speedwatch at the Orchard Close location the numbers exceeding 35 mph was very high and JM suggested turning the MVAS to face the other direction. RH to action this suggestion.</p> <p><b>14b) Village Hall</b> - Acoustic panels and new doors will be installed over half-term.</p> <p><b>14c) Village Shop</b> - No Report</p> <p><b>14d) Hughenden Parish Council</b> - PG reported that the recently held AGM was well attended. Agreement has been reached between BCC and HPC that HPC will take over and cut the hedgerows back on Coombe Lane but aware that the trees also need cutting back, costing circa £10,000. The first grass cut had taken place. In Warrendene Road they have cut a wide strip and the grass verge along Valley Road between the Village Hall and Cryers Hill roundabout will also be cut. The cement deposited recently on the grass verge up Coombe Lane by a struggling cement lorry is the concern of BCC and not HPC. Currently there is discussion about the size of waste paper/rubbish bins on the streets and providing large ones.</p>	<p>All of us</p> <p>RH</p>

	<p>14e) HS raised the concerns of a resident who wants a pedestrian crossing at the bottom of Coombe Lane so that children and everyone else can cross safely. JM said when police attend an accident unless the Local Authority receives a report then it never occurred, i.e. not as far as Transport for Bucks is concerned. HS serves on HPC's Road Safety Working Group that believes a "Speed Alert" (Mobile Vehicle Activated Sign) installed towards the bottom of Coombe Lane would be a good idea.</p> <p><b>14e) HVDIG</b> - For up-to-date information please go to their website which is very good.</p>	HS
15.	<p>AOB</p> <p>Jl informed the Committee that the 1937 Covenant concerning the Field relates to <i>forbidding the sale of alcohol, wines and spirit, already excised</i>. This was during Temperance times and equally applied to the Village Hall</p> <p>.</p> <p>The meeting closed at 9.40 pm.</p> <p style="text-align: right;">Signed Janet Idle</p> <p style="text-align: right;">Date 6th June 2017</p>	

### The Co-Chairman's Statement

The Hughenden News is the property of the Hughenden Valley Residents Association — we own it!  
We put it together, We publish it, and We pay for it; with the help of our advertisers.

We don't own the Village Hall  
Or the Village Shop, or the Parish Council Or the football Club  
Or The Sports Initiative's project!

Nevertheless our Hughenden News has become the Village's magazine.  
Because we have encouraged the "Village" to make use of it, all the things in the Village we don't own can come and fill up the Hughenden News, with things that can be of interest to all of us; for free! And that pleases us, because we are proud of our village.  
You may remember a few years ago we were invited to enter the Hughenden News in a National Village Magazine competition, with our current issue (nothing specially prepared); it came out of it in 33rd position, out of more than 900 entries. The Hughenden News cannot be that bad!  
There is a flip side of this "coin"; the Magazine's copy does not necessarily reflect the view of the HVRA, or the views of all our readers. Don't disparage the Magazine and its editorial staff; don't just tear those pages out of your copy; sit down and write something of your view for the next edition. You may persuade people with a good idea; on the other hand you may not.

Angus Idle

## Hughenden Valley Residents Association

### ACCOUNTS

As at 5th April 2017

Income	2016/2017	2015/2016	2014/2015
Subscriptions - Previous Year	£ 55.00	£ 210.00	
Subscriptions - Current Year	£ 1,800.00	£ 2,060.00	£ 1,945.00
Newsletter Adverts - Current Year	£ 2,818.00	£ 3,431.50	£ 2,863.00
Newsletter Adverts - Following Year	£ 300.00	£ 646.00	£ 1,538.00
Parish council grant for newsletter	£ 520.00	£ 520.00	£ 520.00
Potter Cup	£ 1,020.00	£ 1,010.00	£ 1,020.00
Village Day Advertising (To be repaid to Village Hall)	£ 45.00	£ -	£ 4.00
Interest on deposit account	£ 1.12	£ 1.43	£ 1.43
MUGA Expenses	£ -	£ 280.00	
<b>Total income</b>	<b>£ 6,559.12</b>	<b>£ 8,158.93</b>	<b>£ 7,891.43</b>
<b>Expenditure</b>			
AGM expenses	£ 27.63	£ 35.55	£ 81.36
Insurance	£ 310.44	£ 301.06	£ 299.06
Newsletter production/distribution costs	£ 4,896.82	£ 3,796.66	£ 6,896.60
Sundry Expenses	£ 46.00	£ -	£ 60.88
Hire of Hall - HVRA Meetings	£ 190.00	£ 190.00	£ 190.00
Hire of Hall - Good Companions	£ 190.00	£ 190.00	£ 190.00
Administration costs			£ -
Chiltern Society membership	£ 30.00	£ 85.00	£ 35.00
High Wycombe Society	£ 30.00	£ 50.00	£ -
Thames Valley Air Ambulance Service	£ 50.00		
Senior Citizens events	£ 398.98	£ 505.52	£ 562.95
Village Shop	£ 106.00	£ -	£ -
Potter Cup Quiz Costs	£ 516.95	£ 510.15	£ 530.20
Village Day	£ 55.30		£ 38.50
Flowers and Donations	£ 57.50		£ 27.00
Christmas Tombola	£ 38.40	£ -	£ 35.78
Leaflet Printing			£ -
Web-Site Costs	£ -	£ 173.35	£ -
Community Shop - Coffee House	£ -	£ -	£ 500.00
Village Hall Christmas Tree Lights	£ -	£ -	£ -
Hughenden Valley Lollipop Group	£ -	£ 200.00	£ 200.00
Salt Supplies to Residents	£ -	£ -	£ 4.99
MUGA Expenses	£ -	£ 420.00	
Village Day Advertising (Repayment to Village Hall)	£ 45.00		
Rural Defibrillator Group		£ 200.00	
<b>Total Expenditure</b>	<b>£ 6,989.02</b>	<b>£ 6,657.29</b>	<b>£ 9,652.32</b>
<b>Excess of income over expenditure</b>	<b>-£ 429.90</b>	<b>£ 1,501.64</b>	<b>-£ 1,760.89</b>

## Hughenden Valley Residents Association

### ACCOUNTS

As at 5th April 2017

#### Balance Sheet

Balance brought forward	£ 5,836.59	Bank at 5th April, 2017	
<b>ADJUSTED Previous Year</b>	<b>£ 5,836.59</b>		
<b>INCOME 2016/2017</b>			
Income 2016/2017	£ 6,558.00		
Interest Received 2016/2017	£ 1.12	£ 6,559.12	Balance on current account
			£ 3,345.00
<b>EXPENDITURE 2016/2017</b>			
Outgoings 2016/2017	£ 6,322.82		Balance on deposit account
Cash Payments 2016/2017	£ 666.20	£ 6,989.02	£ 2,061.69
			Cash & Cheques in Hand
Surplus/ Deficit for year ending 5th April 2017	-£ 429.90		£ -
	<b>£ 5,406.69</b>		<b>£ 5,406.69</b>