



**Minutes of the Parish Council Meeting
held on Monday 13th November 2023 @ 7.30pm
Great Missenden Memorial Centre, Link Road
Great Missenden HP16 9AE**

Public Forum:

Present: Councillor A Hewett - Chair

Councillors: C Bains, C Bunting, L Cook, J Gladwin, S Humphreys, M Johnstone, M Lee, I Lovegrove, V Marshall, C Ormesher, K Pither, R Pusey, S Rhodes, T Stevenson

2023/355 Apologies

Cllr V Martin

2023/356 Declarations of Interest

Item 387 – Cllr Hewett

2023/357 Minutes of the meeting held on 9th October 2023 – were approved. A query regarding minuting observers attendance will be followed up by the clerk

2023/358 Matters arising

- Apologies from the clerk regarding the incorrect voting procedure on item 2023/351.1 last month. However, the proposer of the item did not request the item was repeated on this months agenda.
- With regards 2023/237 – backdated VAT on Buryfield car park income – this has now all been received from Bucks Council.
- Chiltern Railways have responded to the request from the June meeting to look at offering car parking for local traders. This has been passed to their Commercial Team for consideration.
- An email received from a resident requesting help for a parking permit for a childminder on Church Street – as requested this was re-directed to Bucks Council
- The Larger Council Elections were noted.
- An email requesting a bench at Great Missenden railway station was directed to Chiltern Railways.
- The smart meter installation at Prestwood Community Centre was cancelled by E-ON and £30 credit given in payment for the inconvenience.
- Ballinger Common planning application – a query has arisen as to the positioning of the practice nets in relation to the public footpath. This has been passed to Ballinger Waggoners as this was a previous planning application that was submitted by them.

2023/359 Prestwood Community Centre – fire risk assessment – the required repairs as follows were noted; manual fire alarm replacement, smoke alarm replacement in storage room and replacement disabled call alarm. A quote is awaited.

2023/360 Parking – Buryfield car park lease – Bucks Council have now confirmed that they are content with the terms of the lease. The clerk will check the details and advise the solicitor.

2023/361 Speed Signs – update – the following was resolved:-

- 4 parish owned speed signs to be updated with additional security at a cost of £260 + VAT per sign – resolved
- 2 solar powered speed signs to be purchased to a value of £13,000 + VAT. As per standing orders further quotes to be provided for the next meeting.

2023/362 Community Board - Great Missenden – bus shelter – to be discussed at the November Open Spaces meeting and recommendations made for the December meeting.

- 2023/363 Twinning – email for discussion** - it was agreed not to pursue a twinning programme at this time.
- 2023/364 Committee Membership – update** – Cllr Bains decided to remain on the planning committee but is stepping down from the editorial working party.
- 2023/365 Request to install telecoms equipment** – it was agreed that there was a need to improve telecoms at Potter Row (the location suggested by the telecoms company). However, the parish council do not have suitable land in this area. It was suggested to express an interest and to recommend HS2 land and enquire as to the possibility of a green tower.
- 2023/366 Photography Project & Exhibition** – working party consisting of Cllrs Pither, Johnstone, Hewett, Stevenson & Bains to consider a 2024 photography exhibition and also arranging further pictures to accompany 1974 and 1994 pictures.
- 2023/367 Great Missenden Memorial Centre – trust deed/management agreement** – up to £1,000 + VAT was resolved for Wellers Hedleys to assist with an updated agreement between the parish council and Great Missenden Memorial Centre.
- 2023/368 Proposal to write to Bucks Council regarding late publication of accounts** – there was concern over the delay of Bucks Council’s published accounts for 2020/21 & 2021/22. There is provision in the Accounts and Audit Regulations 2015 for Bucks Council to publish a notice of the delay and Bucks Council have done so. Cllr Rhodes will investigate further into the delay and report back to the council.

COMMITTEES - Planning

- 2023/369 Minutes of the meeting held on 6th November 2023 were approved** and will be signed at the next planning committee meeting. Thanks were asked to be recorded for the deputy clerks hard work.
- 2023/370 HS2- Update**
- 1. General Project Update** – following the cancellation of HS2’s phase 2 route implications are being considered by HS2 and Department of Transport, such as speed and length of trains. The £36bn saved from cancelling phase 2 will be redistributed to fund new transport projects in the North and Midlands. Align’s contract has been extended to include from the North Portal to Leather Lane and for the Wendover Green tunnel. Align is reviewing the delivery of the new responsibilities and engagement with local stakeholders. Schedule 17 plans are still outstanding for landscaping around the north portal and for the Leather Lane area including landscaping and realignment of the overbridge.
 - 2. Current Progress** – The tunnel boarding machines should reach Hyde Lane in around 3 weeks. As of 9th November a new sink hole has appeared in Hyde End in a field just above one of the tunnel boring machines. The second tunnel boring machine is due to pass through that area shortly and the area has been closed off and is being monitored. Work on the Chesham Road Intervention shaft continues. At the North Portal structures are being prepared for the tunnel boring machines arrival scheduled for February 2024.
 - 3. Frith Hill pedestrian & PRow improvements** - currently proposed are; upgrading the footway alongside Frith Hill, extending the footway towards the B485 along parish owned land, GMI/13upgrade the footpath to a greenway down to the link Road with additional access from Frith Hill.
 - 4. Roadworks** – these continue in the Wendover area over the next few months.
 - 5. Engagement** – Align webinar – Wednesday 6th December at 6,30pm on key milestones in 2023 and drop-in session on 7th December 3-7pm.

Open Spaces and Lighting

- 2023/371 Allotments – Potter Row – tree** – the council noted the recent meeting between Cllrs Pither & Pusey and an allotment holder from Potter Row, regarding a large maple tree in the allotment close to the residents wall and barn. The allotment holder plans to contact the council with a request for work to the tree in the future. The council's arboculturalist has also provided an opinion on the proximity of the tree to the resident's wall/barn.
- 2023/372 James Richards Circus – request to use Buryfield 2024** – the council resolved the request from the circus to use Buryfield from Sunday 4th September 2024 to Sunday 11th August 2024. The council also approved the hire charge of £500 and an additional deposit.
- 2023/373 Tetherdown – request from resident** – following a request from a resident the council resolved to consult with the adjacent neighbours to seek opinion on whether to carry out work on the ivy and bramble covered hawthorn bush at Tetherdown. The report from Sextons that upon investigation that the original hawthorn may not be in good condition was noted, as was the annual tree report's comment that it has good wildlife value. Sexton have quoted £480 + VAT should the council wish to remove the hawthorn bush entirely. A letter will be drafted for adjacent residents.
- 2023/374 Potter Row – request from resident – support for tree** – the request from a resident for support not to remove a large oak tree on his property, as recommended by his insurance company to alleviate subsidence was discussed. The parish council agreed to support this request.
- 2023/375 Path – Buryfield & Prestwood Rec**
- 1. Permission from Bucks Council** – the permission for the path and additional play equipment on Prestwood Recreation Ground was noted.
 - 2. Planning Permission Submission** – following advice from Bucks Council it was agreed to submit two planning applications for lawful development certificates, one for Prestwood Recreation ground to include the path and the play area and one for Buryfield to include the path and the replacement multiplay equipment. The cost of these applications was resolved at approximately £410.
 - 3. Proposal to suspend standing order 7 – to discuss a previous resolution** - this was resolved by majority vote in order to re-consider item 4. below.
 - 4. Consider increasing length of Buryfield path & funding update** – it was proposed and resolved that the path around Buryfield be increased from just around two sides to around the entire field. It was also acknowledged that the application for funding to Align had been successful and the council have been awarded £7,500 towards the path.
Contract Finder has been used to advertise the tender for the replacement play areas and the tenders will be opened in the next week. Contract Finder will also be required to advertise the tenders for the two paths.
- 2023/376 Buryfield – quote for vertidrainning** – the quote from Agripower for £595.00 + VAT was resolved.
- 2023/377 Prestwood Recreation Ground – quote for rubbish collection** – Sexton's quote for rubbish collection on Prestwood Recreation Ground at £33.54/litter pick was resolved. This will be on the same schedule at Prestwood Common, twice weekly in summer and once weekly in winter.
- 2023/378 Prestwood Common – quote to cut hedge adjacent to Honor Road by the telephone poles** – the quote from Sexton's of £375 + VAT was resolved.

- 2023/379 Request to display banners in Buryfield – Gt Missenden School** – the request for a banner in Buryfield to advertise school open mornings was resolved, on the condition that the banner is in place for only two weeks prior to the event and taken down 2 days after the event. It was noted that the firework banner was yet to be removed.
- 2023/380 Annual Tree Work** – the quote from The Tree Man for £5,200 to carry out all work required on the annual tree inspection was resolved. It was noted that three other contractors were approached but did not provide quotes. This exceeds the budget for tree maintenance for this year and general reserves will be allocated if required. The quote for the tree work as requested by a resident at Westrick Walk was not discussed and will be added to the December agenda. |
- 2023/381 Buryfield step & Memorial Hall Car park bollard**
 Bollards – the comparison quote of £785.00 + VAT from S&S Garden Services to replace one bollard outside the Memorial Hall and install a new bollard was resolved.
 Buryfield Step – the comparison quote of £1,594.00 + VAT from S&S Garden Services was resolved for the installation of the step and handrails.
- Finance and General Purposes**
- 2023/382 Staffing Update** – it was noted that there was approximately six weeks of planned sick leave imminent in the parish office. The council resolved to look for a locum to assist in the office for this time for a maximum of 20 hours a week and the appropriate salary scale was agreed.
- 2023/383 Budget Ideas & capital projects** - Cllr Johnstone requested all budget ideas and capital projects to be submitted ahead of the Finance Committee meeting to prepare the budget.
- 2023/384 CIL – update** – the recent CIL payment from Long Meadow, Ballinger and Green Barn Farm, Heath End Road was noted. This brings the current CIL total to £48,708.45, which has been allocated to both the Prestwood Recreation Ground and Buryfield paths and play areas.
- 2023/385 Parish Office Electricity contract for renewal** – the details of the one year renewal of the parish office electricity contract with E-ON were approved.
- 2023/386 NJC Pay Scales** – NJC annual rates of pay agreement for 2022/23 had been agreed. The new scales were noted and the contractual increment backdated.
- 2023/387 Request for Grant – Gt Missenden Chamber of Trade** – the grant of £3,000 for the Great Missenden Christmas event, trees, PAT testing, new lights, rubbish collection, insurance and entertainment was resolved by majority vote.
- 2023/388 Legal Update – The Building Safety Act 2022** – noted.
- 2023/389 Payment of accounts for November 2023 numbers 145 – 170** for a sum of **£33,534.87** (inc VAT) were all agreed for payment and petty cast items for October of **£150.00** were ratified.

Editorial Working Party

- 2023/390 ‘The Source’** – Cllr Hewett advised that there will be articles submitted regarding the allotment presentation event and the Christmas free parking.
- 2023/391 Reports from Representatives to outside Groups** – none.
- 2023/392 Clerk’s Report** - was noted.
- 2023/393 Matters for information** – none.

Future Meetings

- a) Planning Committee – 7.30 p.m. Monday 4th December 2023 – Great Missenden Memorial Centre**
- b) Parish Council – 6.30pm Monday 11th December 2023 – Great Missenden Memorial Centre**