



Minutes of the Parish Council Meeting
held on Monday 13th May 2024 at 7.45 p.m.
Great Missenden Memorial Centre, Link Road, HP16 9AE

Public Forum:

One resident regarding a planning application.

Present:

Councillor A Hewett - chair

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

Also present: Jane Hennessy – clerk

2024/131 Election of Chairman of the Council 2024-2025

Cllr A Hewett stood for election.

Proposed by I Lovegrove and seconded by S Humphreys and there being no other nominations, Cllr A Hewett was elected by unanimous vote.

The Chairman signed a declaration of office which was witnessed by the Clerk.

2024/132 Election of Vice Chairman of the Council 2024-2025

Cllr K Pither stood for election.

Proposed by I Lovegrove and seconded by L Cook and there being no other nominations, Cllr K Pither was elected by unanimous vote.

2024/133 **Apologies:** None.

2024/134 **Declarations of Interest:** None.

2024/135 Appointment of Members to Committees and Working Parties

It was resolved that the following nominations be confirmed:-

Planning Committee

Chairman	Councillor I Lovegrove (proposed C Bains, 2 nd K Pither)
Vice-Chairman	Councillor J Gladwin (proposed L Cook, 2 nd C Bunting)
Members	Councillors: C Bains, C Bunting, M Johnstone, V Marshall, R Pusey, S Rhodes. (As required:- K Pither, A Hewett)

Open Spaces & Lighting Committee

Chairman	Councillor K Pither (proposed T Stevenson, 2 nd I Lovegrove)
Vice-Chairman	Councillor S Humphreys (proposed K Pither, 2 nd V Martin)
Members	Councillors: C Bains, C Bunting, A Hewett, I Lovegrove, V Marshall, T Stevenson, R Pusey

Finance & General Purposes Committee

Chairman	Councillor M Johnstone (proposed J Gladwin, 2 nd V Martin)
Vice-Chairman	Councillor V Martin (proposed K Pither, 2 nd J Gladwin)
Members	Councillors: A Hewett, K Pither, S Rhodes, J Gladwin

Editorial Working Party for "The Source" & Website & Digital Comms

Editor	Councillor A Hewett (proposed I Lovegrove, 2 nd K Pither)
Sub Editor	Councillor I Lovegrove (proposed L Cook, 2 nd C Bunting)
Members	Councillors: L Cook, M Johnstone, M Lee, K Pither, T Stevenson

HS2 Working Party

Chair Councillor M Johnstone (proposed K Pither, 2nd C Bains)
Members Councillors C Bains, A Hewett, K Pither, C Bunting, R Pusey,
V Martin, J Gladwin
Co-opted: Cllr P Martin, Bucks Council

PCC Working Party

Chair Councillor K Pither (proposed I Lovegrove, 2nd L Cook)
Vice-Chair Councillor L Cook (proposed A Hewett, 2nd K Pither)
Members Councillors: C Bains, C Bunting, A Hewett, S Humphreys

Neighbourhood Plan Working Party

Chair Councillor J Gladwin (proposed K Pither, 2nd S Humphreys)
Members Councillors: C Bunting, A Hewett, I Lovegrove, K Pither, V Marshall,
S Rhodes, R Pusey, M Johnstone, C Ormesher

Climate & Environment Working Party

Chair Councillor C Bunting (proposed A Hewett, 2nd V Marshall)

2024/136 Appointment of Members to Local Organisations

Age Concern	Cllr. V Marshall
Great Missenden & Prestwood Revite Group	Cllr K Pither
Charity of Dame Jane Boys	Cllr. L Cook
Bucks Community Board	Cllrs: A Hewett, M Johnstone, K Pither, V Martin, C Bunting, J Gladwin
Misbourne Area Youth	Cllr: L Cook
Stoke Mandeville & Other Parishes Charity	Cllr L Cook
Great Missenden Village Association	Cllrs: V Martin, Mike Johnstone
Great Missenden Chamber of Commerce	Cllr A Hewett, I Lovegrove
Prestwood Village Association	Cllr K Pither

2024/137 Minutes of the meeting held on 8th April 2024 were approved and signed as a true record.

2024/138 Matters arising

- The new bus shelter on Link Road, Great Missenden, is under warranty for 5 years against fire and being kicked in.
- The Community Board has been contacted to confirm that the Broombar Lane parking restrictions should go ahead, whilst the Honor Road parking restrictions are still being reviewed.

- The new play equipment at Buryfield has been added to the insurance, this hasn't incurred an increase in premium for this year.
- Prestwood Community Centre has been vandalised and a large amount of boarding around the back has been broken and pulled off the building. There are also two boards been removed at the front of the building. A resident has logged a call with the police and passed the crime reference to us. The PCSO has been contacted to see if this area can be included in patrols. A quote for repairs will be obtained.

2024/139 Speed Signs/MVAS

- 1. Additional security** – All four moveable speed signs have been reinforced for security purposes and are now back in the office.
- 2. Rota** – the proposed rota for the 4 speed signs was approved. The dates will be confirmed once the volunteers to move them around the parish have been confirmed.
- 3. Maintenance contract** – the maintenance quote from Swarco for the four speed signs was approved by resolution. This is a three year contract at a cost of £3,243.13 + VAT and can be paid annually.

2024/140 Memorial Centre – car park – gully repair – quote – the quote from S&S Garden Services for £295 + VAT was approved by resolution. This is for the gully and drain repair & replacement in the Memorial Centre car park.

2024/141 Community Board – Wycombe Road, Prestwood – survey results – the council noted the final details of this survey. There were 1,195 responses with 80.66% in support of the change in speed to 30mph for the section of Wycombe Road from Lodge Lane to Peterley Lane. This will be passed to the Missendens Community Board in support of the reduction in speed along this section.

2024/142 Prestwood Community Centre (PCC)

- 1. Risk assessment & Health & Safety Policy** – these were noted and adopted by resolution.
- 2. Legionella Risk Assessment** – quote – the quote from Chiltern Water Ltd for £380 + VAT was approved by resolution.
- 3. Car Park resurfacing** – specification – the specification was discussed and approved for quotes. It was suggested that a hump should be considered to slow drivers down along the side of the scout hut and this is something that can be added afterwards. Quotes will be obtained.

2024/143 The Cage – Quote for drawings for listed building consent application – the requirement for scale elevation plans of the building and the architectural drawings of the Cage and door were discussed. A quote has been received for £740. Cllr Lovegrove offered assistance to obtain a cheaper quote.

2024/144 Photography Project – update – it was agreed to defer the planned May exhibition of photographs to later in the year. It was also resolved that the budget of £150 was available to purchase mounts to frame the photographs. Cllrs Bains and Lee will progress this and Cllr Ormesher volunteer to assist.

2024/145 Pride Flags - draft response to email – for discussion – the draft response to the resident's complaint email was discussed and amendments requested. Cllrs Bains, Cook and the clerk will ensure the suggested amendments are made and that the response is sent with some urgency.

2024/146 Future of The Source – for discussion – following the suggestion that the next issue of The Source may be the last one, Cllr Lee requested that the parish council consider what support can be offered to enable the continuation of this valuable community

paper. Cllr Hewett advised that The Source were arranging a meeting to discuss this and member of the parish council would be invited.

- 2024/147 Temporary Footpath Closure – Great Missenden no. 44** – the notification from Bucks Council of the closure of this footpath for one year due to the poor condition of the path surface was noted. The council requested that the clerk contact Bucks Councillor Peter Martin and the Community Board for further information to see if works are planned to improve the surface of the footpath and in which case to see if there was anything that the Community Board can do to expedite the re-opening.
- 2024/148 Draft Street Trading Policy** – notification of extension of consultation – the clerk is attending a meeting on 14th May for further information on this proposed policy and will forward a draft response for the councillors to consider.
- 2024/149 Committee Meetings** – request to consider timings – it was resolved that the dates for all standing committee meetings will be set at the December meeting for the following year, and this will be following consultation, where required, of the committee members to ensure the dates and times suit the majority. The standing orders will be updated to reflect this change.
- 2024/150 Draft Equality, Diversity & Inclusion Protocol** – for adoption – this was deferred to a future agenda to allow further work on the protocol.

COMMITTEES - Planning

- 2024/151 1. Minutes** of the meeting held on **7th May 2024** were approved with minor amendments.
- 2. Cherry Trees, Broombar Lane** – request for formal representation to Highways – for enforcement of damage to the Lane. This was approved by resolution and a draft will be circulated for approval.
- 3. SANG** – notes from meeting – the council noted the update from the meeting with Paul Redstone from Bucks Council and that a commercial offer from the developer for a SANG on Bucks Council's owned land was awaited. The council agreed to contact Natural England, Bucks Council planning department and Bucks Council's Corporate Director of Property to try and encourage a satisfactory outcome for Great Missenden.
- 4. Annual review of Terms of Reference** – these were reviewed and adopted by the council.
- 2024/152 HS2- Update**
- 1. Sinkholes – Align** – The recent rain has delayed the filling of the two last sinkholes Frith Hill. This is due to start mid-May and could take up to 6 weeks.
- 2. Chesham Road Intervention Shaft** - the steelwork installation is in progress for the Chesham Road Intervention Shaft buildings. The full installation should be completed by the end of this year.
- 3. North Portal to the HS2 Chiltern Tunnel** – the dismantling work of the tunnel boring machines continues. Local councillors from The Lee PC, Great Missenden PC and Bucks Council along with Environmental Offices visited the site in the evening to review the mitigation in place to ameliorate lighting and the impact of noisy works. There has to date been no residents' complaints. HS2 have permission to carry out the discharge of surface water from the North Portal site attenuation ponds into the ditch along the A413 to reduce the levels of the ponds. There is concern that the ditch is getting blocked and could flood onto the A413.
- 4. Wendover Roadworks** - the continuing roadworks during May, June & July were noted. There is a temporary road diversion on Ellesborough Road, at the Wendover end to repair and underground cable.

Open Spaces and Lighting

- 2024/153 Open Spaces Minutes** from 9th May 2024 were approved and will be signed at the next Open Spaces meeting.
- 2024/154 Annual review of Terms of Reference** – these were reviewed and adopted by the council.
- 2024/155 Open Spaces Committee Meetings Dates** – the next dates of 16th July at 4.30pm and 23rd October at 5.00pm were agreed by the council.
- 2024/156 Buryfield & Prestwood Recreation Ground** – new paths – the Prestwood Recreation Ground path is due to start on 20th May and take approximately 5 to 6 weeks. The Buryfield path will be started afterwards.
- 2024/157 Guide Hut** – update – the notice from the Great Missenden District Guides of their intention to terminate the lease on the guide hut on Prestwood Common was noted by the council. The guides would like to leave the building in December 2025. The guides hope to continue but do not have the volunteers or the finances to continue to maintain the building. Bucks Council have been made aware. Cllr Pither and the clerk met with the District Commissioner to view the guide hut.
- 2024/158 Allotments - Vehicles on allotments** – it has been agreed to review this in a couple of weeks as there is still rain forecast and the ground is very soft.
- 2024/159 Prestwood Nature – request for interpretation boards at Greenlands Lane** – the council approved the request for one interpretation board to be located in the pollinator friendly garden at Greenlands Lane allotment site. Prestwood Nature have confirmed that they have £5 million public liability insurance which will cover the board. The council's preference would be for £10 million insurance and if Prestwood Nature would consider increasing their insurance then they could approach the council for a grant to assist with any increase in premium. Alternatively, Prestwood Nature could consider donating the board to the parish council, once installed, and it would therefore be covered by the parish council's insurance.
- 2024/160 Prestwood Nature** – request for open day 9th June – this was approved by resolution. Prestwood Nature would need to provide a copy of any Temporary Events Notice that is required for entertainment, etc. They would also be reminded that BBQ's are not permitted.
- 2024/161 Prestwood Nature** – request for meeting regarding Sheepwash Pond was agreed. Cllrs Pither, Humphreys and Marshall volunteered to attend.
- 2024/162 Potter Row – Maple tree** – the council noted the surveyors report provided by the resident. The report indicated that the garage/barn had been poorly maintained which had caused the majority of the deterioration. However, in order to make the required repairs the tree would need to be considered.
- 2024/163 Lighthouse & Circus –dates** – the overlap in dates of Sunday 4th August was noted. The circus have kindly agreed that they will arrive on the morning of Monday 5th August and Lighthouse have re-arranged their schedule and arranged for the marquees to be removed on Sunday 4th August and will endeavour to have all other equipment removed from Buryfield on that Sunday, although the fencing may need to be collected on 5th August, but this could be stacked out of the way of the circus.
- 2024/164 Buryfield Adventure Play area** – proposal to reposition benches & purchase new metal benches was considered. It was agreed to defer this until after the paths and zip wire have been installed.

Finance and General Purposes

- 2024/165 Internal Audit report** – this was reviewed and accepted by the council, with no matters of concern.
- 2024/166 Approval of the Annual Governance Statement & Accounting Statements** - Copies of the accounts and the Annual Return, along with the suggested distribution of funds into earmarked reserves, updates to the asset register and total S137 spending for the year, had been circulated to all Councillors and were all approved by resolution. The council read the annual governance statement 2023-24 and approved by resolution. This was signed by the chair of the meeting and the clerk. The Accounting Statements for 2023-24 were then duly read, approved by resolution and signed by the chair of the meeting. All documents were adopted unanimously.
- 2024/167 Parish Warden – update & additional costs** – the council noted the confirmation of the new parish warden and intention to start on 28th May. The following additional costs were resolved:
- Payroll – to add one additional person – DM Payroll - £12/yr
 - Trend anti-virus – one additional licence – Ikon Ltd - £40/yr
 - Microsoft Office 365 – one additional licence – Ikon - £85/yr
- 2024/168 Laptop** – quote – the quote from Ikon for £523.12 + VAT for a Lenovo laptop plus setup costs was approved by resolution.
- 2024/169 Risk Register & Asset Register** – the council reviewed the updated risk management scheme and asset register and resolved to adopt both documents.
- 2024/170 Standing Order & Financial Regulations** - the council reviewed these documents resolved to adopt both the Standing Orders and the Financial Regulations. The current clerks delegated powers detailed in the standing orders were also reviewed and adopted by resolution. It was noted that NALC had produced new model Financial Regulations last week and that these will be reviewed and presented for adoption at a future meeting.
- 2024/171 Code of Conduct** – this was reviewed and adopted by resolution without amendments.
- 2024/172 Petty Cash** – it was resolved that there was still a requirement to hold a small amount of petty cash and a float will be retained in the office to a maximum of £150.
- 2024/173 Attendance Record** – the councillor attendance record for the last year was noted.
- 2024/174 Banking Arrangement** – Signatories, Direct Debits and Standing order – the current monthly direct debits, including EON, SSE Energy, TalkTalk, ICO and Castle water were all noted. The current signatories on the bank account of Cllr Hewett, Johnstone, Humphreys & Lee and also the clerk (in order to set up online payments) were all reviewed and resolved.
- 2024/175 GDPR** – The GDPR policy was reviewed and adopted by resolution, without amendment.
- 2024/176 Request for a grant – The Source** – the council approved the grant for £1,000 towards insurance by resolution.
- 2024/177 Request for a grant – The Source** – the council approved the grant for £798 towards printing costs by resolution.
- 2024/178 Payment of accounts for May 2024** – nos **21 – 45** for the sum of **£40,793.93** inc VAT were all agreed for payment and petty cash items of **£56.11** were ratified.
- Editorial Working Party**
- 2024/179 'The Source'** – Cllr Hewett advised that articles for the next edition of The Source were welcomed.

2024/180 Council Facebook – it was agreed to look at a communications strategy before setting up a Facebook account.

2024/181 Reports from Representatives to outside Groups – none.

2024/182 Clerk's Report – noted.

- The reduced office hours w/c 20th May were also noted due to staff holidays.

2024/183 Matters for information

- The missing dog waste bin lid on Honor Road junction with Sixty Acres, Prestwood was noted, and a request to obtain a replacement lid.
- The replacement dog waste bin on Chequers Lane, Prestwood has not yet been installed.

2024/184 Confidential Items

It was resolved that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted

2024/185 Personnel Matters – the pay scale for the parish warden's contract was resolved.

Meeting closed at 9.50pm

Future Meetings

a) Planning Committee – 7.30 p.m. Monday 3rd June 2024 – Great Missenden Memorial Centre

b) Parish Council – 7.30pm Monday 10th June 2024 – Prestwood Village Hall