



**Minutes of the Annual Parish Council Meeting**  
**held on Monday 12<sup>th</sup> May 2025 @ 7.30pm**  
**Memorial Centre, Link Road, Great Missenden**  
**Bucks HP16 9AE**

**Public Forum:** Representatives Leather Lane Conservation Group

**Present:** Cllr A Hewett - Chair

Cllrs: C Bunting, C Bains, L Cook, M Everitt, H Farrelly, M Johnstone, C Ormesher, K Pither, M Lee, V Marshall, V Martin, R Pusey,  
Also present: Jane Hennessy, clerk

2025/143 **Election of Chairman of the Council 2025-2026**

Cllr A Hewett stood for election.

Proposed by K Pither and seconded by L Cook and there being no other nominations, Cllr A Hewett was elected by majority vote.

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

2025/144 **Election of Vice Chairman of the Council 2025-2026**

Cllr K Pither stood for election.

Proposed by L Cook and seconded by V Martin and there being no other nominations, Cllr K Pither was elected by majority vote.

2025/145 **Apologies** – Cllr J Gladwin

2025/146 **Declarations of Interest** – none.

2025/147 **Appointment of Members to Committees and Working Parties**

It was resolved that the following nominations be confirmed:-

**Planning Committee**

Chairman	Councillor C Bunting (proposed V Martin, 2 <sup>nd</sup> L Cook)
Vice-Chairman	Councillor J Gladwin (proposed C Bunting, 2 <sup>nd</sup> L Cook)
Members	Councillors: C Bains, C Bunting, M Everitt, M Johnstone, V Marshall, R Pusey. (As required:- K Pither, A Hewett)

**Open Spaces & Lighting Committee**

Chairman	Councillor K Pither (proposed C Ormesher, 2 <sup>nd</sup> L Cook)
Vice-Chairman	Councillor A Hewett (proposed K Pither, 2 <sup>nd</sup> C Ormesher)
Members	Councillors: C Bains, C Bunting, M Everitt, V Marshall, C Ormesher, R Pusey

**Finance & General Purposes Committee**

Chairman	Councillor M Johnstone (proposed V Martin, 2 <sup>nd</sup> A Hewett)
Vice-Chairman	Councillor V Martin (proposed K Pither, 2 <sup>nd</sup> C Bains)
Members	Councillors: A Hewett, K Pither, J Gladwin

**Editorial Working Party for “The Source” & Website & Digital Comms**

Editor	Councillor A Hewett (proposed R Pusey, 2 <sup>nd</sup> C Bunting)
Editor – Digital Comms	Councillor C Bunting (proposed L Cook, 2 <sup>nd</sup> C Bains)
Members	Councillors: L Cook, H Farrelly, M Johnstone, M Lee, K Pither

**HS2 Working Party**

Chair	Councillor M Johnstone (proposed L Cook, 2 <sup>nd</sup> C Bunting)
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 L Cook, 2 <sup>nd</sup> V Marshall)
Vice-Chair	Councillor C Bains (proposed L Cook, 2 <sup>nd</sup> C Bunting)
Members	Councillors: C Bunting, L Cook, A Hewett

- 2025/148 **Appointment of Members to local organisations**
- |   |   |
|---|---|
| Age Concern                               | Cllr. V Marshall  |
| Charity of Dame Jane Boys                 | Cllrs C Bains, K Pither   |
| Bucks Community Board                     | Cllrs: A Hewett, M Johnstone, K Pither,<br>V Martin, C Bunting, J Gladwin |
| Stoke Mandeville & Other Parishes Charity | Cllr L Cook   |
| Great Missenden Village Association       | Cllrs: V Martin, Mike Johnstone   |
| Great Missenden Chamber of Trade          | Cllr A Hewett, I Lovegrove  |
| Prestwood Village Association             | Cllr K Pither   |
| Prestwood Community Association           | Cllr K Pither   |
- 2025/149 **Declaration of Office** – All attending councillors completed their forms prior to the meeting. Cllr John Gladwin’s apologies were accepted for the meeting it was resolved that his declaration of acceptance of office form will be signed in the presence of the clerk before the June meeting.
- 2025/150 **Minutes of the meeting held on 7<sup>th</sup> April 2025** – were approved and signed as a true record.
- 2025/151 **Matters arising**
- The update from Roald Dahl on the changes to the proposed development plan were noted.
  - Wychwood Rise vegetation around streetlight – confirmation has been received from the residents that they are obtaining a quote for the work and it is hoped to be carried out by the end of the month.
  - An inspection of the hedge at Spurlands End Road allotments has been carried out by Cllrs Pither & Hewett following a request for height reduction by an adjacent property owner. A meeting will now be arranged with the property owner.
  - A complaint about noise during Lighthouse week was noted.
  - The defibrillator for South Heath crossroads has now been delivered. Quotes are being sought for the installation, so that a street works licence can be submitted to Bucks Council.
  - The response from Bucks Council Licensing department was noted. It was not possible for the council to object on any eligible grounds however changes have been agreed on delivery traffic and hours with the applicant.
  - Little Missenden’s Neighbourhood Plan has been received and the parish council has been consulted. The consultation period ends on 25<sup>th</sup> June 2025. This will be added to the next Planning Committee meeting agenda.
  - Buryfield car park may have some of its lining refreshed, with surplus lining from the lining works on A413 and Link Road. Bucks Council, as the manager of the car park have agreed. There will be a cost of £2.20/metre which will be included as part of the car park operational costs.
  - Bucks Council are now not displaying any planning comments from residents. All historical comments have been removed from the planning portal. Cllr Bunting reported that BMKALC have written to Bucks Council on behalf of parish & town council’s objecting to this.
- 2025/152 **MVAS/YSI – Speed Signs**
- 1. South Heath – Ground screw** – the update that Truvelo Ltd can no longer provide an installation service for the previously approved groundscrew was noted. They have sent a revised quote to supply only two groundscrews of £220 + VAT and this

was resolved. The groundscrews are slightly different and therefore it will need to be confirmed that they are correct, in writing, with the supplier. A further quote for installation will be obtained from an alternative contractor. The cost of the streetworks licence has previously been approved in February 2025 (item 25/38).

**2. Replacement Batteries** – the council noted that one of the older MVAS speed signs was not working correctly. It may be the batteries and these are being tested. The council resolved the total cost of £593.70 for one small battery (£143.73) and one large battery (£449.97), if required.

2025/153 **Red Lion/Land at Station Approach/SANG – Abbey Park, Great Missenden** – update – It was reported that discussions are ongoing with the developer, Peker Holdings, and Network Rail to see if an access agreement can be reached in order for construction traffic to use the railway land as a route to the Red Lion development. This would be whilst the negotiations for the Land at Station Approach planning application (PL/21/0534/FA) and associated SANG application are ongoing. It is hoped that an agreement for access can be reached to avoid disruption to the High Street. In the meantime, the main delay for the SANG application is the requirement for the developer to pay a commuted sum for 80 years maintenance at the outset. This is a requirement from Bucks Council which Peker Holdings do not currently agree to. It is also being discussed that the strategic SANG application for Halfway House in Chesham, PL/24/0459/FA, may fall just within the catchment area for the Land at Station Approach application. A further meeting is being held on 22<sup>nd</sup> May at Bucks Council's offices. Cllr Hewett has been invited to attend.

2025/154 **Prestwood Community Centre (PCC) - Risk assessment & Health & Safety Policy** – Cllr's Cook and Hewett will carry out the annual risk assessment and health and safety policy review and present them to the council.

2025/155 **Free Parking Dates** – Update – response from Bucks Council, under the new arrangements only the Buryfield and Prestwood High Street car parks will be included in the free parking scheme on 29<sup>th</sup> November & 6<sup>th</sup> December. These are the two dates allocated by the parish council. The 13<sup>th</sup> & 20<sup>th</sup> December, allocated by Bucks Council, will also include the Link Road car park in Great Missenden. It was suggested a letter to be sent to Bucks Council asking for Free Bus services instead of free parking dates.

2025/156 **Pride Flags – update & quote for approval** – the advertising consent planning application has been submitted and is awaiting decision. The application has been advertised in the local press and there are currently 18 comments on the application. The majority are objections however the context of the objections is not possible to view. The cost of £374.85 + VAT from Lamps & Tubes to put up and take down the flags was approved by resolution, as was the £65.25 + VAT if additional flags are required. It was also noted that there had been three letters of objection sent directly to the parish council office. The decision date on the application is 10<sup>th</sup> June however it may be possible for Bucks Council to make a decision before this date.

2025/157 **Proposal to move towards paperless agendas & handouts** – the council discussed this and some councillors still expressed a preference for paper copies. This proposal was therefore not approved.

2025/158 **Proposal to consider a bus stop & shelter on Prestwood High Street** – this was discussed as a request from residents have been received as there is only one bus stop with a bench and this is outside the village hall. It was agreed to liaise with

- Bucks Council to see if there are any suitable locations. Cllr Bunting and Hewett to arrange to meet with Local Area Technician to see if there are any suitable locations.
- 2025/159 **Thames Water – letter & meeting** – the response from Thames Water was noted. In summary it explained the challenges of groundwater, river & surface water and explained that these combined were the causes of the sewer flooding in Great Missenden last winter. Thames Water do have a programme of relining pipes and sealing manholes. Bucks Councillor Peter Martin has arranged a meeting with Thames Water & Little Missenden PC meeting on Friday 16<sup>th</sup> May @ 12.00pm. Cllrs Hewett, Johnstone & Bunting to attend and report back.
- 2025/160 **General Power of Competence** – the parish council must meet the two criteria required to adopt the General Power of Competence as set out in the Localism Act 2011 section. The elected members must equal or exceed two thirds of the total number of Councillors. The parish council have 14 elected councillors (out of 16) at the recent election. The Clerk must be qualified, holding the Certificate in Local Council Administration. As the criteria were met, the parish council resolved to adopt the General Power of Competence.
- COMMITTEES - Planning**
- 2025/161 1. **Minutes** of the meeting held on **28<sup>th</sup> April 2025** were approved and will be signed at a later date.  
2. **Annual review of Terms of Reference** for Planning Committee - these were reviewed and adopted by the council, including delegated powers in specific circumstances.
- 2025/162 **HS2- Update**  
- Leather Lane – the schedule 17 application for Leather Lane overbridge has now been submitted by ALIGN. This design has been in progress for around 4 years. Leather Lane Conservation group, along with others, have been closely monitoring the design and continually calling for reviews of the design to ensure mitigation for the local wildlife. This has resulted in the current design of a green box overbridge with a width of 25m, planting on the bridge to help bats & other wildlife, a lower profile for the track crossing and improved planting for the wildlife corridor.  
- The proposed final design has also saved approximately 100 mature trees including the lone hedgerow oak near Hammonds Hall Farm.  
- Thanks are recorded for all the work that the Leather Lane Conservation Group have put into ensuring the final design works well for the environment and puts wildlife habitat at the forefront.  
- There is a community event on Wednesday 21<sup>st</sup> May at Missenden Abbey 4pm – 8pm to present the new Leather Lane overbridge plans.  
- There are some outstanding concerns regarding Leather Lane, including drainage, security fencing and noise barriers and the impact of lane closures during the construction period.
- Open Spaces and Lighting**
- 2025/163 **Open Spaces Minutes from 9<sup>th</sup> April 2025** – the minutes were approved and will be signed at a later date.
- 2025/164 **Annual review of Terms of Reference** – these were reviewed and adopted by the council.
- 2025/165 **Dog Waste Bin Charges** – following the order for two dog waste bins, the annual increase in the charges for installation and emptying were resolved as follows:- wo

bins have been ordered at a cost of £373 + VAT/post mounted bin and the annual emptying cost is now £140 + VAT/ bin.

2025/166 **Planter, Great Missenden** – the Plant Specialist has advised that they can no longer look after the planter on Great Missenden High Street. A new contractor will be sought.

2025/167 **Buryfield Skate Park** – a complaint was received regarding the state of repair and layout of the skate park. The annual playground inspection has not highlighted any high or moderate concerns that have not been addressed by the council. An order has been placed for some low risk repairs and a date awaited for the work to be carried out. The complaint asked the council to consider a replacement skate park to their list of projects. A response will be sent.

2025/168 **Play Equipment Inspection Training** – it was resolved for Graham Sexton to attend a one day play equipment inspection training course. The cost of £166 for the course and £130 for the exam were resolved. The next course is on 29<sup>th</sup> May.

2025/169 **Allotments - Shed request** – the request for a shed for plot 22A Nairdwood Lane was approved.

2025/170 **Buryfield Skate park fencing damage** – Sexton Fencing have repaired the recent damage to the skate park fencing, replacing approximately 10m of fencing for a cost of £722 + VAT. Due to safety concerns this was approved under clerks delegated powers.

#### **Finance and General Purposes**

2025/171 **Community Infrastructure Levy** – Bucks Council advised £1,149.31 will be received in a CIL payment.

2025/172 **Councillor Email Addresses** – the requirement for all councillors to be using an authority owned email address was noted. Those councillors not using a greatmissendenpc.co.uk address were asked to contact the clerk to arrange for one to be set up. This is as per the 2025 Practitioners Guide for Governance & Accountability.

2025/173 **Risk Register & Asset Register** – the council reviewed the updated risk management scheme and asset register and resolved to adopt both documents.

2025/174 **Standing Order & Financial Regulations** - the council reviewed these documents and resolved to adopt both the Standing Orders and the Financial Regulations. These are based on the latest NALC model templates. The clerks delegated powers detailed in the standing orders were also reviewed and adopted by resolution.

2025/175 **Code of Conduct** – this was reviewed and adopted by resolution without amendments.

2025/176 **Petty Cash & prepaid debit card** – the arrangements for these were reviewed and it was resolved that there was still a requirement to hold a small amount of petty cash to a maximum of £150. It was also resolved to increase the amount held on the prepaid debit card to £500.

2025/177 **Attendance Record** – the councillor attendance record for last year was noted.

2025/178 **Banking Arrangement – Signatories, Direct Debits and Standing order** – the current monthly/annual direct debits; EON, Octopus, Ecotricity, TalkTalk, ICO and Castle water were all noted. It was resolved to set up a further direct debit to Ikon ICT Ltd for the monthly charge for broadband and VOIP telephone service. The current signatories on the bank account of Cllr Hewett, Johnstone & Lee and also the clerk (in order to set up online payments) were all reviewed and resolved. It was agreed to

remove Steve Humphreys as he is no longer a councillor and resolved to add Cllr Pither as a signatory.

2025/179 **Data Protection Policy & GDPR** – these were reviewed and adopted by resolution.

2025/180 **Subscriptions** – the current annual subscriptions to NALC, BMKALC, ICCM, Open Spaces Society, SLCC, Chiltern Society, CPRE, ICO and National Allotment Association were reviewed and agreed.

2025/181 **Payment of accounts for May 2025** numbers **29 – 52** for the sum of **£22,283.40 + VAT** were all agreed and sundry items of **£49.70** ratified.

It was noted that the April payment of the precept has been received **£165,084.00**

**Editorial Working Party**

2025/182 ‘The Source’ – articles invited for the next issue of The Source, planning comments removed from Bucks Council website by Cllr Bunting and an article on not feeding red kites were suggested. It was also discussed that the donations received for The Source were fewer than hoped for from the first edition.

2025/183 **Reports from Representatives to outside Groups**

A reminder that Stoke Mandeville & Other Parishes Charity have some funds that individuals can apply to. Please enquire via their website.

Thanks are recorded from Prestwood Community Association for the recent grant.

2025/184 **Clerk’s Report** - noted, along with planned holidays.

2025/185 **Matters for information** – none.

**Future Meetings**

**a) Planning Committee – 7.30 p.m. Monday 2<sup>nd</sup> June 2025 – Great Missenden Memorial Centre**

**b) Parish Council – 7.30pm Monday 9<sup>th</sup> June 2025 – Prestwood Village Hall**