



**Minutes of the Parish Council Meeting
held on Tuesday 14th April 2020 via teleconference (Powwownow)
at 7.30 p.m.**

(Meeting held by teleconference as per The Local Authorities and Police and Crime Panels (coronavirus) Regulations 2020)

Public Forum:

None.

Present: Councillor A Hewett, Chair
Councillors: L Cook, S Humphreys, I Lovegrove, M Johnstone, M Lee,
V Marshall, V Martin, K Pither, T Stevenson

Also present: Jonathan Brooke, Jane Hennessy, clerk

1. Apologies: Councillors, A Brazil, C Baxter, R Pusey, S Rhodes

2. Declarations of Interest:

Cllr Martin – item 8.

3. Standing Order update – proposals for remote meetings & delegated authority

Following the recent law change to allow remote meetings and subsequent regulations (The local authorities and police and crime panels (Coronavirus) (flexibility of local authority and police and crime panel meetings) regulations 2020) the council resolved the following addition to the standing orders:-

27. Remote Meetings

In the circumstances that regulations permit remote meetings the following applies:-

- a) Voting - voting shall be by a verbal roll call.
- b) Meeting notifications and agendas will be made available on the council's website, and where possible noticeboards. Video/teleconferencing access to the meeting will be available to the public and press.
- c) Minutes will be published as usual on the parish council's website, or copies are available on request to the clerk.

The following delegated authority to the clerk was also resolved by the council:-

In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The clerk will further consult with the chairman for guidance, as necessary. Any decision made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place

4. Councillor Vacancy

The council discussed the application for the parish council vacancy, the legal casual vacancy process had been completed in December 2019 both CDC and BALC had confirmed that the co-option could go ahead. Due to the postponement of the local elections due to Covid-19 it was decided to continue with the co-option procedure. Jonathan Brooke was unanimously voted for co-option. Jonathan remained in the rest of the meeting as an observer.

5. Minutes The minutes of the meeting held on 9th March 2020 were **agreed** as a correct record and will be signed when lockdown restrictions allow.

6. Matters arising

The clerk confirmed that the lease of the pavilion at Prestwood Common between GMPC, Bucks Council and The Colts has now been signed and completed.

The following works have been postponed due to the Covid-19 virus:-

- the remainder of the parish tree work by Dickinsons
- the installation of the multi play area at Prestwood Common
- Ballinger playground repairs

Prestwood Community Centre and Great Missenden Memorial Centre have been closed from 19th March 2020 due to Covid-19.

7. Covid-19 – Parish Update

Following the governments advice on social distancing and to stay at home from Monday 16th March, the schools closing on 18th March, followed by pubs, restaurants and leisure facilities closing on 20th March and lockdown measures announcing on 23rd March, there has been a tremendous response by the local community. Lindsey Farn has been pivotal in setting up the 'Your Prestwood & Great Missenden Coronavirus Community Group'. This is an organised group of volunteers by street, with 9 zone leaders. Leaflets have been posted through the majority of doors in the parish and a contact email address has been set up hello@prestwoodandmissenden.org.uk. A new food donation bin has been set up in the Co-op in Great Missenden which is collected weekly and delivered to the Chiltern Foodbank for distribution. The churches have been involved in helping with the foodbank. Village Associations have been organising help with those in need and have been posting information on their websites. Bucks Council have set up Community Hubs and Area Co-ordinators have been appointed to offer help organising local volunteer groups.

The parish council have been approached and agreed use of Prestwood Community Centre/GMMC to help pack and store food parcels for delivery by local volunteers, although currently this has not been required as a local volunteer food delivery scheme has been set up in conjunction with the Co-op in Prestwood.

The parish council is staying in touch with the local groups to offer any help required.

Cllr Pither requested that a letter is drafted to the local Facebook group to thank their tremendous work in these unprecedented times.

8. Parking

- i) The planning application for the proposed Buryfield car park extension is still awaiting determination. The deadline has been extended to Friday 17th April.

- ii) The email response from Chiltern District Council accepting the council's offer of £2,000 towards the cost of recent pot hole repairs in Buryfield car park was noted. These funds will be included in the annual Buryfield car park accounts. The email also confirms that CDC aim to meet with the school once the current lockdown restrictions have been lifted. The parish council have asked to be involved in this meeting.

9. LAF – Prestwood Parking Scheme - update

The email from Transport for Bucks (TfB) advising that all the remaining lining works on London Road, Great Missenden and Blacksmith Lane, Prestwood were almost completed on 14th March. The remaining work on Blacksmith Lane was unable to be completed due to a parked car. TfB have requested that GMPC liaise with the residents to establish the owner of the car. It was suggested by Cllr Martin that TfB have access to car registration data and may be better placed to locate the owner of the vehicle. The clerk was requested to contact TfB to relay this information.

10. Great Missenden Memorial Hall – update and blocked drain

Cllr Humphries advised that there had been reports of a blocked drain in the car park of the GMMC. DynoRod were called out and located the problem in the main sewage drain which runs along the Buryfield towards Abbey Walk. These drains are not the responsibility of GMPC. A call was then logged with Thames Water who came and cleared the drain. A call out charge of £130 + VAT to Dynorod was approved by the chair.

With regards the ongoing refurbishment works the stripping and polishing of the floor was now completed and the decorating nearly finished. It is planned that the work on the removal of the dormer window should start next week followed by the bi-fold door installation. Cllr Humphries proposed that the decorators are paid an interim payment next week, instead of waiting until the payment run in May. This was resolved by majority vote. The funds will then be reclaimed from HS2 via Groundworks.

Cllr Pither requested that thanks to Cllr Humphreys for all his work on this project was recorded in the minutes.

11. May Parish Council meeting – update and consider changing the date

The date for the May parish council meeting is currently Monday 18th May, this date was set to accommodate the local elections. As the elections have now been cancelled the council considered moving the date to 11th May.

Recent Coronavirus emergency regulations have removed the requirement for an annual parish council meeting meaning that the appointment of chair, vice-chair, committees chairpersons continues until the next annual meeting of the authority – May 2021.

The regulations make no provision for the annual parish meeting to be held remotely and therefore guidance from NALC is that these should therefore not take place.

The council therefore resolved to hold a short ordinary parish council meeting on May 11th for any urgent business and would include the chairman's report usually presented at the annual parish meeting.

12.HS2 Road Safety Fund – proposed Chiltern Hospital roundabout

It was agreed by majority resolution to submit an expression of interest to the HS2 Road Safety Fund for a roundabout on the A413 at the Chiltern Hospital junction. Cllr Hewett reported that Little Missenden Parish Council were also in support of this proposal. The council resolved by unanimous vote for this project.

In the event that this submission was unsuccessful the project to extend the footway down Frith Hill (SHL) for safety reasons will be submitted.

13. Reports from Committees

a) Planning Committee

i) The minutes of the meeting held on **6th April 2020** were agreed and confirmed.

It was pointed out that application by the Great Missenden Church of England Combined School, **PL/20/0723/FA** was not opposed in principle but that the council had some concerns of which the 2 important ones were:

Firstly; the Parish Council is disappointed to see that no provision has been made on the site for access and turning for school coaches which is the responsibility of the school and Buckinghamshire Council and not of the Parish Council,

Secondly; the plans make no reference to the fact or acknowledge that access by vehicle to and from the school and the proposed entrance is in part by way of licence only from the Parish Council as owners of adjoining land adjacent to the school and being part of Buryfield.

b) HS2

i) Impact of Covid-19 restrictions on HS2 Project

Cllr Johnstone reported that there was guidance from HS2 advising that construction activity can continue during this time as long as there is compliance with government & PHE guidance. However Align and EK have suspended all work but Fusion have continued with the enabling works. Work is continuing to complete Frith Hill, investigation works on the Link Road and the re-routing of power cables near the north portal to the Chiltern Tunnel.

ii) Mitigation Frith Hill Roadworks

The Road Safety Audit, stage 3, was carried out following completion of the main work. Some additional work is needed to correct some of the RSA findings and these are likely to be carried out at night. Cones remain on Frith Hill pending resolution of a dispute between BC and HS2

iii) Mitigation Link Roadworks

Following a telephone conference with Fusion and Bucks Council to review the forthcoming mitigation work on the Link Road and the traffic management plan it was noted that:-

- The preliminary investigation work, vegetation clearance and layout of the utilities on the verge was due to start on 6th April. Schedule 4 approval was given but Buckingham Group needed at least two week notice to start.
- In which case the work may now start on 14th April, taking note of Covi-19 restrictions
- Finally it was indicated that the work may not indeed start until May, primarily because the schools are still likely to be closed and a simplified traffic management plan may be suggested.

It was noted that Fusion are still planning for a timetable of 7 weeks for the main works. When the advance works notice is published this should be communicated widely in the parish, meetings with the campaigners should be arranged and temporary replacement parking considered on Buryfield picnic area.

The option of holding a parish meeting is currently not an option due to the lockdown restrictions and government regulations.

iv) Enabling works – power lines

The new pylons are built but the power cables have yet to be moved. The public rights of way remain closed.

c) Open Spaces and Lighting

i) Quote to Clear Weeds

The council resolved to accept the following quotes from Sextons:-

- Clear all weeds inside the perimeter of Gryms Dyke play area - £95 + VAT
- To cut back brambles on the outside of the Buryfield tennis courts so that litter can be removed - £150 + VAT

ii) Prestwood Common Track - Update

It was noted that the Prestwood Common Track had now been advertised on Contract Finder with a closing date for tenders at 31st May 2020.

iii) Prestwood Community Centre - Charges

It was resolved by unanimous vote to remove all charges for cancellations of bookings at the Prestwood Community Centre due to the Covid-19 outbreak from 18th March onwards.

iv) VE Day Small grant scheme – for noting

The email from Chiltern District Council advising that the £150 small grant fund should be used by either considering an alternative approach to VE Day or to carrying out the event when appropriate to do so, was noted.

v) GMVA Village Fete – 21st June – tennis court request

The council deferred this request until the May meeting to allow permission to be given in line with relevant government guidelines applicable nearer the time.

vi) Request for Bike Rack in Great Missenden

The council considered the request from a local volunteer running local bike rides for ladies for additional bike racks in Great Missenden to encourage more local cyclists to use the village cafes and restaurants. The council agreed that they would like to support this and as Cllr Johnstone has already been working on a similar project he suggested that a face to face meeting in the village with the volunteer would be the best way to progress this. Cllr Pither requested to join this meeting, which will take place once the lockdown restrictions are removed.

vii) Prestwood Community Centre – Busy Homes – price increase

The notice of a price increase to £62.00 per week of 2 visits for cleaning of Prestwood Community Centre was accepted by resolution.

viii) Woodland Trust Trees

The 30 trees have now been delivered and are being stored in a pot by Cllr Marshall. It was agreed in addition to planting the trees on the Buryfield, some trees could be planted at Prestwood Common. It was agreed a meeting be arranged at Prestwood Common, once restrictions are lifted, to suggest locations. Cllrs Pither, Humphreys, Marshall, Hewett & Stephenson requested to attend the meeting.

ix) Buryfield Toddler Pocket Park

An order has been placed for the finger posts, benches & lecterns just prior of the lockdown restrictions with Whitehill Ltd. However, due to the restrictions the materials are not available currently. The proforma invoice for £4,840 + VAT has therefore not been paid and the deputy clerk has contacted Whitehill for further details of the order and payment.

x) Prestwood Community Centre – PAT testing

The council resolved to continue annual PAT testing of equipment at Prestwood Community Centre and the parish office, whilst noting that it is not a legal requirement but for the safety of the users of these buildings.

d) Finance & General Purposes Committee

i) Covid-19 Operational Contingency Plan – for adoption

The council resolved by unanimous vote to adopt the draft plan for operational contingency in light of the current Covid-19 pandemic. Most of the measures are already in place to ensure continued operating of the council.

ii) Purchase of laptop for parish office, anti-virus software and Office 365

Following the urgent need for the clerks to work at home during the lockdown restrictions a laptop was purchased via Landaur Computing Ltd at a cost of £845 + VAT (following price comparisons) and a £12 delivery charge. An additional anti virus software licence was also purchased at a cost of £90.40 + VAT which will expire in July 2021 in line with the other two licences that the council hold. A licenced copy of Office 365 was also purchased for the laptop at a cost of £59.99. These items were included in the 2020/21 budget.

iii) Purchase of teleconferencing subscription

A subscription with Powwownow has been taken out in the name of the council. It is a cost of £12/month, currently paid for by Cllr Hewett as a credit card was required for payment. It is a pro subscription which gives a local rate dial in number 0330 with up to 15 people able to join using their computers webcam. An unlimited amount of people can join meetings using their phone. The subscription can be cancelled at any time. This has allowed remote meetings to take place, as permitted in the recent regulation change during the Covid-19 lockdown restrictions.

iv) Grant awarding policy – for review

The current grant policy was reviewed and adopted by resolution with no changes.

v) Possible grant application from Chiltern Foodbank/Trussle Trust

Following reports that the Chiltern Foodbank was in need of funds the grant application form was sent to them for completion. To date a completed form has not yet been received.

vi) Legal Notice LO1-20 remote meetings

Noted.

vii) Payment of accounts for March – final and April 2020

It was **resolved** that accounts numbers **233-244** in the sum of **£26,191.47 (inc VAT)** for **March – final** and account numbers **1-18** in the sum of **£13,483.91 (inc VAT)** be agreed for payment and petty cash items of **£64.84** be ratified. (The payment sheets will be signed when lockdown circumstances allow.)

e) Editorial Working Party

Cllr Hewett reported that there had been no decision made on when the next issue of The Source would be published.

13. Reports from Representatives to outside Groups.

None.

14. Clerks Report

- i) The clerk's progress report was noted.

15. Matters for information

None.

16. Future meetings

- a) Planning Committee – **7.30 p.m. Monday 4th May 2020** by video conference
- b) Parish Council Meeting – **7.30 p.m Monday 11th May 2020** by video conference.

The meeting closed at 9.05pm.