



**Minutes of the Parish Council Meeting
held on Tuesday 12th May 2020 via teleconference (Zoom)
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: C Baxter, J Brooke, L Cook, S Humphreys, I Lovegrove, M Johnstone,
V Marshall, V Martin, K Pither, R Pusey, S Rhodes, T Stevenson

Also present: Jane Hennessy, clerk

1. Apologies: Councillors M Lee

2. Declarations of Interest:

Cllr Martin – item 12.c)ix)

Cllr V Marshall – item 12.c)viii)

3. Minutes The minutes of the meeting held on 14th April 2020 were **agreed** as a correct record and will be signed when lockdown restrictions allow.

4. Matters arising

The meeting was being held by Zoom video conferencing due to the ongoing lockdown restrictions. As resolved at the April meeting, and as per the government's emergency Covid-19 regulations, there will not be an annual parish council meeting this May.

The Colt's annual presentation weekend in June has been postponed. They are hoping that regulations will allow them to move it to September.

Playground Facilities have now installed the toddler multiplay area at Prestwood Common, just behind Prestwood Community Centre.

A complaint regarding weed killer being used around the allotment borders was reported. Cllr Pither requested that this was added to the next Open Spaces agenda.

5. Councillor Vacancy

The casual vacancy for the Great Missenden Ward, following Gill Bridges resignation, has now been advertised under the Covid-19 regulations. The legal process will be completed by the beginning of June.

Jonathan Brooke was welcomed to the meeting as a new councillor and it was confirmed that he will join the planning and open spaces committees.

It was confirmed that Cllr Brazil had now been absent from six meetings and therefore was disqualified from the parish council. The casual vacancy process will be started.

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

Due to the continuing Covid 19 lockdown restrictions 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

7. Covid-19 – Parish Update

A letter of thanks has been sent to the co-ordinator of the Facebook volunteers and an acknowledgement received. The local volunteers have responded to over 1000 requests for shopping, prescriptions or phone calls and continue to provide a tremendous service. An announcement by the government of slight changes in restrictions will allow for the public tennis courts to be opened again on Wednesday 13th May. Cllr Humphreys will arrange for the padlocks to be removed and signs will be attached reminding all users to adhere to government guidelines regarding social distancing. Play equipment is still to remain closed.

8. Parking

The planning application for the proposed Buryfield car park extension has been conditionally approved. The contract for the works has been advertised on the government Contract Finder website with a closing date of 1st June.

9. LAF – Prestwood Parking Scheme - update

A response has been received from Transport for Bucks (TfB) advising that the parish council are responsible for locating the owner of the car on Blacksmith's Lane which needs to be moved in order to complete the yellow lining works. The council resolved to respond to TfB asking if this is the usual procedure for the parish council to be responsible. Cllr Martin will also contact Bucks Council to also raise this query at management level.

10. Great Missenden Memorial Hall – update

Cllr Humphries reported that the refurbishment works are nearly completed with the dormer window now removed and an order placed for the bifold doors. The hearing loop and PA system are being installed this week. The decorator will return on completion of these works to complete the painting. Other remaining work includes a deep clean, ordering of new tables and picture framing.

Cllr Hewett recommended that the paving outside the Memorial Hall is pressure washed and will obtain quotes for the June meeting. Cllr Humphreys reported that a concrete ramp was required for the entrance to the new meeting room and quotes would be obtained for this, also for the June meeting.

11. Chairman's Report and Summary of Receipts & Payments for 2019/20

The chairman's report and summary of receipts and payments for 2019/20 were noted. Although these documents usually form part of the annual parish meeting, due to the current lockdown regulations there is no provision for parish meetings to be held remotely. Cllr Hewett felt it would be useful to still complete these documents and present them at the ordinary parish council meeting.

12. Reports from Committees

a) Planning Committee

i) The minutes of the meeting held on **4th May 2020** were agreed and confirmed.

b) HS2

i) Impact of Covid-19 restrictions on HS2 Project

Cllr Johnstone reported that Covid 19 restrictions have delayed the main works in this area but the enabling works continues. Working restrictions stipulated by HS2 include social distancing, using welfare facilities in construction compounds, travelling to work individually and not engaging with the local community. Any breaches of the guidelines should be brought to the attention of the contractor directly.

ii) HS2 Enabling Works - Fusion

Some minor work arising from the final Road Safety Audit on 26th February is required on Frith Hill. These will take place at night but there is no date for this currently. The cones are still in place on the roadside following a dispute between HS2 and Bucks Council over responsibility for the first 12 months maintenance. This has been raised at higher levels in both organisations and has been registered with the HS2's independent Residents' Commissioner.

Advance Notice of Works on Kings Lane junction with B485 in South Heath, was posted to residents with work to be carried out on dayshifts 8th – 11th June and nightshifts 15th – 18th June. The B485 and Kings Lane will be closed during these times. Diagrams of the work to be carried out are available on the parish council's website.

Preliminary investigation work on the Link Road is not likely towards the end of May. Fusion will then be developing a timetable for the 7 weeks of main works on the Link Road. Once Fusion have published notice of the Link Road works it will be important to communicate with the residents and campaigners. It might also be necessary to consider some temporary car parking on the Buryfield picnic area whilst the widening work is undertaken.

iii) Enabling Works – National Grid

Two new pylons are now in place behind Weights & Measures in South Heath to enable the re-routing of the power cables. It is likely that work will start on the re-routing soon.

iv) Main Works Civils Contractors

On 15th April 2020 a Notice to Proceed was issued to the four main works civils contractors working on Phase One of the project. Align and EKFB are the contractors which will operate in the local area.

EKFB (EK joined by Ferrovial Agroman and Bam Nuttall) hosted a useful videoconference recently, led by Chris James. They have been recruiting for their community engagement team for their office in Milton Keynes and an organisational chart and contact details have been requested.

Align have led in the preparation of the Local Traffic Management Plans and have been in discussions with Bucks Council. The parish council have asked to be included in those discussions and Cllr Pither asked if she could be included in any meetings.

There was also discussion around the protestors camp on the Link Road and whether any further complaints had been received. It was noted that the camp had been tidied up and was smaller now.

c) Open Spaces and Lighting

i) The Cage – Licence - Update

The updated Cage licences were sent out to the users. A reminder has been sent to both PEG and GM Community Group – however as these organisations are not able to currently meet we have not received signed licences from them. The GM Chamber of Trade have notified us verbally that they do not keep anything in the Cage and therefore will not be requiring a licence.

ii) Buryfield Play Area – Springer Replacement

It was unanimously resolved to accept the quote from Wicksteeds to remove the springer on the Buryfield Play Area and install a new elephant springer for a cost of £2,810.35 ex VAT.

iii) Floodlight for Prestwood Common

Cllrs Pusey and Humphreys recommended a double floodlight be installed to replace the broken floodlight at Prestwood Common. The council have already approved the spending of up to £560 + VAT in January and a verbal quote of approximately £200 has been received by Martin Woodley, a local electrical contractor. PLI and risk assessment documentation will be requested from the contractor. Cllr Pusey will arrange for a formal quote to be sent to the parish office and the works can then go ahead.

iv) GMVA fete 21st June – request from GM tennis club to use the tennis courts

The council resolved by majority vote to grant GM tennis club access to the tennis courts on the 21st June as part of the GMVA fete. However, this remains subject to the current government guidelines permitting this.

v) PCC Risk Assessment & Health & Safety Review

Cllrs Cook and Humphreys were thanked for all their work on these documents. The risk assessment was noted and Cllr Humphreys advised the he had replaced the batteries in the smoke alarm and will be replacing the emergency light battery in the toilets. The outstanding items of PAT testing and re-painting the external steps with yellow paint will be progressed.

The Health & Safety policy was reviewed and adopted by resolution.

vi) Streetlight electricity – quote for approval

The council unanimously resolved to accept the quote from EON Energy for a 12 month contract of £4,015 + VAT.

vii) Back Lane Streetlight – Electricity Reconnection

The quote for reconnecting the electricity to the streetlight outside no.1 Back Lane was considered at a quoted cost of £3,540. This streetlight has been without electricity for a number of years and it was felt that this cost was prohibitively high. The clerk was asked to obtain quotes for the removal of the streetlight entirely.

viii) Request for a pond at Greenlands Lane - update

The response from Stoke Mandeville & Other Parishes Charity regarding the request for a pond at Greenlands Lane was noted. SM&OPC had requested, as the landowners, that the existing allotment holders were consulted regarding this request and that Prestwood Nature were adequately insured and no risk or liability could be held by the landowners.

Subsequently, allotment holders had been consulted and in principle they were in agreement however they also all expressed reservations. Cllr Pither suggested that the reservations were passed on to Prestwood Nature to give them an opportunity to respond.

ix) Nairdwood Lane/Green Lane hedge

Cllr Rhodes presented a request for the council to write to Transport for Bucks regarding an apparent boundary hedge at the junction of Green Lane and Nairdwood Lane which was obscuring traffic visibility. An initial enquiry to TfB elicited the response that the hedge belonged to the landowner and TfB would not be contacting them as they did not feel it was

a problem currently. Cllr Rhodes presented information that indicated that the ownership of the hedge was in doubt as it did appear to be on the highway's extent. The council discussed, in the first instance, if a letter could be sent directly from the parish council to the homeowner in the first instance. The clerk was asked to check if this would be permitted.

d) Finance & General Purposes Committee

i) Risk Register - review

The council reviewed the updated risk management scheme and resolved to adopt it.

ii) Standing Orders & Financial Regulations - review

The council resolved to adopt the updated standing orders with the only amendment being an addendum to include remote meetings, whilst regulations allow.

The financial regulations, which have been updated as per NALC model 2019, were also reviewed and adopted by resolution.

iii) Direct Debit and Standing Order review

The current monthly direct debits to EON, TalkTalk and Affinity for the parish office, Prestwood Community Centre and the allotments were all noted. As was the standing order to Bucks Council for the free one hour parking at Prestwood. It was noted that this standing order was currently cancelled due to suspended car parking charges during the Covid 19 pandemic.

iv) Request for a grant – The Source

This enquiry for an emergency grant was initially made due to an increase in printing costs during Covid 19 lockdown regulations. However, Colin Veysey has now advised that the usual printers are now operational and can provide the usual printing services, without additional cost.

v) Clerks Holiday

Cllr Hewett advised that the clerks had accrued holidays and proposed that they are asked to schedule some of these holidays during the lockdown. It was discussed that the council had a responsibility to enable the clerks to be able to take their holidays to help reduce accrual of annual leave. After further discussion it was agreed by the council that Cllrs Hewett, Johnstone and Pither would meet with the clerks to discuss annual leave for the rest of the year.

vi) Attendance Record – for noting

The attendance record was noted – with a minor amendment requested.

vii) Website – update

Cllr Johnstone advised that work had progressed on the website, by Cllr Cook and the clerk. It was still incomplete but work was ongoing and has been prioritised. Cllr Johnstone shared a view of some of the pages, over Zoom, and Cllr Pither requested access to view the progress.

viii) Legal Notice LO3-20 – casual vacancies, LO2-20 employment law

Noted.

vii) Payment of accounts for May 2020

It was **resolved** that accounts numbers **19-41** in the sum of **£38,390.62 (inc VAT)** be agreed for payment and petty cash items of **£69.70** be ratified. (The payment sheets will be signed when lockdown circumstances allow.)

e) Editorial Working Party

Cllr Hewett reported that articles on HS2, GMMC refurbishment, scrubs for hospitals sewed by a local team of seamstresses, Buryfield car park progress had all been submitted for a special edition of The Source focussing on good news stories during the Covid 19 lockdown.

13. Reports from Representatives to outside Groups.

None.

14. Clerks Report

- i) The clerk's progress report was noted.
- ii) A reminder for all councillors to check and update their register of interests was noted.

15. Matters for information

It was noted that a local resident was turning 100 at the weekend and a congratulatory card, on behalf of the council, will be arranged.

16. Future meetings

- a) Planning Committee – **7.30 p.m. Monday 1st June 2020** by video conference
- b) Parish Council Meeting – **7.30 p.m Monday 8th June 2020** by video conference.

The meeting closed at 9.45pm.