

GREAT MISSENDEN PARISH COUNCIL

Minutes of a meeting of the Parish Council
held on Monday 10th October 2018
at the Memorial Centre, Great Missenden
at 7.30p.m.

Public Forum:

No members of the public present.

Present: Councillor – A Hewett chair

Councillors: C Baxter, S Humphreys, M Johnstone, V Marshall, V Martin, R Pusey, T Stevenson

1. Apologies: Councillors L Cook, P Jager, M Lee, I Lovegrove, K Pither

2. Declarations of Interest:

Cllr V Martin – 6. C) iv)

3. Minutes The minutes of the meeting held on 10th September 2018 were **agreed** and signed as a correct record.

4. Matters arising:

None.

5. Councillor Vacancy

Following completion of the legal notification process, it is now possible to look for candidates to be co-opted for the Prestwood & Heath End and the Great Missenden councillor vacancies. Cllr C Plested has resigned and thanks were passed on for her contribution to the council. The legal notification process is now underway for this vacancy.

6. Reports from Committees

a) Planning Committee

i) The minutes of the ordinary meetings held on 1st October 2018 were **agreed** and **confirmed**.

b) HS2

i) Contractors

Enabling Works

Cllr Johnstone reported that there are delays to all the works. The work on the Haul Road has been pushed back to the New Year however the aim is still to complete this in time for the UK Power Network's work on the pylons. In the meantime further ground investigations are being carried out on Link Road and Frith hill for approximately three further weeks. The works to widen Frith Hill are likely to start mid November with works to widen Link Road starting late January.

ii) Engagement

The monthly drop-in sessions in Great Missenden Library continue with the next two dates being 19th October and 16th November. Eiffage Kier held two community events with the focus on Wendover Dean and Small Dean Viaducts. These events both had over 100 attendees and questionnaires regarding the viaducts are available at the parish office.

GREAT MISSENDEN PARISH COUNCIL

CDC have arranged a community liaison forum on Monday 29th October to give updates on the current work programme and future plans for the local area.

There is a planned joint meeting of the three parish councils being arranged for November – date to be advised.

iii) Assurance 2733 – Parish Council replacement parking

A recent meeting with the HS2 working party, BCC and HS2 confirmed that the parish council parking assurance is separate from the Great Missenden school drop off assurance. HS2 confirmed that the role of BCC is to act as a passport for the funds but that they need to agree a process between themselves for the transfer of funds. BCC confirmed that £7,987.08 has been written off as a charge for officer's time against the assurance leaving the current balance as £238,401. It was a positive meeting and both BCC and HS2 are keen to help the parish council deliver this assurance and other mitigations.

Cllr Hewett presented the council's parking proposals including plans for the council owned land at Misbourne School. The parish council unanimously approved the plans and spending up to £3,500 on architect fees to start the pre-application process. Cllr Hewett will be attending the GMVA AGM to discuss the replacement parking project on 23rd October.

iii) Community Mitigation Projects

- Cllr Hewett is leading the council's HS2 CEF submission to refurbish the Great Missenden Memorial Centre. Quotes are being obtained and Cllr Hewett will be attending the GMVA AGM to discuss the plans.
- Chiltern Society are progressing the Misbourne Greenway, cycle and footway.
- Cllr Johnstone proposed that two projects; the footway on Frith Hill and a foot and cycle path from the Square to Abbey Park, are investigated further with the aim of submitting them for funding. This was unanimously approved by the council.
- Weights & Measures building – a response is currently awaited from HS2 on their plans for use of the building. In the meantime Cllr Johnstone has received a sample joint working agreement from BuDs and is investigating this process. Timings for this are still uncertain as HS2 contractors had plans to use the car park.

c) Open Spaces and Lighting Committee

i) Prestwood Colts Presentation Weekend 2019

The council approved the request for Prestwood Colts to hold their annual presentation weekend on Friday 7th, Saturday 8th and Sunday 9th June 2019 at Prestwood Common.

ii) Request for the Big Lunch on Prestwood Common

The request for use of Prestwood Common for the Big Lunch on Sunday 2nd June 2019 was approved by the council.

iii) To consider BCC devolution of services

BCC are offering parish councils the opportunity to take up devolved services. Cllr Stevenson updated the council on the work previously carried out investigating the viability of devolved services in the parish in 2016/17. The outcome of the previous project did indicate a shortfall in

GREAT MISSENDEN PARISH COUNCIL

the funds proposed by BCC and at the time BCC then put devolution of services on hold due to other priorities.

BCC have asked parishes for expressions of interest by the end of November with the aim of taking on services in April 2019.

The council discussed this request and asked the clerk to attend one of the devolution drop-in sessions being held at the end of October to report back to the November meeting.

iv) LAF – to consider an independent traffic survey for Moat Lane

The Moat Lane road safety project has been submitted for LAF approval. LAF will provide a quote for this work using TfB to carry out the safety report. The council have the option of using an independent specialist to carry out this. The council have asked the clerk to see if prices for this can be obtained. If a price is obtained this will need to be submitted to the LAF in February 2019, prior to the LAF project voting.

v) Prestwood Common – consider replacing bollards

Cllr Hewett proposed improving the lighting along the drive at the Prestwood Community Centre. It was suggested that downlights might be a more suitable option and the clerk was asked to investigate pricing.

vi) Letter from resident regarding Lighthouse

A letter was received from a local resident complaining about the traffic congestion and disruption the annual Lighthouse event on Buryfield causes. In particular the lack of access for children to Buryfield and proposes considering The Misbourne School playing fields next year. Cllr Hewett will raise this at the Great Missenden Village Association AGM to see what the wider community feeling is.

vii) PCC working party update – proposed response to PYCAG

Cllr Humphreys updated the council on the recent working party meeting. The out of hour's telephone has now been returned to the office and the telephone number removed from the contact details. In response to the comments received from PYCAG the working party recommends that the side entrance of the hall can be opened for ventilation but it should still not be considered to be a main entrance door and is still required as an emergency evacuation point. The main entrance door is required to remain closed, particularly as trespassers could gain entrance to the building with the knowledge of the hirers in the main hall. The council approved these recommendations.

viii) Open Spaces Contract working party

The Open Spaces Contract working party met recently to discuss the tender process for the next three year contract with starts in 2019. It was agreed that Cllr Pither would lead the working party. The tender process has started with the expression of interest notice placed on the government Contract Finder website in line with the financial regulations. An advert will be placed in the Bucks Free Press at a cost of £315 + VAT. The closing date for expressions of interest is 25th October. The invitation to tender pack will then be sent out with a closing date for responses for 30th November. The working party then plan to open all tenders on 4th December.

GREAT MISSENDEN PARISH COUNCIL

It was proposed that the shrub maintenance at Greenside, Tetherdown and Westrick Walk is incorporated into the main Open Spaces contract, as this is currently a separate contract. This was approved unanimously. Adverts will also be placed on the parish council website and local village association websites.

ix) To consider a replacement tree on Lodge Lane/Greenside

The quote of £145 + VAT from Lanes Landscape Contractors was approved for the planting of a replacement oak tree on Lodge Lane/Greenside.

x) To consider a tree policy

Cllr Marshall proposed that in line with the recently adopted biodiversity policy that a tree policy is developed for the parish. The council agreed this and Cllr Marshall would prepare a tree policy for consideration by the full council.

xi) Dog waste bin - update

The request for a dog bin in the area of Trafford Road is still being pursued with CDC. An exact location has yet to be agreed.

xii) Westrick Walk - update

A Land Registry search has revealed that a small parcel of land on Westrick Walk which borders parish owned land is currently registered to a dissolved company. It was suggested that the clerk contact the Treasury solicitor in respect of the ownership.

d) Finance and General Purposes

i) Quotes for website update

The council considered the three options put forward to redevelop the council's website with the recommendation from the communications working party that the quote from Web-Clubs of £1,200 for a home page, a sample page and a contact page. The recommendation was also to increase the security of the website to include an SSL certificate which would increase the annual hosting from £70p.a. to £150. The council voted to accept the quote from Web-Clubs who are the current supplier including £120 for onsite familiarity and training.

ii) Request for grant – Dial-a-Ride

The council declined the request for a grant from Dial-a-Ride a grant as there was no money allocated in the budget.

iii) Prestwood Common – sports wall removal costs

The council noted that sports wall would be installed next week at Prestwood Common. Sweet Charity would be providing a grant of £6,900 and the council would pay the remaining £1,200 for the removal of the existing wall from the miscellaneous Open Spaces budget.

iv) Stoke Mandeville & Other Parishes Charity (SM&OPC)

SM&OPC constitution stipulates a member of the GMPC must be a trustee. Following the resignation of Cllr Plested this is now vacant. SM&OPC are looking to see if they can amend their constitution as Cllr Plested is keen to continue in her role in the charity following her resignation from the council. The clerk was requested to follow this up.

GREAT MISSENDEN PARISH COUNCIL

v) Free car parking days

The council agreed for the final three days of free parking to be 8th, 15th & 22nd December across all three car parks in the parish. This is in addition to the 19th May and 1st December dates that have already been agreed.

vi) Reminder of forthcoming meetings

The council agreed that it would be useful for the office to regularly send around a list of meetings for the forthcoming week as a reminder to councillors.

vii) Conclusion of Annual Audit

Cllr Johnstone reported that the external auditors had completed their audit and had not found any matters that gave cause for concern. The clerk was thanked for her diligence in preparing and submitting the accounts for audit.

viii) Payment of accounts for October

It was **resolved** that accounts numbers **106-124** in the sum of **£12,957.25** (inc. VAT) for October. Petty cash items for October of **£71.87** were ratified.

e) Editorial Working Party

i) 'The Source'

Cllr Hewett will arrange the next meeting of the working party prior to The Source deadline and welcomed ideas from everybody for articles.

7. Reports from Representatives to outside Groups

None.

8. Clerk's Report

i) The clerk's resolutions progress list was noted.

ii) Chiltern Ultra have changed the dates of the running event to 27/28 July – which is the same weekend that Lighthouse usually book Buryfield

iii) The bootcamp classes on Buryfield have now stopped.

iv) A request has been received for a chipper to park on Buryfield for one day, probably in December, at the back of Peppercorn Cottage. This would be on the November agenda for approval.

9. Matters for information.

None.

The meeting closed at 9.15pm.

10. Future meetings

a) Planning Committee – 7.30 p.m. **Monday 5th November** in the Parish Office

b) Parish Council Meeting – 7.30 p.m. **Monday 12th November** at Memorial Centre, Great Missenden.