



**Minutes of the Parish Council Meeting
held on Monday 9th June 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:

A representative from Prestwood Nature regarding the requested pond at Greenlands Lane

Present: Councillor A Hewett, Chair
Councillors: C Baxter, J Brooke, L Cook, S Humphreys, M Lee, I Lovegrove,
M Johnstone, V Marshall (8.00pm onwards), V Martin, K Pither, R Pusey, S Rhodes,
T Stevenson

Also present: Jane Hennessy, clerk

1. Apologies: None.

2. Declarations of Interest:

Cllr Martin – item 9.i)
Cllr V Marshall – item 12.c)iv)
Cllr R Pusey – 12.c)ii)

3. Minutes The minutes of the meeting held on 11th May 2020 were **agreed** as a correct record and will be signed according to lockdown restrictions.

4. Matters arising

The meeting was being held by Zoom video conferencing due to the ongoing lockdown restrictions.

Great Missenden Village Association have confirmed that they have had to unfortunately postpone their planned village fete in June.

The floodlight on Prestwood Common had been repaired today.

Hughenden Ladies running club had been in touch with regards restarting. They are planning to use the Buryfield w/c 15th June and w/c 29th June on the Monday and Thursday. There will be a maximum of 5 runners per coach, as per the government guidelines.

Cllr V Martin helped to progress the remaining road lining works on Blacksmiths Lane, and this was now complete.

Prestwood Events Group have confirmed that they will be signing and returning the agreement for storage at The Cage. GM Community Group are meeting in the next week and will confirm following the meeting.

Contact had been made regarding the request for provision of bike racks in Great Missenden and a suitable time to meet with Cllrs Johnstone and Pither will be arranged when restrictions allow.

5. Councillor Vacancy

The legal process for the casual vacancy for the Great Missenden Ward was now completed and a co-option may take place. The legal process for the casual vacancy for the Prestwood & Heath End ward was underway and should be completed by 17th June.

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

The volunteer group continues to be actively helping residents, including as part of the Prestwood Co-op home delivery services. The foodbank donations are continuing. The making of scrubs has decreased as demand is slowly being met.

8. Parking

i) Request from Bucks Council regarding coach parking

Following the successful planning application by the parish council for the Buryfield car park extension, Bucks Council have contacted the parish council to discuss solutions to coach parking. During the planning process Bucks Council advised the parish council that coach parking would need to be prohibited unless a safe turning circle for coaches could be accommodated. This was not possible to accommodate. Great Missenden School have now applied for planning permission and are also unable to accommodate coach parking in their proposed scheme. Bucks Council have made an initial approach to the parish council asking for their support in exploring a plan which would allow coaches to turn but would require some reconfiguration of both the parish council's and GMCS's car park plans and some potential loss of spaces. Bucks Council do not have any funding available for these works. The council resolved to support the suggested plan in principle, this allows Bucks Council to proceed to a design stage to allow the parish council to review the plan in detail, before giving any approval. Bucks Council estimated that, if approval for this scheme was to be given, the timeframe for planning permission and all appropriate consents could take two to three months. It was also resolved by the council that the suggested scheme by Bucks Council should not impact the timeframe of the Buryfield car park extension and therefore this project should continue.

ii) Buryfield car park extension – contractor quotes for approval

Following advertising the car park extension tender on Contract Finder, 12 quotes were received to be included for consideration. Cllrs Hewett, Humphreys and Johnstone, together with the clerk, met, socially distanced, opened the tenders and shortlisted them by scoring them against a set of criteria. This initially reduced the shortlist to four, however prior to the meeting further research had reduced the recommended shortlist to two. It was unanimously resolved to accept the quote from NC&JC Construction of £137,308. This is being funded by the HS2 undertakings and assurances no. 2733 of which £250,000 was granted for these works.

There was discussion regarding incorporating electric charging points and the option of upgrading some of the materials used in the construction which would increase the final price but would still be within the funding allowance. This was approved by council. Cllr Johnstone advised that the method of accessing the funds from Bucks Council, as the fundholders for this mitigation funding was being pursued.

9. LAF

i) Frith Hill footpath – estimate for consideration

An updated robust budget estimate had been received from Transport for Bucks (TfB) for the proposed Frith Hill footpath of £37,527.17, for which the parish council would be required to offer some level of match funding. A similar estimate is awaited for the Frith Hill parking project. The clerk was asked to obtain a copy of any plans available for the proposed path for the next meeting.

10. Great Missenden Memorial Hall

i) Update on refurbishment works

Cllr Humphries reported that the bifold doors were due to be replaced in the next couple of days and that coat hooks had been procured by the Management Committee and were being installed. This would leave the deep clean, and procurement of the remaining stage modules and tables as the final stages of the refurbishment project.

ii) Proposal to pressure wash the Memorial Hall paving – quotes for approval

The three quotes provided were considered and the council unanimously resolved to accept the quote from Professional Roof Cleaning for £350 to pressure wash and infill with sand the paving around the Memorial Hall and parish office parking spaces.

11. Great Kingshill Residents Association – invitation to join monthly meeting

The invitation was discussed and it was suggested that the planning application mentioned as part of the discussion might not be in the parish. The clerk was asked to confirm this.

12. Reports from Committees

a) Planning Committee

i) The minutes of the meeting held on **1st June 2020** were agreed and confirmed.

b) HS2

i) Progress of HS2 project

Cllr Johnstone reported that enabling works by Fusion JV and National Grid are progressing adhering to PHE guidelines except for the mitigation works planned for the Link Road widening.

ii) HS2 Enabling Works - Fusion

Frith Hill – The traffic cones have now been removed. Some minor works arising from the final Road Safety Audit are required and these will be carried out at night, but no dates available at this time.

Kings Lane – Advance Notice of Works on the Kings Road junction with the B485 is planned over four dayshifts 8th-11th June and then nightshifts 15th-18th June – during which there will be road closures.

Link Road – The timing of this work is still to be decided. It will involve preliminary investigation work followed by up to 7 weeks for the main works. No date is available at this time.

iii) Enabling Works – National Grid

National Grid are re-routing the power cables away from the north portal of the Chiltern tunnel in south Heath. Currently 3 of the 6 lines have been moved across.

iv) Communication/Engagement

Communication with HS2 continues to be exasperating. Any communication outside leaflet drops and Commonplace notices has been passed to the contractors. All three contractors have been recruiting over the lockdown period and it is anticipated that introductions will take place with the newly recruited engagement officers soon.

With the formation of Bucks Council this has placed the onus further on the new authority with communication.

v) Shardeloes Lake – turbidity

At the end of May it was reported that a white turbidity had been seen in Shardeloes Lake. It was a chalk suspension which occurs from time to time. This was raised with the Environmental Agency as it has coincided with some recent HS2 exploratory drilling, however nothing conclusive was found.

c) Open Spaces and Lighting

i) Prestwood Common track project – contractor quotes for approval

A report from the deputy clerk stated that the Certificate of Lawfulness had been issued in respect of replacing the wooden bollards and installing the new track around the perimeter of Prestwood Common.

Following the advert on Contract Finder for a 1.5m wide, multipurpose track, approximately 525m in circumference with 4 spurs at each corner, 13 tenders were received. Cllr Pither met, socially distanced, with the deputy clerk on 1st June and opened the tender packs. The tenders were then scored against a series of criteria. At a meeting of 2nd June Cllrs, Pither, Hewett, Baxter, Pusey, Humphreys and the deputy clerk met, via Zoom, to discuss the scoring and shortlist to three contractors. The final three shortlisted contractors were then contacted for further information. A final meeting was held with Cllrs Pither, Humphreys, Hewett and Pusey on 8th June and the decision taken to recommend Southern Landscapes quote for a Breedon Golden Amber self-binding gravel pathway at a cost of £33,671.00. This quote and surface was felt to meet all the council's required criteria. The council resolved to accept this quote. Cllr Baxter asked for thanks to be recorded for the deputy clerks continued hard work on this project.

ii) Ballinger Car Park – quotes for approval

Five prices were discussed for the resurfacing of Ballinger car park. There was some concern that not all the quotes were for the same specification. The clerk was asked to circulate copies of the full quotes to all the council and for the item to be added to the Open Spaces committee meeting on Thursday 11th June. Cllr Pusey asked to join the Open Spaces meeting to be included in the discussion.

iii) Back Lane – quotes for removal of column

The council discussed the quote for removal of the column of the streetlight outside no.1 Back Lane which has no power connected to it, following a previous quote of over £3,500 to reconnect the electricity supply. Given the costs involved to either reconnect or remove the streetlight the council resolved to leave the light unconnected and the column in place.

iv) Request for a pond at Greenlands Lane – update

Following assurances from Prestwood Nature that they will take full responsibility and liability for the proposed pond at Greenlands Lane, including information regarding fencing and mesh to be used in an around the pond area, the council resolved to approve the

proposal. The clerk will contact Prestwood Nature and the landowners to follow up the final details, following the meeting.

v) Nairdwood Lane/Green Lane hedge - update

Following confirmation that any contact regarding overhanging vegetation onto highways boundaries needs to be sent by Transport for Bucks, the council resolved not to pursue the Nairdwood Lane/Green Lane boundary hedge further.

vi) Great Missenden – proposal for additional litter bins

The recent relaxing of the lockdown restrictions and the sunny weather had led to a huge increase of litter in public areas, particularly bottles and takeaway containers on Buryfield. The deputy clerk was thanked for his litter picking on the Buryfield and it was reported that several local residents had also been litter picking. Bucks Council have been contacted regarding the litter picking schedule and cost of larger bins but no response had been received to date. GMVA had approached the council to see if larger litter bins might be provided. The council discussed that rather than larger bins the solution might be to increase the number of times the bins are emptied. The clerk was asked to confirm with Bucks Council the possibility of this. Cllr Martin will send through contact details for the Waste Management Team. It was also noted that Cllrs had seen people urinating in public spaces, particularly Prestwood Common. The clerk was asked to contact PCSO Chris Ging for advice.

vii) Email from Sustrans – re: The Misbourne Greenway – for consideration

The request from Sustrans for the council to consider a route through Buryfields to be included in the creation of the proposed Misbourne Greenway was discussed. It was questioned as to whether this path would include access for horses as well as walkers and cyclists. It was also noted that Great Missenden Combined School was planning a footpath access directly onto the proposed route of the Greenway. There were also concerns on the width and surface of the proposed pathway. The council resolved to express interest in the scheme but would consider the scheme further when additional information was available.

viii) Prestwood Community Centre – proposal for external repairs

It was agreed that there were external repairs necessary at Prestwood Community Centre and whilst it was noted that the Youth Offenders Group had been arranged to paint the exterior of the building, the repairs would need to be carried out by a specialist contractor first. It was agreed to discuss this further at the Open Spaces Committee meeting on Thursday and the clerk was asked to add it as an agenda item.

ix) Payment of Playground Facilities invoice for storage of Play Equipment – for approval

Following the making good of the matting at the Buryfield toddler play area it was resolved to pay the invoice of £713.22 (inc VAT) to Playground Facilities, that was being held in lieu of these reparations.

x) Tennis Court Maintenance – annual contract for approval

The quote for the annual tennis court maintenance from A M Tennis Courts of £450 + VAT per court was approved by resolution.

xi) Pocket Park – signage – update for noting

The update that the finger post signs had been delivered was noted. There was discussion regarding the location of the signs and if an additional Toilet sign could be added. Cllr Pither asked for this to be included on the Open Spaces agenda. Cllr Baxter asked for thanks to be recorded for the deputy clerks work on this project.

xii) Prestwood Colts – Request to resume playing

The request from Prestwood Colts to resume activities on Prestwood Common in line with guidance from the government and the Football Association was approved by resolution. It was also noted that the activities may well go on passed the usual end of June date.

xiii) Request for outdoor yoga class on Buryfield and Prestwood Common

The request for permission to run outdoor yoga classes for up to 5 people was resolved by majority vote. It was discussed that as this was a new business no charge should be made initially, but for this to be reviewed as Covid-19 restrictions changed and if class size increases.

d) Finance & General Purposes Committee

i) Approval for the Annual Governance Statement & Accounting Statements

Copies of the accounts and the Annual Return, along with the suggested distribution of funds into the various reserves, had been circulated to all the Councillors. Cllr M Johnstone reported that the accounts had been subjected to an independent internal audit and there were no matters of concern. The distribution of reserves, the Annual Governance Statement 2019-20 and the Accounting Statements for 2019-20 were duly read, approved and adopted unanimously by the council. The documents would be signed by the chairman and the clerk/RFO as soon as lockdown restrictions allow.

ii) Website

The new website is nearly completed. Councillors had been provided with a logon to view the progress. The council resolved unanimously to approve that the new website goes live and that any outstanding information can be added to the live site. The clerk asked that any requests for changes or additions are emailed to the parish office.

iii) Request for a grant for a defibrillator – Ballinger Waggoner's Cricket Club

The request for a grant for a defibrillator was discussed by the council. Ballinger Waggoner's cricket club are proposing to install a defibrillator inside their pavilion for approximately £500, however had been made aware of a subsidised quote of £1,000 for a defibrillator that could be installed externally on their pavilion so would be available for the general public. Ballinger Waggoner's would be responsible for the ongoing maintenance costs. The council resolved to approve the request for £500 towards installing a defibrillator on the outside of the cricket pavilion subject to receipt of a completed grant application form and satisfactory associated paperwork. The council also asked that the cricket club were reminded that it was important to register a new defibrillator.

iv) Data Protection Policy – for review

The council reviewed and adopted the data protection policy.

v) ICO – data protection registration – consider paying by direct debit

The council approved by resolution the annual payment to the ICO by direct debit, for a saving of £5.

vi) Legal Notice – LTN87 procurement

Noted.

vii) Payment of accounts for June 2020

It was **resolved** that accounts numbers **42-56** in the sum of **£24,882.36 (inc VAT)** be agreed for payment and petty cash items of **£0** be ratified. (The payment sheets will be signed when lockdown restrictions allow.)

13. Editorial Working Party

Cllr Hewett thanked everyone who submitted articles for the last addition to The Source which had been published last week.

14. Reports from Representatives to outside Groups.

None.

15. Clerks Report

- i) The clerk's progress report was noted.
- ii) The upcoming annual leave dates in June for the clerk and deputy clerk were also noted.

16. Matters for information

Cllr Martin noted that contact was being made by Bucks Council to all the traders in Great Missenden to propose a one-way pedestrian system as the lockdown restrictions ease. An email had been received from a local resident advising of a car regularly parking on Buryfield. Cllr Hewett will contact the owner.

17. Future meetings

- a) Planning Committee – **7.30 p.m. Monday 6th July 2020** by video conference
- b) Parish Council Meeting – **7.30 p.m Monday 13th June 2020** by video conference.

The meeting closed at 9.55pm.