



**Minutes of the Parish Council Meeting**  
**held on Monday 9<sup>th</sup> September 2019 at Great Missenden Memorial Centre**  
**at 7.30 p.m.**

**Public Forum:** Two members of the public regarding road surfacing, recycling and weed killer on the grass verges

**Present:** Councillor – A Hewett - Chair  
Councillors: C Baxter, G Bridges, L Cook, S Humphreys,  
M Johnstone, V Marshall, V Martin, K Pither, R Pusey, S Rhodes, T Stevenson.

**Also present:** Jane Hennessy, clerk

**1. Apologies:** Councillors, A Brazil, P Jager, M Lee, I Lovegrove

**2. Declarations of Interest:**

Cllr V Martin item 6.

**3. Minutes** The minutes of the meeting held on 12<sup>th</sup> August 2019 were **agreed** and signed as a correct record.

**4. Matters arising**

Cllr Pither advised that she had not been contacted by GMPRG regarding a new bench for the parish. Cllr Pither also advised that Stoke Mandeville & Other Parishes Charity have requested that the pole and wire fence remains at Kiln Common as it marks the boundary of the land ownership. The resident requesting to remove it will be advised.

Cllr Hewett advised that Cllr Lovegrove would be taking a short sabbatical and would be returning to the council at the November meeting.

It was also advised that Cllr Baxter would be resigning from the chair of the planning committee but would still be remaining on the committee. Cllr Hewett thanked Cllr Baxter for all her hard work as chairing of the planning committee and asked anyone interested in becoming the chair at the next meeting to let her know.

The clerk advised that the secretary of AFC Lightning had emailed the council enquiring as to the possibility of using the football pitch on Ballinger Common for their U13's team on Saturdays. This was necessary due to being unable to use the pitch on the council's land at The Misbourne School. The council asked for this item to be added to their October agenda so that it may be discussed fully.

**5. Community Emergency Plan**

The email received from Bucks County Council regarding Emergency Planning was discussed and the clerk was asked to respond advising that the parish council do not currently have an emergency plan but to ask for clarification on what further a parish council can offer in addition to the comprehensive district council emergency plan. The parish council would be happy to signpost the district council's plan from their website if that was appropriate.

**6. Parking – update and proposed letter**

Cllr Rhodes provided a summary of the current lease arrangements with CDC for managing the Buryfield car park. It was suggested that it would be prudent to investigate other management

options ahead of the upcoming formation of the unitary authority in case of change. Cllr Stevenson's proposed letter was approved with a minor amendment and it was resolved to send this to 28 suppliers identified. The clerk was asked to confirm if car parking managed by ANPR equipment was enforceable by public bodies.

#### **7. LAF – Prestwood Parking Scheme - update**

Cllr Hewett updated the council on the proposed Prestwood parking scheme. Transport for Bucks (TfB) had confirmed that unfortunately the proposal to install a disabled parking bay outside the Co-Op would not be possible as this would prohibit deliveries to the Co-op as there are no other suitable unloading areas for lorries. It was also not possible to install a shared use bay for disabled drivers and delivery vehicles due to the variable delivery times. Bollards were also considered unnecessary as they could restrict access for deliveries. TfB will therefore continue to the statutory consultation stage for the scheme, excluding the disabled parking bay.

#### **8. Memorial Centre - update**

Cllr Hewett advised that the planning application for the removal of the dormer window and the proposed new door and window has been submitted to Chiltern District Council. New chairs have been ordered for the Memorial Centre by the Management Committee and are due for approximate 14<sup>th</sup> October delivery. Any councillors available to help check the chairs when they arrive would be welcome. It was suggested to contact the scouts, guides, schools and Abbeyfield to see if they would like the old chairs.

#### **9. VE Day 75<sup>th</sup> anniversary celebrations 2020**

The early May bank holiday in 2020 will be on Friday 8<sup>th</sup> May to commemorate VE day. Greens Funfair will be holding their annual fair and family fun day. Cllr Hewett suggested that the council consider an event to mark this occasion. The clerk was asked to add the item to the October agenda for further discussion.

#### **10. Community Boards Consultation**

Cllr Johnstone reported on the proposed Community Boards consultation. It was resolved that councillors would reply individually and information compiled by Cllr Johnstone would be circulated by the clerk.

#### **11. Reports from Committees**

##### **a) Planning Committee**

i) The minutes of the meeting held on **2<sup>nd</sup> September 2019** were agreed and confirmed.

##### **ii) The Misbourne School planning application**

The proposed response to the Misbourne School planning application was resolved to be sent with minor amendments and an additional contribution from Cllr Rhodes.

##### **b) HS2**

##### **i) Independent Review**

Cllr Johnstone reported on the independent review of HS2 which had been called for by the government. The parish council has also been contacted by Dame Cheryl Gillan for their views of the impact, HS2 is having on the local community.

##### **ii) Contractors – enabling Works – Fusion JV & Buckingham Group CL**

The haul road construction has been tarmacked with seeding due in the autumn.

The council is still awaiting confirmation of the layout of the Link Road, showing the entrance to the Buryfield, the vision splay and number of parking bays retained and landscaping options. Current date for the start of the preliminary works on the Link Road and Frith Hill is the 7<sup>th</sup> October. There is a planned stoppage over the Christmas period from 20<sup>th</sup> December to 6<sup>th</sup> January 2020. The works are still planned to be a mix of day and night works.

Two of the pylons for the overhead power cables have to be replaced to enable HS2 to build the north portal at South Heath. HS2 have indicated one new pylon but National Grid have advised two, both being between 3m-5m higher. Clarification is being sought.

Two footpaths on either side of the haul road will be closed temporarily for up to a year, GMI/12 & GMI/13. Maps have been stapled to posts on these footpaths, the maps give notice but do not say when the footpath is actually closed.

### **iii) Engagement**

A meeting has been arranged for parish councils on 10<sup>th</sup> September to discuss landscape, noise, construction approach, traffic management arrangements and an update of the works programme.

Two further public drop in sessions are arranged with EK, Align & HS2 on 26<sup>th</sup> September from 4pm in Wendover and 17<sup>th</sup> October from 4pm in Ballinger Village Hall.

### **iv) Letter from Cheryl Gillan regarding independent review and draft response**

The draft response letter to Cheryl Gillan regarding the independent review was resolved to be sent. Cllr Johnstone will make minor amendments and circulate before it is submitted. It was also suggested that a separate response is sent directly to Douglas Oakervee, the chair of the review committee.

## **c) Open Spaces and Lighting**

### **i) Collings Walk – update & report from insurers**

Following the resolution by the council in August to instruct an independent survey of the trees and property at Collings Walk, the report had now been completed and circulated. The council have also been made aware that their insurers had instructed a desktop survey of the reports from Innovation which are in agreement with Innovation that the oak tree should be removed. The council's independent report indicates that the removal of the oak tree, or in fact any nearby trees, is likely to cause further damage and therefore suggests underpinning the extension as the recommended course of action.

The council resolved to pass a copy of the independent report to Innovation highlighting the differences, requesting further information on the previous claim in 2014 and that, if the council goes ahead with the tree work the council would require indemnity against any claim as a result of the impact of heave. The alternative of underpinning of the extension should also be investigated by Innovation.

It was also resolved to pass the independent report to the council's insurers, highlighting that it was as a result of a site visit as opposed to a desktop analysis and asking for further advice.

### **ii) Buryfield entrance – grasscrete quote**

The proposal to install grasscrete at the entrance of Buryfield was considered by the council and it was resolved not to pursue this at this time. Cllr Humphreys mentioned that there may be an alternative solution by raising the curb line alongside the entrance to the field which would stop water draining onto the Buryfield. He will investigate this option.

### **iii) Tree Charter Project**

The council considered the Tree Charter Project but it was agreed that as there is an adopted tree policy in place this would be sufficient. Cllr Marshall was tasked with identifying areas of parish owned land that would be suitable for further planting and to make recommendations on suitable species along with costings.

### **iv) Allotments – winter access agreement proposal**

The council resolved to accept the suggestion to prohibit vehicles on the allotments for the period between 1<sup>st</sup> November to 1<sup>st</sup> April 2020.

### **v) Allotments - noticeboards**

The council resolved to accept the quote of £360/notice board with an additional £100/noticeboard for installation at five allotment sites. It would be confirmed that these noticeboards would be lockable. The total spending would be £2,300.

### **vi) Prestwood and Buryfield signage – wording for agreement**

The wording for signage at Prestwood Common and Buryfield was discussed. It included prohibiting the following; motorised vehicles, horses, bbqs, fires, fireworks and alcohol. The council requested quotes for the cost of the signs for consideration, with the proposed wording.

### **vii) St Peter & St Paul Cemetery extension - update**

Chiltern District Council's planned expansion of the St Peter & St Paul Cemetery was noted.

### **viii) Misbourne River Midsomer Murders Locations Trail**

The council considered the request for financial support for a Misbourne River Midsomer Murders trail and resolved to grant £250. This would require a grant application from Old Amersham Revite Group who are acting as the lead for this project.

### **ix) Best Kept Allotment event – October arrangements**

It was resolved to start best kept allotment event at 6.30pm on 14<sup>th</sup> October, prior to the council meeting. Drinks and snacks to be arranged.

### **x) Prestwood Common - posts**

With the continued vandalism of the wooden posts at Prestwood Common the council resolved to replace the posts with metal bollards to help with security. A maximum cost of £5,675 + VAT was resolved but the clerk was asked to see if a cheaper price could be obtained.

### **xi) Prestwood Colts Licence**

The council reviewed the proposed Prestwood Colts licence and agreed it with minor amendments, including a clause regarding sub-letting.

### **xii) Request to use Buryfield – GMFC**

The request for the continued use of Buryfield by Great Missenden Football Club for the next season was approved by resolution.

### **xiii) Request to use Buryfield – Bootcamp SOS**

The request for continued use of Buryfield for the next year by Bootcamp SOS was approved by resolution.

## **d) Finance & General Purposes Committee**

### **i) Website – update**

The development of the new website continues. The design company are working on the additional template pages as agreed. The next steps include writing any outstanding articles/content required, organise a training date and agreeing the launch date to include final review by full parish council.

**ii) Legal Briefings – Financial Regulations update, ICO**

These legal briefings were noted and the fact sheet for councils on the use of personal email addresses and devices was highlighted as a useful document.

**iii) Insurance renewal – comparison of quotes for decision**

The council resolved to accept the one year quote from Hiscox, via Came & Co, for £4,677.13 + £50 admin charge. This will be for one year from 29<sup>th</sup> September 2019.

**iv) Request for a grant – Chilterns Dial-a-Ride**

The request was discussed and declined at this time.

**v) Repair to Parish Office stop cock – request for a maximum of £500**

Although £500 had been estimated for the repairs of the stopcock outside the parish office the initial quote had been received at £1,100 + VAT. The council resolved to a maximum spend of £1,100 but for the clerk to try and obtain further, cheaper quotes.

**vi) Parish Office Email – quote for unlimited data and accounts**

The council resolved to accept the quote for £50/year for a mail server service from Orbit Carrot. This includes unlimited data and unlimited accounts. It is a UK server and GDPR compliant. Combined with the other pre-agreed annual charges for hosting the website and the domain name cost this will bring the annual website charges to £270/year.

**vii) Payment of accounts for September**

It was **resolved** that accounts numbers 93-107 in the sum of **£18,863.67 (inc VAT)** for **September** be agreed for payment and petty cash items for September of **£61.74** be ratified.

**e) Editorial Working Party**

Cllr Hewett reported that the editorial working party had recently met with The Source to discuss articles for the next edition.

**12. Reports from Representatives to outside Groups.**

None.

**13. Clerks Report**

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

**ii)** A space had become available on the BALC organised planning training on 5<sup>th</sup> November. Please let the clerk know if you would like to attend.

**iii)** The clerk will be on holiday from 16<sup>th</sup> – 20<sup>th</sup> September and the deputy clerk from 24<sup>th</sup> – 1<sup>st</sup> Sept/Oct.

**iv)** CDC have asked for the final free parking day to be submitted by the council and this will be on the October agenda.

**14. Matters for information**

None.

**15. Future meetings**

a) Planning Committee – 7.30 p.m. **7<sup>th</sup> October 2019** in the Parish Office

b) Best Kept Allotment event – 6.30pm followed by Parish Council Meeting – 7.30 p.m **Monday 14<sup>th</sup> October 2019** in the **Great Missenden Memorial Centre**

The meeting closed at 10.00pm.