



**Minutes of the Parish Council Meeting
held on Monday 13th July 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 Great Kingshill Residents Association

A local resident regarding the Link Road widening and parish council communications

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

Also present: Jane Hennessy, clerk

1. Apologies: Cllr Chrissie Baxter

2. Declarations of Interest:

Cllr Martin – item 8

3. Minutes The minutes of the meeting held on 9th June 2020 were **agreed** as a correct record and will be signed at a later date according to lockdown restrictions.

4. Matters arising

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

It was confirmed that the grant application paperwork had been received from Ballinger Waggoners and was all in order, therefore the grant for £500 was approved.

The following requests for use of Buryfield/Prestwood Common for outside classes have been approved in the last month; Little Kickers, Bytomic taekwondo, Yoga with Annabel, Hughenden ladies running club. These groups were all advised to run their classes adhering to the government guidelines, some groups are running 2 or 3 groups of 5 with an instructor/leader for each group. Public liability insurance has been obtained from all groups and the usual nominal charge is going to be made.

The only group to use The Cage for storage was confirmed as Prestwood Events Group and they have now returned a signed agreement.

Damage was reported to the Storytelling chair in the toddlers play area. The chair has been removed and a cost for re-installing is awaited.

Estimated cost of Frith Hill parking LAF project received at £109,629. This will be added to the August agenda.

The installation of the memorial bench near the Buryfield toddler play area by GMVA is being postponed until late August/early September due to the Buryfield car park extension and the roadworks on the Link Road.

5. Councillor Vacancy

The legal process is now completed for both vacancies (Great Missenden ward & Prestwood & Heath End ward). Cllr Hewett suggested an advert in the next edition of The Source.

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 although has seen a big decline in the requests for help. With lockdown restrictions easing the government are providing guidelines for the re-opening of community buildings. These are comprehensive and in order for risk assessments to be carried out and measures to be put in place to safely re-open it was agreed to organise a meeting of the Prestwood Community Centre working party. A meeting of the Memorial Hall Management Committee would also be organised in the next two weeks.

8. Parking

i) Request from Bucks Council regarding coach parking

Bucks Council have been unable to provide further detailed drawings, however the likely design would include a turning circle which would require reconfiguration of the spaces on the south eastern side of the car park extension and also require use of adjoining land on the Great Missenden Combined School side. There would need to be fencing around the turning circle to allow it to be secure from the school grounds. Bucks Council have reported that the school have verbally supported the scheme in principle. The parish council agreed that they would need to see detailed drawings before a further decision could be made. In the meantime, the Buryfield car park extension is proceeding.

ii) Buryfield car park extension – update

The contractors have started work on the extension today with the installation of the fencing around the site. Cllr Humphreys reported that three emails had been received expressing concerns regarding the start date of the works a week before the school breaks up. The school had previously been advised of the works and start date. As the Memorial Hall remains closed that car park is available for parents at school drop off and pick up times this week. The contractors have also been given the school start/finish times to avoid for deliveries this week. Cllr Johnstone advised that the contract has now been signed and presented a Memorandum of Understanding (MoU) between the parish council and Bucks Council, who are the fund holders. The MoU details the process for GMPC to claim the funds. There is still an outstanding query as to whether the parish council can reclaim the VAT on the construction works and this has been

covered in the MoU. The MoU was approved by resolution and Cllr Pither asked for thanks to be recorded for all Cllr Johnstone's work on the contract and MoU.

iii) Car park management

Cllr Hewett discussed that due to the increase in car parking spaces the lease for managing the car park with Bucks Council will need to be amended. As Bucks have been managing the car park for some years it was proposed that this would be an opportunity to go out to tender for the management of the car park to ensure a competitive price is obtained. In order for this to happen the council resolved to give Bucks Council six months' notice to terminate the lease and to invite them to re-tender. There was some discussion around what should happen with the charging on the new spaces when completed. It was resolved to form a working party and Cllrs Rhodes, Stevenson, Brooke and Pither agreed to join the working party to make investigations and recommendations on car park management.

9. Great Missenden Memorial Hall - update

All the external works have now been completed. However, there has been some recent vandalism over several nights, seemingly the result of a football being repeatedly kicked against the windows and the roof. This has resulted in damage to the roof tiles and the guttering. The contractor who recently did the tiling has been asked to make the repairs. The police were informed and the local PCSO reported moving on three vehicles and their occupants from the Memorial Hall car park, who had a football, the following evening. The PCSO recommended putting the chain across the Memorial Hall car park in the evening, which the council agreed to in the short term.

All internal works are now nearing completion with the ordering of tables, picture framing and a deep clean and possible blinds/curtains left to organise. As mentioned above, a meeting of the Memorial Hall Committee will be arranged to risk assess the possibility of re-opening of the hall.

10. Great Kingshill Residents Association (GKRA) – report and decision to appoint a rep

Cllrs Pither and Stevenson presented both a written and oral report of their attendance at a recent GKRA meeting. Cllr Pither offered to continue to attend the meetings on behalf of the parish council and this was agreed unanimously. It was also suggested that GKRA details are passed onto the MVAS/Community Speedwatch Co-ordinator for the parish to see if there is any benefit to working together. (Permission was given by the representative of GKRA who was attending the parish council meeting for his details to be passed on.)

11. Community Emergency Plan – for discussion

Cllr Cook proposed that the decision for a creation of a parish community emergency plan was deferred for six months, particularly in light of the pandemic as much of the guidance available does not make provision for this situation. This proposal was agreed by the council.

12. Covid 19 Risk Assessment – for adoption

The Covid-19 risk assessment covering staff, visitors to the parish office, councillors, contractors, drivers and volunteers was adopted by resolution.

13. Reports from Committees

a) Planning Committee

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

b) HS2

i) Enabling work completed during lockdown

Cllr Johnstone reported that the following enabling works were now completed:-

- Re-routing of power lines at north portal of the Chiltern Tunnel
- Firth Hill – main part completed
- Kings Lane junction work completed

ii) Current Issues

- Opening up of PRoW GMI/13 (&12) – HS2 have been challenged as to why these footpaths haven't yet been opened up
- Weights & Measures, Frith Hill – now works have finished at this location, pursue the option to assist Bucks Disability Service to use the building.
- Undertaking & Assurances No 2731/2 – transparency requested on spending to date

iii) Forthcoming works

- GMPC Buryfield car park extension starting on 13th July. The works have been advertised on the website, via PVA & GMVA and on Facebook, by Cllr Johnstone
- GM Combined School – work on formalising the parking in the school grounds for staff and some visitors has been approved but there is no provision for coach drop off or turning.
- Frith Hill – final works required to comply with Road Safety Audit – install a chevron sign and modify the white lining. Cllr Brooke enquired regarding the 40mph speed limit on Frith Hill and the council resolved for Cllr Johnstone to enquire further regarding this.
- Landscaping, traffic and safety – Link Road and Buryfield, starting 20th July – advance works notice has been posted to residents, there is also a link to a virtual display of the information on the HS2 Commonplace website and a summary has been provided by the council which has been posted on the website and emailed to local groups.

c) Open Spaces and Lighting

i) Prestwood Common track project – update

The council noted the report from the deputy clerk regarding the recent meeting with the successful contractors for the Prestwood track project. There is a potential start date of w/c 27th July and the project is estimated to take four weeks. Cllr Humphreys asked if there was room for the site equipment to be situated on the common, to keep the car park as clear as possible, should the Community Centre reopen. There was also discussion on the removal of topsoil. Cllr Pusey has offered to take receipt of any topsoil to save on disposal costs, however it would need to be transported to him. The council approved by resolution for Cllr Pusey to receive the topsoil. The deputy clerk will check what reduction in the overall cost this would be, and an update will be emailed to all councillors.

ii) Ballinger Car Park – update

The council resolved unanimously the recommendation from the Open Spaces committee for Sexton's to carry out the resurfacing works at Ballinger Car park, the price is slightly increased at £4,350 + VAT.

iii) Land at London Road – next step

Cllr Hewett proposed that now the Buryfield car park extension works were under away, consideration needs to be given to the parcel of land at London Road. This was previously under licence to The Misbourne School, although the licence was terminated last year when the land was being considered for use as a car park. This item will be added to the August agenda.

iv) Prestwood Community Centre – break in & quotes for new access pad

Following the recent break in at Prestwood Community Centre the invoice from Rapid Secure, who attended on the night to make the building secure, has been received at a cost of £228. Quotes have been obtained to install a new access keypad. It was resolved to not make an insurance claim for the reparation works, to accept the quote from AGE for £345 + VAT to install a new access pad and to keep the kettles and tea urn, providing they pass the planned PAT testing.

v) Great Missenden – proposal for additional litter bins

The litter problem on Buryfield was discussed, Cllr Hewett reported that a rota has been set up consisting of local Great Missenden volunteers who have been provided with litter pickers and sacks and have committed to litter pick over the weekends. This has seen a great improvement. The email from Bucks Council which confirmed that no new bins are currently being installed was noted. It detailed the process when the service is available the request should be logged online, Bucks would then assess the needs and consider other options and liaise with the council to advise of the action and any costs, outcomes, etc. It was decided not to progress new bin requests at this time.

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

The response from Sustrans including the preference for a hard-paved sealed surface, 3m wide and to consider a parallel trotting strip if there was the demand for horses to use the proposed track, was considered by the council. There were varying opinions and it was suggested that further information would be required, as would the request for further consultation. It was therefore proposed and resolved to form a working party to meet with Sustrans to gain further information. Volunteers for the working party included Cllrs Pither, Johnstone, Pusey, Brooke and Marshall. Cllr Pither will arrange a meeting.

vii) Re-Opening of Play Areas – risk assessment and decision

The council considered the information in the risk assessment carried out by Cllrs Pither and Cook and the deputy clerk. Taking into account government requirements and potential associated costs of re-opening it was agreed that it was not feasible to supervise or regularly clean the play areas currently. In the interests of safety, the council resolved unanimously to keep the play areas closed at this time. Signage will be updated at all play areas.

viii) Emergency Active Travel Fund – update for noting

The council were recently approached by Bucks Council with the suggestion of a project to pedestrianise Great Missenden High Street, whilst still allowing buses and coaches, as part of the Emergency Active Travel Fund. The council responded such that, whilst investment in the local infrastructure was welcomed, there were initial concerns over the suitability of this particular project. The council noted the update from Bucks Council advising that the Great Missenden project would not be progressing further at this point.

ix) Request from Misbourne Area Youth (MAY) for a skate surface at Prestwood Common

Cllr Cook reported from the recent Misbourne Area Youth meeting a query regarding the suitability of the selected track surface at Prestwood Common for skateboards. Cllr Cook advised MAY that the track would not be suitable for skateboards. Cllr Pither advised that the request for an additional area suitable for skateboarding would be considered as phase two of the Prestwood Common project.

x) Request for a stall on Buryfield

The request for a weekend sweet stall to be located in Buryfield was considered by the council. Due to the loss of car parking spaces during the Buryfield car park extension followed by the works on the Link Road the council resolved not to approve this request and ask that the stallholder is advised that the council regretfully decline the request at this time.

xi) Request to use Buryfield GMFC

The request from GMFC to continue using Buryfield for the forthcoming 2020/21 season was approved unanimously.

xii) Allotments – Request for a shed/shelter at Nairdwood Lane

The request for a shed on plot 5B and a small shelter on plot 1B were both approved by the council, with the reminder that the structures should be placed away from the allotment path/track.

xiii) Buryfield play area – springer replacement - update

The recent ROSPA report on the springer at Buryfield adventure playground was noted, and whilst the findings were low risk, the council resolved to go ahead with replacing the springer with a new elephant springer by Wicksteeds for a cost of £2,810.35 ex VAT.

xiv) Request to use Buryfield – for a marquee

The council considered the request for a marquee for a birthday party on Saturday 1st August on the Buryfield for 100 people. The council feel unable to accept this request as current government guidelines advice is that community facilities should not facilitate large gatherings or celebrations. If the Memorial Hall is re-opened by this date, it may be possible to offer the hire of the Hall, however a Covid-19 capacity assessment needs to take place and this will reduce the current allowable capacity.

d) Finance & General Purposes Committee

i) Play Inspection – quote for ROSPA

The council approved by resolution the quote for £483 + VAT from The Play Inspection Company for the annual inspection of all play equipment next year.

ii) Website – update

The new website is now live. There are still pages to be updated. Thanks were passed to Cllr Cook and the clerk for creating and editing the pages.

iii) PAT Testing – quote for approval

The quote from Scientia Services Ltd for £90 for half a day to PAT test the appliances in the parish office and Prestwood Community Centre was approved by resolution.

iv) Legal Notices – LTN 8 Elections, casual vacancy briefing LO03-20

Noted.

v) Payment of accounts for July 2020

It was **resolved** that accounts numbers **57-81** in the sum of **£14,217.35 (inc VAT)** be agreed for payment and petty cash items of **£64.56** be ratified. (The payment sheets will be signed when lockdown restrictions allow.)

13. Editorial Working Party

Cllr Hewett advised that there was no news on the date for the next edition of The Source, but for everyone to look out for good ideas for articles.

14. Reports from Representatives to outside Groups.

None.

15. Clerks Report

i) The clerk's progress report was noted and updates provided by Cllr Pither as follows:-

- item 6. Step access into Buryfield– Cllrs Pither and Brooke have met with a builder and are awaiting details from Thames Water regarding the location of utilities by the existing step.

- item 15. Entrance to Buryfield – Cllr Pither advised that a meeting will be arranged with Cllrs Pusey and Humphreys to discuss recommendations for this area.

ii) The new Community Board had met for the first time and the next meeting was due in September.

16. Matters for information

None.

17. Future meetings

a) Planning Committee – **7.30 p.m. Monday 3rd August 2020** by video conference

b) Parish Council Meeting – **7.30 p.m. Monday 10th August 2020** by video conference.

The meeting closed at 10.15pm.