



**Minutes of the Parish Council Meeting
held on Monday 14th December 2020 via teleconference (Zoom)
at 6.30 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: J Brooke, L Cook, S Humphreys, M Johnstone, M Lee,
I Lovegrove, V Marshall, V Martin, K Pither, R Pusey, S Rhodes, T Stevenson

Also present: Jane Hennessy - clerk, Adam Styler

1. Apologies: C Baxter

2. Declarations of Interest:

Cllr Martin – items 7 & 17

3. Minutes The minutes of the meeting held on **9th November 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 held by Zoom video conferencing due to the ongoing Coronavirus restrictions.
- The second period of lockdown has been lifted and since 2nd December Buckinghamshire is now in tier 2.
- The Women's Institute have accepted the offer of adopting one of the trees which will be planted in the Buryfield car park as a commemorative tree.
- A thank you has been received from PEG for the grant awarded for the Christmas lights.
- A thank you has been received from a Prestwood resident for the support the parish council have given to help provide the Christmas lights.
- A resident has written thanking the planning committee and in particular Cllr Rhodes for all the support they have given over the last year.
- An email has been received from Bucks Council advising of the unsuccessful attempt by the Chiltern Society to register the Black Horse pub as an asset of community value. The clerk was asked to investigate the appeal process.

5. Councillor Vacancy

Adam Styler provided information regarding his request to join the council and fill the Prestwood and Heath End vacancy. Under the co-option process Cllr Hewett welcomed Adam to the council. The clerk will arrange for the Acceptance of Office form to be signed in the presence of the clerk and Adam will join the council at the January meeting.

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. Parking

i) Bucks Council coach parking - update

The amalgamated list of questions regarding the proposed coach turning area was agreed by the council with some additions. It was agreed to send the list to Bucks and to postpone the 17th December meeting until the new year.

ii) Car park management - update

The tender period on Contract Finder closed on 12th December. Cllr Rhodes will liaise with the clerk to arrange a convenient time for these to be opened in line with the standing orders.

8. Prestwood Community Centre – external repairs – quotes for approval

It was resolved that a working party should review the quotes and make a recommendation for the January meeting. Cllr Humphrey's will facilitate this. Cllr Stevenson asked that thanks for all the deputy clerks effort on this project were recorded. Cllr Pither seconded this.

9. MVAS Rota – for approval

The MVAS movement rota for 2021 was approved with acknowledgement that there may be some variation due to Covid restrictions affecting the volunteers. Cllr Pusey requested that Chesham Road be considered for inclusion as an MVAS site. Cllr Hewett advised it would be added to the agenda at the next MVAS working party meeting.

10. Frith Hill

i) Community Board – Frith Hill Footpath – proposal to contribute funding

Cllr Johnstone presented a proposal that the parish council match fund the creation of a footpath on Frith Hill. The newly formed Missendens Community Board has agreed to support the proposal providing that the parish council match fund the costs. The proposal includes using a strip of parish owned land that is currently under tenancy to a local resident. Costs received from TfB are approximately £38,000, however Cllr Johnstone has an additional quote from NC&JC Construction of approximately £26,000. The proposal is to consider a maximum contribution of £20,000 from reserves. This was approved in principle by majority vote. It was noted that three quotes should be obtained and Contract Finder should be used. Cllr Johnstone will provide further updates. Cllr Brooke requested that ownership and maintenance of the proposed new footway was also considered.

ii) Frith Hill Pavement – proposal to fund the clearance of the footway

Cllr Johnstone presented a proposal to continue discussions with TfB over siding out the footway from South Heath but if progress is protracted agree to commit spending up to £3,000 on siding out the section of the footway from Mill Lane early in the new year. However, an update from Joe Connolly at TfB received today advised that TfB had approved for flailing of this section to be carried out which would also include siding out. A date was awaited for the works. Cllr Johnstone suggested that his proposal was suspended until a date could be confirmed from TfB. Cllr Brooke requested that the siding out work is extended further down Frith Hill.

11. Reports from Committees

a) Planning Committee

i) The minutes of the meeting held on **7th December 2020** were agreed and confirmed. Cllr Pither requested that thanks are noted to Cllr Cook for chairing the planning committee and in turn to the planning committee for all their hard work. Cllr Lovegrove provided an update on item 6)a)5) from the planning minutes. He had concluded that he had been unable to locate any issues or inconsistencies in the evidence provided by the applicant.

ii) Neighbourhood plan - update

Cllr Lovegrove updated the council on funding available for the formation of a neighbourhood plan. He confirmed that there was anywhere between £10,000 and £18,000 readily available. There was a further £10,000 funding available but this relied on the focus of provision of social housing which would not be realistic in the parish. With an approximate 6 core policies Cllr Lovegrove estimated that the cost to the council would be between £25,000 - £30,000. The council resolved to increase the reserve for the neighbourhood plan to £15,000 in anticipation of this. The council also agreed in order to progress the neighbourhood plan presentations would be arranged with specialist companies that could offer advice.

b) HS2

i) Enabling Works

- HS2 Jones' Hill Wood - Fusion have confirmed that they are planning to reduce and change the lighting due to complaints although this has not yet been implemented.
- Archaeological investigation is due to start in the north portal area, off Kings Lane. However access by vehicles should be up the haul road.
- A video taken by a local professional showed the vegetation clearance around Grim's Ditch, including mess and damage along Kings Lane.
- Link Road – the Road Safety Audit stage 3 was completed. Findings included some misleading signs to be redone and also a hazard as the public footpath crosses the A413 and the Buryfield car park access. Both of these had been reported to Fusion and Bucks Council by the parish council previously. The remedial work will be carried out in mid-February.
- Landscaping – trees and hedgerows are due to be planted. HS2 have ordered 167 shrubs which on delivery are too tall. The supplier is in Lincolnshire and does not want them returned. HS2 have offered them to the parish council. This will bring the total number of shrubs given to the parish council to 275. The Walled Garden had already kindly agreed to heel in the original 108 shrubs, Cllr Hewett will speak to them to see if they can accommodate the additional number. The council resolved to accept these additional plants.

ii) Main Works Civil Contractors (MWCC)

- The Christmas and New Year shutdown will be from 18th December to 4th January
- Little Missenden PC have raised concerns about the size of the vent shaft and that Align are proposing to build a new roundabout so that construction traffic from Amersham can safely turn to return to the site. The concern is the effect that will have on the nearby villages. Alternative proposals being considered are a roundabout at the Chiltern hospital junction or on-demand off-peak traffic lights to facilitate a right turn into the site.
- EKFB have plans to build a new additional compound of welfare facilities and offices with a large car park, going directly against the spirit of the undertaking and assurance and another violation of the AONB. A document showing the third compound was circulated to Cheryl Gillan, county officers, councillors, Chiltern Conservation Board, GMVA and the press. EKFB have responded to Cheryl Gillan advising that the chalk trial is temporary and will be removed on completion in February. EKFB also stated that the plans were inaccurate, circumstances have changed and the contractors are reviewing their requirements recognising the sensitivity of the location.

iii) HS2 Construction Commissioner

- A return visit, albeit a virtual one, is planned with the HS2 construction commissioner to include Little & Great Missenden Parish Councils and The Lee parish council. Common threads are poor communication, late communication, lack of proper engagement and deviation from agreements and assurances.

c) Open Spaces and Lighting

i) Land at London Road – update and proposed licence for approval

The council considered the option of reinstating the previous licence with the Misbourne School which would negate the need for legal assistance. However, following recent advice from the deputy clerk, the council agreed to form a working party consisting of the Open Spaces committee and Cllr's Brooke, Rhodes, Lovegrove, Pusey and Hewett. The working party will meet and make a recommendation for inclusion on the January 2021 agenda.

ii) Buryfield Tree – update for consideration

Following Cllr Brooke's proposal at the November meeting to use some of the trunk/bough of the lime tree due to be removed and be left in some form for children to play on, the clerk confirmed that the insurers would require a risk assessment and adherence to BS EN 1176. The council considered the options of leaving a log by the perimeter of the Buryfield or to use the wood to create stepping stones as part of the play area. The council resolved by majority to explore the option of leaving part of the removed trunk as a natural feature. Cllrs Pither, Lovegrove, Humphreys and Brooke will arrange to meet and consider the location and risks which will then be forwarded to the insurers for their advice. The work on reducing the lime tree is due to take place next week.

iii) Church Street green parking

The council considered the request for support for the parking problem on Church Street green. The council resolved to write to Transport for Bucks to ask for increased enforcement and possible consideration of wooden bollards.

iv) Woodland Trust – tree planting – proposal to start planting

Cllr Marshall requested that a plan for planting the Woodland Trust saplings is progressed. Feedback from Bucks Council for the planting on Prestwood Recreation Ground has been received. Bucks Council would be happy with the majority of the proposed planting on the Recreation Ground and if the parish council will arrange the planting and first year of

maintenance then BC will then take over responsibility for them. Bucks Council would like to know in the meantime the expected height of the saplings when fully grown. Cllrs Marshall, Pither and Baxter will meet to discuss the proposed alternative location. The clerk was asked to obtain a quote from Sextons for the planting of these sapling. The saplings intended for Buryfield will be left with the Missenden Walled Garden to heel in until the hedge has been planted. Cllr Hewett will organise this.

v) Buryfield hedge – quote for approval

Cllr Hewett presented the comparison of the three tenders received for the preformed hedge around Buryfield, which had been prepared by Cllrs Hewett, Johnstone and Humphreys. The recommendation was for Tree and Hedge Company's tender at a cost of £24,700 + VAT which was resolved by majority vote. Cllr Pither requested that the clerk check with Bucks Council to see if a certificate of lawfulness is required before the hedge is planted.

vi) Request for carol singing in Buryfield car park – for noting

The council had approved by email the request for carol singing in Buryfield car park by Great Missenden Choral Society for 20 minutes on Saturday 12th December at 3.00pm. A risk assessment was received as was a copy of the Choral Society's insurance. The council approved the request provided all the current government Covid 19 regulations are followed.

vii) Fly tipping – draft letter to Cheryl Gillan for approval

Cllr Rhodes draft letter regarding the rise in fly tipping and the request to support the increase the fixed penalty power of local was approved by majority vote.

viii) Annual Tree Report – for noting and prioritising work

The councillors noted the emailed annual tree report. A working party meeting will be arranged to prioritise any work highlighted in the report. Cllr Marshall requested a printed copy.

ix) Prestwood Track – proposal to pay remaining 5% retention

The proposal to pay the 5% retention to Southern Landscapes of £1,732.08 inc VAT was resolved. It was also agreed, in principle, for the cost of £650 + VAT for a rake and roll maintenance visit to the track, as an when required.

x) Proposal to replace the bollard on Buryfield Lane

Cllr Humphreys proposed that the concrete bollard at the school end of Buryfield Lane is replaced with a collapsible bollard to help with maintenance access to Buryfield. As the parish council do not own Buryfield Lane it was resolved to write to Bucks Council to request this in the first instance.

xi) Diversion of public footpath no. 70, Great Missenden for noting

The council responded to Bucks Council, via email, regarding the proposed diversion of this footpath, which they had discussed at their August meeting following information provided by Network Rail. At the August meeting the council voted by majority not to support this diversion.

xii) New benches

Cllr Humphreys reported that Richard Hildreth had offered the council two wooden benches and proposed that they could be installed on the Buryfield, near to the Memorial Hall. The council agreed to

xiii) Electrical work – Great Missenden Memorial Centre

The previous work to the emergency lights in the main hall had been partly under warranty so the agreed cost of £876.00 + VAT was now going to be £300 + VAT. The council therefore resolved by majority vote to accept the quote from Martin Wheeler for £440.40 inc VAT for the further electrical work required at the Memorial Centre including two sockets in the

kitchen, two flush occupancy switches for the male and female toilets, repairs to two sockets in the main hall and test the two floodlights at the entrance.

d) Finance & General Purposes Committee

i) Minutes of the F&GP Committee meeting held on 23rd November 2020 were approved and will be signed when lockdown restrictions allow.

ii) Draft budget 20/21 – for approval

Cllr Johnstone presented the final version of the draft budget recommended by the F&GP Committee at their recent meeting. As the tax base had now been provided by Bucks Council and showed a decreased figure, the budget has been updated to show a 0.8% increase which when applied to the band D tax base is a £1.98% increase (approximately £1.05/year for a band D household). The change in the tax base set by Bucks Council is due to a decrease in the number of new houses being built and an increase in those households claiming council tax relief. The Community Board reserve will be increased to £20,000 and the neighbourhood plan reserve will be increased to £15,000.

The council resolved by unanimous vote to approve the budget and set the precept at £268,230. Thanks for all Cllr Johnstone's work on the budget were noted.

iii) Proposed amendment to Standing Order – 18 – Financial Controls & Procurement

The council approved by resolution the update to Standing Order 18 d) iii) regarding the appropriate advertising of tenders.

iv) Grant request – Age Concern Great Missenden & District

The council considered the grant request of £1,920 to deliver meals to residents during the winter and to cover the cost of the insurance for the minivan. The council resolved by majority vote to approve a grant of £1,400 towards the cost of the meals.

vi) Grant request – Great Missenden Chamber of Trade

The council approved the grant request from the GM traders for assistance with the cost of public liability insurance, servicing and repairs of the Christmas lights on the library tree and a portion of the cost of Christmas trees over the shops. A final invoice is awaited and likely to be between £1,300 - £1,500. The council resolved the grant up to a maximum of £1,500.

iv) Payment of accounts for December 2020

It was **resolved** that accounts numbers **152-170** in the sum of **£23,239.60 (inc VAT)** be agreed for payment and petty cash items of **£0** be ratified. The payments this month include the resurfacing of the Ballinger car park and the removal of the fallen bough of the lime tree on Buryfield.

12. Editorial Working Party

Cllr Hewett thanked everyone for their article submissions. It is likely that the next edition will be planned for February 2021.

13. Reports from Representatives to outside Groups.

None. A report was requested for January from Stoke Mandeville & Other Parishes Charity.

14. Clerks Report

i) The clerk's progress report was noted.

ii) The clerk advised of some intermittent annual leave being taken over a three week period in January.

iii) Cllr Pither suggested that the parish office could close on Christmas eve. The clerk was asked to check emails and phone messages.

15. Matters for information

None.

16. Future meetings

- a) Planning Committee – **7.30 p.m. Monday 4th January 2020** by video conference
- b) Parish Council Meeting – **7.30 p.m. Monday 11th January 2020** by video conference.

17. Confidential Item

It was resolved under the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

18. Legal advice

The parish council resolved to seek legal assistance and the draft brief was agreed. The advice of the clerk was noted but the council agreed to wait for the legal advice before proceeding. The estimated cost of £500 + VAT for initial advice was also approved. Cllr Stevenson asked for thanks to be recorded for the deputy clerk's work on this. Cllr Pither seconded this.

The meeting closed at 9.00pm.