



**Minutes of the Parish Council Meeting
held on Monday 8th February 2021 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:

None.

Present: Councillor A Hewett, Chair
Councillors: C Baxter, J Brooke, S Humphreys, M Johnstone, M Lee,
I Lovegrove, V Marshall, V Martin, C Ormesher, K Pither, S Rhodes, A Styler, T
Stevenson

Also present: Jane Hennessy - clerk

1. Apologies: L Cook, R Pusey

2. Declarations of Interest:

Cllr Martin – items 6

3. Minutes The minutes of the meeting held on **11th January 2021** were **agreed** as a correct record, with one minor amendment, 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.
- England remains under lockdown restrictions and Prestwood Community Centre and GM Memorial Hall remain closed.
- Cllr Hewett reported that the hedging around Buryfield was due to be installed on Tuesday 16th February and would take four days. Additional approved costs of £3,805 would include gaps and matting. All of the hedging costs are to be taken from the HS2 Undertaking & Assurance held by Bucks Council. The deposit of £14,800 has already been refunded to the parish council out of this mitigation fund. This increase in cost will leave a remaining cost of £16,155 (+ VAT).
- The clerk reported damage to the spinner at the Gryms Dyke play area and to the wooden board covering the storage window at Prestwood Community Centre. This has been discussed at an Open Spaces meeting on Friday 5th February and a recommendation will be provided at the March council meeting. The broken spinner has been removed and stored.
- Notification has been received that the Widmere Field footpath in Prestwood has been formally adopted as a Public Right of Way.
- Sextons have repaired the vandalised railings around the Buryfield skate park.
- A letter was sent to Transport for Bucks (TfB) regarding the parking on The Square in Church Street. TfB have passed it to parking enforcement to be made aware of and Bucks Councillor Peter Martin is pursuing the cost of installing bollards with TfB.

5. 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.

6. Parking

i) Bucks Council coach parking - update

Cllr Hewett updated the council on the recent meeting with Bucks Council regarding their proposed coach parking project. Cllrs Humphreys and Rhodes also attended. Plans had been presented at the meeting which were similar to those presented previously to the council, but showing the school footpath moved and additional pedestrian gate next to the vehicle entrance. Bucks Council advised that the school intended this gate to be the drop off point for coaches and cars. The councillors attending expressed concerns on this design as coaches and cars pausing to drop off in the turning circle would cause queued traffic around the turning circle and into the car park. There was already provision for two coach parking spaces in the existing Buryfield car park. Revised drawings were requested removing this additional pedestrian gate to be available for the parish council meeting to consider. The revised drawings were sent through an hour before the parish council meeting. The plans were shown on screen and included rumble strips and raised curbs in several places to help manage traffic flow. A swept path for 15m coaches was also provided. The intention is that the land containing the turning circle will be transferred into parish council ownership and further meetings are planned to discuss this in detail. It was discussed that 'no dropping off' signs were considered for the turning circle and it was also suggested that the school were asked to contact parents to advise of this. Cllr Hewett asked if the council would be happy to vote on approving the design on drawing HS2-MISC-100-003B Rev 2 given its late arrival. Of the fourteen councillors present 10 councillors approved the design, there was one abstention and the remaining three councillors requested hard copies of the plans before making comment. The support for the design was therefore resolved by majority. Cllr Hewett asked the clerk to arrange for the hard copies to be sent to the councillors and for Bucks Council to be advised of the vote.

ii) Car park management - update

The confirmation from Bucks Council that they would extend the current lease to manage the existing Buryfield car park until March 31st was noted. The recommendation of the car park management working party to ask Bucks Council to manage the entire Buryfield car park for one year from 1st April 2021 was resolved. Cllr Rhodes advised that the contractors who had tendered had been advised that the tendering process had been put on hold due to the proposed coach turning project that was due to be carried out within the next year and the impact that will have on managing the car park.

7. Elections

The clerk provided an update on the election nomination process and that hard copies of the nomination forms were expected. Nominations can be submitted between Monday 22nd March and Thursday 8th April. The clerk advised that Bucks Council would be happy if the clerk bought all completed nomination forms on behalf of the candidates. Further information will be provided to the councillors as it is received.

8. Prestwood Community Centre – Update & Quotes for approval

Cllr Humphreys presented updated quotes from three companies, following a meeting of the working party to select the preferred top three quotes. The additional quotes now all include replacing the plywood plinth, opening up the storeroom window, painting two exit doors and allowing for removing and refixing of external lighting. The quote from Country & City (option 2) Hardie plank cement board cladding for £27,077.50 and an additional contingency of up to £5,000 was resolved by unanimous vote. Cllr Johnstone confirmed that there were earmarked reserves for this project.

9. MVAS Risk Assessment – for review

The risk assessment for the mounting, moving and battery changing of the four MVAS/YSI speed signs was reviewed and adopted.

10. Parish Charter – consultation

The councillors noted the parish charter consultation information and agreed to respond individually. The clerk will email a reminder before the closing date of 7th March.

11. Reports from Committees

a) Planning Committee

- i) The minutes of the meeting held on **1st February 2021** were agreed and confirmed.

b) HS2

i) Enabling Works

- Great Missenden works including those specified by the Road Safety Audit to upgrade the streetlighting should be completed by the end of February. The layout of the traffic management lights and cones will be similar to last year. The works will include installing new lighting, replacement LED lighting, work to the Buryfield entrance, grass seeding on Frith Hill and Link Road and complete hedgerow planting.
- The Road Safety Audit also highlighted the hazard to pedestrians where the diverted public footpath crosses the A413. The parish council are highlighting the issue and are requesting, as a minimum, the vegetation along A413 is cut back substantially to allow walkers to cross further along towards the Frith Hill roundabout where there is better visibility.
- Enabling works are commencing at the Chesham Road vent shaft. The nearby lay-by is closed and there will be 2-way lights for a short time.
- Other Advance Works notices for works in the area have been published on HS2 Commonplace website.

ii) Main Works Civil Contractors

- The outstanding question remains, how are HS2 and Bucks Highways going to mitigate the impact of HS2 construction traffic on the peak traffic flows for commuters and schools using the A413. Particularly as HS2 have now deemed the A4010 to be unsuitable for

construction traffic. The parish council, along with other local groups, continue to push HS2 for an answer to this question.

- Bucks Council refused the Schedule 4 application for the roundabout at Little Missenden for construction access to the Little Missenden vent shaft but permitted the related application for the bell mouth works. Align's current scheme is on-demand lights for HGV's directly from a slip lane into the site from the A413 going north.

iii) Chiltern Hospital Roundabout

- The parish council have made an expression of interest to the HS2 Road Safety Fund for a roundabout on the A413 at the Chiltern hospital junction. Cllr's Hewett and Brooke have had meetings with local groups who support this project. Cllr Hewett suggested that it would be important to have community support behind this project, starting with an article in The Source, perhaps an e-petition would be appropriate, a survey on the website, as would advertising by the local village associations and contacting Dame Cheryl Gillan for support. There was discussion around the negative impacts of the proposed roundabouts, including potentially causing a rat-run through Great Missenden High Street. Cllr Hewett asked the councillors to please let her know tomorrow, by email, their thoughts about this project and if they supported it.

c) Open Spaces and Lighting

i) Woodland Trust Trees – quote for planting

The quote for £300 by Sextons for planting the saplings at Prestwood Common was approved by resolution, with an additional £52 also approved should additional stakes/guards be required.

ii) New Benches – update & quote for approval

The council approved the cost of an additional bench from Hildreths at £230 and considered the quote from Sextons to install two wooden benches at Prestwood Common by securing each bench leg with concrete, L shaped brackets and anti-tamper bolts. The cost of £175 + VAT per bench was resolved. The location of the two benches was agreed on the plan provided, 3m either side of the bush along the Honor Road hedge side of the common. It was requested that the Colts are approached to confirm that they are happy with the locations.

iii) Land at London Road – proposal to suspend standing order 7a), update & draft letter for approval

The council resolved unanimously to suspend standing order 7a) to enable them to discuss further the land at London Road. The council resolved to defer the grant of any new licence to The Misbourne School until their extension works are underway to allow time for further research into the licence. The draft letter to the Misbourne School provided by the deputy clerk requesting access to the padlocked gate on the parish council owned land was approved with minor amendments and a copy to be sent to Cllr Peter Martin. The request from AFC Lightning to use the land for training was deferred to the March agenda.

iv) Parish Cup – nominations

The councillors approved by majority vote to award the parish cup to Elaine Ball for her many years of campaigning and fundraising for the Thomas Ball charity. Cllr Hewett will arrange to present the cup to Elaine in accordance with social distancing. Cllr Lovegrove also made the suggestion of an honours board of previous parish cup winners and this will be added to the March agenda.

v) Public Spaces Protection Order – Consultation

The request to respond to the Public Spaces Protection Order consultation was noted and it was agreed that councillors would respond individually. The closing date for responses is 21st February 2021.

d) Finance & General Purposes Committee

i) Internal auditor – scope and quote for approval

The council considered the four quotes provided for the internal audit service for 2020/21 and resolved to accept the quote for £175 from Bridget Knight, who was recommended by BALC and is also currently a parish clerk. References have also been taken from two parish councils who currently use Bridget as their auditor. The accompanying internal audit scope was also approved.

ii) Payroll Provider – quote for approval

It was resolved unanimously to accept the quote from D M Payroll Services for £132 / year to provide payroll services. They will provide salary, tax & NI information as well as pension information. The clerk will continue to submit the pension information online to Bucks Council.

iii) Parish Warden

Cllr Johnstone presented an update of the parish warden duties suggestions he has received so far. He encouraged all councillors to submit their suggestions by the end of February and the next stage would be to consider how the suggested duties could be carried out.

iv) Payment of accounts for February 2021

It was **resolved** that accounts numbers **196-211** in the sum of **£15,148.21 (inc VAT)** be agreed for payment and petty cash items of **£80.46** be ratified.

12. Editorial Working Party

Cllr Hewett reported from a recent working party meeting articles for the upcoming edition of The Source included the parish cup winner, Chiltern Hospital roundabout, defibrillators in the parish and Covid vaccinations.

13. Reports from Representatives to outside Groups.

None.

14. Clerks Report

i) The clerk's progress report was noted.

15. Matters for information

Cllr Rhodes offered to help with any help regarding the internal audit scope and latest regulations.

16. Future meetings

a) Planning Committee – **7.30 p.m. Monday 1st March 2021** by video conference

b) Parish Council Meeting – **7.30 p.m. Monday 8th March 2021** 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 follow the legal advice received from the solicitor.

The meeting closed at 9.35pm.