



**Minutes of the Parish Council Meeting
held on Monday 8th March 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, R Pusey, S Rhodes, A Styler, T Stevenson

Also present: Jane Hennessy - clerk

1. Apologies: L Cook

2. Declarations of Interest:

Cllr Martin – items 6

3. Minutes The minutes of the meeting held on **8th February 2021** 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.
- England remains under lockdown restrictions and Prestwood Community Centre and GM Memorial Hall remain closed. A roadmap has been announced to ease the lockdown starting with the schools returning on 8th March after village halls will be able to open for some groups involving education and children's activities.
- The hedging around Buryfield has now been completed and an irrigation system is in place to help with watering. A standpipe has been purchased to help with this, approved by Cllr Hewett at a cost of £71.51
- The parish cup was presented to Elaine Ball by Cllr Hewett, according to social distancing regulations, and an article and photograph has been published in The Source.
- The new meeting room has now been carpeted at a cost of £453.20 + VAT, taken from the previously agreed budget. The room is now available for use.
- Cllr Rhodes reported on his progress as a resident regarding the overhanging hedge at the junction of Green Lane/Nairdwood Lane. As it is six months since this was last discussed at a council meeting it was agreed that this should be on the April agenda.
- Cllr Pither reported that there was no urgent work on the tree report to be carried out by the end of March, however there would be a working party meeting to consider a list of requests received for tree work from residents.
- Cllr Lovegrove reported that he was awaiting a price for a wall mounted screen for the parish office which may be useful for meetings.

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 reported that Bucks Council have submitted the planning application for the coach turning circle and it had been validated on 8th March, the clerk will forward a copy of the application details to all councillors. In advance of the application some vegetation on Great Missenden school's land had already been cleared. Cllr Hewett advised that some of the proposed lighting was incorrect, but this will be followed up with Bucks Council at the next meeting (9th March).

ii) Car park management - update

The update regarding a recent meeting with Julie Rushton, interim head of off-street parking for Bucks Council was noted. Julie was happy to accept the proposed management of the entire Buryfield car park from 1st April 2021 to 31st March 2022. The parish council's legal advice had confirmed that a variation to the current lease would be sufficient and Julie will confirm that this is acceptable to Bucks Council. The cost from Wellers Hedley to prepare a variation to the current lease for £400 + VAT was resolved. However, if, a new lease is required the estimated cost of £850 + VAT was also approved. The parish council have a strong preference for the lease variation, as recommended by the solicitors, but also ensuring best value for money for a one year's extension to the current lease.

The council noted that the cost for the one-hour free parking will also increase from 1st April 2021 – 31st March 2022, due to the increase in parking spaces. It is likely that Bucks Council will not charge the full amount particularly given the disruption during the coach turning circle works. The annual charge is calculated per bay, £172, and per ticket machine, £400, therefore the increased charge would be a maximum of £11,752pa. The parish council resolved to accept the increase in these charges but would like to see this maximum figure much reduced. The clerk will contact Bucks Council for an update.

7. Elections

The clerk advised that printed copies of the nomination papers were available and could be sent out on request. A reminder of the nomination process was noted. Nominations can be submitted to the council offices in Amersham between Monday 22nd March and Thursday 8th April. The clerk offered to take all nomination forms to Amersham on Monday 29th March and requested completed forms be received at the office by Thursday 25th March.

8. Prestwood Community Centre – Update

Cllr Humphreys updated the council that, following the majority of opinion of those who viewed the range of colours, the cladding had been ordered in Mountain Sage (green). It is planned for the materials to be delivered on Monday 26th March and work to start the following week and to take approximately two weeks. Fencing will be provided by the contractor and some of the car park will be cordoned off for the works.

9. Parish Cup – proposal to have an honours board

Cllr Lovegrove withdrew his proposal for an honours board in Prestwood Community Centre/Great Missenden Memorial Centre after considering that a more encompassing method of acknowledging the parish cup winners would be more appropriate to reach a wider audience.

10.GMMC

i) Update & proposal for improving the path outside the main entrance

The council noted the update following the £163 underspend on the recently approved electrical work at the GMMC. The use of the underspend on the plumbing work to install the dishwasher was noted at £154.98 + VAT. Cllr Humphreys proposed quotes should be sought for improvement to be made to the paving outside the front entrance of the Memorial Hall, as it is uneven and prone to puddling. The council resolved repairs to a cost of £1,500 and quotes will be sought.

ii) Request from Great Missenden Football Club to install a washing machine in the changing rooms

The council discussed this request as a washing machine installation requires connecting to water and drainage, the request was resolved with the following condition, it should only be a washing machine, not a washer dryer, it should not be left unattended whilst in operation, the football team should be responsible for all maintenance and an increase in hire charges should be considered to cover the electricity and water. The hire charges will be passed to Great Missenden Memorial Hall to consider.

11. Covid Recovery

The email from Bucks Councillor Peter Martin was noted. All councillors were requested to email any suggestions to help boost the return of the high streets, that could be funded by Bucks Council, to the clerk.

12. Reports from Committees

a) Planning Committee

- i) The minutes of the meeting held on **8th March 2021** were agreed and confirmed.

b) HS2

i) Enabling Works

- Great Missenden HS2 mitigation and improvement works have now been completed. They started in July 2020 and finished on 26th February 2021. These include works to the Buryfield entrance and hedgerow planting by the skate park and in front of Buryfield House.
- Advance Works Notices have been published on HS2 Commonplace for archaeology, bat house works, tree planting, utility trial holes in South Heath, Rocky Lane to Leather Lane and Bowood Lane. There are also road closures for Leather and Bowood Lane.

- The main protestor camp near Wendover has expanded, with camps now at Jones Hill Wood and Leather Lane.

ii) Main Works Civil Contractors – Alight and EKFB

- Further enabling works continue at the Chesham Road intervention shaft. Alight are building the bell mouth and this work will be finished by the end of April 2021. Traffic management will be in place. Alight have undertaken to engage with the community in June time, once the design, the layout and the traffic management plans have been prepared.
- Local Traffic Management Plan – at a recent meeting attended by HS2 it was accepted that HS2 construction traffic had increased by between 40 & 60% but it was maintained by HS2 that this increase did not have a significant adverse effect over the levels in the Environmental Statement. The parish council were advised at this meeting that questioning submissions and requesting further assessments would only cause delays in the building of the internal access road and therefore result in construction traffic remaining on the A413 for longer.

iii) Road Safety Fund – Chiltern Hospital/London Road junction

- The opening of the HS2 Road Safety fund for applications was noted. The deadline for applications is 15th May.
- The parish council's survey hosted on the website regarding the Chiltern Hospital/London Road junction has received approx. 460 responses. It was discussed that it would be important to have a significant volume of support before submitting an application to this fund.

c) Open Spaces and Lighting

- i)** The minutes of the Open Spaces Committee meeting held on **11th June 2020** were agreed and confirmed.

ii) Land at London Road – AFC Lightning request

The council noted the update from the deputy clerk following the approach from AFC Lightning to use the land at London Road. A response, approved by email by the councillor, had been sent and the deputy clerk had also spoken with AFC lightning. A response from AFC Lightning is awaited following the offer of use of land at Ballinger for football or part of the Buryfield. The letter from The Misbourne School was noted, as was the proposed response from the deputy clerk. The council resolved to take up the offer of a meeting with the Misbourne Academy Business Manager in the first instance, and to send an updated letter after the meeting has taken place. Cllrs Pither, Hewett, Rhodes and Lovegrove would like to attend the meeting.

There was discussion around the importance of the parish council needing to be certain in their plans for this piece of land.

iii) Litter – proposals and quotes

- The council acknowledged the increasing litter problem, particularly on Buryfield with overflowing litter bins. Cllr Hewett advised that the parish council organised volunteer weekend litter pickers on Buryfield had restarted and are covered under the council's insurance. The council resolved the request to spend £108 on additional litter pickers.
- The new litter bin has been installed on Buryfield and has been chained to a dog waste bin adjacent to the side of the Memorial Hall. Sexton's have agreed to empty this new bin and there will be a small increase in cost for black bags.
- The council resolved to increase the weekly litter pick by Sextons on Buryfield and Prestwood Common from once a week to twice a week. This increase usually starts on

1st April. The additional weekly cost is £35 for Buryfield and £29 for Prestwood Common (a RPI increase will be applied on 1st April).

- The parish council resolved to an additional empty of the Grundon waste bin provided by the Memorial Hall Committee. This bin is usually only emptied once a week and the parish council agreed to pay for an additional weekly empty at a cost of £14 per 60kgs and an additional £0.15/kg for anything over 60kgs. (The cost of providing the bin and the existing weekly empty is paid for by the Memorial Hall.)
- The council noted the request from a resident to contact Costa with regards to the litter problem on Buryfield.

Thanks were asked to be recorded for Cllr Hewett for her recent efforts in collecting litter.

iv) Wild-flower seeds and soil – quote for approval

The council considered the quote for seeds and soil for the gabions in Buryfield car park and resolved to approve the cost of a maximum of £500 for these purchases. It was requested that the seeds should be native plants and also that consideration given to maintenance and the requirement for an annual cost to re-sow seeds. Further consideration will be given to the type of plants required.

v) Biodiversity Policy Review

Cllr Marshall was thanked for her work on this policy. The council reviewed the policy and suggested that it would be useful to have it audited. A local expert was recommended and Cllr Marshall will follow this up.

vi) Playground repairs – quotes

The council resolved the maximum cost of £2,100 + VAT to repair/replace the spinner at Gryms Dyke play area and repair the surfacing at Gryms Dyke and Buryfield toddler play area. However, the council would firstly like to know the length of warranty on a replacement item and also if it is possible to have the model with the longest bearings and/or replaceable bearings.

The update on the replacement springer for Buryfield was noted and the request to store and salvage the existing springer, if serviceable, approved. The storage room above the Memorial Hall was suggested.

Cllr Humphreys will look at the reported sticking gate on Buryfield adventure playground to see if it can be adjusted.

vii) Streetlight Survey

The recommendation of the Open Spaces Committee to commission a stock take and safety check of the parish council owned streetlights was approved. A quote has been obtained for £795 + VAT from Sparkx and two further quotes awaited. The council resolved to accept the cheapest quote to a maximum of £795 + VAT.

viii) Request to use Buryfield – Outdoor Fitness Classes

The council approved the following requests for outdoor fitness classes on Buryfield to resume after 29th March, in line with government regulations:-

- Andrea Barrett – Wed 7.30-8.30pm, Saturday 8-9am
- Chris Smith – Wed 6-7pm (until May)
- CCF Amersham – Chris Boulton – Thurs 6.45-7.30pm, Saturday 7.45-8.30am

All organisers will be required to provide up to date public liability insurance and be reminded to be mindful if the grass is wet and that drivers using the car park should be given priority.

ix) Request to use Buryfield – Greens Fair

The request from Greens Funfair to use Buryfield from 26th April – 10th May was resolved by the council. The fair's opening days will be 30 April – 3rd May and then again on 6th-8th May.

A reminder regarding prizes should not include fish was asked to be sent, as was the use of a temporary surface at the Buryfield entrance.

x) Prestwood Common phase 2 – consultation for consideration

The council considered the information regarding Prestwood Common improvements phase 2 and agreed to the consultation. The draft flyer was considered and Cllr Pither asked for any suggested amendments to be sent to the deputy clerk and herself.

xi) Women's Institute Commemorative Tree

Cllr Hewett proposed a tree is planted by the picnic benches on Buryfield as an alternative location for the WI commemorative tree. There was discussion regarding the need to ensure that the picnic bench area remains accessible for maintenance and a tree may impede this. The proposal was withdrawn.

d) Finance & General Purposes Committee

i) Request for a grant – The Source

The council resolved to approve the grant request for £940.92 from The Source towards their ongoing printing costs.

ii) Scribe Accounts software - update

The council noted the update in the annual cost of the account's software to £648 + VAT, which is included in the budget. The council now has unlimited user licences of the software, free online training and support.

iii) Parish Office – additional telephone line – update

The council noted the update of the previously agreed second telephone line and fibre broadband for the parish office and resolved the cost of £32/month + VAT. The reduction in price for the existing fibre line in the parish office of £32/month was noted as was the continued cost of £18/month + VAT for broadband at Prestwood Community Centre. All provided by TalkTalk and paid by direct debit.

iv) Parish Warden

The information presented by Cllr Johnstone regarding the parish warden role was noted. It was agreed that councillors would continue to report issues and jobs to the parish clerks and this would continue to help inform an evidence based task list. Issues to be reported for action should be extended to include footways and footpaths, traffic signs and litter in addition to the state of parish facilities. Once there is more information from Bucks Council on devolved services then a further discussion will be required.

v) Payment of accounts for March 2021

It was **resolved** that accounts numbers **212-231** in the sum of **£36,779.91 (inc VAT)** be agreed for payment and petty cash items of **£46.81** be ratified. This is the March interim payment sheet and there will be a final payment run before the 31st March.

12. Editorial Working Party

Cllr Hewett thanked everyone who contributed to the articles in the latest edition of The Source.

Cllr Hewett proposed a meeting of those councillors who would be interested in discussing the use of social media accounts to help with parish council communications. Cllr Hewett will arrange a meeting for all those interested. Cllrs Omesher and Lovegrove expressed an interest in attending a meeting.

13. Reports from Representatives to outside Groups.

Cllr Stevenson provided an update from a recent Great Kingshill Residents Association meeting.

14. Clerks Report

- i) The clerk's progress report was noted.
- ii) The update regarding the renewal of the E-On Energy contract for one year at Prestwood Community Centre was noted.
- iii) The clerk's update regarding the legality for holding meetings by Zoom after 7th May was noted.

15. Matters for information

- Cllr Lovegrove reported on the progress of progressing the neighbourhood plan project and advised that it was currently on hold due to the lockdown restrictions.

16. Future meetings

- a) Planning Committee – **7.30 p.m. Tuesday 6th April 2021** by video conference
- b) Parish Council Meeting – **7.30 p.m. Monday 12th April 2021** by video conference.

The meeting closed at 9.55pm.