



**Minutes of the Parish Council Meeting  
held on Monday 12<sup>th</sup> April 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)

Two minutes silence was held, in respect of the recent death of HRH The Prince of Edinburgh, Prince Philip. The chair then read a statement expressing condolences to the Queen and the Royal Family on behalf of Great Missenden Parish Council.

**Public Forum:**

One representative from Lighthouse – regarding the request to use Buryfield.

One representative Ballinger Waggoners Cricket Club – regarding the request to extend the area of the licence for Ballinger Common.

On representative from Great Missenden Village Association – regarding litter in Great Missenden and requesting further signage.

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

**Also present:** Jane Hennessy - clerk

**1. Apologies:** A Styler

**2. Declarations of Interest:**  
Cllr Martin – items 6 & 12.a)

**3. Minutes** The minutes of the meeting held on **8<sup>th</sup> March 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 restrictions which are being eased today, allowing non essential businesses to re-open.
- Sparkx have been booked to carry out an inspection & survey of all the streetlights and it is hoped this will be carried out by the end of the month.
- Permission has been granted to Alice Hearne for an exercise class on Prestwood Common, Mon 6-7pm, Tues 9.30am, Friday 9.30 & 10.30am.
- Carpet tiles have been purchased for the parish office at a cost of £543.00 from the agreed office refurbishment budget from 2020/21.
- The washing machine has now been installed in the Changing Rooms by GMFC.
- The new bench has been installed on Buryfield at a cost of £175 + VAT.

- Notification has been received regarding the expiration of The George, Great Missenden, being listed as an asset of community value.
- GMPRG have been in contact regarding funding available for benches and trees on Prestwood Recreation ground. This will be added to the May agenda.
- The second telephone line has now been installed in the parish office.
- The sad news regarding the death of Dame Cheryl Gillan was received, it was agreed to send a condolence card to the family.

## **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 chair 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's planning application has been approved with some conditions. A draft framework agreement from Bucks Council has been received, although the easements and management agreement have not yet been drawn up by Bucks. The management agreement is necessary as the turning circle land will now remain in Bucks Council's ownership. The importance of including maintenance costs in this agreement was highlighted as was the importance of the legal arrangements being in place prior to any work commencing. Wellers Hedley have been approached to act on behalf of the parish council and, on the understanding that Bucks Council will be drafting the documents, the cost of £675 + VAT was resolved by the council. This is for Wellers Hedley to approve the documentation on the parish council's behalf and having the same executed.

### **ii) Car park management - update**

The update from Bucks Council advising that they will apply the one hour recharge to only 10 of the additional bays in Buryfield car park for the next year, at a cost of approx. £9,000 + VAT, was noted.

Bucks Council have also agreed to remove the school permit system from September 2021. This should no longer be necessary as all cars receive one hour free parking and although a ticket is required this can be also obtained online using Ringo.

The deed of variation for the car park management has now been received from Wellers Hedley and will be passed to Bucks Council for comment.

## **7. Recruitment**

The deputy clerk's resignation and three months' notice period was noted. The job advert and description proposed by Cllrs Pither, Johnstone & Hewett were approved by resolution with minor amendments. It was agreed to advertise the position on the website and to ask GMVA & PVA to advertise the role. It was also resolved to spend £278 + VAT to advertise on SLCC's

website for 3 weeks. The closing date of the advert is to be 7<sup>th</sup> May. It is hoped to shortlist and interview the following week.

#### **8. Prestwood Community Centre – Update and consider re-opening date**

Cllr Humphreys updated the council on the progress of the refurbishment work. It is hoped that it will be completed on/around 19<sup>th</sup>/20<sup>th</sup> April. It was then proposed that a clean is arranged prior to re-opening. This was agreed by resolution. Under the current government regulations the only group that can return ahead of 17<sup>th</sup> May is the weekly booking for the Youth Café on a Monday evening. It was agreed to re-open the Community Centre for this group on Monday 26<sup>th</sup> April. Cleaning would then be booked once a week until further groups can return after 17<sup>th</sup> May, when it would be increased to twice a week.

#### **9. Proposal to purchase a TV screen**

Cllr Lovegrove proposed the purchase a 65" TV screen on a trolley, with a camera, speaker, microphone and hub. It was agreed that this would be very useful to facilitate more hybrid Zoom/in person meetings, although the council were reminded that those attending remotely would not be able to vote in council or committee meetings. Cllr Lovegrove reported quotes ranging from £1,400 + VAT (not including installation) to £2,600 (including installation & VAT). There were concerns regarding how easy the setup would be able to be moved between rooms and also reported examples of sound/feedback problems with hybrid meetings. The project was approved in principle but a demonstration was requested before costs were approved. Cllr Lovegrove will arrange this.

#### **10. GMMC – entrance repairs for noting**

The council noted the one quote received for the entrance repairs at £2,150. Further quotes will be sought.

#### **11. Prestwood Schools – historical photographs**

Cllr Lee proposed that the historical photographs of teachers and children from the local schools should be offered to them. This was agreed with a suggestion that the originals are returned to the parish council and that the schools be responsible for all GDPR requirements. Cllr Lee will progress this.

#### **12. Reports from Committees**

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

i) The minutes of the meeting held on **6<sup>th</sup> April 2021** were agreed and confirmed.

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

###### **i) Enabling Works**

- Archaeology continues at Grims Ditch and towards Leather Lane.
- Jones Hill Wood – Natural England have given Fusion licence to carry on limited felling. Tree planting and translocation also continues.
- Bat house construction is underway at Mulberry Park Hill and roof tiles will be removed from the Park Hill buildings ahead of demolition.
- Small Dean – vegetation clearance continues for the viaduct construction and new compounds created at each end of the viaduct. The protest camp opposite is still present.

## **ii) Main Works Civil Contractors – Align and EKFB**

- Little Missenden Vent Shaft – closure of the A413 over two consecutive weekends has been refused by Bucks Council, following pressure from local residents and groups.
- Work at Chesham Road Intervention shaft has resumed.
- EKFB – preparatory work – 30% of the oak trees at Leather Lane have been saved from felling following pressure from the local parish councils, Bucks Council, CCB and Chiltern Society. Another 40% of the trees are going to be reviewed.
- Further drawings of the internal access road have been received ('yellow brick road'). Use of this road will take construction traffic off the hilltop lanes and some off the A413 between Great Missenden and Wendover.
- Cllr Johnstone reminded everyone to report any HS2 HGV construction traffic seen on rural lanes or off an approved route. It should be logged via [www.hs2.org.uk/in-your-area/contact-us/](http://www.hs2.org.uk/in-your-area/contact-us/)
- Tenants in Hammonds Hall Farm and Thistledown Barn are concerned over loss of trees and proximity of the works. Security lighting shining across the valley is also causing concerns.
- Various local footpath closures are planned over the next 5 years. The footpaths that are remaining open will have notices and local diversions signposted where necessary by the Chiltern Society.
- The diverted Chiltern Heritage trail (part of the temporary realigned GMI/2) needs vegetation to be cut back. EKFB have 'volunteered' to clear this.

It was agreed that Cllr Johnstone's informative monthly reports to council should be posted on the website for information purposes.

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

- With just under 600 responses it was agreed to close the online survey at the end of April. Cllr Johnstone reported that the PVA had re-advertised it. It was agreed that there should be final push to invite responses.

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

**i)** The minutes of the Open Spaces Committee meeting held on **5<sup>th</sup> February 2021** were agreed and confirmed.

### **ii) Land at London Road – Update**

Cllr's Hewett & Pither updated the council on a recent meeting with The Misbourne School along with Cllrs Lovegrove and Rhodes. It had been a satisfactory meeting and access arrangements were agreed. The council need to give 24 hours' notice of access to the school. The school will mow the grass and invoice the council. It was agreed that the attendees of the meeting would update the draft letter to reflect the meeting and it will be forwarded to all councillors for approval.

### **iii) Ballinger Common – Request from Ballinger Waggoners Cricket Club (BWCC)**

The council discussed the request from BWCC expressing their interest in extending the licence on Ballinger Common to cover the remaining area not already included. As use of this area has recently been offer to AFC Lightning the clerk was asked to confirm with AFC Lightning to see if the offer to use this land was of interest or not. In the meantime Cllr Pither will arrange to meet with BWCC to confirm the details of the request/layout of the proposed pitch and will report back to council.

#### **iv) Request to Use Buryfield – Great Missenden Football Club (GMFC)**

The request from GMFC for sole use of the Buryfield football pitch and changing rooms was resolved.

#### **v) Tree & Hedge Policy – review**

The council's tree & hedge policy was reviewed and adopted without amendment.

Cllr Marshall was thanked for her work on this policy.

#### **vi) Playground repairs – spinner/surface/shelter**

- The council noted the updated cost of £1,691.45 + VAT for a replacement spinner at Gryms Dyke. An order had been placed at the end of March 2021 and the replacement expected at the end of April. Cones and tape have been placed at the playground to alert users.
- The quote of £543.00 + VAT was also approved by resolution for the surface repair work at Gryms Dyke and Buryfield toddler play area. A date is awaited for this work.
- The replacement springer has been ordered for the playground at Buryfield and the installation date is scheduled for early June from Wicksteads at the previously agreed cost of £2,233.50 + VAT.
- Following damage discovered to the top of the Shelter at Prestwood Common, Cllrs Pither & Humphreys met with Playground Facilities on site. It has been confirmed that repairs are able to be made and that the shelter is considered safe. Cllr Stevenson would like it recorded that the cause of the damage is still unexplained. The representative of Playground Facilities has estimated that the repairs would be a maximum of £1,000 and the council approved this cost by resolution. A quote will be received for the repair.

#### **vii) Hedge – Green Lane/Nairdwood Lane junction**

Cllr Rhodes gave an update on his continued correspondence with Bucks Council/Highways regarding the hedge on the junction of Green Lane/Nairdwood Lane. As a resident he has now made a complaint against Bucks Council to the ombudsman due to lack of progress.

#### **viii) Skatepark request**

The council considered the request to hold a skatepark event on Buryfield. The council are keen to encourage activities for younger residents of the parish but did not feel that given that a charge was being requested of the parish council for the event, that this was something they wished to pursue at this time.

#### **ix) Request to use Buryfield – Greens Fair – amended date**

The request from Greens Funfair to change the date of the fair to 24<sup>th</sup> May – 7<sup>th</sup> June was approved by the council. The fair's opening days will be 28<sup>th</sup> – 31<sup>st</sup> May and then again on 3<sup>rd</sup> – 6<sup>th</sup> June.

#### **x) Litter**

The council discussed the continuing litter problem particularly on the Buryfield. Regular weekend litter picking is being carried out by volunteers, Sexton are litter picking twice a week but there still seems to be a problem. It was proposed that a large commercial bin is hired and emptied weekly on a six month trial. The likely cost is approximately £150 a month, although costs do also depend on the weight of rubbish left. This was resolved by majority vote, with the proviso that any contract could be terminated within that six month period.

The council considered the request for more signage and enforcement to prevent littering and resolved by majority vote not to progress this.

#### **xi) Hedge around Buryfield**

Cllr Lovegrove expressed concerns regarding the height of the hedge around Buryfield, particularly with the reduced vision when leaving the Buryfield, and proposed that it was significantly reduced in height. He also proposed that there should be bigger gaps in the

hedge at the corner nearest the parish office and along the top edge adjacent to the coach parking. It was agreed that this was a valid point and that once it had been determined that the hedge had taken root and was growing, costs for reduction would be obtained.

**xii) Prestwood Recreation Ground – response from Bucks Council – for noting**

The response from Bucks Council was noted. It detailed that this would need to be part of the devolution project and that Bucks Council will make enquiries with the relevant services and will be back in contact with the parish council with details on how to move this forward. The letter of support from the Community Board – Young People & Families sub-group was also noted.

**xiii) Request to use Buryfield – Lighthouse – for approval**

The request to use Buryfield on Sunday 25<sup>th</sup> July with the option of access on Saturday 24<sup>th</sup> July for setting up for a reduced Lighthouse event was resolved unanimously. Concerns were expressed regarding parking arrangements, particularly given the school's car park works which may still be ongoing.

**xiv) Parcel of land at Westrick Walk – update**

The correspondence from the Treasury – Bona Vacantia Division, disclaiming the Crown's title to the land was noted. As was the correspondence from a resident adjoining this land advising of work they were arranging to carry on to trees on this parcel of land. The parish council asked the clerk to pass details sent from the Treasury to the resident.

**xv) Skip for allotments – for approval**

The council approved the request for a skip at Greenlands Lane allotments, as a trial. The skip would be provided on a Friday afternoon for a weekend. The allotment holders would be contacted to advise them that only rubbish from onsite is to be placed in the skip. If successful, skips at the other allotment sites could be considered. Cllr Pusey advised that he had details of another local skip provider in Hyde Heath. It was requested that the prices are checked, particularly with reference to any additional costs relating to disposal of certain materials. This will be confirmed and emailed to all councillors.

**d) Finance & General Purposes Committee**

**i) Grant Policy – for review**

The council reviewed and adopted the grant policy with no amendments.

**ii) Bank Signatories – for noting**

The current bank signatories of Cllrs Hewett, Humphreys, Johnstone & Lee were reviewed. It was also noted that the clerk is a signatory to enable the setting up of online payments. The signatories were approved with no changes.

**iii) Community Infrastructure Levy (CIL) – advice from Bucks Council**

The council noted the correspondence from Bucks Council advising of the first CIL payment to the parish council of £3,134.25. The council noted CIL regulations on what the funds can be used for and approved an earmarked reserve for these funds.

**iv) Internal Controls – for review**

Cllr Johnstone presented a document detailing the review of the effectiveness of the financial internal controls that the parish council has in place and this was approved by resolution.

**v) Payment of accounts for March – Final and April 2021**

It was **resolved** that accounts numbers **232-241** in the sum of **£10,344.65 (inc VAT) for March-Final** and account numbers 1-16 in the sum of **£14,244.38 (inc VAT) for April** be agreed for payment and petty cash items of **£38.54** be ratified.

### **13. Editorial Working Party**

- i) The Source - Cllr Hewett reminded the working party of the meeting on Wednesday at 5.30pm to discuss articles for the up coming edition of The Source.
- ii) Cllr Ormesher updated everyone on the progress of the council's Twitter account, following unanimous agreement for the progress of a social media presence for the council. A reminder was given to let Cllr Ormesher know of any appropriate information that should be distributed via Twitter. A social medial policy is being developed for approval.

### **14. Reports from Representatives to outside Groups.**

None.

### **15. Clerks Report**

- i) The clerk's progress report was noted.
- ii) Parish council meetings after 7<sup>th</sup> May were discussed. The main hall in the Memorial Centre has been provisionally booked, if it was felt enough councillors would be comfortable to attend in person. A show of hands gave an estimate of 11 councillors who would potentially be happy to attend a meeting in the main hall, although the preference is to continue remotely if this is legally allowable. The clerk was asked to confirm the hall booking for May and June.

### **16. Matters for information**

It was noted that Bucks Council were offering free parking in all their car parks from 12<sup>th</sup> April – 11<sup>th</sup> May 2021 following the re-opening of shops.

### **17. Future meetings**

- a) Planning Committee – **7.30 p.m. Tuesday 4<sup>th</sup> May 2021** by video conference
- b) Annual Parish Meeting – **7.30pm Monday 17<sup>th</sup> May 2021**– Great Missenden Memorial Centre
- c) Parish Council Meeting – **7.45 p.m. Monday 17<sup>th</sup> May 2021** – Great Missenden Memorial Centre

The meeting closed at 10.20pm.