



**Minutes of the Annual Parish Council Meeting**  
**held on**  
**Monday 17<sup>th</sup> May 2019 at Great Missenden Memorial Centre**  
**at 7.45 p.m.**

As this was the first face to face meeting this year, all those attending were reminded of the government regulations and Memorial terms & conditions of hire with regards Covid-19.

**Public Forum:**

One representative of a local touch rugby club.

One representative of the Great Missenden Combined School PTA

**Present:**

Councillor – A Hewett - Chair

Councillors: C Baxter, J Brooke, C Bunting, 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. Election of Chairman of the Council 2020-21**

Cllr A Hewett stood for election.

Proposed by Cllr K Pither and seconded by Cllr I Lovegrove and there being no other nominations, Cllr A Hewett was elected unanimously.

The Chairman signed a declaration of office which was witnessed by the Clerk.

**2. Election of Vice Chairman of the Council 2020-21**

Cllr K Pither stood for election.

Proposed by Cllr C Baxter and seconded by Cllr I Lovegrove and there being no other nominations, Cllr K Pither was elected unanimously.

**3. Apologies:** None

**4. Declarations of Interest:**

None.

**5. Appointment of Members to Committees and Working Parties**

It was resolved that the following nominations be confirmed.

**Planning Committee**

Chairman Councillor I Lovegrove (proposed L Cook, 2<sup>nd</sup> C Baxter)

Vice-Chairman Councillor L Cook (proposed I Lovegrove, 2<sup>nd</sup> K Pither)

Members Councillors: C Bunting: J Brooke: S Humphreys: M Johnstone: V Marshall: R Pusey: S Rhodes: K Pither: A Hewett

**Open Spaces & Lighting Committee**

Chairman Councillor K Pither (proposed C Baxter, 2<sup>nd</sup> I Lovegrove)

Vice-Chairman Councillor S Humphreys (proposed A Hewett, 2<sup>nd</sup> L Cook)

Members Councillors: C Baxter: J Brooke: C Bunting: A Hewett: I Lovegrove: V Marshall: C Ormesher: T Stevenson

### **Finance & General Purposes Committee**

Chairman Councillor M Johnstone (proposed A Hewett, 2<sup>nd</sup> V Martin)  
Vice-Chairman Councillor V Martin (proposed A Hewett, 2<sup>nd</sup> C Ormesher)  
Members Councillors: C Baxter: A Hewett: K Pither: S Rhodes

### **Editorial Working Party for "The Source" & Website & Digital Comms**

Editor Councillor A Hewett (proposed S Humphreys, 2<sup>nd</sup> V Martin)  
Sub Editor Councillor C Ormesher (proposed A Hewett, 2<sup>nd</sup> K Pither)  
Members Councillors: C Baxter: L Cook: M Johnstone: M Lee: L Lovegrove: K Pither:  
T Stevenson:

### **HS2 Working Party**

Chair Councillor M Johnstone (proposed A Hewett, 2<sup>nd</sup> M Lee)  
Members Councillors: J Brooke: A Hewett: C Ormesher: K Pither: C Baxter: R Pusey: V  
Martin: T Stevenson  
Co-opted: Cllr P Martin

### **PCC Working Party**

Chair Councillor C Baxter (proposed K Pither, 2<sup>nd</sup> A Hewett)  
Members Councillors: C Bunting: L Cook: A Hewett: S Humphreys: I Lovegrove:  
K Pither:

### **Neighbourhood Plan Working Party**

Chair Councillor I Lovegrove (proposed K Pither, 2<sup>nd</sup> C Baxter)  
Members Councillors: C Bunting: C Baxter: A Hewett: K Pither: V Marshall: S Rhodes

## **6. Appointments to Local Organisations**

Age Concern	Cllr. V Marshall
Great Missenden Parish Revitalisation Group	Cllrs: M Johnstone: K Pither
Charity of Dame Jane Boys	Cllr. L Cook
Bucks Community Board	Cllrs: A Hewett: M Johnstone: K Pither: C Baxter: V Martin: C Bunting
Misbourne Area Youth	Cllr: L Cook:
Stoke Mandeville & Other Parishes Charity	C Pledsted (on behalf of GMPC)
Great Missenden Village Association	Cllrs: V Martin: Mike Johnstone
Great Missenden Chamber of Commerce	Cllr I Lovegrove

**7. Minutes** The minutes of the meeting held on 12<sup>th</sup> April 2020 were **agreed** and signed as a correct record.

## **8. Matters arising**

- Covid lockdown restrictions continue to ease, and with the expiration of the emergency Coronavirus Act allowing remote meetings, this was the first face to face meeting of the council. All safety precautions and risk assessments have been taken to allow the meeting to go ahead. Cllr Hewett welcomed everyone back to face to face meetings and especially Cllr Bunting who has joined the council following the ordinary election on 6<sup>th</sup> May.
- It has been confirmed that the Missenden Walled Garden have agreed to plant the gabions in the Buryfield car park, with costs for soil and native plants up to a cost of £500, as previously resolved.
- Cllr Hewett reported that she was in contact with one of the trustees of Prestwood Village Hall and has for sight of the trust deeds. This was after a request from residents of Prestwood to be able to use the village hall car park. The intention was for the parish council to be able to confirm the legal status of this, according to the deeds. The deeds have not yet been provided. Cllr Lovegrove requested that once a copy of the deeds was available that the item be added to the agenda for further discussion.
- Cllr Ormesher's interest in the Chilterns Conservation Board parish vacancy was discussed. Two further members of the parish council were interested. The clerk will confirm the process with an update for the June agenda.
- The clerk reported that she had been unable to find a short term contract for a large wheelie bin for Buryfield. The only option would be to ask Great Missenden Memorial Centre to provide an additional bin through their contract – which could then be cancelled at short notice, without penalty. The Memorial Centre will invoice the parish council for this regularly. This was agreed.

## **9. Standing Order update – delegated authority**

Although the English lockdown restrictions were easing there was still some uncertainty around new variants of the virus. The following delegated authority to the clerk was resolved by the council for two months, to be in place until the July meeting:-

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 on 12<sup>th</sup> July 2021, at the council meeting.

## **10. Parking**

### **i) Bucks Council (BC) coach parking - update**

Cllr Hewett & Cllr Rhodes updated the council following a meeting with BC. It was reported that the planned welfare units for GM Combined Schools works and for the turning circle construction would be placed within the school's boundary. BC has sent through a draft framework, access licence and easement and this has been passed to the parish council's solicitors for comment. A response from the solicitor is awaited. All councillors were asked to send through any comments/requirements to be included in the easements to Cllr Rhodes who would compile a list for sending to the solicitor. The clerk has also been asked

to draw up a map showing access route for the construction traffic for the GM school car park. This will be circulated to all. BC have confirmed that work will initially commence on the school car park construction on approximately 7<sup>th</sup> June.

**ii) Car Park Management Update**

The draft deed of variation for the Buryfield car park lease was sent to BC on 13<sup>th</sup> April for any comments. A response has yet to be received. The clerk has chased this regularly.

**11. Recruitment – deputy clerk recruitment – for approval**

Cllrs Hewett, Pither & Johnstone provided a verbal update summarising the recruitment process leading to the recommendation of an appointment of a new deputy clerk. The council approved this recommended recruitment by resolution.

**12. Prestwood Community Centre – Risk assessment & Health & Safety Policy – for review**

Cllrs Cook and Humphreys were thanked for all their work on these documents. The risk assessment was noted and the Health & Safety policy was reviewed and adopted by resolution.

**13. Proposal to purchase a TV screen – for approval**

The council considered the quotes provided. Cllr Lovegrove advised that he had been unable to arrange for any of the suppliers to provide a demonstration before purchase. The council resolved to accept the quote of £1,992.32 from Graham Sweetland of Playpoint.

**14. General Power of Competence – for consideration**

Following the recent ordinary election the council were now eligible to consider using the general power of competence. The council were advised by the clerk that they could resolve to use the general power of competence at any meeting as long as two thirds of the council were elected and the clerk is CiLCA qualified. It would also need to be resolved at the next annual meeting after an ordinary election. The council decided to defer this to a later date, as need requires.

**15. Reports from Committees**

**a) Planning Committee**

i) The minutes of the meeting held on 4<sup>th</sup> May were **agreed** and **confirmed**.

ii) It was resolved that Cllrs Johnstone, Pusey, Bunting, Pither, Lovegrove and Baxter would attend the NALC advertised planning training on 28<sup>th</sup> July. Each ticket is £30.

**b) HS2**

Cllr Johnstone presented the updates detailed below.

**i) General Overview**

- HS2 activity continues to be scaled up across the North Chiltern Area.
- 40% of Jones' Hill Wood are being taken by HS2 with soil transferred to a site towards Bowood Lane to create a woodland that replicate the characteristics of an ancient woodland!

**ii) HS2 Construction**

- Leather Lane and Bowood Lane crossing points have been built but are not in use yet. Rocky Lane crossing point has been delayed as substantial utilities have been discovered along the lane.
- Chesham Road Intervention Shaft construction continues – the bellmouth entrance is wider than was expected.

- Demolitions preparations on local houses have started. Mulberry Park Hill slate and gutters are being removed, Road Barn Farm will also be demolished, as will the WAR camp at Wendover Dean but this has been postponed for the time being.
- HS2 are being held to account on tree removal. The report on the additional number of trees being saved along Leather Lane is now overdue. Trees have been surveyed and tagged in Liberty Lane, although an updated construction drawing is not available.
- Options are still being looked at for the Little Missenden Vent Shaft. A suggestion has been put forward to either close that section of the A413 for an entire weekend or a part closure over two weekends. The parish council indicated a majority preference for a part closure over two weekends.

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

Cllr Johnstone presented results of the recent survey which resulted in 852 responses. 91% of respondents supported the building of a new roundabout at this junction on safety grounds. The next steps are to complete the analysis and publish the results to respondents, on the website and through local groups. A thank you was noted for Cllrs Lovegrove and Ormesher who made a final push for respondents via Facebook and Twitter.

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

### **i) Funding for Prestwood Common/Recreation Ground benches – GMPRG – for consideration**

The council asked that thanks be passed on to GMPRG for their kind offer of funding. It was thought appropriate to await the outcome of the parish council's discussion with BC for the freehold of Prestwood Recreation Ground before planning the location of additional benches. It was asked that, if possible, the funding be put on hold until then.

### **ii) Complaint from resident – bench on Prestwood Common**

The council discussed the request from an adjacent resident to Prestwood Common to relocate one of the benches due to the anti-social behaviour of youths that gather on the bench. It was reported that they climb on the benches and look into the bedroom & lounge of the resident and are drinking, smoking and swearing. It was agreed by the council to see if the resident would be happy to meet up with two of the councillors on the common to discuss this further. Cllrs Humphreys and Pither would arrange a meeting.

### **iii) WI Request – Benches for Buryfield/Commemorative Tree**

The council resolved by unanimous vote for the location of the commemorative tree (first tree on the left of the entrance into Buryfield) and the installation, at the expense of the WI, of two benches on Buryfield, adjacent to the Memorial Centre, at the expense of the WI and for these benches to then be donated to the Parish Council.

### **iv) Noticeboard for Prestwood Common**

Cllrs Humphreys and Cook proposed a new noticeboard at Prestwood Common, adjacent to the Community Centre, following a request by a resident, to contain information regarding the activities that are run at the Community Centre. A cost of a maximum of £500 was resolved by majority vote to cover the purchase and installation.

### **v) Misbourne Greenway – Update for noting**

The update on the recent meeting with Sustrans and the Chiltern Society was noted. Sustrans are exploring with land owners and other interested parties the options for the route through Great Missenden in order to put forward a preferred route for consultation.

### **vi) Playground repairs - update**

The following updates were noted:-

- Replacement springer for Buryfield is on order for installation in June
- Replacement SPICA has at Grimsdyke has been installed

- The spare SPICA that Playground Facilities offered to the parish council at a cost of £1,564.25 has been declined
- Cllr Stevenson has inspected the defective SPICA part and will send a report to the council. It is now stored in the Memorial Hall.
- The repair of the shelter at Prestwood Common and the surface repairs at Grymsdyke and Buryfield were approved at a cost of £1,253.58.
- The 4 signs for Prestwood Common have been installed to existing posts. The remaining sign for the Colts pavilion is awaiting installation and the PCC working party will decide on a location for the remaining sign at the Community Centre.

**vii) Request to play touch rugby – for approval**

The request from a local club to use Prestwood Common for touch rugby was agreed by resolution. Prestwood Colts have already given their approval. The rugby is mainly played on the Recreation Ground under the floodlight but the request has been made to save wear and tear in the lighter evenings. A copy of their public liability insurance has been received and all Covid regulations are being observed.

**viii) Bicycle parking in Great Missenden – update**

Cllrs Johnstone and Pither reported on a recent meeting with Breeze, ladies cycling group, representative where possible locations for additional bike parking were requested and locations investigated. The council voted by majority to pursue this initiative and it was suggested that Abbeyfield were consulted on any proposals that were adjacent to their buildings.

**ix) Streetlight Electricity – quote for renewal**

The council resolved to accept the quote provided by E-ON for a 24 month contract for unmetered supply for streetlights in Great Missenden. The cost quoted was £9,318 + VAT for 24 months which is approximately £390/month + VAT. This being the cheapest quote found.

**x) Biodiversity Policy – for adoption**

Cllr Marshall was thanked for her work on the updated policy which had been externally audited. Cllr Rhodes advised that the delayed Environment Bill was due for publication and the biodiversity policy should be aligned with this bill. Cllr Marshall undertook to progress this.

**xi) Email from Chiltern Way Academy – for consideration**

The council resolved to support the request from Chiltern Way Academy with community based projects for its students. The councillors were asked to email through any suggested suitable projects.

**xii) Request for Colts Presentation Weekend – for approval**

The council resolved to accept the request from the Colts for a presentation weekend for the club on Saturday 10<sup>th</sup> and Sunday 11<sup>th</sup> July 2021. This will be a smaller event than previous years due to Covid-19 with not disco or band and all events outside. A reminder for attendees to park responsibly was requested.

**xiii) Enquiry from GM School PTA for an outdoor cinema fundraiser**

The council supported the proposal for GM School to hold an outdoor cinema fundraiser. It is being held within the school grounds and the council approved the request for access across Buryfield for cars leaving the event. The organiser was requested to investigate if there will be any impact due to the planned school car park works.

**xiv) Bouncy Castle Request on Buryfield – request for approval**

The council resolved to accept this request for 22<sup>nd</sup> May, providing it was properly supervised and all insurances were provided by the requester.

**xv) Floodlight – Prestwood Common**

Cllr Humphreys reported a request from a resident on Honor Road to have the floodlight on the Common dipped further as it is shining into his property. The council resolved to make a further attempt to see if the floodlight can be dipped any further.

**xvi) Request to use Prestwood Common – Yoga – for consideration**

A regular hirer of the Community Centre has requested if it is possible in the summer months to carry out some of her classes on the Common. If this is approved would there be any reduction in the hire of the hall on these occasions. The council resolved to approve the request for classes on the Common but not at a reduced hire cost for the Community Centre as there would be no opportunity to re-hire the hall at that time. The council also agreed for the yoga teacher to store her yoga mats in the Hall.

**xv) Prestwood Recreation Ground e-petition for approval**

The council approved the wording of the proposed e-petition requesting support for the Parish Council to take ownership of Prestwood Recreation Ground, with amendments. It will be placed on the Bucks Council e-petition site and will be open for 28 days.

**d) Finance & General Purposes Committee**

**i) Approval of the Annual Governance Statement & Accounting Statements**

Copies of the accounts and the Annual Return, along with the suggested distribution of funds into the various reserves and updates to the asset register, had been circulated to all the Councillors. Cllr M Johnstone reported that the accounts had been subjected to an independent internal audit and there were no matters of concern. The distribution of reserves, the Annual Governance Statement 2020-21 and the Accounting Statements for 2020-21 were duly read, approved by resolution and adopted by majority. The documents were signed by the chairman and the clerk/RFO. A query regarding a typing error on the accompanying explanatory memo to the council will be clarified after the meeting, but does not impact the audited accounting statements.

**ii) Risk Register - review**

The council reviewed the updated risk management scheme and resolved to adopt it.

**iii) Standing Order and Financial Regulations Review**

The council resolved to adopt the updated standing orders with the only addition being as proposed by Cllr Stevenson to standing order 9.b, to be added as an addendum.

The financial regulations, which have been updated as per NALC model 2019, were also reviewed and adopted by resolution.

**iv) Attendance Record**

The councillor attendance record for the last year was noted.

**v) Direct Debit & Standing Orders**

The current monthly direct debits to EON, TalkTalk, Information Commissioners Office and Affinity for the parish office, Prestwood Community Centre and the allotments were all noted.

**vi) General Data Protection Regulations (GDPR) - Review**

The GDPR policy was reviewed and adopted by resolution.

**vii) Grant Request – The Source – for approval**

The request for a grant for £672 was reviewed and approved by resolution to come out of the £2,700 budgeted for The Source for 2021/22.

**viii) Payment of accounts for May**

It was **resolved** that accounts numbers 17-39 in the sum of **£42,454.54 (inc VAT)** for **May** be agreed for payment and petty cash items for May **£36.03** be ratified. The only notable

payment is for £25,218.05 to Country & City Construction Ltd for the external refurbishment works to the Community Centre, a 5% retention has been held for 3 months.

**e) Editorial & Digital Comms Working Party**

i) Cllr A Hewett reminded all councillors to submit any ideas for articles for The Source to the working party.

ii) Cllr Ormesher reminded all councillors to send any ideas for Tweets to her as it is important to increase the number of followers.

**16. Reports from Representatives to outside Groups.**

None.

**17. Clerks Report**

i) The clerk's progress report was noted.

ii) The upcoming annual leave dates of both the clerk and deputy clerk were noted.

iii) The council agreed for the planning minutes from the June meeting to be sent out slightly later, due to the bank holiday.

**18. Matters for information**

None.

**19. Future meetings**

a) Planning Committee – 7.30 p.m. **Tuesday 1<sup>st</sup> June 2021** in the Memorial Centre, Committee Room

b) Parish Council Meeting – 7.30 p.m **Monday 7<sup>th</sup> June 2021** in the Memorial Centre, Main Hall

The meeting closed at 10.00pm