



**Minutes of the Parish Council Meeting
held on Monday 9th May 2022 at 7.30 p.m.
Great Missenden Memorial Centre, Great Missenden**

Public Forum:

None.

Present:

Councillor A Hewett - chair
Councillors: J Brooke, C Bunting, L Cook, S Humphreys, M Lee, V Marshall, V Martin,
C Ormesher, K Pither, R Pusey, S Rhodes, T Stevenson

Also present: Jane Hennessy – clerk

2022/1 Election of Chairman of the Council 2022-23

Cllr A Hewett stood for election.

Proposed by K Pither and seconded by S Humphreys 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.

2022/2 Election of Vice Chairman of the Council 2022-23

Cllr K Pither stood for election.

Proposed by C Bunting and seconded by L Cook and there being no other nominations, Cllr K Pither was elected unanimously.

2022/3 Apologies: Cllrs M Johnstone, I Lovegrove

2022/4 Declarations of Interest:

Cllrs Pither, Cook & Bunting – item 37

2022/5 Appointment of Members to Committees and Working Parties

It was resolved that the following nominations be confirmed:-

Planning Committee

Chairman	Councillor I Lovegrove (proposed K Pither, 2 nd C Bunting)
Vice-Chairman	Councillor L Cook (proposed K Pither, 2 nd V Martin)
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 S Humphreys, 2 nd J Brooke)
Vice-Chairman	Councillor S Humphreys (proposed A Hewett, 2 nd K Pither)
Members	Councillors: J Brooke: C Bunting: A Hewett: I Lovegrove: V Marshall: C Ormesher: T Stevenson, R Pusey

Finance & General Purposes Committee

Chairman	Councillor M Johnstone (proposed L Cook, 2 nd K Pither)
Vice-Chairman	Councillor V Martin (proposed K Pither, 2 nd L Cook)

Members Councillors: A Hewett: K Pither: S Rhodes
Editorial Working Party for “The Source” & Website & Digital Comms
 Editor Councillor A Hewett (proposed S Humphreys, 2nd K Pither)
 Sub Editor Councillor C Ormesher (proposed A Hewett, 2nd 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, 2nd V Martin)
 Members Councillors: J Brooke: A Hewett: K Pither: C Baxter: R Pusey:
 V Martin:
 Co-opted: Cllr P Martin, Bucks Council

PCC Working Party

Chair Councillor I Lovegrove (proposed K Pither, 2nd C Bunting)
 Vice-Chair Councillor K Pither (proposed C Bunting, 2nd V Martin)
 Members Councillors: C Bunting: L Cook: A Hewett: S Humphreys: K Pither

Neighbourhood Plan Working Party

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

2022/6 **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 Plested (on behalf of GMPC)
Great Missenden Village Association	Cllrs: V Martin: Mike Johnstone
Great Missenden Chamber of Commerce	Cllr A Hewett: I Lovegrove
Prestwood Village Association	As invited.

2022/7 **Minutes** The minutes of the meeting held on **11th April 2022** were **agreed** and signed as a correct record.

2022/8 **Matters arising**

- The clearance on Prestwood Recreation Ground for the planting of the saplings has taken place. This was carried out by Sextons Fencing at a cost of £470 + VAT, approved by Cllr's Hewett & Pither. The quote for planting has increased by £20 to £320, again approved by Cllr's Hewett & Pither. Sextons are recommending that the ground is levelled and an email is awaited with costs.
- The street works licence for the installation of the bench at Prestwood car park was not required as the location is not within the highways extent.
- The clerk advised of an email received concerning dead pigeons found in Sheepwash Pond, Prestwood. The resident has contacted DEFRA regarding these.
- The two damaged Your Speed Is units have been repaired within the £188 + VAT quoted and are due to be returned. However, today it has been reported that the MVAS on the tall pole on Aylesbury Road has now also been damaged, although the batteries were not able to be taken.
- From the recent councillor surgery an enquiry has been received to see if it is possible to look into Bucks Council's road microsurfacing programme as there was a concern from a local resident that this might not be the most appropriate spending of BC's funds. The clerk will find out further information
- A further enquiry at the councillor surgery regarding the large food lorry for GM Combined School and Church Street could be avoided as the route to access the school. The clerk was asked to find out further information.

2022/9 **Councillor Vacancy**

With the legal process now completed a co-option can now take place. An article has been placed in The Source advertising the vacancy. It is hoped that a co-option can be considered at the June meeting.

2022/10 **Parking – Car park management Update**

The delay with finalising the car park management lease is currently with the Parking Manager at Bucks Council. The clerk confirmed that she has been in touch with the Parking Manager to try and move this forward.

2022/11 **CCTV**

Cllr Hewett suggested that the parish council consider CCTV in the parish, following recent vandalism at Buryfield and Prestwood Community Centre. There was discussion on the general subject of CCTV, including the GDPR implications and it was agreed to research the matter further and to present the findings to the council at a future meeting.

2022/12 **Prestwood Community Centre (PCC)**

1. 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.
2. The council discussed the request from the Community Board to use the PCC free of charge for future meetings for Prestwood stakeholder, however noted that these meetings were now going to be held at Malt Brewery. The council deferred the request until further need.

2022/13 Request to Use Parish Office Meeting Room – for approval

The parish council agreed to the request from Liz Charleston, Community Board Co-Ordinator for the Missendens, for use of the parish council meeting room once a week for access to the internet and meetings. This was agreed by resolution, at no charge. This arrangement will be regularly reviewed.

2022/14 Swish Fibre – for discussion

The poor state of the verges and roads after the recent Swish Fibre installation was discussed. It was noted that in numerous areas of road/manhole covers the concrete was already breaking up. It was recommended that any instances need to be logged directly with Bucks Council on Fix My Street, with accompanying photos, as Bucks have responsibility for the highways and verges. It was agreed that all examples should be logged for it to be recorded and followed up.

2022/15 Environmental Audit – Quote for approval

The council discussed the quote provided by Cllr Bunting for £1,200 + VAT from Quantenergy for an energy and carbon reduction audit of all the parish councils assets. This was in comparison to the quote for £3,100 + VAT from 3 Acorns provided at the April meeting. The council resolved to accept the quote for £1,200 + VAT from Quantenergy by majority vote.

2022/16 Request for Speed Monitoring Windsor Lane – for consideration

It was noted that this request fell slightly outside of the parish boundary and would be referred onto Little Missenden Parish Council.

2022/17 Missenden Abbey – Licence application – for consideration

The parish council resolved by majority vote to support the application from Missenden Abbey to increase its licencing hours.

Planning

2022/18 The minutes of the meeting held on **3rd May 2022** were agreed and confirmed with an amendment, agreed by majority vote, to application PL/22/0941/FA, 13-15 Station Approach, Great Missenden, with the additional request that the planning authority ensure that the correct class of use of the building is in place.

The parish council also agreed that application PL/21/1722/FA Kimba Farm Stud, should be logged on the planning enforcement portal to request that the decision of refusal of the retrospective application for a covered menege is adhered to by the property owner.

HS2

2022/19

1. Chesham Road Intervention Shaft – Align – construction continues with concrete pours to create the caisson wall.
2. North Portal to the Chiltern Tunnel – the unstable ground of clay on chalk has required the ground to be pre-treated before drilling, this has delayed the schedule of the barrettes and portal headwall by approx. 3 months.

The hoarding/noise barrier on Frith Hill has been repositioned and the design covering completed.

3. Earthworks – the position and size of earth bunds are being reviewed to identify their purpose and their permanence.

Save Leather Lane Oaks campaign – the exchange of drawings between EKFB and the campaign has completed. EKFB are facilitating a stakeholders meeting, possibly planned for the middle of May.

The judicial review on the lorry route decisions has been confirmed at 8th-9th June.

The HS2 traffic monitoring cameras are in place on the A413 Link Road roundabout and the A413 Chiltern Hospital junctions.

Open Spaces & Lighting

2022/20 Prestwood Recreation Ground – heads of terms & information – for approval

The council resolved, by majority vote, to accept the heads of terms for the lease for Prestwood Recreation Ground from Bucks Council. The clerk was asked to contact Wellers Hedley for a quote for legal assistance.

2022/21 Prestwood Colts – pitch maintenance – for consideration

The parish council noted that the Plant Specialist will no longer be able to assist with the additional mowing/pitch maintenance and pitch marking on both the Common and the Recreation Ground. Whilst the parish council hope to take on a lease for the Recreation Ground and therefore would include the regular mowing in their Open Spaces maintenance contract, it was agreed to ask the Colts to obtain quotes for their additional pitch maintenance/marketing requirements and meet with the parish council once these are obtained.

2022/22 Land at London Road – wayleave – update & amended plan

The parish council noted and agreed the amended plan for the wayleave. Wellers Hedley are acting on the parish council's behalf in this matter, with costs covered by UKPN.

2022/23 Land at Link Road – update – for discussion

The update advising that Bucks Council no longer had a commercial tenant for this land was noted and it was agreed for this to be added to the Open Spaces agenda at their meeting on 9th June to discuss this and put forward recommendations to the full council.

2022/24 Tennis court – additional lining – netball or basketball

The council resolved to create a survey to discuss whether netball or basketball line markings should be implemented on one of the tennis courts and hoops provided. The survey will be advertised via social media.

2022/25 Gateway School – Request to Use Ballinger Common for cricket for the summer term

As requested at the April meeting, Gateway School have now requested use of Ballinger Common for the summer term directly to the parish council. This was approved, with no charge to be made in this instance, at the April meeting, and in future a formal licence arrangement will be agreed.

2022/26 Request to use Buryfield – Fraser Football Coaching – for consideration

The council discussed the request for alternate Sunday use of Buryfield by an under 12's football team. The clerk was asked to contact GMFC for their view of this request and also to find out further details from Fraser Football Coaching, such as PLI requirement and size of pitch required.

- 2022/27 **Lighthouse – updated plan – for consideration**
The council resolved to ask Lighthouse to move their skip, security and ark over slightly to allow more space around the picnic benches and down towards the Memorial Hall, for other users of the Buryfield.
- 2022/28 **Bench Maintenance – Prestwood Common/Buryfield – for discussion**
Two benches on Prestwood Common and one on Buryfield are in need of maintenance. It was discussed that they would need sanding and treating with teak oil. It was suggested and agreed to approach Chiltern Way Academy to ask if this is something that they would be able to assist with and provide a quote.
- Finance & General Purposes**
- 2022/29 **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 V Martin reported that the accounts had been subjected to an independent internal audit and there were no matters of concern, this was approved by the council. The distribution of reserves, the Annual Governance Statement 2021-22 and the Accounting Statements for 2021-22 were duly read, approved by resolution and adopted unanimously. The documents were signed by the chairman and the clerk/RFO.
- 2022/30 **Risk Register & Asset Register – review**
The council reviewed the updated risk management scheme and asset register and resolved to adopt both documents.
- 2022/31 **Standing Order & Financial Regulations – review**
The council agreed to the suggested amendment on standing order 5.k. to spread the review of documents throughout the year. The council resolved to adopt the Standing Orders. The financial regulations, were also reviewed and adopted by resolution, with no amendments.
- 2022/32 **Attendance Record – for noting**
The councillor attendance record for the last year was noted.
- 2022/33 **Direct Debits and Standing order – review**
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.
- 2022/34 **GDPR – Review**
The GDPR policy was reviewed and adopted by resolution, without amendment.
- 2022/35 **Subscriptions – review**
The list of subscriptions to outside bodies was noted and agreed by resolution.
- 2022/36 **Request for Grant – The Source – for approval**
The request for a grant for £778 was reviewed and approved by resolution to come out of the £2,916 budgeted for The Source for 2021/22.
- 2022/37 **Request for Grant – The Scouts – for approval**
The request for a grant from the The Scouts as part of the Planit group for £2,090.01 was approved by resolution. The is allocated from the £2,000 parish event budget and the remainder from the grant miscellaneous budget.
- 2022/38 **Payment of accounts for May 2022**
It was **resolved** that accounts numbers 22-45 in the sum of **£28,244.04 (inc VAT)** for **May** be agreed for payment and petty cash items for May **£25.64** be ratified.

Editorial Working Party

2022/39 **The Source** – Cllr Hewett thanked everyone for their recent articles. It was requested that the weedkilling article is submitted again for the next issue, as it was not published this time.

2022/40 **Facebook – for discussion**

It was agreed to defer this item to the next meeting.

2022/41 **Reports from Representatives to outside Groups**

1. GMVA AGM – Cllr Martin updated the council on the recent AGM.
2. PVA AGM – Cllr Cook updated the council on the recent AGM.

2022/42 **Clerk's Report**

1. The clerk's progress report was noted.
2. The upcoming and training dates of the clerk and deputy clerk were noted, including office closures on 12th & 19th May.

2022/43 **Matters for Information**

Reminder for the Bucks Council planning forum on 11th May.

Future meetings

Planning Committee	7.30 p.m. Monday 6th June 2022 in the Memorial Centre, Committee Room
Parish Council Meeting	7.30 p.m Monday 13th June 2022 in the Memorial Centre, Committee Room

The meeting closed at 9.50pm.