

GREAT MISSENDEN PARISH COUNCIL

Minutes of the Annual Parish Council Meeting
held on Monday 13th May 2019 at Great Missenden Memorial Centre
at 7.45 p.m.

Public Forum: Two representatives of CDC Economic Development Team regarding L'Etape cycle event and 3 residents.

Present: Councillor – A Hewett - Chair
Councillors: C Baxtern, A Brazil, G Bridges, L Cook, S Humphreys, P Jager,
M Johnstone, I Lovegrove, V Marshall, V Martin (joined from 9.30pm), K Pither, R
Pusey, S Rhodes, T Stevenson.

Also present: Jane Hennessy, clerk

1. Election of Chairman of the Council 2019-20

Cllr A.Hewett stood for election.

Proposed by Cllr K Pither and seconded by Cllr C Baxter 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 2019-20

Cllr K Pither stood for election.

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

3. Apologies: M Lee

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 C Baxter

Vice-Chairman Councillor M Johnstone

Members Councillors: A Brazil: L Cook: S Humphreys: I Lovegrove: V Marshall: R Pusey:
S Rhodes: K Pither: A Hewett

Open Spaces & Lighting Committee

Chairman Councillor K Pither

Vice-Chairman Councillor S Humphreys

Members Councillors: C Baxter: A Brazil: G Bridges: I Lovegrove: V Marshall:
T Stevenson

Finance & General Purposes Committee

Chairman Councillor M Johnstone

Vice-Chairman Councillor V Martin

Members Councillors: C Baxter: A Hewett: K Pither: S Rhodes

Editorial Working Party for “The Source” & Website

Editor Councillor A Hewett
Sub Editor Councillor P Jager
Members Councillors: L Cook: M Johnstone: M Lee: K Pither: T Stevenson:

HS2 Working Party

Chair Councillor M Johnstone
Members Councillors: A Hewett: K Pither: C Baxter: R Pusey: V Martin: T Stevenson
Co-opted: Cllr P Martin

PCC Working Party

Chair Councillor S Humphreys
Members Councillors: C Baxter: L Cook: A Hewett: I Lovegrove: K Pither:

Neighbourhood Plan Working Party

Chair Councillor I Lovegrove
Members Councillors: A Brazil: C Baxter: A Hewett: K Pither: V Marshall

Digital Comms Working Party

Chair Councillor P Jager
Members: Councillors: A Brazil: C Baxter: L Cook: A Hewett: M Johnstone: K Pither:
R Pusey:

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
Memorial Centre Management Committee	Cllrs: S Humphreys, G Bridges: A Hewett: L Cook: I Lovegrove: S Rhodes: K Pither: C Baxter: M Johnstone
Missendens Local Area Forum	Cllrs: A Hewett: K Pither: C Baxter
Prestwood Youth Club – PYCAG	Cllrs: S Humphreys:
Stoke Mandeville & Other Parishes Charity	C Plested (on behalf of GMPC)
Great Missenden Village Association	Cllrs: V Martin: Mike Johnstone
Great Missenden Traders Association	Cllr I Lovegrove

7. Minutes The minutes of the meeting held on 11th April 2019 and extraordinary meeting on 15th April 2019 were both **agreed** and signed as a correct records.

8. Matters arising

None.

9. Parking

i) London Road Car Park – update

The Bucks County Council (BCC) SuDS pre-application report has been received and the highways pre-application report is awaited. The architect is going to provide 3D drawings including barriers for coaches. Once these have all been received they will be circulated. The date for a meeting for the newer councillors to understand the history of the replacement parking is still outstanding and the clerk will re-organise this.

ii) The Link Road car park

Cllr Johnstone reported of plans by the Chiltern Society to extend the Link Road car park. This is the area by the sub-station towards Boug's Meadow. It is unlikely to be approved by BCC as it is not wide enough for two way traffic.

10. Great Missenden Memorial Centre Management Committee (GMMC) – update

Following the resignation of the previous trustees, at an EGM of the GMMC on 17th April and an ordinary meeting on 13th May, the following were appointed to the Management Committee alongside Cllrs S Humphreys and G Bridges; Cllrs A Hewett (chair), I Lovegrove (vice-chair), S Rhodes (treasurer), M Johnstone (treasurer), L Cook, K Pither, C Baxter. Banking arrangements were confirmed for the treasurers to have access as well as delegated powers to the banking for Jane Hennessy.

11. The Misbourne School Consultation – update

Following the decision at the April meeting to provide a council response to the Misbourne School building works consultation, several members of the council attended the consultation on the 24th April. It was decided by majority, by email, that a council response would be more appropriate from the Planning Committee when the planning application was submitted. It was also suggested that at that stage a letter to the school could be drafted by the Planning Committee formalising the council's response.

12. Reports from Committees

a) Planning Committee

i) The minutes of the meeting held on 7th May were **agreed** and **confirmed**. It was noted that there were still instances where the Planning Committee representations were not being shown against applications on the CDC website.

It was also requested that the updates on the actions noted for Cllr John Gladwin (CDC) were added to the May Planning Committee.

b) HS2

i) Contractors – enabling works

Cllr Johnstone reported that the archaeological excavations have finished with nothing of further of significance found. This has enabled the work on the haul road to resume and the spoil dump has now been moved. The hoardings are still to be erected and it was noted that the 3.6m high hoarding has been moved closer to the compound on more recent drawings. The schedule of works has been amended again with work on Frith Hill scheduled to start mid-June.

HS2 have not yet been submitted any Schedule 4 applications that the council are aware of, although discussions directly between HS2 and BCC have taken place regarding the option of roadworks taking place at night.

A follow up meeting with Fusion JV and the working party is to be arranged to review the detailed plans and discuss the delays.

ii) Main works civil contractors

The formal 'notice to proceed' with the main works has been delayed until December 2019 at the earliest. In the meantime Buckinghamshire local authorities have taken the opportunity to demand that all work on HS2 stops in the meantime. Petitions have been circulated to councillors and local groups.

iii) Engagement

The Construction Commissioner, Sir Mark Worthington, and the Resident's Commissioner, Deborah Fazan, have asked to come and visit the area to review community engagement matters. A meeting has been arranged for the 30th May to include representatives from Little Missenden, The Lee and Wendover Parish Councils, as well as CDC, BCC and GMVA representatives. Cheryl Gillan has also asked to be kept informed.

A joint parishes meeting is likely to be in early July and an HS2 business drop in meeting for Great Missenden businesses was held on 17th April.

The HS2 monthly drop in sessions continue in the library.

c) Open Spaces and Lighting

i) Minutes of the meeting held on 12th April were approved.

ii) Streetlight electricity

It was resolved to accept the quote from E-ON for a twelve month unmetered supply contract at £3,760. The amount of LED replacement lights could then be reviewed at the end of the twelve months to see if there would be an impact on consumption. The clerk has been advised that approximately 15 – 20 lights would need to be replaced with LED fittings for to have an impact on reducing the consumption, at the moment only 6 lights in the parish have been replaced with LED's.

iii) Litter Bin Request

An email was received from GMVA drawing the council's attend to problems with overflowing litter bins on Buryfield over bank holiday weekends. An additional bin was requested as was the schedule of inspections. The deputy clerk is following this up with Cllr Martin (CDC). It was confirmed that both the fair and the kebab van provide their own bins and bin bags. The fair also clears up litter after each day. The clerk was asked to check that the contract for anyone hiring Buryfield includes being responsible for clearing any litter.

iv) Buryfield Toddler Play area – Pocket Park

Following approval from the Great Missenden Village Association (GMVA), approval was given to the Playground Facilities quote for the joint GMVA and Parish Council project to refurbish the Buryfield Toddler play area with the proceeds of the Pocket Park grant. Work

can be scheduled to start on 20th May and it is expected to take two weeks to complete with the handover envisaged for Friday 7th June, to allow for any delays. A container and skip will need to be placed on Buryfield, weather depending. The new equipment inspection will take place w/c 10th June. The council have been generously awarded a grant from Stoke Mandeville & Other Parishes Charity of £4,731.05 to purchase a swing. This grant, combined with the Sweet Charity grant of £2,158.33 to purchase a train, gives an overall deficit of £3,364.90, which is covered by the £7,500 agreed match funding from the Parish Council. This leaves £4,135.10 of match funding remaining. The council resolved to purchase two benches, 1 litter bin and a hardwood sign (with the proposed Pocket Park wording) from various other suppliers. The cost of these items and installation is £2,326 which leaves £1,800 for delivery of these items and contingency.

The grand opening has been scheduled for Saturday 15th June. This will be arranged in conjunction with the GMVA. Cllr Hewett agreed to liaise with the GMVA regarding the opening and Cllrs Johnstone and Baxter also offered to help.

v) Pocket Park Signs

As agreed at the April meeting the council resolved to purchase the required three finger post signs for the pocket park. The cost of the signs are £519.00 each plus fixings, delivery and installation. (Graham Sexton has indicated an installation cost of approximately £150 per post.)

vi) Collings Walk - update

As requested at the April meeting a letter has been sent to Innovation Group requesting copies of any further interpretive reports available. The letter was sent in the post on 18th April and emailed on 25th April. A further email was sent 13th May to ask for a response. No response has been received to date. The council agreed to wait until Friday 24th April for a response. If nothing has been received by then the council will instruct a surveyor for an independent report to a maximum cost of £600.

vii) L'Etape Cycle Event – 14th July

Following the presentation in the public forum from Paul Salmon and Donna Wilkinson from the CDC Economic Development Team, the council had asked for further information to confirm the route to clarify if the cyclists would be going along the High Street in Great Missenden. This information will be forwarded to the clerk by Donna. Cllrs Lovegrove and Brazil will be attending the Great Missenden Traders Association on Tuesday 21st May and will be discussing this event with them, to see if there is any interest in trying to take advantage of any increased tourism to the area as a result of the race.

viii) Local school car parks – use in school holidays

Cllr Brazil proposed that the local schools and the railway station should be approached to see if any of the associated parking could be used by visitors to Great Missenden in the school holidays. The council approved the request and Cllr Pither offered to accompany Cllr Brazil when visiting the schools to make enquiries. They will report back to the council their findings.

ix) Abbey Walk streetlights

The Abbey Walk Residents Association (AWRA) have taken up the council's offer to commission the repairs to one of the lights on Abbey Walk and have agreed to reimburse the

costs. The council resolved to agree to a donation from AWRA towards the electricity for these two lights. As the council current has an unmetered supply contract for the street light electricity a pro-rated amount of £114 for the year was agreed as an appropriate contribution.

x) Request to use Buryfield – Running Coach

The request from Hughsden Ladies Running Group to use Buryfield twice a month was resolved by the council (Mondays & Thursdays). A pro-rated cost of £5 would be charged. The council requested that the times were altered slightly to avoid the school drop off and pick up times in the car park (1.15pm and 9.30am). The council also requested information on how many people attend the Running Group and what plans they have when it is too wet to run on the field. The clerk will confirm this.

xi) Ballinger Waggoners Cricket Club – request for Gateway to use Ballinger Common

The council resolved to approve the request by Ballinger Waggoners Cricket Club for Gateway school to use Ballinger Common for a maximum of 20 hours over the summer.

xii) Great Missenden – Christmas lights

Cllr Hewett updated the council on a recent meeting with GMVA. During the meeting it was confirmed that the lights are owned by, and the responsibility of, Great Missenden Traders Association (GMTA). The council has a grant budget available of up to £1,500 to contribute towards the lights this year, but the GMTA will need to apply for that grant with associated quotes and/or invoices. The GMVA representatives will meet with the Traders on Tuesday 21st May to progress this.

xiii) Dog Bin – Trafford Road

Following agreement in June 2018 by the council to install a dog bin in Trafford Road, the deputy clerk reported that this has now been installed. It is on Trafford Road immediately opposite the entrance to the field leading up to Angling Spring Woods, attached to a BCC footpath sign. The cost for the bin and installation was given in 2018 and was £275.10. The council also approved the request to contact CDC to ask for a further refund for a dog bin which the parish council have been paying emptying costs for the last 15 years. A recent small refund of £144.67 for the last six months has been received however the total back charges could be as much as £2,000.

xiv) Allotments – proposals

The council resolved to approve the refund of deposits for Chequers Lane 4b and Nairdwood Lane 10b. It was also resolved that allotment deposit returns need not be approved by full council, unless there was a dispute.

The council further approved the request for a greenhouse to be installed on plots 7a and b at Spurlands End Road, given that the size was equivalent to other greenhouses at the allotment site.

xv) Calor Gas Grant Bid

The council noted that an application to the Calor Rural Community fund in respect of improvements to play equipment at Ballinger Common and Sibleys Rise and requested that details on how to vote for the project be circulated by email.

d) Finance & General Purposes Committee

i) Website - update

The council approved the amended logo design by majority. There has been a further request to darken the colour of the word 'council' as when printed in black and white it is not so visible. The clerk was asked to request a copy of the greyscale image for comparison.

ii) 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, 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 2018-19 and the Accounting Statements for 2018-19 were duly approved and adopted unanimously by the council. The documents were signed by the chairman and the clerk/RFO.

iii) Risk Register - review

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

iv) Standing Order and Financial Regulations Review

The council resolved to adopt the updated standing orders based on the NALC model standing orders updated in July 2018 with the recommend amendments suggested by Cllr Stevenson. Cllr Stevenson was thanked for all his work on this document. The financial regulations were adopted with no amendments.

v) Revised Legal Topic Notes on NALC website – LTN L02-19

The legal topic note regarding the pay structure of the data protection fees was noted.

vi) Attendance Record

The councillor attendance record for the least year was noted.

vii) Direct Debit & Standing Orders

The current monthly direct debits to EON, TalkTalk and Affinity for the parish office, Prestwood Community Centre and the allotments were all noted. As was the standing order to Chiltern District Council for the free one hour parking at Prestwood.

viii) Office Electrical Work

The three quotes for additional power sockets and replacement lighting were discussed, some more clarity on the specification of the lights on one of the quotes was required. The clerk was asked to confirm the specification. The maximum amount of £605 +VAT was approved by resolution for the works, the supplier would be confirmed once lighting specifications were received.

iv) Payment of accounts for May

It was **resolved** that accounts numbers 15-33 in the sum of **£27,829.60 (inc VAT)** for **May** be agreed for payment and petty cash items for May **£83.73** be ratified.

e) Editorial Working Party

Cllr A.Hewett thanked everyone for their work on the last set of articles for 'The Source' and asked for ideas for articles for the next edition.

13. Reports from Representatives to outside Groups.

i) PVA AGM

Cllr Rhodes was thanked for his presentation at the recent PVA AGM which was received well.

ii) GMPRG – Parking meeting

Cllrs Baxter and Pither attended a recent meeting which was trying to address parking issues in the parish. The viability, both financial and by demand, of additional public transport was being investigated by John Cadman. Research is ongoing.

14. Clerks Report

i) The clerk's progress report was noted.

ii) The LAF Prestwood Common path project was ongoing. A quote for a National Trust style path was being sought. The council have a deadline of March 31st to complete the project and invoice the LAF to reimburse payment of the agreed sum.

iii) Jeremy Swan has kindly valued the parcel of land at Oakengrove and the clerk is awaiting confirmation by letter.

iv) The planning enforcement training on 5th November at Aston Clinton – Cllrs Baxter, Pusey and the deputy clerk have requested to attend.

15. Matters for information

None.

14. Future meetings

a) Planning Committee – 7.30 p.m. **Monday 3rd June 2019** in the Parish Office

b) Parish Council Meeting – 7.30 p.m **Monday 10th June 2019** in the Memorial Centre

The meeting closed at 10.05pm