

# GREAT MISSENDEN PARISH COUNCIL

**Minutes of the Parish Council Meeting  
held on Monday 12th August 2019 at Prestwood Community Centre  
at 7.30 p.m.**

**Public Forum:** No members of the public present.

**Present:** Councillor – A Hewett - Chair  
Councillors: C Baxter, L Cook, S Humphreys, M Lee,  
M Johnstone, V Marshall, K Pither, R Pusey, S Rhodes, T Stevenson.  
Cllr P Jager arrived at 8.05pm and Cllr V Martin arrived at 8.10pm

**Also present:** Jane Hennessy, clerk

**1. Apologies:** Councillors, A Brazil, G Bridges, I Lovegrove

**2. Declarations of Interest:**  
Cllr V Martin 11.a)

**3. Minutes** The minutes of the meeting held on 8<sup>th</sup> July and the EGM on 26<sup>th</sup> July 2019 were **agreed** and signed as a correct record.

#### **4. Matters arising**

Cllr Baxter reported that there had been no water or soap in the public toilets in the Link Road car park owned by Chiltern District Council.

#### **5. Parking**

##### **i) Buryfield Car Park accounts 2018-19 & proposal to research alternative management options**

The accounts were received from Chiltern District Council (CDC) and it was noted that for 2018/19 the income for GMPC was £50 which the council were disappointed with, particularly taking into account that the council had contributed £5,923 to CDC for providing the first hour of free parking for the year. It was noted that there had been no income from season tickets and that the Roald Dahl Museum had been closed for six months during that period which had affected the income. It was proposed and resolved that Cllrs Stevenson and Rhodes make investigations as to car park management and the costs involved. To be reported back at a car park meeting to be scheduled for September/October.

#### **6. Chiltern District Council Large Projects Fund – update and proposal for support**

The council have made two submissions to the CDC large Projects Fund. Cllr Johnstone reported on an application made for £30,000 to upgrade the bridleway GMI/55/4 in Angling Spring Wood which is part of the National Cycle Route 57 between Prestwood and Great Missenden. The council resolved to approve the match funding request of £3,000 should the application be successful.

Cllr Pither reported on the application made for Prestwood Common and Recreation Ground, following the decision by GMPRG to not complete the grant submission themselves. The application was made for the full £40,000 to include funds towards a track around Prestwood Common, benches, drainage, resurfacing works and the installation of a multi play area on the Common. The application also referred to landscaping including additional benches, planting of

trees and wild flowers on the Recreation Ground. The council discussed the request from PVA & GMPRG for sight of the application forms but agreed by majority that this was not applicable as the project descriptions had already been shared with them. The council also resolved to defer the decision as to where to re-install the multi play equipment that is currently in storage with Playground Facilities. It was felt that once the outcome of the CDC Large Project Fund was known then a decision could be taken as to the location for the re-installation.

## **7. Misbourne Area Youth – request for parish council representative**

Following a letter from Misbourne Area Youth, Cllr Lesley Cook volunteered to be the nominated Parish Council representative. This was resolved by the council.

## **8. Clerks Overtime**

Cllr Hewett advised that the deputy clerk had accrued 28 hours overtime covering a recent two week holiday by the clerk. It was proposed and resolved for the deputy clerk to be paid for these hours. It was also recommended that holiday cover is included in the budget for next year, as it is not currently budgeted for. Any other accrued hours by the clerk and deputy clerk to date would be taken as lieu time. Moving forward, overtime would need to be approved in advance by Cllrs Hewett, Pither or Johnstone. The council approved this arrangement.

## **9. Great Missenden Memorial Centre**

### **i) Proposal for GMPC to pay for admin hours and reclaim from GMMC for the service**

The proposal for GMPC to pay for any overtime hours to the clerk for GMMC admin and invoicing work was agreed by resolution. An hourly rate would be calculated on current rates of pay including pension. This cost would then be charged to GMMC. This currently totals 30 hours since April, however will reduce going forward once a new booking system is in place.

### **ii) Proposed alterations to GMMC building, approval for architect fees & planning**

As part of the process for the CEF funding application a planning application will need to be placed for removal of the dormer window and replacement window units. The council resolved to pay the planning application costs to a maximum of £150. The council also approved by resolution to spend up to £500 on architect fees for any plans required for planning applications. It was agreed to include a new door and window on the planning application as a possibility for future development of a meeting area and storage area in the Memorial Centre.

## **10.LAF**

### **i) Prestwood Parking Scheme – meeting update**

Cllrs Pither and Hewett reported on a recent meeting with Transport for Bucks (TfB) regarding the proposed Prestwood Parking scheme. There would be further public consultation which would include amending the waiting time to two hours outside the hairdresser, newsagent and electrician, with one hours waiting time further up the High Street by the houses. TfB had also agreed to the requested disabled bay outside the Co-op, which the council supported, however the council did not support the suggested loading bay at the end of Maybush Gardens.

### **ii) LAF Transport Project ideas for 2020-21**

It was agreed to submit all three suggested transport ideas to the LAF. These are:-

- Aylesbury Road – suggestion to increase parking to reduce speeding
- Frith Hill – create hardstanding parking area
- Frith Hill – extend footway from B485 to join existing footway on Frith Hill

### **iii) Prestwood Common Track Project - update**

Cllr Hewett reported that the Prestwood Common Track project had been incorporated into the larger project for Prestwood Common and Prestwood Recreation Ground improvements. As

above, further funding has been sought from CDC in addition to the LAF awarded grant. A meeting with Prestwood Colts and the Scouts has been arranged for Wednesday 14<sup>th</sup> August at 7.00pm to further discuss the specifics for the track on Prestwood Common.

## **11. Reports from Committees**

### **a) Planning Committee**

i) The minutes of the meeting held on **5<sup>th</sup> August 2019** were agreed and confirmed. A copy of an objection letter had been received after the planning meeting regarding The Old Red Lion (PL/19/2241/FA). The objection was from local residents and it was noted that it had already been added to the planning application on CDC's website. The council felt that there was no additional information to add to the objection agreed at the planning meeting in respect of this application.

#### **ii) CDC Local Plan – proposed consultation response**

Cllr Pither asked for any further comments on the proposed Local Plan response to be received by 13<sup>th</sup> August 9.30pm as the intention was to submit the comments that day.

### **b) HS2**

#### **i) Contractors – enabling works**

The haul road construction has been continuing and the hoardings are in the process of being erected. It is hoped that completion will be the end of August.

At a recent follow up meeting with HS2, Fusion and BCC most concerns were discussed in a positive manner. Not all concerns were agreed but progress was made. Minutes of the meeting and HS2's technical notes will be circulated when available. Safety issues addressed were the moving of the position of the give-way road markings at the Link Road approach to the roundabout to enable waiting cars, retaining the dedicated turning left up Frith Hill from the A413 and moving the diverted GMI/13 footpath along the A413 further away from the Link Road roundabout.

It was confirmed that the vision splay from the Buryfield entrance has been reduced to 43m and the footways along the widened entrance extended into the car park.

There are on-going discussions between Fusion and BCC regarding night working and parallel discussions with CDC on noise levels associated with night working. It has been accepted that some of the works such as vegetation clearance may have to take place during the day.

Approximately £350k of the landscaping undertaking and assurances (no's 2731 & 2) is unallocated. More screening around the skate park, landscaping, hedges, trees, etc has been requested.

#### **ii) Contractors – main works**

The main works contractors are waiting for permission from HS2 to proceed and are working on design, costs and completion of the ground investigation work.

#### **ii) Engagement**

Two councillors from Great Missenden have been invited to a an HS2 & EK technical update to cover landscape, noise, construction approach, traffic management arrangements and an update on programme of works on 10<sup>th</sup> September.

It is likely that the next joint parishes meeting with HS2 will be held approximately a week after the 10<sup>th</sup> September meeting.

A public drop-in information session has been arranged on 17<sup>th</sup> October in Ballinger Village Hall.

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

#### **i) Prestwood Colts – renewal of licence to use Prestwood Common**

The council resolved to renew the licence for Prestwood Colts to use Prestwood Common for a further ten years. The draft letter to CDC was approved regarding ownership of the boundary hedge between Prestwood Common and Prestwood Rec and also of the expired lease between GMPC/CDC and Prestwood Colts for use of the pavilion.

#### **ii) Request to use Buryfield – Children’s party**

The council require further information regarding the request for a paid event on Buryfield for a bubble football and nerf gun party. The clerk has tried to contact the organiser but has had no further response.

#### **iii) Abbey Walk Lights – request from residents association**

The council resolved to accept the request for a reduced contribution to the annual streetlight electricity bill from Abbey Walk Residents Association. The total invoice for this year will be £85.50 due to one light needing repair.

#### **iv) Buryfield – proposal to clear brambles and nettles along the perimeter**

The council resolved to accept the proposal to clear the nettles and brambles from along the boundary of Buryfield with Abbey Walk and Augustine Mews. The quote was from Sextons for £895 + VAT. It was agreed that the adjacent residents should be advised of the works.

#### **v) Collings Walk – update**

Following the report on 2<sup>nd</sup> August from Innovation Group detailing the internal damage of the property on Collings Walk, the council resolved to instruct an independent survey. The brief should be specific particularly to include if any further damage would occur as a result of removing the tree, if there could be any other causes for the damage and if there are any alternative management options other than removing the entire tree. An email received prior to the meeting on 12<sup>th</sup> from Hiscox also offered an independent report however the council resolved by majority to instruct their own surveyor. The cost for the report would be £450 + VAT.

#### **vi) Prestwood Common - bollards**

An initial quote has been received for powder coated steel bollards, 51 of at 1.5m height at a cost of £6,733.13 + VAT including installation. Further comparative quotes were requested.

#### **vii) Tourist signage - Request for support from the Nags Head**

The council discussed this request and in light of plans for a village noticeboard in the centre of Great Missenden which would list all the local pubs, decided not to support the request for tourist signage at this time.

#### **viii) Prestwood Common – request from local resident to remove shelter**

Following a request from a local resident the council decided not to consider removing the shelter from Prestwood Common at this time. The shelter was originally installed as it was felt that there were limited facilities for young people in the area. The area is litter picked twice a week and the contractor will be asked to pay particular attention to that area with respect of glass. The PCSO’s have also been informed and, where ever possible, include the common in their patrol.

#### **ix) Buryfield Play Area – quote to repair motorbike rocking equipment**

The quote for £595 + VAT was approved by resolution for the repair. It was also noted that the zip line required a new seat and the log stepper was also missing one log. The quotes

from Playground Facilities for £167.75 & £135.00 (+ VAT) respectively were also approved.

**x) Quote for annual tree survey**

The quote for £400 for a complete tree survey of the parish owned trees from Ridgeway Woodland was approved by the council.

**xi) Buryfield Trees – request from resident**

A resident of Abbey Walk had requested that the trees that border their property were too large and should be cut back. The resident was concerned for the safety of themselves and their property. John Clark, tree surgeon, visited the site and acknowledged that there were encroaching branches near the roof lines in some areas, but nothing of immediate concern. He could see not immediate or urgent health and safety risks in this location. However, these trees will also be included in a tree survey later in the year and will be monitored.

**d) Finance & General Purposes Committee**

**i) Website – update**

Cllr Jager reported that the home page and contact page was now available for viewing and feedback. The link to the demo website would be emailed around to all councillors with a request for feedback to be sent to Cllr Jager before Wednesday 14<sup>th</sup>, as there was a planned meeting in the afternoon with Orbit Carrot to feedback on the design.

**ii) Play Inspection – quote for ROSPA annual inspection 2020**

The cost of £483 (incl VAT) was resolved for the 2020 annual inspection of all playground equipment. The inspection would be planned for June 2020 and would be provided by the Play Inspection Company.

**iii) Internet Banking – proposal to add the clerk as a signatory to the bank**

To enable the council to use internet banking for the monthly payments it was approved by resolution for the clerk to be added as a signatory to the Lloyds Bank account and for the four councillor signatories to be set up with internet banking access. The clerk would then have access to create the payments via the internet which would then require two councillors to authorise the payments. It had also been noted that some previous councillor's access had not been removed. The clerk will arrange for this to be done. The financial regulations already make provision for internet banking.

**iv) Request for a grant – The Source**

The request from The Source for £1722 for a grant for the cost of printing two editions was approved by resolution. It was noted that the budget allowed for one further grant request this year from The Source, for one further print run.

**v) Request for a grant – Great Missenden Chamber of Commerce**

A request from the Great Missenden Chamber of Commerce was approved by resolution for £1,500. This is for the Great Missenden Christmas Lights.

**vi) Insurance – renewal quote**

The council's annual insurance is due for renewal on 1<sup>st</sup> October. One quote had already been received from Zurich Insurance and further quotes were awaited. A comparison of the quotes would be provided for the September meeting for a decision.

**vii) Conclusion of annual audit**

Cllr Johnstone reported that the external auditors had completed their audit and had not found any matters that gave cause for concern. The clerk was thanked for her diligence in preparing the accounts.

### **viii) Payment of accounts for August**

It was **resolved** that accounts numbers 72 - 92 in the sum of **£14,204.79 (inc VAT)** for **August** be agreed for payment and petty cash items for August of **£90.93** be ratified.

### **e) Editorial Working Party**

Cllr Hewett asked the council for any article ideas for the September edition of The Source. A meeting will be arranged prior to the next edition.

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

- i)** GMPRG meeting – Cllr Johnstone reported on a recent GMPRG meeting. New drawings were awaited regarding the redesign of the area outside Hamptons following some feedback regarding the size of the trees. GMPRG would also be in touch with Cllr Pither regarding the location for a memorial bench on Buryfield.

## **13. Clerks Report**

- i)** The clerk's progress report was noted.
- ii)** A recent email has been received from a resident who reported that they had been asked by Lighthouse to leave Buryfield on a couple of occasions during the setup week. The clerk had asked the resident for more information but no response has been to date.
- iii)** The owner of the tree that is covering the streetlight on Wychwood Rise will be contacted by letter to ask to cut back the vegetation so that the light is not obscured.
- iv)** A film company had recently been assisted by the clerks to find parking in Great Missenden. The film company have advised that the council can invoice them for £250.
- v)** A request has been received from a resident whose house borders Kiln Common asking to remove the pole and wire boundary fence at the back of their garden and replace it with a 6ft fence. As GMPC rent this land from Stoke Mandeville & Other Parishes Charity the clerk has forwarded the request to them for approval.

## **14. Matters for information**

None.

## **15. Future meetings**

- a) Planning Committee – 7.30 p.m. **Monday 2<sup>nd</sup> September 2019** in the Parish Office
- b) Parish Council Meeting – 7.30 p.m **Monday 9<sup>th</sup> September 2019** in the **Great Missenden Memorial Centre**

The meeting closed at 9.30pm