



Minutes of the Parish Council Meeting
held on Monday 11th December 2019 at Great Missenden Memorial Centre
at 6.30 p.m.

Public Forum:

A resident regarding the proposed Prestwood Common track.

Present: Councillor A Hewett, Chair
Councillors: C Baxter, G Bridges, L Cook, S Humphreys, M Johnstone, M Lee,
V Marshall, V Martin, K Pither, R Pusey, S Rhodes, T Stevenson

Also present: Jane Hennessy, clerk

1. Apologies: Councillors, A Brazil, I Lovegrove

2. Declarations of Interest:

None.

3. Minutes The minutes of the meeting held on 11th November 2019 were **agreed** and signed as a correct record.

4. Matters arising

Cllr Hewett advised that Cllr Jager had resigned from the council and it was asked that thanks were noted for all Cllr Jager's hard work. The legal vacancy notification process will now be started.

The grit bin for the Memorial Centre has arrived and been filled. Thanks to Cllr Humphreys for installing the grit bin.

The remainder of the clearance of the border of Buryfield has now been completed.

Potholes in the Buryfield car park have been reported to Chiltern District Council (CDC) and they have advised that repairs will be made during the Christmas holidays.

The Great Missenden Chamber of Trade advised that there was a problem with the lights on the Christmas tree outside the library and that a contractor had been arranged to investigate this. It had also been reported by the Chamber of Trade that last years' old Christmas lights had reportedly been left in The Cage and were now missing. A connector was needed that had been left with the lights. Further enquiries were being made.

The clerk advised that a spokesperson for the Save the Link Road trees group had been in touch regarding a parish meeting in January. Agenda ideas were requested and awaited from the group.

5. VE Day 75th anniversary celebrations 2020

Further discussion was held regarding ideas for a VE Day event on 8th March. A street party was discussed with a road closure in Great Missenden, although Cllr Pither reminded that it was a bank holiday and unlikely that shops on Great Missenden High Street would be open. It was then suggested that the event was held in Prestwood. The Prestwood big lunch is usually planned for early June, so it was suggested that the clerk approach Prestwood Events group to see if they would consider moving the Big Lunch to 8th May and combining with the parish council for an event on Prestwood Common.

6. Parking

i) Update on parking consultation

Cllr Hewett advised that the parking consultation event on 2nd December had been busy and the council noted that over 150 surveys had currently been completed and returned with over 130 stating a preference for the proposed Buryfield Car Park. The council resolved to pursue the Buryfield car park proposal, as per the current plans and not to encroach further on the Buryfield. It was also agreed to look at car park management again and the clerk was asked to add this to the January agenda.

ii) Buryfield Car park – proposal to carry out topographical survey and approval for cost

As part of the Buryfield car park proposal it would be useful to have a topographical survey of the area. A quote had been provided by Watts Engineering for a maximum of £700 + VAT. This was resolved by majority.

7. LAF updates – Prestwood Parking project, Firth Hill Parking & footpath

Cllr Hewett gave an update on the Prestwood Parking project. The next step for Prestwood High Street is for TfB to send a report to the Director for Highways following completion of the formal consultation. However the question of bollards outside the Co-op has been raised by a local LAF member. The council discussed the advantage of bollards but the consensus was that bollards on the pavement would not prevent people parking on the road, an example of this can be seen in Great Missenden outside the Co-op which has similar bollards which haven't prevented parking on the road in front of the shop. It would also require further funding (approx. £2,440) and there may be issues around who would be responsible for removing the bollards. The council resolved, by majority vote, to continue with the Prestwood Parking project without the addition of the bollards.

8. Community Boards - update

The council noted the announcement by the shadow executive of the new Buckinghamshire Council that a decision had been taken to create 16 Community Boards. It appears that the Community Board for Great Missenden Parish covers the same area as the previous Missenden's Local Area Form.

9. Great Missenden Memorial Hall – update & admin hours

Cllr Hewett advised that the HS2 CEF grant required further approval from the Groundworks panel due to slight changes in the project. The changes are mainly window replacements that, on further inspection, are no longer required and the inclusion of new tables and a modular stage, which are still within the budget. It is hoped to hear back from Groundworks before Christmas.

Cllr Hewett presented plans to remove the stage in the Memorial Hall and create a meeting room and storage area. On the whole, the current users would be happy with the stage removal, especially if a modular stage was provided. Approximate costs had been given ranging from £20,000 to £29,000 + VAT. It was suggested that the deeds and trust deed are checked to ensure that there is nothing preventing the proposed alterations. The council resolved, by majority, to approve the plans, in principle.

The clerk advised that the previous resolution for payment of admin hours for the Memorial Hall through the parish council's payroll would be liable for VAT charges. It was therefore agreed for admin hours to be invoiced directly to the Memorial Hall Committee.

10. Police Powers to tackle unauthorised encampments consultation

The council discussed the NALC consultation to strengthen police powers to tackle unauthorised encampments. Following the discussion Cllr Rhodes will draft a response and email to all councillors before submitting. The consultation ends on 19th February.

11. Councillor Surgery Rota 202 – for approval

The council resolved to approve the draft rota, with a minor amendment.

12. Emails

Cllr Stevenson presented a draft interim communications protocol which made suggestions regarding use of the new website as the primary source of communication within the council. Discussions suggested including this in a wider communications policy and some councillors noting that email was their preferred primary source of communication. The clerk was asked to add this item for further discussion to the January agenda

13. MVAS Rota 2020 – for approval

The council resolved by majority vote to approve the MVAS rota for 2020.

14. Reports from Committees

a) Planning Committee

i) The minutes of the meeting held on **2nd December 2019** were agreed and confirmed. A draft letter to the Interim Head of Planning at CDC regarding concerns with the planning process on two applications had been circulated via email with the request for councillors to respond, with any amendments, by Wednesday 11th December.

It was agreed that Cllr Pither would contact the Prestwood Village Association regarding the Crossroads Garage application.

ii) Neighbourhood Plan

The council considered the information regarding the costs for a half day presentation from Troy Consultancy to initiate the council's neighbourhood plan project (approx. £550). Cllr Cook suggested that she follow this up with Cllr Lovegrove, as chair of the neighbourhood plan working party.

b) HS2

Update

Cllr Johnstone presented an update. Following the halting of the Link Road widening project due to the Save the Trees on Link Road campaigning, BCC and HS2 have completed a set of FAQs answering some of the questions being asked to try and correct the spread of any misleading information. The FAQ's have been posted on various websites including BCC, GMPC and local village associations. BCC have intervened and proposed a new layout to the Link Road widening scheme which it is hoped will save 7 of the 8 trees. One tree still needs to be removed but there are plans proposed to replace this with a semi-mature tree. The FAQ's also indicate that a tree replacement scheme will also be available to enhance the Link Road. The problem might be where, as the location of buried utilities will need to be taken into account.

HS2 are preparing amended drawings to reflect the changes to the road layout and the parish council understand that HS2 intend to hold a meeting to discuss them. The parish

council have requested that HS2 arrange the open meeting to include representatives of all local organisations to present the new plans.

HS2 have advised that footpaths GMI/12 & 13 have now been closed for the duration of the enabling works, instead of what had previously been agreed, which was to be closed only when work was being carried out.

The Frith Hill road works have been delayed by a week and are due to start on 9th December.

The next joint parishes meeting with HS2 and contractors is on Tuesday 17th December at 2pm in the Lee Village Hall. It is expected that the HS2 meeting regarding the Link Road widening will be on the morning of the 17th December.

c) Open Spaces and Lighting

i) Collings Walk – update

It was confirmed that J&D Clark will carry out the work at Collings Walk on January 8th, 9th, 10th & 13th 2020. A response from Innovation has indicated an assurance that they would be responsible through vicarious liability should any claim for heave damage be sought by the householder.

ii) Pocket Park - update

The remaining budget for the Buryfield toddler pocket park is due to be spent on a lectern style sign, two picnic benches and three finger post signs.

The government has announced a further round of Pocket Park funding with the deadline for applications as 31st December 2019. It was suggested that a further application could be made for additional landscaping items at Prestwood Common, however it was decided by majority vote not to apply for Pocket Park funding this time, due to current workload of projects, but that other funding sources could be looked at next year.

iii) Chiltern District Council – Large Project fund - update

Clr Pither presented the options that had been considered so far for the surface of the Prestwood Common track, with associated indicative costs ranging from £15,953 for compacted stone and gravel, through to £134,406 for a resin bonded gravel. Current funding obtained is £31,046 and there is some additional funding available from the parish council reserves. The councillors were asked to consider the options and visit the websites and, if possible, the locations given of examples, in order to agree a suitable surface. The council agreed by majority to the width of the track as 1.5m. Once a decision has been made at the January council meeting the project will then be advertised on the government Contract Finder website.

iv) Buryfield springer replacement – quotes for approval

Following a recent repair to the Buryfield motorbike springer, where the equipment was unable to be fully repaired, but work was undertaken to make it safer, three quotes were provided for a full replacement. The council asked for confirmation of the repair work and Clr Pusey offered to inspect the equipment in the interim.

v) Playground Equipment – consider site for removed multiplay equipment

Playground Facilities are currently storing the multiplay unit, that was previously in the Buryfield toddler play area, whilst the council decide on a location to re-install it on. They have confirmed that storage is free of charge, however as they have moved premises, an invoice has been received for £594.35 + VAT for carriage. The council resolved by majority vote to approve this payment.

vi) GMVA/GMPRG – memorial bench – update and request for installation costs

Confirmation was noted from GMVA that a wooden bench would be preferable and that therefore GMVA would be responsible for all maintenance of the bench. The council discussed the request from GMVA for the parish council to pay for the installation costs. A quote for this work had been received for £450 + VAT and it was also noted that the GMVA had previously mentioned that they had offers of financial help for the installation costs. The clerk was asked to contact GMVA to suggest that the offers of funding from other sources is taken for the installation of the bench.

vii) Car Park Recycling facilities – update for noting

The update from CDC councillor Peter Martin regarding the car park recycling facilities was noted, including the information that the cabinet will very likely be confirming a decision to remove these bins permanently in the New Year.

viii) Tree work in Buryfield car park - update

The council noted the response from Chiltern District Council regarding the recommended reduction to the trees in Buryfield car park. CDC confirmed that the reductions suggested were not for health and safety reasons but to keep the form and shape of the trees. They advised that the trees would be fine until the next inspection (as long as this was within the next three years). The deadwood removal on these trees would still need to be carried out and a date had been suggested as 12th December, however as this is expected to be a busy day in the car park another date has been requested.

The clerk reported that a quote were awaited for the tree work in the rest of the parish.

d) Finance & General Purposes Committee

i) The minutes of the F&GP Committee meeting held on 3rd December 2019 were agreed and confirmed.

ii) Draft budget 20/21 – for consideration

Cllr Johnstone presented the second draft of the budget for 2020/21 following a recent Finance & General Purposes committee meeting. It currently shows an increase of 20% which includes an increase for staff pay, including holiday cover, election costs – should all wards be contested, a part time parish warden, funds for an over-run on the Prestwood track project, a parish event and potential devolved services contingency following the formation of the unitary council next May. The budget also takes into account that the annual precept setting has not yet been capped, although this may happen in the future. Expenditure from reserves have been budgeted at £22,000. The F&DG committee will meet again on 18th December and the final budget will be presented for formal approval at the January council meeting ahead of the January 31st precept deadline. All councillors were requested to contact Cllr Johnstone in the meantime with any questions.

iii) Website – update

The website working party are undertaking the upload of content to the new website. Unfortunately the intended deadline of 22nd November for completion had not been met due to other priorities. The working party will continue to progress the upload of content and will keep the councillors informed of progress.

iv) Internet Banking - update

It was noted that the monthly payments would all be made via online bank transfer this month, with the exception of the petty cash. The clerk has set up all the payments and two signatories would be required to authorise the payments.

v) Draft Disciplinary & Grievance procedure – for adoption

The draft disciplinary & Grievance procedure, using the NALC template, was adopted by resolution.

iv) Legal Topics – LO1-19 Publicity –recommended practice, GN-78 – Election purdah, 22-Disciplinary & Grievance & Guide for handling intimidation – these were all noted.

vii) Payment of accounts for December

It was **resolved** that accounts numbers 150-172 in the sum of **£22,917.82 (inc VAT)** for **December** be agreed for payment and petty cash items of **£109.57** be ratified.

e) Editorial Working Party

Cllr Hewett thanked everyone who contributed articles to the last edition of The Source. The next editorial meeting will be planned for January.

15. Reports from Representatives to outside Groups.

i) GMVA litter pick – Cllr Johnstone reported that he had attended the recent GMVA organised litter pick, as had the deputy clerk. The event had been well attended.

16. Clerks Report

i) The clerk's progress report was noted.

ii) The work on the hedge at Greenlands Lane has been successfully completed and a quote for the replacement pole and wire fence awaited. The vegetation would be cleared as soon as there was a dry spell in the weather.

iii) A volunteer co-ordinator had come forward for the Prestwood MVAS team. Paul Egan had kindly volunteered to start in the New Year.

17. Matters for information

None.

18. Future meetings

a) Planning Committee – **7.30 p.m. Monday 6th January 2019** in the Parish Office

b) Parish Council Meeting – **7.30 p.m Monday 13th January 2019** in the **Great Missenden Memorial Centre**

The meeting closed at 9.00pm.