



All correspondence should  
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### NOTICE OF ANNUAL AND PARISH COUNCIL MEETINGS

I hereby give Notice that the Annual Meeting of Little Missenden Parish Council will be held on 17<sup>th</sup> May 2021 at 7:30pm via Zoom followed immediately by the Parish Council Meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/89784510429?pwd=Q3ZSRWxkcDVLVCsyTWU0WFRES0gvZz09>

Meeting ID: 897 8451 0429 Passcode: 713204

All members of the Council are hereby summoned to attend for the business of considering and resolving upon matters as set out hereunder. (*Residents of the Parish, and the press, are entitled to be at the meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless precluded by the Parish Council by Resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose*).

Helen Hogan

Helen Hogan Clerk to the Council

Dated 10<sup>th</sup> May 2021

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### AGENDA – ANNUAL MEETING

1. Election of Chair
  2. Approval of Minutes of last annual meeting held on 20<sup>th</sup> May 2019
  3. Declarations of Acceptance of Office
  4. Election of Vice Chair
  5. Apologies for Absence
  6. Appointment of membership to the following committees
    - Open Spaces
    - Finance
    - Rossetti Hall
    - Planning
  7. Appointment to Associated Organisations
  8. To review the Asset Register
  9. To Review the Risk Assessment Register
- N.B. Items 1-6 already determined at extra-ordinary meeting held on 6<sup>th</sup> May 20201

## AGENDA PARISH COUNCIL MEETING

### **73.05.21 Public Forum**

(Subject to the approval of the Chairman, Members of the Public will have the opportunity to ask questions relating to matters of community interest, which fall within the responsibility of the Parish Council). **15 minutes are allocated for this section.**

### **74.05.21 To receive Apologies from Councillors for non-attendance.**

### **75.05.21 To receive declarations of interest relating to this meeting.**

(Under Sections 30(3) and 235(2) of the Localism Act 2011, Councillors are required to register their Disclosable Pecuniary Interests in the Register maintained by the Monitoring Officer of the District Council. The Council's Code of Conduct also requests Councillors to declare these where they relate to any item of business to be discussed).

### **76.05.21 To receive and approve the previous Council Meeting Minutes of 19<sup>th</sup> April 2021.**

### **77.05.21 To update the Actions Schedule.**

### **78.05.21.21 To receive and note reports from Buckinghamshire Unitary Councillors.**

## **Individual Committee Reports**

### **79.05.21. Chairman's Report – Councillor S. Burke**

- i. Results of Buckinghamshire Councillor Elections – inviting new elected – congratulation letters.
- ii. Resignation of Clerk.
- iii. Advertising for a new Clerk and third member of staff.
- iv. Steps to cover office – message on door, answerphone.
- v. Seeking a locum Clerk.
- vi. HS2 and the weekend closure of the A413 and the mitigation proposals.
- vii. Offer of litter pick from Align.
- viii. Website – moving to a third party to manage.
- ix. Presentation on broadband in Hyde Heath – Mr Steve Bates.

### **80.05.21. the Chair of Planning – Councillor S. Baker**

- i. See Separate Planning Agenda – items to be resolved from meeting held on 10<sup>th</sup> May 2021.
- ii. Naming of new road.

**81.05.21 the Chair of Finance – Councillor D Hill**

- i. Agree monthly cheque payments.
- ii. Year end and AGAR.
- iii. Annual Insurance quote to be accepted and taken up.
- iv. Accounts moving to a third party.

**82.05.21 the Chair of Open Spaces – Councillor S. Burke**

- i. Assistant Clerk’s feedback from play area inspections.

**83.05.21 Clerk’s Report**

- i. Posts at Little Kingshill Common – thanks from residents.

**49.03.21 Councillors Items for Discussion and, where necessary, approval – not resolved at March or April Meetings**

- i. Mobile phone for staff who are regularly out on-site visits – pay as you go costs to be presented in addition to monthly contract.

**67.04.21 Councillors Items for Discussion and, where necessary, approval not resolved at April Meeting.**

- ii. Upgrade to security to ensure compliance with new regulations – Simon Neale, Great Oaks IT.
- iv. Agree protocols for LMPC in the event of the death in the Royal Family – this has been requested on behalf of Buckinghamshire’s new Lord-Lieutenant, The Countess Howe to ensure that LMPC plans are in line with others.
- x. Re-opening of Rossetti Hall

**84.05.21 Councillors Items for Discussion and, where necessary, approval**

- i. MVAS Use – Councillor Fallon.
- ii. Match Funding – Councillor Fallon.
- iii. Pond at Holmer Green – Councillor Fallon.
- iv. Turn your engine off – Councillor Fallon.
- v. Play Around the Parishes 2021 – Councillor S. Baker.
- vi. Quote for new gates at Earl Howe Road Allotments.
- vii. Donation request – Little Kingshill Baptist Church or upkeep of graveyard.
- viii. Quote for refurbishing of planters at Holmer Green.
- ix. Proposal of a 4/5-year plan on parish wide school and road safety improvements – Councillor S. Baker.
- x. Trapeze repair Holmer Green
- xi. Sensory Garden – approval of plan required by HGVS.

**85.05.21 Youth Matters**

**86.05.21 Community Boards**

**87.05.21 Allotments**

- i. Sensory garden site – installing a security fence field side.

**88.05.21 Ward Reports and Updates**

- i. Holmer Green
- ii. Hyde Heath
- iii. Little Kingshill
- iv. Little Missenden

**90.05.21 Items for Next Agenda** - Clerk to note

***Dates of next Meetings***

**Full Council Planning:** 7<sup>th</sup> June 2021

**Full Council:** 21<sup>st</sup> June 2021

All dates are available on our website [www.littlemissendenpc.co.uk](http://www.littlemissendenpc.co.uk)