



Minutes of Little Missenden Parish Council held

via Zoom on 15th March 2021

Present:

Councillor S. Burke, Chair

Councillors S. Baker; J. Fallon; S. Geraghty; D. Hill and G. Spiller

Proper Officers – H. Hogan, Clerk and L. Lusby, Assistant Clerk

Buckinghamshire Unitary Council – Councillor P. Birchley

Councillor Burke opened the meeting at 19:30pm

37.03.21 Public Forum

There were no members of the public in attendance therefore the meeting was not closed for this section.

38.03.21 To receive Apologies from Councillors for non-attendance.

Councillor D. Baker sent apologies via Councillor S. Burke.

39.03.21 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).

Non received.

40.03.21 To receive and approve the previous Council Meeting Minutes of 15th February 2021.

It was agreed that the minutes are an accurate reflection of this meeting and will be signed by Councillor Burke in due course.

41.03.21 To update the Actions Schedule.

Actions outstanding were noted, most had been completed.

42.03.21 To receive and note reports from Unitary Councillors.

Councillor P. Birchley reported regarding the oak tree felling by EKFB on behalf of HS2 at Leather Lane stating that 40% have to be removed for the installation of a temporary road, 30% will remain in situ and it is hoped that 30% can be saved from removal. She mentioned that Councillor C. Sulley, Chair of The Lee Parish Council, had been on site and interviewed on 15th March by BBC South East but it is not certain if the interview will be used; there were fifty protestors on site.

Councillor Birchley noted that Buckinghamshire Unitary Council has been assisting the NHS to run a number of Covid vaccination clinics including the cinema in Aylesbury, adding that half a million doses were given across Bucks on 14th March.

Councillor Birchley concluded by stating that although Transport for Bucks (TfB) had promised to carry out repair works on Chalk Lane twice last year, this had not yet happened and Buckinghamshire Unitary Councillors will put pressure on TfB at a meeting on 16th March for this to be actioned.

Councillor Burke thanked Councillor Birchley for her encouragement and support and she left the meeting at 19:45.

43.03.21. Chairman's Report – Councillor S. Burke

- i. HS2 update. It was stated that although the Chesham Vent Shaft is not in the parish of Little Missenden it is having a huge impact on residents in Hyde Heath. Meetings have been held with HS2 but questions are not answered. Mr Cordiner had previously reported that the vent shaft would result in dangerous traffic situations. A crossover junction is being set up at Taylors Lane, the A413 and Chalk Lane but this will take some time to be approved and installation begun and again this will result in traffic re-directing through Hyde Heath and Little Missenden Villages. Councillor Burke reported that he is following the complaints process regarding HS2 vehicles executing U-turns on the road and not going to Frith Hill and back as they are supposed to which is endangering other road users. Councillor D. Hill wished to note the super job that Councillor Burke is doing to hold HS2 and Align to account for proposed works and the ensuing disruptions locally. Councillor Geraghty asked at what point would it be pertinent to involve the press on a national level and some discussion ensued around this but no decision was made.
- ii. Funding applications for safety project in Little Missenden. There has been no acknowledgement of receipt as yet. ACTION – Clerk to chase.
- iii. Holmer Green Sports Association lease – update. The updated lease has been completed and will be sent by Buckinghamshire Unitary Council for signing by all parties.
- iv. Renewal of Andrew Silley authority letter. It was agreed that the Clerk should sign the letter of authority to allow Mr Silley to continue to represent LMPC to negotiate favourable power supply contracts. ACTION – Clerk to sign and send to Mr Silley.
- v. Third member of staff. Councillor Geraghty stated that there were a lot of duties for one person, Councillor Spiller agreed with this and added that a lot of training would be required. Further discussion took place and it was agreed that Councillor Burke and the Clerk will re-visit and work on the document as it is a draft at present. ACTION – Councillor Burke & Clerk to work on document.
- vi. Neighbourhood Plan. Councillor Geraghty asked if we had enough Councillors to work on this. It was agreed that village societies throughout the parish will be asked for their input and it is hoped that more Councillors will be on board after the elections in May to assist with this project. It was agreed that a Neighbourhood plan is needed.
- vii. Sensory garden update – Councillor Burke and the Assistant Clerk have had a site meeting with Mr E. Thickett, Chair of Holmer Green Village Society (HGVS) to discuss the details of the project.
 - a) Boundary fence – at present this is held up by brambles, LMPC will remain responsible and are willing to replace the fence once HGVS have made their decisions regarding land use. ACTION – Fence to be replaced in due course.

- b) Access road to the garages – trees overhanging and beyond fence - these need to be cut back. ACTION Assistant Clerk to seek costs for works and seek approval.
- c) Brambles and trees facing Earl Howe Road - these need to be cut back. ACTION Assistant Clerk to seek costs for works and seek approval.
- d) Skip and fly tipping – the Assistant Clerk has written to neighbours of the site to see if they know who is doing this, no response has been received so far. A skip will be arranged by LMPC for the removal of this and other building rubbish, metal and plastic on the site. No green waste will be removed as this can be composted.
- e) Agreed height of hedge. The height and width of the hedge have been agreed between both parties as seven feet high maximum. HGVS will cut the hedge and collect any resulting debris from the allotment site as necessary.
- f) Agreed the land be returned with grass, footpaths and trees. It was discussed and agreed that the trees must not be planted near the allotments and that any plans must be shown to LMPC and approved prior to any works starting.

Individual Committee Reports

44.03.21. the Chair of Planning – Councillor S. Baker

Comments due by 17th March 2021.

i. Reference: PL/21/0619/FA

Application type: Full Planning Permission

Location: 6 Meadow Way, Hyde Heath, Amersham, Buckinghamshire, HP6 5RX

Proposal: Demolition of existing outbuilding, proposed new summer house outbuilding

ii. Reference: PL/21/0624/FA

Application type: Full Planning Permission

Location: 21 Orchard Way, Holmer Green, Buckinghamshire, HP15 6RF, Proposal: Single storey front extension, increase in hardstanding area and installation of bi-fold door to rear.

These were addressed at the meeting on 01.03.21 and actions taken by the Assistant Clerk.

45.03.21 the Chair of Finance – Councillor D Hill

- i. Agree monthly cheque payments.
All agreed.
- ii. HGSA payment for rent. The outstanding balance for rent (LMPC have forgone 50% of the rent due to Covid 19 this year) has been received, with thanks.
- iii. Conclusion of Audit 2019-20 – items addressed for future.
 - a) *Section 2 of the AGAR was incorrectly prepared on a receipts and payments basis.*
Incorrect – take a photo as evidence next year of all paperwork sent so can be dated, also list on email when sending.
 - b) Box 3 – Income – donations and grants were not budgeted for – print out a breakdown next time and send with, this cannot be budgeted for by the nature of the item it is not expected income.
 - c) Box 6 Use of grants and donations to purchase play area equipment with donations not budgeted for – print out a breakdown next time and send with the documentation.

- d) *An adequate explanation for the variance between the prior and current year values in boxes 3 and 6 was not provided* – this was given using an excel spreadsheet supplied by PKF and was not used by them in this audit.
 - e) *Evidence of budget setting during 2019/20* – this was sent with the original paperwork and again on 11.09.20 when re-requested. It was approved at a meeting in December 2018 item 9.B.4.
 - f) *The Internal Auditor has not proved an explanation as to why the response to Objective L is not consistent with the prior year external auditor report.* Unfortunately, the Internal Auditor is now deceased so the question is not able to be answered, in her defence the form has been changed and this is not an item to be concerned about.
 - g) All items have been discussed with the newly appointed Internal Auditor who stated that the LMPC audit is a pass and these comments are not necessary.
- iv. Purchase of MVAS units – 30% deposit required. It was agreed that a cheque can be sent to enable the order to be processed. ACTION – Assistant Clerk to raise cheque.
 - v. Planning budget – legal. It was determined that no budget would be set but monies could be made available if vital for legal actions to be taken on a case-by-case basis.
 - vi. Scribe Annual Accounts Package – renewal. It was agreed that this be renewed. ACTION – Assistant Clerk to raise cheque.
 - vii. Budget review. Due to Covid 19 some projects have not been undertaken during this financial year resulting in underspend against budget. These will go ahead in the near future. Some coding requires correcting by the consultant. The allotment rents have come in at £600.00 received over that which was budgeted for and the Assistant Clerk was thanked for her hard work on achieving full capacity at the allotment sites.

46.03.21 the Chair of Open Spaces – Councillor S. Burke

- i. Footpath in Little Kingshill. LMPC have historically maintained a section of the path near the public house in Hare Lane, according to an ex-Councillor who is a resident of Little Kingshill. Councillor Burke and the Assistant Clerk have a site visit booked and costs will be sought and contact made with the local Village Society to discuss further once these have been received. Councillor Fallon raised the point that this could set a precedent for maintaining footpaths that are possibly not the responsibility of LMPC.
- ii. Fence inside Little Missenden play area – budget. Vandalism at this site has destroyed part of the hedging and makes the area accessible from these points. A budget of £500.00 was agreed and set for installing an internal fence to safeguard users of the play area. ACTION – quotes for fencing to be sought by Assistant Clerk.
- iii. Fencing at Holmer Green Pond area – quotes to consider. Three quotes were presented, all companies were highly recommended. Councillor Geraghty raised the question that more detail is required regarding the specification to ensure comparisons are favourable. It was agreed that a budget of £3,300 be made available for this project and the best option will be used as a basis for a purchase order to be raised once further comparisons have been made. ACTION – Clerk to raise PO.

- iv. Playground inspections. The Assistant Clerk has received her initial training in play area inspections and will commence this duty on April 6th and weekly following that date. This will be a trial period of three months and the situation reviewed at that point. ACTION – Assistant Clerk to commence inspections 06.04.21. Councillors Burke and Hill to review after three months. Further training to be booked when it becomes available.
- v. Toolkit and accessories for inspections. A budget of £300.00 was agreed for this purpose.

47.03.21 Clerk's Report

- i. Election packs now available and Important dates for the elections. Election packs will be given to existing Councillors, dates have been shared. Election information to be put up on all LMPC notice boards and on the LMPC website. Local groups to be emailed to encourage nominations for vacancies.
- ii. Webcam ordered for office use. The Clerk reported a spend of £33.99 for a webcam and speakers to enable both members of staff to have access to virtual meetings.
- iii. Transport for Bucks meeting. The Clerk recently attended a meeting with Unitary Councillor P. Martin and senior members of staff from TfB; concerns were raised and discussed and a full report has been circulated to Councillors with meeting notes.
- iv. Great Missenden Parish Council – letter of thanks. A letter of thanks for the donation of meeting tables and chairs which are no longer needed by LMPC was read out.
- v. Collection of rubbish from public waste bins. The Clerk has been in talks with Unitary Councillor P. Martin and Mr G Underwood of Buckinghamshire Unitary Council regarding the disruption to services, particularly public waste bins and the impact on the local community. ACTION – Clerk to continue to monitor and keep Councillor P. Martin and Mr Underwood informed.

48.03.21 Rossetti Hall

- i. Flooring quotes. Ongoing.
- ii. Curtain quotes. Ongoing
- iii. Re-decoration quotes. Ongoing.
- iv. Barrier installation costs. Ongoing.
- v. Insurance. Council agreed that the costs of the hall insurance would be integrated within that of LMPC at renewal in May as to pay two sets of insurance would be wasteful. ACTION – Clerk to ensure this happens at renewal enquiries in April.

31.02.21.iv Councillors Items for Discussion and, where necessary, approval – not resolved at January meeting.

- iv. Change of banking provider – Unity Trust Bank <https://www.unity.co.uk/>, Reliance and Metro Banks. It was reported by the Clerk that Unity and Reliance Banks offer similar services but that Unity Bank is highly recommended by the Society of Local Council Clerks (SLCC) members; Reliance was not so highly regarded in terms of service. Metro Bank were contacted but are not currently

offering accounts to Parish Councils. It was agreed that an application to change banks will be made after the end of this financial year to secure a better service. ACTION – Clerk to instigate the application at the end of the 2020-21 financial year.

49.03.21 Councillors Items for Discussion and, where necessary, approval

- i. Mobile phone for staff who are regularly out at on-site visits - £8.99 pcm. This item was discussed and was not resolved at this meeting. ACTION – Clerk to seek costs for a pay as you go phone and present at the next meeting.
- ii. Waste bin at Beech Tree Road, Holmer Green- near VPA – new site to prevent dog waste littering. It was agreed that a new bin should be installed at this site as there is no waste bin in the vicinity. ACTION – Clerk to order bin and arrange installation.
- iii. Memorial bench at Holmer Green Common – wording to be approved and purchase. The wording was approved. ACTION – liaise with the resident prior to order and installation.
- iv. Approval for use of Holmer Green Common for funfair – arrive 10th – 14th April - two weeks. Due to current pandemic restrictions in place, it was not possible to give permission for this event to take place. ACTION – Clerk to let the fun fair organisers know of the decision.
- v. Quote for new plastic water butt at Little Missenden allotments. It was agreed that this be ordered ASAP due to leakage and a budget of £200.00 was set to cover installations costs and prevent delays. ACTION – Assistant Clerk to seek quotes for installation. Clerk to order water butt.
- vi. Memorial bench at Hyde Heath for Rayners Care Home at Brays Green Lane location – wording to be approved and purchase. Wording for the bench was approved and will be sited along Brays Green Lane. ACTION – Assistant Clerk to order bench and plaque and installation and liaise with Rayners Nursing Home.
- vii. Quote for upkeep work at Brays Green Lane, Hyde Heath. The path is blocked and the tree ivy is an issue on the Laurel at this site. It was agreed to go ahead with the works. ACTION – Clerk to raise PO.
- viii. Parish Piece – LMPC adoption of pathway. The Parish Council is consulting with Buckinghamshire Unitary Council regarding the closure of the pathway. The remainder of discussion around this topic cannot be reported due to the private and confidential nature of the item and GDPR regulations.

50.03.21 Youth Matters There is nothing to report at present.

51.03.21 Community Boards Councillors are attending sub-committee meetings and feedback via email when they happen. At present there is nothing to report relevant to LMPC.

52.03.21 Allotments – Assistant Clerk L. Lusby.

- i. Signs 'No Public Right of Way' for allotments sites at Earl Howe Road and Beech Tree Road in Holmer Green and Brays Green Lane in Hyde Heath. It was agreed that these could be purchased. ACTION – Assistant Clerk to raise PO.
- ii. Quote for 'No public right of way' signs installation of. The cost of installation was agreed. ACTION – Assistant Clerk to raise PO.
- iii. PO Raised for water meter readings at all sites. This has been raised and a query raised with Castle Water regarding billing of a site at Featherbed Lane which LMPC have no knowledge of.
- iv. Fence at rear of Hyde Heath allotments. It was agreed that this repair could go ahead. ACTION – Assistant Clerk to raise PO.
- v. Skip at Beech Tree Road allotments. It was agreed that this could go ahead to remove the large amount of rubbish unearthed by new tenants. A budget of £300.00 was agreed to enable this to happen ASAP. ACTION – Assistant Clerk to get quotes and raise PO.

53.03.21 Ward Reports and Updates

- i. Holmer Green – Highways update. LMPC and Councillors have received several complaints regarding parking at the play area opposite the public house which is causing a dangerous highways and road crossing issue for drivers and pedestrians. It was suggested that notices could be put on vehicles and LMPC could apply for an extension to the white line already in situ. ACTION – Clerk to investigate white line extension costs and report back to Council.
- ii. Hyde Heath – The closure of Old Chesham and temporary lights on the Chesham Road will impact greatly on the volume of traffic using Hyde Heath as a rat run. The footpath that was put in on Weedon Hill for pupil safety, by TfB, is already breaking up. Speeding issues within the village and both sides of it have increased. Hyde Heath Village Society would like support from LMPC to purchase MVAS units to reduce speeding and increase safety for pupils. ACTION - Councillor Burke will update when he has further information.
- iii. Little Kingshill - there is no Councillor for this ward at present and no updates to be given.
- iv. Little Missenden - possible film location. Councillor Hill reported that he will update if and when he has any further information.

54.03.21 Items for Next Agenda - Clerk to note – none given apart from within actions above.

The meeting was closed at 21:30 by Councillor Burke.

Dates of next Meetings

LMPC Parish Council Meeting 15th March 2021

Planning: 12th April 2021 at 7:30pm.

Council: 19th April 2021 at 7:30pm

All dates are available on our website www.littlemissendenpc.co.uk

Signed as an accurate record of this meeting _____

Councillor S. Burke (Chair)