

DRAFT MINUTES OF LITTLE MISSENDEN PARISH COUNCIL EXTRA-ORDINARY MEETING HELD ON 18TH MAY 2021 AT COUNCIL OFFICES, ROSSETTI HALL

Councillor Burke read out this statement on 17th May 2021

Little Missenden Parish Council is holding its Annual Parish Council Meeting online to make it simply for residents to attend and ask questions. LMPC does not have the resource to run the Annual meeting any other way. This meeting is a special event and thereafter Council meetings will be via attendance or online via Zoom if a Councillor has medical condition. All meeting thereafter will be at a social distance and in a sanitised room. LMPC accept that the meeting is against Government guidelines by Council has come to the decision taking into consideration the residents it represents. All decisions made at the Full Council Meeting will be ratified at an extraordinary meeting on 18th May with a quorate of Councillors.

Present: Councillor Burke, Chair; Councillor Hill, Councillor Fallon and Clerk.

Councillor Burke read out each point from the agenda with the decision made and this was ratified by the Councillors present.

74.05.21 To receive Apologies for non-attendance.

Unitary Councillors Patricia Birchley, Peter Martin and Jonathon Waters were unable to attend. The Assistant Clerk was unable to attend the meeting. These were accepted by the Chair.

RATIFIED 18.05.2021

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).

None were received. RATIFIED 18.05.2021

76.05.21 To receive and approve the previous Council Meeting Minutes of 19th April 2021.

It was resolved that these be accepted as an accurate record of the meeting and will be signed in due course by the Chair. RATIFIED 18.05.2021

77.05.21 To update the Actions Schedule. Updated actions were noted. The Clerk was asked to update again and send to Council on Friday 21st May. *RATIFIED 18.05.2021*

78.05.21.21 To receive and note reports from Buckinghamshire Unitary Councillors.

Councillor Waters joined the meeting at 20:06 and was invited by Councillor Burke to give his report at that time. Councillor Waters reported that he will be on committees to do with

planning but not enforcement. He wished to note that enforcement is not a statutory provision and that more staff are required in this area. He will chase items that are out to enforcement on behalf of LMPC and also the HGSA sub-lease which has been with Buckinghamshire solicitors for over twelve months. He is looking forward to attending LMPC meetings and representing the views of the residents.

Individual Committee Reports

79.05.21. Chairman's Report – Councillor S. Burke

- i. Results of Buckinghamshire Councillor Elections – inviting newly elected – congratulation letters. *Councillor Burke requested that a letter of congratulations be sent to all local and newly elected County Councillors and that they are invited to all LMPC meetings.*
RATIFIED 18.05.2021
- ii. Resignation of Clerk. *Councillor Burke thanked the Clerk for all her work with LMPC.*
RATIFIED 18.05.2021
- iii. Advertising for a new Clerk and third member of staff. *Councillor Burke reported that an advert has been circulated to BALC, SLCC, Chesham Town Council, local village societies and advertised on social media for a Clerk. It was RESOLVED that further discussion was needed to determine the role of the third person.* *RATIFIED 18.05.2021*
- iv. Steps to cover office – message on door, answerphone. *It was RESOLVED that a message could be left on the door and the answerphone to encourage residents to communicate via letter or email until the office can be staffed. Councillor Burke suggested that Councillors could staff the office at times if needed.* *RATIFIED 18.05.2021*
- v. Seeking a locum Clerk. *It was RESOLVED that this issue would be explored whilst the recruitment process takes place.* *RATIFIED 18.05.2021*
- vi. HS2 and the weekend closure of the A413 and the mitigation proposals. *Councillor Burke informed Council that the mitigation plan supplied by LMPC, and written with Mr A. Cordiner of Hyde Heath Village Society has been put to Align and they need to secure approval from Buckinghamshire Council for the works to take place. It was reported that Align will not provide PVAs or MVAs as part of the mitigation process. Sir Mark Worthington has been given a copy of the mitigation plan by Councillor Burke to inform his discussions with Align and HS2, Sir Mark will also take up the aquifer and environmental questions raised by Council and residents.*
- vii. Offer of litter pick from Align. *It was RESOLVED that they be asked to do so along Penfold Lane, Watchet Lane and Deep Mill Lane.* *RATIFIED 18.05.2021*
- viii. Website – moving to a third party to manage. *Councillor Burke informed Council that he has requested Great Oaks IT to manage the website and oversee the use of whilst a company is sought to outsource this to.*
- ix. Presentation on broadband in Hyde Heath – Mr Steve Bates of Hyde Heath Village Society. *Mr Bates gave a presentation to inform Council about the need for fiber broadband in Hyde Heath and that funding was available to cover the costs. He requested that LMPC sign the contract with Open Reach as this needs to be signed by a legal entity. It was RESOLVED that a decision be deferred until further information is given to ensure that other wards would not be precluded from this type of agreement if LMPC should sign it for Hyde Heath. Mr Bates and Councillor Breed will investigate*

further and report back to Council at a future date. LMPC require written assurance that there will be no financial liability should they sign the agreement. [RATIFIED 18.05.2021](#)

80.05.21. the Chair of Planning – Councillor S. Baker

- i. See Separate Planning Agenda – items to be resolved from meeting held on 10th May 2021. The minutes and resolutions from this meeting will be agreed at an extra-ordinary meeting called by Councillor Burke to be held on 18th May by a quorum of LMPC Councillors to ensure all resolutions are legal. [RATIFIED 18.05.2021](#)*
- ii. Naming of new road. Property to the rear of 41 Watchet Lane. Councillors Baker and Burke have sought residents' opinions via social media due to Covid-19 restrictions and also consulted with the King family. There are two new builds at this site. There is already a King Street Lane in Holmer Green and having a King Lane could cause confusion for post etc. The names Kings Way, Kings Close and Kings Lane were discussed and it was RESOLVED that it was the view of the residents to call the development Kings Way. [RATIFIED 18.05.2021](#)*

81.05.21 the Chair of Finance – Councillor D Hill

- i. Agree monthly cheque payments. It was RESOLVED that the cheques be signed and delivered. [RATIFIED 18.05.2021](#)*
- ii. Year end and AGAR. Councillor Hill reported that the figures have been prepared and will be going to the internal auditor appointed. This will then be shared with Council for approval prior to going to the external auditor.*
- iii. Annual Insurance quote to be accepted and taken up. It was RESOLVED that the quotation from Came and Company be accepted. [RATIFIED 18.05.2021](#)*
- iv. Accounts moving to a third party. It was RESOLVED that the accounts can now be moved to Total Tax Accountants for the year beginning April 2021. [RATIFIED 18.05.2021](#)*

82.05.21 the Chair of Open Spaces – Councillor S. Burke

- i. Assistant Clerk's feedback from play area inspections. This item was not discussed.*

83.05.21 Clerk's Report

- i. Posts at Little Kingshill Common – thanks from residents. Council appreciated positive feedback.*

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. *This item was not discussed.*

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. *It was RESOLVED that this be ordered. [RATIFIED 18.05.2021](#)*
- 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. *It was RESOLVED that the protocols presented by adopted by LMPC and sent to Countess Howe. [RATIFIED 18.05.2021](#)*
- x. Re-opening of Rossetti Hall Councillor S Baker reported that the Rossetti Hall Committee is aiming for the end of June to re-open. Councillor Hill reminded Council that the insurers will need to be informed in advance.

84.05.21 Councillors Items for Discussion and, where necessary, approval

- i. MVAS Use – Councillor Fallon. *Councillor Fallon wished to note that she did not believe that LMPC are receiving value for money from the MVAS units they own and wish to own. Councillor Burke informed Council that LMPC can now purchase from an alternative supplier as TfB no longer insist on SWARCO being the only approved supplier and that solar powered units – where possible – would be ordered.*
- ii. Match Funding – Councillor Fallon. *Councillor Burke will endeavour to cancel the order made to purchase two MVAS units from SWARCO for which a large deposit was required, and for the monies to be returned. It was RESOLVED that the match funding bid be resubmitted to the Missenden Community Board and they are instructed that LMPC now wish to purchase from an alternative company (quote already given as a comparison). [RATIFIED 18.05.2021](#)*
- iii. Pond at Holmer Green – Councillor Fallon. *Councillor Fallon reported that she has been working with the Chalk, Cherries and Chairs Landscape Partnership to put together a rejuvenation plan for the pond in Holmer Green. It will be tidied up and a filtration system installed to remove diesel from the road runoff. £120.00 towards the costs of this has been committed by Holmer Green Village Society and Councillor Fallon requested that LMPC donate £350.00 towards the cost of two rangers for one day to oversee the works required and to advise on future works. It was RESOLVED that this be donated. Councillor Waters will support Councillor Fallon in determining where the pond is in terms of having a proper and permanent filtration system installed by Capita. [RATIFIED 18.05.2021](#)*
- iv. Turn your engine off – Councillor Fallon. *Councillor Fallon has prepared a poster for production to send to all schools in the Parish and put on boards to remind drivers to turn off their engines whilst stationary. It has been proven that engine idling contributes to ill health of those walking past. A fine of £20.00 can be issued for this offence. This will be part of item ix going forward.*
- v. Play Around the Parishes 2021 – Councillor S. Baker. *A sum of £810.00 towards the cost of providing a 10am – 4pm Play and Fun Day organised by Bucks*

Communities Team for the 1-10 age group was requested. This could take place on The Common in Holmer Green during the school holidays. It was RESOLVED that a provisional booking be made. Councillor S. Baker to give more details at the next meeting before the item can be discussed and fully resolved. RATIFIED 18.05.2021

- vi. *Quote for new gates at Earl Howe Road Allotments. This item was deferred to the next meeting.*
- vii. *Donation request – Little Kingshill Baptist Church or upkeep of graveyard. It was RESOLVED that a donation of £325.00 be given for this purpose. RATIFIED 18.05.2021*
- viii. *Quote for refurbishing of planters at Holmer Green. It was RESOLVED that a new quote be requested as they need oiling and cleaning. RATIFIED 18.05.2021*
- ix. *Proposal of a 4/5-year plan on parish wide school and road safety improvements – Councillor S. Baker. Councillor S. Baker shared a vision and figures for road safety across the Parish. It would require all wards working together to achieve and it was noted that it is most important to gain the views of residents to inform the plan. A working party would need to be set up and funds raised against budget requirements. The proposal will likely require a budget in excess of £250,000.00.*
- x. *Trapeze repair Holmer Green – it was RESOLVED that a PO be raised for this. RATIFIED 18.05.2021*
- xi. *Sensory Garden – approval of plan required by HGVS. It was RESOLVED that the plan be approved. RATIFIED 18.05.2021*

85.05.21 Youth Matters

86.05.21 Community Boards The date of the next meeting was requested as dates are not being circulated to LMPC Councillors at present.

87.05.21 Allotments

- i. *Sensory garden site – installing a security fence field side. Councillor S. Baker has a meeting with HGVS to discuss this on 20th May and will feedback to Council for a resolution.*

88.05.21 Ward Reports and Updates

- i. *Holmer Green Memorial Garden - Council wished to thank Councillor Burke and ex Councillor Geraghty for the work they have put into this project and the contractor employed to bring it to life, the work is completed to a very high standard. Planting will take place in the near future and be organised by Councillor Fallon.*
- ii. *Hyde Heath – nothing further to report.*
- iii. *Little Kingshill - nothing further to report.*

- iv. Little Missenden – *Councillor Hill reported that filming will be taking place in the village and the compensation offered will be held by LMPC until the residents decide what they would like to spend it on for the benefit of the residents. A letter has been received from Little Missenden School thanking LMPC for the efforts they have put in to ensure that yellow zig zags and flashing lights are installed for the safety of the pupils who attend the school. Councillor Hill has received a request that the bus shelters in Little Missenden be painted black to match the barns in the village. It was RESOLVED that this could be actioned.*

There being no further business the Chair closed the meeting at 21:40pm.

90.05.21 Items for Next Agenda - Clerk to note – none received in addition to those mentioned within this document.

Dates of next Meetings

Full Council Planning: 7th June 2021

Full Council: 21st June 2021

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