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## MINUTES OF PARISH COUNCIL MEETING

Held on Monday, 21 March 2022 at 7:30pm

In Rossetti Hall 38 New Pond Road Holmer Green Bucks HP15 6SU

**Present:** Councillor S Burke (Chairman) Councillors S Baker, D Hill, A Breed, J Fallon, R Sapsed, and C Thirsk.  
County Councillors J Waters and M Harker

**Proper Officers:** Dianne Camier - Deputy Clerk  
Lynne Lusby - Assistant Clerk

Councillor Burke opened the meeting at 19:30.

**C/25/22 Public Forum**

There were no members of the public in attendance.

**C/26/22 To receive Apologies from Councillors for non-attendance.**

Apologies were received from Councillors D McMillan, D Baker and T Brown.  
Apologies were received from Buckinghamshire Councillor P Birchley.

**C/27/22 To receive declarations of interest relating to this meeting.**

No declarations of interest were received

**C/28/22 To receive and approve the previous Council Meeting Minutes of 21 February 2022.**

Minutes from the meeting on 21 February 2022 were received, approved and signed.

**C/29/22 To receive and note reports from Buckinghamshire Unitary Councillors.**

Councillor J Waters reported that for anyone considering taking in Ukrainian Refugees there is information available on Buckinghamshire Council's website.

Walking to school and traffic issues – Browns Road and Parish Piece has been identified as having a Crossing person but no-one has yet come forward. The current First School crossing lady will remain until she retires.

The road programmes in Holmer Green that are due to be resurfaced will be starting soon. However due to rising petroleum costs funds may not go as far.

Tralee Farm was discussed at the Strategic sites Committee and has been returned to planning as it failed to follow the Wycombe Plan, it became a deferral, as if it was refused, the applicant could have then taken it straight to appeal. The application should return in about 3 months with more coalescence between the sites.

The Missendens Community Board will be hosting their first in-person event on Thursday 7 April at the Memorial Hall, Great Missenden 3.30-6pm, where they will be presenting the winners of the Proud of Bucks Awards 2021.

## **C/30/22 Individual Committee Reports**

### **30.1 Chairman's Report – Councillor S Burke**

Councillor S Burke proposed that we move item **C/31/22 h)** Co-option of potential new Councillors to this point in the meeting. This was AGREED.

**C/31/22 h)** Co-option of potential new Councillors - Eric Clarke was unable to attend the meeting but has decided not to stand for Council at the present time.

Neil Darvill spoke about himself and his reasons for wanting to be a Parish Councillor. Neil left the room whilst Councillors discussed his application. Council voted unanimously in favour of Neil joining the Parish Council.

Councillor S Burke thanked Councillor S Baker for taking over the Chair at the last Planning Meeting at short notice. He thanked everyone for helping to get through a very tricky year and commented that the average age profile of the council was starting to come down. Councillor S Baker thanked Councillor S Burke for all his hard work.

- a) Registering LMPC land and tendering the work - The Clerks will shortly be sorting and compiling any information we currently hold on file regarding areas of Land, then we will look at putting this work out to tender. So that we have a clear picture of what we own and any terms and conditions of the land.
- b) Chair and Vice Chair of Planning – Councillor J Fallon was nominated as Chair of Planning by R Sapsed and this was seconded by C Thirsk. Councillors S Baker and A Breed were nominated as Joint Vice Chair by Councillor C Thirsk and this was seconded by D Hill. This was AGREED unanimously by Council.
- c) Sensory Garden –The fence on the right-hand side of the road leading to the garages beside the sensory garden is in very poor condition. Councillor S Burke, Assistant Clerk, Martin Little met with South Bucks Fencing. LMPC will get the work carried out by CTC and then the Sensory Garden will cover the cost of the work. Fencing will be paid for by LMPC.

### **30.2 The Chair of Planning – Vice Chair S Baker**

- a) Planning applications

#### **1. Malvern 21 New Pond Road Holmer Green Bucks HP15 6SU**

Raising the overall height of roof to extend the living space, two front dormer windows, part two storey, part single storey double apex rear extension, front porch extension, changes to windows and doors and demolition of existing chimneys. Hard standing, air source pump and heat exchange fresh air system and PV panels

**Reference:** PL/22/0657/FA

**Date validated:** 1 March 2022

**Consultation expiry date:** 23 March 2022

**Date received by LMPC:** 3 March 2022

**Determination date:** 26 April 2022

**OBJECTION on the following grounds:**

**1.The height of the roof will be much higher than other properties on either side.**

**2.Will not be in keeping with street scene.**

### **30.3 Chair of Finance – Councillor D Hill**

- a) Agree monthly payments – The monthly Payments were AGREED.
- b) Review of Budget against expenditure - AGREED
- c) Changes to Payroll administration regarding payment dates – Councillor D Hill informed Council that currently Payroll was being paid in the middle of the month. The Clerks had agreed to bring payroll dates in line with month end. There would be an additional payroll payment at the end of March covering dates up to, the end of the month. From April 2022 payroll will be paid month end.
- d) Changes to LGPS contribution rate for 2022/23 – It was RESOLVED that the Assistant Clerk and Deputy Clerk would be designated as active member of the LGPS.
- e) Use of Prepayment card for clerks for online payments – The council looked at two possible options for the clerks to make small payments for the Parish office rather than using personal debit cards. Councillor D Hill would like to look at the options in more detail and will revert back to Council. **ACTION- Councillor D Hill to review information**
- f) Review of Financial Standing Orders – It was AGREED to make the proposed amendments to the Financial Standing Orders. **Action – Deputy Clerk to finalise and publish.**

### **30.4 Chair of Open Spaces – Councillor S Burke**

- a) Trenching work on the HG common- Councillor S Burke reported that Councillor S Baker witnessed and reported that Swish Fibre were digging up the common, the Deputy Clerk managed to stop the work. Swish Fibre and C G utilities have now been asked to provide relevant documentation in order to seek council approval for works and we are awaiting a response.
- b) Storm damage – Fence repair at Rossetti Hall, Tree by Holmer Green Pond, Damaged tree in Earl Howe Road Allotments. Quotes for repairs have been sought.

### **C/31/22 Councillors Items for Discussion and, where necessary, approval**

- a) Webpage update – Councillor R Sapsed reported that most documents have been prepared and are just waiting on the AGAR and financial documents to make it compliant. Councillor S Burke thanked Councillor R Sapsed for his work in very difficult circumstances.
- b) Privacy Policy and Accessibility Policy – Both Policies were AGREED and accepted by council. **ACTION – both policies to be added to the new website.**
- c) Quotes for Planters Holmer Green – It was AGREED to accept the quote from Windowflowers for the planters in Holmer Green. **ACTION-Deputy Clerk to notify Windowflowers and provide a PO.**
- d) Update from Pond work in Holmer Green and request new floating Duck House – Councillor J Fallon reported that on the 9<sup>th</sup> March Chiltern Rangers, Bucks Berks and Oxon Wildlife Trust, HGVS and along with local volunteers spent the morning working on Holmer Green Pond. Planting reeds, clearing the conservation area, planted oxygenating plants on the edge of the pond. Unfortunately, the reeds have since come loose. A future plan is to hang bat boxes around the area. Councillor J Fallon reported that Chiltern Rangers still have £800 left in grant money for HG pond. Another floating island was suggested. Councillor J Fallon requested that LMPC purchase a new floating Duck house. Open spaces will review.
- e) Levelling up evaluation from NALC - information was distributed in Councillor's files.

- f) IT systems for Councillors – it was AGREED to continue with current systems in place even though prices would be increasing. It was AGREED to add Attachment Defence Sandboxing to the systems **ACTION – Deputy Clerk to inform Great Oaks IT company of decision.**
- g) Ukrainian Refugees – Councillor J Fallon, in response to the situation in Ukraine has, like everyone else, been feeling helpless and asked if there was anything LMPC could do. County Councillor M Harker reported that as husbands are staying to fight, so many refugees are women and children. She is personally relieved that the County Council are taking due care in visiting those households that have volunteered to host refugee families. County Councillor M Harker suggested that some things LMPC could do is signposting - pointing people in the right direction to seek advice, register support with Helping Hands- they are taking pledges of support for refugees in the form collections of goods, organising social events, play/craft sessions for the children.  
Councillor J Fallon asked council to consider flying the Ukrainian Flag from the flagpole on the common. This was AGREED and a budget of £100 to purchase a flag was AGREED.  
**ACTION – Any ideas on how to help please contact Councillor J Fallon**
- h) Co-option of potential new Councillors – this item was moved to the beginning of the meeting.

**C/32/22 Neighbourhood Plan** – Councillor S Baker reported that the first official meeting of the Neighbourhood Plan Steering Group would be held on 6 April 2022 7:30pm at Rossetti Hall. Then consecutive meeting would be held on the first Wednesday of every month.

**C/33/22 Rossetti Hall** – Nothing to report

**C/34/22 Youth Matters** – Nothing to report

**C/35/22 Allotments** – Nothing to report

**C/36/22 Clerks Report**

- a) Request for H.Hinde Sports Coaching to continue to use Little Kingshill Common – Councillor A Breed expressed concern that when using the common that HHSC are considerate of other users especially around afterschool periods. Councillor S Burke requested that they do not use equipment other than for its intended use. Use of Little Kingshill Common was AGREED. **ACTION – Deputy Clerk to add additional clauses to agreement to be considerate of other users and not use equipment other than for its intended purpose.**
- b) Request for Scouts to use the common in Holmer Green for their St. Georges Day Parade on Sunday 24<sup>th</sup> April 2022- this was AGREED. **ACTION – Clerk to inform the scouts**
- c) Signing of Letter of authority for Andrew Silly to continue negotiating on LMPC’s behalf regarding Energy costs- Councillor R Sapsed requested that he looked at prices for true renewable energy. It was AGREED that Andrew Silley negotiate Energy costs on LMPC’s behalf. **ACTION – Deputy Clerk to inform Andrew Silley and sign the letter of authority.**
- d) Feedback from Deputy Clerk’s recently attended finance course- the Deputy Clerk reported finding the recent finance course very useful. The training course covered Budget preparations, Receipts & Payments or Income & Expenditure, Governance & Accountability, Model Financial Regulations, Year End Audit and VAT.

**C/35/22 Ward Reports and Updates**

- a) Holmer Green – Councillor J Fallon recently attended an online Section 106 and Community Infrastructure Levy Course.  
Councillor C Thirsk has been investigating a use for Copner Playground. Has met with CTC who have quoted £2500 to clear the land. He has met with Richard Thompson to ask for a quote to landscape. His vision is to create an orchard on the land. He commented that the house bordering the land has a boiler flue sticking out into the space and also has a gate which opens from the back garden into the land.
- b) Hyde Heath – Nothing to report
- c) Little Kingshill – JC Farming is up for sale. Chapman Planning assisted us with an objection for a planning application at Bluebells in Little Kingshill, which was submitted. Councillor A Breed suggested that if we needed any further advice regarding planning that we contact Sally in the future.
- d) Little Missenden – Nothing to report

**C/36/22** *Items for Next Agenda* - Clerk to note

Councillor S Burke closed the meeting at 21:17

Signed as an accurate record of this meeting\_\_\_\_\_

**Councillor S. Burke (Chair)**  
**25 April 2022**

***Dates of next Meetings:***

**Full Council Planning:** Monday, 4 April 2022 7:30pm  
**Full Council:** Monday, 25 April 2022 7pm followed by the Annual Meeting of the Parish 8pm.