
August 2023 Minutes approved minutes

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/2023



**Minutes of the Meeting of the Parish
Council Wednesday 2nd August 2023 at
7.30 pm at Longburrow Hall**

ATTENDANCE: Cllr Nuthall (Chairman),
Penny (Vice-Chair), Cllrs Baker, Burnham,
Jenkinson, Jennings, Preece, Thomas,
Young

BUCKINGHAMSHIRE COUNCILLOR: Cllr
Carington

CLERK : Shelley Adnett

MEMBERS OF THE PUBLIC: 7

- 1) **Apologies for absence**
Apologies received from Cllr
Adoh, Etholen, D Hayday, O
Hayday, Ghost, Ramsden.
- 2) **Declarations of any personal
interests**
Cllr Jennings and Jenkinson both
disclosed an interest within this
month's bills payables.
- 3) **To Confirm the minutes of the
5th July 2023**
Council approved the minutes to
be a true and accurate record.
The Chairman signed the
minutes, Cllr Burnham abstained.
- 4) **Meeting closed by Chair and
opened to the public**
A parishioner that has just set up
the new Stokenchurch Men's
Football Club based at
Longburrow and has requested
some financial help until they are
up and on their feet for their first



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FOC. To be discussed at the next meeting, hoping the SPC can support the future of this new club in the village.

A parishioner is still in correspondence with County Councillors regarding the roads and encroachment onto the A40 and is yet to receive a suitable response. He raised several points regarding Church Square and suggested parking bays around the square, or adding bollards around the whole square. He has also reported a group on Teenagers in the village that are carrying out antisocial behaviour around church square banging on doors and causing a nuisance. SPC request that all aspects of antisocial behaviour are logged with TVP via 101 or online as there must be a log.

Cllr Jenkinson will be running the Christmas lunch again this coming year but at the Memorial Club, who has kindly offered their services and venue. Monies have been carried forward from last years event and are still held in the care of SPC.

Meeting Closed to the public

5) Buckinghamshire Councillors

Cllr Carington reported that Japanese Knotweed reports have been passed to the estates team who are yet to respond. Marlow Road B482 they are still awaiting on the relevant person to respond after holidays. Cllr Young raised issues with the area by Mudds Bank going down into Radnage the speed of the cars, and the Hedgerow is overgrown causing issues with passing cars. We believe it is privately owned and partially Bucks. The Clerk shall liaise with Cllr Carrington to get this resolved and clarified whose responsibility this is.



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road. Cllr Carrington will look into and get back to us.

6) Finance

- a) **Bills payable** – Three additional invoices were received after the finance pack had been circulated totalling £326.00 for Bin Collection, Power Hygiene and Blue Chip Security for the CCTV Maintenance. Council Approved, Cllr Jennings, Jenkinson and Burnham abstained.
- b) **Monthly Accounts** – Council approved. Cllr Burnham abstained
- c) **AGAR Update** – The AGAR forms had to be resubmitted due to their being a new form for the 2022/2023 period. Councillors were informed that the difference between the form previously submitted Form 3PM and the new form 3 was that it included a new box on Page 3 of 6 Box 0 regarding Trust Funds which are not applicable to SPC, Also on Page 4 of 6 box 9 also relating to Trust Funds which are not applicable and on Page 5 of 6 boxes 11a and 11b again regarding Trust Funds which again are not applicable. All boxes have been marked with N/A and resubmitted to PKF Littlejohn as requested. Council Unanimously agreed to the new form being resubmitted,
- d) **VAT Reclaim** – The VAT Reclaim has been submitted to HMRC for a total of £4,461.33 and payment had been received as of 1st August



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Clerk will update and circulate to council when the statement is received. The interest rate on investment was 3.99% and is currently 4.99%.

7) **The Kings Hotel**

Contact shall be made with Bucks County Council building officer regarding opening up additional car parking to the front of the Kings Hotel. Cllr Nuthall will make contact with the officer.

8) **Cemetery**

After a recent cemetery committee meeting it was decided that a new bench made of composite material will be purchased for a cost of £385.54 plus a fixing kit situated in a westerly position. Council Approved, Cllr Burnham abstained. An amendment would like to be added to the cemetery policy which states that “no other memorial is to be installed without the consent or approval from the authority, any memorial bench should be of sound construction of composite material, permanently fixed in an approved location. Ownership of the bench shall pass to the authority (SPC) which reserves the right to relocate as seen fit”. Unanimously approved. The lighting in the Marlow Road cemetery was discussed and a permanent supply would be extremely expensive and solar lights wouldn't work due to the lack of light. The Facilities Manager would like to be able to purchase topsoil as and when required to top up/level off graves, this can just be authorised through the Clerk. The Hedge shall be cut in the first few weeks of August by the contractor. The Clerk has contact Mr Holmes regarding a possible extension of the Graveyard, the



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hedge that could be problematic.

9) **Church Square**

After the new bollards were installed a few weeks ago and they have already been subjected to vandalism and sorn off. It was suggested that The Clerk meets with a local parishioner who is a qualified engineer to seek some professional advice to explore other options. The bollards were installed to protect the kerb stones and common from damage.

10) **Allotment rents**

Cllr Thomas requested that allotment rents remain unchanged this coming year. Allotment letters will go out in the coming weeks and be effective as of 1st September 2023.

11) **Kebab Van SGCC**

Sue Wilkins of Studley Green Community Centre has been approached requesting the potential use of the car park for a Kebab Van which would operate 5pm – 11pm, 7 days a week. This is in addition to the two kebabs vans currently operating within the village. Council voted against having the Kebab van on the SPC owned car park – Cllr Burnham and Jennings abstained from the vote.

12) **Chartered Surveyor quotation**

A quotation has been received for valuing Longburrow Hall, The Memorial Club and Studley Green Community Centre, mainly for insurance purposes to ensure they are correctly valued. The quote was £500 + Vat per property. The Clerk has also requested for the company to provide a quotation for carrying out Building condition report for

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after following up from last month's meeting request for this service to be carried out. 18 visits per year for £148.95 for two visits per month, annually £1,787.50. After the court case the responsibility should be back to the Kings Arms and no longer the SPC. Perhaps we could instruct the contractor on a month by month basis with no contract. The Clerk to go back to the contractor and request prices for a 6 month contract and to formally accept the quote. Council unanimously agreed.

14) **Common outside of the Chemist**

The wooden posts surrounding the common needs replacing, the area requires re-grassing. Cllr Preece drew up a plan for a new flower bed outside the chemist and requested that we get a contractor in to quote and install the new flowerbed/planters. A Facebook post will be put out asking for landscapers to quote for the job. The Clerk to report back and discuss at the next meeting.

15)

Vandalism/Anti-Social Behaviour

A report will be provided to the council at the September meeting by Cllr Burnham and Cllr Thomas. More Vandalism has been reported to council although not to the Police, it was encouraged that these incidents are reported.

16) **Community**

Speed Watch

Cllr Burnham asked if any other councillors would support her Community Speed Watch, Cllr Jenkinson showed her support in this scheme and offered to assist. It was requested that a post is put on Facebook, requesting further assistance from parishioners.

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gutters and another for the flat roof.

18) Longburrow

Hall car park

Cllr Penny suggested that the car park is lined with bays for parking, another suggestion was to extend the existing car park and potentially removing the island in the middle of the car park to create additional parking. Recent events at Longburrow has proven that the car park is no longer suffice. There are a few areas within the car park that can be looked into. Cllr Preece requested we work out how many car parking spaces we actually have available. There is a plan for the Longburrow hall in the archive – The clerk is to search for this document/plan and circulate to councillors. To put back onto the September agenda. Martyn Phillips will need to be contacted regarding planning permission and if the new car park is feasible.

19) Facilities

Manager

monthly update

Sally Clerk the tree officer is coming out next week to discuss the potential removal of the trees in the island of the carpark. Whilst out, the facilities manager will request her to look at the ancient hedge in the cemetery. Letters have been sent out to parishioners regarding overgrown hedges throughout the village, which has been successful. An issue has been raised and ongoing with SSE. The external lights have been installed at Longburrow now and now on timers. New street light columns replacements have been installed on the Old Dashwood Hill and behind George Road, and the column down Slade Road has been straightened. There is a Streetlight out outside



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cubicles. PAT testing will be carried out at Longburrow hall on Wednesday 9th August. Fire testing has been regularly carried out. Emergency lights are tested on a monthly basis and logged in the book. Fire alarms and fire extinguishers are checked and tested on a weekly basis. One test for emergency lighting (discharge test) is carried out annually and recorded.

20) Planning

- a. **23/06663/FUL – Application for: Householder application for erection of new outbuilding following demolition of 7 existing structures** – Pophleys, City Road, Radnage, Bucks, HP14 4DW – Thomas Chan. Only one comment on the portal where the parishioner is in favour of the build. The only Concern is the barn referred to as building 1, which is the long barn which appears to be in good condition. Cllr Preece wasn't sure if there was any history to it, however seems a shame for it to be destroyed just for the square meterage for the new development. To ask the officer if they could consider retaining this building long barn by condition. Other than that no objection. One of the oldest buildings in the parish. Unanimously agreed.

21) Any other business

(report only)

Revamp the SPC website, at a cost of £400 a month for four months, which includes hall booking,



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22) **Item/s for next**

agenda

Hall Hire

costs/Terms and
Conditions – Cllr

Burnham

redraft new

document

Meeting closed at
9:00pm