

## MEETING PACK

**DATE AND TIME OF MEETING: 7.30pm, Wednesday, 3<sup>rd</sup> September 2025**

The documents below are in accompaniment to the agenda for the full council meeting on Wednesday, 3<sup>rd</sup> September 2025.

## SUPPORTING DOCUMENTS

### **ITEM 4 a: Minutes of meeting 4<sup>th</sup> June 2025 (amended item 18)**

It has been brought to the Clerk's attention of a misreference in the minutes of the meeting on 4<sup>th</sup> June 2025. Amended item 18) to reference Mary Shurrock MBE.

#### **18) Parishioner of the Year**

Following on from a previous agenda item, Cllr Ramsden refers to an advice email received from Mel Woolf. Cllr Ramsden enquired as to the origin of the award. Cllrs Nuthall and Baker advise it was an idea from Mary Shurrock MBE, parishioner. Mary wanted to recognise those that carried out good deeds within the village and use to choose someone each year. When she was no longer able to do this herself, she gave the award to the council to carry on the tradition.

### **ITEM 4b: Minutes of meeting 2<sup>nd</sup> July 2025**

**N.B: This is a draft of minutes circulated to councillors so they may make any suggestions or clarifications ahead of the next meeting of Stokenchurch Parish Council. The amended minutes will then be put forward for formal approval by the entire council.**

**COUNCILLORS IN ATTENDANCE: C. Baker, S. Bays, V. Jenkinson, J. McNeill, T. Ramsden, R. Thomas, L. Turvey, T. Young,**

**UNITARY COUNCLLORS IN ATTENDANCE: R. Carrington**

**MEMBERS OF THE PUBLIC: 15**

**DATE OF MEETING: 02.07.2025**

The minutes below relate to the meeting that took place at Longburrow Hall, Stokenchurch.

## MINUTES

**Meeting opened at 19.33 by Vice Chairman Tracy Ramsden.**

### **OPENING:**

Vice Chairman Tracy Ramsden opens the meeting.

#### **OPENING**

Open to public forum:

**Parishioner 1:** states he raised the topic at the last meeting of blood transfusion services at Longburrow hall being investigated, and noted it was not on this agenda. Cllr L. Turvey confirms she has been looking into this and contacted the relevant persons. Cllr L. Turvey noted they now have all the relevant information to review Longburrow Hall for these services, and they book 6 months in advance, and we will wait to hear back from them. The Parishioner expressed concerns regarding the traffic for Longburrow Hall and the traffic's use of Park Lane, and suggested improving the current signage and guidance given to traffic. Vice Chairman T. Ramsden offered a resolution to update booking

forms for the hire of Longburrow Hall, and other documentation that goes out relating to Longburrow Hall. That gives clear directions to the hall. Cllr S. Bays suggested using What3words to give clearer location guidance. Vice Chairman confirms this to be added to the documentation.

**Parishioner 2:** Concerning item 9) the parishioner queried the pond in relation to the prior approval application, and if this was the pond near the Scouts building. Vice Chair T. Ramsden confirms this is the location, and that we said it wasn't a pond. Cllr C. Baker confirms it was actually a drain of the road, as there are no natural springs or anything that comes up to create a pond. Parishioner 1 states a report was done in 2023 concerning reviving this pond, potentially in 2025. Parishioner 1 raised that the owner of the pond is now Wilbur Homes or Rap Developments, and that the natural flow and feed of water to the pond is now disrupted.

**Parishioner 1:** regarding item 9) stated the efforts he has gone to in order to raise awareness of this prior approval application; flyers, speaking to local residents, boards, councils etc. Parishioner 1 raised concerns in relation to this prior approval application such as; the lane is unsuitable for traffic, vertical farming is a 24/7 operation, it would not be supplying local supermarkets, 2 vertical farms of this magnitude that were built elsewhere went bankrupt this year. In relation to the size of the proposed barn, it would impact the views of the houses of Park Lane, the views of the surrounding residents, and would have an adverse effect not just on the residents of Park Lane, but the greater local residents. Parishioner 1 stated that the prior approval application was for a barn, but when looking up the definition of a barn it does not meet the criteria of a barn, including the 7 roller shutter doors. Parishioner 1 refers to a report from the Chilterns National Landscape and gives a summary that they are totally against it, based on the siting, design, and external appearance, alongside this, the parishioner raises concerns for local wildlife and the development being within an area of outstanding natural beauty. Cllr Baker refers to an application many years ago that proposed flood lights being placed in a local field. These lights were never put up, and highlighted concerns that were raised due to the height of these lights and that the local Parish of Bledlow Ridge can see across to Stokenchurch and opposed them on the grounds of it being an AONB. Cllr Baker raises that her biggest concern is the road leading to the proposed barn and that previous traffic, including lorries, has caused safety concerns for pedestrians, and proposed that the county councillors could review a speed cushion being put in place as the speed has increasingly got worse from traffic, and is now a concern, particularly given the frequent use of this road by children. Cllr L. Turvey queries the process of this. Cllr V. Jenkinson confirms we can make recommendations. Cllr L. Turvey highlights concerns over parking for the proposed barn, as she was unable to see this on the plans, and concurs with concerns related to the pond and wildlife.

**Parishioner 4:** Confirms he has not fully reviewed the application, but from what he is aware of, he is concerned about access to the site and the problems the traffic will cause.

**Cllr R. Carrington:** Responded to Cllr L. Turvey's query, confirming this is a prior approval application and that the local authority has 28 days once it comes in to make a decision, with the deadline being the 9<sup>th</sup> of July for this application. It cannot be called into the planning committee, however, all comments are welcome and will be considered.

**Parishioner 5:** Regarding item 9) queried as it is an agricultural application, if the Parish Council had any leverage over it. Cllr Baker confirmed we do not. Cllr J. McNeill as a parish council, we can make a comment between us as on justifiable grounds as to why we object; the highway aspect, 12 metre high building despite its external colour will look out of place, 6 roller shutters bring into question the use of the building. Cllr J. McNeill asks CC R. Carrington to confirm if a prior approval application gets 6 objections, then after the closure date (9<sup>th</sup> July) when they review it, then it can be called in to the planning committee because there have been so many objections. CC R. Carrington is unaware if this is the case.

**Cllr R. Thomas:** Concerning item 9) believes that the proposed barn is not in keeping with the area, and the primary concern is the logistics; the parking and the traffic.

**Parishioner 6:** Concerning item 9) states it's a fatality waiting to happen. Cllr S. Bays agreed with this statement.

Vice Chairman T. Ramsden asked those that do have comments relating to item 9 to ensure they upload it to the planning portal, Vice Chairman thanked Parishioner 1 for all the work he has done surrounding item 9) and asked that they email documents to the clerk.

## **1 To receive and accept apologies of absence**

Acceptance of apologies for absence from Cllrs V. Nuthall, Cllr R. Burnham, CC S. Adoh.

## **2 To receive any declarations of interest.**

Interest raised by Cllr J. McNeill in regard to item 21.

## **3 To confirm minutes of:**

### **Extraordinary meeting 2nd June 2025**

Proposer: Cllr V. Jenkinson, Seconded: Cllr C. Baker. Minutes confirmed.

### **SPC full council meeting 4th June 2025**

Proposer: Cllr R. Thomas, Seconded: Cllr S. Bays. Minutes confirmed.

### **Extraordinary meeting 25th June 2025**

Proposer: Cllr L. Turvey, Seconded: Cllr C. Baker. Minutes confirmed.

## **4 Buckinghamshire councillors: To receive updates**

CC R. Carrington updates firstly on the bins on Marcourt Road that have not been collected, he confirms these will be collected tomorrow (03.07.2025), if they are not, then advises parishioners to let him and Cllr S. Adoh know so they can chase this matter.

The enforcement team are looking into Mudds Bank and the installation of a Portaloo, a drone flight was supposed to have happened last week but he is waiting to hear if that did happen.

In relation to the condition of the A40 they are doing a lot of pushing on this, and an internal review is planned to be carried out but not confirmed, and they should hear back in September on this. CC R. Carrington urges if there are any concerns of potholes that they should continue to be raised on Fix My Street.

CC R. Carrington confirms there have been updates to the newly reformed Community board, and there has been a change in how community boards are going to work in terms of funding. The manager of the community board will meet with individual parties to review projects. The area the community board has grown, but the funding is the same, so the change in how the community board works is to help the money go further.

Cllr V. Jenkinson raises concerns of the speed on Marlow Road. Cllr S. Bays updates on speed, and confirms the community speed watch is slowly getting closer to happening.

## **FINANCE**

### **5 Bills Payable June 2025**

Proposer: Cllr R. Thomas, Seconded: Cllr C. Baker. Item confirmed. Clerk updates the council on the invoices from SSE on Bills Payable June 2025 to confirm that these invoices were legal and were correct, there had been a billing stop of the account resulting the back-dated charges. Clerk confirms that we have now made all payments to SSE.

### **6 Monthly Bank Reconciliation May 2025**

Proposer: Cllr R. Thomas, Seconded: Cllr C. Baker. Item confirmed.

### **7 Monthly Bank Reconciliation June 2025**

Proposer: Cllr V. Jenkinson, Seconded: Cllr C. Baker. Item confirmed.

## **PLANNING**

### **8 25/06341/FUL:** The Beeches Chalk Farm Road Stokenchurch Buckinghamshire HP14 3TB. Householder application for construction of single storey rear extension replacing existing conservatory (alternative scheme to pp 24/05806/FUL)

Cllr L. Turvey states she reviewed this and saw no issues. No other comments were made.

### **9 25/06417/PNP6A:** Pond Between Footpath 79 And Park Lane Stokenchurch Buckinghamshire. Prior approval application (Part 6, Class A) for construction of agricultural barn with hardstanding.

Cllr L. Turvey raises concerns of the highway, and the detrimental effect of the visual sight. Vice Chairman concurs we are unanimous on the matter. Cllr C. Baker Raises emphasis on the narrowness of the road and raises the previous use of lorries on the road, and her herself experienced being pinned to the side of the road due to a lorry coming down it. Cllr R. Thomas raises concerns to the environment. Vice chairman confirms we strongly object, Clerk asks councillors to confirm major areas of objection from the council; traffic, visual, detriment to environment, traffic hazard to life and children, inappropriate road and the road cannot be changed, construction traffic and the ongoing usage traffic, and significant concerns raised from multiple members of the public.

## OTHER BUSINESS

- 10 Policy & Procedures: To confirm the full council's agreement in adopting policy Dignity at Work from 02.07.25.** Council in agreement and the councillors sign these have been adopted (excluding those absent).
- 11 Allotment Posts: to receive an update on the installation of allotment posts to prevent users parking along the main road.** Vice chairman confirms she has been unsuccessful in speaking to the agreed-upon contractor. Cllr V. Jenkinson confirms we need a total of 19 posts relating to this and proposes that we look for another contractor. Council agrees to retrieve quotes for this again. Cllr V. Jenkinson recommends using composite posts rather than wood for the longevity of the posts. Cllr V. Jenkinson will look into composite posts and retrieve quotes. Cllr J. McNeill recommends Sextons to quote. Clerk to send contact details to Cllr V. Jenkinson for this.
- 12 Parishioner of the year: To receive an update on the P.O.T.Y award**  
Cllr V. Jenkinson confirms she has located the award and will give this to Vice Chairman T. Ramsden. Vice Chairman T. Ramsden asks for this item to be deferred to the next meeting to formally present the award.
- 13 Swilley Pond: To receive updates on Swilley Pond.** Cllr T. Young states that there seems to be a lot of activity going on here. Cllr J. McNeill confirms an email has been sent to Chairman V. Nuthall. Cllr C. Baker confirms Geoffrey Lever responded, informing the council that we needed to go to litigation. A proposal for this to go to litigation is made, proposer Cllr R. Thomas, seconded Cllr S. Bays. Vice Chairman T. Ramsden asks the Clerk to follow this matter up
- 14 Fencing between Park Lane and Longburrow field: To review the write-up from Cllr J. McNeill and review 3 quotations.** Cllr J. McNeill confirms he has received 3 quotes to replace the fencing between Longburrow Hall field and Park Lane following concerns raised by one of the residents. He states the fence is at least 40 years old, and recommends it needs replacement rather than repair, he suggested going with Oxfordshire Fencing and asks the council for approval of the spend of £6500.00 (plus VAT), and we use of mesh fencing. The council gives an agreement in principle but ask that this goes to the financial committee's meeting on September 1<sup>st</sup> 2025. Parishioner 1 raises with the council that were given £16,000.00 from Wilbur homes. Cllr V. Jenkinson states that this may have been earmarked for something else, so the council would need to check. Parishioner 4 asks what the distance of the fencing covers. Cllr J. McNeill confirms it is approx. 75 metres, from Park Lane where the fencing ends from the scout hut, the corner down to D mark with Mallards Court. Parishioner 4 queries what about the other fencing broken around the rest of the field. Cllr J. McNeill confirms he reviewed this section based on parishioner concerns for the stated area. Cllr S. Bays confirms if Cllr J McNeil would like to amend his proposal to fix all the fencing. Cllr J. McNeill does not amend his proposal. The fencing for approx. 75 metres received an agreement in principle if the financial committee can confirm we have the budget for it in their meeting on September 1<sup>st</sup>.
- 15 External Tap: To receive an update on the current watering of plants and the external tap to the outside Coffee on the Green.** Cllr V. Jenkinson asks for an external tap to be reviewed on the outside of the coffee on the green, and the Clerk is to review this with the Water Board, including a security lock to prevent misuse. The quotation for the watering of the hanging baskets was agreed by the council but is to end by September. Proposer: Cllr J. McNeill, Seconded Cllr V. Jenkinson.
- 16 Mudds Bank: To receive updates on Mudds Bank.** Vice Chairman confirms we have received updates from CC R. Carrington on this.
- 17 Busy Bees Tree: To review quote relating to the approved work on cutting and maintenance of tree behind Busy Bees, and the Parish Council deciding upon paying for additional work.** Council agrees this is to be referred to the Tree Officer, that the leaseholder has existing quotes and plans to carry out work. Cllr V. Jenkinson asks for the lease to be check and whether we are responsible. Cllr S. Bays raises concerns on multiple trees around the village and the management of them, along with parishioners raising concerns. Clerk confirms Councillors are to refer parishioners to Fix My Street with these sort of matters, and that it will only come to the council if an agreement is needed. Cllr J. McNeill highlights that we have a green space devolution, so we are responsible for quite a few trees.
- 18 Allotment Committee: The proposal of Cllr T. Ramsden to join the allotment committee.** Proposer Cllr V. Jenkinson, Seconded Cllr S. Bays. Vice Chairman T. Ramsden asks for an allotment committee meeting to be called relatively soon.

- 19 King's Hotel: To review the King's Hotel lease concerning the upcoming court hearing.** Vice Chairman proposes that an extraordinary meeting be called for this because there is a lot of discussion is needed on this. Clerk to call an extraordinary meeting for this matter.
- 19 Commons Building Ruins: To review concerns raised by parishioner in relation to hard-standing remnants of the building on commons land.** Clerk to email to the owner of the property, and ask that the fencing be tidied up and the intentions with the land/building.
- 20 Bins in Central Stokenchurch: The proposal that the lids to the bins within Stokenchurch are replaced with bin lids with flaps to prevent crows entering, and reduce overflow.** Cllr V. Jenkinson confirms the county council owns the bins. Vice Chairman refers the council to report this on Fix My Street, and emphasises that we and parishioners go through the proper channels of Fix My Street. The clerk will follow this up with a letter.
- 21 Tree issues on the common: To review a concern raised regarding a potentially protected tree on the commons. The tree is now encroaching on the owner's property.** Council agrees this is to be referred to the tree officer. Vice Chairman T. Ramsden confirms that many things don't need to come as far as the agenda and council meeting, and makes councillors aware that there will be a bit of change to streamline ourselves as a council, many of the things may come under the Clerk's remit. The clerk confirms during her training on 13<sup>th</sup> June 2025 there was emphasis that anything that comes to a meeting is looking for a resolution, and should steer away from discussion, and that many of the items can be resolved through the clerk, through the working groups or committees and discussion within emails so that the full council meetings are more actions and resolutions.
- 22 Allotment update: To review proposed 4-year allotment plan.** Vice Chairman refers it back to the allotment committee.
- 22 Allotment update/Proposal for improvements: To review the update from Cllr R. Burnham on the ongoing rubbish issues at the allotments and the proposal to review waste removal options.** Vice Chairman refers it back to the allotment committee. Cllr T. Young wanted to note she had received a message from Cllr R. Burnham during the time of this meeting to read out to the council but with the understanding that this has been referred back to the allotment committee will leave it with them.
- 23 Allotment Survey: Request for survey to send to all allotment holders for improvement purposes.** Vice Chairman refers it back to the allotment committee
- 24 Trees on Park Lane: Proposal to cut branches encroaching over parishioner's driveway.** Vice Chairman confirms this is to be referred to the tree officer.
- 25 Play Project Longburrow: Proposed to use reclaimed VAT funds due to offset against the 11k still needed.** Cllr J. McNeill asks if this has been checked with the R.F.O that the money is not budget elsewhere. The clerk believes the R.F.O was involved in the emails, will confirm. Subject to being allowed to use the money, proposer Cllr S. Bays, seconded Cllr R. Thomas.

**Meeting closed to the public: 21.11**

## **CLOSING**

- \* Meeting will be closed- Exclusion of Public and Press to exclude public and press in accordance with S1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and press and public to be excluded from the meeting during consideration of the item 26 set out on the agenda due to the confidential nature of this item. It is proposed by the Chairman that the Public and Press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to meetings) Act 1960 as matters which will be discussed are considered to be confidential.
- 26 HR committee updates:** To receive updates from the HR committee

## **ITEM 4f: Minutes of extraordinary meeting 13<sup>th</sup> August 2025**

**N.B: This is a draft of minutes circulated to councillors so they may make any suggestions or clarifications ahead of the next meeting of Stokenchurch Parish Council. The amended minutes will then be put forward for formal approval by the entire council.**

**COUNCILLORS IN ATTENDANCE: C. Baker, J. McNeill, V. Nuthall, T. Ramsden, R. Thomas.**

**PUBLIC IN ATTENDANCE: 10**

**DATE AND TIME OF MEETING: 13.08.2025**

## MINUTES

**Meeting opened at 19.07 by Chairman V Nuthall.**

### OPENING

**1 To receive and accept apologies of absence.**

Apologies received from Cllr S Bays, Cllr R Burnham, Cllr V Jenkinson, Cllr L Turvey, Cllr T Young

**2 To receive any declarations of interest.**

None stated.

### PLANNING

**3 Ref. No: 25/06637/AGD: Pond Between Footpath 79 And Park Lane Stokenchurch. Application for approval of siting, design and external appearance for construction of agricultural barn with hard-standing granted under planning reference: 25/06417/PNP6A.**

The Council objects for the same reasons as previously. Proposer: Cllr R Thomas. Seconded: Cllr J McNeill. Chairman V Nuthall closes the meeting to the council and opens to the public. Parishioner 1 comments that he has further investigated this application and found that the technology they would be using is that of IFarm technology. Parishioner 1 read out the submission from the representative agent to the planning officer, they mentioned that the date on the site notice is incorrect and is dated 08.01.2020, he has informed planning officers, and contacted Unitary Councillors S Adoh, and R Carrington to ask for clarification on matters. Parishioner 1 clarified that previous comments are not taken into account and that comments need to be resubmitted. Chairman asks clerk to reinforce our comments and objection to UC S Adoh and R Carrington to ask that this be called into committee. Chairman also asked the clerk to review whether parishioners can attend the committee meeting as previously, if parishioners had objected to an application, they would be invited to join for the discussion.

**4 Ref. No: 25/06591/FUL: La Casa Puente Cricket Ground Stokenchurch Buckinghamshire HP14 3TY. Change of use from single dwellinghouse (Use Class C3) to House in Multiple Occupation (HMO) comprising of seven bedrooms with enSuites (Use Class Sui Generis) including construction of a single storey detached outbuilding, single storey rear extension, internal re-modelling works and associated fenestration changes.**

Cllr C Baker states she is of the understanding people are already living at the property, Cllr T Ramsden confirms she is of the same understanding. Parishioner 2 confirms she does not know if people are living there however, all the work has been completed and sometimes lights are on. Parishioner 2 also states that the letting agency for the property had been contacted, who confirmed that 4 of the 7 bedrooms had already been let. Cllr Baker raises concerns over parking. Parishioner 2 states that the deeds to the adjoining properties allocate 1 garage per house with the right to park 1 vehicle, and the requirement that any planning to the property(s) would require a turning circle which is not on the application. Cllr J McNeill mentioned that for any new builds or any extensions if you're going to 4 bedrooms you must have 3 car parking spaces allocated. Parishioner 2 states they claim they have 4. Cllr J McNeill states the application is for 7 bedrooms, the council agrees there is a conflict here. Cllr R Thomas states that there is nothing in the application that states retrospective planning. Parishioner 3 states that since the last occupant left, the work has been carried out. Parishioner 2 states the ongoing issues with the drains, the 3 houses in situ are on a shared drain, which has presented issues previously. The planning application proposes 7 additional toilets, resulting in more burden on the drains, and stated since the work to the property in discussion has been carried

out, they have already experienced a blocked drain. Parishioner 2 states that due to the location of their house on the drain system, they are the first ones affected and states that Thames Water have confirmed that the drains cannot cope with that additional load. Parishioner 2 has raised this with Buckinghamshire council who said that the drainage is nothing to do with planning, and that it is Thames Water's problem, but fears Thames Water would push this onto the homeowners. Chairman asks that when we submit our comments we highlight, we would like to raise it with the planning enforcements attention that it is a breach as the work has already been done. The council objects on the basis of: Over-development, lack of sufficient parking, infrastructure, water and drainage, misleading application, occupation road and a dead-end road, emergency services access to the electricity substation located at the end of the road. Proposer: Cllr R Thomas. Seconded Cllr T Ramsden

- 5 Ref. No. 25/06468/FUL:** Lillyfield 1 Lowes Close Stokenchurch Buckinghamshire HP14 3TN. Householder application for construction of part single, part two storey extensions to front, side and rear, enlargement of driveway and patio to rear (alternative scheme to pp 24/07707/FUL). No objection from the council. Proposer: Cllr R Thomas. Seconded: Cllr T Ramsden

## OTHER BUSINESS

- 6 Longburrow Hall Cleaning Contractors:** The proposal to use contractors for the cleaning and any maintenance work required at Longburrow Hall. The council agrees to continue with the use of the cleaning contractors of £23ph on a rolling basis. The hours will be in accordance with the bookings of Longburrow Hall. Clerk confirms the hall is quiet for the coming weeks, but may change as we have had enquiries come through. Proposers: Cllr C Baker. Seconded: Cllr T Ramsden.
- 7 Longburrow Hall Weekend Cover:** The proposal to implement a rota system for councillors to alternate as the emergency contact for Longburrow Hall weekend hires and related matters, including, if needed the purchase of a new phone and sim. Clerk informs councillors that issues relating to Longburrow Hall have resulted in contact of staff over the weekend, which staff are not contracted for. Clerk states there have been a few suggestions on how to navigate this; the proposal of a rota between councillors, hiring of an individual, but highlights that councillors are volunteers. Cllr C Baker states that it shouldn't fall to councillors and that 2 councillors are to attend together for matters relating to the council. Cllr T Ramsden agrees it should not fall to the clerk and admin officer. The clerk states the issues that have arisen have hopefully been mitigated and resolved to prevent the same occurrence in the future. Council agrees staff are not to be contacted over the weekend, and to turn off phones. Chairman V Nuthall requests this is deferred to September's meeting when the Longburrow Hall Working Group can give the full council suggestions. In the interim we deal with matters if and when they occur.
- 8 Council Tax:** Proposal to confirm a payment plan with Buckinghamshire council for outstanding council tax, which will be refunded once the case is resolved. Council in agreement. Proposer: Cllr V Nuthall. Seconded: Cllr T Ramsden

## CLOSING

**Meeting closed to the public at 19.44 by Chairman V Nuthall.**

## ITEM 6: Bills Payable July 2025

Although dated 8<sup>th</sup> August these are the bills payable for July 2025.

### BILLS PAYABLE - 8TH AUG 2025 STOKENCHURCH PARISH COUNCIL

	Inv date	Inv number	Ex VAT	VAT	Inc VAT	Description	Fulfilment date
Nisbets	7/14/2025	29442059	164.72	32.94	197.66	Toilet supplies	14 July
Brian Fludgate	7/7/2025	NA	70.00	0.00	70.00	Internal Audit	3rd June
Leah ODell	7/8/2025	2995	150.00	0.00	150.00	Hall deposit refund	5 July
A Hussain	7/28/2025	2982	150.00	0.00	150.00	Hall deposit refund	24 July
JC's Window Cleaning	6/27/2025	32	360.00	0.00	360.00	Longburrow Hall window cleaning	14/20/27 June
LGRC	7/2/2025	2195	542.25	108.45	650.70	Locum/RFO services	June
Ricoh	7/3/2025	102701031	109.58	21.92	131.50	Copier rental	Q3
BMKALC	7/6/2025	6155	25.00	0.00	25.00	2025 conference "place shaping"	16 June
CF Agricultural Contractors	7/1/2025	1813	2500.00	500.00	3000.00	Grass Cutting as per contract	June
CF Agricultural Contractors	7/30/2025	1822	2500.00	500.00	3000.00	Grass Cutting as per contract	July
Shield Maintenance	7/25/2025	9160	77.35	15.47	92.82	Monthly Dog bin emptying	July
Expenses Val Jenkinson	7/2/2025		63.05	0.00	63.05	Padlocks/keys (Timpson)	21/29 July
Expenses Portia Mendy	7/2/2025	9536324	50.00	0.00	50.00	Voucher for Mowchak (school raffle)	10 June
Nexus	7/31/2025	24402/24407	315.00	63.00	378.00	Security system call out	28 July
			<b>7076.95</b>	<b>1241.78</b>	<b>8318.73</b>		
<b>DIRECT DEBITS</b>							
Salaries (net)	6/30/2025		2870.33	0.00	2870.33	Clerk, RFO, Asst Clerk	July
Payroll NI/Pensions/taxes	6/30/2025		548.72	0.00	548.72	ditto	
OVO Energy	7/2/2025		189.24	9.46	198.70	Caretakers Flat	28 May - 27 June
Acklo (Hooible)	7/9/2025	ACK983	105.60	21.12	126.72	Monthly website/email hosting	6 Aug - 5 Sept
Castle Water	7/2/2025	10006900881	133.65	0.00	133.65	Water charges - CC/allotments	May
Castle Water	7/4/2025	10007009219	23.68	0.00	23.68	Water charges - Longburrow	June
Grundon Waste Management	6/30/2025	1308720	134.12	26.92	161.04	Waste collection hall	June
Drax Energy Solutions	7/2/2025	IN1108743421	766.55	153.31	919.86	Street Lighting/Hall	June
Drax Energy Solutions	7/22/2025	IN1108800031	453.61	90.72	544.33	Street Lighting/Hall	June
BT Group	7/22/2025		114.42	22.88	137.30	Monthly BT subscription	
M Sole	7/27/2025		1300.00	0.00	1300.00	Monthly graveyard maintenance and kings garden mainten	June
Intuit Ltd	7/14/2025	2100149186091	54.90	10.98	65.88	Monthly Accounting package	14 July-14 Aug
Outset UK Ltd	7/26/2025	115666	142.00	28.40	170.40	Monthly HR services	26 July -26 Aug
			<b>13913.77</b>	<b>1605.57</b>	<b>15519.34</b>		

# Stokenchurch Parish Council

## ITEM 9: Bills Payable August 2025

Although dated 3<sup>rd</sup> September these are the bills payable for August 2025.

### BILLS PAYABLE - 3RD SEPT 2025 STOKENCHURCH PARISH COUNCIL

	Inv date	Inv number	Ex VAT	VAT	Inc VAT	Description	Fulfilment date
Proficient Solutions	4/8/25	1502	142.00	0.00	142.00	Repair of leak	4th Aug
JC's Window Cleaning	8/8/25	34	540.00	0.00	540.00	Watering of planters	4 Jul to 8 Aug
B Hatt Locksmith	22/8/25	13203	159.17	31.83	191.00	Supply of Key Safe	22 Aug
Bucks Council	12/8/25	2205095160	1536.00	0.00	1536.00	2025 election charges	1 May
DB Cleaning	14/8/25	INV0760	427.50	85.50	513.00	Hall Cleaning	28/7 to 13/8
DB Cleaning	26/8/25	INV0780	273.00	54.60	327.60	Hall Cleaning	18/7 to 27/8
CF Agricultural Contractors	23/8/25	1826	2500.00	500.00	3000.00	Grass Cutting as per contract	Aug
Shield Maintenance	29/8/25	9269	77.35	15.47	92.82	Monthly Dog bin emptying	Aug
Amazon	15/8/25	204-0983389-8085931	14.89	4.99	19.88	Metal chain	15 Aug
Clearabee	6/8/25	CBP/3339526	304.16	60.83	364.99	Waste clearance	6 Aug
Back Market	13/8/25		72.49	0.00	72.49	Samsung galaxy phone	13 Aug
Sparkx	6/8/25	6410	940.00	188.00	1128.00	Lantern repairs	6 Aug
Geoffrey Leaver Solicitors	18/8/25	219597	1989.60	397.92	2387.52	Employment law services	Aug
			<b>8976.16</b>	<b>1339.14</b>	<b>10315.30</b>		
<b>SALARIES/HALL DEPOSITS</b>							
	Inv date						
Salaries (net)	26/8/25		2905.52	0.00	2905.52	Clerk, RFO, Asst Clerk	Aug
Payroll NI/Pensions/taxes	26/8/25		732.61	0.00	732.61	ditto	
Francesca Bradley	18/8/25	3009	150.00	0.00	150.00	Hall deposit refund	9 Aug
Shasta Mehrban	27/8/25	3013	150.00	0.00	150.00	Hall deposit refund	23 Aug
			<b>3938.13</b>	<b>0.00</b>	<b>3938.13</b>		
<b>DIRECT DEBITS</b>							
	DD Date						
OVO Energy	1/8/25		294.28	14.72	309.00	Caretakers Flat	28 May - 27 June
Acklo (Hooble)	11/8/25	ACK983	105.60	21.12	126.72	Monthly website/email hosting	6 Aug - 5 Sept
Castle Water	19/8/25	10007270320	52.34	0.00	52.34	Water charges - Longburrow	July
Grundon Waste Management	20/8/25	PSI-1332258	167.40	33.48	200.88	Waste collection hall	July
BT Group	26/7/25		114.42	22.88	137.30	Monthly BT subscription	
M Sole	27/8/25		1300.00	0.00	1300.00	Monthly graveyard maintenance and kings garden mainten:	Aug
GiffGaff	26/8/25		12.00	0.00	12.00	Mobile phone contracts	Aug
Bucks Council	1/8/25		339.00	0.00	339.00	Council tax	Sept
Bucks Council	26/8/25		493.00	0.00	493.00	Council tax arrears	
Intuit Ltd	14/8/25	2100149736650	54.90	10.98	65.88	Monthly Accounting package	14 Aug-14 Sept
Outset UK Ltd	26/8/25	115930	142.00	28.40	170.40	Monthly HR services	26 Aug -26 Sept
			<b>3074.94</b>	<b>131.58</b>	<b>3206.52</b>		
			<b>15989.23</b>	<b>1470.72</b>	<b>17459.95</b>		

**ITEM 12: PL/25/2401/VRC: Five Oaks Farm, Wycombe Road, Studley Green, Buckinghamshire, HP14 3UY**

Removal or variation of a condition following grant of planning permission. Removal of condition 2 (use of site) of planning permission 13/05994/FUL (Addition of a further mobile home to make a total of 4 static mobile homes on site with associated amenities and car parking (retrospective)) to allow for other persons to occupy the site.

[PL/25/2401/VRC | Removal of condition 2 \(use of site\) of planning permission 13/05994/FUL \(Addition of a further mobile home to make a total of 4 static mobile homes on site with associated amenities and car parking \(retrospective\)\) to allow for other persons to occupy the site | Five Oaks Farm Wycombe Road Studley Green Buckinghamshire HP14 3UY](#)

**ITEM 13: PL/25/2370/FA: Westwood, Wycombe Road, Studley Green, Buckinghamshire, HP14 3UY,**

Double car port to side of house.

[PL/25/2370/FA | Double car port to side of house | Westwood Wycombe Road Studley Green Buckinghamshire HP14 3UY](#)

## ITEM 14: Clerk Report

ITEM NO.	REFERENCE	LATEST ACTIONS	STATUS
2025.04.05.16	Rose Corner	2 quotes received. This has now gone back to getting a surveyor to review the road and advise of needed work.	Ongoing
2025.08.13.08	Council Tax	A payment plan has been agreed and put in place. I'm waiting to hear back from the Valuation Office Agency and the Check Case Service on the next steps to resolve this matter. They have been provided with details of the ongoing matter and a case has been raised to resolve this. The council is entitled to a refund of the amount that Buckinghamshire Council has over-charged us. Confirmation first payment of £493.00 was paid 27.08.2025	Ongoing
2025.06.04	Allotment Posts Entrance	I have enquired with contractors for quotes. Waiting on quotes 2 further quotes	Ongoing
2025.07.02.11	Allotment Posts parking on verges	Buckinghamshire Local Area Technician advised that posts cannot be placed on these verges. This has been handed back to the Allotment w.g. to liaise with the tenants of the issues.	Closed
2025.07.02.15	External Tap	Query has been sent to mains water board. Waiting to hear back on possibility and cost.	Ongoing
2025.07.02.	Tree related items	The tree items raised at the July meeting were referred to the tree officer some are now closed and 1 is ongoing. Tree on commons.	Ongoing
2025.07.02.13	Swilley Pond	Spoken to Geoffrey Levers regarding litigation and the Parish Councils next steps. Geoffrey Leaver has asked for further information.	Ongoing
2025.06.04.23	Public Bench	Cllr Turvey has reviewed options for the bench. Clerk has liaised with suppliers to arrange bin collection and supply of bin	Ongoing
Parishioner query	L.Hall directions	Longburrow Hall booking forms have been updated to list the What3words location of Longburrow Hall.	Closed
Parishioner query	Blood donation L.Hall	Cllr L Turvey looked into this and it has been confirmed the Hall is unsuitable. Parishioner informed.	Closed
Fix my Street	Fly tipping	A sum of £364.99 was spent to clear the flytipped rubbish at the Kings Hotel.	Closed
Administration	Staff Phones	A sum of £72.49 was spent on a mobile phone for me/clerk. Both Clerk and Admin Officer now have work phones.	Closed
2025.08.13.03	Planning	During the meeting on 13.08.2025, reference item 3 clerk was instructed to liaise with Buckinghamshire unitary councillors, requesting Stokenchurch Parish Council be called into committee relating to planning application 25/06637/AGD. This is a prior approval application so would not be called into committee at this stage.	Closed
	Hedges	We have had a few reports of overgrow hedges come through. Quotes have been requested for the maintenance of parish-managed hedges, along with letters sent to land owners.	Ongoing
	VAT Reclaim	Confirmation that the council has received a sum of £2578.39 on 18.08.2025 for Q2 2024	Closed

## **ITEM 16: Stokenchurch Library external storage:**

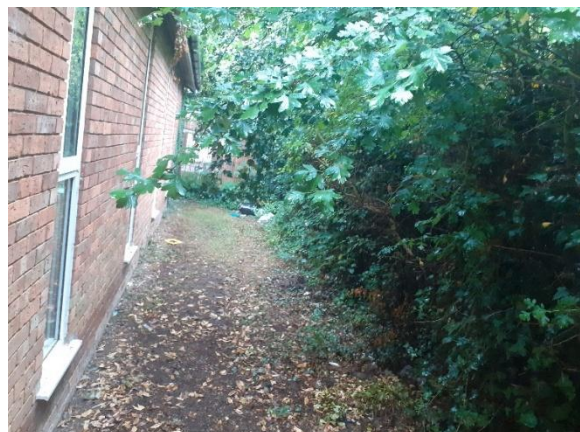
On behalf of the Stokenchurch Community Library, I am seeking agreement in principle to place a small external storage unit on the library grounds. The purpose of this unit is to safely store materials and equipment that we are unable to store in the library, due to limited space.

As you may be aware, the library building is owned by Buckinghamshire Council but it is on Parish Council land. The library is set up as a charity and is volunteer run.

We envisage a compact, weatherproof storage unit that will be in keeping with the surroundings and positioned to the left of the building (if looking from the front) to ensure there is no obstruction to access or daily operations. We are happy to share proposed specifications, dimensions, and the exact location for your review and approval. We do not envisage the dimensions to exceed 2.0m in height, or have a floor area exceeding 3 square metres - well within the need to obtain specific planning permission. The unit would be situated against the library wall leaving adequate space between it and the boundary line - there is a gap of just over 3m between the wall and the boundary line.

We believe this additional storage will enhance our ability to serve the local community and manage our resources more efficiently.

To assist, I have included photos of the front of library showing the side we wish to place the unit, the side wall showing the space between windows where the unit would fit and the space available on that side, as well as a picture of the type of unit we would purchase.



## **ITEM 17: Pigeon Farm Street Light Repairs.**

Street light Pigeon Farm, 6 O/S Garages has damage in multiple areas. The street light has been working despite the damage to the column. When requested for just the review of the light to be fixed SparkX had advised that they would not be able to offer repairs to this column due to the damage and advised that it is either cut down or damage repaired. The cost of the total repair works £3281.83. Damage to the column, bent neck, door and base are damaged, and it is slightly leaning.

## **ITEM 19: Terms of Reference Appointment to External Bodies**

### **1. Purpose**

This document sets out the role of Parish Council-appointed representatives to external organisations, boards, and committees. These appointments aim to strengthen collaboration, ensure parish interests are represented, and facilitate two-way communication between the Parish Council and external bodies.

### **2. Scope**

This applies to all councillors or officers formally appointed by resolution of the Parish Council to represent it on external organisations, including but not limited to:

- West Chiltern Community Board
- Medical Centre
- Youth Club
- Sawmill Trust
- Stokenchurch Educational Charity
- Studley Green Community Centre
- Stokenchurch Memorial Hall
- Any other relevant statutory or voluntary bodies

### **3. Responsibilities**

Appointed representatives shall:

- Act in the best interests of the Parish Council and its residents.
- Attend meetings of the external body as required.
- Provide regular feedback to the Parish Council via working groups or Full Council meetings.
- Report any recommendations, issues, or opportunities arising from the external body that may require Parish Council consideration.
- Uphold the Parish Council's Code of Conduct and relevant governance policies.

### **4. Limitations**

- Representatives do not have authority to make decisions on behalf of the Parish Council unless formally delegated.
- Any commitments or endorsements must be referred back to the Parish Council for approval.

### **5. Review**

This statement shall be reviewed annually or as required to reflect changes in appointments or external relationships.

## **ITEM 20: Terms of Reference Allotment Working Group**

### **1. Purpose**

To support the Parish Council in the effective oversight and development of parish allotments by gathering information, engaging with plot holders, and making recommendations to Full Council.

### **2. Objectives**

- Review and advise on allotment rules, tenancy agreements, and site management.

- Monitor usage, maintenance needs, and compliance with agreements.
- Engage with allotment holders to understand concerns and suggestions.
- Recommend improvements to infrastructure, access, and environmental sustainability.

### **3. Membership**

- Comprised of Parish Councillors appointed by resolution.
- May include non-councillor members (e.g. allotment holders) in a non-voting advisory role.
- A lead member (Chair or Coordinator) to be appointed by the group.

### **4. Meetings**

- Held as needed, typically quarterly or in response to specific issues.
- No quorum or formal voting procedures required.

### **5. Authority & Limitations**

- The Working Group has no delegated authority to make decisions or commit resources.
- All recommendations must be referred to Full Council for approval.
- The group may liaise with the Clerk to carry out inspections or communicate with tenants.

### **6. Responsibilities**

- Conduct informal site visits and report findings.
- Review tenancy breaches and suggest appropriate action.
- Recommend fee structures and capital improvements.
- Support community engagement and promote responsible cultivation.
- Ensure awareness of relevant legislation and good practice.

### **7. Reporting**

- The lead member will report findings and recommendations to Full Council.
- Reports may be verbal or written, depending on the issue.

### **8. Review**

- This ToR will be reviewed as required by the Parish Council.

## **ITEM 21: Terms of Reference Finance Working Group**

### **1. Purpose:**

The Finance Working Group is constituted to monitor all Stokenchurch Parish Council income and Expenditure as per the Council's Financial Regulations which are in the Standing Orders (Item 18) FINANCIAL CONTROLS AND PROCUREMENT.

### **2. Status:**

- The Financial Regulations of Stokenchurch Parish Council govern the conduct of all financial transactions of the Council.
- The Responsible Financial Officer (RFO) is responsible for the proper administration of the Parish Council's financial affairs.

### **3. Objectives:**

- The Finance Working Group recommends the annual budget and parish precept to Stokenchurch Parish Council for agreement.
- The Finance Working Group monitors the internal and external auditing of the Parish Council and all insurance matters.
- The Finance Working Group has no decision making powers but instead makes recommendations to Stokenchurch Parish Council for agreement.

- The RFO is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Working Groups duties as listed above.

#### **4. Membership:**

- Membership numbers are not limited but is subject to a minimum of five serving Parish Councillors.
- All serving Councillors may request to be appointed to the Working Group
- Membership of the Finance Working Group is reviewed and voted on annually at the Annual Meeting of Stokenchurch Parish Council.
- At the first meeting of the Finance Working Group following the Annual Meeting of Stokenchurch Parish Council, the Finance Working Group will elect the Chair before any other business is conducted.
- The Parish Clerk and/or RFO may attend meetings in an advisory and reporting capacity.

#### **5. Meetings:**

- The Working Group will be quorate in accordance with the Council's Standing Order 4 and meetings will normally be held in line with the published Parish Council meeting timetable – that is usually quarterly.
- Items to be discussed at the meetings are limited to those that are included on the agenda for the meeting. The agenda shall be circulated by e-mail to all Working Group members in advance

#### **6. Review:**

These Terms of Reference for the Finance Working Group shall be reviewed annually at the Annual Meeting of Stokenchurch Parish Council.

### **ITEM 21: Terms of Reference HR Committee**

**Adopted by Stokenchurch Parish Council on 2<sup>nd</sup> October 2024**

#### **1) Purpose:**

The purpose of the HR Committee, which is a Standing Committee, is to oversee the organisation, employment, management and terms and conditions of employment of the Council and by virtue of its role as a Standing Committee is able to make decisions without ratification of full council approval.

#### **2) Membership:**

The HR Committee shall comprise of four (4) Councillors The HR Committee quorum is three (3) and the HR Committee shall meet in each Committee cycle and/or as required.

#### **3) Functions**

The HR Committee will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:

- developing HR strategies
- developing and reviewing of HR policies and procedures
- staffing levels and structure
- job descriptions/person specifications
- overseeing staff recruitment, selection and appointment
- staff vetting
- staff retention
- determining or reviewing staff conditions of service and general terms of employment
- salary grading and pay including annual staff review and other remuneration matters
- leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- special conditions relating to a specific post or individual
- allowances, expenses and subsistence
- working hours
- pension arrangements

- sickness absence management
- trade union membership recognition
- staff performance review/appraisals
- operation of the Council disciplinary, grievance, capability, grading and appeal procedures and equal opportunities policy
- health, safety and welfare of staff
- any other matters delegated to the HR Committee or deemed relevant to these terms of reference

#### 4) **Specific Sub-committees or Panels**

Smaller and specifically focussed Sub-committees should be set up to deal with confidential personnel matters such as capability, discipline or grievances as provided for in the relevant Council procedures.

A Recruitment and Selection Panel should also be set up for example to appoint a Clerk comprising of the interview panel (of perhaps three Councillors and a professional adviser if required) who are involved throughout the recruitment and then the selection process.

#### 5) **Confidentiality**

Parts of the meetings of this Committee will be confidential to the members of the HR Committee with the press and the public excluded where appropriate.

### **ITEM 21: Terms of Reference Longburrow Hall Working Group**

#### **1. Purpose**

The Longburrow Hall Working Group is established by the Parish Council to support the effective management, compliance, and community use of Longburrow Hall. The group will research, review, and make recommendations to the Parish Council on matters relating to hall operations, maintenance, hire arrangements, and strategic improvements.

#### **2. Status**

- The Working Group is an informal advisory body.
- It holds no delegated authority and cannot make decisions on behalf of the Parish Council.
- All recommendations must be submitted to the Parish Council for consideration and approval.

#### **3. Objectives**

The Working Group will:

- Review hall hire agreements, usage policies, and compliance documentation.
- Assess maintenance needs, safety protocols, and risk management procedures.
- Explore opportunities for community engagement and improved hirer relationships.
- Recommend updates to operational procedures, inspection checklists, and promotional materials.
- Support the Parish Council in ensuring legal and regulatory compliance (e.g., insurance, PAT testing, safeguarding, licensing).

#### **4. Membership**

- Membership shall consist of Parish Councillors and, where appropriate, co-opted members with relevant expertise or interest.
- The Working Group shall appoint a Chair from among its members.
- The Parish Clerk may attend meetings in an advisory capacity.

#### **5. Meetings**

- Meetings will be held as required and convened by the Chair.
- Recommendations will be presented in writing to the Parish Council for formal discussion.

## 6. Reporting

- The Working Group will report to the Parish Council through written recommendations and meeting notes.
- The Parish Council will consider all recommendations and determine any actions to be taken.

## 7. Review

- These Terms of Reference shall be reviewed annually or as required by the Parish Council.

## ITEM 21: Terms of Reference Cemetery Working Group

### 1. Purpose

The Cemetery Working Group is established by the Parish Council to support the effective management, compliance, and strategic oversight of the parish cemetery. The group will investigate issues, review procedures, and make recommendations to the Parish Council on matters relating to cemetery operations, maintenance, regulations, and community concerns.

### 2. Status

- The Working Group is an informal advisory body.
- It holds no delegated authority and cannot make decisions on behalf of the Parish Council.
- All recommendations must be submitted to the Parish Council for consideration and approval.

### 3. Objectives

The Working Group will:

- Review cemetery regulations, burial procedures, and fee structures.
- Assess maintenance needs, safety standards, and groundskeeping arrangements.
- Monitor compliance with legal and environmental obligations (e.g. record-keeping, memorial safety, wildlife protection).
- Explore opportunities for improved signage, accessibility, and community engagement.
- Recommend updates to operational policies and long-term planning for cemetery capacity and infrastructure.

### 4. Membership

- Membership shall consist of Parish Councillors and, where appropriate, co-opted members with relevant expertise or interest.
- The Working Group shall appoint a Chair from among its members.
- The Parish Clerk may attend meetings in an advisory capacity.

### 5. Meetings

- Meetings will be held as required and convened by the Chair.
- Notes of meetings will be recorded and shared with the Parish Council.
- Recommendations will be presented in writing to the Parish Council for formal discussion.

### 6. Reporting

- The Working Group will report to the Parish Council through written recommendations and meeting notes.
- The Parish Council will consider all recommendations and determine any actions to be taken.

### 7. Review

- These Terms of Reference shall be reviewed as required by the Parish Council.

## **ITEM 21: Terms of Reference Annual Music Event Working Group**

### **1. Purpose**

To plan, coordinate, and advise on the delivery of Stokenchurch Parish Council's Annual Music Event, ensuring it is safe, inclusive, well-managed, and aligned with council policies and community expectations.

### **2. Objectives**

- Develop and propose the event format, date, location, and schedule.
- Identify and liaise with performers, vendors, and suppliers.
- Ensure compliance with licensing, insurance, and safety regulations.
- Promote the event through appropriate channels.
- Recommend budgetary needs and funding opportunities.
- Facilitate community engagement and volunteer involvement.

### **3. Membership**

- Comprised of Parish Councillors appointed by resolution.
- May include non-councillor members (e.g. residents, volunteers) in an advisory role.
- A lead member (Event Coordinator) to be appointed by the group.

### **4. Meetings**

- Held regularly in the lead-up to the event
- No quorum or formal voting procedures required.

### **5. Authority & Limitations**

- The Working Group has no delegated authority to make financial or contractual commitments.
- All decisions must be referred to Full Council for approval.
- The group may liaise with the Clerk to initiate bookings, submit applications, or coordinate logistics.

### **6. Responsibilities**

- Draft event plans and risk assessments.
- Identify and recommend performers, suppliers, and contractors.
- Ensure appropriate insurance, licences (e.g. Temporary Event Notice, music licensing), and safeguarding measures are in place.
- Coordinate with emergency services and local authorities as needed.
- Promote the event via posters, social media, and local networks.
- Debrief after the event and recommend improvements for future years.

### **7. Reporting**

- A member of the Working Group will make recommendations to the Full Council. Reports may be verbal or written, depending on the issue.

### **8. Review**

- This ToR will be reviewed as required.

## **ITEM 21: Terms of Reference Open Spaces Working Group**

### **1. Purpose**

To support the Parish Council in the oversight, maintenance, and enhancement of parish-owned open spaces, ensuring they are safe, accessible, and beneficial to the community.

## 2. Objectives

- Monitor the condition and usage of open spaces including recreation grounds, green verges, woodlands, and public footpaths.
- Recommend maintenance, improvements, and environmental initiatives.
- Promote biodiversity, sustainability, and responsible use.
- Liaise with contractors, residents, and relevant authorities.
- Advise on legal, safety, and insurance considerations.

## 3. Membership

- Comprised of Parish Councillors appointed by resolution.
- May include non-councillor members (e.g. residents, volunteers) in an advisory role.
- A lead member (Chair) to be appointed by the group.

## 4. Meetings

- Held as needed or in response to seasonal or urgent matters.
- No quorum or formal voting procedures required.

## 5. Authority & Limitations

- The Working Group has no delegated authority to make decisions or commit resources.
- All recommendations must be referred to Full Council for approval.
- The group may liaise with the Clerk to arrange inspections, obtain quotes, or consult with contractors.

## 6. Responsibilities

- Conduct informal site visits and report maintenance or safety concerns.
- Recommend improvements such as seating, signage, planting, or drainage.
- Support grant applications or community-led initiatives.
- Ensure compliance with relevant legislation (e.g. Health & Safety, land ownership, tree management).
- Promote responsible use and discourage anti-social behaviour.
- Encourage community involvement in conservation and clean-up efforts.

## 7. Reporting

- A member of the Working Group will report findings and recommendations to Full Council.
- Reports may be verbal or written, depending on the issue.

## 8. Review

- This ToR will be reviewed as required by the Parish Council.

## ITEM 21: Terms of Reference Playground/Schools Working Group

### 1. Purpose

To support the Parish Council in maintaining safe, inclusive, and well-managed playgrounds, and to foster constructive relationships with local schools on matters of mutual interest.

### 2. Objectives

- Monitor the condition, safety, and accessibility of parish playgrounds.
- Recommend maintenance, upgrades, or new equipment based on community needs and safety standards.
- Liaise with local schools to identify opportunities for collaboration, shared use, or joint initiatives.

- Promote child-friendly spaces and inclusive design.
- Advise the Parish Council on funding opportunities, grants, and community engagement.

### 3. Membership

- Comprised of Parish Councillors appointed by resolution.
- May include non-councillor members (e.g. parents, school representatives, youth workers) in an advisory role.
- A lead member (Chair or Coordinator) to be appointed by the group.

### 4. Meetings

- Held as needed or in response to specific issues.
- No quorum or formal voting procedures required.

### 5. Authority & Limitations

- The Working Group has no delegated authority to make decisions or commit resources.
- All recommendations must be referred to Full Council for approval.
- The group may liaise with the Clerk to arrange inspections, meetings, or consultations.

### 6. Responsibilities

- Conduct informal site visits and report safety or maintenance concerns.
- Engage with schools to identify shared priorities or concerns.
- Recommend improvements to playground infrastructure and signage.
- Support grant applications or fundraising efforts where appropriate.
- Ensure awareness of relevant legislation and best practices (e.g. RoSPA guidance, safeguarding considerations).

### 7. Reporting

- Reports and recommendation may be verbal or written, depending on the issue.

### 8. Review

- This ToR will be reviewed as required by the Parish Council.

### ITEM 28: Staff Payroll

Staff payroll runs at the end of the month. For all raised payments by the council, the council's banking provider requires approval from 2 named signatories, this can only be done over a desktop. To aid in making approvals smoother and aligning payments the proposal to move staff payroll to be paid in the first week of the following month of pay. Subject to the Finance Working Group meeting 1<sup>st</sup> September.

### ITEM 29: Longburrow Hall booking T&Cs:

**\*Please note the areas in red are the updated areas to our current Terms & Conditions for the booking of Longburrow hall.**

Hereinafter, **Longburrow Hall** shall be referred to as 'LH', **Stokenchurch Parish Council** shall be referred to as 'SPC', and the **Hirer** names on the invoice shall be considered and referred to as the 'Hirer'. Where an organised is named on the invoice, the person named on the invoice confirms that they do so with the full authority of the organisation they represent.

The Hirer, for the purposes of this agreement, is deemed to be the nominated person. In accepting the terms of hire, the nominated person will be responsible for the security. Fire safety and management of all persons

attending the function. The nominated person must remain on the premises at all times until the hall is cleared, and the doors are locked.

**These terms are deemed ACCEPTED by the Hirer upon payment of the Booking Fee to SPC.**

## A. GENERAL TERMS AND CONDITIONS

### 1. Facilities

There are two halls available which may be hired individually, or together:

Small Hall	Large Hall	Both Halls
11.7m (L) x 5.9m (W)	11.9m (L) x 10.4m (W)	n/a
75 people dancing	75 people dancing	75 people dancing
46 people with casual tables / chairs	75 people with casual tables / chairs	75 people with casual tables / chairs
72 people with close seating	75 people with close seating	75 people with close seating
There are sufficient tables and chairs for the maximum capacities listed		
Table sizes: 122cms (L) x 61cms (W) approx.		
Note: The maximum capacity for Longburrow Hall is 75 and this <b>must not be exceeded</b>		

Where both halls are hired for a single function, the sliding partition doors may be opened only by a designated member of SPC.

This must be pre-arranged at the time of booking; doors will not be opened on the day of the event under any circumstances.

For safety and operational reasons, the Hirer and any member of their party are strictly prohibited from operating the sliding doors at any time during the hire period.

### 2. Hire Charges

Parishioner and Parish Organisation/Charities	Small hall £10.00 per hour
	Large hall £12.00 per hour
Non parishioner and outside organisations	Small hall £18.00 per hour
	Large hall £23.00 per hour
Commercial use/sales/antiques/toy	Both halls £55.00 per hour
All day function (parishioner) e.g., wedding functions	Both halls £350.00 (9am – 12 midnight)
All day function (non-parishioner)	Both halls £575.00 (9am – 12 midnight)
Damage / cleanliness waiver	£200 refundable deposit for bookings not exceeding 6pm (excl. wedding functions) *
	£400 refundable deposit for bookings exceeding 6pm (excl. wedding functions) *
	£1,000.00 refundable deposit (wedding functions only)

These charges include use of the kitchen/bar facilities, which may have to be shared if separate bookings are made for each hall. SPC not supply saucepans, baking trays, cooking utensils, corkscrews, can openers or a microwave.

There is a refundable deposit of £50 for the hire of additional crockery, provided it is left as is found.

The Hirer is responsible bringing black bags, tea towels and washing up liquid, to clean up after use.

Use of the refrigerator on the right-hand side in the kitchen and freezer under the counter by the sink is permitted  
Use of other refrigerators and removal of food from these refrigerators is NOT permitted.

Energy charges are included in the hire charge.

### **3. Booking and Deposit**

50% of the **total** invoice is payable immediately, to secure the booking. The balance is payable at least 30-days before the function.

If a booking is made within 30-days of the function, payment in full is required at the time of booking.

The deposit is refundable, subject to satisfactory inspection of the building by a **SPC Representative**. SPC reserve the right to retain all, or any part of, the total deposit, in the event that LH is not left in an acceptable condition, any damage is incurred, and/or if these Terms and Conditions are deemed to have been breached.

Payment via bank transfer is preferred, and bank details will be provided on the invoice. Payment via cheque or cash is permitted, although less preferred.

There will be an inspection of the hall after the hire and the refund will be approved by the SPC Clerk. Payment will be by bank transfer within 3-5 working days.

### **4. Cancellations**

In the event of a cancellation, all payments will be refunded IN FULL, less an administration charge of £10.

In the event of cancellation within 30-days of the function, the booking will be subject to a charge of 50% of the booking cost.

### **5. Sub-Let**

The Hirer shall not sublet LH or any part thereof.

### **6. Right of Refusal**

SPC may refuse any application for the hire of LH or access to LH, without stating a reason.

### **7. Cessation of activity**

SPC reserves the right to put a stop to any entertainment or meeting not properly or reasonably conducted.

### **8. Access**

**A key safe is in place and the code will be provided a couple of days prior to the booking. Please ensure the key is placed back in the key safe at the end of your booking.**

### **9. Entry**

The right of entry to the building is reserved to any agent of LH and/or SPC, and any member of the emergency services at any time during the hiring.

Animals are NOT permitted in the hall (except assistance dogs).

### **10. Occupation and use**

The hire of LH is for the specific agreed times shown in the booking form and does not entitle the Hirer to use or enter LH at any other time.

LH shall only be used for lawful activities.

SPC does not represent that LH is suitable for any particular purpose and the Hirer must satisfy themselves in this respect.

## 11. **Performing Rights Licence**

LH has a Performing Rights Licence. The conditions attached to the Performing Rights Licence for LH shall be duly observed. A copy of such Licence may be seen on application to SPC, and the Hirer shall be deemed to have had notice of all such conditions.

Any bar must stop serving at 11pm. All music must have the volume turned down and all external doors must be closed by 11.30pm. All music must cease at 12.00 midnight.

LH does NOT have a television licence.

## 12. **Events**

The licence for LH only covers the Hirer for certain events. You will need to contact the Buckinghamshire County Council (High Wycombe Area Office) for a Temporary Event Notice (TEN) if you want to carry out a 'licensable activity' on unlicensed premises in England or Wales.

Licensable activity includes:

- Selling alcohol.
- Serving alcohol to members of a private club.
- Providing entertainment, such as music, dancing, or indoor sporting events.
- Serving hot food or drink between 11pm and 5am.

The process of applying is formally known as 'serving' a Temporary Event Notice. If such a Notice is necessary, two months' notice (in writing) is required.

## 13. **Other Licences, Theatre & Performing Rights Society.**

LH's licence does not cover performances of Ballet, Opera, Choral Works, etc. The Hirer is responsible for obtaining the requisite Performing Rights Society Licence and any other licence that may be required for their intended purpose. Any such licence must be exhibited to SPC.

If you are having an event in the halls which involves sport or any other theme, you must request written permission from SPC.

## 14. **Marquees and Bouncy Castles**

The use of bouncy castles/inflatables not more than 10ft (3m) in height **inside** LH is permitted, as long as Public Liability Insurance is in place and evidence of the insurance can be provided to the SPC Clerk.

A Public Liability Insurance Certificate must be supplied, should the Hirer be running a business via the use of LH.

## 15. **Alcohol**

Alcoholic drinks may be served free, but NO SALE of alcoholic drinks may be undertaken unless the permission is sought from SPC, and an occasional Licence for LH has been obtained. SPC does NOT have an alcohol licence.

No events may be advertised stating the availability of any alcoholic drinks (whether free or not) without the prior permission of SPC.

## 16. **Smoking and naked flames**

Smoking is NOT permitted in any part of LH, at any time. This includes the use of E-cigarettes.

**Use of smoke, fog and haze machines is not permitted. The use of any cold spark machines is forbidden. Fireworks are not permitted to be used in the playing fields, car park or surrounding area at any time.**

The use of naked flames (e.g., hog roasts, barbeques) is NOT permitted in the hall, with the exception of candles for celebration cakes.

## 17. **Fire Exits and Procedure**

Fire Exits must NOT be blocked or propped open.

Emergency exit doors must only be used in the event of an emergency.

Chairs or other obstructions must NOT be placed in corridors.

Fire appliances must NOT be removed or tampered with.

A Fire Evacuation Plan is displayed in the hall. PLEASE READ THIS CAREFULLY.

For the purposes of fire safety, and in the event of a fire, the nominated person is responsible for the evacuation of the building and summoning the Fire Brigade.

In case of a fire or other emergency, please congregate by the play area.

## 18. **Signage**

The Hirer shall remove any sign, flag, emblem, or other decoration displayed by the Hirer outside or inside LH if in the opinion of SPC it shall be unseemly or expose LH to an undue risk of fire or in the opinion of SPC is likely to lead to disturbance or a breach of the peace.

The use of pins, tape, blu-tack, white-tack, etc, on the walls or woodwork of LH is NOT permitted.

## 19. **Lighting**

No additional lights or extension from the existing electric light fittings shall be used without the previous consent of SPC.

## 20. **No additions to the building**

No fixtures/fitments of any kind shall be driven into any part of LH, nor shall any placard or other articles be fixed thereto.

## 21. **Stage shows**

Any show involving the use of scenery or the like on stage is subject to the inspection and approval 14-days prior to the engagement by the local Authority and, if appropriate, Fire Brigade. Evidence of such approval must be provided to SPC.

## 22. **Advertising**

All advertising of events is subject to the approval of SPC. Advertising includes posters, newspaper inserts, magazine inserts, tickets, radio and television announcements, internet websites and all other forms of media.

## 23. **Parking and access**

Parking is limited on the approach to LH and road users must travel through Park Lane in a slow and courteous manner, for the safety of all pedestrians, fellow road users and residents.

What3Words: [///whizzing.highways.complies](http://whizzing.highways.complies)

Vehicle noise MUST be kept to a minimum, with no revving of engines or similar unnecessary noise.

LH has **two spaces** for the disabled car parking. All cars must be parked in the car park away from the entrance doors, off grassed areas and off the access roads both to the hall and the cemetery beyond. The gate is locked at 12 midnight and access will not be available until the following morning.

LH car park has a maximum capacity of 40 vehicles. The Hirer is NOT permitted to park additional vehicles in the car park beyond this maximum capacity, and on no account is vehicular or pedestrian access to the cemetery gates to be obstructed in any way.

**In the event that the number of cars attending a function exceeds the maximum permitted capacity of LH car park, the Hirer is responsible for ensuring that guests seek alternative parking (where safe to do so, without causing an obstruction and where no parking restrictions apply) or the Kings Hotel car park (for example).**

**Obstruction to any residents car parking will result in potential removal of hirer's vehicles at hirer's expense, and the immediate termination of the event.**

The nominated person must ensure clear access to members of SPC and emergency services AT ALL TIMES. CCTV cameras are in operation both inside LH and in the outside areas.

## **24. Conduct and Good Order**

The Hirer shall ensure that good order is kept inside and outside LH during the hiring. The Hirer will also ensure that those attending the function maintain good order during arrival and departure from the building. At all times the Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles, and the like.

Fireworks and/or floating Chinese lanterns (or similar) are NOT permitted inside LH or its grounds.

Confetti and/or party poppers are NOT permitted inside LH or its grounds.

## **25. Breakages and Damage**

The Hirer is responsible for all damage to the building, equipment, furniture, and property in LH and its grounds occurring during the period of the hiring or while persons are entering or leaving the building pursuant to the hire, however and by whomsoever caused. Any breakages or damage must be reported to SPC Clerk as soon as possible.

The Hirer will be responsible for replacement 'as new' of any equipment, furniture, or property and for the full cost of making good any damage to the building, fixtures, and fittings.

## **26. Culpability**

Except for wilful negligence on the part of SPC, SPC shall not be responsible for any loss of, or damage to, the Hirers or any third parties property arising out of the hiring, nor for any loss, damage, injury or death which may be incurred by, or be done to or happen to, any person or persons using LH and/or car park and/or playing field during the hiring, arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or act of God which may cause LH to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify SPC against any claim which may arise out of the hiring, or

which may be made by any person using LH during the hiring in respect of any loss, damage, injury, or death. Event organisers and Hirers are strongly recommended to ensure adequate safety and first-aid provision is made, plus any insurance is in place, as required.

SPC will not accept any responsibility for damage to cars or the theft of cars from LH car park.

## **27. Condition on vacation**

On vacation of LH, the Hirer shall leave LH in a clean and orderly state and all wastepaper, food debris and any other waste matter must be cleared from the building and suitably disposed of in the waste bins provided. Any leftover food must be discarded from the refrigerator.

**Hirers are instructed to remove any rubbish and personal effects at the end of the event, and the use of the playing field bins is forbidden. The hall must be left clean and tidy, as found at the beginning of the hire period. There is no facility for storage of hirers items/effects overnight**

Any tables which have been used must be wiped down and the hall, kitchen and toilets left in the same condition as they were found. Cleaning spray, brooms and mops can be found in the kitchen and large bins can be found in the car park for disposal of rubbish.

It is the responsibility of the Hirer to set out and replace tables and chairs, returning them to the position found at the start of the hire, and ensuring no fire exits are blocked. It will affect the Hirers return deposit if the hall is not left in the condition it was found on arrival. Hirers must leave LH in a condition suitable for the next Hirer.

Sufficient time must be booked to allow for the setup of the function before the function is due to start, and to allow for cleaning and clearing up afterwards. This should be included on the booking form. All functions should finish by 11.30pm and the premises and grounds must be vacated by 12 midnight.

At the end of the function, all lights and electrical appliances must be switched off and plugs removed from sockets.

All toilets and halls must be checked to ensure they are empty before locking up.

All windows must be closed, doors locked, and keys returned promptly through the letterbox in the envelope provided.

For security reasons, if a Hirer of the hall does not return the front door key, a charge of £100 will be levied.

## **28. Property**

The property of the Hirer and the Hirer's agent must be removed from LH within 15-minutes after the expiration of the hiring or fees will be charged for each hour or part thereof until the property is removed.

SPC accepts no responsibility for any property left in LH after the hiring. In the case of bazaars, jumble sales and any other occasion when property is brought into LH for sale, all property remaining unsold at the termination of the hiring will be considered the property of the Hirer for the purpose of the condition.

## **B. PRIVACY POLICY**

SPC uses personal data for the purposes of managing the hall, its bookings, and finances, running and marketing events at the hall, staff employment and fundraising activities.

Your privacy is important therefore we ensure that your data is stored on a password protected computer system and is only used for the booking purpose. We shall never share your data with any secondary parties. If you do not opt in to receive communications of SPC events, then your details will be destroyed from our records at the end of the financial year after your booking takes place.

## C. KEEPING IN TOUCH

SPC uses personal data for the purposes of managing hall bookings, events, and publicity. New data protection laws mean we need your permission to stay in touch, even if you are a long-term Hirer or you have given us permission before.

If you chose to hear from us, we may send you information on events held at LH.

If you do not opt in, then you will no longer receive communications after your event.

----- END -----

Please sign and date below to acknowledge you have read and understood the Terms and Conditions of Hire of LH and return to SPC.

SPC wish all Hirers of LH a pleasant and trouble-free function and remain at your disposal to support wherever required.

Signature of Hirer: ..... Date: .....

Print Name: .....



Stokenchurch Parish Council (SPC)  
Tel: 01494 482403  
Email: adminofficer@stokenchurch-pc.gov.uk

## ITEM 31: Social media Policy:

### **1. Social Media Policy**

The Parish Council realise that social media and networking websites have become a regular part of every-day life and that many people enjoy membership to sites such as Facebook as a means to communicate with their wider community. This policy is to provide councillors and staff with guidelines on responsibilities of use.

### **2. Why are the Parish Council using social media?**

The Parish Council's aim is to inform members of the community and the wider local area, through appropriate means of communication channels, about what is happening within the Parish and local area and share important news and information.

The Parish Council's social media channels supplement the information published on their website and noticeboards.

- The Parish Council can communicate announcements and notifications relating to Parish and council matters.
- The Parish Council can remind people of important events and alert followers instantly to breaking news.

- The Parish Council can link to interesting and useful information about the Parish and local area published by other people.
- The Parish Council can better communicate with those using mobile devices.

### 3. Use of Official Accounts

Stokenchurch Parish Council operates a Facebook account as a communication and broadcast tool.

#### Examples of acceptable corporate content are:

- News feed & emergency information
- Event listings
- Key dates
- Useful links

#### The following outlines the limits of their use:

- An official account on any social media website may only be set-up with consent from the Parish Council.
- Once approved, each account will be set up by the Parish Clerk.
- Authorised Staff for any social media accounts are: the Parish Clerk and Admin Officer.
- The Parish Council's social media accounts are managed by Authorised Staff only.
- All information published on the internet must comply with the Parish Council's confidentiality policy and data protection.
- Only Authorised Staff may post photos and videos to Stokenchurch Parish Council Social Media sites. The appropriate permission must be obtained for all imagery.
- Social media accounts will primarily be used to promote the 'good news' and information, supplementing content already published on the Parish Council's website.
- Any employee, Councillor or member of the public who becomes aware of social networking activity that would be deemed distasteful should make the Parish Clerk aware as soon as possible.

#### Facebook

The Authorised Staff manage the Council's Facebook page. Facebook pages are used to highlight news, make announcements, engage with the community and share information.

Comments posted on and messages received on the Facebook page are views of individuals and do not represent the views of the Parish Council.

Request for something to be posted on the Parish Council's Facebook page, should be directed to the Parish Clerk.

At the discretion of the Authorised Staff, Stokenchurch Parish Council's Facebook page may limit participation, comments, shares, on posts on the page.

#### Social media moderation policy

The Parish Council Facebook page is reactively moderated. The Council cannot accept responsibility for the content of any comment.

The Council reserve the right to remove comments received on Facebook that:

- Contain abusive, obscene, indecent or offensive language, or link to obscene or offensive material
- Contain swear words or other sorts of profanity

- Are completely removed from the topic of conversation or are not relevant to the item posted on the wall
- Contain abusive language towards an individual involved in the thread, other organisations or the page administrator
- Constitute spam or promote or advertise products, except where it is for an event, publication or similar item that has direct relevance to the subject of discussion. Information about locating and sharing knowledge and expertise is welcomed, but within the specific discussion
- Are designed to cause nuisance to the page administrator or other users
- The Parish Council reserves the right to take any necessary steps to protect members of the Parish community and will delete any comments referencing the Parish Council, which are deemed abusive or offensive in anyway.

For serious and/or persistent breaches of the moderation policy, we reserve the right to prevent users from posting further comments.

#### **4. Personal Accounts on Social Media**

Councillors and employees may have personal social media accounts. The use of these accounts are in a personal capacity. Councillors and employees should not disclose anything of a confidential nature relating to Stokenchurch Parish Council, nor comment on Stokenchurch Parish Council matters through their personal social media platforms. Any comments/correspondence shared or posted through personal social media accounts are shared as personal views and are not representative of the council.

If a councillor or staff member is contacted through their personal social media accounts relating to Stokenchurch Parish Council matters, they are to direct the individual to contact the Parish Clerk, or the councillor's respective council email address.

Comments relating to Stokenchurch Parish Council, employees, and councillors

#### **5. Direct messages to Stokenchurch Parish Council on Facebook**

The parish council will not respond to direct messages on Facebook. All formal requests, comments, enquiries or complaints should be emailed to the Parish Council using the contact form on the website.

### **ITEM 32: CCTV Policy**

#### **1. Introduction**

This policy is to control the management, operation, use and confidentiality of the CCTV system located at Longburrow Hall. The site is owned and managed by Stokenchurch Parish Council.

The policy was prepared after taking due account of the General Data Protection Regulations and the Data Protection Act 2018. This policy will be subject to periodic review by the Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

#### **2. Statement of Purpose**

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law. The scheme will be used for the following purposes:

- To reduce the fear of crime by persons using facilities at Longburrow Hall, so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups;
- To reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- To assist the police, the Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- To deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display in areas being monitored;
- To assist all “emergency services” to carry out their lawful duties.

### **3. Changes to the Purpose or Policy**

The CCTV Policy may be discussed at meetings of the Parish Council. However, any major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion and resolution at a full Parish Council meeting.

### **4. Responsibilities of the Owner of the Scheme**

Stokenchurch Council retains overall responsibility for the scheme.

### **5. CCTV Code of Practice**

#### **a. Management of the System**

Day-to-day operational responsibility rests with the Clerk to the Council, and Admin Officer.

Breaches of this policy will be investigated by the Clerk to the Council and reported to the Council.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference in the secure recording areas.

#### **b. Control and Operation of the Cameras, Monitors and Systems**

The following points must be understood and strictly observed by operators:

- I. Trained operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
- II. No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk to the Council or the Chairman of the Council. The Police are permitted access to tapes and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are permitted to visit the Parish Council office to review and confirm the Council’s operation of CCTV by arrangement. Any visit by the Police to view images will be logged by the operator.
- III. Operators should regularly check the accuracy of the date/time displayed.

## IV. Storage and Retention of Images

Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Digital images will be erased after a period of 31 days.

V. Images will not normally be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The Clerk to the Council would inform the Chairman of the Council of any such emergency.

VI. As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any images that are handed to a police officer should be signed for by the police officer and information logged to identify the recording, and showing the officer's name and police station. The log should also show when such information is returned to the Council by the police and the outcome of its use.

VII. Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Numbers. if appropriate, and the Council notified at the next available opportunity.

VIII. Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Clerk to the Council and the Chairman of the Council and recorded in the log. When a repair has been made, this should also be logged showing the date and time of completion.

## IX. Subject Access Requests

Any request by an individual member of the public for access to their own recorded image must be made on an Access Request Form and may be subject to a fee. Forms are available by contacting the Clerk to the Council and will be submitted to the next meeting of the Council for consideration and reply, normally within one calendar month in line with the Council's privacy statement and the General Data Protection Regulations and the Data Protection Act 2018

### **c. Accountability**

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Council providing it does not breach security needs.

The Police will be informed of the installation and provided with a copy of this CCTV Policy.

Any written concerns or complaints regarding the use of the system will be considered by the Council, in line with the existing complaints policy.

### **ITEM 33: HR Committee**

The disbandment of the standing HR Committee and forming of a staffing committee with the following terms of reference.

#### **1.Purpose:**

The Staffing Committee is established to assist the Parish Council in managing staffing-related matters.

## **2.Membership:**

Members of the Staffing Committee shall be appointed by Full Council

## **3.Scope:**

- Conducting the annual appraisal of the Clerk, ensuring performance is reviewed constructively and development needs are identified.
- Hearing staff grievances in accordance with the Council's adopted grievance procedure, ensuring procedural fairness and confidentiality.

## **4.Limitations of Authority:**

- The Staffing Committee is not empowered to take formal decisions on staffing matters.
- All outcomes, including appraisal findings and grievance considerations, are presented as recommendations to Full Council for determination.

### **ITEM 34: CF Agriculture amended works.**

The grass to the back of Stokenchurch Memorial Hall is currently not maintained. CF agriculture will charge an additional £40.00 on top of the already agreed £2500.00pcm for grass cutting.

### **ITEM 35: CCCTV Maintenance quotation:**

Now your 12 month warranty period has come to an end, we recommend that you enter into a bronze maintenance agreement which includes:

- 24-hour 365 site response to reactive service calls.
- 1no. Planned preventive maintenance per annum on all CCTV.
- Call outs charged in line with the schedule of rates provided in section B.

**This Quotation has been produced in accordance with the relevant British Standards/ Codes of practice as detailed below:**

<b>1. All Systems</b>	
BS 7858:2019	Code of Practice for the Security Screening of Personnel employed in a Security Environment
<b>2. Intruder and Hold-up Alarm Systems</b>	
PD 6662:2017	Scheme for the Application of European Standards for Intrusion and Hold-up Alarm Systems
BS EN 50131-1:2006 + A2:2017	Alarm Systems – Intrusion and Hold-up Systems – Part 1: System Requirements
DD CLC/TS 50131-7:2010	Alarm systems – Intrusion and Hold-up Systems – Part 7: Application Guidelines
BS 8243:2010 + A1:2014	Code of Practice for the Installation and Configuration of Intruder and Hold-up Alarm Systems designed to generate confirmed alarm conditions
BS 8473:2018	Code of Practice for Intruder and Hold-up Alarm Systems. Management of false alarms
BS 9263:2016	Code of Practice for Intruder and Hold-up Alarm Systems – Commissioning, Maintenance and Remote Support
<b>3. CCTV Systems (NCP 104)</b>	
NCP 104 Issue 3	NSI Code of Practice for the Design, Installation and Maintenance of CCTV Systems
BS EN 62676-4:2015	Video Surveillance Systems for use in Security Applications. Application Guidelines
<b>4. Access Control Systems</b>	
4. NCP 109 Issue 3	NSI Code of Practice the Design, Installation and Maintenance of Access Control Systems

## SECTION A – SCHEDULE OF EQUIPMENT

**CCTV Manufacturer:** Hanwha

**Number of Cameras:** 17no. CCTV Camera/s

**Equipment Covered:**

Hanwha 16 Channel NVR  
 6TB HDD Drive  
 External Bullet Camera  
 Hanwha Dome Camera  
 Cat 6 Cable  
 Camera Back Boxes  
 Hanwha Monitor  
 Hanwha ANPR Camera  
 Poe Extender  
 Poe Splitter

## SECTION B – PRICING SUMMARY

DESCRIPTION	PRICE
Year 1 Bronze Service and Maintenance including <ul style="list-style-type: none"> <li>- 24-hour 365 site response to reactive service calls.</li> <li>- 1no. Planned preventive maintenance per annum on all CCTV.</li> <li>- Call outs charged in line with the schedule of rates provided in section B.</li> </ul>	<b>£1,000.00</b>
<b>Total</b>	<b>£1,000.00 Ex VAT</b>

## NON-WARRANTY CALLOUT AND HOURLY RATES FOR BRONZE CONTRACT

DESCRIPTION	PRICE
Call out charge for twenty-four (24) hour response - Includes travel and first hour on site	<b>£150.00</b>
Hourly Rate - Service Engineer - normal hours - 09:00 to 17:00 - Monday to Friday	<b>£65.00</b>
Hourly Rate - Service Engineer - out of hours and Saturday	<b>£75.00</b>
Hourly Rate - Service Engineer - out of hours Sunday and Bank Holidays	<b>£90.00</b>

## ITEM 36: Insurance

7th August 2025

Dear Shelley,

**Insurance Policy: AJG Community Schemes**  
**Client Name: Stokenchurch Parish Council**  
**Client Reference Number: 3368306**  
**Policy Number: 9658402**  
**Effective Date: 29/09/2025**

Your insurance policy is due for renewal shortly and we have pleasure in enclosing your renewal quotation(s) and documentation. These have been based on your requirements which you disclosed to us previously or in our recent renewal discussions. Our understanding of your requirements are shown in the enclosed documentation.

There are a number of documents enclosed and it is important that you review each of them. Within this letter we have summarised what we consider to be the most important points to assist you. We have directed you to those documents, or parts of documents, which you must read carefully.

Your renewal premium(s) for the forthcoming year are detailed as follows:-

Policy	Insurer	Premium	Insurance Premium Tax	Administration Fee(s)	Total Due
AJG Community Schemes	Hiscox Insurance Company Limited	£7,226.38	£867.16	£75.00	£8,168.54
<b>Total</b>		<b>£7,226.38</b>	<b>£867.16</b>	<b>£75.00</b>	<b>£8,168.54</b>

## ITEM 37: Allotments increase to tenancy fee

Subject to recommendations from the Finance working group meeting on the 1<sup>st</sup> September. The increase of the Allotment Tenancy Fees:

1. The cost be raised from £3.50 per plot to £4.50 per Plot for the Year 2026. = £2542.50.
2. The cost be raised again to £5.00 per Plot for the Year 2027= £2815.00.
3. The cost be raised again to £5.50 per Plot for the Year 2028= £3107.50.