

Stokenchurch Parish Council

Clerk: Portia Mendy

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SUMMONS

TO COUNCILLORS: C. Baker, S. Bays, R. Burnham, V. Jenkinson, J. McNeill, T. Ramsden, R. Thomas, L. Turvey, T. Young

DATE AND TIME OF MEETING: 7.30pm, Wednesday, 3rd September 2025

To the above-named councillors, you are hereby summoned to attend a meeting of Stokenchurch Parish Council to be held at Longburrow Hall, Stokenchurch, to consider and resolve upon the business undermentioned.

AGENDA

OPENING

- * **Open to public forum:** The first ten minutes are available for the public to express their view or ask a question on relevant matters on the following agenda. The public are welcome to participate. The formal meeting will commence at the end of the public forum or at 7.40pm whichever is earlier.

- 1 **Election of Chairman to Stokenchurch Parish Council**
- 2 **To receive and accept apologies of absence**
- 3 **To receive any declarations of interest**
- 4 **To confirm minutes of:**
 - a Meeting 4th June 2025 (amended section)
 - b Meeting 2nd July 2025
 - c Extraordinary meeting of the HR committee 14th July 2025: Closed session
 - d Extraordinary meeting 16th July 2025: Closed session.
 - e Extraordinary meeting 22nd July 2025: Closed session.
 - f Extraordinary meeting 13th August 2025
 - g Extraordinary meeting 22nd August 2025: Closed Session.
- 5 **Buckinghamshire councillors:** To receive updates.

FINANCE

- 6 **Bills Payable July 2025**
- 7 **Monthly accounts July 2025**
- 8 **Monthly Bank Reconciliation July 2025**
- 9 **Bills Payable August 2025**
- 10 **Monthly accounts August 2025**
- 11 **Monthly Bank Reconciliation August 2025**

PLANNING

- 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.
- 13 **PL/25/2370/FA:** Westwood, Wycombe Road, Studley Green, Buckinghamshire, HP14 3UY. Double car port to side of house.

UPDATES

- 14 **Clerk Report:** To receive updates from clerk on ongoing actions and new matters of business.

15 Finance working group: To receive updates from the finance working group following their meeting on the 1st September 2025.

OTHER BUSINESS

- 16 Stokenchurch Library external storage:** Request for Permission to Install External Storage Unit at Stokenchurch Library.
- 17 Pigeon Farm Street light repairs:** Proposal for works to street light on Pigeon Farm to a total of £3281.83.
- 18 Financial Pause:** Proposal to pause all non-essential expenditure.
- 19 Terms of Reference Appointment to External Bodies:** To adopt the terms of Reference for appointments to external bodies.
- 20 Terms of Reference Allotments Working Group:** To adopt the terms of reference for the Allotments working group.
- 21 Terms of Reference Finance Working Group:** To adopt the terms of reference for the Finance working group.
- 22 Terms of Reference HR Committee:** To adopt the terms of reference for the standing HR Committee.
- 23 Terms of Reference Longburrow Hall Working Group:** To adopt the terms of reference for Longburrow Hall working group.
- 24 Terms of Reference Cemetery Working Group:** To adopt the terms of reference for Cemetery working group.
- 25 Terms of Reference Annual Music Event Working group:** To adopt the terms of reference for Annual Music Event.
- 26 Terms of Reference Open Spaces Working Group:** To adopt the terms of reference for Open Spaces working group.
- 27 Terms of Reference Playground/Schools Working Group:** To adopt the terms of reference for Playground/School working group.
- 28 Staff payroll:** To amend staff payroll to be run and paid in the first week of each calendar month to coincide with Stokenchurch Parish Council payments.
- 29 Longburrow Hall Booking T&Cs:** To adopt updated Terms and Conditions for the hire of Longburrow Hall.
- 30 Longburrow Hall pause on large & late bookings:** The proposal to temporarily pause large (exceeding capacity of 70) and late (continuing after 9pm) bookings at Longburrow Hall until such time that the Parish Council can facilitate these.
- 31 Social Media Policy:** The proposal to adopt a social media policy effective from 3rd September 2025.
- 32 CCTV Policy:** The proposal to adopt CCTV policy effective from 3rd September 2025.
- 33 HR Committee:** Proposal to disband the standing HR committee and form a staffing committee.
- 34 CF Agriculture amended works:** To include the back of Stokenchurch Memorial Club to CF Agriculture's agreed scope of works for an additional £40.00 per grass cutting.
- 35 CCTV Maintenance Quotation:** To continue with ongoing CCTV maintenance and support with Nexus Security to the sum of £1000.00.
- 36 Insurance:** The proposal to renew insurance with AJG Gallagher at the sum of £8,168.54.
- 37 Allotments Increased to tenancy fees:** Increase to the allotment tenancy fees, subject to recommendations from the finance committee meeting 1st September 2025.

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 items 38 & 39 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.

- 38 Staffing Matters:** To discuss procedures relating to contact with staff during out-of-hours.
- 39 Youth Club:** To resolve and mitigate projected safeguarding issues so Youth Club may resume.

N.B: Councillors may view their phones, or other electronic devices, during the meeting to refer to relevant documentation in reference to the above mentioned items.