

SUMMONS

TO COUNCILLORS: C. Baker, R. Burnham, S. Bhatiani, V. Jenkinson, T. Ramsden, R. Thomas, A. Seddon, C. Wheeler

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

Public Forum: 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 To receive and accept apologies of absence
- 2 To receive any declarations of interest
- 3 To confirm minutes of:
 - a Meeting 3rd November 2025.
 - b Meeting 5th November 2025.
 - c Meeting 5th November 2025 (closed session).
 - d Meeting 17th November 2025 (closed session).
- 4 **Buckinghamshire councillors:** To receive updates.

FINANCE

- 5 **Bills Payable:** November 2025
- 6 **Monthly accounts:** November 2025
- 7 **Monthly Bank Reconciliation:** November 2025

PLANNING

- 8 **PL/25/4363/FA:** 79 Marlow Road, Stokenchurch, Buckinghamshire, HP14 3QS. Householder application for side porch and single storey rear extension.

UPDATES

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

OTHER BUSINESS

- 10 **Staffing Working Group:** To reconfirm members on the staffing working group.
- 11 **Community Engagement Working Group:** The proposal to set up a community engagement working group to review community engagement and communications.
- 12 **Removal of Tree:** To consider quotes for the removal of a tree on the cricket ground.
- 13 **Internal Auditor:** To consider contracting options for 25/26 internal auditor.
- 14 **Donation:** To consider a donation to Stokie's Big Splash.
- 15 **Cemetery Maintenance:** To consider renewal/tender for cemetery maintenance.
- 16 **Streetlights:** To consider quotes for streetlight repairs.
- 17 **Budget 26/27:** To consider the budgets for 26/27.

- 18 **Longburrow Hall:** To note the expense with One Group Solutions for air testing and compliance.
- 19 **Stokenchurch Fete Committee:** To note the transfer of monies held by the Parish Council back to Stokenchurch Fete Committee.
- 20 **Longburrow Hall:** To consider options for new cooker.
- 21 **Breakthrough Communications:** To consider subscribing to Breakthrough Communications Council Hive.
- 22 **Longburrow Field:** The request to place an additional shipping container on Longburrow Field for the storage of equipment.
- 23 **Allotments:** To consider quote for the amendment of the pipework at Stokenchurch allotment.
- 24 **Policy:** To adopt the lone working policy.
- 25 **Subscriptions:** To review current direct debits, standing orders, and subscriptions.
- 26 **Longburrow Hall:** To consider quotes for cleaning contractors.
- 27 **Planters:** To review quote to take over the maintenance and upkeep of the ground & hanging planters.
- 28 **Working Groups:** To review existing working groups and members.
- 29 **Banking Authorities:** To confirm two additional councillors as signatories.
- 30 **Banking:** The proposal to set up a new bank account with a bank card for council expenses.
- 31 **Longburrow Hall Security:** To consider maintenance renewal for security alarms at Longburrow Hall.
- 32 **Noticeboards:** To review the parish noticeboards.

CLOSING

- 33 **Next Meeting:** Confirmation of next meeting 7th January 2026

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.