
MINUTES OF ORDINARY MEETING

Wednesday 3rd September 2025

COUNCILLORS IN ATTENDANCE: C. Baker, R. Burnham, J. McNeill, T. Ramsden, R. Thomas, T. Young.

UNITARY COUNCILLORS: S ADOH, R. CARRINGTON

MEMBERS OF PUBLIC: 15

DATE OF MEETING: 03.09.2025

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 T Ramsden opens the meeting and requests that item 1 be brought forward to be resolved before going into public forum. Vice-Chairman T Ramsden confirms the resignation from the council of Chairman Vicki Nuthall, received on 27.08.2025. Vice-Chairman thanks Vicki Nuthall for all the work she has done in the many, many years that Vicki Nuthall has been on the council. Vice-chairman T Ramsden opens to the council for nominations of Chairman. Cllr C Baker proposes T Ramsden, Cllr R Thomas seconds this nomination. Cllr R Burnham nominates Cllr R Thomas. Cllr C Baker takes over chairing this part of the meeting due to Vice-Chairman T Ramsden receiving nominations. Cllr C Baker asks for a proposal of hands for Cllr T Ramsden to be elected as Chairman. The proposal receives a show of four hands. Cllr Baker asks for a proposal of hands for Cllr R Thomas to be elected as Chairman. This proposal receives 1 hand. Cllr T Ramsden is elected as Chairman of the Council by majority vote. Cllr McNeill congratulates Chairman T Ramsden on the election. Chairman T Ramsden thanks the council for the election and states she will do the best she can.

* Open to public forum:

Parishioner 1: Raises concerns and frustrations they have felt, along with their neighbours, due to the disturbances of the larger and late hiring of Longburrow Hall. The parishioner mentioned anti-social behaviour, nuisance parking and traffic, and noise disturbance. Chairman T Ramsden confirms the council is aware of the disturbances and the frustrations felt, and brings attention to items 29 and 30 of the meeting, confirming the council is aware and is listening to parishioner concerns. The parishioner asks if the hirers can be made aware of local housing and residence. Cllr T Young confirms this is on the terms and conditions. Chairman T Ramsden confirms that the recent hire who let off fireworks had been made aware on multiple occasions that this was not to be done, also confirming that these, along with many other restrictions, are given on our terms and conditions.

Parishioner 2: Raises concerns about the lack of management over that weekend, and further reiterates the disturbances felt by neighbours.

Parishioner 1: Raises further concerns over the issues with traffic along the entrance road, Park Lane, and drug taking. Chairman T Ramsden confirms the council is aware of the concerns raised, and the council wants Longburrow Hall here for the village and the revenue that it brings to the village, but hopefully items 29 and 30, will help mitigate parishioners' concerns.

Parishioner 1: Raises concerns relating to the boundary of their premises and the church yard, and states Japanese Knotweed is coming through from the church yard. Cllr C Baker confirms that this is maintained by us. Chairman T Ramsden requests that the parishioners send an email with photos of the knotweed to the clerk.

Parishioner 3: Asks if we voted in a vice-chairman. Chairman T Ramsden confirms a vice-chairman will be voted and elected at the next parish council meeting in October. The parishioner asks for updates on Swilley Pond. The clerk confirms she has been liaising with solicitors regarding the council's next steps.

Parishioner 4: Brings the discussion back to the claims of the consumption of drugs, and that this is a matter to be dealt with through the police. The parishioner highlights that this is not a matter to be dealt with by the Parish Council and that it is to be dealt with by the police. The parishioner thanks the Clerk for the updated minutes and everything, and gives her well done to the clerk.

Parishioner 2: Raises concerns over the management of the Longburrow Hall site. Chairman T Ramsden confirms there are ongoing legal matters that are being dealt with, so the council cannot discuss this. The clerk highlights that the Longburrow Hall working group has been reviewing the various aspects of the management of Longburrow Hall and has put in various measures in order to ensure these aspects are dealt with, including cleaning, gate shutting, and CCTV. Chairman T Ramsden reinforces this and what is within the council's remit. Chairman T Ramsden confirms the council can only do so much, and our remit is only so much, and that Longburrow Hall is like any other public space; if any anti-social behaviour is seen, this should be reported to the police and 101. Chairman confirms that the council is not here 24/7, whether we have caretakers or not. The parishioner highlights the extraordinary meetings that have been going on and hearsay within the village, and asks if the council can open discussion of what's going on. Chairman T Ramsden confirms that the council cannot comment on the matter.

Parishioner 3: Confirms that the open public forum is for Parishioners to have 2 minutes to discuss or give a statement, and that the council do not have to give a comment or response back and highlights concerns that the meeting has already been open for half an hour just on public forum. Chairman T Ramsden thanks the parishioner for highlighting this and confirms this is true and that she will ensure she will adjust to this.

Parishioner 5: States that a selection of parishioners have attended the meeting due to concerns with the planning application later in the meeting, item 12.

Parishioner 6: Explains to the council that the application has a change to condition 2 on the original application. Condition 2 was originally put on to allow the council to take control of the site, and it does not understand why that condition should need to be changed. The parishioner states that originally the council took back control of that site, so to remove that condition must remove something from that site that the council will have. The parishioner states there are talks of potentially selling the site, but the site originally had a valuation on it being woodland, and that value hasn't changed, other than the increase of 20 or so years. So changing the planning application due to the increase in value change of the site isn't a reason to take away condition 2. Chairman T Ramsden asks if the parishioners have put their objections through. The parishioner confirms they have only just found out about the planning application. The parishioner confirms they will be, but they are raising their concerns to the council.

Parishioner 7: Raises issues experienced on the site, including bonfires and, new placement of caravans. Chairman T Ramsden expresses that this matter may be addressed further by the Buckinghamshire Councillors, and when we addressed the planning item 12.

Chairman closes public forum.

1 Election of Chairman to Stokenchurch Parish Council

2 To receive and accept apologies of absence

Apologies received from Cllr V Jenkinson, and Cllr L Turvey.

3 To receive any declarations of interest

No declarations of interest stated.

4 To confirm minutes of:

Meeting 4th June 2025 (amended section)

a Abstained: Cllr R Burnham. Proposer Cllr C Baker. Seconded: Cllr R Thomas

Meeting 2nd July 2025

b Abstained: Cllr R Burnham. Proposer Cllr C Baker. Seconded: Cllr R Thomas

Extraordinary meeting of the HR committee 14th July 2025: Closed session

c Proposer Cllr R Thomas. Seconded: Cllr J McNeill

Extraordinary meeting 16th July 2025: Closed session.

d Deffered.

Extraordinary meeting 22nd July 2025: Closed session.

e Abstained: Cllr R Tomas. Proposer Cllr C Baker. Seconded: Cllr T Ramsden

- f** **Extraordinary meeting 13th August 2025**
Abstained: Cllr T Young, Cllr R Burnham. Proposer Cllr R Thomas. Seconded: Cllr C Baker.
- g** **Extraordinary meeting 22nd August 2025: Closed Session.**
Proposer Cllr C Baker. Seconded: Cllr T Ramsden.

5 Buckinghamshire councillors:

Unitary Councillor R Carrington addresses matters raised by parishioners in relation to Five Oaks and says if anyone is brave enough to take photos or videos for evidence and submit them to the Unitary Councillors. UC confirms that it is a prior approval application, so it cannot be called into committee, and that it is better that parishioners individually submit comments so that objections are received en masse and confirms this can be done through the planning portal. UC R Carrington goes to general matters and the query of a street bin and confirms the council will have a response on this matter once the officer has returned from annual leave. On planning relating to the proposed agricultural barn on Park Lane (25/06637/AGD), the deadline is the 8th of September. UC R Carrington urges parishioners to submit their comments if they have not done so already, and confirms that this is a prior approval application, so it cannot be called into committee. UC R Carrington confirms he was contacted by the Parish Council regarding the matter of the planning application of an HMO on the cricket ground (25/06591/FUL) and that this can be called into committee and has the officer to do so. UC R Carrington confirms that the problem with the enforcement system is that whilst there is a planning application on a property, enforcement cannot start until the planning application has been resolved. Chairman T Ramsden queries how this works, as the work has already been done. UC R Carrington states this would have to be taken down based on what enforcement finds. In relation to Mudds Bank, there is a potential that the Right of Way being blocked, so further investigation will be carried out. Not enough evidence was gathered on issues relating to the installation of a waste point and drainage. It is urged that any further evidence gained is sent to enforcement, along with the ongoing claims of residential building. UC R Carrington states that any evidence, however minor, that may indicate someone is living there will be helpful so if safe, take a picture so it can be given to enforcement as evidence. Both UC S Adoh and R Carrington give their thanks to Vicki Nuthall for their work as chairman of the council.

FINANCE

- 6 Bills Payable July 2025**
Proposer: Cllr C Baker. Seconder: Cllr R Burnham.
- 7 Monthly accounts July 2025**
Proposer: Cllr R Thomas. Seconder: Cllr R Burnham
- 8 Monthly Bank Reconciliation July 2025**
Proposer: Cllr C Baker. Seconder: Cllr R Thomas
- 9 Bills Payable August 2025**
Proposer: Cllr C Baker. Seconder: Cllr J McNeill
- 10 Monthly accounts August 2025**
Proposer: Cllr R Thomas. Seconder: Cllr C Baker
- 11 Monthly Bank Reconciliation August 2025**
Proposer: Cllr C Baker. Seconder: Cllr R Burnham

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.**
Cllr R Burnham proposes that the council objects based on feedback from Parishioners. Seconded: Cllr T Ramsden
UC Shade enforces the importance that parishioners log their comments on the portal and submitting evidence to enforcement. Chairman T Ramsden highlights the importance of submitting these comments and feedback on the various platforms for problems parishioners experience, as this allows the councils to track and log. UC S Adoh confirms the importance of logging the data.
- 13 PL/25/2370/FA: Westwood, Wycombe Road, Studley Green, Buckinghamshire, HP14 3UY. Double car port to side of house.**
Chairman confirms that due to issues in accessing the portal, the clerk will resend the planning applications for feedback to be given by the councillors after proper review.

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.

Cllr R Thomas updates the council following the meeting of the finance working group meeting on the 1st September, including review of budgets vs actuals, quotations that are on the agenda for this meeting, the fencing quote that had been referred to the finance working group to review. Cllr J McNeill expresses he was under the impression that the fencing quote was agreed in principle, subject to being reviewed by the finance working group as they review the budget vs actuals, and further to that the supplier is on a lead time of 6 to 8 months, so it should be considered in next year's budget. Cllr R Thomas confirms the next meeting will be on the 29th October.

Chairman T Ramsden leaves the meeting at 20.18, and rejoins the meeting at 20.19.

OTHER BUSINESS

16 Stokenchurch Library external storage: Request for Permission to Install External Storage Unit at Stokenchurch Library.

The council defers this item to receive further information on the installation on the storage unit; has planning permission been granted and have they asked whether planning permission is required as the location is in an AONB, and what materials are going to be stored in the external storage unit.

17 Pigeon Farm Street light repairs: Proposal for works to street light on Pigeon Farm to a total of £3281.83.

Clerk confirms that the light has damage to column and that the options are to cut the column down the street light or repair the damage. Proposer: Cllr T Young. Seconder: Cllr R Thomas.

18 Financial Pause: Proposal to pause all non-essential expenditure.

Cllr R Thomas confirms this was originally bought to the council by Vicki Nuthall, although she has since resigned, and that the finance working group thought, following their meeting, that a finance pause on spending be put in place wherever practical. Proposer: Cllr C Baker. Seconder: Cllr R Thomas.

19 Terms of Reference Appointment to External Bodies: To adopt the terms of Reference for appointments to external bodies.

Proposer: Cllr C Baker. Seconder: Cllr T Young.

20 Terms of Reference Allotments Working Group: To adopt the terms of reference for the Allotments working group.

Proposer: Cllr R Burnham. Seconder: Cllr R Thomas

21 Terms of Reference Finance Working Group: To adopt the terms of reference for the Finance working group.

Proposer: Cllr C Baker. Seconder: Cllr R Thomas

22 Terms of Reference HR Committee: To adopt the terms of reference for the standing HR Committee.

Chairman T Ramsden brings item 33 forward to be discussed as this item relates to item 33. Chairman states item 33 is the proposal to disband the standing HR committee and form a staffing committee which would be responsible for the appraisals of the clerk and grievances of staff, but the committee would be responsible to the council, and the full council would be involved in any decisions to be made. Proposer Cllr R Burnham. Seconded Cllr R Thomas.

23 Terms of Reference Longburrow Hall Working Group: To adopt the terms of reference for Longburrow Hall working group.

Proposer Cllr T Ramsden. Seconded Cllr C Baker.

24 Terms of Reference Cemetery Working Group: To adopt the terms of reference for Cemetery working group.

Proposer Cllr T Ramsden. Seconded Cllr C Baker.

25 Terms of Reference Annual Music Event Working group: To adopt the terms of reference for Annual Music Event.

The council confirms this working group is disbanded.

26 Terms of Reference Open Spaces Working Group: To adopt the terms of reference for Open Spaces working group.

Chairman T Ramsden confirms this is deferred to the October meeting

27 Terms of Reference Playground/Schools Working Group: To adopt the terms of reference for Playground/School working group.

Proposer Cllr R Burnham. Seconded Cllr C Baker.

Chairman T Ramsden thanks the Admin Officer for all the work she has done in getting the terms and references completed for the council and their working groups.

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.

Proposer Cllr T Ramsden. Seconded Cllr R Burnham.

29 Longburrow Hall Booking T&Cs: To adopt updated Terms and Conditions for the hire of Longburrow Hall.

Proposer Cllr T Ramsden. Seconded Cllr J McNeill.

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.

Clerk confirms the amendment to the statement of the capacity to be set at 75. Proposer Cllr R Thomas. Seconded Cllr T Young.

31 Social Media Policy: The proposal to adopt a social media policy effective from 3rd September 2025.

Proposer Cllr J McNeill. Seconded Cllr T Young. Abstained: Cllr R Burnham.

32 CCTV Policy: The proposal to adopt CCTV policy effective from 3rd September 2025.

Proposer Cllr J McNeill. Seconded Cllr R Thomas.

33 HR Committee: Proposal to disband the standing HR committee and form a staffing committee.

This item was resolved earlier in the meeting within item 22 discussion.

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.

The clerk confirms that the area to the back of the Memorial Club is owned by the Parish Council, and an enquiry was raised for the Parish Council to maintain the grass. Chairman T Ramsden confirms that the area is currently not cut and it needs addressing, particularly so that it forms part of a disabled access to the Memorial Club.

Proposer Cllr T Young. Seconded Cllr C Baker.

35 CCTV Maintenance Quotation: To continue with ongoing CCTV maintenance and support with Nexus Security to the sum of £1000.00.

The clerk confirms we are now out of our warranty period and our offer for the ongoing maintenance and service for the year. Cllr J McNeill enquires what state the cameras have been in due to concerns about the high call-out fee. The clerk confirms that they have been in good working order, except for one camera, but that is due to the camera being older; however, the feed and the camera still work, and it does not require addressing.

Proposer Cllr T Young. Seconded Cllr C Baker.

36 Insurance: The proposal to renew insurance with AJG Gallagher at the sum of £8,168.54.

The Clerk confirms that an enquiry at the meeting of the finance group was put forward as to whether the council could enter a 3-year plan. The clerk confirms that the renewal invitation figure is still the same if the council were to enter a 3-year agreed plan subject to change should the council assets, requirements, and details change. Proposer Cllr T Young. Seconded Cllr C Baker.

37 Allotments Increased to tenancy fees: Increase to the allotment tenancy fees, subject to recommendations from the finance committee meeting 1st September 2025.

Cllr J McNeill queries the low increase of 50 pence per year. Cllr R Burnham reiterates the point that the plots have not had an increase in many years, and so as not to cause tenants to leave due to a significant increase in one go, the proposal is to gradually increase the plot fees. Cllr R Thomas confirms the 50 pence increase is per plot, which is a specific measurement. Chairman T Ramsden requests that this is revisited by the allotment working group and brought to the council at a later date. Cllr R Burnham requests that Cllr R Thomas send the council an email explaining the measurements of a plot and how these figures work, so the council has a better understanding.

CLOSING

Meeting closed to public at 21.04 by Chairman T Ramsden.