
MINUTES OF ORDINARY MEETING

Monday 5th November 2025

COUNCILLORS IN ATTENDANCE: C. Baker, T. Ramsden, R. Thomas, L. Turvey, T. Young, V. Jenkinson

MEMBERS OF PUBLIC: 8

DATE OF MEETING: 05.11.2025

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

MINUTES

Meeting opened at 19.32 by Chairman T Ramsden

OPENING

Presentation from the Local Police and Crime Commissioner Matthew Barber. Matthew Barber stated that since he has started in the role he looked to increase the number of neighbourhood police officer roles, and they have managed to double, almost triple the number of neighbourhood officers to around 420 hopefully by the end of this financial year, and Thames Valley Police have more officers than they have had before, with just over 5000 officers. Some of the main issues they see are anti-social behaviour, along with tool theft from vans, and the highest crime is domestic violence and is why many of the neighbourhood police may not be seen. Matthew Barber also expressed how they are working with car boot sales to help reduce or promote the non-sale of tools to help tackle tool theft, alongside stating companies are now offering tool marking to help identify tools should they be stolen. The local police commissioner also stated that they are working with local authorities, schools and parents to help tackle antisocial behaviour.

Public forum:

Parishioner 1: Parishioner 1 queried item 16 and what playground equipment was to be removed. The clerk confirmed that this equipment had already been removed which were the cradle swings at Studley Green, and the flat and cradle swings at Stokenchurch Cricket ground. Parishioner 1 also queried agenda item 29 and associated costs for the skip hire at Stokenchurch Allotments.

Parishioner 2: Parishioner 2 stated in relation to item 23 they are a resident close by and have attended the meeting on behalf of other residents to express their concerns. They stated that residents are having issues getting in and out of their vehicles due to the heras fencing being placed right against the curb, reducing access space to one side of parked cars, along with it meaning the ground is unable to be maintained and leaving an eyesore. They also raised concerns about the fact that it is maintained and the fallen fencing. They expressed that there is concerns in the perimeter to the plot, along with an installed drop curb which they could not see any planning application associated with it.

Parishioner 3: Parishioner 3 queried the financial freeze that was in place in relation to the proposed expenses further in the agenda and if the council had issued a 114 notice. The chairman T Ramsden confirmed they had not as this was not required, and that the council still had the £47,000.00 in reserves.

1 To receive and accept apologies of absence.

Apologies received from Cllr Burnham and U.Cllr R Carrington.

2 To receive any declarations of interest.

Chairman T Ramsden gave a statement: "At meetings, parish councillors must declare any personal or prejudicial interests before discussions begin, or as soon as they become aware of them. Whilst a declared personal interest allows a councillor to remain in the meeting, vote, and speak, a prejudicial interest requires the councillor to leave the meeting and abstain from voting."

As advised by Buckinghamshire and Milton Keynes Association of Local Councils, if a councillor holds paid employment in the parish they serve but are not part of a management committee of that employment, it is simply a job that happens to be in the community. If a councillor promotes their place of employment on their personal social media, there is no conflict.

Should discussions about it come up on the Council Agenda, the conflict of interest is declared and process followed."

No conflicts of interest were stated.

3 To confirm minutes of:

Meeting 16th July 2025 (closed session).

The council confirmed the minutes. Proposed: Cllr V Jenkinson. Seconded: Cllr R Thomas.

Meeting 1st October 2025.

The council confirmed the minutes. Proposed: Cllr C Baker. Seconded: Cllr L Turvey.

4 Buckinghamshire councillors: To receive updates.

Due to the absence of both unitary councillors, no updates were given.

FINANCE

5 Bills Payable: October 2025.

The council confirmed the Bills Payable. Proposed: Cllr V Jenkinson. Seconded: Cllr R Thomas.

6 Monthly accounts: October 2025

The council confirmed the monthly accounts. Proposed: Cllr L Turvey. Seconded: Cllr C Baker.

7 Monthly Bank Reconciliation: October 2025

The council confirmed the bank reconciliation. Proposed: Cllr L Turvey. Seconded: Cllr T Young.

PLANNING

32* PL/25/3887/FA: 22 New Road, Stokenchurch, Buckinghamshire, HP14 3RT. Householder application for front porch, single storey rear extension and loft conversion into habitable accommodation incorporating replacement roof with increase in ridge height, side dormer and rooflights together with changes to external appearance including installation of render and fenestration alterations.

The council resolved no objection to the planning application.

UPDATES

8 Clerk Report: To receive updates from the clerk on ongoing actions and any new matters of business.

OTHER BUSINESS

9 Vice-Chairman: To elect a Vice-Chairman to Stokenchurch Parish Council.

Following a nomination of Cllr L Turvey and a nomination for Cllr R Thomas, the council resolved Cllr R Thomas as vice-chair by majority vote.

10 Casual Vacancy 1 Stokenchurch ward: The election of a councillor through Co-option for a casual vacancy in Stokenchurch ward.

Following the nomination for Andrew Seddon, proposed by Cllr V Jenkinson and seconded by Cllr L Turvey the council co-opted Andrew Seddon.

11 Casual Vacancy 2 Stokenchurch ward: The election of a councillor through Co-option for a casual vacancy in Stokenchurch ward.

Following the nomination for Sonia Bhatinai, proposed by Cllr T Young and seconded by Cllr C Baker the council co-opted Sonia Bhatinai.

12 Casual Vacancy 3 Stokenchurch ward: The election of a councillor through Co-option for a casual vacancy in Stokenchurch ward.

Following the nomination for Cian Wheeler, proposed by Cllr R Thomas and seconded by Cllr V Jenkinson the council co-opted Cian Wheeler.

13 Policy: Scheme of delegation.

Proposed by Cllr V Jenkinson and seconded by Cllr C Baker, the council adopted the scheme of delegation policy.

14 Increase to allotment fees: The proposal for an increase to allotment fees for the year 2026.

The council resolved to increase the allotment fees to £4.50 per plot, bringing a maximum revenue of £2486.00. Proposed by Cllr V Jenkinson, Seconded by Cllr L Turvey.

- 15 James Richards Circus: The request to return to Stokenchurch Common from Sunday, 2nd August until Thursday, 6th August 2026 received from James Richards Circus.**
The council resolved to permit the return of the Circus to the common. Proposer: Cllr T Ramsden. Seconded: Cllr R Thomas.
- 16 Playground: To note the spend of £1000.00 to remove playground equipment at Studley Green Community Centre & Stokenchurch Cricket Ground.**
The clerk expressed due to health and safety, the removal of playground equipment was required, the chains and cradle swing units were removed at Studley Green, and the whole flat swing unit and whole cradle swing unit were removed at Stokenchurch Cricket Ground. Proposer: Cllr V Jenkinson. Seconded: Cllr C Baker.
- 17 Christmas Tree: The proposal to spend £200.00 on the Stokenchurch Christmas tree within the commons.**
Following a proposal from Cllr V Jenkinson and seconded by Cllr T Young the council resolved to spend £200.00 for the delivery of a Christmas Tree.
- 18 Tree Management: To confirm the tree management plan with Duckworth Arboriculturist.**
The council resolved to contract Duckworth Arboriculturist for the fee of £1220.00, for negative reporting for the Parish Council trees. Proposed Cllr V Jenkinson, Seconded Cllr T Young.
- 19 Cemetery Japanese Knotweed: The proposal to enter a 5 or 10 year management plan for Japanese Knotweed.**
The council resolved to commit to a 5-year plan with an initial payment of £571.77, with the following 4 years being £285.89, to treat Japanese knotweed in the cemetery. Proposed Cllr C Baker, Seconded Cllr T Young.
- 20 Staffing Working Group: To reconfirm members on the staffing working group.**
The council deferred this item to December.
- 21 Memorial Stone Application: To review an application for a memorial stone within Stokenchurch Cemetery.**
The council resolved to delegate this authority to the clerk as the burial regulations have already been agreed. Proposed: Cllr C Jenkinson, Seconded Cllr T Young.
- 22 Human Resources Overtime: The proposal to reimburse the clerk for overtime for October due to an increase in correspondence and council matters.**
The chairman stated the clerk has been doing an additional 3 – 5 hours per week due to an increase in council matters. The council resolved to pay for additional hours worked. Proposed by Cllr T Young, seconded by Cllr V Jenkinson.
- 23 Plot on the common: To consider residents' concerns over the current state of the plot on the common.**
Following concerns raised over the state of the plot on the common, the council resolved that the Clerk and Cllr V Jenkinson would meet with the plot owner to discuss improving the condition. The clerk would also continue to liaise with the Buckinghamshire Council Local Area Technician to review the dropped curb Proposed Cllr V Jenkinson seconded by Cllr R Thomas.
- 24 Longburrow Hall: To contract a plumber at the rate of £50.00ph.**
Proposed by Cllr V Jenkinson, and seconded by Cllr R Thomas, the council resolved to hire a plumber for 50.00ph to review Longburrow Hall plumbing.
- 25 Studley Green Playground: The proposal to replace the two cradle swings at Studley Green for £880.00.**
The council resolved to replace the cradle swings at Studley Green playground. Proposed Cllr L Turvey, seconded Cllr V Jenkinson.
- 26 Swilley Pond: To review legal fees in conjunction with the enforcement on Swilley Pond.**
Following the enforcement notice on Swilley Pond, the council resolved to spend £1710.00 to enlist legal services to help with the current state of Swilley Pond, and abide by the enforcement notice.
- 27 Longburrow Hall: Consideration of quote for management survey.**
The council resolved to spend £650.00 + VAT on a management survey with One Group Solutions for Longburrow Hall. Proposed by Cllr V Jenkinson seconded by Cllr R Burnham.
- 28 Energy Supply: To note the contract agreed with YGP for the supply of energy for Longburrow Hall, and Engie for the supply to the streetlights.**
Following the proposal from Cllr V Jenkinson, Seconded by Cllr L Turvey, the council noted the contract entered with Yorkshire Gas and Power for the supply of energy to Longburrow Hall, and Engie for the street-lighting, an annual saving of £2575.99. compared to previous contracts.
- 29 Allotment skip hire: Proposal to approve one-off skip hire for rubbish removal at £375 + VAT.**
Proposed By Cllr V Jenkinson, seconded by Cllr L Turvey the council resolved to hire a skip for the 28th November to clear rubbish at Stokenchurch allotments.

CLOSING

Meeting closed to public at 21.23 by Chairman T Ramsden

30 Christmas Holiday Period: To consider the Christmas period and staff annual leave.

The council resolved that they would be closed from the 24th December 2025, opening on the 2nd January 2026.

31 Human Resources: To consider staffing updates.

Following the resignation of the Responsible Finance Officer, the council resolved to reach out to a locum R.F.O. until a suitable candidate is found for the vacancy. Proposed by Cllr V Jenkinson, seconded by Cllr T Young.

Meeting closed at 21.41 by Chairman T Ramsden