

MINUTES OF STOKENCHURCH PARISH COUNCIL MEETING

WEDNESDAY 8th July 2026

Longburrow Hall, Stokenchurch at 7.30pm

Present:- Cllr; Robin Thomas (Chairman), Cllr Camilla Baker, Cllr Racquel Burnham , Cllr Lee Mathers, Cllr Andrew Seddon and Cllr Marion Watson.

The Meeting Started at 19.35hrs.

1. Public Forum.

In attendance;- Eight (8) members of the public.

A Parishioner congratulated the Council on the work restoring the path by the Chemists, removing overgrown grass infringing on the block paving and painting the bollard, also for the removal of 15 rotten wooden bollards throughout the parish.

A Parishioner asked the Parish Council what it could do about the excessive amounts of cars in the Longburrow Car Park, as they had difficulty accessing the car park recently. The Council replied that the users of the Betty Messenger Building are permitted to use 5 spaces of which 2 are inside the gate and the other 3 in the car park, and if they have big functions they should advise the Parish Council of them.

A Parishioner raised their concern that the new development by Red Kite at George Road has reduced the amount of room in the area from Tesco Car Park to just past the BT Box and is concerned about the possibility of accidents increasing in that area as it is opposite the School.

A parishioner raised the concern regarding the drain cover opposite Stokenchurch Service Centre on the A40. Cllr Seddon advised that he had also raised this matter. This has now been passed to Bucks Highways due to Openreach denying it belongs to them. Bucks council are now issuing a section 81 request against Openreach requiring them to fix this manhole cover as they have discovered it does belong to openreach.

A Parishioner drew the Councils attention to the error on the Agenda notice for this meeting where it said Annual General Meeting. The Council apologized for this typo and the Agenda Sheet will be amended.

2. Apologies for Absence.

Apologies were received from Cllr Bhatiani, and Cllr Carington (Buckinghamshire Council).

3. Declarations of Interest

None Declared.

4. To confirm the Minutes of the meetings of 17th June 2026 .

The minutes of the meeting of 17th June 2026 were proposed by Cllr Baker seconded by Cllr Mathers, and agreed without division. Cllr Burnham abstained. These were then signed by Cllr Thomas (Chairman).

5. Buckinghamshire Councillors.

Cllr Adoh reported that;-

The current hot weather has affected Rough Sleepers and Young Persons in schools and that there are lots of details on the Buckinghamshire Council Website.

They urged Parishioners to apply for the Council vacancy at Stokenchurch, there being one that is up for election and if one person stands for the position then they will be elected unopposed but if there are two or more an election will need to be called. The Chair reminded the meeting that each time the election is called and no candidate comes forward the Council is charged **£40**. When the Vacancy is finally filled we will receive an invoice from Buckinghamshire Council.

The Draft Local Plan for the Wycombe Area which covers infrastructure Regulation 19 is open for consultation from 23rd July 2026 for 6(Six) weeks.

Buckinghamshire Council have quarterly meetings with Red Kite.

FINANCE.

6. Bills Payable – July 2026.

The Bills payable were presented to Council and were proposed by Cllr Baker, seconded by Cllr Mathers and then signed by Chairman & Cllr Baker.

At this point a parishioner reminded the Council that no bank statements had been placed on the website since November 2025. The Chair undertook to seek clarification on what should be displayed and steps will be taken to rectify same.

7. Monthly Accounts – June 2026.

These monthly accounts were presented to Council and were proposed by Cllr Mathers, seconded by Cllr Seddon. Cllr Burnham abstained.

8. Monthly Bank Reconciliation – May 2026.

These were presented to Council and were proposed by Cllr Mather seconded by Cllr Seddon and agreed without division.

9. Budget Report & AGAR.

The Chairman informed the meeting that the Internal Auditor, Jane Olds, had completed her work and had found several areas that the Council needed to improve upon. She was aware that the Council had been without a Clerk and RFO from December 2025 to the end of the 2025/2026 Financial Year. The appointment of Lee Kelly as the RFO has, she feels brought the Council Finances on the right track.

The Council then examined Section 1 of the Annual Governance Statement 2025/2026 and answered the following statements accordingly;-

Section 1 – Financial management – The Council believed that the recording of the details in the minutes along with the approval of Bills payable satisfied the requirements of this section.

Section 2 – Internal control measures in relation to fraud and corruption- The Council believed that all transactions were documented and recorded in the minutes satisfied the requirements of this section.

Section 3 – Non-compliance with laws, regulations and proper practices – The Council believed that we complied with this section as we had asked and received confirmation from the RFO Derek Wilson – **Finance Working Group Minutes of 1st September 2025 Item 7 Financial Regulations and Internal Controls. Derek advised that we are compliant in all respects.** This was communicated to the Council in the meeting of 3rd September 2026.

Section 4 – Exercise of electors' rights. The Council were fully complied by issuing the notice dated 26 June 2025 on the noticeboard and website with the following dates – 27th June to 7th August 2025.

Section 5 – Risk assessments and adequate steps taken to mitigate these risks- The Council acknowledged that due to unplanned changes of Clerk/RFO and for a period of time , the absence of both rendered us non compliant.

Section 6 – Accounting and control records were maintained effectively- The Council acknowledged that due to unplanned changes of Clerk/RFO and for a period of time , the absence of both rendered us non compliant.

Section 7 – Action taken upon the findings of internal and external audits- The Council believed that they had taken action on those findings.

Section 8 – Accounting statements including relevant financial impact- The Council believed that we were compliant in this respect.

Section 9 – Trust funds including charitable – The Council has no trust funds so this section is not applicable.

It was proposed by Cllr Baker, seconded by Cllr Mathers, agreed by all that Section 1 be therefore signed by the Chairman under Minute reference 9.

The Council then turned to Section 2 and were satisfied as to its accuracy and it was proposed by Cllr Baker, seconded by Cllr Mathers agreed by all and duly signed by Lee Kelly RFO and The Chairman under Minute Reference 9.

The AGAR was presented to the Council and after due discussion was signed off by the Chairman against Minute Reference 9 of these Minutes. The Internal Auditor posted the signed copy of the AGAR on 4th July 2026 to the Council, and once this has been received it will be sent to the External Auditors – PKF Littlejohn.

The Notice of Public Rights will be posted tomorrow 8th July 2026 on the Notice Boards, Council website and on the entrance to Longburrow Hall and will be for the period commencing on Friday 10th July 2026 to Thursday 20th August 2026.

PLANNING.

10. PL/26/04354/TP. Works to trees subject to a Tree Preservation Order (TPO). 11 Park Lane, Stokenchurch, Buckinghamshire, HP14 3TQ Proposal: 1 x Horse Chestnut (dead) - Dismantle down to ground level and 1 x Lime - Lift crown on North Side of tree (house side) creating roughly 8m clearance.

The Council having no objection to this, advised it be referred to the aboricultural officer.

11. PL/26/05027/FA. Full Planning Permission.73 Raven Road, Stokenchurch, Buckinghamshire, HP14 3QW. Proposal: Single storey front extension, new garage and extended dropped kerb.

The Council had no objection.

UPDATES & PROGRESS ON PREVIOUSLY APPROVED MINUTES.

12. Fence Update.

Cllrs Baker and Burnham had undertaken a risk assessment of the fencing and identified areas that required attention and would be seeking quotations for these areas.

The Chairman had received representations from owners of properties in Park Lane raising concern about Anti-Social Behaviour and asking if the Council could do something about it. They also advised the Council that the original fencing around Longburrow dated from when the building was erected some 50 years ago and its integrity is heavily compromised.

A parishioner reminded the Council that some quotations existed for the fencing and offered to provide documentation to assist the Council in obtaining suitable quotations.

13. Bollards Update.

Cllr Seddon has removed 15 damaged bollards and the Council understands that there are a small number of bollards in the store at Longburrow and these will be installed as soon as possible.

14. Bowling Green/Chalk Farm Road Light Update.

The Chairman reported that this light will be fixed tomorrow – 9th July 2026..

15. Stockfields Hedge Update.

A reply is still awaited from Neil Douglas at Block & Estate Management Company and the Chair will be in contact with them in the next few days to expedite matters.

16. SGCC Lease Update.

A meeting is to be arranged with Studley Green Community Centre and will comprise of Cllrs Baker, Burnham, Mathers, Thomas and Watson.

17. Bus Shelter Bench Quote

A quotation has been received for £1700 and this will be progressed shortly.

18. Gate Planter Sponsorship.

Cllr Seddon is co-ordinating the logistics so that installation can be progressed.

19. MUGA Stolen Drain Cover.

A new composite (plastic) Drain Cover costing £250.00 has been fitted and in order to do so the following work was undertaken;-

- * Inspection of the existing chamber and frame.
- * Supply of a suitable composite replacement manhole cover.
- * Installation and securing of the new cover.
- * Ensure the cover is fitted safely and correctly.
- * Removal and disposal of any waste materials arising from the works

BUSINESS DEFERRED FROM PREVIOUS MEETING.

20. Longburrow Hall Repairs.

The Council has been troubled by an intermittent leak in the small hall and have now received a report on the findings and works required which hopefully will rectify the situation and these are listed below;-

Summary of Visit

Attended site to investigate an intermittent water leak.

The initial intention was to create an inspection opening within the ceiling and install an access panel to enable further investigation.

Following discussions on site and an initial inspection, it was confirmed that the ceiling construction is **gypsum (non-asbestos)** fixed beneath a **solid reinforced concrete floor slab**, with an **RSJ** forming part of the structural floor. The floor above consists of a screed laid over the concrete slab, meaning there is no accessible ceiling void through which the source of the leak can be investigated.

It was therefore concluded that installing an inspection hatch within the ceiling would not provide any meaningful access to the source of the leak.

Findings

- Ceiling confirmed as gypsum and **not asbestos**.
- Reinforced concrete structural floor above the ceiling.
- RSJ exposed within the ceiling construction.
- Floor above consists of screed over a solid concrete slab.
- No accessible ceiling void exists to permit investigation from below.

Recommendations

Based on the construction of the building, the leak cannot be effectively investigated from below. It is recommended that access is gained from the caretaker's kitchen above by carefully removing the existing kitchen installation to expose the floor construction and allow further investigation into the source of the intermittent leak.

Every reasonable effort will be made to remove the kitchen units, worktops and associated fittings without damage, with the intention of reinstating the kitchen once the investigation and any necessary repairs have been completed. Whilst this is the expected outcome, due to the age and condition of the existing installation, it cannot be guaranteed that every component can be removed and reinstalled without damage.

This report will be considered by the Council for determination.

21. Fire Door Quotation.

The quotation for replacement Fire Doors amounts to £3700 and is necessary to comply with the Fire Safety requirements of Longburrow Hall. The Finance Working Group will review this request urgently.

22. New Floodlight Quote.

Quotations are being sought.

23. CCTV Quote.

Cllrs Burnham and Seddon will investigate and report as soon as is possible.

OTHER BUSINESS.

24. SGCC Solar Battery Insurance Update.

The Council will check to ensure that this is included in the Insurance for the building.

25. SGCC Wooden Cladding.

Under the terms of the current lease this is the responsibility of Studley Green Community Centre.

26. Barbeques and Open Flame Devices.

The Council have been made aware that BBQ with open flames have been used at Longburrow in close proximity to the building. A short discussion ensued and it was agreed that such actions will be prohibited and notices will reinforce this decision.

It was noted that at the Summer Fete and similar event Barbeques have operated but these are carefully controlled and the operators have full insurance liability provision.

27. Cemetery Maintenance

There have recently been concerns about the maintenance of the cemetery and in particular some of the church paths. The current Maintenance Contract will be soon be coming up for renewal and it was agreed that an inspection of the Cemetery and the church surroundings which the Parish Council are responsible for will be undertaken as soon as is possible.

28. Council Appointments Vacancies & Updates.

Cllr Seddon advised the Council that he would not be joining the Stokenchurch Educational Charity and after a short discussion Cllr Mathers indicated his willingness to join.

The updated Appointments list is as follows;-

Stokenchurch Parish Council Council Appointments as at 8th July 2026

Staff Working Group – Cllrs Bhatiani, Burnham, Mathers & Thomas.

Finance Working Group – Cllrs Baker, Burnham, Mathers, Seddon & Thomas.

Open Spaces Working Group – Cllrs Baker, Burnham & Seddon.

Allotments Working Group – Cllrs Burnham, Seddon, Thomas & Watson.

Playgrounds/Schools Working Group – Cllrs Burnham.

Social Engagement Group - Cllrs Bhatiani, Mathers & Seddon.

Longburrow Hall Working Group – Cllrs Baker, Mathers & Seddon.
Cemetery Working Group – Cllrs Baker, Burnham & Watson.
Studley Green Community Centre – Cllrs Thomas & Watson.
Memorial Hall Social Club – Cllrs Burnham.
Medical Centre (PPG) – Cllrs Baker & Watson.
Youth Club – Cllr Mathers.
Sawmill Trust Parish Council Contact – Cllrs Burnham & Seddon.
Stokenchurch Educational Charity – Cllrs Baker.& Cllr Mathers
West Chiltern Community Board – Cllrs Burnham Seddon & Thomas.

29. The Kings – Project Phoenix – Marquee Request.

The Council had been made aware of Project Phoenix and Mr Chris Nash who is the Chairman of the Kings Arms Reclamation Group –Project Phoenix explained that their aim was to get the Kings Arms open. The Council felt aggrieved at the tone of the banner as its tone suggested that they had done nothing. It was pointed out that the building is not listed, is in a conservation area and that they were limited in what they could do.

The group wished to have a Marquee on the Common and provided they had the correct public liability insurance, the Council would have no objection to this application. The Chairman advised that if they – Project Phoenix – wished to hold the meeting at Longburrow could they please contact us as soon as possible with the suggested date and the Council would advise if that date was available.

30. Additional Bank Signatory Approval.

The RFO and Cllr Seddon advised the meeting that the current number of Bank Signatories needed to increase and that ideally all Cllrs should be Bank Signatories. Cllr Burnham and Cllr Mathers requested that they be added to the list and Cllr Seddon will expedite these requests.

31. Cemetery Plot C24 Reservation Request Consideration.

The Council had recently received a request to reserve a plot in the cemetery and/or the burial of an individual who was no longer a resident within the parish.

It was proposed by Cllr Burnham, seconded by Cllr Thomas and agreed without division that:-

The Council reviewed the current policy regarding burial plot reservations and residency requirements as set out in the adopted Cemetery Regulations. It was **RESOLVED**:

To reaffirm the Council's policy as stated in Regulation 1 that no specific plot may be reserved.

To confirm that under Regulation 2, applications for burial are restricted to parishioners on the electoral roll, or children under 18.

32. Luncheon Club Complaint – approval of Council response.

The Council had received a complaint from the Luncheon Club regarding the facilities for the disposal of sanitary waste.

The Council advised that Council owned halls are considered commercial enterprises when it comes to managing waste, the Equality Act does insist that we provide suitable provision, appropriate bins, signage and PPE for those dealing with the disposal, which will be put in place asap.

The Council will be implementing procedures to ensure that no hall users are adversely affected in future and that the pc would be pleased to explain these procedures once you had investigated how best to meet the needs of all the users of the Hall. I would like to also confirm that their custom is valued and the opportunity to improve the facilities are welcome.

33. Hall Cleaning Products Approval.

Cllr Burnham proposed and Cllr Mathers seconded that the Council ensure that appropriate Cleaning Products necessary for Longburrow be purchased as soon as is possible.

34. Appointment of Two Councillors to monitor the Clerk's inbox – approval..

It was suggested that in the absence of the Clerk that two councilors monitor the Clerks inbox until such time as the Clerk is appointed. It was agreed that Cllrs Baker and Burnham undertake this task.

35. Review of Noticeboards – Last reviewed Item 32 of Minutes of 3rd December 2025.

Cllr Burnham had asked if the notice board outside Longburrow could be brought back into use. Cllr Seddon advised that he had examined the board and advised that the backing had deteriorated and that it required new Perspex all of which would incur some cost – new Notice Boards would cost around £3000. A parishioner made some suggestions as to how it could be brought back to use and these will be explored.

36. Longburrow Grounds and Hall Rules.

A review of the rules regarding Longburrow Grounds and Hall are being undertaken and will be presented to Council for approval in due course.

37. Application for Additional Memorial inscription.

A request by a parishioner for an additional inscription on a memorial has been submitted and it was proposed Cllr Burnham, seconded by Cllr Seddon and agreed without division that approval be granted.

38. The Common – complaint.

A complaint by a parishioner about fairs and activities on the Common was received by the Council and it was proposed by Cllr Burnham, seconded by Cllr Thomas and agreed by all that;-

While the Council maintains the importance of hosting community events for the benefit of all parishioners, it is an appropriate time to formalise the guidelines for such events. The Council should establish an 'Event Management Policy' to provide clarity for both event organisers and residents, ensuring future events operate with consistent standards regarding noise, traffic safety, and communication. A working group will be established to draft these guidelines for review at the next meeting."

A formal reply will be sent to the complainant shortly.

The Meeting Closed at 22.05hrs