

MINUTES OF STOKENCHURCH PARISH COUNCIL MEETING

WEDNESDAY 9th September 2026

Longburrow Hall, Stokenchurch at 7.30pm

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

The Meeting Started at 19.33hrs.

1. Public Forum.

In attendance;- Seven (7) members of the public.

A Parishioner who wished to identify herself as Cathy Hutt wished it known that she had made a complaint about disturbances that had occurred during her meditation Sessions at the Hall on 17th August and the lack of response, reply or acknowledgement to that complaint by the Council. She wanted to know from the Chairman the reasons for the lack of acknowledgement or response to her complaint, and requested a formal written response from the Chairman in respect of this.

The Chairman apologized for the lack of acknowledgement or response as it was his belief that a letter which had been drafted and the contents agreed on 22nd August had been sent. Cllr Burnham located the letter and sent it by email to Cathy Hutt at 19.58hrs.

In addition Cathy Hutt also enquired as to what was happening regarding outside lighting at Longburrow and the Chairman advised that quotations had been obtained and that the approval would be ratified tonight.

A parishioner drew the Councils attention to low hanging branches on some of the trees on the Common near Bowling Green and requested that the remedial action be taken.

A parishioner had previously asked the Council to include more details on the Agenda and whilst this has been done felt that the original question had not been fully addressed in that although MUGA was mentioned felt that the comments had been glossed over. The Chairman apologized for this error but hoped that the improved Agenda would be acceptable.

2. Apologies for Absence.

Apologies were received from Cllr Watson.

3. Declarations of Interest

None Declared.

4. To confirm the Minutes of the meetings of 8th July and 20th July 2026 .

The minutes of the meeting of 8th July 2026 were proposed by Cllr Seddon seconded by Cllr Baker and agreed without division. Cllr Burnham abstained. These were then signed by Cllr Thomas (Chairman).

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5. Buckinghamshire Councillors.

Cllr Carrington reported that;-

There have been a large number of recent incidents of Fly Tipping, including that at Mudds Banks and that they were all part of a wider investigation into such activities.

The Bucks Archives which are currently situated at Aylesbury and cover over 800 years of history, will close to the Public on 1st October in preparation for the relocation of the Archives to the offices above Wycombe Tesco and that the opening date is currently Spring 2027.

Cllr Carrington advised that although the Local Plan – Consultation Regulation 19 closed on 6th September, the Council have identified some supporting evidence documents, of a technical nature, which were not uploaded correctly to the consultation webpages at the start of the consultation. To ensure everyone has a full opportunity to review these documents and comment on their impact on the Draft Local Plan, we are extending the consultation on these specific documents:

- [Housing and Economic Land Availability Assessment Appendix 5 – Gypsy and Travellers Call for sites](#) – **extended until 20 September 2026**
- [Bucks Strategic Transport Model 2 Present Year Validation Phase 1](#) and [Bucks Strategic Transport Model 2 Present Year Validation Phase 2](#) – **extended until 20 October 2026**
- [BSTM2 Model Development and Validation Report - Appendices M and N](#) and [BSTM2 Variable Demand Model Development and Validation Report](#) – **extended until 20 October 2026**
- [Buckinghamshire Green Belt Assessment Appendix 7: Irreplaceable habitat](#) – **extended until 20 October 2026**

Representations submitted during the extended period should relate only to the impact of these specific documents on the Local Plan and should be emailed to;- planningpolicyteam.bc@buckinghamshire.gov.uk. There are no changes to the Draft Local Plan and the substantive consultation on the Local Plan is closed.

Cllr Adoh drew attention to the Relatable Role Models Youth work project funding and support request which has come from the West Chilterns Community Board which is aimed at getting those aged 13+ who are currently not accessing organized activities. It was noted that they had mentioned forming a Youth Club on a Friday.

The Council are generally supportive of this idea but wish to point out that there is already a Youth Club in existence on a Friday so an alternative date and/or venue would probably need to be explored. Cllr Burnham informed Cllr Adoh that she would be in contact with Sophia Comer Manager West Chilterns Community Board to progress this further.

6. Bills Payable – September 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.

7. Monthly Accounts – July & August 2026.

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

8. Monthly Bank Reconciliation – July & August 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 RFO (Lee Kelly) advised that there had been problems with the domain of the External Auditor in that emails had been redirected to her spam folder and showing Domain not recognised. This has subsequently been rectified and that the External Auditor will present their report to the Council around the end of September.

The RFO advised that we are currently on budget and that the move towards having all of the Councils banking accounts with Unity Bank is in the final stages of transition.

PLANNING.

10. PL/26/05027/FA Full Planning Permission – Amended application. Single storey front extension, new garage and extended drop kerb. 73 Raven Road, Stokenchurch HP14 3QW. Response by 15th September 2026. A motion of No Objection was proposed by Cllr Seddon, seconded by Cllr Baker and agreed without division.

11. PL/26/06703/FA Full Planning Permission. New raised roof to single storey side element and rear conservatory. Loft conversion including rear dormer and rooflights to the front. 95 Marlow Road, Stokenchurch HP14 3SL. Response by 17th September 2026. A motion of No Objection was proposed by Cllr Seddon, seconded by Cllr Baker and agreed without division.

12. PL/26/06980/FA Full Planning Permission. Single storey rear extension. New roof over side canopy. Loft conversion including rear dormer, roof lights to the front. Changes to fenestration and addition of porch. 107 Marlow Road, Stokenchurch HP14 3SL. Response by 25th September 2026. A motion of No Objection was proposed by Cllr Seddon, seconded by Cllr Baker and agreed without division.

The following planning applications have had comments, where applicable, filed with Buckinghamshire Council, Directorate for Planning, Growth and Sustainability retrospectively to meet the response deadline in August 2026:

13. PL/26/05652/KA 3 Bowling Green, Stokenchurch HP14 3TL – Response No comment refer to Arboricultural Officer

14. PL/26/03393/TP The Cottage, Church Path, Stokenchurch HP14 3TJ – Response No comment refer to Arboricultural Officer

15. PL/26/05774/TP 17 Park Lane, Stokenchurch HP14 3TQ – Response No comment refer to Arboricultural Officer

16. **PL/26/04274/FA Ipsden House, Oxford Road, Stokenchurch HP14 3SX** – Response Whilst having no major objection to the proposed development, we are concerned that this would reduce the available parking for clients at the business
17. **PL/26/05344/FA 22 New Road, Stokenchurch HP14 3RT** – Response No objections from Stokenchurch Parish Council
18. **PL/26/06087/FA Sundown Cricket Ground, Stokenchurch HP14 3TY** – Response No objections from Stokenchurch Parish Council
19. **PL/26/06158/FA 71 Mill Road, Stokenchurch HP14 3TP** – Response No objections from Stokenchurch Parish Council
20. **PL/26/03036/AGND Land adjoining Park Lane, Park Lane, Stokenchurch HP14 3TQ** – No response as only able to withdraw previous representations if applicable

21. Finance Working Group Report.

The Finance Working Group met on 3rd September 2026 and whilst it, by its definition as a Working Group, is not allowed to make Council Decisions, it can make recommendations.

The Working Group therefore made the following recommendations for consideration by the Council;-

- a. That in response to the recommendation by the Internal Auditor that we have a nominated councilor to undertake a review of the Councils Financial Controls. Cllr Mathers has offered to take on this role.
- b. That the Council Approve the recommendation of the Finance Working Group in principal to proceed with the adoption of “Hallmaster” as the booking system for Longburrow.
- c. That the Council approve the quotation from Lamps & Tubes Illuminations to provide 2 x 30W LED Flood Lights with a PIR on each to the front and side of Longburrow Hall in total 4 units at a cost of £550 + VAT.
- d. The Council have considered the provision of wooden benches to bus stops which would cost £1700. Cllr Seddon has approached some organizations to get some financial support without success. The Council are asked to approve the installation of same provided that 50% of the cost comes from sources or organizations outside the Council.

Cllr Mathers proposed, Cllr Bhatiani seconded and the Council approved items **a-d** without division.

22. Allotment Inspection Report.

An inspection of the Allotment Plots had been undertaken on 31st July 2026 by Cllrs Seddon and Thomas and it had been noticed that the tenants of two plots were of a condition that early termination (31st October 2026) was warranted. It was agreed that the tenants of these plots be notified of this decision.

There were numerous other plots where an improvement was required otherwise there was a risk that their Tenancy for the year 2027 would not be renewed. A further inspection will be undertaken before these tenants are notified.

23. Triple A Amusements

Triple A Amusements have asked if they could visit Stokenchurch in either April or May 2027. The dates being for either the period of 19th to 26th April or 17th to 24th May 2027. The view of the Council was that April was preferable but that it would be weather dependent. The Clerk was asked to obtain more details and report back to Council.

24. Remembrance Parade & Road Traffic Closure 8th November 2026.

The Chairman advised that although we had a blanket road closure authorization from Buckinghamshire Council for the remembrance service, we needed an organization who are properly licensed and accredited to undertake such work. To that end the Chairman wrote to 2 separate organizations on 1st September and one on 3rd September asking for quotations before the meeting on 9th September. Only one – Renteq had replied with a quotation of £800 + VAT = £960. This will comprise of the provision of Advance Warning Signs issued 2 weeks prior and Road Closure on the day. It was proposed in the absence of other quotes and the need to ensure that the provision is obtained that we proceed with this quotation. It was noted by the parishioners that the warning signs needed to be secured so as to avoid being misappropriated. It was proposed by Cllr Seddon, seconded by Cllr Baker and agreed without division that the quotation from Renteq be accepted and that this decision is communicated to Renteq accordingly. The Chairman will notify the RFO and Clerk of this decision.

25. Longburrow Park Fencing

This matter has been the subject of much discussion and two quotations had been obtained for consideration by the Council. There ensued a long detailed discussion about the fencing, hedging and Cllr Baker informed the meeting of the existence of covenants which will need to be both examined and determined as to how the Council should proceed. Cllr Baker advised that when the land at Longburrow was purchased there was a requirement for the provision of a Beech Hedge, this was subsequently adjusted to that of a quickthorn hedge. This matter was therefore deferred till the next meeting.

26. Marlow Road Cemetery

The Clerk reported that an ex parishioner had been unable to access the graves located there due to the overgrowth of vegetation. The Chairman agreed that the cemetery required some maintenance and that quotations had previously been sought to address this problem but due to funding constraints were unable to be proceeded with. A contractor had been approached to do some remedial work and the Council were awaiting a reply.

27. Playground Annual Inspection

The Annual Playground Inspection which covers the 3 sites – Longburrow, Cricket Ground and Studley Green was originally due in August but will be done in November this year, at a cost of £594 including VAT.. It was agreed that the inspection would revert to August in 2027.

28. SSEN Mil, Lane upgrade cabling works.

The Council have been advised that SSEN will be reinforcing the cabling from the Business Park down Mill Lane crossing Ibstone Road along the alleyway and into the rest of Mill Lane towards Mill Road. The Council

have been advised that affected residents have been mail dropped and that the work is due within the next 3 months, will have 3 way traffic lights on the Ibstone Road and take 1-2 weeks to complete.

29. Funeral Wreaths around the Hall.

Cllr Seddon was concerned about the use of plastic wreaths taken from the cemetery bins to decorate the hall, as it could be seen as disrespectful and open to adverse comment. There was also concern about the hanging baskets as some parishioners had been hitting their heads on them. The Council agreed that the reuse of plastic wreaths must stop and the hanging baskets must be removed.

30. Overgrown Hedges.

The Council had received reports of overgrown hedges that were encroaching on the footpaths to the detriment of pedestrians (**HIGHWAYS ACT 1980, SECTION 154 – OVERGROWN HEDGE (TREE) CAUSING A DANGER OR NUISANCE**) and the owners of these had been sent letters on 1st September asking them to cut them back. The individuals have 14 days to comply and if nothing has been done they are given a further 14days. If after this time there has been no response it is passed to Buckinghamshire Council for appropriate action.

31.Swilley Pond Lease update..

The Council is still in conversation with Stoken Estates who lease Swilley Pond from the Parish Council, a further report will be made at the next meeting.

32. Councillor Election date 29th October 2026.

The polling date for the election of a Councillor to Stokenchurch Parish Council is 29th October 2026 and applications can be submitted to the Deputy Returning Officer at Aylesbury between 10.00 and 16.00hrs on the following dates;- 24th September to 2nd October (Mondays to Fridays only). Further details will be published on the website and on the Notice Boards in the village.

33. Parking on Bowling Green Land.

The Council has received questions regarding ownership of land at Bowling Green and whether individual properties have parking rights. Cllr Baker advised that the land is governed by both Common Land and also Village Green legislation and that there are no personal parking rights. In order to clarify same confirmation will be sought from the land registry and the individuals will be advised accordingly.

34. SGCC Lease

Arrangements are to be made for a meeting at Longburrow between Studley Green Community Centre and the Council to progress this discussion as a matter of urgency.

35. CCTV at Longburrow

The Council have identified that upgrades to the CCTV system at Longburrow are required and also an ongoing maintenance agreement. A quotation was received from Falcon Fire Security of £1296.94 for the new equipment which also includes adoption of the current system. In addition there is an annual service charge of £200.88. The Council were asked to consider approval of same. Cllr Baker proposed, Cllr Burnham seconded and it was agreed without division.

36. Memorial Hall request to repaint & restore memorial railings

The Council were asked for approval by the Memorial Hall Social Club to repaint and restore the memorial railings. Cllr Baker proposed, Cllr Burnham seconded and the Council agreed with division to approve.

37. Stokenchurch Library Request to Remove the Bike Railings.

The Council were asked to approve the request from Stokenchurch Library to remove the bike railings as they do not appear to have been used and that according to a parishioner being replaced by a bench. Cllr Baker advised that the area is in a conservation area and that it might be prudent for the Library to contact Buckinghamshire Council for approval,

38. Risk Assessment of Street Lighting.

The new lighting contractor appointed by the Parish Council reported with video evidence that one of the street lights had been found to be insecure in that only the flex attached the light unit to the post and if there had been a strong wind the light fitting may well have become totally detached and fallen with a potential risk of injury.

The contractor has recommended that a risk assessment of all (134) lights is to be considered. If such a decision is proceeded with the Council will at the same time arrange for all of the lights that the Parish Council is responsible for to be clearly marked for the benefit of the public and future contractors.

39. Memorial Hall Lease – compliance are recent noise disturbance.

On 15th August an incident at the Memorial Hall caused significant disturbance to parishioners and also required the involvement of Thames Valley Police. This occurrence is contrary to the lease dated 28th May 1984 by way of Clause 11 (Nuisance and Disturbance) Clause 11 (Permitted use) Clause 15 (Orderly Conduct & Police Complaints).

The Council after due discussion has agreed that the Clerk send a non-prejudicial letter to the Management Committee of the Memorial Hall Social Club reminding them of their obligations under the lease and a written response within 14 days of the issuing of the letter.

40. Christmas Tree

The Council have received a letter from the Tree Barn giving details of the trees available. The Clerk will be in contact with the Tree Barn to determine size, delivery etc and advise at the next meeting.

The Meeting Closed at 22.05hrs