

# **Little Missenden Parish Council**

All correspondence should  
be addressed to:  
The Clerk to the Council

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## **NOTICE OF PARISH COUNCIL MEETING**

**I hereby give Notice that a Meeting of Little Missenden Parish  
Council  
will be held in**

**The Council Chamber, Rossetti Hall at the above address  
on 20<sup>th</sup> August 2018 commencing at 7.30 pm**

**All members of the Council are hereby summoned to attend for the business of considering and resolving upon matters as set out hereunder.**

*(Residents of the Parish, and the press, are entitled to be at the meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless precluded by the Parish Council by Resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose)*

**Dated 10<sup>th</sup> July 2018**

**Melanie Franklin  
Clerk to the Council**

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# AGENDA

## 1. Public Forum.

*(Subject to the approval of the Chairman, Members of the Public will have the opportunity to ask questions relating to matters of community interest, which fall within the responsibility of the Parish Council).*

2. To receive Apologies from Councillors for non-attendance. Cllrs Carruthers, Fallon

3. To receive declarations of interest relating to this meeting.

*(Under Sections 30(3) and 235(2) of the Localism Act 2011, Councillors are required to register their Disclosable Pecuniary Interests in the Register maintained by the Monitoring Officer of the District Council. The Council's Code of Conduct also requests Councillors to declare these where they relate to any item of business to be discussed)*

4. To receive and approve the previous Council Meeting Minutes.

5. To update the Actions Schedule

6. To receive and note reports from County Councillors.

7. To receive and note reports from District Councillors

## 8. Chairman's Report

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|--|----------------------------|
| 1. Feedback from Meeting with TfB 25/7/18                          | <b>Attached</b>            |
| 2. Vice Chair of Planning  | <b>Oral</b>                |
| 3. Report on meeting with HS2 13/8/18                              | <b>To Follow</b>           |
| 4. Feedback from Meeting re : Open Spaces & LKH 14/8/17            | <b>To Follow</b>           |
| 5. Photo shoot at HH for 20mph sign completion                     | <b>Oral</b>                |
| 6. Meeting with Align and 3 Parishes - in process of organisation. | <b>Oral</b>                |
| 7. Dragon Cottage surgery situation                                | <b>Oral &amp; Attached</b> |

## 9. Individual Committee Reports

### A) The Chairman of Planning.

Current Planning Applications for comment

### PL/18/2677/FA

Grey House Beamond End Lane Beamond End Buckinghamshire HP7 0QT Single storey rear extension, extending and enlarging of garage to habitable accommodation with a front, rear and side extensions linking it to the house. Removing the front porch/door and creating a new side entry.

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|---|-----------------|
| 2. HGSA Lease extension                           | <b>Attached</b> |
| 3. HS2 – Letter from Rt Hon Dame Cheryl Gillam MP | <b>Attached</b> |

## **B) The Chairman of Finance**

1. To receive and approve the Bank Reconciliation, Bank Statement and Unpresented Payment statements for July 2018. **Attached**
2. To receive and agree the Income and Expenditure statements for July 2018 **Attached**
3. June Reconciliation **Oral**
4. **Revised budget and coding.**

To follow up on the previous discussion Finance has re-worked both the budget and the coding lines. Via the attached draft budget Finance wishes to increase transparency and breakdown the figures so Council can see in more detail how funds are being spent. Currently coding is generic and a number of costs can be allocated to a single cost centre.

The purpose of the change is to allow Council keep track of actual spending against budget. It will be an improved management tool allowing Council to make budget changes as trends come to light.

Finance would request Councillors to read through the coding centres to ensure they understand each cost centre.

It should be noted that the revised cost centres are a start point and most likely need refining as we gain knowledge and experience. **Attached**

## **Scribe training 22nd August 2018**

### **Information only**

A date and a cost have been agreed for a Scribe training day to be held at Rossetti Hall for four participants.

Melanie Franklin, Diana Ballard, Danny Baker and Stephen Burke  
Cost £300 + £80 travelling costs.

### **Scribe reconfiguration**

Information only

With the revision of the budget and the additional coding lines there is a need to reconfigure Scribe and re-input data. To achieve this in the shortest timescale and reduce the risk of errors given the team will have been only recently trained on Scribe it has been agreed to use a third party to carry out the work of the Scribe reconfiguration and data inputting.

The Scribe trainer has agreed to undertake the work

Cost £300 + £80 travel costs.

## **C) The Chairman of Open Spaces**

- 1 Dog bins being relocated due to advice from CDC re waste bins **Oral**

2	Replacement Tree Earl Howe Road	<b>Attached</b>
3	Tree Survey	<b>Attached</b>
4	Goal Socket Little Kingshill	<b>Attached</b>
5	Hughenden Football Team and Little Kingshill Common	<b>Attached</b>
6	Installation programme at Hyde Heath and Little Missenden play surface	<b>Attached</b>

#### 10. Clerk's Report

1.	Meeting room bookings	<b>Oral</b>
2.	Standing Orders – Updated	<b>Attached</b>
3.	Privacy Policy – Updated	<b>Attached</b>
4.	Bank Mandate- To be signed	
5.	@Littlemissendenpc Email addresses	<b>Oral</b>
6.	Councillor Vacancies – Little Kingshill / Holmer Green	<b>Oral</b>
7.	Best Kept Village Competition	<b>Attached</b>
8.	Salvation Army Recycling Bank	<b>Attached</b>
9.	Little Kingshill _ Grant for Churchyard	<b>Attached</b>

#### 11. Councillors items for discussion and, where necessary, approval

1.	Concrete posts at Little Missenden Green need reinstalling – Cllr Scotchbrook.	<b>Attached</b>
2.	Memorial Bench in memory of Annie Barnet in Little Missenden Play area – Cllr Scotchbrook	<b>Attached</b>
3.	Trimming Trees at Little Missenden - Cllr Scotchbrook	<b>Attached</b>
4.	Sponsorship of Planter with memorial plaque by Stevens Garage Holmer Green – Cllr Geraghty	<b>Oral</b>
5.	Temporary Signage - Cllr Rawbone	<b>Attached</b>
6.	Remembrance Plaque on bench by pond - Cllr Fallon	<b>Attached</b>
7.	Street Lighting Survey	<b>Attached</b>

#### 12. Rossetti Hall

Nothing advised

#### 13. Youth matters.

Nothing Advised

#### 14. Local Area Forum

Traffic Measures Holmer Green PVAS	<b>Attached</b>
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#### Dates of next Meetings.

**Planning:** 3<sup>rd</sup> September 2-18 at **Hyde Heath Village Hall** commencing at **7.00pm** – Followed  
**Hyde Heath Open Meeting commencing at 8.00pm**

**Council:** 17<sup>th</sup> September 2018 at Rossetti Hall commencing at 7.30pm