Stokenchurch Parish Council
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MINUTES OF ORDINARY MEETING

Wednesday 3rd December 2025

COUNCILLORS IN ATTENDANCE: C. Baker, S. Bhatiani, V. Jenkinson, T. Ramsden, R. Thomas, A. Seddon, C. Wheeler

MEMBERS OF PUBLIC: 5

DATE OF MEETING: 03.12.2025

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

MINUTES

Meeting opened at 19.32 by Vice-Chairman R Thomas

OPENING

Public Forum: Parishioners raised their concerns of updates on the latest Kings Arm's Hotel news, the minutes from the 5th November, item 19 on the agenda, the fencing to the perimeter of Longburrow field, and the resurfacing of Marlow Road.

1 **To receive and accept apologies of absence.**
Apologies received from Cllr R Burnham. Cllr S Bhatiani apologised that she would arrive late.

2 **To receive any declarations of interest.**
Cllr C Baker stated she uses a contractor in the bills payable so would abstain from the vote.

3 **To confirm minutes of:**

Meeting 3rd November 2025.
a Proposer: T Ramsden. Seconded: C Baker.

Meeting 5th November 2025.
b Proposer: T Ramsden. Seconded: C Baker following the amendments be made.

Meeting 5th November 2025 (closed session).
c Proposer: C Wheeler. Seconded: C Baker.

Meeting 17th November 2025 (closed session).
d Proposer: C Wheeler. Seconded: C Baker.

4 **Buckinghamshire councillors: To receive updates.**
U Cllr R Carrington gave updates on the Kings Arms hotel stating that the hearing was in December and that it is at the hands of the court. U Cllr R Carrington also updated on the capital highways programme: that they had received a list of roads from the clerk and that Marlow Road was a priority of Ridgeway West for 2026. He also updated that all 3 prior approval applications for the agricultural barn on Park Lane had been rejected, and that they had continue to investigate Mudds Bank with further drone flights that had noted irregularities indicating; somethings going on. U Cllr S Adoh gave updates that they have their coming Ridgeway West councillor surgery in December at Stokenchurch Library. U Cllr S Adoh also updated that they have been looking into the transport for Stokenchurch and were looking to have a meeting in the coming weeks to discuss this in more detail.

FINANCE

5 **Bills Payable:** November 2025.
Cllr C Baker abstained from the bills payable. The council confirmed the bills payable, following a proposal from V Jenkinson, Seconded by A Seddon.

6 **Monthly accounts:** November 2025.
Proposer: T Ramsden. Seconded: V Jenkinson.

7 **Monthly Bank Reconciliation:** November 2025
Proposer: T Ramsden. Seconded: C Wheeler

PLANNING

8 **PL/25/4363/FA: 79 Marlow Road, Stokenchurch, Buckinghamshire, HP14 3QS. Householder application for side porch and single storey rear extension.**
The council gave no objections to the planning application.

UPDATES

9 **Clerk Report:** To receive updates from clerk on ongoing actions and new matters of business.
The clerk gave updates. *Please see clerk report for full schedule of updates within the 3rd December meeting pack.*

OTHER BUSINESS

10 **Staffing Working Group: To reconfirm members on the staffing working group.**
The Vice-chairman suggested that this item be moved to be discussed alongside item 28 in the agenda. The council agreed.

11 **Community Engagement Working Group: The proposal to set up a community engagement working group to review community engagement and communications.**
The council agreed to defer this item to January's meeting.

12 **Removal of Tree: To consider quotes for the removal of a tree on the cricket ground.**
Following a proposal from T Ramsden, seconded by V Jenkinson the council confirmed the spend of £320.00 + VAT for the removal of the pear tree on the cricket ground.

13 **Internal Auditor: To consider contracting options for 25/26 internal auditor.**
The council resolved to contract Jane Olds to carry out the internal audit for 2025/26 at £315.00. Proposer: V Jenkinson. Seconded: T Ramsden.

14 **Donation: To consider a donation to Stokie's Big Splash.**
The council confirmed a donation of £250.00 to be given to Stokie's Big Splash. Proposed by T Ramsden ad seconded by A Seddon.

15 **Cemetery Maintenance: To consider renewal/tender for cemetery maintenance.**
The council gave compliments to the contractor that maintains the cemetery grounds, and resolved to renew the contract for another year, at no increase of cost for £14400.00 for the cemetery maintenance and £100.00 per month for the kings Arms. Proposer: V Jenkinson. Seconded: A Seddon.

16 **Streetlights: To consider quotes for streetlight repairs.**
The Vice-chairman stated that unfortunately the clerk had not received the quotes for the streetlight repairs so unfortunately, they could not confirm any works and repairs. The item was deferred to January's meeting.

17 **Budget 26/27: To consider the budgets for 26/27.**
The council ran through the draft budget for 2026/27 and the clerk suggested that each councillor attends and informal meeting to discuss the budget to ensure complete understanding ahead of approving at January's meeting.

18 **Longburrow Hall: To note the expense with One Group Solutions for air testing and compliance.**
The council noted the spend of £1080.00 + VAT for the asbestos compliance and air testing at Longburrow Hall. Proposed: C Baker. Seconded: V Jenkinson.

19 **Stokenchurch Fete Committee: To note the transfer of monies held by the Parish Council back to Stokenchurch Fete Committee.**
Parishioners had raised that this was referred to as the Marquee Fund. The council noted the transfer of monies of £5406.00 to the Marquee fund account that the council had held.

20 **Longburrow Hall: To consider options for new cooker.**
The council discussed the cooker that had previously been agreed to purchase for Longburrow Hall. Cllr V Jenkinson advised she is waiting for confirmation if the cooker was 3-phase supply. This purchase has already

been resolved by the council, the council confirmed they would continue to organise the purchase of a new cooker.

21 **Breakthrough Communications: To consider subscribing to Breakthrough Communications Council Hive.**
After wanting to understand the benefit of this subscription a little more, the council deferred this item to January's meeting.

22 **Longburrow Field: The request to place an additional shipping container on Longburrow Field for the storage of equipment.**
The council requested further information about the container; what colour the container would be and if planning would be required for its placement. The council resolved the clerk would liaise with the individual for further information.

23 **Allotments: To consider quote for the amendment of the pipework at Stokenchurch allotment.**
The council resolved to go ahead with the pipework at Stokenchurch allotments for the sum of £1250.00 + VAT. The work would be carried out in March 2026. Proposer: T Ramsden. Seconded: V Jenkinson.

24 **Policy: To adopt the lone working policy.**
The council deferred this item to January's meeting.

25 **Subscriptions: To review current direct debits, standing orders, and subscriptions.**
The council deferred this to the finance working group, for the FWG to carryout this action on a yearly basis and make recommendations to the council.

26 **Longburrow Hall: To consider quotes for cleaning contractors.**
The Vice-chairman stated that this was still being looked into and further quotes were being requested.

27 **Planters: To review quote to take over the maintenance and upkeep of the ground & hanging planters.**
The council resolved to contract for the sum £100.00+ VAT the removal and winter storage of the hanging planters, along with £630.00 + VAT to plant out, manage and maintain the hanging planters for the summer of 2026. The council also discussed that the council would manage and maintain the ground planters with the Open Spaces working group looking into donations for bulbs and liaising with local business to sponsor the planters and have a plaque. Proposer: A Seddon. Seconded: V Jenkinson.

28 **Working Groups: To review existing working groups and members.**
The council reviewed existing working groups and current members. Councillors then confirmed working groups they would like to join.

29 **Banking Authorities: To confirm two additional councillors as signatories.**
The council resolved to add councillors A Seddon and C Wheeler as signatories to the bank. The council also confirmed that the new Clerk & R.F.O upon their appointment would be added to the bank and the CCLA account.

30 **Banking: The proposal to set up a new bank account with a bank card for council expenses.**
The council resolved to set up a separate bank account with the Co-operative bank with float of £1000.00. This would be for staff members to have a bank card for general expenditure, and the management of hall hire deposits to allow more timely refunds of hall deposits. Proposer: S Bhatiani. Seconded: T Ramsden.

31 **Longburrow Hall Security: To consider maintenance renewal for security alarms at Longburrow Hall.**
The council resolved to renew with Blue Chip Security on the silver maintenance package at £162.00 Inc VAT. Proposed by V Jenkinson. Seconded by C Baker.

32 **Noticeboards: To review the parish noticeboards.**
The council resolved to continue to update 3 of the 6 notice boards. The 3 that would continue to be in use are: Water end, Studley Green, and Stokenchurch Kings Arms Carpark. The 3 no longer in use are to be updated with a note indicating the closest updated noticeboard. Proposer: T Ramsden. Seconded: A Seddon.

CLOSING

33 Next Meeting: Confirmation of next meeting 7th January 2026

Meeting closed at 21.16 by Vice-Chairman R Thomas