

# COGENHOE & WHISTON PARISH COUNCIL

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**Minutes of the Meeting of Cogenhoe & Whiston Parish Council- Pocket Park Committee held on Wednesday 17<sup>th</sup> November, 7.30pm at Cogenhoe & Whiston Village Hall, York Avenue, Cogenhoe, NN7 1NB.**

<b>31.21</b>	<b>Open Forum</b> One member of the public attended the meeting to observe.
<b>32.21</b>	To <b>receive and accept apologies for absence.</b> Apologies for absence were received and accepted from Boglarka Enyedi-Lovrity, (BL).  Present; Cllr J Cunnington (Chairman) (JC), Cllr Biggs, (JB), Sue Carverhill, (SC), Geoff Carverhill, (GC) & Sean Foster, (SF).  Cllr Snedker, (MS) & Charlie Masters, (CM), did not attend the meeting.
<b>33.21</b>	To <b>receive any declarations of disclosable pecuniary or non-statutory disclosable interests</b> for items on the agenda.  None
<b>34.21</b>	To <b>sign minutes</b> of meeting held on 15 <sup>th</sup> September 2021  The <b>minutes</b> of the meeting held on 15 <sup>th</sup> September 2021 were <b>signed</b> .
<b>35.21</b>	<b>Matters arising</b>  -Finalised development plan circulated, no further comments received, full council agenda for December for final approval  -Update SC re map  SC <b>advised</b> that she had spoken to another company, Silver7 Mapping who involved the community in drawing a map. It was <b>agreed</b> that the Clerk would speak to them and get a quote. <span style="float: right;"><b>Action Clerk</b></span>  -Full council agreed budget of £2500 for noticeboard / lectern/ map  It was <b>agreed</b> that the noticeboard would be ordered, with posts and header saying ‘Cogenhoe Pocket Park’. <span style="float: right;"><b>Action Clerk</b></span>  -JC to set-up ‘Friends of the Pocket Park’ facebook group.

	<p>It was <b>agreed</b> that rather than having a separate face book account, the Parish Council facebook would be used. Clerk to provide login details to JC. <b>Action Clerk</b></p>
36.21	<p>To <b>receive</b> comments from monthly risk assessments</p> <p>JB October</p> <p>JB <b>reported</b> that there were no new issues, other than those relating to the recent high winds.</p> <p>BL&amp;CL November</p> <p>Comments awaited. <b>Action BL &amp; CL</b></p> <p>To allocate people to complete next risk assessments.</p> <p>JC <b>agreed</b> to produce a larger version of the risk assessment checklist that could be printed. <b>Action JC</b></p> <p>It was <b>agreed</b> that SC &amp; GC would complete the December risk assessment.</p> <p>Following that the same rota would be followed; Jan SF, Feb JC, Mar JB, April BL &amp; CL, May SC &amp; GC.</p>
37.21	<p><b>Expenditure</b> from budget to date – NOTED</p> <p>Budget £500 1.4.21-31.3.22</p> <p>Rent                      £ 50 + VAT</p> <p>Gate                        £139.85 + VAT</p> <p>Staff costs PP event £39.00</p> <p>Total to date £228.85</p> <p>To set budget for 2022/23 (see also 39.21 below)</p> <p>It was <b>agreed</b> that a budget of £500 would be requested. Clerk to advise full council finance working party. <b>Action Clerk</b></p>
38.21	<p>To consider November / December jobs for working party morning 21.11.21 &amp; current maintenance.</p> <p>It was <b>agreed</b> that there were some outstanding maintenance jobs from the last working party morning that would be completed on 21.11.21. There was also quite a bit of debris still lying around after the high winds that would be cleared if there were sufficient helpers. Some ground preparation &amp; removal of the hazels would also be carried out in preparation for the bluebell planting which would take place in January (subject to purchasing the bulbs). SC <b>agreed</b> to mark the area to be cleared before Sunday. <b>Action SC</b></p> <p>Update SC re Ed Griffiths to organise the annual verge mowing on Short Lane.</p> <p>SC <b>advised</b> that she was meeting Ed Griffiths on 20.11.21 to discuss mowing the verge. There was some debris that would need clearing before that could be completed. <b>Action SC</b></p>

	<p>JC <b>advised</b> that the Cricket Club had offered manpower to help with jobs at the Pocket Park for which the committee were very grateful. It was <b>agreed</b> that they would be asked to help at the next maintenance morning on the 9<sup>th</sup> January 2022 when the pond will be de-silted. JC to advise CC. <span style="float: right;">Action JC</span></p>
39.21	<p>To consider purchasing chainsaw for PP use and some sort of secure storage for equipment (possibly at Scout Hut).</p> <p>It was <b>agreed</b> that this would be a good idea. JC advised that he had spoken to Natasha at Scouts about possible storage, she was going to speak to their committee about this.</p> <p>JC <b>advised</b> that an appropriate chainsaw and PPE would cost approx. £500.</p> <p>There is £271.15 left in the budget, full council will be asked if there was any other budget available so that this could be purchased. <span style="float: right;">Action Clerk</span></p>
40.21	<p><b>Items from full council for discussion</b></p> <p>-Suggestion from resident to plant bluebells &amp; hold event (possible fundraising opportunity?)</p> <p>See 38.21 above. Clerk to purchase native bluebell bulbs from monies donated by resident. <span style="float: right;">Action Clerk</span></p> <p>Outstanding - Estate asked re siding out bank &amp; track to create area in designated wildflower area to plant bluebells.</p> <p>The Clerk reported that the estate would deal with this when time allowed – NOTED</p>
41.21	<p>SF to consider expansion of Pocket Park</p> <p>SF advised that he had not heard back from the estate, Clerk to see if a short meeting could be organised. <span style="float: right;">Action Clerk</span></p>
42.21	<p>Request from Jubilee committee for PP to be involved in village celebrations Thursday 2/6/22</p> <p>It was <b>agreed</b> that the PP would organise an event on 2/6/22, possibly launch of a ‘jubilee’ trail around the park.</p>
43.21	<p>SF to consider publishing walks</p> <p>It was <b>agreed</b> that that this was a good idea. Clerk to investigate how these could be properly mapped for re-production. <span style="float: right;">Action Clerk</span></p>
44.21	<p><b>Correspondence received</b></p> <p>None</p>
45.21	<p><b>Correspondence issued</b></p> <p>9.11.21 Email Compton estates re trees</p> <p>The Clerk <b>advised</b> that tree work had been completed.</p> <p>9.11.21 Email Chalfont Coaches re trees</p>

	The Clerk <b>advised</b> that Chalfont had acknowledged that the trees needed some inspection & this would be organised.
46.21	<p><b>Information for the Chairman</b> (no legal decision can be made on this information).</p> <p>JC <b>thanked</b> everyone who had helped with the tree clearance on 31.10.21.</p> <p>It was <b>agreed</b> that the next maintenance morning would be on the 9<sup>th</sup> January 2022 at 10am.</p>
47.21	<p><b>Meeting closed &amp; Date of next meeting</b></p> <p>There being no further business the <b>meeting closed at 9pm.</b></p> <p><b>Date of next meeting</b></p> <p>Wednesday 19<sup>th</sup> January 2022. 7.30pm</p>

*Deborah Rush*

Deborah Rush  
Parish Clerk 18.11.21

## Appendix 1

### Current maintenance issues:

- 1-Steps eroded (from Short Lane into spinney stream culvert)
- 2-Posts rotted on sign, lower Short Lane near spinney gate & ford
- 3-Benches by waterfall (repair or replace but consider litter problems)
- 4-Signage re litter
- 5-Replace noticeboard (part map & trail) part notices that can be changed
- 6-Replace trail post & re-site 2 others
- 7-Clear pond area / dam/ filter.
- 8-Repair posts that retain pond bank.
- 9-Replace rotten sleeper on bridge by pond.
- 10-Clear dead Elms

## Appendix 2

January	Risk Assessment Checklist
February	Risk Assessment Checklist Bird box maintenance
March	Risk Assessment Checklist Cut back brambles & brush cut Short lane verge vegetation
April	Risk Assessment Checklist
May	Risk Assessment Checklist Path & overhanging vegetation clearance
June	Risk Assessment Checklist Path & overhanging vegetation clearance
July	Risk Assessment Checklist Path & overhanging vegetation clearance
August	Risk Assessment Checklist – Sean
September	Risk Assessment Checklist – Jez Mow verge (Short Lane) – contractor
October	Risk Assessment Checklist
November	Risk Assessment Checklist Pond clearance / de-silting
December	Risk Assessment Checklist