

Latimer & Ley Hill Parish Council Meeting | MINUTES

19th October 2021/ 7.15pm at Ley Hill Memorial Hall

ATTENDEES

CLlr Anne Birkett (AB), CLlr John Drewery, CLlr Steve Thorp (ST), CLlr Nigel Hill, Claire Leek (Parish Clerk)

AGENDA TOPICS

| Agenda topic 1 | Apologies for Absence

CLlr Chris Gregory (CG), CLlr Emily Culverhouse

| Agenda topic 2 | Register of Interests

None

| Agenda topic 3 | Public Quarter Hour

No members of the public attended.

| Agenda topic 4 | Approval of September Meeting Minutes

Formally approved by all. Signed by Chairman and Clerk to upload to website.

| Agenda topic 5 | Finance

- a. **Approval of Finance Report.** Finance reports for September approved by all. Will be uploaded to the website by Clerk.
- b. **Budget review – 2021-2022 budget status.** Clerk presented the status of the budget for the current financial year. Expenditure is lower than expected spend, and the proposed deficit is likely to be significantly less than expected. Accounts are looking healthy at the mid point in the financial year.
- c. **Budget for 2022-2023.** A budget for 2022-2023 has been drafted by the Clerk. PC are committed to keeping the precept request increase at a minimum, and hope to balance the budget. A finance meeting will be held in the coming weeks to discuss the first draft and a final draft to be presented and approved at the next meeting.

Action items	Person responsible
Arrange a finance committee meeting to discuss the draft budget	Clerk

| Agenda topic 6 | Burial Ground

- a. **Memorial Permit.** A proposed memorial permit was presented to the PC for approval. No objections.
- b. **Maintenance.** The burial ground will require one further cut at the end of the month. The Chiltern Society have cut the back hedge and the cuttings now need to be removed. Quote agreed for the removal of the cuttings. The fence behind the memorial garden is now rotten and requires attention. Longer term plan is to replace the fence with a hedge and it was proposed that we replace a 30ft section now with whips (most likely Yew) to address the issue of the rotten fence and also as a trial for the larger project. In addition, the gate posts are also rotten but the gates may not be required going forward. Cllr Hill to put together a proposal for the next meeting.

Proposed by NH. Seconded by AB.

The litter bin has been neglected by Buckinghamshire Council and was recently overflowing. A job was raised for Buckinghamshire waste team to reinstate the bin on the collection route. Need to keep an eye on the bin and make sure it is being collected weekly.

Action items	Person responsible
Arrange for hedge cuttings to be collected	Clerk
Write a proposal regarding the fence and gate posts replacement with whips.	N Hill

- c. **Notice of Funerals.** The PC asked for the burial ground administrator to circulate an email to the Clerk and Councillors when there is a burial arranged.

| Agenda topic 7 | To Consider Planning Application

- a. **PL/21/3283/FA 2 Blackwell Farm Cottages, Latimer.** No comments or objections.

| Agenda topic 8 | To Receive Planning Application Decisions

Noted.

| Agenda topic 9 | Code of Conduct

The new Code of Conduct produced by Buckinghamshire Council was reviewed. This was approved at the meeting and will be adopted going forward. Any changes made to the Code of Conduct by Bucks Council in the future will also be adopted.

Action items	Person responsible
Circulate approved Code of Conduct to all Cllrs	Clerk

| Agenda topic 10 | Devolved Services

The PC are unclear on the current process. Understand services have been devolved by Transport for Buckinghamshire as incidents and issues reported on Fix My Street are closed down as they are no longer the responsibility of Buckinghamshire Council. The PC have not been made aware of the new process, or who is now responsible for the maintenance and services. Clerk has contacted Chesham Town Council and Cllr J Baum for advice and information. The PC will need to allow provisions in the budget if tasks are to be carried out by the PC going forward.

Action items	Person responsible
Determine who has the responsibility for the devolved services	Clerk

| Agenda topic 11 | Reports & Correspondence

- a. **Bund on Common.** Larch tree logs have been pegged in around the edge of the common near the Beacon and the posts and benches removed. The logs require further pegs as one was knocked out of position within 24 hours. Cllr Birkett will contact the team at Buckinghamshire to make sure they are pegged in properly. PC to decide what the goal is behind installing the bund and in turn determine if this needs to extend further along Middle Road. Would like to discuss with the golf club and continue conversations with the cricket club regarding parking on the opposite side of the road rather than around the Beacon and seating area. Councillors to think about what they want to achieve from the bund installation and plan to be set at next meeting.

Proposed by NH. Seconded by AB.

- b. **Common Land.** Cllr Hill has written a piece which will form the PC policy going forward with regard to clear and simple instances of people making use of common land eg. Erecting signs, parking spots, paving. The PC will take the stance that permission must be sought to put up anything on land that is not your own, and if permission is not obtained, the PC will forward the issue on to the enforcement officers at Buckinghamshire Council. The article will be included in the News and Views, and an extended version with maps uploaded to the website.

Action items	Person responsible
Document to be finalised for communicating to parishioners	N Hill

There is an issue with areas of common land within Ley Hill that are not being looked after or maintained. There is a problem with overgrown brambles and areas where nettles are encroaching. The areas need to be looked at and the issues addressed. It will be costly to undertake this work as the PC do not own the required machinery. A tidy up of a number of areas had already been discussed with the Estates team at Buckinghamshire Council. AB to chase up. It was proposed that the PC look into the possibility of funding from the Community Board for the machinery.

Proposed by NH. Seconded by JD.

Action items	Person responsible
Discuss the areas of concern with David Stowe and Tina at Bucks Council	A Birkett

- c. **Street Lights.** Cllr Thorp carried out an extensive street light audit ahead of the darker months setting in. 4 lights were found to be faulty. These have been reported to the maintenance contractors and repairs scheduled.
- d. **Silver Sunday.** The event was very well attended and a large success. A contribution of £200 towards the cost of the event was funded by Buckinghamshire Councils Community Board.
- e. **Jubilee Tree Planting.** The PC still hope to plant 70 trees in the parish next year for the Queens Jubilee. In order to get permission for the trees to be planted in common land, a full plan of where, what type and how many trees needs to be submitted. Councillors to decide on a plan at the next meeting, to be considered between now and then. Initial ideas for places to plant trees:
 - The Triangle (1 or 2 larger trees in centre, high canopy)
 - Botley Road (behind the new bench)
 - Top of Kiln Lane (nr bus stop)
 - Along Blackwell Hall Lane (to create a natural barrier from the activity trail and the road)
 - Latimer Green (2 larger trees)
 - Discuss sites with golf club
 - Open up to parishioners (to make up the 70)

Action items	Person responsible
Think about where, type and number of trees ahead of a plan being decided and submitted	All

- f. **Parish Survey.** The PC have addressed >75% of the suggestions from the previous survey in 2017 and feel it is time to ask the residents again for 3 wishes for the parish. A simple survey will be sent out via newsletter, News and Views, via the website and paper copies made available and distributed. The PC will collate the results, determine the themes of the results and discuss the ideas to determine what can be looked into, what will need to be planned over the next few years. The survey will be sent out from the new year.
- g. **Meadham's Farm.** The PC were disappointed not to have been told of a precise start date for operations but after chasing up, discovered the site is open and has been drawing material on to site for 10 days. No issues with vehicle movements have been reported. The PC will continue to monitor the situation and serve as a communicator to the community.
- h. **Rowan Tree Farm.** Ongoing appeal to the enforcement notification. The PC will continue to check no further breaches to the planning conditions are made during the appeal period.

| **A. O. B**

- a. **Communication.** Clerk has struggled to get feedback and approvals from the Councillors over the past couple of months. Reiterated that engagement from the Councillors is required in some instances. Agreed to make clear in emails when a reply is needed.

Meeting Closed at | 09.55pm |

Signed: _____

Date: _____

Councillor Anne Birkett (Chairman)

Latimer and Ley Hill Parish Council

Next Meeting | 30th November 2021 | St Mary Magdalene Church