



# Latimer & Ley Hill Parish Council Meeting | MINUTES

24<sup>th</sup> February 2021 / 7.15pm | Virtual Meeting (Zoom)

## ATTENDEES

Cllr Anne Birkett (AB), Cllr John Drewery, Cllr Nigel Hill (NH), Cllr Steve Thorp (ST), Cllr Chris Gregory (CG), Cllr Chris Harris (CH) Claire Leek (Clerk)

## AGENDA TOPICS

### | Agenda topic 1 | Apologies for Absence

None

### | Agenda topic 2 | Approval of January meeting Minutes

Formally approved. AB to sign and Clerk to upload to website.

### | Agenda topic 3 | Register of Interests

Cllr Birkett is a member of the management team for Ley Hill Community Pub Ltd

### | Agenda topic 4 | Burial Ground

- a. **Damage to Headstones – Response from Church.** Church have agreed to pay 50% of the costs involved in repairing the Celtic cross memorial stone damaged by the fallen tree. The work has been carried out. Invoice to be settled with Kenward & Sons and invoice raised for church reimbursement.

Action items	Person responsible
Pay invoice and handle reimbursement from church	Clerk

- b. **Burial Fee Renewal.** Fees will be increased in line with neighboring parishes from 1<sup>st</sup> April 2021. It has been 3 years since the fees were reviewed. Jenet Hill has proposed the renewed fee structure and this was agreed by all.

Action items	Person responsible
Update fees from 1 <sup>st</sup> April on website	Clerk

- c. **Maintenance.** Callum Wilson contacted the Clerk to arrange a date for the maintenance at the burial ground to resume. Discussed the state of the grounds now and decided to resume grass cutting from mid-April. There is a self-seeded holly bush that will need removing and tree debris lying on the ground.

- d. **Light concerns due to trees.** A complaint had been received regarding the size of the trees in the burial ground with regard to both safety/risk to houses and issues of light restrictions on nearby houses. The tree survey recently carried out provides the parish council with reassurance about the safety of the trees, with none posing any significant risk. The issue of light was out of the scope of the survey. The parish council has a 5-year plan in place for the trees and at present does not believe the light issue to be significant.

Proposed by CG. Seconded by NH.

Action items	Person responsible
Write to parishioner explaining PC position	Clerk

#### | Agenda topic 5 | Finance

- a. **Approval of Finance Report.** Finance reports for January approved by all. Will be uploaded to the website.
- b. **Payroll Services.** The current payroll services company is unable to provide a service after year end. Alternative companies have been approached, 3 quotations obtained, and the PC discussed the options. Decision was made to go forward with Diane Malley.

Proposed by CG. Seconded by NH.

Action items	Person responsible
Complete paperwork ready for start of year with new payroll service company.	Clerk

- c. **Internal Audit.** As we approach year end, the PC need to explore the options available for an internal audit. Councillors will make some enquiries. If this is not fruitful, a request will be made to the parish via the email newsletter.

Action items	Person responsible
Make enquiries within the parish to see if there is an offer of help.	Anne Birkett

#### | Agenda topic 6 | To consider Planning Applications

- a. **PL/21/3891/FA. 1 Farm Cottages.** No comments.
- b. **PL/21/0349/HB. Old Rectory.** No comments.
- c. **PL/21/0197/FA. The Pheasantries.** No comments.
- d. **The Swan** – amendments were received within the last week which provided additional information and an updated Heritage Officer report. PC will send in a response to the report in a bid to keep it as an asset of community value. Agreed to do so.

Action items	Person responsible
Produce a response from PC	Anne Birkett to write/ Clerk to send.

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**| Agenda topic 7 | To receive Planning Application Decisions**

All noted.

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**| Agenda topic 8 | Rowan Tree Farm**

Following the actions from the last meeting, Cllr S Thorp produced a thorough and extensive report for Buckinghamshire Council highlighting the suspected planning permission breaches at Rowan Tree Farm. Bucks have replied and will be taking up the matter in the coming weeks, with a view to having the concrete hard-standing uplifted. The issue of traffic along the lane leading up to Rowan Tree Farm was discussed and Cllr Thorp will investigate this.

Proposed by ST. Seconded by NH.

The issue of the fence was also reported to Bucks Council, awaiting a reply.

Action items	Person responsible
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Investigate the issues with the traffic that has been generated along the lane, and the HGV activity.	Steve Thorp
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**| Agenda topic 9 | Rights of Way**

- a. **Cowcroft Woods.** The application form requires a certification of a letter to the owner. Although the owner is unknown, the PC must make every effort to notify the landowner. The PC now know that utilities have vehicular right of way (ROW) along the lane through the woods, so it cannot be a bridleway, but a restricted byway. Cllr Birkett has contacted the owners of the woodland to ask them to confirm they do not own the land. None own the pathway through the middle, but all have a ROW granted in their deeds. The PC have served notice of the intent to apply for a restricted byway on the landowners, by displaying notices at either end of the pathway. These must remain in position for 6 weeks. The PC will then be able to submit the application.

Action items	Person responsible
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Start to collate the information received for the application form	Anne Birkett / Clerk
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**| Agenda topic 10 | May Elections**

- a. **Procedure for co-opting a new Councillor.** Process has been detailed in a new policy by Clerk. Circulated for comment prior to the meeting. Discussed the idea of interested parties attending a meeting to see how things run – this will be added to the policy.
- b. **Election Timeline.** Information is being received from BALC regarding the timeline for the elections on 6 May. Nomination papers will be received by the Clerk in the coming weeks. Timeline webinar being run by Buckinghamshire Council – Cllr Birkett to attend.

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**| Agenda topic 11 | Parking on Common**

The posts and benches installed on the common are in a poor state due to damage from vehicles hitting them, and the parked cars are churning up the land along Middle Lane. David Stowe is aware, and the Golf Club have also voiced concerns over the matter. Discussed moving the parking over to the Cricket Club side and removing the lay by parking option. The cricket club are happy with this (but would like a say on how it looks) and do not foresee any problems. The whole area needs to be considered as a whole, so as not to push the problem further down the road. Discussed the idea of using large logs to define the lay by, these could then be moved to roadside when/if the parking bay is moved. The creation of a bund around the lay by area is also to be considered.

Proposed by CH. Seconded by NH.

Action items	Person responsible
Discuss bund/logs with David Stowe – see if he has any logs available	Anne Birkett
Discuss logs with Golf Club – see if he has any logs available	Chris Harris

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**| Agenda topic 12 | Village Picnic**

The activity trail will be officially opened on Sunday 27<sup>th</sup> June. The Cricket Club have agreed not to hold a match and the Golf Club will be restricting play from the 2<sup>nd</sup> tee on Sunday afternoons soon anyway. Both are keen to be involved and help. There isn't a large commitment from the PC but a small group to help organize things is needed. Chris Harris and Anne Birkett to lead.

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**| Agenda topic 13 | Policies**

- a. **Noticeboard Policy.** Reviewed and updated. The Councillors addresses and phone numbers will not be put on the noticeboard going forward. List of Councillors and the email address for the Clerk will be made available. Need to add in the Burial Ground noticeboard. Approved and adopted by the PC with these edits.

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**| Agenda topic 14 | Neighbourhood Plan**

Following a meeting with a consultant, an email newsletter was sent out to understand the level of support for a neighbourhood plan in the community. There was a very limited response with only seven out of two hundred plus houses responding to date. That said, all were favour of the PC adopting a neighbourhood plan. The PC agreed to go ahead with this and start the process with Neil Homer.

Proposed by AB. Seconded by CG.

The first step involves applying to Buckinghamshire Council to designate the area the plan will apply to. The PC need to decide the area – the whole parish? Just Ley Hill? The land in Latimer is protected to a much higher degree than Ley Hill, especially if Ley Hill loses Greenbelt protection. Chris Gregory to determine the opinion and enthusiasm for the neighbourhood plan in Latimer. Chris Gregory will lead the steering committee for the neighbourhood plan.

Proposed by AB. Seconded by NH.

Action items	Person responsible
Determine opinion in Latimer	Chris Gregory

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| **Agenda topic 15 | Reports & Correspondence**

- a. **Commemorative Bench.** Request received for a commemorative bench overlooking Cowcroft Woods. This is not PC owned land.

Action items	Person responsible
Contact parishioner and advise	Clerk

- b. **Electricity Pole.** Redundant electricity pole opposite 223 Botley Road. Clerk has reported to UK Power Networks on behalf of resident but has not heard anything in response. Further reports/chasing should be carried out by resident directly.
- c. **Broadband Issues.** The PC are receiving several complaints about the broadband speeds available at certain places within the parish. There is a new grant scheme coming soon which may be of benefit. Has been looked at previously, and it was going to be a very costly resolution in Ley Hill. Ashley Green have been looking into this recently. Chris Harris to contact them to see if they have any valuable information that could help.

Action items	Person responsible
Contact Ashley Green PC to ask for advice.	Chris Harris

- d. **Clerks Annual Leave.** Clerk will be on annual leave 8-12<sup>th</sup> March 5<sup>th</sup> – 12<sup>th</sup> April inclusive. Only urgent matters will be attended to.
- e. **Wildflowers.** 5 areas have been identified, budgeted, and cleared (weed killer) in Ley Hill. These will be rotavated in a few weeks and wildflower plugs will then be given to the volunteers. There may be some funding available for this through the Community Board.
- f. **Notice Board.** The glass has been replaced, new magnets purchased and looks much better.

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| **Any Other Business**

- a. **Chesham Villages Forum Meeting.** Cllr Birkett will be attending the meeting this week which will be with an officer from Transport for Bucks (TfB). Information from all local parishes has been collated on the issues that have been regularly reported to TfB but have not been resolved. Ley Hill has 3 issues that have been reported regularly over the last few years – Botley Road and Jasons Hill potholes, footpath from Broomstick Lane to the school, flooding on Bovington Road/Kiln Lane corner. These have all been raised again recently and all were detailed in the collated information that will be presented to the officer at the meeting. The long-standing issue of the failed road surface along Flaunden Bottom in Latimer will be raised again on Fix My Street.

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Meeting Closed at | 09.20pm |

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Councillor Anne Birkett

Chairman

Latimer and Ley Hill Parish Council

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Next Meeting | 23<sup>rd</sup> March 2021 |