



Latimer & Ley Hill Parish Council Meeting | MINUTES

5th January 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)

AGENDA TOPICS

| Agenda topic 1 | Apologies for Absence

None

| Agenda topic 2 | Approval of November meeting Minutes

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

| Agenda topic 3 | Register of Interests

Cllr Gregory is the agent for planning application – agenda item 6 C.

| Agenda topic 4 | Burial Ground

- a. **Damage to Headstones – Response from Church.** PC wrote to the church to explain the position and ask for a contribution to the costs. No response in 4+ weeks so a reminder/prompting letter will be sent.

Proposed by AB. Seconded by NH.

Action items	Person responsible
Write a chasing email explaining PC would like a response	Clerk to send.

- b. **Fence and Gate** Discussed the need in the near future for some repairs to the fence and a small gate, which no longer closes. A consideration will be made in the budget.

| Agenda topic 5 | Finance

- a. **Approval of Finance Reports.** Finance reports for November and December approved by all. Will be uploaded to the website.
- b. **2021/2022 Budget.** Clerk presented the proposed budget for 2021/2022. In previous years the budget has not been balanced and reserves have been relied on when expenditure was expected to exceed income, so as not

to raise the precept for the parish. Over the next two years the PC plan to bring expenditure and income closer and balance the books for the 2022/2023 budget.

Proposed by CG. Seconded by NH.

Action items	Person responsible
Final draft to be ready for website publication	Clerk

- c. **Precept.** The precept was set by the Parish Council after discussions about affordability and value.

Proposed by AB. Seconded by CH.

d. **Payments for Discussion**

- i. **Lamps and Tubes.** Invoice for replacing old, faulty light sets will be paid from next year's budget.

Proposed by ST. Seconded by AB.

Action items	Person responsible
Discuss with Lamps and Tubes	Clerk

- ii. **RoughStuff Oak.** Additional labour and materials were required on top of original estimation. PC have agreed that the work is fantastic and are happy with everything. The budget for the activity trail has been spent but the PC will pay the additional invoice from the budget next year (Post April). This will affect the plans for the extra seating around the tree, but happy for this to be dropped.

Action items	Person responsible
Letter to be sent to RoughStuff Oak explaining the situation	Clerk

- e. **Justification and Affordability for 2021/2022.** Draft budget approved and justification of expenses discussed to ensure everybody understood why and where the money would be spent. This will be summarized by Cllr Hill. The budget will be evaluated throughout the year to ensure things stay on track.

Action items	Person responsible
Summary of justification of expenses to be written	Nigel Hill

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

- a. **PL/20/3807/EU. 1 Milton Cottages.** No comments.
b. **PL/20/3938/FA. Woodpeckers.** No comments.
c. **PL/20/3979/FA. 26 The Grove.** No comments.

| Agenda topic 7 | To receive Planning Application Decisions

All noted. In future, this section will be included in an Appendix for information only.

Proposed by CG. Seconded by JD.

| Agenda topic 8 | Rowan Tree Farm

PC received a complaint from a local resident who queried what was going on at the site as there is constant noise and activity, feeling more like an industrial site, and not in keeping with the area. Research suggests it is civil engineering company based at the site. There are several planning applications dating back to early 1990's however, PC query whether the activity is in keeping with the planning permissions, as well as the additional portacabins and accommodation on site. A separate issue at the lower end of the lane approaching Rowan Tree Farm is the recent erection of a large fence, which seems to have been done without planning permission. PC discussed options. Will contact the enforcement team, speak with a County Councillor and continue to escalate if necessary.

Proposed by ST. Seconded by NH.

Action items	Person responsible
Letter to be sent to enforcement re fence	Steve Thorp to write Clerk to send.
Letter to be sent to enforcement re activity on site	Chris Gregory and Steve Thorp to discuss. Clerk to send letter.
Contact Councillor Gareth Williams for support	Anne Birkett

| Agenda topic 9 | Rights of Way

- a. **Cowcroft Woods.** Application for bridleway through Cowcroft woods was planned to be submitted at the end of January. The application form requires a certification of a letter to the owner. The owner is unknown, and the land seems to be un-registered on land registry. Discussed the options. The PC know the owners of all the surrounding land, and none are clear on the owners of the bridleway. Unsure where to go from here. Decided to send the form and evidence and state that the PC believe the pathway is unadopted. If this is a problem, hopefully Buckinghamshire Council will then advise. Also plan to look into the process of claiming ownership.

Action items	Person responsible
Additional check of Land Registry to confirm it is unadopted	Clerk
Look into how the PC could claim/adopt the right of way	Nigel Hill

| Agenda topic 10 | May Elections

Interest from a resident in Latimer in becoming a Parish Councillor. Information has been passed on however, advice from BALC is that the PC stick to the 5 councillors for the Ley Hill ward and 2 for the Latimer ward. The

PC agree a policy for co-opting new Councillors is required. Discussed information from BALC regarding upcoming elections. Elections will be advertised on the website and noticeboard when the timeline from Buckinghamshire Council has been confirmed.

Action items	Person responsible
Research and draft new policy for co-opting a Councillor	Clerk

| Agenda topic 11 | Dilly Dells Project

- a. **Update.** The activity trail is being well used and enjoyed. The pathways have become extremely muddy in parts, but the PC note that this is typical of many local places recently. The trail would benefit from wood chippings being put down. Worst affected areas are Buckinghamshire Council owned. Cllr Hill is resuming the wildflower aspect of the project and will be looking for community involvement over the coming weeks.

Action items	Person responsible
Discuss this with David Stowe	Anne Birkett

- b. **Village Picnic.** Idea to celebrate (post Covid-19 restrictions) in the village, and possibly tie in with an official opening of the activity trail. PC wouldn't need to contribute large sums of money. Would need the golf club and cricket club to be aware and Cllr Birkett suggested saving the date with both parties -Sunday 27th June.

Proposed by AB. Seconded by ST.

| Agenda topic 12 | Policies

- a. **Equal Employment Opportunity Policy Statement.** Reviewed and updated. No comments, approved and adopted by the PC.
- b. **Expenses Policy.** Reviewed and updated. Need to change one instance of Chiltern District Council to Buckinghamshire Council. Approved and adopted by the PC.

| Agenda topic 13 | Speeding

MVAS data from Botley Road (display on vs display off) was circulated prior to the meeting. Interesting to see the results but experiment needs to be repeated when the numbers of vehicles are comparable. The average speed of the speeding vehicles was 35mph and speeding was at between 47 and 49% in both cases.

A permanent VAS has been applied for on behalf of the PC by Jane McBean from the Community Village Forum funds. As well as this, the PC may receive a handheld speed gun. The parish were chosen as a result of the amount of effort attributed to speeding in the area.

| Agenda topic 14 | Reports & Correspondence

- a. **IT Services.** Neal Gibbons has agreed to take on the IT support for the PC going forward.

Proposed by AB. Seconded by CH.

Action items	Person responsible
Website admin details to be passed over to Neal	Clerk/Anne Birkett
Letter to Sally Kendal	Clerk

- b. Chiltern Society.** Despite cutting the hedge at the burial ground in November 2019 the donation to the Chiltern Society was never finalised and paid. On top of that, they have been very helpful with the selection and installation of the bird boxes for the activity trail and have provided time (free of charge) and knowledge. The PC would like to ask them to cut the hedge again this year and feel a donation is fully justified. Agreed to donate £200 this year and budget for a donation next year.

Proposed by AB. Seconded by JD.

Action items	Person responsible
Make donation of £200 to Chiltern Society	Clerk

- c. Benches Outside The Crown.** The PC are aware that the police asked The Crown to stack the benches outside the front of the pub however, concerns that this is a fire hazard, and also it being unsightly have been received. The PC discussed that by offering to help move the benches into the pub garden may remove the fire risk and also allow the grass to recover before being allowed to reopen in the Spring.

Proposed by CH. Seconded by NH.

Action items	Person responsible
Send a letter to The Crown.	Clerk

- d. Noticeboard.** This is still in progress; Cllr Harris is in conversation with a locks and glazing company. Permission has been given to proceed with replacement of the glass and a new lock (<£100).
- e. Neighborhood Plan.** The aim to have a strategy for infill and a response to planning applications in the parish has been previously discussed and other parish councils locally are also looking into it. Neil Homer helps Parish Councils produce neighborhood plans. Cllr Birkett has spoken with him and he would be happy to work with the PC. Funding is available from Locality, via Buckinghamshire Council, for the full cost of instructing Neil. The process can take up to 18 months. PC believe it is worthwhile and may be important in the future if Ley Hill is taken out of greenbelt. The task would involve both clerk time and councillor input but no financial costs. The PC would like a proposal/short presentation from Neil outlining what input would be required from the PC. The Councillors agree they would want Neil to lead the project start to finish, with the PC contributing only the parishes views. Agreed there is no need to rush for the 1st round of funding but would be good to get a meeting in place, separate from the next PC meeting.

Proposed by AB. Seconded by CG.

Action items**Person responsible**

Arrange meeting with Neil Homer and PC

Anne Birkett

| Any Other Business

- a. **Wifi in Village Hill.** Cllr Birkett asked the PC is they are happy to pursue helping to get WiFi in the Village Hall, not at any cost to the PC, but rather in name. Funding likely to be available through Community Board. Other local parishes are looking into community wifi too, with some (Hawridge and Cholesbury) being far more complicated and costly.
- b. **Ladywell Accountancy Services.** Will not be able to provide services after the end of the year. Currently handles the payroll for the Clerk's employment. Cost is only £75 per year. Ideally need a new provider although payroll software is available albeit at a greater cost.

Action items**Person responsible**

Look into alternative service providers/recommendations

Steve Thorp & Chris Gregory to enquire

See who Ashley Green PC and Chesham Town Council use

Clerk

- c. **Councillor Expenses.** Clerk requires bank details to pay Councillor expenses by BACs in January 2021.

Action items**Person responsible**

Send bank details to receive Councillor expenses for 20/21

All Councillors

Meeting Closed at | 09.25pm |

Signed: _____

Date: _____

Councillor Anne Birkett

Chairman

Latimer and Ley Hill Parish Council

Next Meeting | 24th February 2021 |