

# Latimer & Ley Hill Parish Council Meeting | MINUTES

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8<sup>th</sup> September 2021 / 7.15pm at St Mary Magdalene Church, Latimer

## ATTENDEES

Cllr Anne Birkett (AB), Cllr John Drewery, Cllr Steve Thorp (ST), Cllr Chris Harris, Cllr Nigel Hill, Cllr Joseph Baum, Claire Leek (Parish Clerk)

## AGENDA TOPICS

### | Agenda topic 1 | Apologies for Absence

Cllr Chris Gregory (CG), Cllr Emily Culverhouse

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### | Agenda topic 2 | Register of Interests

None

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### | Agenda topic 3 | Public Quarter Hour

No members of the public attended.

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### | Agenda topic 4 | Approval of July Meeting Minutes

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

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### | Agenda topic 5 | Finance

- a. **Approval of Finance Report.** Finance reports for July and August approved by all. Will be uploaded to the website by Clerk.
- b. **VAT reclaim.** Noted the receipt of the full VAT reclaim – total £2,695.
- c. **External Audit.** The external audit has been completed by PKF Littlejohn and no found or comments to act on. The Notice of Conclusion of Audit will be published by 30<sup>th</sup> September and AGAR and all associated financial documentation will be published on the PC website. The PC expressed their thanks to the Clerk for the work involved in ensuring the audit was successful.
- d. **Budget Considerations for 2021-2022 budget.** Councillors were asked to put forward any requests or ideas to be considered for the budget for 2021-2022 ahead of budget setting in September/October. For consideration:
  - I. First aid training course
  - II. Jubilee event (2<sup>nd</sup> June 2022)
  - III. New Installation in Dilly Dell trail
  - IV. Laptop for Clerk
  - V. Maintenance issues in BG (compost bin and staining of memorial garden structure)

Action items	Person responsible
Additional requests and thoughts to be emailed to the Clerk over the next 2-3weeks.	All

e. **Finance Sub-Committee Meeting.** To be arranged for early October to discuss 6 month point in financial year plus initial budget setting for next year.

f. **Quotation for consideration.**

- I. **Brass Plaques** – Plaque and engraving agreed for well in Dilly Dells trail (£28). Plaque for newly installed oak bench on Botley Road approved (£12.50). Clerk to order both with approval to spend extra for anti-theft brass screws.

Proposed by ST. Seconded by NH.

- II. **Beacon Painting** – Ahead of celebrations in November, the exterior of the Beacon will be painted. Quotations were received and it was agreed by all to accept the quote from Y P Decorators. It was suggested the PC could ask the Memorial Hall committee for a contribution.

Proposed by JD. Seconded by CH.

Action items	Person responsible
Order brass plaques and arrange fixing	Clerk
Contact decorators and arrange decorating of Beacon and explore option of a contribution towards the costs.	

| **Agenda topic 6 | Burial Ground**

a. **5 Year plan for Burial Ground.** Revised 5 year plan for the burial ground was circulated prior to the meeting and discussed. Accepted by all. Year 1 (2021-2022) plans will be noted when setting the budget.

| **Agenda topic 7 | To Consider Planning Application**

- a. **PL/21/2963/FA** Willowpool, Jasons Hill. ST to review all current applications at this property.
- b. **PL/21/2940/FA.** Home Farm. No objections.
- c. **PL/21/2902/FA.** 27C The Square. No objections.
- d. **PL/21/3265/FA.** The Old Cottage. No objections
- e. **PL/21/3363/FA.** Willowcroft, Jasons Hill. Still to be reviewed by PC.

| **Agenda topic 8 | To Receive Planning Application Decisions**

Noted.

| **Agenda topic 9 | Fentons – Compliance with Planning Enforcement**

There has been an appeal made against the planning enforcement decision. The appeal was lodged on 4<sup>th</sup> July and is considered to be a valid appeal. Still awaiting a case officer and current timescale likely to be up to 32 weeks.

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## | Agenda topic 10 | Policy for Potential Planning Infringements

PC has been contacted a number of times in recent weeks regarding potential planning infringements within the parish. These have been noted along Botley Road, Jasons Hill, Rushmere Lane and Kiln Lane. PC discussed the roles, responsibilities and procedure for dealing with these complaints and questions going forward, and have agreed to direct parishioners to the Buckinghamshire Planning Enforcement teams 'potential planning enforcement breach' form which can be found online. When a follow up is required, the PC will advise parishioners that the 3 elected Bucks Councillors can help to take it forward. This will be the standard reply and procedure for all related queries received by the Clerk going forward.

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## | Agenda topic 11 | Meadhams Farm

Operations were originally planned to start at the beginning of September. Currently the operators are waiting for paperwork to be approved and expect to start up mid-late September. The operators must notify M. Pugh at Buckinghamshire Council at least 1 week prior to starting operations, and the PC will also be notified.

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## | Agenda topic 12 | Speeding

a. **MVAS analysis** Latest data from Jasons Hill shows a large majority of vehicles speeding. Botley Road data showed a decrease in speeding when the MVAS display was turned on. This data will be used at the Community Board to demonstrate the need for a VAS.

The hourly breakdown of speeding will be used to provide information on the peak offending times to CSW. It was noted that the MVAS will need to be moved (or temporarily covered up) when CSW are out. Jerry Harbourne to co-ordinate CSW. Data was also shared with TVP.

b. **MVAS Schedule.** To allow for some consistency with analysis and demonstrate the effect of the MVAS, the MVAS analysis will be carried out in 4 week windows, with display on and off within that time frame. This will also allow for trend analysis and comparisons to previous data to be made easily.

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## | Agenda topic 13 | Reports & Correspondence

a. **Bund on Common.** David Stowe has advised that the bund may need planning permission. May look to extend the bund further along Middle Road. The area is looking untidy with the broken/knocked over posts and the bund could take some time. It was suggested that we could peg in larch tree trunks (already cut to size and ready) as a temporary short term solution to mark the edge of the common. This would require the 3 x benches to be relocated and the remaining posts to be removed.

Proposed by AB. Seconded by NH.

Action items	Person responsible
Remove posts and benches	Steve Thorp/Nigel Hill to take a look at what is required.
Arrange for delivery and installation of larch logs	

b. **Common Land.** Following the previous meeting Cllr Hill made contact with Buckinghamshire Council to determine where the common land is in the parish, what can and cannot be done on common land and what permission is needed. Discussed the idea of sharing what is allowed and a list of do's and don'ts with parishioners

who are also likely to be unclear on the rules in place. Possible routes for communicating this information were discussed. Agreed on a piece to be written for the News and Views (November), the email newsletter and Bucks Councillors leaflet.

Cllr Baum discussed the idea of a larger project – erecting signage (metal posts and signs) with historical information on and a polite reminder of what is and isn't allowed and a request to ensure we all maintain the common land. Would need to determine costings but could be a project that would attract funding from Community Board.

Action items	Person responsible
Document to be written for communicating to parishioners	N Hill
Maps showing areas of common land in the parish to be circulated to PC.	N Hill

- c. **Neighbourhood Plan.** PC still need to apply for the parish to be designated. Cllr Gregory to provide statement for application.

The PC discussed the work involved in delivering the NHP. Although all agreed that it is a worthwhile project, there are concerns that the project is too big and will require a large buy in from the community to help pull together the required documentation for the plan. Need to re-examine the interest and determine the workload for the PC. Do not want the NHP to consume the PC. Agreed it would be beneficial to look at NHPs produced from parishes of a similar size, and if possible, speak with the Clerk and others from these parishes to understand the process they went through.

Action items	Person responsible
CG to send text to clerk for initial application.	Clerk / C Gregory
Identify NHPs from small parishes	Clerk

- d. **Consider Adopting Bucks Amended Code of Conduct.** Buckinghamshire Council have updated their Code of Conduct and it is advised that the PC adopt this. Noted and agreed.

Proposed by AB. Seconded by ST.

Action items	Person responsible
Adapt and circulate Bucks CoC ahead of next meeting	Clerk

- e. **The Swan.** The owners have appealed the planning decision. The SOS group have applied for the Government funding to support the purchase. The form was submitted on 13/8 and will take two months to be considered. An open meeting is to be held by SOS on 14/9 to communicate latest position and push for final pledges.

- f. **Little Library.** The little library is being built by a local resident. It was agreed that it will be placed next to the noticeboard outside the memorial hall.

- g. **Street Lights.** It was agreed that the PC need to carry out an audit of the street lights as we go into Autumn, and report those that are not working to the contractor. The issue of the inaccessible light outside Blandford, Jasons Hill was discussed. Cllr Baum advised that if the overgrown hedge is preventing access and maintenance to the PC owned street lamp, Buckinghamshire Council can write to the homeowner to request the hedge be cut back to allow access. Letter to be sent to C Marshall.

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| A. O. B

- a. **Silver Sunday.** Clerk has identified funding opportunity for the event being carried out on 10<sup>th</sup> October. Application for £200 funding has been made to the Community Board.
- b. **Wildflowers.** No appetite to take this further next year. The areas that have been planted will naturally die down in the coming weeks and will grow back next year. These areas will be added back into the grass cutting schedule.
- c. **Trees. Following an extensive tree planting programme in Chesham,** Cllr Baum shared advice on how we should proceed with the agreed plan to plant 70 trees next year for the jubilee and provided a contact for help with resident surveys and practical help. Clerk to follow up.
- d. **Outstanding Issues.** Due to capacity issues at Buckinghamshire Council and officer case load, some issues the PC have been trying to address for a number of months (and more) are not being resolved. A summary of outstanding requests and issues will be written up and passed on to our Bucks Councillors for follow-up.

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Meeting Closed at | 09.55pm |

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

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

Councillor Anne Birkett (Chairman)

Latimer and Ley Hill Parish Council

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Next Meeting | 19<sup>th</sup> October 2021 | Ley Hill Memorial Hall