



# Latimer & Ley Hill Parish Council Meeting | MINUTES

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9<sup>th</sup> June / 7.15pm | Bangay Room, St Georges Church, Ley Hill

## ATTENDEES

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

## AGENDA TOPICS

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### | Agenda topic 1 | Apologies for Absence

None

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### | Agenda topic 2 | Register of Interests

CG is the architect for planning application PL/21/1766/HB and PL/21/1765/HB

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### | Agenda topic 3 | Public Quarter Hour

No members of the public attended.

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### | Agenda topic 4 | Declaration of Acceptance

Signed and witnessed the declaration of acceptance from co-opted Councillor Gregory. This will be sent to the monitoring officer at Buckinghamshire Council and published on the parish council's website.

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### | Agenda topic 5 | Approval of March Meeting Minutes

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

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### | Agenda topic 6 | Finance

- a. **Approval of Finance Report.** Finance report for May approved by all. Will be uploaded to the website.
- b. **Internal Audit Update.** Sara Brown, a parishioner, has completed the internal audit for 2020/2021. This was carried out free of charge. The PC will purchase a gift to say thank you.

Annual Internal Audit Report has been received, read and understood. There are no actions required for the parish council to address following receipt of the audit report.

All required documentation, and information for the external auditors will be collated by the Clerk and submitted along with the prepared AGAR forms. Latimer & Ley Hill Parish Council have been selected for intermediary review by the external auditors as part of a random 5% sampling.

- c. **Annual Governance and Accountability Return.** The Annual Governance Statement 2020/21 was completed by the Clerk and approved by the PC. This was signed by the chairman at the meeting and is ready to be sent to the external auditors.

The Accounting Statements for 2020/21 were certified by the RFO prior to the meeting and were presented to the council at the meeting. The statement was considered and approved by the council. This was signed by the chairman at the meeting and is now ready to be sent to the external auditors.

- d. **Audit 2019/2020.** Last year the PC was audited and an “except for” issue raised. The incorrect precept figure was recorded on Section 2. The correct figure of £19,750 will be used for this years submission.
- e. **Thanks.** The Chairman gave a vote of thanks to the Parish Clerk for all her hard work in preparing the accounts for the audit so efficiently.

**| Agenda topic 7 | Burial Ground**

During a tour of the Burial Ground, led by Jenet Hill, the Burial Ground Administrator, the following was decided:

- a. **Memorial Bench.** A request has been made to have a memorial bench within the burial ground. The councillors agreed, providing the bench is of a traditional style, and the parishioner will be responsible for arranging the installation of the bench. A position was decided and potential for other benches discussed. All communications are via the Burial Ground Administrator.

Proposed by AB. Seconded by ST

- b. **Fencing Repairs.** There are a few areas where the fence is in need of some maintenance. This is to be considered when setting the budget for next year. Discussed the option of replacing the fence over the next 4 years with a new hedge.

- c. **Trees.** Some of the larger trees require a tidy and lift. The Maintenance contractor will be asked to provide a quotation for the works. The PC is keen to strike a balance between keeping them tidy and preserving some privacy throughout the burial ground.

Proposed by NH. Seconded by AB.

Action items	Person responsible
Contact Callum Wilson for a quotation	Clerk

- d. **Insurance Renewal.** The insurance has been renewed for the next year with Came and Co following a review of requirements. The issue of insuring the memorial stones in the event that damage/dis-repair to stones occurs but families cannot be contacted was discussed. Cannot be added through the current insurance providers because the headstones are not an asset of the PC. Following the topple tests, a list of medium and high risk headstones will be provided and if contact cannot be made with the families, responsibility falls to the PC. The topple test is due next year. The PC will consider the estimated costs for repairing such headstones in next years budget. Clerk will determine if there is any cover available and if so, bring costs to the next meeting.

Proposed by NH. Seconded by JD.

Action items	Person responsible
Investigate options for insuring headstones. Enquire with Chesham Town Council as they have a large burial ground.	Clerk

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**| Agenda topic 8 | To Consider Planning Applications**

- a. **PL/21/1890/FA. Bi Oak.** No objections.
- b. **PL/21/1766/HB. Foliots.** No objections.
- c. **PL/21/1765/HB. Foliots.** No objections.
- d. **PL/21/2003/UA. Old School Lane.** No objections.
- e. **PL/21/2028/FA. Willowpool.** PC will object. Deadline for comments is 24<sup>th</sup> June.

Action items	Person responsible
Text for objection letter to be written	Chris Gregory
Objection letter sent to Buckinghamshire Council	Clerk

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**| Agenda topic 9 | To receive Planning Application Decisions**

Noted.

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**| Agenda topic 10 | Meadham's Farm**

The parish council has received an email from the agent from Bright Associates acting on behalf of the landowner with regard to the recent application to extend the time frame for works by 12 months. PC would like a meeting with the agent to discuss this and additional matters as soon as possible. A list of topics will be drafted and provided to the agent to confirm he is best placed to discuss these matters as well as the application for the extension to the licence.

Action items	Person responsible
Contact agent to arrange face to face meeting.	Clerk
List points for discussion with agent and circulate prior to meeting.	J Drewery

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**| Agenda topic 11 | Highways Farm – Operators Licence Application**

An application has been submitted for an operator's licence to East England Traffic Commissioner. The parish council has no opportunity to comment on the application. Any objection to the application must come from the Local Authority. This has been raised with Councillor Gareth Williams at Buckinghamshire Council and he has escalated this to the enforcement team and Buckinghamshire will be sending an objection to the Traffic Commissioner.

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**| Agenda topic 12 | Manorial Land**

- a. **PC position on use of Manorial Land.** Various incidences of parishioners using Manorial Land for their own property or advantage including signs, parking vehicles, paving, lights have been noted. Residents have access across the land but no further rights to use. It was suggested we investigate what is and isn't allowed on Manorial Land and communicate this with the parish in the first instance.

Proposed by NH. Seconded by AB.

Action items	Person responsible
Investigate regulations surrounding Manorial Land	Nigel Hill
Include information in the News and Views magazine and email newsletter	Anne Birkett / Clerk

- b. Clearance of Manorial Land.** The Manorial Land in Ley Hill between the school and The Crown is very dense and in need of thinning and pruning. The issue has been previously discussed with David Stowe at Buckinghamshire Council, as they are responsible for it.

Proposed by NH. Seconded by AB.

Action items	Person responsible
Contact David Stowe and requests works carried out as soon as possible.	Anne Birkett

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### | Agenda topic 13 | Reports & Correspondence

- a. Work in Cowcroft Wood.** An email had been received from a resident enquiring about work alongside footpaths and a newly laid slatted pathway s in Cowcroft Wood. The PC contacted the landowner who confirmed they are encouraging the increased walkers in the area to follow the footpaths and avoid walking into the area they would like to maintain as a sanctuary for wildlife, increasing wildification and bio-diversity. This will be communicated to the parishioners via the News and Views in the summer along with a map of the footpaths and via the email newsletter.

- b. Village Picnic.** A large sign has been placed on the Common advertising the event on one side and encouraging attendees to take litter home on the other side. 1st Tyler’s Hill Scouts have run a competition to create a poster to encourage people to take their litter home. The winning entry has been printed on the back of leaflets advertising the picnic. These leaflets will be delivered to all houses in the village by councillors. This has also been communicated on posters drawn by the scouts. All the other posters will be laminated and put up around the common.

Lamps and Tubes have donated bunting for the event. The Golf Club and the Cricket Club, as well as The Crown are all happy to be involved on the day and will open their bars on the day.

- c. Neighbourhood Plan.** Our consultant has advised us of the first few steps that need to be taken. Firstly, the PC needs to apply to Bucks Council to be designated and subsequently to apply to Locality for the grant to fund the project.

Action items	Person responsible
Determine what information is required to designate the parish.	Clerk
Apply for parish to be designated.	Clerk / Chris Gregory

- d. New Bench.** The parish council have budgeted for a new bench to be installed along Botley Road. Quotes have been received and options provided. The councillors agreed on a style and approved the spend. The proposed site needs to be scanned before installation.

Proposed by NH. Seconded by AB.

Action items	Person responsible
Place order and arrange delivery and installation.	Clerk
Arrange for site to be scanned before installation	Clerk / Anne Birkett

- e. **Speeding.** The Rushmere Lane data from the MVAS was discussed. Jason’s Hill data has been collected and is ready for analysis. The Clerk will start a comparison of the recent data collected to see if the MVAS is helping to reduce speeding in the village. The Speeding Committee will discuss how the MVAS, CSW and the police can address the constant speeding problem.

CSW had planned to start up again, led by Jerry Harbourne, CSW Co-ordinator, in Ley Hill. A problem with the SD card reader on the handheld device was detected. PC agreed that although the device is not owned by the parish council, they would consider paying for the necessary repairs providing the CSW group will have access over the coming year. The costs of the repair will be investigated and subsequently a decision made.

Proposed by CG. Seconded by NH.

The PC is aware that there is a speeding problem in Latimer, but the Latimer councillors believe that the existing MVAS site is not in a suitable position. Jerry Harbourne has been out with the police and identified two potential locations for the MVAS, but these would not capture speeding through the heart of the village. Both would require permission from the landowners for the ground screw and MVAS pole to be installed.

Action items	Person responsible
Decision to be made as to the location of the MVAS pole	C Gregory / J Drewery
Look at purchasing a new ground screw for new post in Latimer.	Clerk
Data analysis from MVAS recording speeds on Jasons Hill.	Clerk

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**| Agenda topic 15 | AOB**

- a. **Village Green.** Buckinghamshire Council own and maintain The Green in Latimer, however they would be open to the idea of the parish council taking it on. A letter needs to be sent outlining the parish council’s interest in taking on The Green.

Action items	Person responsible
Write text for letter to be sent to Buckinghamshire Council	Chris Gregory / John Drewery

- b. **Litter Blitz.** Following the picnic the Scouts will carry out a litter pick and the litter bags will be collected by Chiltern Waste. The PC had scheduled a Litter Blitz for June but this will be postponed as Bucks Council will not be able to make two extra visits to pick up what is collected in such close proximity. The PC are aware that the music festival will be going ahead this summer and feel it would be best to combine this delayed summer Litter Blitz with the Autumn blitz (usually in October) and carry out the next Litter Blitz in Ley Hill in early-mid September. Dates to be confirmed. Clerk to communicate this via the website, an email newsletter and News and Views.

**Action items****Person responsible**

Communicate changes to scheduled Litter Blitz dates via website, Clerk email newsletter and News & Views
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- c. **White End Farm.** Last year there was safety issues around the large farming vehicles used to farm the maize at White End Farm and the PC are keen to avoid a recurrence of this again this year. The PC believe these traffic movements should involve the police as an escort through the village. AB to contact farmer to discuss ahead of the vehicles moving through the village in a few weeks.

**Action items****Person responsible**

Contact farmer to discuss ahead of vehicular movements	Anne Birkett
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Meeting Closed at | 08.55pm |

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

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

Councillor Anne Birkett (Chairman)

Latimer and Ley Hill Parish Council

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Next Meeting | 20<sup>th</sup> July 2021 |