**LATIMER AND LEY HILL PARISH COUNCIL**

**Minutes of the Latimer and Ley Hill Parish Council Meeting**

held on Tuesday 11th September 2018 at the Latimer Village Hall, Latimer – 7.15pm

Present:

 Cllr Anne Birkett (Chairman) AB

Cllr Rae Bramwell RB

Cllr Nigel Hill NH

Cllr Mary Buckman MB

District Cllr Andrew Garth AG (arrived 8.05pm)

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|  | Item |  | Who to Action |
| 1 | **To approve the Parish Council Meeting Minutes of the 26th July 2018**  | The minutes of the meeting held on the 26th July 2018 were approved. The Chairman to sign the minutes at the next meeting | AB |
| 2 | **To receive Apologies for Absence** | County Cllr Noel Brown - NB Anne Hyde – ClerkCllr John Drewery – JDCllr Chris Gregory – CGCllr Lesley Sunderland - LS |  |
| 3 | **Public Quarter Hour** | No public attendance |  |
| 4 | **To receive Declarations of Interest relating to this meeting** | None |  |
| 5 | **Burial Ground** **5.1 – Maintenance of Burial Ground****5.2 – Burial Ground Committee Report and 5.6 – Environment Survey****5.3 – Headstone Damage****5.4 – Garden of Remembrance / Composting bins****5.5 – Burial Ground Gate Repair** | Nothing to report as covered below.Cllr Hill reported that this is not required as he has checked with the Environment Agency. The Marketing information received is not relevant to the Parish Council. Cllr Hill suggested that in future the Burial Ground Committee are to report any Agenda items by exception and for decisions. This was agreed as a sensible approach.The Council’s position is that no liability is held for the repair of the damaged headstone and no repayment will be made. Clerk to write clarifying this and that the Council considers the matter closed.Cllr Hill outlined the recent work that had taken place in the Burial Ground and Cllr Birkett said the work was a great improvement including the new compost bins.The Clerk has contacted the person who installed the gate and awaiting response.Cllr Bramwell commented on the excellent presentation of the Burial Ground during the Internment of her father’s ashes.Cllr Birkett to re-paint the posts and assess the maintenance of the bench and report back at the next meeting. | ClerkAB |
| 6 | **Finance** **6.1 – Current / Deposit account balances****6.2 –Payments and Receipts****6.3 – Contribution to the maintenance of St Marys, Latimer** **6.4 – LAF Funding****6.5 – Moving of Noticeboard – Botley Road** | The Clerk had produced financial report that showed the current account stood at £18,550.09 and the deposit account at £12,023.44.Payments had been made to:Lamps and Tubes (Street Lights Maintenance)-£978.56T Gillott (July Burial Ground Maintenance) - £183.33T Gillott (Aug Burial Ground Maintenance) -£183.33J Hill (Burial Ground Admin) - £206.00Opus Energy (Aug) – Street Lighting - £2.99Opus Energy (Aug) – Street Lighting - £82.7711 December IT Services (Website) - £30.00St Georges – Hire of Bangay Rooms for Meeting - £20.00Ley Hill Cricket Club – Litterblitz Refreshments - £48.40Receipts were received from:Donation from Cllr Bramwell - £125.00Deposit AccountReceived:July Interest - £0.51pAgreed to donate £750. Proposed Cllr Buckman, Seconded by Cllr Bramwell. Cllr Hill requested that the Clerk finds out from St Marys Church the costs of churchyard maintenance and contract arrangements.Village Gateway Signs – Cllr Birkett suggested applying for funding towards ‘Gateway Signs’ coming into Latimer and Ley Hill Villages. A discussion took place as to how many would be required and an appropriate location for them. Cllr Hill suggested one on the main road coming in to each village. Agreed in principle to apply for LAF Funding for two signs.Groundscrew – The Groundscrew is expected to be installed by the end of September.It was agreed that this needed to relocated opposite the Old Botley Stores. The Council decided that they required their own noticeboard to be relocated and would not share with St Georges Church. A decision needed to be made on the size and style needed. The Clerk had suggested a number of styles and sizes and the costs were in the region of £3,000 for the models suggested. It was agreed a maximum of £1,000 would be spent on the new noticeboard and Cllr Birkett would identify potential options and distribute.It was agreed that a Finance Committee Meeting is required to prepare for the precept setting. This should take place in advance of the next council meeting. | ClerkClerkClerkABClerk / RB / JD |
| 7 | **Highways and Footpaths****7.1 – Memorial Hall – Posts****7.2 – Speeding****7.3 – Roundels – Rushmere Lane, Botley Road, Jason’s Hill and Bovingdon Road****7.4 – Cleaning of Road Signs****7.5 – Pavements – Botley Road****7.6 – Damage to kerbs on The Green, Latimer****7.7 – Road renaming of Crown Cottages and Blackwell Hall Lane**  | Plans for the installation of the posts outside the Memorial Hall have been submitted to Dave Stowe of CDC. Clerk to write to neighbours informing them of the intended installation.There had been no Speeding Committee meeting since the last Council meeting. Cllr Hill summarised the data from the MVAS. The main speeding hotspot was Botley Road towards Ley Hill where 90% of vehicles were exceeding 30mph. Speeding Committee to meet to discuss what actions can / should be taken.A discussion took place regarding the appearance of 30mph roundels painted onto Jason’s Hill as the Clerk had been previously informed that these were not permitted and we were not aware of who authorised these. Clerk to write to Thames Valley Police to clarify the legal position if County Highways are offering to install them and Community Office PC Flint had advised that they are unlawful. We need clarification in order that we can proceed with installation.At the last meeting it was agreed to pay Chesham Town Council for half a days cleaning of the road signs. A proposal was put forward to increase this to a full day - £187.00 + vat. Proposed by Cllr Hill and seconded by Cllr Birkett. Clerk to contact Chesham Town Clerk.The Clerk has reported the poor state of the pavements to County Highways.No details available at the meeting. The Clerk to follow up with Cllr Drewery.The Blackwell Hall Lane sign has been installed. The Crown Cottages sign commissioned by CDC arrived but was inappropriately sized. Debbie Cole from CDC to liaise with the owners of The Crown to see if a sign can be installed on the side of their building. | Clerk NH / AB / ClerkClerkClerkClerk |
| 8 | **Planning** **8.1 – The Swan – CH/2018/0231/HB****8.2 – The Swan – CH/2017/2353.FA****8.3 – 8 Holly Tree Close -** PL/18/2640/FA**8.4 – 218 Botley Road -** PL/18/2606/FA**8.5 – Spencers Farm****8.6 – Rowan Tree Farm -** CH/2017/0468/FA**8.7 – 19 The Grove, Latimer -** PL/18/2920/FA**8.8 – Meadhams Farm** | Cllr Buckman and Cllr Birkett updated the Council with the current position with regarding both pending planning applications. Currently there is no planning committee date. Cllr Garth has requested that the application be put before the committee whether the Planning Officer recommends approval or not. Cllr Buckman had spoken to the Planning Officer for an update and was informed that there are still documents outstanding from the applicant.Single storey rear extension – No objections.Replacement dwelling – No objectionsAgricultural Barn – Application has been withdrawn.Appeal against refusal of replacement dwelling for agricultural worker. Appeal has been withdrawn.Additional window to side elevation, change of fenestration to rear elevation and addition of flue through roof. No comments received from Latimer Councillors.No update regarding when the work is due to start. |  |
| 9 | **Broadband** | There is an ongoing issue with the Broadband supply to Ley Hill. Possible issues with the box on Botley Road. Open Reach currently not being responsive. |  |
| 10 | **Health and Wellbeing Funding** | Health Fair – to be planned for Spring 2019 as agreed at the last meeting. Planning would start for the Health Fair which will focus on older, local residents. It was suggested that there is more than one fair.Tai Chi to be offered to locals. Half price for 4 lessons. Currently 7 people have taken up the offer.A sub group to be formed to co-ordinate the use of the funding.  | RB / AB / Clerk |
| 11 | **Reports and Correspondence****11.1 – General Data Protection Regulation (GDPR)****11.2 – WW1 Celebrations – 11th November****11.3 – Moving of the Post Box****11.4 – Land at rear of 203 Botley Road****11.5 – Plaque for Beacon****11.6 – Approval of Standing Orders****11.7 – Approval of Health and Safety Policy** | Cllr Buckman will send the draft documents to the Clerk for distribution.Many local residents are making the knitted poppies as advertised in News and Views which are being collected by Cllr Birkett. The plan is to have 100 poppies on posts and for the others to form a wreath which would be retained in the Memorial Hall. There are likely to also be enough to form the number 100. Ley Hill School are also knitting poppies to make into badges. Suggestion for school children to assist with the installation and for this to be publicised. The post box outside the Old Botley Stores has been removed. A new box has yet to be installed.There was a question as to the ownership of the access track to the old Scout Hall. Land Registry indicates that this land has no identified owner. Local residents have expressed a concern about the activity on the land and whether the known asbestos is going to be removed. The Environment Agency has no record of an application to instigate this. The Parish Council will not be seeking to take responsibility for the access track but would be supportive of concerned local residents seeking to do so.The Chair of the Memorial Hall Committee, Sarah Peterson is co-ordinating the information on the plaque detailing the history of the Beacon.Amendments to the Standing Orders have been made and were approved. Proposed by Cllr Hill and seconded by Cllr Bramwell.Two amendments had been made and were approved. Proposed by Cllr Buckman and seconded by Cllr Bramwell. | MB |
| 12 | **Defibrillator** | Cllr Hill reported that the defibrillator has been identified and the Crown Pub has agreed for this to be installed on the outside of the building. Cllr Hill to liaise with the Cricket Club and Memorial Hall who we are informed are also exploring installation. It was felt that the village did not need 3 externally installed defibrillators. The public need to be informed that they can dial 999 with no mobile signal. A site to be considered for Latimer residents. | Cllr Hill |
| 13 | **Parish Survey** | Cllr hill has distributed the planned survey which will be distributed in the next edition of News and Views in November. An online Survey Monkey version will also be available. The focus will be on positive suggestions rather than identifying problems. Latimer Councillors to identify the distribution method for Latimer. An email version will go out to the existing Parish wide distribution list. | NH / ABCG / JDClerk |
| 14 | **Undergrounding Project – Latimer and Chenies** | Overhead electric cables are being moved underground. No response from Cllr Drewery and Cllr Gregory who have been asked to look into the impact on Latimer. | JD/CG |
| 15 | **Phone Box - Latimer** | Held over until the next meeting. | JD |
| 16 | **AOB** | Cllr Birkett has requested that the salt bins in Letchfield, Kiln Lane and outside St Georges Church are refilled. | Clerk |

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

Cllr Birkett

Chairman

Latimer and Ley Hill Parish Council

**The Meeting closed at 9.20pm**

Date of next Meeting: Wednesday 24th October 2018 at Ley Hill Memorial Hall (Committee Room) at 7.15pm