**LATIMER AND LEY HILL PARISH COUNCIL**

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

held on Wednesday 13th June 2018 at the Bangay Rooms, Tylers Hill Road, Chesham – 6.45pm

Present:

Cllr Anne Birkett (Chairman) AB

Cllr John Drewery JD

Cllr Lesley Sunderland LS

Anne Hyde (Clerk) AH

Cllr Mary Buckman MB

Cllr Rae Bramwell RB

Jenet Hill (Burial Ground Administrator) JH

|  |  |  |  |
| --- | --- | --- | --- |
|  | Item |  | Who to Action |
| 1 | **To approve the Parish Council Meeting Minutes of the 27th February 2018** | The minutes of the meeting held on the 27th February 2018 were approved. |  |
| 2 | **To approve the Parish Council Meeting Minutes 1st of May 2018** | The minutes of the meeting held on the 1st May 2018 were approved. |  |
| 3 | **To receive Apologies for Absence** | Cllr Chris Gregory CG  County Cllr Noel Brown NB  Cllr Nigel Hill NH  District Cllr Andrew Garth AG |  |
| 4 | **Public Quarter Hour** | None |  |
| 5 | **To receive Declarations of Interest relating to this meeting** | None |  |
| 6 | **Matters arising** | It was decided no further action would take place regarding the footpath near the Scout Hall.  Chiltern District Council will work with the Parish Council to decide on measures to stop parking on manorial land.  The Clerk gave Cllr Bramwell a brochure on seating to select a seat in memory of Richard Saunders.  Cllr Birkett thanked Cllr Buckman for all her hard work over the past two years as Chairman.  Cllr Drewery said that the legal ownership of the gazebo in The Square was unknown and that the residents and Parish Council had adopted it. 20% of the tiles on the roof were breaking up. It was agreed that Cllr Gregory would seek advice and costings. The Clerk to contact Cllr Gregory. | Cllr Bramwell  Cllr Gregory / Clerk |
| 7 | **Burial Ground**  **7.1 Tour of the Burial Ground**  **7.2 – Maintenance of Burial Ground**  **7.2.1 – Maintenance Contract** | Jenet Hill gave a tour of the burial ground explaining where the Garden of Remembrance would be sited. It was decided that sleepers would be more appropriate than a brick wall and the Burial Ground Committee would obtain a quote for the next meeting. It is expected to cost approximately £1300. Plaques would have to be obtained through the Parish Council. Cllr Drewery suggested London Underground sleepers as they were Australian hard wood. He said he would pursue his contact.  There are now only 45 ashes plots and 23 full plots available.  The copse needs to be cut back but the trees and stumps will be kept. The Laurel will be kept too but the undergrowth needs to be cleared. Nettles need to be cleared in the far-right hand corner of the Burial Ground. The Clerk requested that 3 quotes are obtained to do this work.  It was suggested that compost bins would be put behind the Hut for the grass cuttings.  It was felt that the hedge at the back of the Burial Ground needed pruning and the Clerk agreed to contact the Chiltern Society as they had previously tided up the hedge.  The Clerk to send the Burial Ground Committee the Maintenance Contract for the Burial Ground for comments and review at the next meeting.  Changes to the document will be required for a memorial site. It was agreed that a plinth should be no more than 2’6” and this will be approved by the Burial Ground Committee.  Cllr Birkett thanked Jenet Hill for all her hard work and diligence over the past year. | Burial Ground Committee  Cllr Drewery  Burial Ground Committee  Clerk  Clerk  Burial Ground Committee |
| 8 | **Finance**  8.1 – Current/Deposit account balances  8.2 –Payments and Receipts  8.3 – Approval of 2017-2018 Accounts  8.4 – Transparency Funding  8.5 – Clerk – Contract  8.6 – Poppies for the WW1 Celebrations  Purchase of Full Grave Plot  Purchase of Ashes Plot  Budget | The Clerk reported that the current account stood at £18,424.34 and the deposit account at £12,022.47.  Payments had been made to:  Came and Company (Insurance) - £385.70  Affinity Water (Burial Ground) - £73.08  Opus Energy - £102.95 + £99.17  A Hyde (Stamps) - £71.78  BALC (2018-2019 Subscription) - £198.18  11 Dec IT Services - £30.00  T Gillott (Burial Ground Maintenance) - £183.33  There were no receipts  Deposit Account  Received:  May Interest - £0.49p  June Interest - £0.54p  These were approved and signed by Cllr Birkett and the Clerk. The Clerk to send documentation to the External Auditors and upload onto the Parish Council website.  Cllr Birkett proposed that the Clerk received a payment of £360 which was for her work on ensuring that the Parish Council is transparent. The Clerk had revamped the website to include additional pages, documents and has kept it up to date throughout the year. This was agreed.  It was agreed that this would be put on the Agenda for the next meeting. A meeting would take place with the Clerk and the Chairman and Vice Chairman prior to the next meeting as some of the items in the draft contract did not apply. It was suggested that the Clerk records the number of hours spent each week on Parish Council matters. BALC had advised Cllr Birkett it was good practice for a Clerk to have a contract.  Cllr Birkett explained that the Clerk had suggested that some poppies were knitted by Parishioners for the Celebrations on the 11th November. Neil Lamond who is organising the event is in favour and it was suggested that either a wreath or a 100 sign would be made out of the knitted poppies to be put by the Beacon. Any poppies left over would be put on wires around the bottom of the Beacon. Cllr Bramwell kindly offered to pay for the wool which was accepted gratefully.  A cheque had been received by J Hill for the purchase of a full grave plot no. C187 in the name of Mr Phillip and Mrs Linda Riley for £400.00. The necessary documentation was signed by Cllr Birkett and the Clerk.  A cheque has been received by J Hill for the purchase of an ashes plot U116C and for the permit to place a memorial in name of Mr Andrew and Mrs Jane Riley. £150 – Ashes Plot and £150 – Memorial Permit. The necessary documentation was signed by Cllr Birkett and the Clerk.  It was agreed that the Budget should be amended to include the cost of a Defibrillator and to remove the Sentinel Camera. | Cllr Birkett / Cllr Drewery and Clerk  Clerk |
| 9 | **Highways and Footpaths**  9.1 – Speeding  9.2 – Cleaning Signs  9.3 – Footpath between Scout Hall and Botley Lane | The Clerk had put out another appeal in the last Newsletter about help needed moving the MVAS.  The Clerk reported that 225 drivers have been reported to Thames Valley Police (TVP) since March 13th who have exceeded the speed limit on Rushmere Lane and Botley Road.  The Clerk will be meeting TVP to relook at the Jasons Hill and Latimer sites for the Community Speedwatch Checks on the 18th June.  Cllr Birkett explained that the MVAS is currently on Jasons Hill and has been off for 1 week and on for the rest of the time. Results showed a slight reduction in speeds once the display was on. This is to monitor whether the sign is having an impact on drivers. The Clerk reported that there had been several recordings of 50mph+ and one of 70mph.  Cllr Birkett said that the MVAS would next be moved to Latimer then be moved to Botley Road for the start of the Autumn Term in order to inform new parents at the school.  Cllr Birkett suggested that all the signs are cleaned and if necessary branches to be cut back. The Clerk to get some quotes for this to be done.  It was agreed that no further action would be taken. | Clerk / TVP  Clerk |
| 7 | **Planning**  10.1 – Process for responding to planning  10.2 – CH/2018/0698/FA – 1 Milton Cottages  10.3 – CH/2018/0638/FA – Spencers Farm | It was agreed which Councillor would be responsible for which road for planning applications. The Clerk to distribute the list.  No objections.  Objections had been submitted to the Planning Department, Chiltern District Council.  The Wards Farm has a new entrance and there was a question as to whether planning permission was required. Cllr Garth to raise this with planning. | Clerk  Cllr Garth |
| 11 | **Approval of Standing Orders** | Cllr Birkett had spoken with BALC who said that the Standing Orders need to be updated yearly. All Councillors to read the updated version that the Clerk had produced and to let Cllr Birkett know of any changes in order that these can be approved at the next meeting. | All Cllrs |
| 12 | **Reports and Correspondence**  12.1 – LAF – Health and Wellbeing Funding  12.2 - General Data Protection Regulation (GDPR)  12.3 – Joiners Close Parking  12.4 – Road Sign for Blackwell Hall Lane  12.5 – Renaming of Road – Crown Cottages  12.6 – Noticeboard for Botley Road  12.7 – Bench in memory of Richard Sanders  12.8 – WW1 – Celebrations - Poppies | It was agreed that as we had applied for funding it was best to wait until we had heard whether or not we were successful.  Cllr Buckman to send out a template to all Councillors.  It was agreed that we would wait until Chiltern District Council approach us on this.  The Clerk to contact Chiltern District Council.  The Clerk to pursue the renaming of Crown Cottages with Chiltern District Council.  The Clerk to speak to St Georges Church regarding sharing the new noticeboard.  Cllr Bramwell to decide on the type/style bench in memory of Cllr Sanders and advise the Clerk.  See 8.6. Cllr Birkett to advertise this in the News and Views. | Cllr Buckman  Clerk  Clerk  Clerk  Cllr Bramwell  Cllr Birkett |
| 13 | **Meadhams Farm Update** | Cllr Drewery advised the meeting that there was no update. |  |
| 14 | **Neptune Statue - Latimer** | There was no further information on where this was. |  |
| 15 | **Summer Litterblitz** | Cllr Birkett said that the Cricket Club had kindly offered to provide burgers and drinks for the volunteers. The Scouts would be assisting, and the Parish Council would pay for the refreshments. The Clerk to send out a news bulletin to say that everyone is meeting at the Memorial Hall. |  |
| 16 | **Defibrillator** | Cllr Hill had distributed information to all Councillors and it was agreed that Cllr Hill should approach the Memorial Hall (Sarah Ferguson) to see if their Defibrillator could be used outside and we pay for it to be installed. However we would need to know before hand whether we can get a signal in order to dial 999. It was unclear as to how old the defibrillator was and therefore we may need to purchase a new one. | Cllr Hill |
| 17 | **Parish Survey** | It was agreed that the Parish Survey would be sent electronically and that there would be a different one for Latimer and Ley Hill. The Survey would be kept to within the two villages. Cllr Buckman suggested using Survey Monkey. At the outset, we would gather suggestions and then consult. | Cllr Hill |
| 18 | **Communication** | The email system was discussed as the Clerk was having issues with emails bouncing back and non-responses. It was agreed that Cllr Buckman, Cllr Sunderland would contact 11 December IT Services to sort out the issues.  Cllr Drewery said that he had no privilege rights to set up folders and he would contact 11 December IT Services.  Councillors to respond to emails to acknowledge they have read/dealt with them. | Cllr Buckman / Cllr Sunderland  All Councillors |
| 20 | **Any Other Business**  Constitution | To be put on the Agenda for the next meeting. | Clerk |

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

Cllr Birkett

Chairman

Latimer and Ley Hill Parish Council

**The Meeting closed at 9.40pm**

Date of next Meeting: Thursday 26th July at Latimer Parish Hall at 7.15pm