**LATIMER AND LEY HILL PARISH COUNCIL**

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

held on Tuesday 24th October 2018 at the Latimer Village Hall, Latimer – 7.15pm

Present:

 Cllr Anne Birkett (Chairman) AB

Cllr Rae Bramwell RB

Cllr John Drewery JD

Anne Hyde (Clerk) AH

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|  | Item |  | Who to Action |
| 1 | **To sign the Parish Council Meeting Minutes of 26th July 2018**  | The minutes of the meeting held on 26th July 2018 were signed. |  |
| 2 | **To approve the Parish Council Meeeting Minutes of 11th September 2018** | The minutes of the meeting held on 11th September 2018 were approved and signed  |  |
| 3 | **To receive Apologies for Absence** | County Cllr Noel Brown - NB Cllr Buckman – MB (Attending Meadhams Farm Meeting on behalf of the Parish Council)District Cllr Andrew Garth – AG (Attending Meadhams Farm Meeting)Cllr Hill – NH  |  |
| 4 | **Public Quarter Hour** | Mr Rothwell and Mr Baker attended. As the current owners of The Scout Hall have blocked access for locals who have used the access for over 40 years, Mr Baker asked ifthe Parish Council would support an application for a definitive map and statement modification for the access to the Scout Hall, Botley Road. It was agreed that the Parish Council will look into this further including finding out who would be responsible for the maintenance if the application was successful. Also, the Parish Council will need to know whether a public right of way can be established and what the implications are. Currently two residents have received confirmation that their deeds show that they have right of way but are unable to use it. Cllr Birkett to find out from Mr Royal if he also has access. | ClerkAB |
| 5 | **To receive Declarations of Interest relating to this meeting** | None |  |
| 6 | **Burial Ground** **6.1.1 - Contract****6.1.2 – Risk Assessment and Public Liability****6.2 – Letter received regarding Headstone Damage****6.3 – Receipts of payments from Graham Hull****6.4 – Purchase of Land**  | As yet the contract has not been sent to T Gillott as awaiting finalised risk assessment.Cllr Hill to contact T Gillott to finalise the risk assessment. The Clerk had requested a copy of the Public Liability Insurance Certificate on 18th October as we require confirmation that there is insurance in place for £10million..This was discussed and it was agreed that the Clerk acknowledges receipt and will explain we will be seeking advice.See Finance.The purchase of land adjacent to the Burial Ground was discussed at length but the Council felt that further clarification was still needed.It was agreed the Clerk would contact Cllr Gregory as to how much it would cost to register the land and what it involves. It was also agreed that we cannot proceed until the full costs are involved. Cllr Birkett to investigate purchasing part of the field at the back of the Burial Ground.Cllr Birkett said that she had painted the two posts either side of the gate.Cllr Birkett asked if the Clerk could chase up the gate repair. | NHClerkClerk / CG ABClerk |
| 7 | **Finance** **7.1 – Current / Deposit account balances****7.2 –Payments and Receipts****7.3 – LAF Funding****7.3.1 – Village Gateway Signs****7.3.2 – Groundscrew – Rushmere Lane** **7.4 - Noticeboard****7.5 – Finance Committee Report****7.5.1 – Proposed Precept for 2019/2020** | The Clerk had produced financial report that showed the current account stood at £24,093.22 and the deposit account at £12,024.45.Payments had been made to:Opus Energy (Sept) – Street Lighting - £81.18Ian Short – Burial Ground - £2,480.00Clerk – Land Registry Fee - £4.00Clerk – WW1 Wool - £12.55Clerk – Litterblitz Vests - £18.60Clerk – Litterblitz Hoops - £79.90A cheque for £230 has been received in respect of Mr Graham Hull - £80 internment of ashes in C103 for Edith Morris and £150 for placing of a tablet memorial to Beryl and John Hull. A further cheque has been received for £210 in respect of Joyce Ellen Taylor - £150 for ashes burial and £60 inscription fee. Both cheques to be banked.Deposit AccountReceived:August Interest - £0.53pSeptember Interest - £0.48The Clerk proposed that £5,000 was moved to the Deposit account which was agreed unaminously.It was agreed to donate £50.00 to Dial a Ride. Proposed by Cllr Bramwell and seconded by Cllr Birkett.It was agreed at the last meeting to apply for LAF Funding for two signs. Cllr Drewery said that the one in Latimer would have to be 1 metre wide.The Groundscrew has been installed.Cllr Birkett presented three different quotes for various types of noticeboards. It was agreed that Cllr Birkett would obtain a final quote - £1,499 + VAT + installation. The board would house 8 sheets of A4 and would only be used for advertising events.The Noticeboard by the Memorial Hall needs new polycarbonate. The Clerk to investigate whether this can be done and the costs.The Finance Committee had met on 18th October and had discussed the current financial position with a view to setting the precept.The Asset Register was updated. The Financial Regulations were agreed for 2018/19 as well as the Terms of Reference ready for approval by the Council.The Responsible Financial Officer explained that the Council will need to consider financing the replacement of the street lights over the coming 3-4 years which is likely to cost around £10,000. The Finance Committee have proposed that the precept is increased by 4.5% due to the expected expenditures. The precept to be approved at the next meeting once the Councillors have had time to review the financial position. | ClerkABClerk All |
| 8 | **Approval of Application for Asset of Community Value – The Swan** | Following an email request for approval from councillors Cllr Birkett proposed that the Parish Council apply for an Asset of Community Value for The Swan Public House. Seconded by Cllr Drewery. Agreed unanimously. Discussion took place as to whether we should also apply for an Asset of Community Value for The Crown. It was agreed that we would consider this once there had been an outcome for The Swan. |  |
| 9 | **Highways and Footpaths****9.1 – Memorial Hall – Posts****9.2 – Speeding****9.3 - Roundels****9.4 – Cleaning of Road Signs****9.5 – Pavements – Botley Road****9.6 – Damage to kerbs on The Green, Latimer****9.7 – Road renaming of Crown Cottages and Blackwell Hall Lane****9.8 – Gully Clearing** **9.9 – Flooding****9.10 – Salt Bins** | These have been installed.The results from the MVAS have shown there has been a reduction in the number of cars speeding through the villages. Community Speedwatch Checks had taken place on Botley Road and Rushmere Lane. The Clerk has distributed the results to the Council.A 30 roundel has been installed in Jasons Hill. It is expected that a 30 roundel and a Slow sign will be intstalled in the next few weeks on Bovingdon Road. A 40 Roundel and Slow sign will be installed on Rushmere Lane.The Clerk reported that some of the road signs had been cleaned by TfB. It was agreed that we would pay to have Chesham Town clean the rest of the signs in Latimer and Ley Hill. Cost has previously been agreed.TfB have agreed to clear the pavement of weeds and the gullies. The state of the pavement does not currently warrant improving.TfB had said that they were unsure who owned The Green, Latimer. If it was their responsibility they would arrange for the post and kerb to be repaired. Cllr Drewery said that The Green is maintained by Bucks County Council. The Clerk to follow up.The signs have been installed.TfB were unsure as to when the gullies would be next cleared.The Clerk had reported that the road floods in The Dip and on Bovingdon Road on the bend. TfB will jet wash and clear. Traffic Lights will be required in order to complete the job.The Clerk had asked for the Salt Bins to be replenished and this will be completed by the end of the year.A Parishioner had requested a salt bin close to Broomstick Lane be installed. The Clerk said that she had been quoted around £550. The Clerk to obtain a final quote including installation. Cllr Drewery suggested getting a quote from Seatons. | ClerkClerkClerk |
| 10 | **Planning** **10.1 – The Swan –** CH/2018/0231/HB**10.2 – The Swan –** CH/2017/2353.FA**10.3 – Meadhams Farm****10.4 – 218 Botley Road -** PL/18/2606/FA | A plan has been put on the Chiltern District Council website showing an existing metal fence and it was unclear the purpose of it. Councillors were not aware of any such fence and it was agreed the Clerk would write to the Planning Department asking for clarification.Cllr Buckman was Chairing a meeting with the Environment Agency on 24th October and would report back with an article to be put on the Parish Council website and in the News and Views.No objections to the new plans. | MB / Clerk / AB |
| 11 | **Broadband** | There is an ongoing issue with the Broadband supply to Ley Hill. The Clerk to produce an article for News and Views. | Clerk |
| 12 | **Health and Wellbeing Funding****12.1 – Health Fair****12.2 – Tai Chi****12.3 – IPad Training****12.4 – Sitting Yoga** | The Health Fair is well on its way with a date of 24th March 2019. The Clerk said that the NHS and Live Well / Stay Well had agreed to attend. Cllr Birkett and Cllr Bramwell had also received confirmation of attendance from various organisations. It was agreed a meeting is needed for the Health and Wellbeing sub committee. Some of the Health and Wellbeing funding to be used on some ‘Goody Bags’.Some of the parishioners who had taken up the offer of lessons subsidised by the Parish Council are continuing and further parishioners are now attending lessons.It was agreed that for the time being this would be on hold.It was agreed that this should be organised for the News Year.  | RB / AB / Clerk |
| 13 | **Reports and Correspondence****13.1 – General Data Protection Regulation (GDPR)****13.2 – WW1 Celebrations – 11th November****13.3 – Moving of the Post Box****13.4 – Crown Cottages Sign****13.5 – HS2 Funding / Community Led Plan** | Cllr Buckman had not yet sent the documentation for distribution. The Clerk to contact Cllr Buckman. Cllr Buckman to report at the next meeting.Neil Lamond has organised the event on behalf of the Parish Council. It had come to light that the Beacon had not been insured. The Clerk confirmed that this was now insured for £3,000. Cllr Birkett has received over 200 knitted poppies from Parishioners and has made a wreath with some of them for the Memorial Hall. Also a wreath has been made for the silhouette outside the Memorial Hall. 100 poppies will be planted next to the Beacon for the celebrations. Risk Assessments have been produced and a timetable of events. No update has been received from the Post Office.Cllr Birkett confirmed that the new sign has been installed.The Clerk had met with Helen Archer (Community Impact Bucks) regarding HS2 Funding and producing a Community Led Plan. Helen will be attending the next meeting. | MB / Clerk |
| 14 | **Defibrillator** | Cllr Drewery said that the Phone Box could be a possible site for the defibrillator in Latimer. The Clerk had sent installation details and it was agreed that the Clerk would contact Lamps and Tubes Illuminations Ltd to check the electricity supply to the phone box.Cllr Birkett said that Cllr Hill had confirmed funding would come from the Memorial Hall (£500), Ley Hill Cricket Club (£250) and Sally Kendall (£275). Cllr Birkett said that Ley Hill School are looking to fund raise. It was agreed that the Clerk contacts Cllr Hill to obtain final itemised quotes including installation for 1 or 2 defibrillators. Subject to the funding and the costs, it may be possible to install a defibrillator in Latimer and Ley Hill. It was agreed that as The Crown had received confirmation from the Brewery that we are able to install the defibrillator on the outside of the building and use their electricity supply, this would definitely go ahead as soon as the final costs have been received. Proposed Cllr Birkett / Seconded Cllr Bramwell. | ClerkNH / Clerk |
| 15 | **Parish Survey** | The Clerk explained that the Survey could lead into the Community Led Plan. The Clerk requested a copy of the first part of the survey so that it can be emailed out to the Parish distribution list at the same time as it is sent out in the News and Views. | AB / Clerk |
| 16 | **Undergrounding Project – Latimer and Chenies** | Cllr Drewery said that it was highly likely that this will involve road closures and will be completed in the coming months.  |  |
| 17 | **Phone Box - Latimer** | Cllr Drewery to obtain a quote for repainting the phone box. | JD |
| 18 | **Proposed Dates for 2019 Meetings** | Cllr Birkett requested that the meeting on 23rd October is moved to 16th October and the Litterblitz to the 12th October.  | Clerk |
| 18 | **AOB** | None |  |

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

Cllr Birkett

Chairman

Latimer and Ley Hill Parish Council

**The Meeting closed at 10.15pm**

Date of next Meeting: Wednesday 28th November 2018 at Ley Hill Memorial Hall (Committee Room) at 7.15pm