**LATIMER AND LEY HILL PARISH COUNCIL**

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

held on Tuesday 27th February 2019 in the Committee Room, Ley Hill Memorial Hall, Ley Hill – 7.15pm

Present:

 Cllr Anne Birkett (Chairman) AB

Cllr Rae Bramwell RB

Cllr John Drewery JD

Anne Hyde (Clerk) AH

Cllr Lesley Sunderland LS

County Cllr Noel Brown NB

Steve Thorp (Invited) ST

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|  | Item |  | Who to Action |
| 1 | **To sign the Parish Council Meeting Minutes 24th October 2018**  | The minutes of the meeting held on 3rd January 2019 were agreed and will be signed at the next meeting on the 27th March 2019. |  |
| 1 | **To receive Apologies for Absence**  | Cllr Nigel Hill (NH) |  |
| 2 | **Public Quarter Hour** | None |  |
| 3 | **Register of Interests** | None |  |
| 4 | **To sign the Parish Council Meeting Minutes 3rd January 2019** | The minutes of the meeting held on 3rd January 2019 were agreed and will be signed at the next meeting on the 27th March 2019. |  |
|  | **Steve Thorp** | Cllr Birkett introduced Steve Thorp who gave a short presentation as to involvement in the village including the Community Speedwatch Scheme and why he wished to become a Councillor for the Parish Council. |  |
| 5 | **Parish Survey** | Cllr Birkett explained that although there had not been a terrific response, there had been some excellent suggestions. Cllr Birkett and the Clerk had met with David Stowe (Chiltern District Council (CDC)) to discuss some of the suggestions which had been really helpful and informative. Transport for Bucks are expected to respond on some of the road issues in the next month.Cllr Hill, Cllr Birkett and the Clerk to meet to discuss all of the suggestions and put a plan in place and to cost each project. The Parish Council will look at ways of receiving funding for some of the projects through the Local Area Forum (Health and Wellbeing / Transport) and other sources. | Clerk |
| 6 | **Burial Ground** | An inscription for Richard Norman Sanders and Clifford Lee was approved.The Clerk reported that the Burial Ground Maintenance Contractor had signed the contract and would not start work before 8.30am. A complaint had been received by a resident asking that work should start at 10am. The Clerk to write to the residents close to the Burial Ground explaining that contractors are able to work from 8am and that we have asked that our contractor starts if possible away from the houses. | Clerk |
| 7 | **Finance****Current Finance****Authorisation of Payments****Online Banking / New Signature****LAF Funding – Health and Wellbeing / Transport****Approval of Internal Auditor – 2019-2020****Approval of Responsible Financial Officer – 2019-2020** | The Clerk had distributed prior to the meeting a Financial Report. The Clerk reported that the current account stood at £15,018.57 and the deposit account at £12,026.50.Payments had been made to:.Opus Energy (Street Lighting) - £120.57 (January)Clerk (Salary (Sept-Dec 18)) - £901.25Bucks County Council (Salt Bin) - £540.0011 December IT Services (Website) - £30 (Jan)Cardiac Science (2 x Defibrillators) - £4,368.00T Gillott (Burial Gound Maintenance) - £183.33 (Jan)J Hill (Burial Ground Admin) - £206.00 (Sept – Dec 18)Opus Energy (Street Lighting) - £122.10 (February)Cllr Birkett (Forms for Parish Survey) - £15.6011 December IT Services (Website) - £30.00 (Feb)Receipts had been received from:Ley Hill Cricket Club (Donation towards Ley Hill Defibrillator) - £250.00Deposit Account – Interest received £0.54pThe following payments were authorised:Chesham Town Council – Installation of Noticeboard - £120.00Clerk – Purchase of Paper Bags for Health Fair - £46.02 Chiltern Society – Membership - £30.00Greenbarnes Ltd – Noticeboard - £1195.58Lamps and Tubes Illuminations Ltd – Christmas Lighting - £330.00Cllr Bramwell – Expenses - £50.00Cllr Hill – Expenses - £50,00Cllr Gregory – Expenses - £50.00Cllr Drewery – Expenses - £50.00Cllr Birkett – Expenses - £150.00Cllr Sunderland – Expenses - £50.00Clerk – Allowance for Home Use - £350.00J Hill – Expenses - £50.00Cllr Birkett – Sign for Health Fair - £147.59Clerk – Stationery - £33.43Clerk – Advert for Local Directory Chesham - £97.20Cllr Birkett – Printing for Health Fair - £74.07yourChesham – Advert for Health Fair - £85.00To note receipt of income as listed below:C Lee – Inscription Fee - £60,00It was proposed by Cllr Birkett and seconded by Cllr Drewery to repaint the Beacon at a cost of £285.00.It was proposed by Cllr Bramwell and seconded by Cllr Drewery to continue to clean the street signs in Latimer and Ley Hill at a cost of £150.00.The Clerk reported that so far £765.07 had been spent out of the £1,800 LAF Funding.The Clerk reported that Cllr Hill was now a signature on the bank account. The Clerk explained that the online banking can be set up so that payments can be paid by BACS she required full access. This was unaminously agreed (proposed by Cllr Bramwell and seconded by Cllr Birkett) and the mandate signed by Cllr Birkett and Cllr Drewery. The Clerk agreed that she would not authorise any online payments.The Clerk reported that the Council were able to apply for full Health and Wellbeing funding in February each year and the Transport was match funded in August of each year. Some of the suggestions from the Parish Survey could be funded either fully or part by LAF Funding.Cllr Birkett suggested that we applied for First Aid and Cllr Bramwell suggested a Paediatric course. Cllr Birkett said that these could be held in either the Memorial Hall or the Golf Club.David Silverstone had kindly agreed to complete the Internal Audit for the financial year 2018-19. Proposed by Cllr Drewery and seconded by Cllr Bramwell.The Clerk had agreed to again be the Responsible Financial Officerf for the coming year. Proposed by Cllr Drewery and seconded by Cllr Birkett. |  |
| 8 | **Defibrillators** **Latimer****Ley Hill** | The painting of the phone box at Latimer is likely to take place in April and the defibrillator will be installed in there soon after.The Electrician has requested the equipment and the Clerk to contact him to arrange for it to be collected and installed. Training in the use of the defibrillator will be given at the Health Fair on 24th March. | Clerk / Cllr Birkett |
| 9 | **Highways and Footpaths****Definitive Map Modification Order Application – Botley Road to Scout Hut****Pavements – Botley Road****Noticeboard – Botley Road****Litter****Damage to kerbs and well on The Green, Latimer** **Post Box – Botley Road****Village Gates** | The Clerk reported that 14 forms had been received and it was agreed to apply for a definitive map modification order. The Clerk to progress this. The Clerk had written to the owner of the Scout Hut on the 8th February to find out what the owners intentions were but there has been no response.The Clerk has chased Transport for Bucks about getting the pavement repaired.This is now in place and being used.Cllr Birkett reported that both Ley Hill and Latimer are organising their Spring Litterblitz on the 9th March. A poster had been put up on the noticeboards and on the website. Cllr Birkett asked if Councillors felt that there was a need for further dates other than those already organised or whether equipment could be lent out to residents who regularly walk around the village. The Clerk mentioned that there was a scheme in Dacorum operating where equipment is loaned out to anyone interested in collecting litter.Cllr Sunderland said that she was no longer able to collect the bags. Steve Thorp offered to take on this role on the 9th March.Cllr Birkett requested that the Clerk advertised both the Litterblitzs on the website. Cllr Drewery reported that contractors were on site and work is expected to be completed in the near future.The Clerk reported that it was still not in use and would chase again to find out what the hold up is.It had been agreed that some village gates could be installed in Latimer near the cross roads and Ley Hill on Bovingdon Road. The Clerk to apply for LAF Funding in August for these. | ClerkSTClerkClerkClerk |
| 10 | **To consider Planning Applications** **Land at Flaunden End Farm – PL/18/3883/FA****Meadhams Farm Update****The Swan – Update****St Georges Hall, Jasons Hill, Chesham HP5 3QP – PL/19/0272/FA****Shenley Cottage, The Green HP5 3QR – PL/19/0272/FA****Site of Old Sewage Farm, Jasons Hill****Scout Hall, Botley Road** | Cllr Gregory had not responded back to the Clerk following a letter from the owners. It was agreed that Planning / Enforcement should be informed. Clerk to write.There was no further update. Cllr Drewery agreed to attend any meetings on behalf of the Parish Council.Cllr Birkett informed the meeting that they had exchanged but as yet there was no date for this application to go to the Planning Committee.Conversion of barn to residential dwelling. Cllr Sunderland had viewed the planning application and it was agreed that there were no objections.Erection of single storey timber outbuilding to rear. Cllr Hill had viewed the planning application and it was agreed that there were no objections.Planning Enforcement have been informed of mains electrical work that has recently taken place.It was agreed that as it had been reported by several local residents there was more activity on this site that Planning Enforcement would be contacted. The Clerk to write. | Cllr Gregory / ClerkCllr Garth / ClerkClerk |
| 11 | **To receive Planning Application Decisions** | None |  |
| 12 | **Health and Wellbeing Funding** | Cllr Birkett requested that Councillors attended the event as help was needed on the Parish Council stand etc.Cllr Bramwell said that she had written to a number of organisations for tombola prizes and had received offers. Cllr Birkett said that Ley Hill Golf Club had offered four rounds of golf as prizes.Steve Thorp has offered the use of his Tombola machine. |  |
| 13 | **Annual Parish Meeting** | This will be held on Thursday 18th April and Cllr Birkett requested that each Coucillor spoke about what the Parish Council had achieved this financial year. The main focus of the meeting will be on the Parish Survey. Details to be discussed at the next meeting. | All |
| 14 | **Reports and Correspondence****Councillor Vacancy****Planning Training****Well – Blackwell Hall Lane****Parish Logo****Mini Sub Station – Old School Hill** | Steve Thorp has expressed an interest in the vacancy and will advise the Clerk if he wishes to be co-opted onto the Parish Council.Chiltern District Council have offered Planning Training for up to three Councillors. The Clerk to be informed if Councillors wish to attend.Cllr Bramwell explained where the well was sited and requested that Chiltern District Council were informed as it could be a potential hazard as it is unmarked and it is not clear what cover is in place. The Clerk to write to David Stowe.Cllr Birkett suggested that we update the logo and was prepared to look into it. Suggestions were put forward – a competition advertised in News and Views using a Roe Deer.The Clerk had received correspondence regarding a sub station being installed. The position of this was agreed and the Clerk to write to confirm this can go ahead. | ST / ClerkClerkABClerk |
| 15 | **Communication** | Councillors are having issues with using Freeola and therefore accessing their emails in a timely manner. County Cllr Brown suggested the Clerk spoke with Catherine Graves, Chesham Town Council to get guidance on using googlemail but there may be an issue with GDPR. Cllr Bramwell suggested using the Vote button for Councillors to confirm they will be attending meetings etc. The Clerk to speak with 11 December IT Services as Councillors are unable to set up groups and folders. | Clerk |
| 14 | **Any Other Business****Unitary Council** | County Councillor Brown said that this will be definitely going ahead but will not affect Town and Parish Councils. |  |

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

Cllr Birkett

Chairman

Latimer and Ley Hill Parish Council

**The Meeting closed at 9.35pm**

**Dates of next Meetings**

Parish Council Meeting - Wednesday 27th March 2019 at Ley Hill Memorial Hall (Committee Room) at 7.15pm

Annual Parish Meeting – Wednesday 17th April at 7.30pm at Methodist Church, Ley Hill

Annual Council Meeting – Tuesday 30th April at 6.45pm at Ley Hill Memorial Hall (Committee Room)