**LATIMER AND LEY HILL PARISH COUNCIL**

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

held on Thursday 26th July 2018 at the Latimer Village Hall, Latimer – 7.15pm

Present:

 Cllr Anne Birkett (Chairman) AB

Anne Hyde (Clerk) AH

Cllr Rae Bramwell RB

Cllr Chris Gregory CG

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|  | 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 13th June 2018 were approved. |  |
| 2 | **To receive Apologies for Absence** | County Cllr Noel Brown - NB Cllr Nigel Hill - NH District Cllr Andrew Garth - AGCllr Mary Buckman - MBCllr Lesley Sunderland - LS |  |
| 3 | **Public Quarter Hour** | Ryan Cane was an observer during the meeting. |  |
| 4 | **To receive Declarations of Interest relating to this meeting** | None |  |
| 5 | **Matters arising** | None |  |
| 6 | **Burial Ground** **6.1 – Maintenance of Burial Ground****6.2 – Burial Ground Committee Report** **6.3 – Headstone Damage****6.4 – Reissue of Deeds****6.5 - Approval of Replacement Memorials** | Terry Gillott’s contract had been reviewed by the Burial Ground Committee and amendments and additions have been made. The Clerk to update the contract and send to the Council for approval. Chris Gregory to check if Terry needs to add his own Risk Assessment to his contract as suggested by Cllr Drewery.Cllr Birkett read the report and it was agreed unanimously that following three quotes received for works to the Burial Ground that Ian Short would be awarded the contract. Cost: £2,480 to create a Garden of Remembrance and compost bins at the back of the Hut. It was agreed the works could now go ahead. Cllr Hill had agreed to clear the compost bins when they are full. The Clerk felt this could be arduous. The Terms of Reference of the Burial Ground were approved – Proposed: Cllr Gregory and Seconded: Cllr Bramwell.The Burial Ground Administrator had received correspondence regarding some headstone damage following work to repair it. It was discussed at length and it was decided that the Parish Council could not be held responsible. The Burial Ground Administrator to write to the person concerned and amend the Terms and Conditions of the Burial Ground.These were signed by Cllr Birkett and the Clerk for the reissue of the deeds for Graham Hull.Approval was granted for the replacement memorials for:* Catherine Hull,
* Alice Mary Hull, John Hull and Edith Julia Morris
* Beryl Jean Hull and John Edward Hull.
 | ClerkCllr GregoryBurial Ground CommitteeBurial Ground Administrator |
| 7 | **Finance** **7.1 – Current / Deposit account balances****7.2 –Payments and Receipts****7.3 – Purchase of ground screw – Rushmere Lane** **7.4 – Health and Wellbeing Funding****7.5 – Purchase of additional Litterblitz Equipment** | The Clerk reported that the current account stood at £20,200.03 and the deposit account at £12,022.93.Payments had been made to:Came and Company (Additional Insurance) - £24.0811 Dec IT Services - £30.00 + £30,00Cllr Bramwell (Expenses) - £25.00Opus Energy - £90.33A Hyde (Works to Parish Website) - £360.00T Gillott (Burial Ground Maintenance) - £183.33ICO (GDPR Registration) - £35.00Receipts were received from:A J Riley (Burial Plots) - £700HMRC (VAT refund) - £1853.43Cllr Bramwell kindly donated £100 for knitting poppies for the World War 1 Celebrations. Deposit AccountReceived:July Interest - £0.46pThe Clerk reported that she had agreed the site for the ground screw for the Movable Vehicle Activated Sign on Rushmere Lane with Bucks County Council. A quote from Highways and Solar had been received for £372.00 + VAT totalling £446.40. The Clerk had applied for LAF funding which had been agreed and the Parish Council will receive back £235.00. The Clerk said that the works would take place September/October. Proposed: Cllr Gregory, Seconded: Cllr Bramwell. The Clerk to progress the installation.The Clerk had applied for funding for Health and Wellbeing and Bucks County Council agreed to award us £1,802. Cllr Gregory suggested the Clerk put together a programme which was agreed. It was agreed that the Health Event and Walking and Stretching should be the first two activities hopefully to start in September.Cllr Birkett requested that 10 Hoops and 6 Vests were purchased at a cost of £96.00. This was agreed. Proposed: Cllr Gregory and Seconded: Cllr Bramwell. | ClerkClerkClerk |
| 8 | **Highways and Footpaths****8.1 – Memorial Hall – Posts****8.2 – Speeding****8.3 – Roundels – Rushmere Lane, Botley Road, Jason’s Hill and Bovingdon Road****8.4 – Cleaning of Road Signs****8.5 – Scout Hall****8.6 – Pavements – Botley Road** | It was agreed that the white posts should be placed on the right-hand side with no parking and on the left-hand side with parking which had also been proposed by the Memorial Hall. The Clerk to progress this with the Memorial Hall and Chiltern District Council.The Clerk reported that she had not managed to produce the spreadsheet with the MVAS and CSW results as previously agreed and would distribute these as soon as possible. Three Community Speed watch (CSW) Checks had taken place:* Botley Road on the 18th June. 13 drivers reported to Thames Valley Police (TVP). 44mph was the highest speed.
* Rushmere Lane on the 18th July. 24 drivers reported. 70mph was the highest speed.
* Rushmere Lane on the 23rd July. 13 drivers reported. 65mph was the highest speed.

The Clerk had been out to relook at the Latimer and Jason Hill sites. Latimer – a bush would have to be either trimmed back or cut down in order to use the MVAS post. Cllr Drewery had agreed to speak with the owner of the farm. TVP agreed that a CSW Check could take place where the MVAS post is sited on Jason’s Hill both ways.The Clerk had been out with TVP to look at having roundels placed in the road on Jason’s Hill. TVP have said that as the street lights are no more than 200 yards apart they could not be installed. However, Bucks County Council (BCC) have agreed to place two roundels in Rushmere Lane (one as you come from Bovingdon and the other from Chesham), Botley Road (as you are coming from Chesham close to Botley Lane and from Ley Hill School by the Slow sign pointing towards Chesham) and Bovingdon Road (as you are approaching Ley Hill from Bovingdon). BCC had also agreed that all the yellow lines and the Slow sign could be repainted. It was agreed that they should be installed but as there was conflicting information between BCC and TVP it was agreed that the Clerk would speak with TVP before the installation.The Clerk had obtained a quote for cleaning the road signs around the villages. Quote from Chesham Town Council was for £187.50 for the day but they would charge half for a ½ day. Cllr Birkett agreed to identify which ones needed to be cleaned. The Clerk had received a report that fencing had been installed illegally on both the driveway to the Scout Hall and on the footpath. Both residents had consulted their Solicitors and a letter has gone to the owner to remove the fencing as they have right of way. Also Bucks County Council are investigating the fencing on the footpath as well as the condition as cars have been dumped on the section between the Scout Hall and Botley Lane. Cllr Gregory informed the Council that Land Registry can be contact to obtain the registered title to the piece of land to find out who owns it but there is a charge. This was agreed and the Clerk to investigate. The state of the pavements from Grooms Farm to Ley Hill School have been in a poor condition for several years. The Clerk has reported this to BCC. | Clerk ClerkCllr DreweryClerkClerk / Cllr BirkettClerk |
| 9 | **Planning** **9.1 – Chinook Winds – PL/18/2084/FA****9.2 – The Swan – CH/2018/0231/HB****9.3 – The Swan – CH/2017/2353.FA** | There were no objections to the plans.This was discussed at length. Cllr Bramwell had looked in detail at the plans and gave a detailed report. It was agreed that Cllr Bramwell, Cllr Buckman and the Clerk would meet as soon as possible to write a letter of objection to Chiltern District Council. Cllr Garth had already called it in to the Planning Committee. | Cllr Bramwell / Cllr Buckman / Clerk |
| 10 | **Latimer and Ley Hill Constitution** | Cllr Birkett informed the Council that BALC advised that as we already have Financial Regulations and Standing Orders there is no need for a constitution. |  |
| 11 | **Broadband** | The Clerk had been approached by Bucks CC to find out about issues that residents had with broadband in Latimer and Ley Hill. Many responses were received, and these have been passed on to Bucks CC. |  |
| 12 | **Approval of Standing Orders** | When some amendments have been made by the Clerk, the Standing Orders can be circulated and approved at the next meeting. | Clerk |
| 13 | **Reports and Correspondence****13.1 – General Data Protection Regulation (GDPR)****13.2 – Road signs for Blackwell Hall Lane, Ley Hill****13.3 – Renaming of Road – Crown Cottages****13.4 – Replacement Noticeboard for Botley Road****13.5 – Bench in memory of the late Richard Sanders****13.6 – Clerks Contract****13.7 – WW1 Celebrations****13.8 – Chesham Rural Forum****13.9 – Summer Litter blitz****13.10 – Items for the Newsletter**  | Cllr Gregory agreed to pass on a document to Cllr Hill and Cllr Buckman. The Clerk reported that we are now registered with Information Commissioners Office (ICO).The Clerk to confirm with Chiltern District Council the agreement of the Council and give the go ahead for the installation.Cllr Hill had suggested a sign to show 1-5 and 65-68 Crown Cottages. This has already been agreed by CDC. Cllr Birkett agreed to meet with the contractors when installing both sets of signsIt was agreed to purchase an aluminium noticeboard as they were cheaper and more hard wearing. The Clerk to obtain three quotes to include installation for the next meeting.Cllr Bramwell’s family had agreed on a 6’ teak bench. They had also produced some words in memory of the late Richard Sanders for the bench. The Clerk to arrange for this to be purchased and installed. A meeting had taken place between Cllr Birkett, Cllr Drewery and the Clerk to discuss the contents. Further advice needs to be sought and another meeting held. But hopefully the contract should be finalised before the next meeting.Cllr Birkett had said she had received seven offers of knitting poppies for the 11th November. The Council had received an offer of a wreath from Chiltern District Council for free with a representative. This was agreed but we should ask that Cllr Garth lays the wreath. The Council had also been asked if we could make a collection to one of the forces. It was agreed to collect for the RAF Benevolent Fund.The Clerk had attended the meeting. TVP had offered some suggestions making properties more secure as there had been a number of burglaries in Ley Hill. The Clerk to send information for inclusion in News and Views.Cllr Birkett reported that this event had not been very well supported although the Scouts helped clean up Ley Hill. Thanks to the Scouts for helping and to Ley Hill Cricket Club for providing refreshments.It was agreed to put a regular article about proposed planning applications, keeping your house and possessions safe, knitting poppies and Health and Wellbeing in the newsletter.  | Cllr GregoryClerkCllr BirkettClerkClerkCllr Drewery/Cllr Birkett/ClerkClerk  Clerk |
| 14 | **Meadham’s Farm Update** | Cllr Birkett had received an update from Cllr Drewery which stated that the EA website showed no movement on the site licence being transferred from Dunton’s to London Green. |  |
| 15 | **Neptune Statue - Latimer** | There was no further information on where this was.Cllr Gregory to pursue. | Cllr Gregory |
| 16 | **Phone Box - Latimer** | Cllr Drewery had highlighted this needed to be repainted. To be discussed at the next meeting. |  |
| 17 | **Defibrillator** | Cllr Hill had distributed information to all Councillors prior to the meeting. It was agreed that Cllr Hill should obtain a quote for the full up and running costs which include installation for a defibrillator in Latimer and Ley Hill which includes the connection of the power supply and a lockable cabinet. It was suggested that the company visit the site prior to ordering to ensure the sites are suitable. The Clerk asked for the cost of replacement electrodes and battery so this can be included in future budgets.  | Cllr Hill |
| 17 | **Parish Survey** | It is proposed to send out Part 1 of the survey in November via News and Views and Email Newsletter just to Ley Hill initially. Cllr Hill and Cllr Birkett to produce copy for next meeting. | Cllr Hill / Cllr Birkett  |
| 18 | **Any Other Business** | It was agreed that Finn Halley a local teenage resident could complete his 3 months of volunteering service for Duke of Edinburgh award for the Parish Council. A list of activities will be suggested e.g. litter picking will be drawn up by Cllr Birkett | Cllr Birkett |

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

Cllr Birkett

Chairman

Latimer and Ley Hill Parish Council

**The Meeting closed at 10.20pm**

Date of next Meeting: Tuesday 11th September at Latimer Parish Hall at 7.15pm