**LATIMER AND LEY HILL PARISH COUNCIL**

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

held on Tuesday 27th February at Ley Hill Memorial Hall, Ley Hill – 7.15pm

Present:

Cllr Anne Birkett AB

Cllr John Drewery JD

Cllr Chris Gregory CG

Cllr Nigel Hill NH

Cllr Lesley Sunderland LS

Anne Hyde (Clerk) AH

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|  | Item |  | Who to Action |
| 1 | **Questions and Comments from the Public** | The owner of The Swan pub asked the Parish Council the feelings about changing the Public House into a Nursery and explained the reasons for the change of use. |  |
| 2 | **To receive Apologies for Absence** | Cllr Mary Buckman (Chairman) MB  Cllr Rae Bramwell RB  County Cllr Noel Brown NB  District Cllr Andrew Garth AG |  |
| 3 | **To receive Declarations of Interest relating to this meeting** | None |  |
| 4 | **To approve the Council Meeting Minutes of the 4th January 2018** | Approved and signed by Cllr Drewery |  |
| 5 | **Matters arising** | The Clerk was finding it difficult to get a definite answer from CDC and Land Registry regarding cars parking on the footpath near the Scout Hall.  The Clerk has still to finalise a contract with Jenet Hill and this will be completed by the next meeting.  Cllr Garth has still to check if the Neptune Statue is listed.  The Clerk still to obtain the signed contract from Terry Gillott.  The Clerk has not received a draft letter from Mrs. Walter. Clerk to contact Mrs Walter.  The Clerk had contacted BALC who said that only one laptop could be purchased with the Transparency Funding. | Clerk  Clerk  AG  Clerk  Clerk |
| 6 | **Burial Ground**  6.1 Extension to Burial Ground  6.2 – Approval of transfer of plot – Richard Sanders  6.3 – Approval of Ashes Plot for Rachael Bramwell and to purchase at Parishioner rates  6.4 – Approval of Burial Ground fees for 2018/2019 | Minutes of the Burial Ground Committee Meeting were distributed, and Cllr Hill reported that it would be extremely difficult to extend the Burial Ground as it was partly surrounded by Ancient Woodland. As we are running out of plots it was agreed that the Burial Ground Committee would look at having a new facility for scattering ashes which included a Garden of Remembrance, improve the facilities for rubbish, and clear some ground.  The Clerk requested that the committee obtained some quotes for the next meeting. The costs expected are approximately £500 to clear the current scattering area and prune the trees and £5000 for the Garden of Remembrance. Cllr Drewery suggested contacting the LAF for funding and the Clerk agreed to contact Bucks CC.  Cllr Gregory asked how much income the Burial Ground generated, and the Clerk advised that it was approximately £2,000 per year but the income does not cover the costs of upkeeping the grounds.  It was agreed to progress with the Committees suggestions provided the quotes were obtained first and they were not prohibitive - Cllr Gregory proposed and Cllr Drewery seconded.  This was agreed.  This was agreed. However, Cllr Bramwell had informed the Clerk that she no longer wished to purchase an ashes plot. The Clerk to speak to Jenet Hill.  These fees were approved. The Clerk to update the website. | Cllr Birkett/Cllr Hill  Clerk / J Hill  Clerk |
| 7 | **Finance**  7.1 – Current/Deposit account balances  7.2 – Payments/Receipts  7.3 – Transfer of monies to Deposit Account  7.4 – Approval to increase the Clerks Salary for 2018/19  7,5 – Approval to increase the Burial Ground Administrators Salary for 2018/19  7.6 – Approval to purchase memory cards  7.7 – Approval to increase the insurance premium to cover loss and/or damage of Speed Indicating Device  7.8 – Approval to purchase and install a ground screw in Rushmere Lane for the MVAS  7.9 – Consideration for additional Christmas Lighting | The Clerk reported that the current account stood at £19,618.29 and the deposit account at £7,020.69.  Payments have been made to:  Opus Energy - £122.03  A Hyde (Padlocks for MVAS) - £4.75  A Hyde (Mouse for Clerks Laptop) - £12.99  A Hyde (Cover for Parish Tablet) - £7.99  A Hyde (BALC Training for Cllr Hill) - £37.06  A Hyde (BALC Training for Cllr Bramwell) - £37.06  A Hyde (Parish Printer) - £64.99  A Hyde (Parish Laptop) - £448.95  11 December IT Services - £30.00 + £30.00  T Gillott (Maintenance - Burial Ground) - £183.33  Lamps and Tubes (Christmas Tree Decorations) - £318.00  Window Installation Services (Burial Ground Gate and Fence repairs) - £886.80  Opus Energy - £122.32  Receipts have been received from:  Bucks County Council (Grant for MVAS) - £1500.00  BALC (Transparency Funding) - £1238.11  Deposit Account – Interest Received:  9/1/18 - £0.28p  9/2/18 - £0.30p  £703.19 is left from the Transparency Funding and the money should be allocated towards updating the website (£300.00) and administrating the website to meet the Transparency requirements outlined by NALC (£360.00).  The Clerk explained that BALC have recommended that all Parishes should have a contingency fund which should be between 75%-100% of the yearly precept. It was agreed to transfer £5000.00 to the deposit account immediately and a further amount next April.  It was agreed that the salary should be increased by 3% from 1st April 2018. Proposed by Cllr Hill and seconded by Cllr Gregory.  It was agreed that the salary should be increased by 3% from the 1st April 2018. Proposed by Cllr Birkett and seconded by Cllr Gregory.  As the Sentinel Camera that is going to be used for the Community Speedwatch Scheme requires memory cards, it was agreed to purchase three cards, one for the camera, one for Thames Valley Police if they require evidence and a spare.  The Clerk explained that as the device was being shared between Parishes and Community Associations, we are required to insure the device. This was approved and the Clerk to arrange additional cover.  It was agreed that this would be left for the time being as currently we do not know if the MVAS is working on the other roads.  Cllr Hill thought it a good idea to form a Committee and it was agreed that Cllr Hill, Cllr Birkett, Cllr Drewery and the Clerk would meet to discuss Speeding.  It was agreed that no additional lighting would be purchased.  It was proposed by Cllr Birkett and seconded by Cllr Drewery to purchase a laptop and software for the Burial Ground Administrator. The Clerk to speak to Jenet Hill and arrange to purchase the laptop. | Clerk  Clerk  Clerk  Clerk |
| 8 | **Official Business**  8.1 – Joint Local Plan  8.2 – Chesham Master Plan | District Cllr Garth and/or County Cllr Brown to report back to the Council at the next meeting.    District Cllr Garth and/or County Cllr Brown to give an update at the Annual Parish Meeting on the 25th April. | District Cllr Garth / County Cllr Brown  District Cllr Garth / County Cllr Brown |
| 9 | **Highways/Footpaths**  **9.1 – TfB**  **9.2 – Parking – Joiners Close**  **9.3 – Road Naming – Latimer**  **9.4 – Moving of Noticeboard**  **9.5 – Road Signs**  **9.6 – Road Closure – Letchfield, Ley Hill**  **9.7 – Vehicle Activated Sign – Community Speedwatch** | Nothing to report  Parking on manorial land is still an issue and it has been reported to Chiltern District Council. The Clerk is awaiting a response.  The Clerk had been sent information on the road naming in Latimer and it was agreed that where possible double signs would be used. The Clerk to send information to Cllr Drewery and Cllr Gregory to approve.  The Clerk had received confirmation that no ground surveys would be needed to relocate the Parish Notice Board. The Parish Clerk to find out the costs of removing the existing noticeboard and relocate it onto the other side of the road  The road signs will be installed in Ley Hill soon.  The Parish Clerk has been advised that this road will be resurfaced in the coming weeks.  Results were circulated from the MVAS with the highest recording of 80mph on Botley Road. The sign will be moved to Kiln Lane. A rota for moving the MVAS will need to be produced by the committee.  The Community Speedwatch (CSW) Scheme is almost up and running with training with Thames Valley Police (TVP) arranged. The camera has been purchased by the Waterside Community Association and funding from the Local Area Forum. The processes are being worked on with the Associations and it is expected that we will be able to start some CSW checks by the middle of March. There are already 12 people who are prepared to be volunteers for this scheme. Health and Safety training will be conducted by TVP and the Parish Council will be responsible for the roadside training. | Clerk  Clerk  Clerk |
| 11 | **Planning**  10.1 – CH/2017/2106/FA – Kenway, Rushmere Lane, Ley Hill  10.2 – CH/2018/0130/FA – 1 Spring Close, Latimer  10.3 – CH/2017/2353/FA – The Swan, Ley Hill  10.4 – CH/2018/0002/FA – 245 Botley Road, Ley Hill | Single Storey rear and side extensions – No objections  First floor rear extension, single storey front/side extension, front porch canopy and extension to the existing carport – No objections.  Change of use of The Swan Pub to use class D1 (non-residential institutions – Nursery) – The Parish Council have submitted their comments to the planning application.  Single storey detached garage and alternations to boundary fence – No objections. |  |
| 11 | **Reports and Correspondence**  11.1 – LAF and Rural Forum  11.2 – General Data Protection Regulation | Nothing to report.  The Clerk had received information on the content required in a privacy policy and would produce the policy to be agreed at the next meeting.  The Council felt that they were not in a position to appoint a GDPR Co-ordinator and that they should wait until there was further notifications from BALC. The clerk pointed out that it was a legal requirement that the Parish Council had to be a member of the ICO and that we had to register a GDPR Co-ordinator by the 25th May 2018. This item to be put on the next meeting’s agenda. | Clerk |
| 12 | **Litterblitz**  12.1 – Ley Hill  12.2 – Latimer | Due to the weather, the Ley Hill Litterblitz will now take place on Saturday 24th March. The Clerk to update the website and to mention this in the Newsletter. The Crown had kindly offered to provide refreshments for all the helpers. Cllr Sunderland had offered the use of her truck to collect the rubbish.  Cllr Birkett requested that a letter was sent to Lindsay Faulkner for the many years he has helped with collecting the rubbish.  Cllr Drewery to confirm that the Latimer Litterblitz would take place on the 17th March. | Clerk  Clerk  Cllr Drewery |
| 13 | **Proposed Agenda for Annual Parish Meeting** | Suggestions for the Agenda were Meadhams Farm, Village Survey and Speeding. |  |
| 14 | **Parish Survey** | Cllr Hill has offered to work on a Parish Survey as one has not taken place for several years. Ideas to focus on are to come from the Annual Parish Meeting. |  |
| 15 | **Ley Hill Noticeboard** | Ley Hill School have placed a noticeboard on manorial land and this has been reported to David Stowe at Chiltern District Council. |  |
| 16 | **Memorial to Richard Sanders** | Both the Memorial Hall and the Parish Council wish to have a memorial to Richard Sanders. The Clerk had spoken with the family and the Parish will purchase a seat to be placed near to the Beacon which was instigated by Richard. The Memorial Hall are producing a plaque for the Beacon. | Clerk |
| 17 | **BT Phone Boxes – Botley Road and Jasons Hill** | The Clerk had contacted BT as to when the phone boxes will be removed, and they have said that they were unable to give a definite date but would be in the next two years. |  |
| 18 | **Website** | The Clerk now has access to the website and has updated the website with new pages – CSW Results, regular Tweets, Village Clubs and Associations and new planning applications.  The website is now Transparency compliant.  The Clerk reminded everyone that they must use their Parish Council email address at all times and that if they have any issues to contact 11 September IT Services. |  |
| 19 | **Parish Newsletter** | The Clerk had set up a Mail List for a Parish Newsletter. This would only be sent out if there is something of importance / meetings etc. Currently there are over 100 names on the list. |  |
| 20 | **Any Other Business**  News and Views | A tribute to be written about Richard Sanders for the next issue as well as information on the CSW Scheme. | Clerk |

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

John Drewery

Vice Chairman

Latimer and Ley Hill Parish Council

**The Meeting closed at 9.45pm**

Date of next Meeting: Annual Parish Meeting, Wednesday 25th April 2018 at 7.30pm in the Methodist Church, Ley Hill.