**LATIMER AND LEY HILL PARISH COUNCIL**

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

held on Wednesday 27th March 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

Cllr Chris Gregory CG

Steve Thorp ST

Sally Kendall SK

District Cllr Andrew Garth AG

Cllr Nigel Hill NH

|  |  |  |  |
| --- | --- | --- | --- |
|  | Item |  | Who to Action |
| 1 | **To receive Apologies for Absence** | County Cllr Noel Brown (NB) |  |
| 2 | **Public Quarter Hour** | None |  |
| 3 | **Register of Interests** | None |  |
| 4 | **To sign the Parish Council Meeting Minutes - 3rd January** | The minutes of the meeting held on 3rd January 2019 were signed. |  |
| 5 | **To approve and sign the Parish Council Meeting Minutes – 26th February** | The minutes of the meeting held on 26th February were approved and signed. |  |
| 6 | **Communication** | Councillors expressed their concerns regarding their email accounts and it was agreed with 11 December IT Services that these would be investigated. Councillors to contact 11 December IT Services with any issues. A read receipt would be investigated by the Clerk. | Clerk |
| 7 | **To co-opt Steve Thorp as Councillor for Ley Hill Ward** | This was agreed unanimously. Proposed by Cllr Drewery and seconded by Cllr Bramwell. Cllr Birkett welcomed Cllr Thorp to the Parish Council. |  |
| 8 | **Parish Survey** | A spreadsheet had been distributed to all Councillors highlighting what can be done and what is not possible following the Parish Survey. Cllr Hill suggested that this should be included in the Community Plan. It was agreed to discuss at the next meeting who will be responsible for producing the Community Plan and who would access funding for various projects. Cllr Birkett asked that Cllr Hill produced a report for the Annual Parish Meeting. Cllr Hill agreed to send this to all the Councillors for comments /approval prior to the meeting. | Cllr Hill |
| 9 | **Burial Ground** | The Clerk had not yet written to the residents regarding the Burial Ground Contractor beginning at 8.30am. The Clerk will action this as soon as possible. | Clerk |
| 10 | **Finance**  **Current Finance**  **Authorisation of Payments**  **Online Banking / New Signature**  **LAF Funding – Health and Wellbeing / Transport** | The Clerk had distributed prior to the meeting a Financial Report. The Clerk reported that the current account stood at £11,969.85 and the deposit account at £12,026.96.  Payments had been made to:  Terry Gillott (Burial Ground Maintenance) - £183.33  Chesham Town Council (Noticeboard Installation) - £120.00  Greenbarnes Ltd (Noticeboard) - £1195.58  Lamps and Tubes Illuminations (Xmas Decorations) - £330.00  Clerk (Stationery) - £33.43  Clerk (Health Fair – Tombola) - £13.49  Clerk (Health Fair – Bags) - £46.02  Chesham Local Directory (Health Fair – Advert) - £97.20  Clerk (Home Use Allowance) - £350.00  Opus Energy (Street Lighting – February) - £108.01  Cllr Birkett (2018-2019 Allowance) - £150.00  Cllr Birkett (Health Fair) - £74.07  Cllr Birkett (Health Fair – Signage) - £147.59  Your Chesham (Health Fair – Advert) - £85.00  Cllr Hill (2018-2019 Allowance) - £25.00  Cllr Hill (2018-2019 Allowance) - £25.00  J Hill (2018-2019 Expenses) - £50.00  Ley Hill Memorial Hall (Health Fair – Hire) - £45.00  11 December IT Services (Website - March) - £30.00  Receipts had been received from:  Burial Ground – Inscription Fee – C Lee - £60.00  Deposit Account – Interest received £0.54p  Monies transferred - None  The following payments were authorised:  Clerk (Stationery) - £5.50  Clerk (Health Fair – Tombola Tickets) - £3.40  The Crown, Ley Hill (Litterblitz – Refreshments) - £80.00  Clerk (Health Fair – Tombola Prizes) - £7.01  Cllr Bramwell (Health Fair – Tombola Prizes) - £42.36  Cllr Birkett (Health & Wellbeing Funding – School Equipment) - £239.94  Cllr Birkett (Stationery) - £38.89  Cllr Birkett (Litterblitz – Gloves) - £5.96  Cllr Birkett (Health Fair – Posters) - £48.00  Cllr Birkett (Health Fair – Clipboards, Pencils and Rubbers) - £30.53  BALC (Subscription – 2019-2020) - £195.73  To note receipt of income as listed below:  Headstone Memorial – R Sanders (C182) - £150.00  Ashes Burial – G Duncalf and Additional Inscription (U268B) - £210.00  Authorisation of payments proposed by Cllr Hill and seconded by Cllr Gregory.  To consider price quotations:   * None   The Clerk reported that the bank had provided the incorrect forms and the correct forms were signed by Cllr Birkett and Cllr Drewery.  Funding Available - £1800  Expenditure so far is as follows:  Tia Chi - £108.00  Sitting Yoga  Not enough take up - £0.00  World War 1 Celebration  Wool for Poppies - £12.55  Wool for Poppies - £120.16  Canes for Poppies - £15.99  Health Fair  Tombola Prizes - £23.00  Paper Bags - £46.02  Sign - £147.59  Tombola - £13.49  Tombola Tickets - £3.40  Room Hire - £45.00  Printing - £74.07  Refreshments - £19.36  Advertisement – Local Directory Chesham - £97.20  Advertisement – yourChesham - £85.00  Tombola Prizes - £7.01  Tombola Prizes - £42.36  Posters - £48.00  Childrens Goodie Bags – Clipboard/Pens/Rubbers - £30.53  Ley Hill School  Playground Equipment - £239.94  Coffee Mornings  To be arranged - £0.00  Total Spent £1,178.67  Funding Available £621.33  A notice will be put in the next Parish Newsletter regarding the Coffee Mornings.  The Health Fair was a huge success with approximately 200 people attending. . There were 18 stands with Salsa and Tia Chi Demonstrations. A Goodie bag was given to everyone that attended and refreshments were provided. Donations for refreshments and the money raised from the Tombola was £289.15p. It was agreed that £50 would go to Botley Carers and the rest split between The British Heart Foundation and Parish Health and Wellbeing activities. Thanks went to Cllr Birkett, Cllr Bramwell, Jane Hanley (Ley Hill School) and the Clerk for all the hard work that went into organising the event.  It was agreed that LAF Funding would be applied for for a Home and Safety Fair to be held in October/November 2019 following the success of the Health Fair. A First Aid Course if there was an uptake, would be run in conjunction with the Home and Safety Fair.  It was agreed that LAF Transport Funding would be applied for village gates in Ley Hill (approaching Ley Hill from Bovingdon) and for 2 signs for Ley Hill School. The total cost will be £2,672.40 with the Parish Council paying 50% and the rest funded by LAF Transport Funding. Cllr Drewery and Cllr Gregory to look into where village gates can go in Latimer. |  |
| 11 | **Defibrillators**  **Latimer**  **Ley Hill** | Awaiting the painting of the phone box and installation of the defibrillator.  Training was given to those who attended the Health Fair on how to use a defibrillator, The defibrillator has been installed on the outside wall of the Crown. The Parishioners to be informed of the code in News and Views and the Parish Newsletter.  It was agreed that Chris Connelly to be given a small gift as he installed the defibrillator at no cost. A letter of ‘Thanks’ to be sent to Chris.  Cllr Birkett had registered the defibrillator with the Ambulance Service. | Cllr Birkett / Clerk  Cllr Birkett / Clerk |
| 12 | **Highways and Footpaths**  **Definitive Map Modification Order**  **Damage to kerbs and well on The Green, Latimer**  **Post Box – Botley Road**  **Speeding** | The Clerk has sent the forms to Chiltern District Council and awaiting a response.  Cllr Drewery reported that these had now been repaired to a high standard. A letter of thanks to Chiltern District Council to be sent.  The Clerk reported that the post box is being collected by the Post Office but still there is no plate indicating the collection times. The Clerk to chase again.  The Clerk had produced and sent to all the Councillors the recent results from the MVAS and Community Speedwatch Scheme. The Clerk has contacted and sent the results to Thames Valley Police (TVP) regarding the extremely high speeds on Rushmere Lane, Orchard Leigh. TVP will investigate as to whether it is possible for their Speeding van to be placed on this road and Community Speedwatch will start again once the MVAS has been removed. The MVAS will be next moved to Latimer. | Clerk  Clerk |
| 13 | **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**  **The Turl, 224 Botley Road – PL/18/4082/FA**  **Scout Hall, Botley Road, Ley Hill**  **Rowan Tree Farm**  **Storage Units 1 and 2, Ashridge Barn, Old School Hill, Ley Hill – PL/19/0861/EU**  **Highways Farm, Rushmere Lane, Orchard Leigh – PL/19/0767/FA** | The Clerk had contacted Planning / Enforcement.  .  District Cllr Garth to find out the current position. Work could start at the end of June.  This application could go to the Planning Committee on the 18th April.  Registered but no decision.  Registered but no decision.  Fencing had been removed on the access between 203 and 207 Botley Road so that Parishioners can use it as access. The Clerk has not received a response from the owner as to what the plans are for the site.  The Clerk to write to Chiltern District Council Planning and Enforcement as works had taken place on common land without permission and there are open pipes and water leaking.  pplication for a Certificate of Lawfulness for existing barns for storage purposes (Class B8 of the use Classes Order). The Parish Council has no objections.  The Parish Council have concerns over the size of the extension and District Councillor Garth to investigate whether it encroaches on Green Belt. It has been brought to the Parish Councils attention that the owner may be running an HGV Operating Centre without a licence. The Clerk to write to Planning Enforcement. | Clerk  Clerk |
| 14 | **To receive Planning Application Decisions**  **218 Botley Road, Ley Hill – PL/18/2606/FA**  **Shenley Cottage, The Green HP5 3QR – PL/19/0272/FA** | Conditional Permission granted.  Conditional Permission granted. |  |
| 15 | **Annual Parish Meeting** | Due to the Planning Committee decision on The Swan is likely to be on Thursday 18th April, it was decided to move the meeting to Wednesday 17th April at 7.30pm. The Clerk to advertise the change of date on the noticeboards, website and send out a Parish Newsletter.  Agenda items for the meeting to include Meadhams Farm, Parish Survey and Speeding and the Clerk to publish. Cllr Birkett will bring the board that was displayed at the Health Fair on what the Parish Council has achieved over the past two years. | Clerk  Cllr Birkett |
| 16 | **Reports and Correspondence**  **Planning Training**  **Well – Blackwell Hall Lane**  **Parish Logo**  **Memorial Hall – 100 Years** | Cllr Thorp attended a Planning Training Session and gave a short presentation and handed out a document.  Cllr Thorp had shown the Clerk where the Well is likely to be situated and the Clerk to arrange to meet with David Stowe (Chiltern District Council) as there are concerns over the safety.  Cllr Birkett asked all Councillors to consider what could be done to improve the Parish Logo and if anyone knew of any designers. This item to be discussed at the next meeting.  In 2021, the Memorial Hall will celebrate 100 years. Neil Lamond will try to seek a Royal Visit to unveil a plaque. Neil has suggested that the Parish Council look at show casing the work of the Parish Council. This item to be discussed at the next meeting. | Clerk  All |
| 17 | **Litterblitz – Get Together Funding**  **Risk Assessment** | The Clerk advised that there is a possibility of £200 from Bucks County Council and Cllr Birkett suggested that this was run in conjunction with the Summer Litterblitz. Cllr Birkett to ask the Cricket Club to provide refreshments.  Cllr Drewery felt that Latimer did not require a Summer Litterblitz.  Cllr Drewery to review the risk assessment which the Clery will send him | Cllr Birkett  Cllr Drewery/Clerk |
| 18 | **Any Other Business**  **Local Plan** | District Cllr Garth reported that this is in the final review stage and is likely to go to Public Consultation in May. |  |

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

Cllr Birkett

Chairman

Latimer and Ley Hill Parish Council

**The Meeting closed at 9.25pm**

**Dates of next Meetings**

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)