**LATIMER AND LEY HILL PARISH COUNCIL**

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

held on Wednesday 27th November 2019 at

Ley Hill Memorial Hall, The Green, Ley Hill at 7.15pm

Present:

Cllr Anne Birkett (Chairman) AB

Anne Hyde (Clerk) AH

Cllr Nigel Hill NH

Cllr Steve Thorp ST

Cllr Rae Bramwell RB

Cllr Chris Gregory CG

County Councillor Noel Brown NB

Chesham Town Councillor Joseph Baum (Visitor)

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| --- | --- | --- | --- |
|  | Item |  | Who to Action |
| 1 | **To receive Apologies for Absence** | Cllr John Drewery |  |
| 2 | **Public Quarter Hour** | None |  |
| 3 | **Register of Interests** | None |  |
| 4 | **To sign the Parish Council Meeting Minutes – 28th October 2019** | The minutes of the meeting 28th October 2019 were not agreed and therefore will be amended by Cllr Birkett and distributed to the Council for approval at the next meeting.  Cllr Hill questioned whether Draft Minutes should be published on the website/noticeboard and that only agreed minutes should be published. The Clerk said that she understood that there was a requirement to publish minutes whether they are draft or agreed minutes within one month of the meeting. The Clerk to check that this is correct. | Cllr Birkett  Clerk |
| 5 | **Burial Ground**  **Tree Report**  **Hedge Cutting**  **Burial Ground Records**  **Renewal – Burial Ground Maintenance Contract**  **Approval of placing a book memorial** | Cllr Gregory confirmed that the information he had sent to the Council regarding the trees in the Burial Ground had been agreed as accurate by the Arboriculturist. An official report will not be received. The Burial Ground Committee to discuss the trees, maintenance and the 5 – 10 year plan.  The Clerk had obtained quotes for the removal of the ash tree with ash die back and other minor tree work. It was agreed that Keith’s Gardening Services would remove it at a cost of £300.  Hedge cutting had taken place on the 26th November by Chiltern Society. It was agreed to donate £200 to the Chiltern Society and to ask them to return in January to complete the works. The Clerk to contact Keith’s Gardening Services to remove the cuttings.  The Clerk had purchased a portable external drive for the Burial Ground Administrator who had agreed to photograph the documents onto the drive. Storage of the drive will be in a fire proof box.  The Burial Ground Maintenance Contractor had increased his costs to more than the recommended RPI for September 2019. It was agreed that the Clerk would write to the contractor offering a new contract but would only be for the previous years costs + 2.4%.  This was approved for Plot U11A and was signed by Cllr Birkett. | Burial Ground Committee  Clerk  Clerk  Clerk |
| 6 | **Survey Proposals**  **Litter Bin**  **Bovingdon Road**  **Kiln Lane Lighting**  **Activity Trail** | Cllr Birkett said that many of the suggestions have already been acted upon and completed. The councillors then discussed four suggestions from residents which had been researched and costed.  It was agreed that the quote for £467.97 for a litter bin in Botley Road could not be justified. The Clerk to contact Chiltern District Council Waste Team to see if there is a possibility of a free dog bin.  A quote had been received from Transport for Bucks to install new yellow backgrounds to the 30mph signs and dragons teeth in a bid to reduce the speeds of vehicles entering the village from Bovingdon. It was agreed that the costs of over £4,000 was far too high and that this was not financially possible. Cllr Thorp was concerned that we were having to pay for measures to reduce speeding. The Clerk to contact Transport for Bucks to see if funding is available for this project.  The proposal for putting an extra lamp post/light in Kiln Lane at a cost of £1,500 was not carried. It was agreed that bulbs would be replaced with LEDS when needed. This proposal would be reviewed once all the bulbs have been replaced.  Funding of £7,116 has been granted from the Large Projects Fund from Chiltern District Council towards the installation of seating around the beacon and an activity trail in the wooded area between the second fairway of the golf course and Blackwell Hall Lane. It was proposed by Cllr Gregory and seconded by Cllr Hill that the activity trail would proceed.  It was also agreed that the Large Project Funding of £7,116 and up to £5,000 from the 2019/2020 budget and a further £5,000 from the 2020/2021 budget will be allocated to this project.  An Activity Trail sub-committee was formed consisting of Cllr Birkett, Cllr Hill, Cllr Thorp, Cllr Bramwell and the Clerk. | Clerk  Clerk |
| 7 | **Finance**  **Current Finance**  **Proposed Budget and Precept for 2020/2021**  **Other** | Previous Account Balance as at 11th October 2019 - £24,127.44  Payments  11 December IT Services (October) - £30.00  A Foster (Salsa Sessions) - £180.00  Cllr Birkett (Tea Dance poster and refreshments) - £108.41  Cllr Birkett (Poster for Home Safety) - £33.59  The Barn-Ettes (Sliver Sunday – Tea Dance) - £240.00  Clerk (Refreshments for Tea Dance) - £15.00  Your Name Here (Website / Emails) - £40.95  T Gillott (Burial Ground Maintenance – October 2019) - £183.33  J Hill (Burial Ground Administration) - £206.00  Opus Energy (Street Lighting –October/November) - £102.08  Highways and Solar Solutions (Ground Screw) - £446.40  11 December IT Services (November) - £30.00  R Bramwell (Refund Salsa) - £15.00    **Receipts**  Deed of Grant for Right of Burial - M Maia - £400.00  Bucks County Council (LAF Funding for School Signs) - £471.00  Cash Received  None  Cash Paid out  None  Current Account Balance as at 25th November 2019 - £23,367.68  Previous Deposit Account Balance as at 11th October 2019 - £12,030.45  Interest Received (November) - £0.54p  Monies transferred - £0.00  Current Deposit Account Balance as at 25th November 2019 - £12,030.99  **To authorise payments as listed below:**  Clerk – External Drive for Burial Ground Records - £44.99  Clerk – Pens - £10.00  Clerk – Safety Tape for Home Safety Session - £4.99  Clerk – Salary (Sept – Dec 2019) - £1237.20  HMRC – Tax - £83.60  Clerk – Envelopes - £3.98  Clerk – 10 x Hi Vis Jackets for Litterblitz/Walking Group - £35.90  **To consider donation:**  Chiltern Dial-a-Ride – to agree the amount to donate  Contribution to Latimer Church maintenance costs  **To note receipt of income as listed below:**  Full burial of Mr Harold Rhodes - £300.00  Scattering of the ashes of Mrs Brenda Buckman - £80.00  **To consider price quotations for:**   * Maintenance of Burial Ground   + Keith’s Gardening Services - £180 per day (8 hours) / £25 hourly rate / £4 for rubbish removal (1/2 cubic metre bag) – valid until March 2021 * Ash Tree Removal – Burial Ground   + Keith’s Gardening Services - £300 including labour and waste removal   + Dominic Putt - £400 including labour and waste removal   **Expected Income (November 2019 – January 2020)**  Chiltern District Council (Large Project Fund – Activity Trail) - £7,116.00  Chiltern District Council (Silver Sunday Funding – Tea Dance) - £150.00    **LAF Funding – Health and Wellbeing 2019/2020 – Home Safety Fair**  Funding still available as at 27th November - £231.41  Expenditure   * Fire Training Bucks and MK Ltd - £300.00 * Poster for Home Safety Fair - £33.59 * Refreshments for Safety Fair - £10.00     **LAF Funding – Health and Wellbeing 2018/2019**  Funding still available as at 27th November - £243.33  Expenditure   * Salsa Sessions - -£75.00 * Salsa Sessions - -£180.00 * Coffee Mornings – Ley Hill Memorial Hall - £100.00   A discussion took place regarding the budget for 2020/2021 and it was agreed to make some amendments. The Precept to be decided at the next meeting by the Council.  Cllr Birkett requested that the 2019/2020 and 2020/2021 were sent to all councillors as well as the minutes of the previous finance meeting.  The Clerk informed the meeting that any donations to a church had to be for grass cutting and could not be for chattles / repairs etc. St Marys, Latimer had requested a donation and it was agreed to look into Cllr Gregory’s suggestion that perhaps monies could go towards the hall. | Clerk |
| 8 | **Event and Activities**  **Walking Group**  **Salsa / Ballroom Dancing**  **Home Safety Fair**  **Health Fair 2020**  **Neighbourhood Watch Scheme**  **Coffee and Chat Mornings** | Cllr Thorp had said attendance had been low at the last two walks. The next two walks would be on the 8th and 22nd December starting at the Beacon. The Clerk to send out an email to parishioners.  Cllr Bramwell said that the Salsa sessions had been very successful and 18 people who have attended want to continue in January. Cllr Bramwell asked if further funding was available but it was agreed that this should be self sufficient from now on.  Cllr Birkett said that she was looking into ballroom dancing lessons for early 2020 and Cllr Hill said he would ask Jenet Hill for details of a dance instructor.  Cllr Birkett reported that this was poorly attended but those who did attend felt that the afternoon with the Fire Service, Thames Valley Police and Neighbourhood Watch had been beneficial.  Cllr Birkett proposed that a 2nd Health Fair should be held in 2020. Cllr Gregory suggested this should be run every other year. After discussion, it was agreed that the Health Fair should go ahead for 2020, building on last year’s success, but at minimum cost to the council.  The Clerk said that there were approximately 30 people who have expressed an interest so far. It was agreed that this should be run by residents and not the Parish Council and the Clerk to find someone to lead this.  The Memorial Hall Committee has agreed to organise these Coffee and Chat mornings with the Parish Council on the first Wednesday of every month. The first one is on the 4th December from 11am. | Cllr Birkett / Cllr Hill  Clerk |
| **9** | **VE Day** | Cllr Birkett explained that the Crown is willing to be involved in the VE Day celebrations on Friday May 8th. Cllr Bramwell and Cllr Birkett to continue progressing the activities for the day. | Cllr Birkett / Cllr Bramwell |
| 10 | **Vacant Councillor Position – Ley Hill Ward** | The Clerk said that one person had expressed an interest in the position but because of the Elections in May 2020 it is not possible to co-opt a new councillor until then. It was however possible to invite him to meetings but he doesn’t have the right to vote. It was agreed that the Clerk should write to the interested party to ask him to attend the next meeting in January. Cllr Birkett had advertised for the position in the latest News and Views. | Clerk |
| 11 | **Forming of a Planning Sub Committee** | It was agreed that Cllr Thorp, Cllr Gregory and the Clerk would form the Planning sub committee to look at all planning applications. |  |
| 12 | **To consider Planning Applications**  **Rowan Tree Farm**  **Bacchus House**  **Elmcroft**  **Ashridge Barn** | **Rowan Tree Farm, Blackwell Hall Lane, HP5 1UN – PL/19/3575/UA** – To add an additional conductor to an existing HV overhead line – The Clerk to write to Planning Enforcement as there are concerns regarding the fencing and the possibility of a Vehicle Operating Centre running at the site.  **Bacchus House, Blackwell Hall Lane, Ley Hill HP5 1UT –** PL/19/3423/FA - Conversion of outbuilding into a separate residential dwelling - It was agreed that an objection would be submitted for this 2nd planning application.  **Elmcroft, The Green, Ley Hill HP5 3QR – PL/19/3820/FA** – Erection of new dwelling – It was agreed that an objection would be submitted for this 2nd planning application.  **Storage Units 1 and 2, Land at Ashridge Barn, Old School Lane, Ley Hill, HP5 1UP** – **PL/19/3383/FA** – Demolition of two existing storage buildings and construction of a detached dwelling and outbuilding - It was agreed not to comment. | Clerk  Clerk  Clerk |
| 9 | **To receive Planning Application Decisions** | **The Pheasantries, The Green, Ley Hill HP5** 3QR – **PL/19/1859/FA** – Demolition of existing detached house and outbuildings. Erection of two new dwellings each with stand alone single garages, parking, landscaping and additional vehicular access to one house. Conditional Permission granted.  **Beechwood, Jasons Hill, Chesham HP5 3QW –** Application of a Certificate of Lawfulness for existing: use of former equestrian barn at Beechwood as a single dwelling house for a period in excess of four years –The Parish Council objected but Certificate of Lawfulness was granted.  **Bala, 6 The Grove, Latimer HP5 1UE –** PL/19/2680/FA – Single Storey rear infill (JD/CG) – Conditional Permission granted.  **Bacchus House, Blackwell Hall Lane, Ley Hill HP5 1UT –** PL/19/2453/FA – Conversion of existing outbuilding into a separate residential dwelling (Use Class C3) – Planning Permission Refused  **The Turl**, **224 Botley Road – PL/18/4082/FA** – Demolition of existing dwelling and erection of replacement dwelling – Conditional Permission granted  **Highways Farm, Rushmere Lane, Orchard Leigh – PL/19/0767/FA** – Part two storey, part single storey rear extension with first floor balcony and first floor link extension between the main house and the annexe roof. Front single storey extension with additional porch. Side door to be blocked up and new doors replacing windows. Addition of roof lights on the side – Registered but no decision  **April Cottage, 20 Kiln Lane, Ley Hill, HP5 3QS –** PL/19/2561/FA – Erection of outbuilding and boundary wall (Retrospective) – The Parish Council have commented but no decision.  **Elmcroft, The Green, Ley Hill HP5 3QR –** PL/19/2593/FA – Planning Permission refused.  **7A The Grove, Latimer HP5 1UE –** PL/19/2784/FA – Demolition of existing detached single storey front garage. Single storey front extension and open porch. New side window. All windows and doors to be painted anthracite grey. (JD/CG) – Conditional Permssion granted.  **2 Blackwell Farm Cottages, Blackwell Hall Lane, Latimer – PL/19/3359/VRC** – Variation of condition 2 of planning permission AM/161/50 (Two pairs of cottages for agricultural workers) to allow the use of the cottage by a non agricultural worker – Awaiting decision.  **Spring Meadow Lodge, Jasons Hill, HP5 3QW – PL/19/2809/FA** – Erection of detached self-contained annex (All) – Conditional Permission granted. |  |
| 14 | **Reports and Correspondence**  **IT Services**  **Parish Logo** | The Clerk said that the website latimerleyhill.org was still not working and that a new website had been created using a new provider. It was agreed that the Clerk would contact our current provider to arrange for emails to be forwarded to the new email addresses and to save the existing emails and/or transfer the emails to the new addresses. Cllr Birkett said that the new website needed to be checked before going live.  Cllr Birkett had sent out prior to the meeting some possible logos. Following a discussion two logos were agreed – one as a letterhead and one for advertising. Cllr Birkett to ask Kayt Bochenski tp provide these two logos in various formats. | Clerk  Cllr Birkett |

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

Cllr Birkett

Chairman

Latimer and Ley Hill Parish Council

**The Meeting closed at 10.15pm**

**Dates of next Meetings**

**Wednesday 8th January 2020 at Ley Hill Memorial Hall (Committee Room) at 7.15pm**

**Tuesday 11th February 2020 at Ley Hill Memorial Hall (Committee Room) at 7.15pm**