



Minutes of the Latimer and Ley Hill Parish Council Meeting

held on Tuesday 11th February 2020 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 John Drewery	JD

	Item		Who to Action
1	To receive Apologies for Absence	County Councillor Noel Brown John Bicker Cllr Chris Gregory	
2	Public Quarter Hour	None	
3	Register of Interests	None	
4	To sign the Parish Council Meeting Minutes – 8th January 2020	The draft minutes had been distributed prior to the meeting and as there was no comments these were taken as read. These were agreed and signed by Cllr Birkett.	
5	Burial Ground		
	Trees	Cllr Birkett read the email concerning the trees in the Burial Ground that the Clerk had been sent. The Clerk to ask Cllr Gregory if there would be a cost for the Arbourculturst.	Clerk/Cllr Gregory
	Hedge Cutting	No further hedge cutting has taken place and the ash tree will be removed by the end of February. The Clerk to arrange for further hedgcutting when convenient.	Clerk

	<p>Maintenance Contract</p> <p>Storm Damage</p>	<p>The Burial Ground Contractor had declined to continue working for the Parish Council and will be finishing at the end of February. This will now be put out to tender.</p> <p>A large tree belonging to the Church had damaged the fence by the Grave Diggers Hut, at least three stones and brought down a tree in the Burial Ground. The Church had advised the Clerk that they were meeting to discuss this.</p>	
6	<p>Dilly Dells Project</p>	<p>Cllr Birkett explained that work will begin on the 12th February to prepare the woodland area. The minutes of the Dilly Dells project had been circulated before the meeting.</p> <p>Cllr Birkett said that a plan of the proposed seating area and activity trail will be on display at the Health Fair and at the Annual Parish meeting. Sponsorship will be looked for items such as seating.</p> <p>The Clerk requested that a budget is produced with final costings before monies are spent.</p>	
7	<p>Finance</p> <p>Current Finance</p>	<p>Previous Account Balance as at 2nd January 2020 - £29,390.65</p> <p>Payments</p> <p>Opus Energy (Street Lighting - November) - £129.86</p> <p>Cllr Birkett (Chairmans Expenses Allowance) - £200.00</p> <p>Cllr Birkett - £30.00</p> <p>Cllr Birkett (Coffee and Chat Expenses) - £25.70</p> <p>Cllr Birkett (Safety Fair Refreshments) - £4.35</p> <p>Clerk (Plastic Wallets) - £3.00</p> <p>Clerk (Stationery) - £13.18</p> <p>Clerk (Home and Office Allowance) - £350.00</p> <p>11 December IT Services (Website - January 2020) - £30.00</p> <p>Cllr Hill (Councillor Expenses Allowance) - £50.00</p> <p>J Hill (Burial Ground Administrator Expenses Allowance) - £60.00</p> <p>T Gillott (Burial Ground Maintenance – January 2020) - £183.33</p> <p>J Hill (Burial Ground Administrator – Sept – Dec 19) - £206.00</p> <p>Cllr Drewery (Councillor Expenses Allowance) - £50.00</p> <p>Cllr Bramwell (Councillor Expenses Allowance) - £50.00</p> <p>Coadestone Ltd (Litterblitz – Refreshments) - £25.00</p> <p>Monies transferred</p> <p>Transfer from Main Account to Deposit Account - £5,000.00</p> <p>Receipts</p> <p>Mr and Mrs Sanders (Book Memorial) - £150.00</p>	

Cash Received

None

Cash Paid out

None

**Current Account Balance as at 5th February 2020 -
£23,130.23**

To authorise payments as listed below:

Lamps and Tubes – Christmas Display - £498.00

Stephen Thorp – Councillors Expenses (Replaces cheque 1310) - £50.00

Latimer PCC – Donation towards maintenance - £600.00

Lamps and Tubes – Replacement LEDs x 2 - £883.68

Lamps and Tubes – Maintenance March 19 – end Jan 20) - £1033.54

2 x Ordnance Survey Maps (Latimer and Ley Hill Walking Group) - £17.98

YourChesham – Advert for Health Fair - £44.00

Clerk – 3 x Storage boxes for files - £8.99

Cllr Birkett – Poster for Health Fair - £52.79

Cllr Birkett – Coffee for Coffee and Chat mornings - £24.00

Monies available if all payments above are authorised: £19,917.25

To consider donation: None

To note receipt of income as listed below: None

To consider price quotations for: None

Expected Income (February – end March 2020)

Bucks County Council – Health and Wellbeing Funding - £334.90

Previous Deposit Account Balance as at 2nd January 2020 - £12,031.45

Interest Received (January 2020) - £0.51p

Monies transferred - £5,000.00

Current Deposit Account Balance as at 5th February 2020 - £17,031.96

LAF Funding – Health and Wellbeing 2019/2020

Funding available as at 5th February 2020 - £231.41

Poster- Health Fair - £52.79

Coffee – Coffee and Chat - £24.00

Funding available as at 11th February 2020 - £154.62

LAF Funding – Health and Wellbeing 2018/2019

Funding available as at 5th February 2020 - £362.43

	<p>Online Banking</p> <p>Council to agree payments</p> <p>Community Infrastructure Levy (CIL)</p> <p>LAF Funding</p>	<p>Large Project Fund for Dilly Dales Project (Activity Trail) Bucks County Council - £7116.00 Match Funding by Parish Council - £7116.00 Funds Available as at 5th February 2020 - £14,232.00</p> <p>Funding Applied for VE Day - £150.</p> <p>Lloyds Bank had lost the forms and new forms were signed by the relevant Councillors.</p> <p>All the payments were agreed.</p> <p>The Clerk had attended a Town and Parish Council Meeting where it was recommended that a new bank account was open for all the CIL payments. This was agreed and the Clerk to arrange a new treasurer's account.</p> <p>A working group will need to meet to discuss how the money will be spent / distributed and a policy drawn up. The Clerk to obtain further information on what the money can be spent on.</p> <p>The Clerk explained that the funds will need to be spent and invoiced by the 20th March. It was agreed to purchase some tablecloths for the Coffee and Chat mornings, a poster for the Walking Group and two Ordnance Survey Maps for the Walking Group. Funds will also go towards the running of the Health Fair.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Birkett / Cllr Thorp</p>
8	<p>Event and Activities</p> <p>Walking Group</p> <p>Ballroom Dancing Sessions</p> <p>Health Fair 2020</p> <p>Coffee Mornings</p>	<p>The next walk will be on 15th February and the Clerk to advertise through the newsletter.</p> <p>Cllr Birkett said that there was not enough interest to run these sessions on Friday afternoons but Weds evenings have since become available so this can now be offered as an alternative.</p> <p>Cllr Bramwell explained that this is on track for the 29th March from 1 – 4pm. Cllr Birkett has purchased posters for outside the Memorial Hall.</p> <p>Cllr Birkett said that these are really successful and the latest Coffee and Chat had 30 people attend. These continue to take place on the first Wednesday of every month from 11am in the Memorial Hall.</p>	<p>Clerk</p>

9	VE Day 2020	This will take place on the 8 th May and plans are progressing.	
10	Policies Finance – Terms of Reference Internet Banking Noticeboard Financial Regulations Expenses	The policies were distributed to all Councillors prior to the meeting for comments. Approved Approved Approved Approved The Finance Committee recommended that this policy was reviewed once clarification was obtained as to whether the Burial Ground Administrator was a contractor or should be an employee.	Clerk / Cllr Drewery / Cllr Birkett
11	Elections – 7th May	The Clerk explained that costs would be approximately £100 but could rise to £1,000 if positions were contended. Councillors will have to hand deliver their nomination forms personally to Chiltern District Council.	All
12	To consider Planning Applications	Beechwood, Jasons Hill, Ley Hill, HP5 3QW – PL/20/0053/PNAD - Prior Notification under Class Q(a) of Part 3, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 - Proposed change of use of an agricultural building to one dwelling. The Clerk to submit a comment. Kenway, Rushmere Lane, Orchard Leigh HP5 3QY – PL/20/0359/FA – Single Storey rear extension. No objections.	Clerk
9	To receive Planning Application Decisions	April Cottage, 20 Kiln Lane, Ley Hill, HP5 3QS – PL/19/2561/FA – Erection of outbuilding and boundary wall (Retrospective) – This application had been withdrawn and a new application submitted. Blackwell Farm, Blackwell Hall Lane, Latimer, HP5 1TN – PL/19/3884/FA – Demolition of existing farrowing pens and erection of timber framed car port and associated works. Decision not to comment. Awaiting decision. Highways Farm, Rushmere Lane, Orchard Leigh – PL/19/0767/FA – Part two storey, part single storey rear	

		<p>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.</p> <p>Elmcroft, The Green, Ley Hill HP5 3QR – PL/19/3820/FA – Erection of new dwelling (All) – Comments have been submitted objecting. Awaiting decision.</p> <p>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 – Awaiting decision.</p>	
14	<p>Reports and Correspondence IT Services</p> <p>Street Lighting</p> <p>Speeding</p> <p>Bridal Way – Cowcroft Woods</p> <p>Broadband</p> <p>Vacancy for Clerk</p> <p>Annual Council Meeting</p>	<p>The Clerk is working with 11 December IT Services to close down the old website and to transfer the emails across to the new ones. The website is live and has been advertised.</p> <p>Two lights have been replaced with LEDs. The light outside Cherry Tree Farm is still not working. Clerk to report.</p> <p>The Clerk said that the clock on the MVAS needs to be changed. Cllr Thorp to facilitate this.</p> <p>The Clerk had received correspondence to see if the bridleways through Cowcroft Woods that are recorded on the Definitive Map as footpaths can be changed. Cllr Thorp and Clerk to investigate.</p> <p>A Parishioner had offered to investigate improving broadband to Ley Hill. This had been advertised through the newsletter.</p> <p>Cllr Birkett said that two applications have been received and a possible two more are expected. The closing date is the 17th February.</p> <p>Due to the Elections the Annual Council Meeting will need to be rearranged from the 28th April to the 12th May 2020.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk / Cllr Thorp</p> <p>Cllr Thorp / Clerk</p>

Signed: _____

Date: _____

Cllr Birkett

Chairman
Latimer and Ley Hill Parish Council

The Meeting closed at 9.35pm

Dates of next Meetings

- Wednesday 18th March 2020 at Ley Hill Memorial Hall (Committee Room) at 7.15pm
- Annual Parish Meeting on Wednesday 15th April 2020 at the Methodist Church – 7.30pm
- Annual Council Meeting on Tuesday 12th May 2020 at Ley Hill Memorial Hall (Committee Room) at 6.45pm