

Latimer & Ley Hill Parish Council Meeting | MINUTES

9th June 2020 / 7.15pm | Virtual Meeting (Zoom)

ATTENDEES

Cllr Anne Birkett (AB), Cllr John Drewery (JD), Cllr Nigel Hill (NH), Cllr Steve Thorp (ST), Cllr Chris Gregory (CG), Cllr Noel Brown (NB), Jenet Hill, Claire Leek (Clerk)

AGENDA TOPICS

| 1 | Apologies for Absence

Andrew Garth

| 2 | Register of Interests

None

| 3 | Burial Ground

- a. **Trees.** PC now have 3 quotes for a tree survey and report; £650 + vat, £650 inc and £450 + vat. Decision made to go with Simon from Merewood at £450 + vat. AB happy to be on site at time of survey if required.

Proposed by ST Seconded by CG.

Action items	Person responsible
Contact Merewood to arrange survey and report	Clerk

- b. **Hedge Cutting.** The front hedges to be maintained more regularly than the hedges along the back. Discussed the costs associated with the maintenance contractor cutting the hedges vs Chiltern Society donation. Decision made to ask maintenance contractor to cut the front as part of the contract twice a year and arrange for the Chiltern Society to cut the back hedge once a year/twice yearly.

Proposed by ST Seconded by AB.

- c. **Maintenance Contract.** Only outstanding issue was the decision about the back hedge. This will be removed from the contract. Discussed the option of adding in a 3 month probation period (to be included in contract)

Proposed by NH. Seconded by AB.

Action items	Person responsible
Make amendments to contract and send to Callum Wilson	Clerk

- d. **Administrator Contract.** All agreed with the proposal from JH regarding the service provider agreement. Contract to be dated from 1st April 2020 as JH has been paid up until this point.

Proposed by AB. Seconded by ST.

Action items	Person responsible
Dates to be added into contract and copies sent to JH	Clerk
Standing order for current pay to JH to be cancelled	Clerk

- e. **Storm Damage.** Email reply from church has been received regarding the storm damage. Peter Evans is scheduled to fix the fence through the church's insurance. JH and AB checked 3 stones and felt that as the PC has a duty of care, Nick Batt, stone mason, should be asked to look at the 3 stones. His opinion is that the cross is showing signs of movement due to recent damage and needs to be repaired at a cost of £140. Decision made to go back to the church to pursue this through insurance. One headstone is sitting at an angle. JH unsure if it has always been like this. It is low risk but needs repairing at a cost of £175. This is the responsibility of the family.

Proposed by NH. Seconded by AB.

Action items	Person responsible
Email to be sent back to the church requesting the cross is repaired through insurance.	Jenet Hill / Clerk

Additional Topic JH presented a permit application (Rhodes) for approval. Approved.

Proposed by AB. Seconded by JD.

| 4 | Finance

- a. **Current Finance (Clerk/RFO's report and cheques for signatures).** Finance report to be sent monthly regardless of meeting date. All agreed it would be the Councillors' responsibility to raise any issues. NH would like to add a section to monitor budget vs proposed spend and keep an eye on total expenditure.

Action items	Person responsible
Budget vs Spend to be included in June finance report	Claire Leek

b. Council to agree payments.

All payments agreed. Refer to financial report – May 2020

- c. Community Infrastructure Levy (CIL)** Discussed the background to the levy and need to write a policy. NB suggests contacting Catherine Graves at Chesham Town Council for background and ideas for policy. NH suggests the survey data we already have collected will help form the projects list. NH will work with the Clerk to form draft policy.

Action items	Person responsible
Clerk to send draft policy to NH and speak with Catherine.	Clerk

- d. Online Banking Signatories.** ST has been added and now has full signatory powers. Discussed the current set up as clerk plus one other signatory for payments. Decision made that this is sufficient and has the necessary checks with second signature.

Proposed by AB. Seconded by CG.

Action items	Person responsible
Online banking policy to be updated to reflect process	Clerk

- e. PC Debit Card.** Discussed the pros and cons of having a PC debit card. It will save time and avoid clerk being out of pocket for purchases. Decision made to apply for a card for use by the clerk when approval is obtained.

Proposed by AB. Seconded by JD.

Action items	Person responsible
Application to be made for PC debit card	Clerk

- f. Standing Order for Clerks Salary.** To avoid setting up a monthly payment and seeking approval each month for the clerks contracted salary, a decision was made to set up a standing order for the monthly salary.

Proposed by AB. Seconded by CG.

Action items	Person responsible
Standing order to be set up and approved	Clerk

- g. Payscales.** NALC still haven't released the payscales for 2020/2021. A finance sub-committee meeting will be arranged and this will be on the agenda. A proposal will then be brought back to the PC for approval.

Proposed by AB. Seconded by JD.

| 5 | To consider Planning Applications

- a. **PL/20/1047/FA April Cottage, 2A Letchfield, Ley Hill, Buckinghamshire, HP5 3QU.** PC have sent an objection. Discussed the legalities of building on an area not red lined in the plan. CG will talk to the planning officer. Decided to see if this can be called in to council if the deadline has not passed.

Action items	Person responsible
Determine the legalities of the application	Chris Gregory
Contact Andrew Garth to call in to Council	Chris Gregory

- b. **PL/20/0336/HB and PL/20/0335/FA The Swan Public House, HP5 1UT.** PC have sent an objection. Plans have been amended, likely in response to comments from the historical officer. Decided PC would object again to the principle of the change of use, reaffirming the PC position.

Proposed by AB. Seconded by ST.

Action items	Person responsible
Send objection to principle of change of use	Anne Birkett/Clerk

| 6 | To receive Planning Application Decisions

Nothing to discuss on these applications.

Additional Topic. ST has noticed work has started on application number PL/19/0767/FA at Highways Farm, Rushmere Lane but application is still awaiting decision. Discussed the work is at the risk of the owner. PC to contact Buckinghamshire Council to advise them work has started.

c

Action items	Person responsible
Contact Buckinghamshire Council Planning Dept	Clerk

| 7 | Dilly Dells Project

- a. **Update on Seating** Some seating ready for installation in the coming week but we need to wait for the grass to be cut. AB has spoken to David Stowe. Three benches with the backs are not yet ready as they will be made in the prison, which is not open yet. The noticeboard is not ready as the graphics have not yet been decided on.
- b. **Phase II** Some of the initial thoughts and plans might need to be changed. AB will walk around the trail with ST and NH to look at what might be better suited and more cost efficient.

Action items	Person responsible
Walk around the trail to determine best plans	Anne Birkett/Nigel Hill/Steve Thorp

- c. **Further Rewilding.** Wild flower plugs have been planted in an area next to the beacon to see what is suited to growing on the common. £80 spent to date from the £150 budget. Results will be clear in Autumn ready for phase II which is re-wilding next Spring.

No actions.

| 8| Events and Activities

- a. **Walking Group.** Will leave it for now in light of Covid-19 and re-address at the next meeting.

No actions.

| 9| Reports and Correspondence

- a. **IT Services.** Discussed a strategy to move away from IT services. PC need to redirect emails from old addresses to new, redirect web traffic from old website to new, transfer historic emails to new account. Want to understand the consequences involved with cutting ties and understand what we are waiting for IT Services to do. Clerk to ask previous clerk what is required from IT Services. Decided to stop paying the standing order to IT Services.

Proposed by CG. Seconded by NH.

Action items	Person responsible
Cancel standing order to IT Services	Clerk
Contact previous clerk for details of what PC need	Clerk

- b. **Street Lighting.** Outstanding repair to Jasons Hill has now been carried out. ST asked if AB could check the light outside Ley Hill Memorial Hall to confirm this was repaired.

Action items	Person responsible
Check light outside Memorial Hall is working	Anne Birkett

- c. **Speeding.** Discussed the problem with speeding down Botley Road during lockdown. The MVAS was moved and is in place on Botley Road. AB has collected the data. Decision made to move the MVAS to Rushmere Lane in a month's time.

Proposed by AB. Seconded by ST.

Discussed the benefit of the PC working alongside the community speedwatch group, led by Anne Hyde. Agreed speeding has improved and the time, money and effort has been worthwhile, and this will be demonstrated by the MVAS data. Keen to know if Anne is continuing with the community speedwatch group.

Action items	Person responsible
Analyse MVAS data and add to existing Excel sheet	Clerk

- d. **Bridal Way – Cowcroft Woods.** ST provided a report concluding the main route from Kiln Lane through Cowcroft Woods and along to St Georges Church is not recorded as a public right of way. PC want to maintain the access which has been used for 20+ years and want to get it designated as a public footpath.
Proposed by ST. Seconded by AB.

Action items	Person responsible
Progress the process of designating the route a public footpath	Anne Birkett

- e. **New Councillors.** Two Councillors short currently. Chris Harris has expressed an interest previously. Will invite him to attend in an informal capacity to the next meeting with the view to co-opting if interested.
Proposed by AB. Seconded by CG.

Need a second Councillor. Decision made to send a request via newsletter. NB suggests we do not have two new Councillors at the same time. Discussed training up the Councillor before second new Councillor comes on board.

Action items	Person responsible
Invite Chris Harris to next meeting	Anne Birkett
Identify any training courses offered by BALC/NALC	Clerk

- f. **GDPR.** Discussed the need for a basic policy. Agree PC need something, but NB suggests speaking with Catherine Graves at Chesham Town Council to see if we can utilize anything from their policy.

| 10 | AOB

- a. **Litter on Common.** Numerous emails from parishioners regarding litter following the bank holiday weekend and relaxing of the lockdown rules. AB contacted Bucks waste team who responded very quickly. AB also sent a friendly email to Rob at The Crown to inform him of the complaints.
- b. **Plastic around Meadham’s Farm Clay Pits.** Email received from parishioner and observed by AB. Plastic that was originally installed to keep the newts out is now unsightly and ineffectual. In addition, the fencing needs repairing, and signage has come down. PC will try to locate the owners of the Clay Pits to notify and ask that this is addressed. NB advises this should be reported at a County level. The Environment Agency deal with the brickworks and they may be aware of ownership. Otherwise a land registry search should identify owners.

Meeting Closed at | 09.20pm |

Signed: _____

Date: _____

Councillor Anne Birkett

Chairman

Latimer and Ley Hill Parish Council

Next Meeting | 22nd July 2020 |