

Latimer & Ley Hill Parish Council Meeting | MINUTES

8th September 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), Claire Leek (Clerk), Chris Harris.

AGENDA TOPICS

| Agenda topic 1 | Apologies for Absence

Noel Brown

| Agenda topic 2 | Approval of June meeting Minutes

Formally approved. AB to sign and Clerk to upload to website.

| Agenda topic 3 | Register of Interests

CG – architect for planning application PL/20/2115/HB. Will not comment or vote on any discussions on the matter.

| Agenda topic 4 | Burial Ground

- a. **Hedge Cutting.** Need to schedule hedge cut by the burial ground contractor – agreed to arrange it for after the final grass cutting in October. Although not impeding traffic, the burial ground hedge does look scruffy and is in need of some maintenance.

Proposed by AB Seconded by CG.

Action items	Person responsible
Arrange hedge cutting with Callum Wilson	Clerk

- b. **Grave Diggers Hut.** Considered opening the hut up for the Ley Hill Open Gardens Event however, it is not going ahead this year. There is lots of history and interesting equipment arranged in the hut, so it may be an option for school children to visit in the future. Lock was broken and guttering needed cleaning out. These have been arranged by AB already.

- c. **Lawn Mower** Lawnmower in the Grave diggers hut is surplus to requirements. Go! Lawn & Garden are interested in purchasing the lawn mower, as seen, for £100. Agreed by all (ST did not vote as a family member owns the

interested party). It was pointed out that all future contractors would be required to bring their own equipment, as is now considered normal., and this would be written into the contracts,

Proposed by AB. Seconded by NH.

Action items	Person responsible
Send invoice to Go! Lawn and Garden and arrange collection of lawn mower from burial ground.	Clerk

d. **Trees.** Mrs Keshishian has been written to regarding the outcome of the tree survey at the burial ground.

e. **Strom damage to memorials.** Nothing heard from the church,

| Agenda topic 5 | Finance

a. **Approval of August Finance Report.** Finance report approved.

b. **Council to agree payments.**

- i. Ladywell Accountancy Services - £75 (yearly costs to manage on employee paid monthly). Agreed.
Proposed by AB. Seconded by JD
- ii. Callum Wilson - £120 (Ring ivy on 6 trees in the burial ground, as advised in a tree survey report)
Proposed by CG. Seconded by NH
- iii. Clerks Salary – agreed by all. Following a 6 month salary review, Clerks salary was adjusted in accordance with national pay scales.

| Agenda topic 6 | To consider Planning Applications

No comments on open planning applications. Clerk advised that PL/20/2074/FA – Homesley had been withdrawn following the circulation of the agenda.

- a. **PL/20/2275/FA.** No comments made.
- b. **PL/20/2298/FA.** No comments made.
- c. **PL/20/2074/FA.** Clerk advised that the application has since been withdrawn.
- d. **PL/20/2462/FA.** No comments made.
- e. **PL/20/2115/HB.** No comments made.

| Agenda topic 7 | To receive Planning Application Decisions

Nothing to discuss on these applications.

| Agenda topic 8| Dilly Dells Project

- a. **Post & bench repairs around beacon.** Posts are moving back and forth after being hit by vehicles. They are wonky but not broken. Agreed to leave as is for now, but with the goal to move them to roadside and discourage parking near the beacon altogether. This area was never a designated parking spot but has been acquired as such over time. Will discuss the option with David Stowe at Buckinghamshire Council as they will have the final say, to see if he can comment on the safety aspect of people parking near the beacon. If he agrees that it would be best to discourage, the parish council will arrange for the posts to be moved to the roadside next Spring.

Proposed by NH. Seconded by AB

Reports of a problem with the bench on the common have been investigated. The bench is not broken and does not pose a health and safety problem.

New area with the throne seat is being well used, and it is nice to see people using it as it was intended.

- b. **Activity Trail** – likely to be delayed until next year. There has been a delay on the remaining benches which are being made at Bovingdon prison, as this work has not restarted since Covid-19 stopped work.

Action items	Person responsible
Activity trail quote to be produced	Anne Birkett.

- c. **Bird Box Expenditure.** AB had a meeting with Ewan Russell from the Chiltern Society regarding the correct installation of bird boxes and the options available. Queried the idea of getting sponsorship for the boxes but it was agreed to stick to the budget. Budget is £150. All agreed on 4 bird boxes and 1 owl box which will come in just over budget. Once the boxes are purchased, the Chiltern Society will help to install them. Advised the best time to install is November.

Proposed by ST. Seconded by NH

- d. **Wildflower update.** Interim report circulated by NH. Have learnt what will grow well in Ley Hill soil and the trial has been successful. Now have an idea of costs involved, and parishioners have been shown to be keen to get involved. Proposed that PC could invite people to care and tend to 3 further patches of a similar size (25m), with the council to provide the wild flower plugs (as opposed to seeds to increase the chances of success) and Councillor Nigel Hill to oversee, manage expectations and direct locations etc.

Proposed by NH. Seconded by AB.

Action items	Person responsible
Budget £300 for wildflowers next year	Finance Committee

| Agenda topic 9| Policies

- a. **Community Infrastructure Levy (CIL) Plan.** Plan was circulated and approved by the council. The CIL account is in place should Buckinghamshire Council forward any owed CIL payments for the first 6 months of the year.

Councillors asked to consider projects for the list, so it is ready to go. This would be saved alongside the plan and function as a dynamic list.

- b. Online Banking Policy.** Policy has been updated to better reflect the working process. Approved by the council – minor edit required.

Action items	Person responsible
Tense in document needs to be corrected	Clerk

- c. Policy Reviews.** Clerk has summarised the policies in place and listed the dates for review. Agreed that they will be looked at as and when possible and approved at subsequent meetings.

Proposed by AB. Seconded by NH

Action items	Person responsible
Read, review and update policies where necessary	Clerk

| Agenda topic 10 | Speeding

- a. MVAS Data.** Data has been analysed and the ongoing MVAS spreadsheet has been updated. Clerk asked Councillors what it is they are really wanting to ask of the data as there is a lot of information that is available. Want to look more closely at the peak times of speeding. The time needs to be re-set/corrected on the camera. Once the newly appointed police officer is available, need to discuss the location of the MVAS camera in Latimer. Still awaiting appointment.

Action items	Person responsible
Data to be downloaded from MVAS	Anne Birkett
Date to be reset on MVAS	Clerk/Steve Thorp
Latest data to be analysed	Clerk

- b. Community Speed Watch Update.** Jerry Harborne has agreed to take on responsibility for CSW for the parish. Chesham speed watch group needed the camera, but Jerry will arrange for the camera to return when available. The camera is being calibrated. Residents will be informed how to report incidents of speeding to Thames Valley Police via the email newsletter.

Action items	Person responsible
Information sent out in next newsletter	Anne Birkett/Clerk

- c. **Joe Walsh (email).** Email received asking whether the parish council could send the MVAS data analysis in a letter to Cheryl Gillian MP to highlight the speeding problem in the village. Agreed the data could be made available to Joe if he wished to do this himself.
- d. **Letter to Parents.** AB to send a letter to parents at school regarding speeding and parking at school drop off and pick up times. The Parish Council would support and encourage the resurrection of the “Walking Crocodile”

| Agenda topic 11 | Reports & Correspondence

- a. **Botley Lane Parking.** Update given by the Clerk on the recent conversations with residents and business owners. Abandoned vehicle (no tax/MOT/insurance) has been reported, the parking along the public right of way has been flagged and the parking of vehicles for business use on green belt land has been highlighted to the enforcement team at Buckinghamshire. Although the parish council would like to resolve the issue, there isn't anything more that can be done at present.

Proposed by CG. Seconded by JD.

- b. **Cowcroft Woods – Bridle Way.**

- i. After some research it is now believed that the track is owned by Buckinghamshire Council.
- ii. User Evidence Forms – still getting interest from people wanting to fill in a user evidence form. Will highlight the issue once more in a newsletter (October) and set a deadline for the end of the year.

Proposed by ST. Seconded by AB.

Action items	Person responsible
Newsletter to include the information about user evidence forms to be sent out in October	Clerk

- c. **Street Lighting.** Councillor Steve Thorp has noticed that due to an overgrown hedge at the end of Jasons Hill, a street light is completely obscured. Need to get the hedge cut back.

Action items	Person responsible
Report hedge obscuring the light to Buckinghamshire Council	Clerk

- d. **Website Compliance.** Deadline for local government websites to comply with new accessibility rules is end of September. The parish council are not in a position to pay for an audit and fit into the exempt box on the grounds of unreasonable financial burden. A basic audit could be carried out by a competent individual, to highlight the shortcomings of the website as is. No action to be taken at the moment.

Proposed by CG. Seconded by AB

- e. **IT Services.** Sally Kendall has advised she will be migrating the emails from the old to the new this week and taking down the old website.

- f. **Cleaning of signs.** Clerk has obtained quotes for the cleaning of the signs in the parish, along the main roads. Nigel and Chris are happy to clean a few signs each as there are a handful that need cleaning as soon as possible.

Action items	Person responsible
List of signs requiring attention	Anne Birkett
Cleaning of signs	Nigel Hill/Chris Harris

- g. **Litter Blitz.** Latimer will be carrying out its Litter Blitz on the 26th September. Those involved have been advised of the date already. Ley Hill will carry out a Litter Blitz on 3rd October. This will be communicated by a newsletter.

Action items	Person responsible
Communicate Ley Hill Litter Blitz in newsletter	Clerk

- h. **Village Hall Noticeboard.** The parish council were hoping to replace the perspex which is frosted and cannot be seen through. The unit is completely sealed so this would not be possible. In addition, the lock is broken, and the unit needs replacing with a large notice board. This will need to be considered in the budget for next year.

- i. **Meadham's Farm.** No update from the owners following a letter from the environmental officer. If the parish council wanted to take it further they would need to email the EO boss directly. Councillors agreed as it is not the parish councils responsibility or liability should there be an accident, there is nothing more that can be done. Agreed to leave it.

Proposed by CG. Seconded by JD.

- j. **Golf Club.** It has come to the attention of the golf club that the rules of play, with regard to days and times, is unclear to both members and residents. Buckinghamshire Council, as owners of the common, the golf club, and Anne Birkett as chairman for the parish council are going to have a discussion and set a definitive list of rules and then communicate the same message out to residents, members and those further afield.

- k. **Storage.** The parish council now have a filing cabinet to store the older documents and records that need to be kept. There is also a small amount required from the burial ground administrator. The idea is to store this, for a fee, at St Mary Magdalene Church in Latimer.

Action items	Person responsible
Communicate with the church regarding storing 1 filing cabinet	Chris Gregory

| Agenda topic 12| AOB

- a. **Update from David Stowe - Buckinghamshire Council.**

- i. Delay to cutting the grassed area around the Beacon and new seating and this is now rescheduled for 10th September. This will be included on the regular cutting regime.

- ii. Tree surgeon will call in before the end of this week to re-open the path into the Activity Trail through the re-emerged brambles. Again, this will be included in the regular cutting regime.
- iii. Latimer Village Green bollard will be reinstated in the next two weeks.
- iv. Latimer Pump structure –quotation being reviewed and potential start date to be confirmed.
- v. Waste bins and dog bin – Latimer will be able to receive a larger bin as requested and the dog waste bin in Ley Hill will be replaced with a new general waste bin and repositioned.

b. Chesham & Villages Community Board/Forum. Anne Birkett, as Chairman, has been invited to participate in the newly established forum for local villages and it would be good for the parish council to be represented at the meetings. The kick off meeting has already taken place, and they are requesting the villages make a list of things they struggle to get access to, or any issues they find problematic when dealing with Buckinghamshire Council. There is also a funding opportunity through the board. It may be something taken on by the new Coucillor.

Action items	Person responsible
Put forward any ideas of things the parish council struggle to access.	All Councillors
Attend next Community Board meeting.	Anne Birkett

Meeting Closed at | 09.35pm |

Signed: _____

Date: _____

Councillor Anne Birkett
 Chairman
 Latimer and Ley Hill Parish Council

Next Meeting | 14th October 2020 |