



# Latimer & Ley Hill Parish Council Meeting | MINUTES

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11<sup>th</sup> May / 7.45pm | St Mary Magdalene Church Hall, Latimer

## ATTENDEES

Cllr Anne Birkett (AB), Cllr John Drewery, Cllr Steve Thorp (ST), Cllr Chris Gregory (CG), Cllr Chris Harris (CH) Claire Leek (Clerk)

## AGENDA TOPICS

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### | Agenda topic 1 | Apologies for Absence

Cllr Nigel Hill

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### | Agenda topic 2 | Register of Interests

Cllr Gregory is the architect for planning application PL/21/1161/HB

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### | Agenda topic 3 | Public Quarter Hour

No members of the public attended.

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### | Agenda topic 4 | Approval of March Meeting Minutes

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

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### | Agenda topic 5 | Finance

- a. **Approval of Finance Report.** Finance report for March approved by all. Will be uploaded to the website.
- b. **Internal Audit.** Sara Brown has agreed to carry out the internal audit for 2020/2021. All required documentation, accounts, and information to be handed over this week. Latimer & Ley Hill parish council have been selected for intermediary review by the external auditors as a random 5% sampling.

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### | Agenda topic 6 | Burial Ground

- a. **Maintenance.** Callum has resumed the grass cutting at the burial ground and will attend every fortnight through until Autumn as agreed in the contract.

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### | Agenda topic 7 | To Consider Planning Applications

- a. **PL/21/0957/FA. Leamington.** No objections. This has been granted conditional permission.
- b. **PL/21/1127/FA. The Palings.** No objections.
- c. **PL/21/1161/HB. Foliots.** No objections.

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**| Agenda topic 8 | To receive Planning Application Decisions**

Noted.

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**| Agenda topic 9 | Planning Policy Meeting Feedback**

Very informative. Buckinghamshire Council arranged a series of planning policy meetings which will feed into the local plan. Councillor Gregory attended the meeting on behalf the parish council. Following the unitary decision and forming of Buckinghamshire Council, the 4 local council local plans have been withdrawn and plans are starting again. It is likely to be 2024/2025 before Buckinghamshire Council have a local plan in place. Neighbourhood plans may be the most relevant planning policy a parish can have for a while, as it would be the most current planning policy in consideration, it may carry more weight.

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**| Agenda topic 10 | Meadham's Farm**

The parish council received a reply to an email sent to the contractors currently preparing the site. They have appointed new consultants and suggested a meeting with the parish council in the coming weeks to fully brief them on the status and plan for works. Agreed to arrange a face-to-face meeting with the AT Contracting site manager and consultants.

Proposed by AB. Seconded by JD.

Still concerned about the site security and safety. Will discuss this with the consultants and raise the concerns of the parish council again. Will also clarify the situation with the plastic sheeting which was originally put up for newt conservation but has since broken and is unsafe and unsightly.

Agreed to update the parishioners following the meeting to keep everyone informed of the latest updates.

**Action items****Person responsible**

Contact AT Contracting to arrange face to face meeting	Clerk
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**| Agenda topic 11 | Reports & Correspondence**

a. **Website/Email/IT Support.** Neal Gibbons has helped to successfully migrate the website and email to a new hosting site which is fit for purpose and good value. All councillors, clerk and burial ground administrator have successfully accessed the new email accounts. The parish council now have a dedicated email address for IT support. Neale will be the new IT support for the parish council at an agreed monthly fee, offering support and a 24hr response time.

Proposed by AB. Seconded by CH.

**Action items****Person responsible**

Arrange payment of invoice for works carried out transferring the website and emails.	Clerk
Arrange monthly support from Neal (SB Computers) going forward.	Clerk
Circulate new support issues email address to all	Clerk

Neal Rees has written an article for the website and is looking at the history pages. Considered if the history of Latimer should also be included. A publication has recently been produced – possibility for a link to the book to be added to the website.

- b. Village Picnic.** Plans are underway. Unfortunately, school are not in a position to help with posters or dancing. However, Emily’s School of Dance have agreed to do a performance on the day. Lamps and Tubes contacted the Clerk this week and mentioned the availability of bunting which may be an option for the entrance to the activity trail. Agreed to the cost of 2 posters for the swing sign to advertise the event. The same posters – one side advertising the picnic and the other side asking for litter to be taken home (designed by the Scouts) will also be made into an A5 leaflet to be distributed in the village.

Proposed by AB. Seconded by CH.

- c. Neighbourhood Plan.** Further response received from Latimer. Although numbers are still lower than hoped, all responses are in favour of the Neighbourhood Plan. Agreed to go ahead. Will arrange a preliminary meeting with the consultant and discuss how to get the process started and apply for the grant.

Proposed by AB. Seconded by CG.

Action items	Person responsible
Contact Neil Homer and arrange a kick-off meeting	Clerk

- d. New Bench.** The parish council have budgeted for a new bench to be installed along Botley Road. Quotes to be obtained for a few differing styles for the parish council to agree on at the next meeting.

Action items	Person responsible
Obtain quotes for a new bench, to include delivery and installation.	Clerk

- e. Litter.** Litter Blitz carried out in both villages at the end of April. Litter and fly tipping are still a huge problem in both villages and lanes in between. Consider an additional Litter Blitz over the summer.

- f. Speeding.** A plan has been drawn up for the location of the MVAS for the next 12 months. The police have agreed a new site for the MVAS in Latimer. The PC already own a pole, but a ground screw and land survey will be required. Clerk to contact TfB, David Stowe and look to purchase ground screw.

Jerry Harborne, leading the Speeding group, is looking to begin CSW at the end of May. Clerk has downloaded the data from the MVAS for the recordings on Rushmere Lane. Analysis pending.

Action items	Person responsible
Contact TfB and Buckinghamshire Council re installation of a new post in Latimer.	Clerk
Look at purchasing a new ground screw for new post in Latimer.	Clerk
Data analysis from MVAS recording speeds on Rushmere Lane.	Clerk

- g. Suggestions for Improvements to Ley Hill.** Following circulation of the Chairman’s report, a local resident contacted the Clerk with some suggestions to improve the village. These were circulated to councillors and discussed. The parish council discussed the costs and implications of CCTV in the village and lanes between Ley Hill and Latimer. Realised an opportunity to identify those responsible for regular fly tipping and vandalism

however, CCTV is costly, it would require good night vision cameras and the poor Wi-Fi in the area would cause an issue. The PC need to look into this further.

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| **Agenda topic 12 | AOB**

- a. **The Swan.** Update on the current situation. The Swan has been offered for sale to community groups as an ACV. Negotiations are ongoing. There is a 6-month moratorium period in which the community group (Save Our Swan) can make the purchase. SOS have contacted the planning officer at Buckinghamshire Council with some questions concerning the ACV.
- b. **Village Green.** Buckinghamshire Council own and maintain The Green in Latimer, however they would be open to the idea of the parish council taking it on. A letter needs to be sent outlining the parish council's interest in taking on The Green.

**Action items**

**Person responsible**

Write text for letter to be sent to Buckinghamshire Council	Chris Gregory / John Drewery
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- c. **Defibrillators.** The original registration was with the South Central Ambulance service, but this is now being taken over by The Circuit and the defibrillators need to be re-registered.

**Action items**

**Person responsible**

Re-register both defibrillators with The Circuit	Anne Birkett / John Drewery
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- d. **Rowan Tree Farm.** No updates following the planning application breaches reported. Will follow up.

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Meeting Closed at | 09.15pm |

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

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

Councillor Anne Birkett (Chairman)  
Latimer and Ley Hill Parish Council

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Next Meeting | 9<sup>th</sup> June 2021 |