

Latimer & Ley Hill Parish Council Meeting | MINUTES

11th May 2022 | 7.15pm | St Mary Magdalene Church Hall, Latimer

ATTENDEES

Cllr Anne Birkett (AB), Cllr Steve Thorp (ST), Cllr Nigel Hill, Cllr Chris Harris, Claire Leek (Parish Clerk)

AGENDA TOPICS

| Agenda topic 1 | Apologies for Absence

Cllr John Drewery

| Agenda topic 2 | Register of Interests

None

| Agenda topic 3 | Public Quarter Hour

No members of the public attended.

| Agenda topic 4 | Approval of March Meeting Minutes

Formally approved by all. Signed by Chairman and Clerk to upload to website.

| Agenda topic 5 | Review of minutes from Annual Parish Meeting

Minutes from APM on 23rd April were reviewed by all. These will be uploaded to the website and circulated by email newsletter. The minutes are not to be signed by the chairman as they are not 'owned' by the PC.

| Agenda topic 6 | Finance

- a. **Approval of March & April finance reports.** The finance reports were approved and will be uploaded to the website.
- b. **Internal audit update.** The internal audit has been completed by Sara King. The internal audit report (IAR) does not highlight anything of concern. The reconciliations were agreed and the Annual Internal Audit Report for the AGAR submission was completed and signed off. The Clerk will now prepare the documentation for external audit and set the period for the exercise of public rights.
- c. **Approval of Annual Governance Statement 2021/22.** The Annual Governance Statement was approved by all Councillors and signed by the Chairman and Clerk.

- d. **Approval of Accounting Statements 2021/22.** The Annual Accounting Statements were approved by all Councillors and signed by the Chairman and Clerk.

| Agenda topic 7 | Burial Ground

- a. **Topple Test.** The topple test will be carried out in the next few weeks by Kenward Memorials. Due to a change in the rules, Kenward Memorials will not therefore be permitted to carry out any of the remedial works should any arise from the test.
- b. **Yew Whips.** Due to the unseasonably dry weather experienced since the yew whips were planted, they are suffering a little. Regular watering over the coming weeks has been planned.

| Agenda topic 8 | Planning

- a. **Planning applications for consideration**
- I. PL/22/1072/HB - 38 The Village, Latimer, Buckinghamshire, HP5 1TY. No comment.
 - II. PL/22/1156/FA - Low Meadows, The Square, Latimer, Buckinghamshire, HP5 1FZ. No comment.
 - III. PL/22/1260/FA - Parkfield House, Church Lane, Latimer, Buckinghamshire, HP5 1UG. No comment.
- b. **Planning Enforcement Issues.** The parish council have reported two sites in Latimer to the planning enforcement team at Buckinghamshire this week. These are being looked into with regard to structures that might require retrospective planning applications to be submitted.
- c. **Planning Application Decisions.** Noted.

| Agenda topic 9 | Other Business

- a. **Queens Jubilee tree planting.** The consultation period for the proposed new trees was open for 1 month. There was a positive response from the parish and of particular interest to the parish council, was an email to suggest ideal species that would offer multiple attributes throughout the year at some of the proposed sites. Additionally, the PC learnt of the history of apple and cherry orchards in the area. These suggestions will be taken into consideration when the final species list is decided with Buckinghamshire Council. The consultation period has now finished, and the next step is to purchase the trees. The final list of trees will be drawn up and circulated.
- b. **Speeding** The PC has purchased a new battery for the Sentinel camera used by CSW and will be asking Chesham Town Council for a contribution towards the cost. Chesham Town Council have purchased a new MVAS to rotate around locations within Chesham and the PC were pleased to see it positioned on Botley Road. We will consider the presence of this additional speed indicating camera when we analyse the data from the PC MVAS.
- c. **Parish survey results.** The parish survey has now closed and there were lots of suggestions from the parishioners who responded. The PC would like to thank everyone for taking the time to respond. We will take some time to look through the suggestions and communicate back once we have some ideas. The clerk will work through the list to determine those that need to be highlighted to Buckinghamshire Council, or Chesham Town Council (for

those that fall out of the parish boundary), those that are already in progress or in discussion, and determine the top suggestions across the parish.

It is clear there is a discussion to be had with the Highways team at Buckinghamshire Council. Potholes, road surfacing and speed signage were all mentioned numerous times on the survey, and these are the responsibility of Bucks to fix and maintain. Similarly, footpath maintenance was a clear issue that came up in the survey. A parish email newsletter will be circulated to ask the residents to let us know which footpaths they are aware of that need maintaining or repairing, and we will communicate this to the relevant team at Buckinghamshire Council.

- d. Hedge trimming.** The overgrown hedges around both Latimer and Ley Hill are currently a big problem, and this was also noted from the survey responses. The hedge cutting is carried out by Buckinghamshire Council. The PC will ask the parishioners via the email newsletter to let us know which in particular need cutting back and will then inform Buckinghamshire.
- e. Streetlight electricity contract.** The current contract runs until July 2023. It was decided that due to the volatility of the energy market that we would not consider quotations for a renewed contract until Q1 next year.
- f. Bus shelter** The bus shelter on Rushmere Lane has some unsightly graffiti. Before we look into the options of cleaning/painting over the graffiti the ownership and responsibility will be confirmed. We will check with Buckinghamshire Council, Chesham Town Council and the previous PC clerk to check ownership. In the meantime, we will look into the cost of options to remove the graffiti.

Action items	Person responsible
Check ownership of the bus shelter with Ros Walter, CTC and BC.	Anne Birkett Clerk

Meeting Closed at | 09.35pm |

Signed: _____

Date: _____

Councillor Anne Birkett (Chairman)

Latimer and Ley Hill Parish Council

Next Meeting | 14th June 2022 | Bangay Rooms, St George's Church, Ley Hill