



Latimer & Ley Hill Parish Council Meeting | MINUTES

14th June 2022 | 6.45pm | Bangay Rooms, St Georges Church, Ley Hill

ATTENDEES

Cllr Anne Birkett (AB), Cllr Steve Thorp (ST), Cllr Nigel Hill, Cllr John Drewery, Claire Leek (Parish Clerk), Jenet Hill (Burial Ground Administrator) (part)

AGENDA TOPICS

| Agenda topic 1 | Apologies for Absence

Cllr Chris Harris and Cllr Chris Gregory

| Agenda topic 2 | Register of Interests

None

| Agenda topic 3 | Public Quarter Hour

No members of the public attended.

| Agenda topic 4 | Approval of May Meeting Minutes

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

| Agenda topic 5 | Finance

- a. **Approval of May finance reports.** The finance report was approved and will be uploaded to the website.
- b. **Period for the exercise of public rights.** The period is set from Monday 13th June to 22nd July as recommended by PKF, the external auditors.

| Agenda topic 6 | Burial Ground

- a. **Annual Report.** As stated in the 5 year plan for the burial ground, the fees were increased from April 2022 and these are published on the website. The request for a memorial bench last year was not followed up, but the offer remains in place for the family should they wish to install a bench. There have been very few burial plots purchased over the past year and a half, currently waiting for an ashes burial confirmation. The parish council (PC) are pleased with how the burial ground is maintained by CW Grounds Maintenance and express their thanks to Callum for the excellent job he does to keep it looking so well kept. The yew whips have been planted and although there are some issues with shocked plants, the PC agreed that the idea to replace the old back fence with the yew hedge was the right decision. The yew whips will be maintained over the coming months and the

PC will look again next Spring to see how they have taken, and where there are any gaps due to unsuccessful transplanting. Decision to be made at the PC meeting in June 2023 as to whether the hedge has been a success and plan the next move.

The front hedge will be cut on 18th June and Clerk will ask for a quotation for the large fallen branches around the burial ground (x4 or 5) to be removed.

Action items	Person responsible
Request quotation for removal of fallen branches	Clerk

- b. **Topple Test.** The topple test is due this year and will be carried out by Kenward Memorials (awaiting a date). Once a date has been confirmed, this will be communicated in a newsletter and in the News and Views, to make people aware that the test will be happening.
- c. **Digital Plot Mapping.** Jenet Hill is exploring the idea of having a digitised map of the burial ground that can be added to the PC website to allow people to identify plot numbers and who is buried there. Awaiting a quotation from Pear Technology. This will enable the information to be more publicly available and serve as a way of digitising older records. Currently these have been photographed. Clerk to explore the PC cloud storage options as this is a more suitable place to save the historic data long term than an external hard drive.

Action items	Person responsible
Share cloud storage information with BG committee	Clerk

| Agenda topic 7 | Planning

- a. **Planning applications for consideration**
 - I. **22/00003/FUL - Glendale Farm, Flaunden Bottom.** PC objected to this application but were disappointed to learn since the agenda was circulated, that conditional permission has been granted.
 - II. **PL/22/1902/FA - Old Field Lodge 26 Kiln Lane Ley Hill Buckinghamshire HP5 3QS.** Clerk to advise the planning officer that the link to one of the plans is broken and a blank page is displayed.

Action items	Person responsible
Advise planning officer that the link is broken and request plans be uploaded online.	Clerk

- b. **Planning Enforcement Updates.** The PC reported two sites in Latimer to the planning enforcement team at Buckinghamshire. Following a site visit, Longchamps/Gracie's Field, has been told to submit a retrospective planning application. The reference number for this case is ES/22/00267/OPDEV. No application has yet been submitted.

Action items	Person responsible
Request update from planning officer as application reference is not found on the planning portal	Clerk

The second site was also visited, however no breach of planning was noted due to an agreement between the site and Buckinghamshire Council, which is in place until September 2022.

c. Planning Application Decisions. Noted.

| Agenda topic 8 | Other Business

a. Queens Jubilee tree planting. The PC discussed which species to plant where, and it was proposed and agreed that a hedgerow pack from the Woodland Trust would be planted in the Activity Trail. There is the opportunity to apply for free pack, Clerk to submit application. These would be delivered in November for planting. |For the other sites, it was agreed that 3 Sweet Chestnuts, 1 Oak, 3 Flowering Cherry and 3 Mountain Ash would be planted. The next step is to look into sourcing these 10 trees. The size of the saplings was discussed, and the consensus was that if the saplings are too small they will be less likely to survive the earlier months. Slightly more mature saplings will be purchased. – Clerk to look for prices online and at Buckingham nurseries, as well as enquiring with Chesham Town Council, as they have recently planted a lot of trees throughout the town.

Action items	Person responsible
Obtain quotes for specified trees and apply for Woodland Trust hedgerow pack	Clerk

b. Parish Survey Results

I. Town Councillor Meeting – in light of the number of issues raised on the parish survey that fall to either Chesham Town Council or Buckinghamshire Council, an open meeting with Cllr Joseph Baum, Cllr Gareth Williams and Cllr Emily Culverhouse has been suggested for the residents to voice their concerns, understand where certain responsibilities lay and hear from the ward Councillors on the issues. Clerk to arrange a date in September with the Village Hall and then Councillors. PC will also present the survey results.

Action items	Person responsible
Liaise with Village Hall to determine best date and confirm availability with ward Councillors	Clerk

II. Latimer Speeding – The CSW team are looking at options for sites for the CSW to be operated in Latimer. Cllr Steve Thorp will liaise with PC Lee Turham to understand the criteria for siting of CSW. The PC will then look at whether position the CSW near to the entrance to Home Farm would be ok.

If this was approved as a site, the CSW team may need to ask Flaunden PC as the location would sit within their parish. Previous conversations and site visits with the police have determined there is not a suitable location in Latimer to position the MVAS.

Action items	Person responsible
Determine the criteria for a CSW site and look for option in Latimer	Steve Thorp

III. **Post box in Latimer (Parkfield)** – Two years ago the post box outside Parkfield in Latimer was stolen. This was reported and despite communication with Royal Mail, the post box has never been replaced. The issue was highlighted in the survey, and so the Parish Clerk has had conversations with Royal Mail and submitted the required information. Royal Mail will survey the site for suitability and eligibility for a new/replacement post box however, the lead time for this survey is 25 weeks. The case has a reference number and the Clerk will follow up in due course.

IV. **Hedge Trimming** – Following a meeting with David Stowe at Buckinghamshire Council, it was confirmed that any hedgerow on private land is the responsibility of the landowner to maintain. This includes both sides of the hedges. Any overgrown hedges on common land will be dealt with by Buckinghamshire Council. Cllr Steve Thorp has carried out an audit of the most overgrown/problematic hedges on common land in the parish, and this will be sent to David Stowe who will arrange for the hedges on the list to be looked at.

Action items	Person responsible
Forward list of overgrown hedges to David Stowe	Anne Birkett

V. **Bins** – The PC acknowledge the request for more bins in Ley Hill, particularly for dog waste disposal. Cllr Anne Birkett will speak to Buckinghamshire Council to determine the process for requesting litter bins/adding additional dog waste bins for collection. There is the opportunity to relocate one of the dog waste bins in the parish and this will be explored. Additionally, the PC will speak to Buckinghamshire waste team to request the bin in Ley Hill (bus stop on Botley Road, opposite Joiners Close) and the bin on the village green in Latimer, to be replaced by larger, covered bins.

Action items	Person responsible
Determine the process for requesting additional litter bins/installing new dog waste bins.	Anne Birkett / Clerk

VI. **Speeding Signage** – the PC will investigate the cost of CSW signs for Latimer and Ley Hill, and refer to recommendations from the police detailing which signs can go where.

Action items**Person responsible**

Look into recommendations from the police and obtain costs	Steve Thorp / Clerk
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- c. **Common Land.** Cllr Nigel Hill attended a webinar hosted by BALC regarding Common Land which was informative. The PC has made a conscious effort in recent months to educate the parish about the common land and are now seen as a reference point to ask what can and cannot be carried out by parishioners on common land. The PC want to continue to help advise parishioners when asked, and will continue to emphasise what is and isn't allowed on common land in the parish. The PC need to discuss and agree what the stance will be going forward. Cllr Nigel Hill will draft some text that will be agreed by the PC in the coming months and once approved, would serve as the PCs stance on common land, being sent out by the Clerk whenever there is an enquiry or a breach.

Action items**Person responsible**

First draft of PC stance on common land practices	Nigel Hill
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- d. **Bus shelter** The bus shelter on Rushmere Lane is owned by the PC and therefore the maintenance and removal of graffiti is the PCs responsibility. It was agreed that the best course of action is to paint/stain the inside of the shelter to cover up the graffiti, as contracting a 3rd party to remove it will be costly and the cost has not been accounted for in the budget. It was proposed that in the first instance, the PC would ask for a volunteer/volunteers to paint the bus shelter (PC to provide materials). The Clerk will send out a request in the next newsletter.

Action items**Person responsible**

Request for volunteers to be sent out in next email newsletter	Clerk
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| Agenda topic 9 | Any Other Business

- **Meadhams Farm** – The PC has been asked by parishioners about activity at Meadhams Farm. Clerk to email site manager for a latest update/status.
- **Wellbeing Festival** – The PC have been made aware of a festival being held within the parish on the 9th July. Concerns were raised about the parking within the village however, the organisers appear to be considering all options to limit disruption to the residents of Ley Hill. The PC will reply by email to thank the organisers for their considerations.

- **Christmas tree** – The contractors responsible for the installation and maintenance of the Christmas lights have asked for the PCs requirements this year. The PC will request a quotation for the same as last year, a price for the addition of a star and a separate quotation for any enhancements they can suggest.
- **Memorial bench** – A request from a parishioner for a memorial bench to be sited near the Methodist church or around the common has been received. The request will be forward to the Methodist church to see if they are interested in having a new bench outside. If not, the PC will look into the options available. Clerk will contact the parishioner to keep them informed of the next steps.

Meeting Closed at | 09.35pm |

Signed: _____

Date: _____

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

Next Meeting | 20th July 2022 | St Mary Magdalene Church Hall, Latimer