



Latimer & Ley Hill Parish Council Meeting | MINUTES

18th October 2022 | 7.15pm | St Mary Magdalene Church, Latimer

ATTENDEES

Cllr Anne Birkett (AB), Cllr Steve Thorp (ST), Cllr John Drewery, Claire Leek (Parish Clerk) and Rae Bramwell (observing)

AGENDA TOPICS

| Agenda topic 1 | Apologies for Absence

Cllr Chris Harris, Cllr Chris Gregory

| Agenda topic 2 | Register of Interests

None

| Agenda topic 3 | Public Quarter Hour

No members of the public present

| Agenda topic 4 | Approval of September Meeting Minutes

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

| Agenda topic 5 | Finance

- a. **Approval of September Finance report.** The finance report was approved and will be uploaded to the website.
- b. **Precept and Budget.** The PC decided it would not be appropriate to increase the precept next year in the face of the rising costs of living and energy crisis, and will therefore plan to keep the precept request the same as requested for 2022-2023. The Clerk highlighted the expected increased costs of the electricity for the streetlights as the current contract for the un-metered supply comes to an end in July 2023. This will be considered when budget setting. The PC will look at any opportunity to cut costs where possible.

| Agenda topic 6 | Burial Ground

- a. **Topple Test.** Going forward the PC will draft a risk assessment to outline how the risk of damage and injury from the headstones will be managed. Any headstones identified as high risk will be further assessed by a stone mason. This was following review of government guidelines and requirements. Councillor John Drewery to draft risk assessment and visit the burial ground to understand the current status. There is a need for a more detailed, and larger, plan of the burial ground which will be obtained from the burial ground administrator. This will

support the risk assessment. It was proposed that the headstones could be photographed to allow for identification as some are hard to read. This will be considered by the BG sub-committee.

Action items	Person responsible
Obtain more detailed plan and arrange for A2 print to be made.	Clerk
Draft risk assessment for the headstones and visit to understand current status.	John Drewery

- b. **Inscription Request.** The PC have received a request for an inscription for the headstone of Majid Mohammadi. The PC approved the wording and the request.
- c. **Sub Committee Meeting.** A meeting will be arranged for November where the 5 year plan will be reviewed.

| Agenda topic 7 | Planning

a. Planning applications for consideration

- i. **PL/22/3289/VRC 2 Blackwell Farm Cottages , Blackwell Hall Lane, Latimer, Buckinghamshire, HP5 1TN.**
No comments.

b. Planning Application Decisions. Noted.

| Agenda topic 8 | Council Business

- a. **Suggestions to be considered for budgeting.** The Clerk will be working on the first draft of the budget for 2023/2024 in the next month. Councillors are asked to forward anything for consideration. The PC expect to hold a village event to celebrate the King's coronation next year and this will be considered, although minimal expense expected. The parish survey results may inform some of the expenditure for the next year however, if we fix the precept it is unlikely the PC will able to take on large projects. Research and planning of larger projects will continue and discussions are underway regarding some of the smaller items to come out of the survey.
- b. **Community Lunch.** The PC did not hold a specific Silver Sunday event this year and instead will host a Community Lunch for the residents of the parish. This will be on Wednesday 7th December and the PC hope to have entertainment from some of the students from Ley Hill School. More information to follow. This will be advertised via the newsletter and at Coffee and Chat sessions beforehand.
- c. **CSW signage.** Following a walk around the proposed sites, Councillor Birkett and Councillor Thorp have reviewed the sites and signage options on site in Ley Hill and fed back to the PC with a comprehensive report. It was proposed that the PC go ahead with 2 signs this year, and include the costs for the remaining signs in the budget for next year. The first two signs will be at the bottom of Kiln Lane as you come from Bovingdon, and on Botley Road as you come from Chesham. It is suggested that this sign could sit on Chesham Town Council's MVAS pole. Clerk to speak to Chesham Town Council for permission and Buckinghamshire Council to advise of the plans.

Proposed by ST. Seconded by AB.

Action items	Person responsible
Discuss option of using MVAS pole with CTC	Clerk
Discuss plans for 2 signs with Buckinghamshire Council	

- d. **Tree Planting.** Suitable trees have been found but based on advice from other parish councils, it may be better to plant smaller trees. Clerk to look for alternative options. The PC hope to plant the trees late November and will ask the community for volunteers once the trees have been ordered and an expected delivery date known. Proposed by ST. Seconded by AB.

Action items	Person responsible
Locate smaller trees	Clerk

- e. **Hedge Trimming Update.** Buckinghamshire Council had advised that the hedges and copse were to be cut back on 30th September. This work remains outstanding and the PC have chased Buckinghamshire Council both for an explanation as to why the work was not carried out, and for a new date. No response has been received. At the Community Board meeting attended by Councillor Anne Birkett, it was suggested that the hedges requiring trimming should be added to Fix My Street and escalated if they remained un-cut after the job closed.
- f. **Parish Council Website.** The Village Hall have approached the PC and asked for a page on our website for them to have their contact and booking details. This would be a static page maintained by the Village Hall directly and they would contribute to the cost of running and hosting the website. The PC agreed it would be beneficial to have the information on the website and hold the information relevant to the village in one place. Proposed by AB. Seconded by JD.

The website needs to be tidied up, with old links removed or updated, and some pages removed.

Action items	Person responsible
Contact Village Hall to inform them that the PC approve	Clerk
Clean up links and pages on website	

- g. **Tylers Hill Triangle.** Residents are able to request a bin to replace the waste bags previously provided by Buckinghamshire Council. All residents should have received a letter. This will incur a cost to the resident should they wish to order a waste bin.

A.O.B

Discussions about parish councils holding an Emergency Plan were discussed at the Community Board meeting attended by Councillor Anne Birkett. A talk is being arranged for all the villages to attend in Ashley Green in November, led by the Community Resilience Team from Buckinghamshire Council. This will serve to help the smaller parishes produce their own Emergency Plan.

Meeting Closed at | 9pm |

Signed: _____

Date: _____

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

Next Meeting | 30th November 2022 | St Mary Magdalene Church Hall, Latimer