



# Latimer & Ley Hill Parish Council Meeting | MINUTES

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20<sup>th</sup> July 2022 | 7.15pm | St Mary Magdalene Church, Latimer

## ATTENDEES

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

## AGENDA TOPICS

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### | Agenda topic 1 | Apologies for Absence

Cllr Chris Gregory

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### | Agenda topic 2 | Register of Interests

Cllr Steve Thorp – application PL/22/2166/FA.

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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 June Meeting Minutes

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

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### | Agenda topic 5 | Finance

- a. **Approval of June finance reports.** The finance report was approved and will be uploaded to the website.
- b. **Quotations.** Xmas tree quotation received from Lamps and Tubes. PC requested two quotations, a like for like and a quote for additional lights. Lamps and Tubes also offered free baubles for the tree. Like for like accepted this year but aware that additional budget will be required for next year as the tree continues to grow.

Proposed by ST. Seconded by AB.

Quotations received from Sunnyside for litter picking the roads in the parish that cannot safely be done by parish volunteers. Discussed the benefits and frequency required. Agreed that the PC would accept the quotation for once a year, with the litter picking to be carried out in October however, before accepting the quotation the Clerk will speak with Bovingdon PC who also use the services of Sunnyside to see if they would recommend.

Proposed by CH. Seconded by AB.

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

Contact Bovington PC to discuss Sunnyside services received	Clerk
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**| Agenda topic 6 | Burial Ground**

- a. **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.
- b. **Sub-committee.** Cllr Chris Harris will step in to fill the vacant spot on the Burial Ground sub-committee until May 2023 when the members will be discussed and chosen again.
- c. Due to the hot weather the PC discussed the yew whips which are suffering. Over the next few weeks a hosepipe with holes and a timer switch will be used to water the plants thoroughly.

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

Set up hosepipe to water yew whips	Chris Harris
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**| Agenda topic 7 | Planning****a. Planning applications for consideration**

- I. **PL/22/1963/FA - Gladstone Cottage Great White End Church Lane Latimer Buckinghamshire HP5 1UJ.** No comments.
- II. **PL/22/2166/FA - East House, Rushmere Lane, Orchard Leigh, Buckinghamshire, HP5 3QY.** No comments.
- III. **PL/22/2227/FA - Blackwell Hall Coach House , Blackwell Hall Lane, Latimer, Buckinghamshire, HP5 1TN.** No comments

**b. Planning Application Decisions.** Noted.

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**| Agenda topic 8 | Other Business**

- a. **Notice of Vacancy.** Buckinghamshire council electoral services made aware of the latest vacancy within the PC and the vacancy is under notice until 27th July. Following this the PC will be able to co-opt a councillor. Recent email newsletter mentioned the existing vacancy that has been open for over 2 years. No expressions of interest yet. The Councillors will make sure residents they speak to our aware of the current vacancies.
- b. **Ley Hill flooding** – Cllr Anne Birkett recently attended an on site meeting with JBA consulting who are carrying out an investigation into the flooding incident which effected Crown Cottages in May 2021. Transport for Bucks,

as part of this investigation, have carried out CCTV drainage from Kiln Lane up to Letchfield . Early investigations show that the drain opposite Holly Tree Close is too small and cannot cope with all the surface water. Water is coming down from the woods and down Kiln Lane, plus drains from outside the Village Hall. The drain in front of the Crown was blocked and water ends up running down the front of Crown Cottages. It was noted that the incident was following a large rainfall and a hailstorm which resulted in blocked drains. The meeting was attended by TfB, JBA, Buckinghamshire Councils flood officer, Gareth Williams, and residents from Crown Cottages. It was pointed out that this is not an isolated incident and Buckinghamshire Council/JBA have asked for witness information. They have provided a link to survey for anyone that can provide evidence, photos, and statements.

- c. **Parish Public Meeting** – The Village Hall is booked for 20<sup>th</sup> September and all three Chesham Town Councillors will be attending. Cllr Joseph Baum has indicated he would be willing to leaflet the village to make them aware of the meeting closer to the time.

Action items	Person responsible
Remind Joseph about flyers to advertise the meeting	Clerk

d. **Speeding**

- I. **Latimer Speeding** - the parish survey highlighted an ongoing issue with speeding in Latimer. The PC have looked for sites within the village to use the MVAS, however there is not a suitable position. With the CSW group, the PC have consulted with PC Lee Turham regarding the criteria for CSW to operate within Latimer, but again there is not a site that can be approved. The PC discussed the use effectiveness of painting the speed limit on the road surface. As there are limited options available, this avenue will be explored further.

Proposed by AB. Seconded by JD.

Action items	Person responsible
Understand the process from Highways team for adding speed limits to the road surface.	Clerk

- II. **CSW Signage** – Cllr Steve Thorp has proposed a number of sites for CSW signage for Ley Hill. This was included in the budget for this year. A walk around the proposed sites will be carried out in August to finalise positions – plan to limit the number to 4 if possible, having them at the entrance to village and/or the areas of speedwatch. The PC want to minimise signage whilst maximising the visibility of them to traffic entering the CSW areas.

Action items	Person responsible
Walk around to finalise CSW signage sites	Anne Birkett and Steve Thorp

- e. **Common Land.** There is an ongoing problem with cars parking on the Green, and this is not permitted on common land. The News and Views will be distributed this week and an article from Nigel Hill is included which details the “do’s and don’ts” of common land. The PC hope this article will serve to educate people and the issue will be addressed. If necessary, the breaches will be reported to Buckinghamshire Council.

The PC discussed signage on common land and decided to deal with signage by exception.

Proposed by ST. Seconded by CH.

The Golf Club sign at tee 2 is looking untidy due to the wood rotting. It was agreed that the Golf Club should be allowed to advertise but suggested a new sign may be required. Cllr Chris Harris to investigate.

Action items	Person responsible
Look into a replacement sign for the Golf Club	Chris Harris

f. **Parish survey follow up**

- i. **Village Hall car park.** Car park and track will be resurfaced in the summer holiday by Bucks. Village Hall have been asked to contribute to the car park (and church is willing to help).
- ii. **Additional litter bins.** No reply to request for information from Bucks. Continue to chase to find out how, as PC, we can have additional bins installed. This is in light of the request for bins in the parish survey, including dog waste bins.
- iii. **Map booklet.** Cllr Anne Birkett as a number of maps ready to pull together and a request went out in the latest newsletter. There was a request from a resident regarding disability accessible routes. This has already been assessed by Cllr Steve Thorp, but is unfortunately not an option within Ley Hill.
- iv. **Hedge trimming.** The hedges on Middle Road and Bovingdon Road have been reported to David Stowe at Buckinghamshire Council. They will be cutting these hedges over the coming weeks/end of summer. The hedge at Blandford (corner of Jasons Hill and Rushmere Lane) is still problematic. The PC need to carry out maintenance on bus shelter and need to access the faulty streetlight. Clerk to write to the homeowners.
- v. **Flower beds.** The PC agreed to strim the wild flower beds at end of season. Cllr Anne Birkett to ask Buckinghamshire to add it to the area they will cut, failing that Cllr Steve Thorp will strim the area early Autumn.
- vi. **Children’s little library.** The PC discussed the idea of adding a second little library for children’s books, and the possible locations. Cllr Chris Harris to take a look at suitable options and report back. Thoughts? Would like one.

- g. Latimer noticeboard.** Approved minutes to be put up on Latimer noticeboard going forward by John Drewery. The code for the defibrillator will also be put up.
  
- h. Community Board funding update.** The PC's Jubilee funding has been approved and an awards letter will be sent soon detailing how to invoice for the funds. Ross Tackley suggested the Community Board may be able to contribute towards the cost of the trees that the PC will be purchasing this year and advised of a new process of applying for small grants via the website. It was also pointed out that funding for Silver Sunday may be unlikely as repeat/recurring events are not usually funded and the PC received funding for the event in 2021.

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**Meeting Closed at | 09.30pm |**

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

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

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

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**Next Meeting | 13<sup>th</sup> September 2022 | St Mary Magdalene Church Hall, Latimer**