



Latimer & Ley Hill Parish Council Meeting | MINUTES

28 March 2023 | 7.15pm | St Mary Magdalene Church, Latimer

ATTENDEES

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

AGENDA TOPICS

| Agenda topic 1 | Apologies for Absence

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 January and March Meeting Minutes

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

| Agenda topic 5 | Finance

- a. **Approval of January and February finance reports.** The finance reports were approved and will be uploaded to the website.
- b. **Savings Account.** The clerk proposed the Parish Council look to move £10,000 of reserve funds into a savings account. Options offered by current business banking provider Lloyds were discussed. Best return will be seen on a fixed term (12 month) savings account which will not allow additional deposits to be made within the year, or any withdrawals. A minimum of £10,000 is required to open the account. Clerk to look into the application process.

Approved by AB. Seconded by RB.

Action: Clerk to complete required paperwork and application for savings account. This will require further approval from a signatory.

- c. **Quotes for Approval.** The quotes for the repairs to the fence at the burial ground have been received. Both quotes are against the same specification. H.G.F. Schneiders quoted £1675 +vat and Richard Smith quoted £1625 +vat. It was proposed we ask H.G.F Schneiders to carry out the job from experience of his work and the quality delivered.

Action: Clerk to confirm acceptance of the work and schedule job with contractor.

| Agenda topic 6 | Burial Ground

- a. **Maintenance.** Parish Council are happy to continue with C W Grounds Maintenance for the coming year. Maintenance at the burial ground to begin late April and continue as per contract through until October. Proposed by ST. Seconded by AB.

Action: Clerk to arrange first grounds maintenance visit with Callum Wilson.

- b. **Letters to Heaven.** Suggested the parish council install a Letters to Heaven post box within the burial ground to provide an opportunity for anyone to visit and send letters to lost loved ones. Discussed the options of buying or making a post box. Queries around what the parish council would do with the letters when the box needed emptying. A process would be put in place to deal with the letters. The parish council are conscious of all faiths and beliefs and would like anybody to make use of the post box if it could provide comfort. Proposed by AB. Seconded by RB.

Action: Clerk to research options and prices.

- c. **Headstone Inspection Procedure and Report Sheet.** Cllr Drewery has drafted a Headstone Inspection procedure which will satisfy the health and safety assessment of the headstones in the burial ground. This will be carried out in-house in the first instance and escalated where necessary and professional assessments made. The parish council adopted the policy. Proposed by JD. Seconded by ST.

Action: Clerk to make minor correction to the document.

- d. **Headstone Inspection.** To be carried out once the weather improves. Cllr Drewery has offered to carry out the inspection. This will be recorded in the report sheet and brought to the parish council meeting once complete.

Action: Cllr Drewery to carry out the headstone inspection at the burial ground.

| Agenda topic 7 | Planning

a. Planning applications for consideration

- i. **PL/23/0619/FA Former Sewage Works, Jasons Hill, Chesham.**
No comments.

ii. **PL/23/0725/FA Jasons Cottage, Jasons Hill, Chesham**

No comments.

b. Enforcement.

i. **Rowan Tree Farm**

Buckinghamshire Council have confirmed they are still pursuing the case and a new enforcement notice will be issued. They are awaiting the response of a served PCN. The parish council will be kept informed and notified when the enforcement notice is served.

ii. **Gracie's (Chicken) Farm**

Submission sent to planning inspectorate on 16th March. The hearing date has not been arranged.

| Agenda topic 8 | Council Business

a. Speeding

i. **CSW.** Recently carried out CSW on Jasons Hill. Will be increased activity from CSW now that the weather is improving. MVAS will be moved and next CSW will be along Botley Road now it is re-opened.

ii. **Middle Road.** The president of the Cricket Club, Robin Carr, has been in touch with the parish council to explain that the first team have reached the highest league position but are not allowed promotion because of Middle Road and the speed along the road. The cricket club are asking for the parish council to support them in the application to reduce the speed limit of Middle Road – this would allow them to be promoted. The parish council have discussed this previously and this was raised in the parish survey last year. The 30mph limit does not apply until near the end of the road, close to Beacon. The cricket club and parish council would prefer the restriction was applied further up, from the end of Old School Lane. The alternative for the cricket club is to apply for temporary road closures for 10 Saturdays between May and August. There is likely to be a cost to both processes. The parish council would like to pursue this.

iii. **Bovingdon Road.** There has been a lot of speeding cars recently, travelling dangerously fast along Bovingdon Road towards Ley Hill. This has been problematic for the greenkeepers and golfers of the golf club. The parish council think the speed limit along Bovingdon Road could be reduced.

Action: Clerk to contact the LAT at Buckinghamshire Council to understand the process and costs of reducing the speed limit.

- b. **Coronation celebrations planning.** Coronation committee (various local groups represented) have planned the celebrations for the 6th May from 11am. Parish council to look into the process around closing the road for the event. The cricket club will be playing a match so activities have moved further up around the Crown, Methodist Church and Village Hall.

Action: Clerk to contact an event management company for quotes to manage the road closure.

- c. **Silver Sunday.** Booked entertainment to celebrate on Wednesday 11th October – money raised from coffee and chat should cover the cost of the entertainer.
- d. **The Swan - Update.** Save Our Swan did not initiate the moratorium period. Have asked if the pub is now for sale on the open market but have not received a response.
- e. **Latimer Green.** Letter sent to Buckinghamshire Council to request transfer of ownership (and maintenance responsibilities) to PC. No response yet. The bollards have been replaced on the Green.
- f. **Jasons Hil Road Surface.** Road has failed due to weather and increased traffic as a result of the diversion when Botley Road was closed. There are now road failed signs present. Parish council will enquire whether Buckinghamshire Council have any plans to move up the resurfacing of Jasons Hill which we believe was scheduled for 2024-2025. Multiple reports on FixMyStreet. Parish Council will email Buckinghamshire Council, copying in the town councillors to add our concerns to the reports.

Action: Clerk to report concerns about Jasons Hill to Buckinghamshire Council.

- g. **Annual Parish Meeting.** Councillors to share what has been carried out over the past year, reflecting on actions taken following the results of the survey. Cllr Thorp to discuss speeding and CSW activity. Meeting to be held on 26th April at Ley Hill Methodist Church. Parishioners will be invited to forward questions ahead of the meeting.

A.O.B

- a. **Burial Ground Trees.** To be discussed when parish council meeting is held at burial ground.
- b. **Tree - Joiners Close.** Parking on the common land adjacent to Joiners Close has caused the grass to be destroyed and the area is now muddy and unsightly. Buckinghamshire Council have agreed for a small tree to be planted. Quite a large area, may need a “Keep off the grass” sign too.

Action: Clerk to investigate costs.

- c. **Burial Ground Vandalism.** It has been noted that flowers left at a headstone had been cut with scissors.

Action: Clerk to inform burial ground administrator and Cllr Bramwell to speak to church.

Meeting Closed at | 9.25pm |

Signed: _____

Date: _____

Councillor Anne Birkett (Chairman)

Latimer and Ley Hill Parish Council

**Next Meeting | 26 April 2023 | Methodist Church, Ley Hill (Annual Parish Meeting)
| 17 May 2023 | St Mary Magdalene Church Hall, Latimer (Annual Council Meeting)**

DRAFT