



# Latimer & Ley Hill Parish Council Meeting | MINUTES

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22 May 2023 | 7.15pm | St Mary Magdalene Church, Latimer

## ATTENDEES

Cllr Anne Birkett (AB), Cllr Steve Thorp (ST), Cllr Chris Gregory (CG), Cllr Rae Bramwell (RB), Emily King and Claire Leek (Parish Clerk)

## AGENDA TOPICS

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### | Agenda topic 1 | Apologies for Absence

Cllr Chris Harris , Cllr John Drewery

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### | Agenda topic 2 | Register of Interests

Cllr Steve Thorp would like it noted that he is a member of the Ley Hill Memorial Hall committee.

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### | Agenda topic 3 | Public Quarter Hour

Angela Barlow and Neil Rees attended to discuss the recently refused planning application submitted for The Old Sewage Works, Jasons Hill, Ley Hill.

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### | Agenda topic 4 | Approval of March Meetings Minutes

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

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### | Agenda topic 5 | Co-option of new councillor

Emily King was co-opted as a Councillor, representing the Latimer ward. Emily's co-option was proposed by Cllr Chris Gregory, seconded by Cllr Anne Birkett and had full support of all Councillors.

The declaration of office was signed by Emily King and the Clerk. This will be sent to the monitoring officer at Buckinghamshire Council and register of interests will be saved and published online.

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### | Agenda topic 6 | Finance

- a. **Approval of March and April finance reports.** The finance reports were approved and will be uploaded to the website.

- b. Internal Audit Update.** The internal audit has been carried out by Sara Brown and the internal audit report has been completed and returned. There are no actions required following the audit. The Clerk will now complete the AGAR and submit for external audit.

Action: Clerk to complete required paperwork and submit AGAR within time frame set out by the external auditors.

- c. Insurance Renewal Quote.** Two quotes were presented to the Council, a renewal quote from Hiscox Insurance Company (£ ) and a quote from Zurich (£). It was agreed that the council would accept the community insurance policy quote from Zurich from 1<sup>st</sup> June.

Action: Clerk to confirm acceptance of the quote and pay invoice.

- d. Approval of Annual Governance Statement 2022/2023.** The Clerk presented the Annual Governance Statement and this was discussed, read and approved by all. Chairman and Clerk signed the statement.

- e. Approval of Accounting Statements 2022/2023.** The Clerk presented the Accounting Statements which was read and approved by all. Chairman signed the statements.

Action: Clerk to send AGAR to external auditors and make available on the website.

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## | Agenda topic 7 | Burial Ground

- a. Burial Ground Administrator.** The Burial Ground Administrator handed in a letter of resignation to the Chairman and will finish providing the service on 30<sup>th</sup> June. The administrator role was previously carried out by the Clerk, and traditionally the role of Burial Ground administrator is carried out by the Clerk for parish councils. The Clerk will take on the role and responsibilities which will be documented in a written guide provided by the current administrator. The Clerk will be remunerated in line with the current payment made to the administrator.

Proposed by CG. Seconded by AB.

Action: Administrator to provide Clerk with a written manual. Clerk to arrange changes to salary and advise payroll services.

- b. Fence Repairs.** The repairs to the fence have been completed with posts being installed behind the original fence to provide support. The work was completed quickly and to a high standard. In time, we will need to look at gate repairs/replacement.
- c. Letters to Heaven Postbox.** The post box has been installed at the burial ground. Location is to be reviewed at the next meeting of the PC which is on site at the burial ground. The inscription or signage for the front of the box will also be discussed and agreed.
- d. Proposed Fee Increase.** The PC agree that the fees associated with the burial ground need to increase annually in line with inflation. This is irrespective of what other burial grounds will be charging. Fees to be reviewed over the summer.

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## | Agenda topic 8 | Planning

### a. Enforcement Action

- i. **PL/23/0619/FA Gracie's Farm – Latimer Road.** The landowner has appealed the enforcement notice. The PC will re-submit the objection previously sent in against the current appeal.

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## | Agenda topic 9 | Council Business

- a. **Coronation event feedback.** Despite a very wet afternoon, each of the organisations involved in the event made money. A feedback meeting was held to learn from any lessons. The road closure arranged by the PC was a success and will be used again for future events. Lamps & Tubes are removing the flags and crown from the Beacon w/c 30th May.
- b. **Coronation bench.** Site still to be determined. Proposed site is by new tree outside The Crown, looking out across the golf course. Rough Stuff have confirmed that the bench is almost ready for installation, and they will meet on site to confirm location. Location will also need to be scanned and confirmed by Buckinghamshire Council.
- c. **Pruning on The Green.** It has now been in excess of 3 years since the PC first asked Buckinghamshire Council to prune the vegetation on The Green. Homeowners from Woodpeckers, on The Green, have received a quote to have the area completely thinned out. This has been forward to David Stowe. David will attend site and agree what can be done with Cllr Anne Birkett and homeowners present. It is a similar situation at the golf club, waiting to receive confirmation from Bucks that areas can be pruned.
- d. **CSW Signs.** The PC have previously agreed to purchase the CSW signs and this has been budgeted for. Jerry Harbourne and Cllr Steve Thorp will send exact details of what is needed for Clerk to purchase. They will also install the signs once purchased. The plan is to have signs at all entry points into Latimer and Ley Hill villages

Action – Cllr Steve Thorp to inform Clerk which signs to purchase.

### A.O.B

- a. **Bird Boxes.** The bird boxes installed in the activity trail have recently been inspected by Ewan Russell from the Chiltern Society. He was able to pass on the wonderful news that all boxes had been home to new arrivals, including tits and baby owls!
- b. **Highways Farm – Rushmere Lane.** The homeowner has appealed a decision refusing an O-licence.

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Meeting Closed at | 9.05pm |

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

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

Councillor Anne Birkett (Chairman)

Latimer and Ley Hill Parish Council

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**Next Meeting | 13th June (Tylers Hill Burial Ground, 6.45pm for walk around followed by meeting at Ley Hill Memorial Hall from 7.30pm) | 19th July (St Mary Magdalene Church, Latimer, 7.15pm)**