



Latimer & Ley Hill Parish Council Meeting | MINUTES

13 September 2023 | 7.15pm | St Mary Magdalene Church, Latimer

ATTENDEES

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

AGENDA TOPICS

| Agenda topic 1 | Apologies for Absence

Cllr Chris Gregory and Cllr Chris Harris

| Agenda topic 2 | Register of Interests

None

| Agenda topic 3 | Public Quarter Hour

No members of the public present

| Agenda topic 4 | Approval of July Meeting Minutes

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

| Agenda topic 5 | Finance

- a. **Approval of July and August finance reports.** The finance reports were approved and will be uploaded to the website.
- b. **Notice of Conclusion of Audit.** The clerk has received the conclusion of audit from the external auditors and section 3 of AGAR. It is noted that the internal audit did not 'provide conclusion on internal control objective O' in relation to trust funds and the auditors highlight that the PC must seek assurance on the control of this objective elsewhere. The failure to provide conclusion on Objective was an oversight, presumably because the parish council do not hold any trust funds, so no internal control of these funds is required or carried out. This has been noted and will be addressed at the next audit.

The notice of conclusion of audit will be published online from 16th September for 2 weeks.

- c. **Savings Account.** The clerk opened the new savings account through Lloyds Business banking and transferred £12,000 from the current account a 12 month fixed term no access savings account as agreed at the previous meeting. Based on current interest rates, this will return +£680 in July 2024. This account and all details will be captured on the Clerks monthly financial report.

| Agenda topic 6 | Burial Ground

- a. **Sub-committee Meeting Minutes.** The minutes from the sub-committee meeting held on 4th September at the burial ground were circulated to all members and approved at the meeting.

Action: Clerk to upload minutes to the website.

Action: AB to ask Whitney King if he is willing and able to cut the rear hedge to the height of the gate.

- b. **Headstone Clearance.** There are some headstones that are in need of a tidy, with loose items that should not be left long-term on a plot needing removing, in line with the regulations and policies. The Clerk will arrange for their removal at the beginning of October, with anything sensitive being held on to for a fixed amount of time after contacting the relatives where possible. A reminder of what is permitted will be added to a feature on the burial ground in the next News and Views.

Action: Clerk to arrange for the removal of loose items from headstones and AB to include a feature on the BG in the next edition of the News and Views.

- c. **Garden of Remembrance.** Following the removal of the large laurel bushes, the PC have decided to cover the area with some wood chippings/bark chippings to give a tidier finish ahead of planting flowering shrubs in the spring. Ideally we would like to source the chippings free of charge, with the possibility of needing to purchase a few bags to scatter over the top of anything that can be provided.

Action: Clerk to contact the contractor who removed the laurels and/or local tree surgeon to request chippings.

- d. **Enquiries.** The Clerk has received one enquiry an ashes burial. The information and costs have been passed on to the family. Waiting to hear back to confirm the details.

- e. **Storage.** There is a large amount of old paperwork associated with the burial ground that needs to be stored. Some paperwork will need to be accessible, and it is proposed that this will be stored in the filing cabinet at St Mary Magdalene Church hall. The older paperwork needs to be sorted through and anything that the PC would like to keep can then be found a home. There is the option of storing some in the loft at the memorial hall, or possibly the grave diggers hut however, this may not be the best solution given the damp conditions. All current, and the more recent documents, will be kept by the Clerk.

Action: AB to discuss the option of storing some documents in the loft at the Memorial Hall.

| Agenda topic 7 | Planning

a. Planning applications for consideration

- i. **PL/23/2333/FA - Greenleigh, Rushmere Lane, Orchard Leigh**
No comment
- ii. **PL/23/2286/FA - The Swan Public House, Blackwell Hall Lane**
No comment
- iii. **PL/23/2395/FA - 3 Spring Close, Latimer**

No comment

iv. **PL/23/2404/FA - 4 Spring Close, Latimer**

No comment

v. **PL/23/2417/EU - Highways Farm, Rushmere Lane (lawfulness)**

No comment

vi. **PL/23/2763/FA - Blackwell Hall, Blackwell Hall Lane**

No comment

vii. **EN/19/0149 - Rowan Tree Farm, Blackwell Hall Lane (appeal)**

PC to object. Objection written and to be sent by Clerk.

Action. Objection letter approved, Clerk to send to planning officer.

| Agenda topic 8 | Council Business

a. **Ley Hill Flood Investigation.** Bucks Flood Investigation team have circulated a report of their findings following an investigation into the flood from 2021. One of the recommendations is that the parish council consider setting up a flood action group and produce a flood action plan. The residents affected by the flooding have established a working group that have taken action against possible future flooding and they are aware that the PC are on hand to help progress or escalate issues or actions required if needed. Highways will be returning in the coming weeks to look further into potential remedial actions, and the residents are co-ordinating this site visit.

b. **Abandoned Vehicles.** The abandoned vehicle in Latimer, present for over a week following an incident at The Green where bollards were damaged, has now been removed. A large white van that has been parked on common land, adjacent to the beacon in Ley Hill since 1st July has been reported via Fix My Street, and also directly to David Stowe, the Estates manager at Buckinghamshire Council. He will look into whether anything can be done. The vehicle is taxed and has an MOT, but as it is not parked on a public highway, this is not a matter for the police.

Action: Clerk to liaise with David Stowe about options.

c. **Estates Manager Update.** A number of outstanding issues were raised with David Stowe the week prior to the meeting. The grass cutting in Ley Hill was discussed, and David ensures us that the frequency and schedule of the cutting has not changed with the new contractor. It is likely that the village missed a cut as it is supposed to be carried out every 3-4 weeks, but it appears to have been 6 weeks since the contractors last mowed Ley Hill. The area of most concern was outside the front of the school, where numerous trees had self-seeded. This, as well as the rest of the village, has now been cut.

David has arranged for the tree works to be carried out outside Woodpeckers and around the golf course, and he has relayed the information to the parties at both addresses. Works are expected in the next couple of weeks. The bollards in Latimer that were hit by a car and were scheduled to be replaced however, the car was abandoned and left blocking access. This car has now been moved and the contractors asked to return. This is likely to be week commencing 25th September.

A replacement bin for Latimer Green was requested and approved 3 years ago. This is still outstanding. David has checked and confirmed the request is still on the waste contractors list, and will continue to chase the issue on our behalf. The requested bin is larger than the current bin. This is required, not least because the bin is infrequently emptied. This has also been relayed to the waste team and will be monitored.

- d. The Crown reopening.** The pub plans to reopen with an opening event on 30th September providing the works to the roof and windows have finished. The new landlady, Sandra, would like to be able to spread the benches out a bit further along the common area – the PC understand the agreement to limit the spread of the benches was related to limiting the disruption to the neighbours of The Crown. The PC will consult with the residents to get their opinion and draft something in writing that can be called upon in the future should it be needed. Sandra has also asked if there would be an objection to her putting mobile wooden planters along the front of the grass area out the front of the pub, near the steps, to enhance the area. The PC do not have any objection to this, and suggest it is included in the written agreement, and on the understanding that we may request they are removed at a future date.

Action: AB to contact the residents to see if they object to the benches being spread further along in front of The Crown.

- e. Noise complaint – Botley Road.** Residents from Jasons Hill and Botley Road have complained about noise from fitness class operating at Allsorts Farm, Elderberry Meadows, Botley Road. The PC agreed to write to the planning enforcement team about the change of use, which is believed should have planning permission, and the noise complaints.

Action: Clerk to write the enforcement team at Buckinghamshire Council.

- f. The Swan – update.** It is believed that the owners have left The Swan and it is being purchased by a local nursery owner. The Save our Swan (SoS) group contacted the previous owners to negotiate a purchase however, they did not hear back. SoS have written to the prospective new buyer to see if he is open to selling to the community.
- g. Silver Sunday.** This year the PC will mark Silver Sunday on Wednesday 11th October and have booked a ventriloquist to provide the entertainment whilst the residents are served tea, coffee, sandwiches and cake. The event will run from 1pm – 3pm and there will also be a raffle too. There may be a slight cost to PC but largely this event will be covered by the original £100 contribution made from the PC to coffee and chat three years ago, and weekly donations that are made.

Action: Clerk to request raffle and cake donations for the event through the email newsletter.

- h. Walks.** Andrew Clark has contacted the PC to discuss walking in the local area. He organises local walks and new walkers are welcome to join the group to walk within/around the parish. Andrew is keen for a PC member to join the walking group too.
- i. New Trees.** The PC note that the trees planted almost a year ago, look to be suffering a little following the summer weather. The tree at the end of Kiln Lane tree has been eaten by a deer, whilst others look like they need some TLC. The trees will be looked at in Spring to see which have survived the winter.

- j. **Litter Blitz.** The Ley Hill litter blitz will be held on October 7th. AB is unavailable on the morning to hand out the equipment, need a volunteer. ST happy to collect the rubbish collected for removal by waste team following the litter pick.

Action: Clerk to ask CH if he is able to hand out the equipment and allocate streets/areas for volunteer.

A.O.B

- a. **Telegraph Post – Opposite Meadham’s Farm.** A telegraph post has been hit and the cable held up by the trees. A sign post has also been broken in the process. ST has a photograph that can be submitted with a report to Buckinghamshire Council.

Action: Clerk to report on Fix My Street.

Meeting Closed at | 9.15pm |

Signed: _____

Date: _____

Councillor Anne Birkett (Chairman)

Latimer and Ley Hill Parish Council

Next Meeting | 17th October 2023 | St Mary Magdalene Church Hall, Latimer | 7.15pm