



# Latimer & Ley Hill Parish Council Meeting | MINUTES

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16 May 2024 | 7.15pm | St Mary Magdalene Church Hall, Latimer

## ATTENDEES

Cllr Anne Birkett (AB), Cllr John Drewery (JD), Cllr Chris Gregory (CG), Cllr Rae Bramwell (RB), Cllr Emily King (EK), and Claire Leek (Parish Clerk)

## AGENDA TOPICS

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### | Agenda topic 1 | Apologies for Absence

Cllr Steve Thorp, Cllr Chris Harris

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### | Agenda topic 2 | Register of Interests

None

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### | Agenda topic 3 | Public Quarter Hour

No members of the public present

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### | Agenda topic 4 | Approval of March 21<sup>st</sup> Meeting Minutes

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

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### | Agenda topic 5 | Actions from Previous Minutes

AB has written to the school regarding the issue with parking and this has been circulated to parents via the school Parentmail newsletter. The parish council will continue to communicate concerns around safe and appropriate parking to the headteacher.

JD is to reach out the owner of Meadham's Farm regarding the issues raised at the last meeting. Additional reports of lorries through the villages, mud on the roads and broken kerb stones at the entrance to the Meadham's Farm now also need to be raised. It is noted that Springwell Quarry in Flaunden has recently reopened and a number of the vehicles reported are traveling to there, not Meadham's Farm. This has been reported to Hertfordshire Waste team by Flaunden PC and needs to be monitored.

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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.** The Clerk prepared the required documentation for internal audit and this has been sent to the auditor to complete the necessary checks and paperwork. Once returned, the AGAR forms will be completed ready for sign off at the PC meeting in June, and submission prior to 1<sup>st</sup> July for external audit

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### | Agenda topic 7 | Burial Ground

- a. Enquiries.** There has been a recent interment of ashes (16<sup>th</sup> May) and another ashes internment arranged for 21<sup>st</sup> June. No outstanding enquiries.
- b. Memorial permit for approval.** Permission for a headstone for B Wardle was reviewed and approved by all.

Action: Clerk to inform family that the headstone permit details have been approved.

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### | Agenda topic 8 | Planning

- a. Applications for consideration.**

- i. PL/24/0693/FA – Silver Birches, Tylers Hill Road**  
No comment
- ii. PL/24/1103/FA – Okwen, Tylers Hill Road**  
No comment

- b. Enforcement and Planning Breaches.**

- i. Gracies Farm .** CG heard back after contacting a private planning consultant, who summarised the history of the enforcement notices and current situation. Buckinghamshire Council has served two enforcement notices, in 2022 and 2023, and the applicant as appealed both. The PC, and others, want Buckinghamshire Council to serve a stop notice however, they are reluctant to do so as they could be liable for loss of income should the applicant win the appeal/s. The planning consultant outlines there could be environmental harm being caused by the continued operation on site, and this would strongly support a case for a stop notice being served. In order to progress this, environmental surveys would be needed, at a cost to the parish council, locals, neighbouring parishes. These could/would provide evidence that would add weight to an argument for Buckinghamshire to consider a stop notice. The PC would be in support of contributing to private environmental surveys if others could also contribute.

Action: CG to circulate the planning consults comments and gauge enthusiasm and support for private environmental surveys.

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### | Agenda topic 9 | Council Business

- a. Parish Walks .** The PC have been looking at ways to produce a set of local walks and make them available to residents and visitors to the villages. The walks have been chosen and work is underway to get pdf and gpx versions of these walks onto the PC website. These will be available to download or integrate with walking apps. The second stage will be to produce a booklet of these walks, and this is currently being explored.

Action: Clerk to create a page on the website and upload the details and maps of each walk.

- b. **D-Day.** The Beacon will be lit at 9.15pm on Thursday 6<sup>th</sup> June, to mark the 80<sup>th</sup> anniversary of D-Day. The tribute will be read by local representatives. Matt Gardiner has agreed to assist with the necessary requirements to light the beacon, Councillor Emily King will provide the logs and the PC will ask Lamps & Tubes for a quotation to provide a cherry picker to help fill the basket.

Action: Clerk to contact Lamps & Tubes.

- c. **Parish Survey.** The parish survey is ready to launch and will be circulated via the parish newsletter, with a link to the form. Paper copies will be made available at coffee and chat sessions, and the survey will also be mentioned in the next News and Views. The Clerk will collate the responses over the next couple of months.

Action: Clerk to email the parish survey link via the newsletter.

#### A.O.B

- a. **Website.** There are a few updates needed to the website, including number of electors, removal of reference to Chiltern District Council and an update to the local events and organisations.

Action: Clerk to review website.

- b. **Road closure signs.** Buckinghamshire Council have left road closure signs on Stony Lane and Blackwell Hall Lane long after road works have been completed. These need to be collected/removed.

Action: Clerk to contact Buckinghamshire Council and ask for them to be removed.

- c. **Next Meeting.** The June meeting is used as an opportunity for the PC to meet at the burial ground and check everything is as expected, highlight any areas of concern or anything that needs attention. The PC will meet at the burial ground at 7pm, prior to the meeting at the Memorial Hall for 7.30pm. As BG administrator, the Clerk will provide a summary of activity and what is planned.

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**Meeting Closed at | 8.25pm |**

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

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

Councillor Anne Birkett (Chairman)

Latimer and Ley Hill Parish Council

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**Next Meeting | 27<sup>th</sup> June 2024 | Ley Hill Memorial Hall | 7.30pm**