

Latimer & Ley Hill Parish Council Meeting | MINUTES

21 March 2024 | 7.15pm | St Mary Magdalene Church Hall, Latimer

ATTENDEES

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

AGENDA TOPICS

| Agenda topic 1 | Apologies for Absence

Cllr John Drewery

| Agenda topic 2 | Register of Interests

None

| Agenda topic 3 | Public Quarter Hour

No members of the public present

| Agenda topic 4 | Approval of February Meeting Minutes

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

| Agenda topic 5 | Actions from Previous Minutes

Clerk researched historic planning applications at Spencers Farm but did not find an application allowing a wooden building to be constructed. Clerk to write to Bucks Council asking them to investigate a potential planning breach.

| Agenda topic 6 | Finance

- a. **Approval of February finance report.** The finance report was approved and will be uploaded to the website.
- b. **Internal Audit.** An internal audit will be required at year end, prior to external audit which must be submitted by 1st July. Clerk to ask Sara Brown if she is willing to audit the accounts as in previous years. Clerk to prepare books and necessary documents.

Action: Clerk to prepare for internal audit and ask Sara Brown to carry out necessary checks.

| Agenda topic 7 | Burial Ground

- a. **Enquiries.** There have been two plot purchases since the last meeting, and one ashes interment. No outstanding enquiries.
- b. **Bench request for approval.** Permission for a bench to be installed in the burial ground in memory of Jenet Hill was previously agreed by the PC. The location of the bench has been decided by the family, and the PC approve of the suggested location, with the caveat that it may, in time, need to be re-positioned if the PC seek to make room for additional plots within the grounds.

Proposed by AB. Seconded by RB.

- c. **Maintenance.** Callum Wilson will continue to provide the grass and hedge maintenance for the burial ground for another year. First cut to be mid from mid-April, then twice a month until end of October and a final cut in November.

The wet weather has prevented the back hedge from being trimmed, but this will be arranged as soon as possible after bird nesting season.

| Agenda topic 8 | Council Business

- a. **Annual Parish Meeting.** The PC have invited representatives from local clubs and organisations to reflect on the activities of the past year and meet with parishioners to talk about what they do, and their plans for the coming year. The PC will hold an informal evening, with refreshments, and invite parishioners to come along, meet their councillors, ask any questions of the PC or town councillors, socialise with others from the community and find out what the PC have been doing too. The parish survey 2024 will also be launched at the APM.

Action: Clerk to advertise via email newsletter closer to the date, and a poster to be produced for advertising.

- b. **Botley Road Surface.** The road surface along Botley Road is failing, with many large potholes appearing along the stretch from Botley Lane to Groom Cottages. A number have been filled in over the past 2-3 weeks, others are marked for repair, some left unresolved. This seems like an inefficient approach to resolving the issue. This will continue to be reported on Fix My Street.
- c. **Meadham's Farm.** It had been noted that a number of lorries going to Meadham's Farm are approaching via Chesham, passing by Ley Hill School and then turning right to the quarry. This is not the agreed or approved route and the PC would like to touch base with the new owner to mention the agreed traffic plan and ensure this is followed.

Action: Clerk to ask JD to reach out to new owners.

- d. **D-Day Commemoration.** The Ley Hill beacon will be lit at 9.15pm. PC need to decide who to ask to light the beacon and whether there is a need to organise anything further. The Crown pub are aware of the event and will stay open to the public later than normal on 6th June. AB to investigate what expectations are around the

evening for those lighting a beacon. Aware that this is a commemoration, not a celebration, and any plans will keep this in mind.

- e. **Parish Survey.** The parish survey for 2024 will be launched at the APM. The PC will be asking the parishioners how they would like to improve the parish, and the survey will be available on paper at the APM, and subsequently sent out via the email newsletter as well.
- f. **Flood Management – Crown Cottages.** Following an on site meeting, a plan has been proposed and agreed that will see the re-routing of the drainage through the gardens of the houses along Crown Cottage.
- g. **Streetlight Upgrade.** Lamps and Tubes have finished the streetlight upgrade. Clerk to question if there are differing outputs for a couple of the units compared to what was there before. Invoice to be paid from reserve funds. VAT will be transferred back into the account following VAT refund.

A.O.B

- a. **Litterblitz.** There was a low turnout for the Spring Litterblitz in Ley Hill, but despite that, a large amount of rubbish was removed from the village. A heartfelt thank you to all those that volunteered their time and a special thank you to Cllr Steve Thorp for rounding up all the collected bags from the roadside. Although the volunteers were wearing hi-vis jackets, two were accused of fly-tipping on the day, which was disappointing. The task of keeping the roads between Ley Hill and Bovingdon and Ley Hill and Latimer clear is becoming increasingly hard, so the PC will look into budgeting for a regular litter pick by a local organisation.
- b. **School Parking.** The PC have been made aware of parking issues around school drop off and pick up that are leading to the grass verges through Ley Hill being driven over and damaged. The PC will send a letter to school and ask for it to be sent out via Parentmail, asking parents to be considerate when parking.

Action: AB to draft letter to be sent out by the school.

Meeting Closed at | 9.05pm |

Signed: _____

Date: _____

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

Next Meeting | 23rd April 2024 | APM | Ley Hill Golf Club | 7.00pm