



Latimer & Ley Hill Parish Council Meeting | MINUTES

16 January 2025 | 7.15pm | St Mary Magdalene Church, Latimer

ATTENDEES

Cllr Anne Birkett (AB), Cllr Chris Gregory (CG), Cllr John Drewery (JD), Cllr Emily King (EK), Cllr Steve Thorp (ST), Cllr Chris Harris (CH) and Claire Leek (Parish Clerk)

AGENDA TOPICS

| Agenda topic 1 | Apologies for Absence

Cllr Rae Bramwell Cllr

| Agenda topic 2 | Register of Interests

None

| Agenda topic 3 | Public Quarter Hour

No members of the public in attendance.

| Agenda topic 4 | Approval of November 28th Meeting Minutes

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

| Agenda topic 5 | Actions from Previous Minutes

Clerk has arranged for someone to meet AB onsite to discuss requirements for shrubbery clearance and provide a quotation for consideration.

Clerk has emailed regarding hall availability for a parish meeting with the Town Councillors. Chase for answer on evening availability.

CH has obtained a quote from a local contractor to install the new noticeboard and remove the existing one. ST kindly arranged for the positioning of the new bench at the burial ground and advised this does not need to be fixed down.

CH did not remove tree supports as we are considering a new project to plant trees in these locations.

| Agenda topic 6 | Finance

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

- b. 2025-2026 Budget.** The proposed budget was circulated to all councillors prior to the meeting for review and comment. The items were discussed and all agreed to the proposed budget from the Clerk. The budget accounts for the obligations of the parish council, with some contingency set aside. Anything beyond the scope of the budget will have to be paid for from reserves or through funding. It was agreed the Clerk could raise the invoice for the precept request to Buckinghamshire Council.

Agreed unanimously by all councillors.

Action: Clerk to raise precept request invoice for Buckinghamshire Council.

- c. National Pay Award.** Following the announcement that the National Pay Award has been agreed, The Clerk advised that this needs to be applied to the PAYE going forward, and will be back dated to April 2024. This will be arranged by DM payroll services who take care of all PAYE administration. The pay increase equates to approx. £42 a month for the Clerk.

Agreed unanimously by all councillors.

Action: Clerk to advise DM Payroll Services to apply the pay award.

| Agenda topic 7 | Burial Ground

- a. Enquiries.** There has been an enquiry regarding a plaque to be added to the remembrance garden. The wording was approved at a previous meeting and this was confirmed with the parishioner's family. Clerk has advised of the criteria for the plaque, and requested it is posted for the Clerks attention. CH to fit the plaque to the remembrance garden wall once received.

b. Maintenance.

- i. **Hedge.** The back hedge was cut on the burial ground side in November, and will now be cut on the top, down to gate height. Quotations have been obtained by Cllr Emily King, who has kindly offered to pay for this work to be carried out. The parish council extend their gratitude for the generosity.

Action: EK to arrange for hedge cutting by end of February.

- ii. **Garden of Remembrance.** There has been much discussion about how to proceed with the maintenance of the remembrance garden in the burial ground. The original plan to plant small, flowering shrubs has been halted because the area is full of roots that won't allow for anything to grow. There was discussion of removing the sleepers and seeding the area with grass and some suitable wildflowers (or source wildflower turf), edging the area with a metal trim, and repositioning the brass plaques either on slabs within the remembrance area, or on a bench made from the sleepers, positioned adjacent to the area. The parish council will meet on site to finalise the details and then look for quotations to make the changes

Action: Full parish council to meet at the burial ground to discuss once the evenings are lighter.

- c. **Memorial Permit.** A memorial permit was received from Creative Memorials for a headstone for B Wardle. The wording was approved by all members of the parish council, and the dimensions, material and colour of the stone have been reviewed by the Burial Ground Administrator. Permission to be given to go ahead.

Action: Clerk to confirm with Creative Memorials that the headstone has been approved.

| Agenda topic 8 | Planning

a. Applications for consideration.

- i. **PL/24/3513/FA– Lonepines, 198 Botley Road**
No comment.

- ii. **Chilterns National Landscape – Statutory Management Plan**
The material provided was circulated by email to all councillors and the brochure is being reviewed by EK.
No comment at this time.

| Agenda topic 9 | Council Business

- a. **Noticeboard Installation.** A quote has been received from a local contractor. All councillors agreed to go ahead with the installation, which is long overdue, and the current noticeboard is no longer fit for purpose. CH to arrange a date, and oversee, installation.

Action: CH to arrange for the installation of the noticeboard and forward invoice to the Clerk for payment – cost and payment agreed by full council.

- b. **Community Board Funding.** The Chesham & Villages community board has only a few months before boundary changes mean new community boards are established. Cllr Anne Birkett met with a representative of the Chesham & Villages board in January to discuss whether they would be able to help fund some of the ideas the parish council has for the parish with the final funds being allocated. The work required to clear the shrubbery on The Green was the parish councils top priority but this cannot be funded as the area is the responsibility of Buckinghamshire Council.

The parish council would like to plant some trees to mark the centenary of the school this year, and will apply for matched funding from the community board. Larger trees than those planted for the jubilee will be costed for this project, to help the trees establish better.

Funding for a VE Day celebration will also be requested. This event will follow VE80 recommendations for the day, including the raising of a dedicated flag, a proclamation and the lighting of the beacon.

Action: Clerk to submit funding requests for the two projects to the Chesham & Villages Community Board.

- c. **Christmas Tree.** The parish council have recently discussed the cost of lighting the Christmas tree each year with the memorial hall, and the annual increase in the costs as the tree grows and the lights need replacing. In addition, there is the added issue of the age of the existing tree, and the proximity to the adjacent tree. The parish council continue to look at options around future proofing the village Christmas tree.

Action: EK to contact Christmas Tree Farm regarding options to purchase a new tree to plant to replace current tree in future years.

A.O.B

- a. **Gracies Farm Enforcement.** The enquiry at the Chicken Farm on Gracie's farm, Latimer, has been heard. As consultees we now await the outcomes.
- b. **Community Support.** A new position at Buckinghamshire Council has been filled by **Gail Hudson** – Local Partnerships Manager – who will act as a link between the parish and Buckinghamshire Council. AB has met with Gail and discussed the outstanding issues the parish council have with the estates team at Bucks, including the waste bin, bollards, and pump on Latimer Green.
- c. **Springwell Quarry.** Since the last parish council meeting, Spring Quarry in Flaunden have received a planning enforcement notice. They have been given 6 months to remove the material tipped on the land however, they have 1 month to object.
- d. **Fallen Trees.** The parish council have received an email regarding fallen trees blocking a bridleway. ST will investigate the location and the parish council will report to the Rights of Way team. The PC will also advise the parishioner on how to report bridleway obstructions.

Meeting Closed at | 9.10pm |

Signed: _____

Date: _____

Councillor Anne Birkett (Chairman)

Latimer and Ley Hill Parish Council

Next Meeting | 13th February | St Mary Magdalene Church | 7.15pm