Latimer & Ley Hill Parish Council Meeting |Minutes

## 15 May 2025| 7.15pm | St Mary Magdalene Church, Latimer

# Attendees

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

# Agenda topics

## | Agenda topic 1 | Apologies for Absence

Cllr Steve Thorp (ST)

## | 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 March 27th Meeting Minutes

Formally approved by all. Clerk to upload to website.

## | Agenda topic 5 | Actions from Previous Minutes

Cllr C Gregrory has obtained one quote for the necessary works to the pump etc on Latimer Green and is seeking at least one more.

Clerk has completed all required paperwork for internal audit.

## | Agenda topic 6 | Finance

1. **Approval of March & April finance reports.** The finance reports were approved and will be uploaded to the website.
2. **Internal Audit.** The Parish Clerk has completed all required paperwork for the internal audit and has passed the records of accounts and statements to the auditor for review. Once complete, the AGAR statements will be prepared for the next meeting for approval and submission to the external auditor.

Action: Clerk to finalise accounting statements for external audit once completed by internal audit.

1. **Streetlight Electricity Provider**. Our electricity provider for the 21 streetlights within the responsibility of the parish council, has announced an increase on the variable tariff. As the supply is unmetered they are unable to offer any other contract. The Clerk has reached out to a utilities market research company who has contacted all providers and none will offer contracts for unmetered supply. This therefore means a more than expected increase in costs for the electricity which will come out of the budget and/or reserves if needed.
2. **Insurance Renewal.** Zurich have sent a renewal quote for the insurance policy renewal for the coming year, which is the same as the current year. Other insurance companies have increased their premiums this year so the parish council agreed to accept this quotation.

Proposed by AB. Seconded by RB.

## | Agenda topic 7 | Burial Ground

1. **Enquiries**. There is a full burial arranged for 29th May for a parishioner. The Clerk will attend on behalf of the parish council to witness the burial. There are two outstanding orders for plaques for the remembrance garden wall and the Clerk is liaising with the client and the engraving company. There has been an enquiry for the purchase of a plot for a parishioner, and all information has been sent.
2. **Fee Review**.The fees were last reviewed in 2022. It was proposed that these are reviewed and updated where necessary. This will be discussed by the burial ground committee following the meeting in June.
3. **Date of Committee meeting**. The burial ground committee will meet following the next PC meeting at the end of June, which includes the annual walk around of the burial ground, likely to be early to mid- July.

## | Agenda topic 8 | Planning

1. **ES/25/00153/OPHH – Beechwood.** The parish council reported a potential breach which has been reviewed by the planning team at Buckinghamshire, with no breach found. The Councillors believe this decision was not taking into account the fact this is across common land and would like the estates team to be looped in to check the decision from their perspective.

Action: Clerk to forward concerns to Buckinghamshire Estates team.

## | Agenda topic 9 | Council Business

1. **VE Day Celebrations**. The parish council express their thanks to all who were involved in the wonderful celebration for VEDay80 in Ley Hill. The event was a huge success, enjoyed by the children at Ley Hill School, and a large number of the community, throughout the day and into the evening.

Action: Clerk to prepare required paperwork for the Community Board funding reimbursement

1. **Buckinghamshire Council Estates team update.** 
   * 1. **Latimer Green** – the parish council are still waiting for heads of terms from Buckinghamshire Council for the discussion to take ownership and responsibility for the maintenance and uptake of the Green.
     2. **The Green, Ley Hill** – Buckinghamshire Council Estates team attended and cut back some of the brambles on The Green during the routine grass cutting. They will reduce the bramble area more with each regular cut. They have agreed that the trees need attention, and are reviewing if this can be done in the coming weeks or if they need to wait until after bird nesting season.

Action: Clerk to write to newly elected ward councillors to invite them to the PC meeting in July and mention the outstanding works and conversations with Buckinghamshire Council.

1. **Councillor Vacancy.** Following the election, there is a vacancy on the parish council, for a Ley Hill ward councillor. There are a couple of people within the parish who have expressed an interest in the position. It was agreed these would both be invited to join a meeting (June or July), with the co-option policy to be followed thereafter if either are interested.

Action: Councillors to invite interested parties to join a parish council meeting, informally.

1. **Sewage Tankers**. Following a number of concerns and questions from the parishioners, the sewage tankers that had been passing through the village have now stopped, as the broken pipe has been repaired.

## Any Other Business

**Dilly Dells Bird Boxes.**  The Chiltern Society will visit the bird and owl boxes in the activity trail again following nesting season and will update the parish council on what they find.

**Village Hall Tree.** The Clerk has received an email from Buckinghamshire Council following an inspection on a fallen/dangerous tree, requesting action to be taken. This tree falls on the Ley Hill Memorial Hall land and is their responsibility.

Action: Clerk to forward email to Ley Hill Memorial committee.

## Meeting Closed at | 8.25pm |

Signed:

Date:

Councillor Anne Birkett (Chairman)

Latimer and Ley Hill Parish Council

## Next PC Meeting| 19th June | Ley Hill Memorial Hall | 7.45pm (Burial Ground walkaround prior at 7pm)