Latimer & Ley Hill Parish Council Meeting |Minutes

## 19 June 2025| 7.30pm | Ley Hill Memorial Hall, Ley Hill

# Attendees

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

# Agenda topics

## | Agenda topic 1 | Apologies for Absence

Cllr Rae Bramwell (RB), Cllr Emily King (EK)

## | 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 May 15th Meeting Minutes

Formally approved by all. Clerk to upload to website.

## | Agenda topic 5 | Actions from Previous Minutes

Clerk has completed all required paperwork for external audit ahead of sign of at this meeting.

Potential breach of planning consent at Beechwood was reported to Buckinghamshire Council, discussed later in the meeting.

The paperwork has not yet been sent to the Community Board for reimbursement for VEDAY celebrations as redacted bank statements are required and not all invoices have been received. This will be actioned as soon as all evidence and documents are available.

Clerk has forward the email regarding the tree on the Ley Hill Memorial Hall land and this is being handled by them.

The newly elected ward councillors for Latimer and Ley Hill have been invited to the July meeting and the two interested parties for the vacant councillor position have also been invited to join.

## | Agenda topic 6 | Finance

1. **Approval of May finance reports.** The finance report was approved and will be uploaded to the website.
2. **Internal Audit Report.** The Parish Clerk has received the internal auditors report for 2024-2025. There was nothing to note in terms of actions or recommendations for the parish council. The parish council express their gratitude to Sarah King for completing the internal audit for another year.
3. **Annual Governance Statement (2024 – 2025)**. The annual governance statement for 2024-2025 was presented to the parish council and agreed. The statement was signed.
4. **Approval of Annual Accounting Statements (2024-2025).** Following the annual governance statement, the annual accounting statements for 2024-2025 were presented and approved by the council. The statements were signed.

Action: Clerk to return the AGAR and all required documentation to the external auditors ahead of the deadline, and publish the required documents on the website, as well as post the notification of period for the public examination of accounts.

## | Agenda topic 7 | Burial Ground

1. **Enquiries**. There has been an enquiry for the purchase of a plot for a parishioner, and all information has been sent. Still in conversation with the engraving company regarding an outstanding plaque.
2. **Observations on walk around**.
	* Highlighted the need to once again remove the memorabilia that has been left on plots around the grounds, as this is not permitted and is clearly outlined in the rules and regulations provided to all grave owners.
	* The councillors discussed the future plans for the remembrance garden, agreeing to remove the sleepers, and replace with a low metal trim to section off the areas under the trees. The area needs to be cleared, membrane laid and seeded with a grass/wildflower mix which the PC hopes will look pleasant and keep weeds away. The plaques will be moved onto a board that will sit behind the remembrance area.
	* A tree survey is due, the arborists that carried out the last survey will be contacted.
	* A plaque for the new bench installed last year will be ordered, similar to the ones fixed to the bench on Botley Road and The Green.
	* Self seeded bushes, overgrown shrubs within plots, weeds and brambles need to be removed. The clerk has photographed all areas that need attention and will look into the options available.

## | Agenda topic 8 | Planning

1. **PL/25/1455/HB – The Swan Public House.** No comment.

## | Agenda topic 9 | Council Business

1. **Outstanding Issues with Buckinghamshire Council**. The parish council has not received any update on the outstanding request for ownership of Latimer Green to be transferred to the parish council from Buckinghamshire Council since the mention of terms of reference for a lease. Similarly no update on the repairs required to the pump on the Green or the bollards which need replacing. Although acknowledged, there has also not been an update on the in proper use of the common land adjacent to the school in Ley Hill. The clerk was asked to explore the route for logging an official complaint.

Action: Clerk to investigate the route for logging an official complaint 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 the July meeting, with the parish council co-option policy to be followed thereafter if either are interested.
2. **Ley Hill Green Works**. The parish council were made aware of planned works to The Green, outside The Crown Public House, by Balfour Beatty, for the flood repairs needed for Crown Cottages. These were planned for the summer months, a very busy time for The Crown but have since been pushed back, allowing summer events to take place uninterrupted, and work will begin in September.

Action: Clerk to write and agree to proposed works and dates, and insist that the flowering cherry tree and oak bench are reinstated to a suitable standard on completion of the works.

## Any Other Business

**Common Land Maps.**  The parish council have been made aware that the common land maps for the parish are not up to date.

Action: Clerk to obtain up to date common land maps from Buckinghamshire Council.

**ES/25/00153/OPHH – Beechwood.** The parish council forward the summary of the potential breach at Beechwood, and the response of the planning team at Buckinghamshire Council, to the estates team, to loop them in and ask for a review from the perspective of what is and is not permitted on common land. Buckinghamshire Council’s estates team have confirmed this is in breach of the allowed actions on common land and will take action.

## Meeting Closed at | 8.15pm |

Signed:

Date:

Councillor Anne Birkett (Chairman)

Latimer and Ley Hill Parish Council

## Next PC Meeting| 17th July | St Mary Magdalene Church Hall, Latimer | 7.15pm