Latimer & Ley Hill Parish Council Meeting |MINUTES

15 September 2026| 7.15pm | Ley Hill Memorial Hall

ATTENDEES

Cllr Anne Birkett (AB), Cllr Steve Thorp (ST), Cllr Mark Anderson (MA), Cllr Chris Gregory (CG), Cllr Emily King (EK), Cllr Gareth Greig and Claire Leek (Parish Clerk)

AGENDA TOPICS

| Agenda topic 1 | Apologies for Absence

Cllr Mark Anderson

| Agenda topic 2 | Register of Interests

None.

| Agenda topic 3 | Public Quarter Hour

No MOP in attendance.

| Agenda topic 4 | Approval of August Meeting Minutes

Formally approved by all. Clerk to upload to website.

| Agenda topic 5 | Actions from Previous Minutes

The Clerk will send a letter to planning enforcement written by ST regarding activity and concerns around Rowant Tree Farm. This will also be sent to the ward councillors.

The Clerk reviewed the window specification submitted with the planning application for the windows and doors at The Swan, to determine if the windows are aligned with the application. The specification suggests all windows will be white. A note will be sent to the planning enforcement team to enquire as to the current window colour.

| Agenda topic 6 | Finance

a. **Approval of finance report**. The finance reports for July and August were approved and will be uploaded to the website.

b. **Items for consideration for Budget 2026/27.** The councillors were asked to think of items to add to the proposed budget for 2026/2027. These will be collated and discussed at the next meeting. Initial items for consideration were: tree survey for burial ground, flagpole to mark school centenary, tree trimming around streetlights on Jason's Hill, maintenance requirements in activity trail.

c. **NJC Salary Pay Award.** The Parish council have been made aware of the agreement regarding the pay award for 2025-2026. This will be applied going forward by the PC's payroll services provider, and a back payment will be paid at the end of September, back paid to April 2026. The Clerk will update the standing order for the salary and the payment to HMRC going forward.

Proposed by AB. Seconded by ST.

d. **External Audit Feedback.** The external auditors appointed to audit the accounts for the parish council for 2025-2026 have concluded their audit of the accounts. The parish clerk was asked to confirm that the parish council was not a managing trustee and the relevant sections of the AGAR (section 1 box 9) should have been marked N/A, instead of No. This was amended but noted on the assurance section of section 3. No other matters arising were noted.

| Agenda topic 7 | Burial Ground

a. **Enquiries & Activity**. There is one ashes interment booked for September, this is being organised via Churchview Funeral Services and all invoices have been sent.

b. **Plot Updates**. The administrator has been reviewing the latest (and only) plot map of the burial ground against the memorials in place and has identified some anomalies. The map is being brought up to date, and will be re-mapped onto the recent ground survey commissioned. There are now only limited areas where plots are still available to purchase. When needed, conversations will be had with the grave digger for advice on plots that may be considered unsuitable for interments.

| Agenda topic 8 | Planning

a. **PL/26/06546/FA– Joiners Close, Ley Hill**
No comment.
b. **PL/26/06471/FA– The Grove, Latimer**
No comment.
c. **ES/25/00153/OPHH – Beechwood**
The Clerk was asked to write to the planning enforcement team to ask for an update. The Parish Council were previously told this was a breach of planning consent but there seems to have been no movement since then.
d. **Dacorum Council Local Plan Consultation.** In accordance with regulation 20, consultation has opened for comment on the Dacorum Local Plan. The councillors agreed to review the local area, between Bovingdon and Ley Hill, and raise any areas of concern.

e. **Rowan Tree Farm.** The Parish Council are concerned about the lack of action following reported planning breaches on this site and will write to the enforcement team to highlight concerns, request an update on the suspected breaches (reported December 2025) and copy in the Ward Councillors

for oversight. The letter will also be sent to Sarah Green MP to make her aware of the situation and concerns over the area and the escalation of planning breaches.

Action: Clerk to send letter already drafted by ST.

| Agenda topic 9 | Council Business

a. **Meadham's Farm.** There has been increased activity noted on site and vehicles going in and out. The owner confirmed they are lining the cells with clay, as this was not previously done well, but the site will not be opening again until next year.

b. **Village Hall Drainage.** Following concerns regarding the drain and drainage in the Memorial Hall carpark, after reports of individuals tripping on the uneven ground, the trustees have arranged for repairs, and contractors, organised by Buckinghamshire Council, will be attending on the 17th September to make much needed repairs.

c. **Activity Trail Signs.** Cllr Birkett met with the original supplier of the wooden equipment and signage/posts in the activity trail to look at the vandalised signs and look at the options for replacements. Quotations have been received for a replacement for the larger damaged sign – this includes the oak frame, perspex and graphics for the sign (£950). Quotation was also provided for the smaller damaged sign, in the trail (£120). In addition repairs were noted for the xylophone (£200). The parish council asked the Clerk to review the budget to see what could be purchased this financial year, how it can be split across financial years, and also to accommodate ongoing activity trail repairs as a line in the budget.

   Proposed by AB. Seconded by ST.

d. **Proposed filming in Latimer.** There have been several conversations with a production company regarding proposed filming in Latimer on The Green, and councillors, and residents, met a team on site to discuss the proposal. The Parish Council have been copied in to correspondence between the production company and Buckinghamshire Council Film team (Buckinghamshire Council are responsible/own the land in question). Filming is proposed for 29th September, with set up the day before and take down on the 30th September. Highway diversion routes are in consultation, and letters will be sent to all residents affected by the proposal.

e. **School Flagpole**. The school will be celebrating their centenary in 2027 and Cllr Birkett has met with the Headteacher to discuss how the Parish Council can help to mark this occasion. It has been suggested that a flagpole would be a welcome donation and this will be considered in next years budget (the school would want this for May 2027 for a planned event).

f. **Silver Sunday**. This year the parish council will hold an event later in the year to mark the occasion and are trying to align with "Band In a Van", a charity bringing music to local organisations, to attend the celebration. More information to follow later in the year.

A.O.B

Following a tree that came down over August bank holiday, the Golf Club have deployed a 3 year plan for trees on/around the golf club due to safety concerns. They have advised the Estates team at Buckinghamshire Council (who are responsible for the maintenance of these trees) that a tree surgeon will be brought in to remove any dead/dying/diseased trees that are potential hazards.

The Ley Hill Litter Blitz will be moved from 10th to 17th October, and will be organised by GG and ST. The Latimer Litter Blitz will be held in mid-November, date to be confirmed.

Meeting Closed at | 8.45pm |

Signed: _____

Date: _____

Councillor Anne Birkett (Chairman)

Latimer and Ley Hill Parish Council

Next PC Meeting| October 22 | 7.15pm | Latimer