SEER GREEN PARISH COUNCIL

**MINUTES OF PARISH COUNCIL MEETING**

**HELD ON TUESDAY 1st NOVEMBER 2022 AT 7.30pm**

**Present:** Cllr M Thomas, Cllr L Hungin, Cllr J Holder and Cllr N Baddeley.

**In attendance**: Mrs E Bates (Clerk)

1. **OPEN SESSION**: There were no members of the public in attendance.
2. **APOLOGIES FOR ABSENCE:** Cllr O Davison-Oakley, Cllr A Anderson, Cllr C Hughes and Cllr T Brewis

 **Approval of Minutes of the previous meeting:**  The minutes for the October meeting were approved by Cllr Baddeley and Cllr Holder. The minutes were duly signed as a correct record of the meeting.

 **Update on Actions from Previous Meeting:**

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| **STAKEHOLDER** | ACTION | **STATUS** |
| Pavilion Sub-Committee | An application for the Community Board will be prepared to replace the kitchen, refurbish the Referee’s room with mains drinking water and to provide disabled access to the building at the Pavilion.Investigation into suitability of utilising existing plumbing for new toilet in the Referees Room at the Pavilion confirmed this would not be possible so this additional cost would need to be factored in to the funding application. | **WORK IN PROGRESS:** It was agreed to design a new kitchen for the Pavilion which will be prepared in agreement with the owner of Little Ducklings.Three quotations will be requested. It was agreed to seek the advice of a disability access expert to discuss changes for the Pavilion to make it easier to access and use the building. **ACTION: PSC** |
| Hungin | Following the undetected leakage of water for a lengthy time costing £2,847.64, it was agreed to lodge a complaint with OFWAT in view of the fact Castle Water, the supplier were aware of the problem but failed to inform the Parish Council. | To lodge and pursue complaint with OFWAT against Castle Water at their failure to disclose the problem in a timely manner.**ACTION: LH** |
| AA/Councillors | Following a number of complaints about inconsiderate parking by people attending football matches at the Recreation Ground. A new set of rules will be prepared for the football clubs for next season. | **WORK IN PROGRESS:** Set of rules regarding the use of the Rec and car park to be circulated to Councillors prior to distribution to the team and spectators. **Action – AA/Councillors** |
| Anderson | Gate post behind the Pavilion is loose and making it difficult to shut the gate. | To be repaired.**ACTION: AA** |
| Thomas | **UPDATE QUEEN’S PLATINUM JUBILEE COMMEMORATIVE TREES:** A total of £3,130.74 was raised via the Crowd Funding initiative for the purchase of 2 specimen trees. | Following an onsite meeting with Deric Newman of Glendale on morning of 1st November. The order will be placed and the date for planting agreed. **ACTION: MT** |
| Hungin | There was an issue with the toddler swing which was recently installed under warranty by Wicksteed. They will be contacted to discuss a replacement.  | **WORK IN PROGRESS:** Wicksteeds will be contacted again. **ACTION: LH** |
| Clerk | A section of the bird mouth fencing at the Cemetery is loose and needs repairing.  | **PENDING:** A local builders have agreed to provide a quotation but have requested a site meeting which will be arranged.**ACTION: CLERK** |
| Hungin/Clerk | A large dead tree trunk, without any visible means of support is hanging by the footpath to Jordans. This will be photographed and reported to the landowners. | Photograph to be taken **ACTION: LH** |
| Holder | It was noted that the Pyracantha hedge at the rear of Manor Crescent is overhanging Footpath 16. | Owner to be identified and asked to prune it back off the footpath.**ACTION: JH** |
| PVC | The UPVC soffit on the corner of the Pavilion nearest the sheds has broken. | To be inspected.**ACTION: PVC** |
| Clerk/Davison-Oakley | Two panels of the toddler playhouse in Green Mead have been broken and replacement parts have been supplied under warranty. | Awaiting fitting**ACTION: ODO** |
| Holder | A quotation for £1,120 has been received for a replacement noticeboard by the shops as the posts on the existing board have rotted.  | Quotation approved in principle with the Parish Council able to fund £570. An application has been prepared and circulated to a local charity to see if they might contribute the balance of £550. This will be discussed at their next meeting.**ACTION: JH** |
| Clerk | Streetlight in Wynnswick Road has been hit by a vehicle again so Enerveo have suggested the column is replaced and moved to a new location to prevent repetition. | Quotation has been received and a letter will be sent to the resident concerned**ACTION: CLERK** |
| Hungin/ Anderson | Following review of actions from the recent Fire Risk Assessment at the Pavilion with Little Ducklings, the following actions arose:-* Boiler needs work done to it.
* Remedial work to some fire doors, including 2 foot operated fire bolts to Changing Room doors
* Removal of equipment from Ref’s Room – Little Ducklings to be offered filing cabinets/furniture.
* Shower usage to be recorded to ensure no stagnant water is being left in the pipes.
 | **RESULTING ACTIONS:*** Quotation from Heat Industrial to be obtained for outstanding boiler work.  **ACTION: LH**
* Local contractor asked to carry out work to fire doors. **ACTION: LH**
* Little Ducklings to be offered filing cabinets, etc. **ACTION: LH**
* **ONGOING:** Recording of showers usage. **ACTION: AA**
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| **ACTIONS/PROJECTS ON HOLD – AWAITING CLARIFICATION FROM BUCKS COUNCIL REGARDING FUNDING** |
| Thomas/Clerk | Following an application to Community Board, Bucks Council have sent a Project Initiation document to review the current double yellow lines with a view to extending them. It quotes an initial cost of £4,054.88 with anticipated future costs £5,128.17, totalling £9,183.05. | Following an offer by SGPC of contributory funding of £1,000 the Community Board has awarded grant funding of £8,183 against a project cost of £9,183. The procedure going forward is awaited.  |
| Hungin/Thomas | Grant from the Community Board for upgraded CCTV at the Pavilion so car registration numbers can be captured and better quality images obtained. | **PENDING:** Application for Community Board funding submitted requesting upgrade to CCTV at the Pavilion. The application is on hold due to a review of CCTV within our Community Board area but it has been recommended that funding for this project should be sought elsewhere. |
| Baddeley | Re: Deterioration of the pavement in Jubilee Walk, a site meeting was held with a contractor and, following their quotations, it was agreed that the whole path should be replaced at a cost of £5,650. An application will be made to the Community Board (CB) with the Parish Council offering contributory funding of £600.  | **PENDING:** Application for grant funding from the Community Board submitted towards the cost was submitted beginning of October 2022 and result of whether this has been successful is awaited. |
| Baddeley/Thomas | A funding application has been submitted to the Community Board for an environmental and biodiversity study of Parish Council land to see how our environment could be better managed to enhance its appearance and protect wildlife. Parish Council contributory funding of £500 towards the £5000 project cost has been committed. | **PENDING:** Outcome of application submitted beginning October 2022 awaited. |

**Matters arising from the previous meeting not listed on the Agenda:** No matters were arising.

**lll. MONTHLY RISK INSPECTIONS:**

1. **Health and Safety Issues identified and recommended actions**: Cllr Baddeley has completed the October Health and Safety inspection. The Chairman asked that the reports sensibly list only important issues and not minor works that can be discussed directly with the Clerk. Cllr Hughes is due to complete the November inspection. **(Action - Cllr Hughes)** The Allotment Association have sent their monthly inspection report.
2. **Maintenance issues identified and recommended actions**: Three composting bins that are now not being used behind the cemetery shed will be given to the Allotment Association. **(Action – Cllr Thomas**)
3. **Other Health and Safety Issues (not covered above):** The cable cover between the school and Jubilee Hall has now been repaired.

 **V. DECLARATION OF INTEREST:** There were no declarations of interest.

 **Vl. CORRESPONDENCE:**

A letter and detailed ownership documents for a transfer of Grave were reviewed and agreed. The new owner will be contacted before the transfer is concluded. **(Action – Clerk)**

A resident wrote to thank the council for their new streetlight lantern in Manor Road.

A neighbour noise complaint had been received. The neighbour will be encouraged to discuss the matter directly with the person responsible and if there is no resolution to come to the next Parish Council meeting to discuss it further. **(Action – Clerk)**

 **Vll. Finance:**

 From 5th October to 31st October 2022:-

 Payments amounting to:- £6,496.48

 Income received:- £1,847.35

 The closing bank balances at 30th October 2022 totalled:- £95,374.97

**VIII. Planning**: Notices of new planning applications continue to be displayed on the noticeboard and website. Five planning applications were permitted during the past month and two were withdrawn. Seer Green Parish Council was dismayed and disappointed to hear of the delegated decision to approve the planning application PL/22/1979/FA – Ashley House, 31-33 Chalfont Road, Seer Green, HP9 2QP especially as it had been called in by our three ward councillors. It is felt that this application has profound implications for Health and Safety and Highways for our residents. A letter will be sent to the Planning Department to ask why this was approved with no notification and if there is any recourse. **(Action – Cllr Hungin)**

**IX. PRINCIPAL AGENDA ITEMS:**

1. **budget and precept:** The half year figures were reviewed and concerns were raised about the rising costs in the year ahead with the increases in street lighting electricity costs, the need to carry out essential tree work and safety improvements for village amenities. It was therefore proposed that the precept be increased by 20% a year which would take the average property (based on 938 properties) from paying approximately £53.96 per annum to £64.71 per annum. The increase in precept would be from £50,614 to £60,700. The proposed budget and precept increase will be approved at the December meeting.
2. **newsletter 36:** The next newsletter will be prepared which will include articles on the Community Award, the projects which the Bucks Community Board are helping to fund, the 105 saplings from the Woodland Trust and the increase to the precept. **(Action – Cllr Holder, Councillors, Clerk)**
3. **community board funding:** A funding request application has been made to our Bucks Council Community Board for an environmental and bio-diversity study of Parish Council land to see how we could look after our environment better and enhance/protect wildlife. The first stage of due diligence for the project has been agreed.
4. **SAFEGUARDING:** The safeguarding statement was adopted and it was agreed that Councillor Holder will be the safeguarding councillor. The statement will be put on the Parish Council website. **(Action – Clerk)**

**X. UPDATES ON OTHER MATTERS (Reports by Exception)**

1. **JUBILEE HALL:** The next Jubilee Hall meeting will be held on 18th November where the half year accounts and draft budget will be reviewed. **(Action – Cllr Holder, Cllr Davison Oakley, Clerk)** A warning had been received from the school about the very high increase in the gas contract.
2. **PAVILION:** A quotation for the outstanding boiler work will be requested from Heat Industrial. **(Action – Clerk)** Outside excavation work concluded that there was no soil pipe to the Referees room so a toilet cannot currently be fitted. Two illuminated exit signs have failed. One is the relatively new one outside the baby room and it will be determined if this can be replaced under warranty.  **(Action – Cllr Hungin)**
3. **PARISH COUNCIL PROPERTIES, open spaces AND SERVICES:** The Allotments Association had discussed a design for a new gate with the chairman and will provide details and costings which they are willing to contribute towards. Whilst constructing their new social area they unearthed more metal and rubble which will be disposed of. **(Action – Cllr Thomas**) The latest avian flu directive will be discussed with the Allotments Association to ensure they are following the latest Government guidelines. **(Action – Cllr Thomas)** It was agreed to work with Seer Green Gardeners in the preparation of the three wildflower areas in the village. Amersham Town Council will be asked for their help in preparing two of the areas. **(Action – Clerk)**

**XI. information items:** The village Christmas tree lights will be switched on on Thursday 1st December 2022.

The meeting closed at 9.16pm

**Next Meeting – The next Parish Council meeting will be held on Tuesday 6th December at 7.30pm at Seer Green Baptist Church, Wood Pond Close, Seer Green, HP9 2XG.**