SEER GREEN PARISH COUNCIL

**MINUTES OF PARISH COUNCIL MEETING**

**HELD ON TUESDAY 3rd MAY 2022 AT 7.30pm**

**Present:** Cllr M Thomas, Cllr L Hungin, Cllr T Norton, Cllr J Holder, Cllr A Anderson and Cllr N Baddeley.

**In attendance**: County Cllr T Butcher, Mrs A Norbury, Mrs E Bates (Clerk)

1. **OPEN SESSION**: County Cllr Tim Butcher thanked the Parish Council and Clerk for all of their hard work for the community. He hoped that the residents were enjoying the new footpath in Long Bottom Lane that he campaigned for. He had escalated the issues with the road surface defects on Chalfont Road and they had been marked for repair. Transport for Bucks (TfB) will be changing their supplier from Ringway Jacobs and a new model will be used for the delivery of the contract. Our County Councillors had been unhappy with the way that the Community Board had been run and have had all the sub groups scrapped. The funding had been reduced but he is hoping that when the first Community Board (for this financial year) meets they will be able to start to resolve some of our outstanding issues e.g. the parking in the centre of the village and the upgrade to the Recreation Ground CCTV.

A resident came to ask if the Mobile Vehicle Activated sign could be moved from School Lane to Long Bottom Lane again this summer. It was agreed to do this after 21st July and move it back the week beginning 1st September. **(Action – Clerk)** There was a request for a warning sign to be placed in the gate entrance on Long Bottom Lane about not fly tipping. The request will be made to the Waste Team. **(Action – Clerk)** The resident was also disappointed with the contractors who installed the fibre optic network as they removed path wooden edging and utility covers and did not put them back correctly. A complaint was made but they felt it had been ignored.

1. **APOLOGIES FOR ABSENCE:** Cllr O Davison-Oakley, Cllr C Hughes and Cllr T Brewis.

**Approval of Minutes of the previous meeting:**  The minutes for the April meeting were approved by Cllr Norton 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** |
| Thomas | To contact Buckinghamshire Council regarding parking issues around the Public House following installation of the double yellow lines in the village centre from a scheme designed by the Schemes Engineer from Transport for Bucks. | **PENDING:** Application for Community Board Funding under the category ‘Transport/Highways Project Application’ has been submitted requesting funding to address the parking problem along Chalfont Road. Feedback from Transport for Bucks scheduled in January but still no update. **ACTION: MT** |
| 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. **ACTION: LH/MT** |
| Anderson | Ground in front of the benches is being eroded and paving was suggested. | **ONGOING**: Cllr Anderson reported that he had some grasscrete left from the boot wipers which could be used. The work will be carried out before the start of the season. **ACTION: AA** |
| Anderson | It was noted that there was a dip in Green Meadow where the Youth Shelter once stood. | **ONGOING**: It was hope that excess soil ordered for use at the cemetery for the infilling of sunken graves could be utilised for this but all the soil was used so a new order needs to be placed.  **ACTION: AA** |
| Clerk/Thomas | Concerns about the pavement in Jubilee Walk were discussed and it was agreed to get a quotation for the repair. | **OUTSTANDING**: Following an inspection concern was raised that remedial work could cause damage to the cherry tree roots. It was agreed to have a site meeting with the Local Area Technician with a possible application to the HS2 Safety Fund. **ACTION – Clerk, MT** |
| Pavilion Sub-Committee | An application for the Community Board will be prepared to replace the kitchen, refurbish the Referee’s room with a toilet and mains drinking water and to provide disabled access to the building at the Pavilion. | **OUTSTANDING**: Quotations for the work need to be obtained.  **ACTION – PAVILION SUB COMMITTEE** |
| Baddeley/Holder | **THE QUEEN’S PLATINUM JUBILEE:** Following a suggestion to update the Jubilee Trail commemorating the Queen’s Golden Jubilee in June 2002, Cllr Baddeley outlined the plans for three Platinum Jubilee walks which take the form of treasure hunt and are particularly aimed at families with children. | **ONGOING**: Continued development of the proposed three new Jubilee Trails with one being produced in time for the Queen’s Platinum Jubilee celebrations.  **ACTION: NB/JH** |
| Pavilion Committee | The Pavilion water safety document was reviewed and questions were raised as to whether all plumbing recommendations were completed. | **OUTSTANDING**: Following recommendations made by Heat Industrial, it was established that there is no need to undertake another water check for Legionella which has been communicated to Little Ducklings. However, the pipework from the boiler to the showers does need to be inspected and this will be arranged prior to the start of the new football season when it is envisaged the changing rooms will once again be in use. A report will be produced to formalise the position with regard to the Pavilion. **Action – AA** |
| Clerk | It was noticed that the green paint on the posts of the noticeboard by the outdoor gym at the Recreation Ground had started to flake leaving unsightly bare patches. | **WORK IN PROGRESS:** Following contact with Earth Anchors who supplied the noticeboard, they have agreed to replace the posts. **ACTION: CLERK** |
| Norton/Baddeley | It was agreed to arrange an accompanied inspection of equipment in both Green Meadow and the Outdoor Gym at the Rec. | **PENDING:** Organised for Thursday, 5th May to be accompanied by Cllr Norton and Cllr Baddeley **ACTION: TN/NB** |
| Clerk | It had been noted that the rubberised path at the top of Green Meadow has started to lift which may cause a trip hazard. Playtop who installed the path will be asked for a quotation to resolve the issue. | **ONGOING:** Photos of the deteriorating path to be supplied to Playtop in order for them to provide a quotation.  Path also needs some of the wood edging replaced. **ACTION: CLERK** |
| Hughes/Anderson | It was suggested that the trunks of the Goat Willow tree recently bought down by storm could be left for the children to play on. | Following debate by Councillors, it was agreed to remove the entire tree. Unfortunately this was not done and there now remains the stump with a wide fissure in the middle presenting a safety issue which needs to be resolved. **ACTION: CH** It will be filled with soil to try and make it safe. **Action: AA** |
| Hughes | A quotation was approved to remove two holly trees to ground level and crown lift a third behind the cemetery shed in preparation for the new composting and storage area. | Work to be scheduled.  **ACTION: CH** |
| Hungin | The Little Ducklings rent was discussed and it was unanimously agreed to increase this by 4.5% from September 2022 | Letter to be sent to the owner informing them of this decision. **ACTION: LH** |
| Hungin | Following the undetected leakage of water for a lengthy time costing the Parish Council £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**  Scouts have been notified of the situation by the Clerk. |
| Councillors | Improvements to the entrance and triangle at the junction of Long Bottom and Bottom Lanes were suggested by TfB. | **ACTION:** Councillors were asked to review the area and give feedback on the proposed changes. |
| 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. | A new set of rules will be prepared for the team and spectators use of the Rec and car park. **Action – AA/Councillors** |

**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 Thomas has completed the April Health and Safety inspection. Cllr Brewis is due to complete the May inspection**. (Action – Cllr Brewis)** Large items left behind the Pavilion need to be removed. Unfortunately the Waste Team have struggled to arrange this collection. They will be contacted again. **(Action – Clerk)** The Allotment Association have sent their monthly inspection report and noted that there are three new tenants. A break in happened on Friday 15th April and many tools were taken. Measure are being taken to protect against further theft.
2. **Maintenance issues identified and recommended actions**: The Rowan Tree in Green Meadow needs a circle cut round it and filled with mulch to protect it. **(Action: Clerk)**

**lV. OTHER HEALTH AND SAFETY ISSUES:** The small middle gate in Green Meadow has not always been closing properly and it was thought that the large heavy chain was now stopping it closing. It will be arranged to have the chain removed. **(Action – Clerk)**

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

**Vl. CORRESPONDENCE:**

The historic deeds have been retrieved from Lloyds Bank and are being reviewed by a local historian. An order has been placed with the Woodland Trust for 105 saplings to be delivered in November 2022. The order has been confirmed as successful.

A VAT reclaim has been sent to HMRC for 2020-2021. The total refund to Seer Green Parish Council is £13,630.87 as detailed on the attached VAT126 claim form. The claim combines a total of £10,600.11 for the Parish Council and £3,030.76 which covers Jubilee Hall.

A resident had requested that a dog waste bin be put in the top right hand corner of the Rec near the metal gate. This was agreed. **(Action - Clerk)**

An email had been received raising concern about the need for road safety improvements at the junction of Long Bottom Lane/Ledborough Lane with the A355. The matter was discussed with the County Councillor who recommended that a petition is started to ask Bucks Council to investigate the issue and propose a possible scheme. This could be supported by the Parish Council and residents. **(Action – Clerk)**

The Council received the resignation from Cllr Tim Norton confirming that his last meeting with be 5th July. Cllr Norton was thanked for his excellent work during his time on the council.

The Facilities Manager at Perkin Elmer had offered local work support. The School had a requirement for some gardening help and will be put in contact with them. **(Action - Cllr Holder)**

A quotation was approved to replace Streetlight lantern No 10 in Highlands Road at the junction with Orchard Road with a swan neck Iffley on the same time settings. **(Action – Clerk)**

**Vll. Finance:**

From 1st April 2022 to 3rd May 2022:-

Payments amounting to:- £4,412.55

Income received:- £31,455.01

The closing bank balances at 30th April totalled:- £85,105.18

1. **Annual Governance Statement:** The Annual Governance Statement for 2021/2022 was read out, each point was agreed and approved.
2. **Review of Annual Acoounts for 2021/22:** The accounts that had been previously circulated to the Council were unanimously approved. The accounts will now be subject to an internal audit on 16th May. **(Action – Clerk, Cllr Davison-Oakley, Cllr Baddeley)**
3. **Earmarked Reserves 2022/23:** It was agreed to move £5,000 to the Pavilion earmarked reserve and set up a new earmarked reserve transferring £500 for election costs. **(Action – Clerk)**

**VIII. Planning**: Notices of new planning applications continue to be displayed on the noticeboard and website. 5 planning applications were permitted and one application was refused during the past month.

**IX. PRINCIPAL AGENDA ITEMS:**

1. **CEMETERY COMPOSTING:** It was agreed to create a composting area behind the cemetery shed to help with the leaves in the autumn and to deter dumping. **(Action – Cllr Thomas, Cllr Hughes)**
2. **QUEENS PLATINUM JUBILEE COMMEMORATIVE TREE:** It was agreed to plant one or possibly two specimen trees to commemorate the Queen’s Platinum Jubilee; one in Green Meadow near to the felled ash trees and a second tree at the Recreation Ground in the area where the Goat Willow was located. The size preferred would by 20-25cm girth and they would be planted later in the year. Following a quotation it was agreed to purchase a small leaved lime tree for Green Meadow and a copper/purple beech for the Recreation Ground through a crowd funding initiative. Ongoing watering would be included in the proposal. **(Action - Cllr Thomas, Cllr Holder)**
3. **VILLAGE MAINTENANCE:** A list of maintenance issues were agreed.A local contractor will be asked to deal with carpentry issues. Amersham Town Council provided a quotation to replace the broken gate post at the entry to Bottom Lane which was approved. **(Action – Clerk)** A quotation had been received for the list of staining and painting work that is required. It will be circulated to all Councillors for final approval. **(Action – Cllr Thomas)**

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

1. **JUBILEE HALL:** Bookings are good. The next Jubilee Hall Sub-Committee meeting will be held on 19th May where a quotation to resolve the flooding in the Preschool garden will be discussed.
2. **PAVILION:** The Pavilion Sub-Committee are planning their meeting and suggested dates will be circulated. **(Action – Cllr Thomas)** The Pavilion Fire notices will be approved. The Fire Zone chart was agreed which will be printed, laminated and placed by each emergency exit. **(Action – Clerk)** A Fire Escape Route notice will be drawn up and printed. **(Action – Cllr Norton)** As the showers have not been used for a long time the pipes need professionally cleaning. A local plumber will be contacted to see if they can do this work. **(Action – Cllr Anderson)** A new shed has been installed in the Little Ducklings play area and the new blinds have been installed in the baby room doors.
3. **PARISH COUNCIL PROPERTIES, open spaces AND SERVICES:** No further items were raised

**XI. information items:** Buckinghamshire Council have launched 70 Trees for 70 Years aiming to compile a list of the 70 most-loved trees and woodlands in Buckinghamshire as part of Her Majesty the Queen’s Platinum Jubilee celebrations. Two trees in Seer Green have been nominated including the oak in the centre of the Cemetery.

On 12th June 2022 Holy Trinity Church celebrates 175 years and there is an invitation for tea and cake to mark this occasion.

The School’s Cherry Pie Fayre is to be held on Saturday 18th June.

The meeting closed at 9.30pm

**Next Meeting – The next Parish Council meeting will be held on Tuesday 7th June at 7.30pm at Seer Green Baptist Church, Wood Pond Close, Seer Green, HP9 2XG.**