

**SEER GREEN PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING
HELD ON TUESDAY 4th APRIL 2023 AT 7.30pm**

Present: Cllr M Thomas, Cllr O Davison-Oakley, Cllr L Hungin, Cllr J Holder, Cllr N Baddeley, Cllr C Hughes, Cllr A Anderson and Cllr T Brewis.

In attendance: County Cllr Carl Jackson, Mrs K Hawes, Mr A Roach, Mr D Tryon and Mrs E Bates (Clerk)

- I. OPEN SESSION:** Two residents came to introduce themselves and observe the Parish Council meeting to determine if they would like to apply for the available Councillor position.

County Councillor Carl Jackson discussed the new Bucks Highways service and agreed to re-log and escalate the outstanding issues in the village which he has already photographed. Cllr Jackson has a meeting arranged with the Local Area Technician and will ask for an update on outstanding works orders including drainage/ditch issues.

- II. APOLOGIES FOR ABSENCE:** There were no apologies.

Approval of Minutes of the previous meeting: The minutes for the March meeting were approved by Cllr Hughes and Cllr Brewis. The minutes were duly signed as a correct record of the meeting.

Update on Actions from Previous Meeting:

STAKEHOLDER	ACTION	STATUS
Pavilion Committee	The UPVC soffit on the corner of the Pavilion nearest the sheds has broken and a section of guttering is loose.	Contractor to be asked to inspect the cracked UPVC soffit board and provide a quotation for its replacement. ACTION: MT
Baddeley/Hughes	Biodiversity Project – Following the appointment of Future Nature Wildlife Trust Consultancy, Adam Price attended the February meeting to outline the next steps.	A meeting has been organised on 19 th April for data gathering. ACTION: NB/CH
Pavilion Committee	Locks to be installed on the shower room doors.	ACTION: PAVILION COMMITTEE
Brewis	Following a 20% increase in insurance premium for 2023/24 it was agreed to review the cost of replacing the Parish Council's assets and buildings.	ONGOING: Current asset list to be reviewed and updated. ACTION: TB
Holder	An electrician to be asked to look at the flashing light in the defibrillator cabinet and repair if necessary.	ONGOING: The light is being investigated by an electrician. ACTION: JH
Clerk	A quotation will be obtained for the repair of the fence in the cemetery damaged by the fallen tree.	PENDING: Awaiting quotation from contractor. ACTION: CLERK
ACTIONS/PROJECTS ON HOLD – AWAITING CLARIFICATION FROM BUCKS COUNCIL REGARDING FUNDING		
Pavilion Committee	Application for Community Board funding for new kitchen and toilet facilities. In order to make an application for funding from the Community Board, it was agreed to obtain a kitchen design for the Pavilion which will be prepared in agreement with the owner of Little Ducklings. Three quotations will be required. Additional cost would need to be factored into the funding	ACTION: Quotations to be obtained for: (a) New kitchen units (b) Toilet and basin in what is currently the Ref's room.* * Suitability for disabled access to be discussed at the time.

	<p>application for new plumbing to facilitate the creation of a toilet and basin. At time of requesting quotations for this, the question of whether the area is large enough to accommodate a disabled toilet will be raised. If it is possible to provide disabled facilities then the logistics of disabled access will be explored at that time.</p>	
--	--	--

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

III. MONTHLY RISK INSPECTIONS:

- i. **Health and Safety Issues identified and recommended actions:** Cllr Hungin has completed the March Health and Safety inspection and reported that no issues were found. Cllr Hughes is due to complete the April inspection. **(Action - Cllr Hughes)** The Allotment Association have sent their monthly inspection report which reported that their new gate had now been fitted. A new lock has been ordered for the gate.
- ii. **Maintenance issues identified and recommended actions:** The outdoor gym was extremely muddy but this will be cleaned during the Big Help Out event. The cricket nets continue to be misused and are now sagging so it was agreed that Jordans Taverners Cricket Club would take down their nets as they no longer use them. **(Action – Cllr Hungin)**
- iii. **Other Health and Safety Issues (not covered above):** No further issues were raised.

IV. DECLARATION OF INTEREST: No declarations of interest were made.

V. CORRESPONDENCE:

A new Streetlight contract with Enerveo for 1 April 2023 - 31 March 2029 was agreed and signed. **(Action – Clerk)**

Residents in Orchard Rd had written to the council about improving the grassed verge in front of their cottage and replacing the cherry tree which appears to have died. The area will be discussed with the Bucks Highways Local Area Technician to understand whether a cultivation licence is required to replace the existing tree. **(Action – Clerk)**

VI. FINANCE:

From 8th March to 31st March 2023:-

Payments amounting to:- £7,906.76

Income received:- £4,393.36

The closing bank balances at 31st March 2023 totalled:- £75,030.58

- i. **Earmarked Reserves:** It was agreed to set up new earmarked reserves for Cemetery, allotments, CCTV and the Recreation Ground. It was also agreed to transfer the following funds into earmarked reserves; Pavilion £2662.00, Elections £500.00, Trees £1000.00, Cemetery £1,500.00, Allotments £180.00 CCTV £1000.00 and Recreation Ground £385.00. **(Action – Clerk)**

VII. PLANNING: Notices of new planning applications continue to be displayed on the noticeboard and website. Three planning applications were permitted during the past month and one was withdrawn.

VIII. PRINCIPAL AGENDA ITEMS:

- i. **CLERKS CONTRACT AND JOB DESCRIPTION:** A new contract for the Clerk was adopted from 1st April 2023 and duly signed by the Clerk and the Chairman. A closed minute will record the changes to terms, conditions and salary. **(Action – Cllr Thomas, Cllr Davison-Oakley)** The job description was also approved.
- ii. **NEW POLICIES:** The following policies were approved and adopted Health and Safety, Disciplinary, Equality and Diversity, Grievance, Lone Working and Sickness.
- iii. **ANNUAL GOVERNANCE STATEMENT:** The Annual Governance Statement for 2022/2023 was read out, each point was agreed, approved and signed.

IX. UPDATES ON OTHER MATTERS (Reports by Exception)

- i. **JUBILEE HALL:** The Jubilee Hall Committee have now informed hirers that due to significant increases for gas and electricity all of the rates have been increased. The School have informed the committee that the gas contract which has been arranged through Bucks Council will rise again from April. The storage areas are being reviewed.
- ii. **PAVILION:** The lease for Little Ducklings has been updated to include the changing rooms and a draft has been sent to the owner for signature. **(Action – Cllr Hungin)** It was agreed to upgrade the six CCTV cameras around the Pavilion to high definition using the £1,000 grant from Thames Valley Police. **(Action – Cllr Hungin)**
- iii. **PARISH COUNCIL PROPERTIES, OPEN SPACES AND SERVICES:** The website is under review and the Councillors will be asked what functionality they want it to provide. **(Action – Cllr Brewis)** As the Asset Register is being revalued in more detail the internal auditor will be informed so they will be aware of the difference in the 2023/24 accounts. A list of work is being prepared for volunteers who wish to take part in the Big Help Out on Bank Holiday Monday 8th May following the Kings Coronation. As part of the work bulbs will be planted in Jubilee Walk alongside the new path. **(Action – Cllr Holder, Clerk)** The adult football team will be playing mid-week matches until the end of May. Both Seer Green United and Little Ducklings Nursery will be informed of these games. **(Action – Cllr Anderson)** The area in front of the Pavilion is still very wet and the drain at the front of the Pavilion will be investigated. **(Action – Cllr Anderson)**

X. **INFORMATION ITEMS:** No items were raised.

The meeting closed at 8.56pm

NEXT MEETING – The Parish Council AGM will be held on Tuesday 2nd May 2023 at 7.15pm followed by the Parish Council meeting at 7.30pm at Seer Green Baptist Church, Wood Pond Close, Seer Green, HP9 2XG.