

**SEER GREEN PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING
HELD ON TUESDAY 6th JUNE 2023 AT 7.30pm**

Present: Cllr L Hungin, Cllr J Holder, Cllr C Hughes, Cllr A Anderson, Cllr O Davison-Oakley, Cllr T Brewis and Cllr D Tryon.

In attendance: Mrs K Hawes and Mrs E Bates (Clerk)

I. OPEN SESSION: There were no items raised.

II. CO OPTION OF NEW PARISH COUNCILLOR: Mr David Tryon was co-opted as a Parish Councillor and warmly welcomed onto the council. Cllr Tryon signed the Declaration of Acceptance of Office and has been asked to complete the Register of Members Interest. **(Action – Cllr Tryon)**

III. APOLOGIES FOR ABSENCE: Cllr M Thomas and Cllr N Baddeley.

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

Update on Actions from Previous Meeting:

STAKEHOLDER	ACTION	STATUS
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 fully document all of the Parish assets and then organise a full valuation for replacement etc. ACTION: TB
Brewis	Surveys sent out to Councillors in order to assess what functionality they would require any new website to provide.	PENDING: Responses received and recommendations report to be compiled for discussion. ACTION: TB
Hungin	Outline Planning Permission - Oldefields Equestrian Centre. An outline application at Oldefields Equestrian Centre) had been permitted even though the Parish Council had raised concerns over the size of the structure and flooding.	ONGOING: Letter to be sent to Steve Bambrick, Cabinet Minister for Planning to clarify whether Planning needs to liaise with Parish Councils when objections are raised about a planning application. Carl Jackson will be contacted to see if he can inform such a letter. ACTION: LH
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 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	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.

	of disabled access will be explored at that time.	
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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 Brewis has completed the May Health and Safety inspection and raised concern about the cricket nets which are being monitored. Cllr Holder is due to complete the June inspection. **(Action - Cllr Holder)** The Allotment Association have sent their monthly inspection report which confirmed that they will water the new tree on the Rec once a month.
- ii. **Maintenance issues identified and recommended actions:** It was reported that some of the footpaths were overgrown. A request had been sent to Amersham Town Council to cut the paths which will be followed up. **(Action – Clerk)**
- iii. **Other Health and Safety Issues (not covered above):** No further issues were raised.

IV. DECLARATION OF INTEREST: No declarations were made.

V. CORRESPONDENCE:

Notification had been received that the Veolia Sustainability Fund 2023 is open to applications from the South Buckinghamshire area. It was agreed to respond detailing the Bio diversity study that is currently underway and stating that we may wish to apply for funding towards the recommendations from the subsequent report. **(Action – Clerk)**

A complaint had been made to the Streetlight Electricity supplier as they had stopped sending invoices for the account. The supplier had sent a letter saying that they can't resolve our complaint and have credited £40 to the account for the time and trouble this has caused. It was agreed to write to the supplier thanking them for the credit to the account and asking them to confirm in writing that there are no further invoices due up to 6th June. **(Action – Clerk)**

Bucks Building Society advising that the Deposit Account Interest Rate is increasing from 2.15% gross pa/AER to 2.35% gross pa/AER. It was resolved to move a further £10,000.00 into the account. **(Action – Clerk)**

A request was made to put a warning sign in Park Place asking for motorists to slow down in their vehicles. A proposal for the location and type of sign will be sent to Councillors for approval. **(Action – Clerk)**

A resident had contacted the council about foliage overhanging her property. A response will be sent. **(Action - Clerk)**

A quotation had been received to replace the damaged fencing in the Cemetery. It was agreed not to progress this for the time being.

A meeting was held with Liz Charter from the Community Board to discuss a possible transport scheme to create a path to walk to Rawlings Lane from the pavement on Chalfont Road/Newbarn Lane as many residents use this route to access Hodgemoor Wood. Access has been an issue as the verge can be extremely muddy and churned up from the regular use by horse riders. Liz Charter advised that this would be a dangerous position to introduce a path as it would encourage people to cross the road on a bend which is 40mph and where three roads converge. In addition there is no pavement to use on the opposite side of the road. It was noted that there is a large scale housing development being planned at Perkin Elmer, next to the junction in question it was suggested that as part of the planning process, a crossing solution could be explored in support of active travel in the area.

A list of maintenance work has been compiled. Any further suggestions should be sent to the Clerk.

VI. FINANCE:

From 2nd May 2023 to 5th June 2023:-

Payments amounting to:- £9,607.46

Income received:- £5,758.33

The closing bank balances at 31st May 2023 totalled:- £108,780.49

- i. **Review of Internal Audit Report:** The internal audit report from the review on 9th May was reviewed. The auditor found that the systems are in good order and efficiently run. The Fixed

Assets Register will be updated to show the difference between streetlight columns and lamps and the totals adjusted to reflect this. The auditor noted that bank payments are setup by the Clerk/RFO and then authorised by a single councillor. The auditor recommended that this be reviewed as double authorisation is common among parish councils. It was agreed to change the current bank account to double councillor authorisation. **(Action – Cllr Davison-Oakley, Clerk)** Thanks were given to the Clerk for her work in preparing the accounts for the Year End.

- ii. **Approval of Annual Accounting Statements 2022/2023:** The detailed accounts have been reviewed and were unanimously approved. The Annual Governance and Accountability Return for 2022/23 was duly signed and will now be sent to External Auditors PKF Littlejohn for their review. The notice of Public Rights and Publication of unaudited Annual Governance and Accountability Return for 2022/23 will be placed on the noticeboard and website. **(Action - Clerk)**
- iii. **Bank Mandate:** It was agreed to update the bank mandate for the current account to include Cllr Holder and update the deposit account mandate to include Cllr Thomas. **(Action – Cllr Davison-Oakley, Cllr Holder, Cllr Thomas, Clerk)**
- iv. **Pavilion Rent Review:** The Pavilion Sub-Committee proposed rise in Little Ducklings rent of 6%, from 1st September 2023 which was approved. A meeting will be held with the owner and two members of the Pavilion Sub-Committee. **(Action – Cllr Hungin)**

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

VIII. **PRINCIPAL AGENDA ITEMS:**

- i. **PLAYGROUND AND OUTDOOR GYM INSPECTIONS:** The playground in Green Meadow and the Outdoor Gym at the Recreation Ground were inspected by Wicksteeds. The report found only low risk or very low risk items which were primarily for safety surfacing and they recommended that these areas were monitored for signs of deterioration. It was agreed to transfer £3,000.00 into an earmarked reserve for future surfacing projects. **(Action – Clerk)** The gate to the Jubilee Hall car park from Green Meadow is regularly left open but concern was raised that if a self-closing mechanism was installed it may be dangerous for the high level of use. A sign will be considered and the school will be asked to remind parents to 'please close the gate' which will also be included in the next Newsletter. **(Action – Cllr Holder, Clerk)** It had been reported that the swings were noisy so they will be oiled. **(Action – Cllr Hughes, Clerk)**
- ii. **NEWSLETTER:** Articles will be prepared for the next edition of the Newsletter to include the new Noticeboard, Community Award, an introduction to the new Councillor, Jubilee Walk path, an update on the yellow line consultation, trees/wildflowers and Big Help Out. **(Action – Cllr Holder, Cllr Tryon, Clerk).**

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

- i. **JUBILEE HALL:** Maintenance had been carried out during half term and the hall is in good order.
- ii. **PAVILION:** Carpentry work had been scheduled for the Pavilion to fit Dorguards and locks. A new door lock had been fitted to the internal door and the code will be added to the Councillor monthly risk inspection. **(Action - Clerk)** The CCTV had not been working properly so Matrix will be called for an engineer to attend. **(Action – Cllr Anderson)** The upgrade to the CCTV needs to be progressed but Matrix had not responded to emails so they will be called to discuss the upgrade. **(Action – Cllr Hungin)** The tiled flooring in the shower room had become loose and arrangements will be made to have it fixed and resealed. **(Action – Cllr Anderson)**
- iii. **PARISH COUNCIL PROPERTIES, OPEN SPACES AND SERVICES:** Seer Green United under 13's team may fold but a new under 6 team is starting.

X. **INFORMATION ITEMS:** The Clerk will be on holiday in June. Cllr Holder agreed to cover the phone and Cllr Hungin will take responsibility for the Cemetery.

The meeting closed at 9.15pm

NEXT MEETING – The next Parish Council meeting will be held on Tuesday 4th July 2023 at 7.30pm at Seer Green Baptist Church, Wood Pond Close, Seer Green, HP9 2XG.