

**SEER GREEN PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING
HELD ON TUESDAY 7th MARCH 2023 AT 7.30pm**

Present: Cllr L Hungin, Cllr J Holder, Cllr N Baddeley, Cllr C Hughes and Cllr T Brewis.

In attendance: County Cllr Carl Jackson, Mrs K Hawes and Mrs E Bates (Clerk)

- I. OPEN SESSION:** County Councillor Carl Jackson had been taken round the village by the Clerk to look at the list of outstanding issues which have been logged on Fix My Street during the past year. Unfortunately although the Local Area Technician had raised orders for the work there had been no dates given for the repairs, (road surface failure, drain/ditch clearance etc.) to be carried out. Cllr Jackson was arranging a meeting with the Local Area Technician for an update on these orders.
- II. APOLOGIES FOR ABSENCE:** Cllr M Thomas, Cllr O Davison-Oakley and Cllr A Anderson.

Approval of Minutes of the previous meeting: The minutes for the February 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
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
Hungin	The Pavilion section of the Health and Safety Asset checklist needs updating.	Update to be carried out. ACTION: LH
Baddeley/Hughes	Biodiversity Project – Future Nature Wildlife Trust Consultancy will be conducting a survey in late April and early May.	Meeting to be organised for data gathering. ACTION: NB/CH
Pavilion Committee	Locks to be installed on the shower room doors.	ACTION: PAVILION COMMITTEE

ACTIONS/PROJECTS ON HOLD – AWAITING CLARIFICATION FROM BUCKS COUNCIL REGARDING FUNDING

Pavilion Committee	<p>Application for Community Board funding for new kitchen and toilet facilities.</p> <p>In order to make an application for funding from the Community Board, 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. 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 of disabled access will be explored at that time.</p>	<p>PENDING: Whilst quotations will be obtained in anticipation, an application for funding will be put on hold until April 2023 at the start of the new Community Board funding year.</p>
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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 Baddeley has completed the February Health and Safety inspection and reported that no issues were found. Cllr Hungin is due to complete the March inspection. **(Action - Cllr Hungin)** The Allotment Association have sent their monthly inspection report which includes a proposal to replace the gate.
- ii. **Maintenance issues identified and recommended actions:** The new shoots on the ash trees have been snapped and found to be sharp so will be cut back. **(Action – Clerk)**
- 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 letter was received from the Denham, Gerrards Cross & Chalfonts Community Board awarding a grant of £5050.00 towards a replacement path in Jubilee Walk. The work has been scheduled with D&H Saunders Surfacing to take place on Monday 27th March. **(Action – Clerk)**

Wicksteeds had sent details for the annual playground inspection at a cost of £120 per site. The unaccompanied inspection will be booked for May. **(Action – Clerk)**

Buckinghamshire Council is preparing a new Local Plan for the period up to 2040 and asking for a response to 8 primarily infrastructure questions by 31st March 2023. A response will be prepared and sent. **(Action – Cllr Hungin)**

The Buckinghamshire Local Cycling and Walking Infrastructure Plan was reviewed and it was agreed that the Parish Council is keen to see new infrastructure put in place to enable active travel for residents and would like to see a route connecting Beaconsfield via Seer Green to the planned Greenway in Chalfont St Peter. However, one of the key concerns was that the route could not use existing infrastructure as it currently stands as it is inadequate for shared use between pedestrians and cyclists. A response will be sent to the Community Board. **(Action – Cllr Baddeley)**

Thames Valley Police Community Fund 2023 has offered a £1,000 grant towards the cost of upgrading the CCTV. It was agreed to accept this fund to upgrade the existing cameras facing the car park. **(Action – Cllr Hungin)**

Transport for Bucks had sent the Local Council Devolution Agreement Variation for 1st April 2023. The agreement varies the funding arrangements to include an uplift of 9% which equates to Seer Green's 23/24 payment being £3,282.14. It was resolved to accept the agreement. **(Action – Clerk)**

A resident had written to the Parish Council about an incident of aggressive behaviour of youths in Green Meadow who have been tying up the swings over the top bar. A response will be sent to the resident. **(Action – Cllr Holder, Clerk)** Further concerns were raised about youths who are also using unlit electric scooters on pavements and roads around the village. The matter will be discussed with the Police Community Safety Officer. **(Action – Clerk)**

VI. FINANCE:

From 8th February to 6th March 2023:-

Payments amounting to:- £8,241.94

Income received:- £2,364.93

The closing bank balances at 6th March 2023 totalled:- £78,543.98

- i. **Appointment of the Internal Auditor:** It was resolved to appoint Mr Ernest Newhouse as internal auditor. A date will be arranged for the Internal Audit. **(Action – Clerk)**
- ii. **Clerks Salary:** Recorded as a closed minute. **(Action – Cllr Hungin)**
- iii. **Noticeboard outside the shops:** It had been previously agreed to replace the notice-board located outside the shops. The Parish Council will pay 50% and Jordans Environment Trust will pay 50% to the total of £620. JET have asked that the notice-board will carry a suitable plaque acknowledging their contribution. Quotations for the new board, cork surfacing and varnishing were approved. **(Action – Clerk)** It was agreed to use the Community Infrastructure Levy payment that had been received to help fund this new noticeboard.
- iv. **Insurance:** Following a 20% increase in insurance premium for 2023/24 it was agreed to review the cost or replacing the Parish Council's assets and buildings. The current asset list will be reviewed and updated. **(Action – Cllr Brewis)**

VII. **PLANNING:** Notices of new planning applications continue to be displayed on the noticeboard and website. One planning application was permitted during the past month. Planning Application

PL/23/0214/FA for 5 The Coppice was discussed as there was concern raised about the loss of the use of the turning circle to make additional parking spaces which would make it more difficult for vehicles visiting the five properties to turn round and leave safely rather than reversing onto the main road. A letter will be sent to the planning department outlining the concerns. **(Action – Cllr Hungin)**

VIII. PRINCIPAL AGENDA ITEMS:

- i. **VILLAGE MAINTENANCE:** The maintenance list was reviewed. Mr I Hawes had completed the work needed on a bench in the cemetery and grateful thanks were given. An electrician will be asked to look at a flashing light in the Defibrillator cabinet. **(Action – Cllr Holder)** A quotation will be requested to repair the fence in the Cemetery caused by the fallen tree. **(Action – Clerk)** An order will be placed for the outside of the Pavilion to be cleaned. **(Action – Clerk)** The village equipment that needs washing will be added to the list of work for volunteers who wish to take part in the Big Help Out on Bank Holiday Monday 8th May following the Kings Coronation. **(Action – Cllr Holder, Clerk)**
- ii. **RISK ASSESSMENT:** Final amendments for the annual risk assessment were agreed and the final document will be circulated and published on the website. **(Action – Clerk)** A letter will be sent to Lloyds Bank confirming the closure of the No.2 account. **(Action – Clerk)**

IX. UPDATES ON OTHER MATTERS (Reports by Exception)

- i. **JUBILEE HALL:** The Jubilee Hall Committee meeting met on 23rd February. Following significant increases for gas and electricity it was agreed to increase all of the rates for hirers including School and Pre-School. A remote access system has been installed to operate the gas central heating system more efficiently.
 - 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 review.
 - iii. **PARISH COUNCIL PROPERTIES, OPEN SPACES AND SERVICES:** The final location for a memorial bench was agreed with the family at the Recreation Ground. A site meeting will be arranged to confirm the location with the football team and to secure a quote for installation. **(Action – Cllr Holder)** The Allotment Association had provided details for a new gate system and lock they would like to have installed. The design of the gate and lock were approved. The project will cost £750 plus VAT and it was agreed to fund 50% to the total of £375.00. **(Action – Clerk)**
- X. INFORMATION ITEMS:** Holy Trinity's heating system is broken and beyond repair. As a result of the review of the heating a church sub-committee has been formed to look at how the church can be better used to serve the community. Ideas will be discussed with stakeholders.

The meeting closed at 9.05pm

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