SEER GREEN PARISH COUNCIL

**MINUTES OF PARISH COUNCIL MEETING**

**HELD ON TUESDAY 14th NOVEMBER 2023 AT 7.30pm**

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

**In attendance**: Mrs K Hawes, Mr I Hawes, Mr C Vivian and Mrs E Bates (Clerk).

1. **OPEN SESSION**: Local resident Charles Vivian, who is a Director of a Forest Trust, has offered help with the Eco/Biodiversity project to better manage the existing woodland, inspire the younger generation to get involved and to raise funding for work recommended in the report.
2. **APOLOGIES FOR ABSENCE:** Cllr T Brewis.

**Approval of Minutes of the previous meeting:**  The minutes for the October meeting were approved by Cllr Baddeley and Cllr Hughes. 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** |
| Brewis | Following a 20% increase in insurance premium for 2023/24 it was agreed toreview thecost 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** |
| 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** |
| Anderson | The tiled flooring in the shower room at the Pavilion has become loose. | Arrangements will be made to have it fixed and resealed. **ACTION: AA** |
| Clerk/Thomas | An update needs to be made to Bucks Building Society deposit account mandate to include Cllr Thomas.  | **ACTION:** The mandate will be changed when a visit can be made to the branch. **ACTION: MT/CLERK** |
| Thomas/Clerk | It was agreed to contact a local decorator to see if the metal work on the Tri-Tables in Green Meadow could be treated for rust and repainted and also the fence at the side of the cemetery shed could be treated.  | **ACTION:** A contractor has been asked to carry out the work to the tri-tables. The paint will be ordered. **ACTION: MT** |
| Baddelely | It was agreed that a Mobile Vehicle Activated sign was needed permanently at two locations so the Community Board was asked if they would be prepared to help fund an additional post and MVAS for Long Bottom Lane. | **ACTION:** The Community Board have advised that the existing MVAS should cover four locations. As SG only has three they will investigate whether a Vehicle Activated Sign could be installed. **ACTION: NB** |
| Anderson | A new draft of football terms and conditions have been prepared which are being discussed and finalised with Seer Green United. Once agreed, the final draft will be confirmed and circulated to the council for approval.  | **ACTION:** The draft is being updated and will be circulated to Councillors. **ACTION: AA** |
| Hughes | A resident whose garden runs alongside Green Meadow has asked if the height of the trees that border their property could be reviewed.  | **Action:** Two quotations have been received to reduce the height of the trees nearest the house**. ACTION: CH** |
| Hungin | The nets will be tied up over winter to stop wildlife becoming trapped.  | JAVS will be asked to action this now for winter. **ACTION: LH** |
| Brewis | Cllr Brewis presented a proposal to upgrade and improve the Seer Green Parish Council website to VisionICT v6.5 as it was still on the original platform that was adopted in 2007. It was unanimously resolved to upgrade to the full version at a cost of £1,416.00 which will be included in the budget for 2024-25. | Vision ICT have agreed to commence the website build in March 2024 with the invoice being submitted in April for settlement. A website working party has been agreed with four councillors, but will still be involving all councillors and clerk on the structure, layout and content. **ACTION**: **TB** |
| Clerk | The Jubilee Hall accounts and Chairman’s report will now be submitted to the Charity Commission. | **Action:** The Charities Commission have upgraded to a new website and the accounts cannot be filed for 130 days. **ACTION Clerk** |
| Holder | The school will be asked to sign and return the new Licence which was sent to them in March. **(Action – Cllr Holder)** | **ACTION: JH** |
| Hungin | The new kitchen is now in situ and the boiler/heating system has been fully serviced.  | A contractor will be chased to complete outstanding work in the building. **ACTION: LH** |
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| **ACTIONS/PROJECTS ON HOLD – AWAITING CLARIFICATION FROM BUCKS COUNCIL REGARDING FUNDING** |
| Pavilion Committee | **Application for Community Board funding for extra Pavilion toilet facilities.** It was agreed to obtain quotations for plumbing to facilitate the creation of a toilet and basin in what is currently the Ref’s Room. It will be questioned whether the room is large enough to accommodate a disabled toilet. If it is possible to provide disabled facilities then the logistics of disabled access will be explored at that time.  | **ACTION:** Quotations to be obtained for the provision of a toilet and basin in what is currently the Ref’s room. Suitability for disabled access to be discussed at the time. **ACTION: LH/MT** |

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

**III. MONTHLY RISK INSPECTIONS:**

1. **Health and Safety Issues identified and recommended actions**: Cllr Anderson had circulated the September Health and Safety inspection. Cllr Baddeley completed the October inspection and raised concern of cracks appearing on the new Jubilee Walk path. The contractor has been asked to look at the issue. It is suspected that the cracks are caused by the nearbycherry trees. Advice will be sought from Fineland Forestry as to whether roots near the path could be cut and what impact that would have on the trees. **(Action – Cllr Hughes, Cllr Thomas)** The Allotment Association have sent their monthly inspection report for October. There were no issues raised.
2. **Maintenance issues identified and recommended actions**: The path in Green Meadow is uneven and needs to be monitored. It was noted that some of the play equipment in Green Meadow needed cleaning which will be washed in the Spring. A local contractor will be asked for a cost to install a water supply in Green Meadow. **(Action – Cllr Hungin)**
3. **Other Health and Safety Issues (not covered above):** Issues with flooding on Newbarn Lane, Chalfont Road, Bottom Lane and Long Bottom Lane have been reported as urgent on Fix My Street and escalated with the Bucks Highways Local Area Technician and County Councillor. The Road Sweeper has been requested to clear the fallen leaves that are blocking some drains.

 **IV. DECLARATION OF INTEREST:** No declarations were made.

 **V. CORRESPONDENCE:**

The Seer Green Parking Review 2023 was approved - the making of the Traffic Regulation Order (TRO) will take effect from 25th October 2023. However, because our scheme is linked to several other schemes across the county (several of which have not yet been approved), the Traffic Regulations Manager advised that implementation is highly unlikely before March 2024 – July 2024. Concern was raised that this was too long so they will be contacted to see if this can be brought forward. **(Action – Cllr Davison-Oakley)**

The National Probation Service’s Community Payback scheme have offered supervised teams to do work in the village. They will be contacted about possible work in the future. **(Action - Cllr Hungin)**

It was unanimously agreed to continue with Mr Cook's contract for another year which includes the usual list of litter clearance, emptying the bins in Green Meadow and to inspect fortnightly the Green Meadow Play equipment and outdoor fitness equipment. Mr Cook offered to keep the same existing rate per hour. **(Action – Clerk)**

 **Vl. Finance:**

 From 1st October 2023 to 10th November 2023:-

 Payments amounting to:- £9,186.41

 Income received:- £2,351.74

 The closing bank balances at 10th November 2023 totalled:- £104,016.87

 The company responsible for streetlight electricity supply have resolved their invoicing issues and sent 18 invoices for payment. A closed minute was recorded for an update to the Clerks Salary. **(Action - Cllr Thomas, Cllr Davison-Oakley)**

**VII. Planning**: Notices of new planning applications continue to be displayed on the noticeboard and website. Two planning applications were permitted during the past month.

**VIII. PRINCIPAL AGENDA ITEMS:**

1. **future nature watch report:** The initial Eco/Biodiversity report was circulated and it was agreed to setup a working group to agree the next actions from the report. **(Action – Cllr Baddeley, Cllr Thomas, Cllr Hughes, Cllr Davison-Oakley, Cllr Hungin)**
2. **BUDGET AND PRECEPT:** The half year figures were reviewed. It was proposed that the precept be increased by 10% a year which would take the average property (based on 938 properties) from paying approximately £64.75 per annum to £71.22 per annum. The increase in precept would be from £60,735 to £66,805. The proposed budget and precept increase will be approved at the December meeting.It was agreed to obtain a quotation for a water supply to Green Meadow for cleaning the play equipment and watering the trees. **(Action – Cllr Hungin)**
3. **newsletter 39:** The next newsletter will be prepared for delivery in January and will include articles on the Community Award, the Clerk’s 20 year service, the Eco/Biodiversity Report findings, the approved Seer Green Parking Scheme, a Highways update and the increase to the precept. **(Action – Cllr Holder, Councillors, Clerk)**
4. **community board funding:** The invoice for the Eco/Biodiversity project report will be chased. **(Action – Cllr Baddeley)** Alternative funding for an additional MVAS will be investigated. **(Action – Cllr Baddeley)**

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

1. **JUBILEE HALL:** The Jubilee Hall floor has been repaired. The current cleaning contract is being reviewed following ongoing issues. **(Action – Cllr Holder, Clerk)** The building was inspected and the report will be reviewed for action at the next meeting on 5th December. **(Action – Jubilee Hall Sub-Committee)**
2. **PAVILION:** A meeting will be held to review the work at the Pavilion. **(Action – Cllr Hungin, Cllr Thomas)**
3. **PARISH COUNCIL PROPERTIES, open spaces AND SERVICES:** Concern was raised about a bare patch of ground in the goal mouth. A quotation had been received to fell a large tree on the Recreation Ground following concern from the neighbour. Concern was raised that this one tree may not resolve the issue so a meeting will be held to inspect the trees so that it can be discussed at the next meeting. **(Action – Cllr Thomas, Cllr Hughes, Clerk)** It was agreed to contact Mr K Musgrave to check whether a suggested Tree Surgeon was on the approved Bucks Council List. **(Action – Cllr Hughes)**

**X. information items:** The turning on of the Christmas tree lights will take place on Friday 1st December at 6.15pm. A Santa Dash will take place on the Recreation Ground on Sunday 3rd December at 12pm starting from the Scout Hut.

The meeting closed at 9.30pm

**Next Meeting – The next Parish Council meeting will be held on Tuesday 5th December 2023 at 7.30pm at Seer Green Baptist Church, Wood Pond Close, Seer Green, HP9 2XG.**