

**SEER GREEN PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING**  
**HELD ON TUESDAY 5<sup>th</sup> DECEMBER 2023 AT 7.30pm**

**Present:** Cllr M Thomas, Cllr O Davison-Oakley, Cllr J Holder, Cllr N Baddeley, Cllr D Tryon, Cllr C Hughes and Cllr T Brewis.

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

**I. OPEN SESSION:** Concerns were raised about the condition of the road surface after the recent development at the end of Hearn's Meadow. The area will be photographed and reported on Fix My Street. **(Action - Clerk)**

**II. APOLOGIES FOR ABSENCE:** Cllr L Hungin and Cllr A Anderson.

**Approval of Minutes of the previous meeting:** The minutes for the November meeting were approved by Cllr Holder and Cllr Davison-Oakley. 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.	<b>ONGOING:</b> Current asset list to fully document all of the Parish assets and then organise a full valuation for replacement etc. <b>ACTION: TB</b>
Anderson	The tiled flooring in the shower room at the Pavilion has become loose.	Arrangements will be made to have it fixed and resealed. <b>ACTION: AA</b>
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.	<b>ACTION:</b> The draft is being updated and will be circulated to Councillors. <b>ACTION: AA</b>
Hughes	A resident whose garden runs alongside Green Meadow has asked if the height of the trees that border their property could be reviewed.	<b>Action:</b> Two quotations have been received to reduce the height of the trees nearest the house. It was agreed to proceed with the cheapest quotation. It will be checked to confirm who the school used recently. <b>ACTION: JH/CH</b>
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. <b>ACTION: TB</b>
Holder	The school will be asked to sign and return the new Licence which was sent to them in March. <b>(Action – Cllr Holder)</b>	<b>ACTION: JH</b>
Davison-Oakley/Thomas	The Seer Green Parking Review 2023 was approved - the making of the Traffic	Concern was raised that this was too long so they will be contacted to see

	Regulation Order (TRO) will take effect from 25th October 2023. However, because our scheme is linked to several other schemes across the county the Traffic Regulations Manager advised that implementation is highly unlikely before March 2024 – July 2024.	if this can be brought forward. <b>ACTION: MT</b>
Hungin	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. <b>ACTION: LH</b>
Baddeley/Thomas/ Hughes/Davison- Oakley/Hungin	The initial Eco/Biodiversity report was circulated and it was agreed to setup a working group to agree the next actions from the report.	The working group is arranging their first meeting to agree the next steps. <b>ACTION: NB</b>
<b>ACTIONS/PROJECTS ON HOLD – AWAITING CLARIFICATION FROM BUCKS COUNCIL REGARDING FUNDING</b>		
Pavilion Committee	<b>Application for Community Board funding for extra Pavilion toilet facilities.</b> 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.	<b>UPDATE:</b> A meeting was held with a local contractor who will provide a quotation to, (in the first instance) carry out groundwork in order to supply plumbing for a toilet and basin in what is currently the Ref’s room. Suitability for disabled access and sanitary-ware and fitting to be discussed at a later date. Two further quotations will be necessary to comply with grant funding application requirements and local builders were recommended. <b>ACTION: LH/MT</b>

**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 completed the November inspection, there were no health or safety concerns identified. Cllr Hughes is due to carry out the December inspection. **(Action – Cllr Hughes)** The Allotment Association have sent their monthly inspection report for November. They suggested that more pruning was required prior to their manure delivery which is by a high tractor. This was a concern as a significant amount of the tree line had already been cut back for the delivery. A meeting will be arranged to discuss the proposed border management and the planting of new hedging. **(Action – Cllr Thomas)**
- ii. **Maintenance issues identified and recommended actions:** Tie wraps need to be put back on to the top bars of the swings. This will be added to a list for maintenance to be carried out in the spring.
- iii. **Other Health and Safety Issues (not covered above):** Cracks had appeared in the new path through Jubilee Walk. It was agreed that the leaning cherry tree closest to the path would be removed as it is appeared to be causing the most amount of damage. A tree surgeon had quoted £210.00 to remove the tree but concern was raised about the length of time before the contractor can carry out the work. An alternative quote will be obtained and if it is less than £250 and the work can be carried out relatively quickly (so that there is no further damage to the path) then this will be agreed. **(Action – Cllr Hughes)** A local contractor will be asked if they can investigate the roots of the larger cherry tree which are close to the path. **(Action – Clerk)**

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

**V. CORRESPONDENCE:**

Following recent flooding on Chalfont Road a letter was sent (at the instruction of the Local Area Technician) to the land owner reminding them that they are responsible for managing the water on their land and ensuring that it does not drain onto the highway. The situation will be monitored. It was agreed to get three quotations for a multiple stemmed ash tree on the Recreation Ground that borders a bungalow on Manor Road for felling two of the limbs nearest the garage and reducing the rest of the group in height. **(Action – Cllr Hughes)**

**VI. FINANCE:**

From 11<sup>th</sup> November 2023 to 4<sup>th</sup> December 2023:-

Payments amounting to:-	£7,350.26
Income received:-	£4,094.55
The closing bank balances at 3 <sup>rd</sup> December 2023 totalled:-	£100,929.92

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

**VIII. PRINCIPAL AGENDA ITEMS:**

- i. **BUDGET AND PRECEPT:** The half year figures were reviewed. It was unanimously agreed that the precept will 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 (approx.) per annum. The increase in precept would be from £60,735 to £66,808. The proposed budget and precept increase were approved. Bucks Council Finance department will be advised. **(Action – Clerk)** It was agreed to increase the projects budget by £5,000 for the next financial year. **(Action – Clerk)**
- ii. **NEWSLETTER 39:** The next newsletter will be prepared for delivery in January and will include articles on the Community Award **(Action Cllr Holder)**, the Clerk's 20 year service **(Action Cllr Thomas)**, the Eco/Biodiversity Report findings **(Action – Cllr Baddeley)**, the approved Seer Green Parking Scheme and Highways update **(Action – Clerk)** and the increase to the precept. **(Action – Cllr Holder)**

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

- i. **JUBILEE HALL:** The Jubilee Hall Committee held their meeting today and reported that bookings have increased. The committee have adjusted and approved the budget which will be brought to the January meeting for approval.
- ii. **PAVILION:** A meeting was held to review the work at the Pavilion. The showers were being used for storing buggies but due to health and safety this area should not be used. The Nursery will be advised. **(Action – Cllr Thomas)**
- iii. **PARISH COUNCIL PROPERTIES, OPEN SPACES AND SERVICES:** Two further quotations will be requested to supply water to Green Meadow. **(Action – Cllr Thomas)** The Community Board Manager has advised that Bucks Council do not support speed indicator devices that have a smiley face. We are now investigating if what sort of Mobile Speed Indicator Devices are supported and whether Bucks Highways would allow them to be installed. **(Action – Cllr Baddeley)** A draft Fixed Asset Policy has been written to ensure that assets are correctly recorded and safeguarded. The draft policy will be reviewed. **(Action – Cllr Brewis, Cllr Davison-Oakley, Clerk)**

**X. INFORMATION ITEMS:** There were no items raised.

The meeting closed at 9.05pm

**NEXT MEETING – The next Parish Council meeting will be held on Tuesday 9<sup>th</sup> January 2024 at 7.30pm at Seer Green Baptist Church, Wood Pond Close, Seer Green, HP9 2XG.**