

**SEER GREEN PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING
HELD ON TUESDAY 9th JANUARY 2024 AT 7.30pm**

Present: Cllr M Thomas, Cllr L Hungin, Cllr J Holder, Cllr N Baddeley, Cllr D Tryon, and Cllr T Brewis.

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

- I. OPEN SESSION:** Concerns were raised about littering from a property in Hearnese Meadow. The area around the property will be monitored. County Cllr Carl Jackson reported that Bucks Council had approved their medium term budget with 65% being spent on adult/child social care and providing school transport.
- II. APOLOGIES FOR ABSENCE:** Cllr O Davison-Oakley, Cllr C Hughes and Cllr A Anderson.

Approval of Minutes of the previous meeting: The minutes for the December meeting were approved by Cllr Baddeley and Cllr Holder. 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
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
Anderson	A new draft of football terms and conditions have been prepared which are being discussed and finalised with Seer Green United.	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: A quotation has been accepted and the work has been scheduled.
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
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 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: LH
Baddeley/Thomas/ Hughes/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 meeting on 11 th January to agree the next steps. ACTION: NB

Thomas	Allotments - A meeting will be arranged to discuss the proposed border management and the planting of new hedging.	ACTION: MT
Hughes	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.	ONGOING: Awaiting the home owner to provide list of recommended tree surgeons.
Thomas	Two further quotations will be requested to supply water to Green Meadow.	Further contractors to be contacted for quotations. ACTION: MT
Baddeley	The Community Board Manager has advised that Bucks Council do not support speed indicator devices that have a smiley face	A 'smiley face' sign has been installed in a neighbouring Parish which will be investigated further. ACTION: NB
Brewis	A draft Fixed Asset Policy has been written to ensure that assets are correctly recorded and safeguarded. The draft policy will be reviewed.	Meeting to be arranged. ACTION: TB
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.	UPDATE: Three quotations will be obtained to comply with grant funding application requirements. ACTION: LH/MT

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 Hughes completed the December inspection. Mud had collected in the Recreation Ground car park, a contractor will be asked to clear the area. **(Action Cllr Hughes)**. The cherry tree, that had roots damaging the new path, has been removed. Cllr Brewis is due to carry out the January inspection. **(Action – Cllr Brewis)** The Allotment Association have sent their monthly inspection report for December. There were no new items to report.
- ii. **Maintenance issues identified and recommended actions:** The equipment at Green Meadow and the Recreation Ground will need washing in the spring. The fence in the entrance to Green Wood needs staining. These items will be added to the Maintenance list. **(Action – Clerk)**
- iii. **Other Health and Safety Issues (not covered above):** No items were raised.

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

V. CORRESPONDENCE:

The Scouts had asked if there was any community work in the village that they could carry out after Easter. A number of suggestions were raised which will be discussed with the Scout Leader. **(Action – Clerk)**

Cllr Davison-Oakley wrote to the council to step down as Treasurer with immediate effect and resigned from the council effective from 6th February. The Council recognised the significant contribution that Cllr Davison-Oakley had made to Seer Green and our grateful thanks for all of her hard work will be forwarded. **(Action – Cllr Thomas)**

Cllr Tryon agreed to take on the role as Treasurer with immediate effect which was unanimously agreed by the Council. Cllr Tryon will be added to all of the Parish Council and Jubilee Hall bank accounts. Cllr Holder will be added to both of the Jubilee Hall bank accounts. Cllr Thomas will be added to the Jubilee Hall deposit account with CCLA. **(Action – Clerk)**

Following recent flooding at all entrances to the village an email was sent to Bucks Council Highways department asking for their urgent help with the outstanding list of issues already raised through Fix My Street. Drainage clearance work has now been scheduled for the end of January and enforcement proceedings are being taken further with a land owner who is draining their land onto the highway.

VI. **FINANCE:**

From 5th December 2023 to 7th January 2024:-

Payments amounting to:- £10,652.68

Income received:- £6,228.41

The closing bank balances at 6th January 2024 totalled:- £97,540.68

A quotation was approved to redecorate the Pavilion kitchen. The work will be arranged for a weekend. **(Action – Clerk)**

- VII. PLANNING:** A meeting was held with the Planning Department at Bucks Council following concerns that contentious planning issues in Seer Green had not been taken into account when raised by the Parish Council. The Planning Officers were very sympathetic to the matters raised, which they recognised had previously been raised by other smaller parishes, but stressed that their lack of response was due to time pressures and not having enough Planning Officers. However, they agreed to take the matters raised on board and another meeting will be booked later in the year. They also agreed to investigate whether Parish Councillors could attend some of the planning training seminars which are organised for the Planning Officers.
- Notices of new planning applications continue to be displayed on the noticeboard and website. Four planning applications were permitted, one application was refused and one certificate of lawfulness was issued during the past month.

VIII. **PRINCIPAL AGENDA ITEMS:**

- i. **NEWSLETTER 39:** The next newsletter will be prepared for delivery in February and will include articles on the Community Award **(Action Cllr Holder)**, the Clerk's 20 years of service **(Action Cllr Thomas)**, the Eco/Biodiversity Report findings **(Action – Cllr Baddeley)**, Highways update **(Action – Clerk)** and the increase to the precept. **(Action – Cllr Holder)** It will also contain details of the Parish Council casual vacancy and explain why the tree needed to be removed in Jubilee Walk. Concern will also be raised about the notices that keep being removed from the two noticeboards that the Parish Council maintains.

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

- i. **JUBILEE HALL:** The hall is running well and a new company has started cleaning the hall.
Approval of half year accounts and budget for 2024/25: The half year accounts and budget were approved.
- ii. **PAVILION:** It was agreed that the Nursery can redecorate walls within the hall as long as it is done to a professional standard. The certificate for the wiring installed in the kitchen will be requested from the contractor. **(Action – Clerk)** A progress meeting will be arranged with the Nursery owner. **(Action – Cllr Hungin)**
- iii. **PARISH COUNCIL PROPERTIES, OPEN SPACES AND SERVICES:** It was agreed to proceed with the Devolved Services contract from Bucks Council for 2024/25. Concern was raised about the lack of leaf clearance on roads which had previously been cleared on an annual service by Bucks Council. Requests for the road sweeper now have to be made on Fix My Street. The issue will be raised for the Road Sweeper to attend. **(Action – Cllr Brewis)**

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

The meeting closed at 9.01pm

NEXT MEETING – The next Parish Council meeting will be held on Tuesday 6th February 2024 at 7.30pm at Seer Green Baptist Church, Wood Pond Close, Seer Green, HP9 2XG.