SEER GREEN PARISH COUNCIL

**MINUTES OF PARISH COUNCIL MEETING**

**HELD ON TUESDAY 6th SEPTEMBER 2022 AT 7.30pm**

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

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

1. **OPEN SESSION**: A resident raised concerns about the amount of traffic parked in Hearnes Meadow on Saturday 3rd September which had blocked the road to vehicles visiting the building site. The situation will be monitored
2. **APOLOGIES FOR ABSENCE:** There were no apologies.

 **Approval of Minutes of the previous meeting:**  The minutes for the July 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:**

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| **STAKEHOLDER** | ACTION | **STATUS** |
| Clerk/Thomas/Hughes | Damage to the pavement in Jubilee Walk was discussed, however, concerns were raised that remedial work could cause damage to the cherry tree roots.  | Following discussion with the Bucks Local Area Technician, he stressed that we should not touch the roots of the cherry tree as cutting any one of them could make the tree unstable. The services of D & H Saunders Surfacing & Groundworks were recommended and a meeting is to be set up to discuss the way forward and obtain a quotation.**ACTION: CLERK** |
| Pavilion Sub-Committee | An application for the Community Board will be prepared to replace the kitchen, refurbish the Referee’s room with a toilet and mains drinking water and to provide disabled access to the building at the Pavilion. | **WORK IN PROGRESS:** Costings need to be obtained for these works prior to submission of an application for funding to the Community Board.**ACTION: TBC** |
| Hughes | The two holly trees were removed to ground level and a third had a crown lift behind the cemetery shed in preparation for the new composting and storage area. | **WORK IN PROGRESS:** A quotation was approved for a contractor to supply the materials and build the storage area. **ACTION: MT**  |
| Hungin | Following the undetected leakage of water for a lengthy time costing £2,847.64, it was agreed to lodge a complaint with OFWAT in view of the fact Castle Water, the supplier were aware of the problem but failed to inform the Parish Council. | To lodge and pursue complaint with OFWAT against Castle Water at their failure to disclose the problem in a timely manner.**ACTION: LH** |
| AA/Councillors | Following a number of complaints about inconsiderate parking by people attending football matches at the Recreation Ground. A new set of rules will be prepared for the football clubs for next season. | **WORK IN PROGRESS: S**et of rules regarding the use of the Rec and car park to be circulated to Councillors prior to distribution to the team and spectators. **Action – AA/Councillors** |
| Pavilion Sub-Committee | Following the recommendations from the internal audit report it was agreed to produce an asset list of minor items for the Pavilion.  | **OUTSTANDING:** List of assets at the Pavilion still needs to be produced.**ACTION: PSC** |
| Anderson | It was noted that there is still some barbed wire on the perimeter of the Recreation Ground which might cause a safety hazard to football pitch users.  | This to be assessed and a photograph of the specific area involved taken if it is still considered a significant risk to injury.**ACTION: AA** |
| Anderson | Gate post behind the Pavilion is loose and making it difficult to shut the gate. | To be repaired.**ACTION: AA** |
| Thomas | **UPDATE QUEEN’S PLATINUM JUBILEE COMMEMORATIVE TREES:** A total of £3,130.74 was raised via the Crowd Funding initiative for the purchase of 2 specimen trees. | Order now needs to be placed and date for planting agreed with Glendale. However, provision for their aftercare, i.e., watering during Summer months over the next 3 years needs to be discussed and budgeted for. **ACTION: MT/COUNCILLORS** |
| Thomas | **PAVILION:** At next Pavilion Sub-Committee meeting need to discuss the water report and agree a roster to carry out the newly created Health and Safety Checklist.  | **WORK IN PROGRESS:** Draft Agenda and relevant paperwork sent out to PSC members and awaiting finalisation of date for next meeting.**ACTION: MT** |
| **ACTIONS/PROJECTS ON HOLD – AWAITING CLARIFICATION FROM BUCKS COUNCIL REGARDING FUNDING** |
| Thomas | Following an application to Community Board, Bucks Council have sent a Project Initiation document to review the current double yellow lines with a view to extending them past the Jolly Cricketers Public House on both sides to keep the road accessible for buses, larger vehicles and emergency vehicles. It quotes an initial cost of £4,054.88 with anticipated future costs £5,128.17, totalling £9,183.05. | **PENDING:** Following receipt of the Bucks Council Project Initiation document, they have been informed that it is not financially viable for a small Parish Council such as Seer Green to fund this. Also, after follow up it appears that the original funding application made in July 2021 has not been included in funding requests under review. This has been bought to the attention of Tim Butcher to which no response has yet been received. **ACTION: MT** |
| Hungin/Thomas | Grant from the Community Board for upgraded CCTV at the Pavilion so car registration numbers can be captured and better quality images obtained. | **PENDING:** Application for Community Board funding submitted requesting upgrade to CCTV at the Pavilion. The application is on hold due to a review of CCTV within our Community Board area. **ACTION: LH/MT** |

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

**lll. MONTHLY RISK INSPECTIONS:**

1. **Health and Safety Issues identified and recommended actions**: Cllr Hungin and Cllr Thomas have completed the August Health and Safety inspection. There was an issue with the defibrillator status window which will be checked. **(Action – Clerk)** There was a further issue with the toddler swing which was recently installed under warranty by Wicksteeds. They will be contacted to discuss a replacement. **(Action – Cllr Hungin)** Cllr Davison-Oakley and Cllr Holder are due to complete the September inspection. **(Action - Cllr Davison-Oakley, Cllr Holder)** The Allotment Association have sent their monthly inspection report.
2. **Maintenance issues identified and recommended actions**: A section of the birdmouth fencing at the Cemetery is loose and needs repairing. **(Action – Clerk)** The small sections of wooden trellis by the climbing roses in Jubilee Walk have fallen over. Seer Green Gardeners will be notified. **(Action – Cllr Holder)** The shrub bed in Jubilee Walk needs tidying. **(Action – Clerk)** The large blue waste bin outside the Pavilion keeps obstructing the defibrillator. Little Ducklings Nursery will be asked to ensure the area is kept clear. **(Action – Clerk)** A large dead tree trunk, without any visible means of support is hanging by the footpath to Jordans. This will be photographed and reported to the landowners. **(Action – Cllr Hungin, Clerk**)

**lV. OTHER HEALTH AND SAFETY ISSUES:** The Whole Tree Company will be conducting the accompanied annual arboriculture survey of all the trees on Parish Council land on Tuesday 13th September. The Allotments Association and Scouts will be informed that the trees on their boundaries will be inspected. **(Action – Cllr Hughes, Clerk)**

 **V. DECLARATION OF INTEREST:** There were no declarations of interest.

 **Vl. CORRESPONDENCE:**

The South Central Probation (Unpaid Work) Consultation Survey will be completed. **(Action – Cllr Hungin)**

The Bucks Council Community Board are undertaking a project entitled ‘DGXC Supporting Our Green Spaces’ requesting ideas for green spaces projects ahead of 30th September. It was agreed to submit an application for an Eco review of Seer Green to review the current situation in the village and suggest possible projects and areas for review. **(Action – Cllr Thomas, Cllr Baddeley)**

Two quotations from Enerveo were reviewed and it was agreed that Streetlight lantern 35 on Manor Road will be replaced with a Micro Highway Diamond LED lantern and light shield. **(Action – Clerk)** An updated streetlight status list will be circulated to all councillors. **(Action – Clerk)**

A panel of the toddler playhouse in Green Meadow has been damaged. A new panel is being sent under warranty which will be fitted. **(Action – Clerk)**

A complex interment in the cemetery was discussed and a fee was agreed. **(Action – Clerk)**

 **Vll. Finance:**

 From 6th July to 5th September 2022:-

 Payments amounting to:- £15,620.40

 Income received:- £7,347.15

 The closing bank balances at 4th September 2022 totalled:- £75,504.92

 It was agreed to put the funds totalling £331.35 withdrawn from the No.2 Account into the Earmarked Reserve for the playground as this is what the funds were donated towards. **(Action – Clerk)** Councillors were asked to provide information on projects for the budget proposal for 2023/24. **(Action – All Councillors)**

1. **Bank Mandate:** Following the resignation of Cllr Norton it was agreed to remove him from the bank mandate and add Cllr Baddeley who will also be an online signatory. **(Action – Clerk)**
2. **Limited assurance review of Annual Governance and Accountability Review for year ended 31 March 2022:** External Auditors PKF Littlejohn LLP recorded that the annual accounts have been prepared in accordance with proper practices. A notice of the conclusion of the audit which details the rights of inspection will be placed on the noticeboard and the website. **(Action – Clerk)**

**VIII. Planning**: Notices of new planning applications continue to be displayed on the noticeboard and website. Eight planning applications were permitted and one planning application was refused during the past two months. It was agreed to look to see if there were any further changes to the trees under planning application PL/22/2735/VRC - Tahilla, Long Bottom Lane, Seer Green, HP9 2UL. **(Action – Cllr Hungin, Cllr Hughes)** An appeal has been lodged for outline application PL/21/2142/OA - Perkin Elmer Ltd Chalfont Road Seer Green, Outline Planning Application (all matters reserved) for the demolition of existing building and development of up to 31 dwellings, car and cycle parking, landscaping and associated infrastructure, to be held on 17th November.

**IX. PRINCIPAL AGENDA ITEMS:**

1. **POLICIES:** The following policies were reviewed and unanimously approved:- Standing Orders, Code of Conduct and Health & Safety. The policy review dates will be updated and they will be published on the Parish Council website. **(Action – Cllr Thomas, Clerk)** A statement on safeguarding will be prepared and circulated to Councillors for approval. The statement will be included on the website. **(Action – Cllr Davison-Oakley, Cllr Holder, Clerk)**
2. **COMMUNITY AWARD:** The nominations were reviewed and this year’s recipient was agreed. The presentation of a certificate and a gift voucher will be held at an event in October. **(Action – Cllr Thomas, Cllr Holder, Clerk)**
3. **COMMUNITY BOARD FUNDING REQUESTS:** 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. **(Action – Cllr Hungin, Cllr Thomas)** It was agreed to undertake a plumbing investigation to see whether a toilet could be plumbed into the Referees Room at the Pavilion. **(Action – Cllr Hungin)** It was agreed to seek the advice of a disability access expert to discuss changes for the Pavilion to make it easier to access and use the building. **(Action – Pavilion Sub-Committee)**

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

1. **JUBILEE HALL:** The rent for hirers from outside the village has been increased. A new drainage system had been installed in the Preschool garden to stop it from flooding.
2. **PAVILION:** The Pavilion Sub-Committee held a meeting on 5th September and will produce minutes for the meeting. **(Action – Cllr Thomas)**
3. **PARISH COUNCIL PROPERTIES, open spaces AND SERVICES:** The crowdfunding initiative to purchase two trees to commemorate the Queen’s Platinum Jubilee had been successful receiving £3,130.74 from 40 donors including Seer Green Gardeners and the Parish Council. Jordans Environment Trust had agreed to give a further donation towards the project. The trees will be ordered subject to a watering strategy being agreed. The tree supplier will be asked for their advice on watering. **(Action – Cllr Thomas)** There is an ongoing issue with too many football teams (U13, U16, adults) wanting to play matches against visiting teams at the Recreation Ground, but because of access and parking issues only one team can use the Recreation Ground at a time. Seer Green United will be playing at home at 10.30am on Sunday 18th September. The Scouts will be informed to ensure that they check that the Recreation Ground is clear following the Beer Festival. **(Action – Clerk)**

**XI. information items:** The Mobile Vehicle Activated Sign will be moved back from Long Bottom Lane to School Lane after 15th September. **(Action – Clerk)** Little Ducklings celebrated their 1st Birthday at the Pavilion which was well attended event with many encouraging comments about their positive contribution to the community. A ceremony to welcome the new vicar, Reverend Jeremy Carr will be held on 28th September at Holy Trinity Church. The top of Stable Lane has been resurfaced and white lines marked.

The meeting closed at 9.51pm

**Next Meeting – The next Parish Council meeting will be held on Tuesday 4th October at 7.30pm at Seer Green Baptist Church, Wood Pond Close, Seer Green, HP9 2XG.**