SEER GREEN PARISH COUNCIL

**MINUTES OF PARISH COUNCIL MEETING**

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

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

**In attendance**: Mr I Hawes, Mrs K Hawes, Mrs M Halpin, Mr Cummins, Mrs E Bates (Clerk)

1. **OPEN SESSION**: A resident raised concerns about the development at the end of Hearnes Meadow as some of the planning conditions have not been completed satisfactorily and a dropped kerb has not been installed at the end of the path to the bungalows. The area will be inspected and the developer, highways and planning departments at Bucks Council will be contacted. **(Action – Clerk)**

Residents came to raise their concerns about planning application PL/22/1979/FA – Ashley House, 31-33 Chalfont Road, Seer Green, HP9 2QP and the plans to open a nursery. They stated that poor parking remains an issue in Howard Road. The Parish Council remains concerned about this change of use and have objected to the application and change of use to a nursery. The situation will be monitored.

1. **APOLOGIES FOR ABSENCE:** Cllr J Holder and Cllr T Brewis
2. **Approval of Minutes of the previous meeting:**  The minutes for the November meeting were approved by Cllr Baddeley and Cllr Hungin. 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** |
| 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 circulation to the visiting football teams. | **WORK IN PROGRESS:** Set 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** |
| 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:** Visit to Nursery was made by Cllrs Thomas and Holder and the trees chosen and costs confirmed. | Order formally confirmed and awaiting confirmation of date for delivery and planting of specimens chosen. **ACTION: MT** |
| Holder | It was noted that the Pyracantha hedge at the rear of Manor Crescent is overhanging Footpath 16. | Owner to be identified and asked to prune it back off the footpath.  **ACTION: JH** |
| Pavilion Committee | The UPVC soffit on the corner of the Pavilion nearest the sheds has broken and a section of cladding is loose. | Contractor to be asked to inspect the cracked UPVC soffit board and provide a quotation for its replacement. **ACTION: MT** |
| Holder | A quotation for £1,120 has been received for a replacement noticeboard by the shops as the posts on the existing board have rotted. | Quotation approved in principle with the Parish Council able to fund £570. An application has been sent to a local charity to see if they might contribute the balance of £550. This will be discussed at their next meeting. **ACTION: JH** |
| Hungin/ Anderson | Following review of actions from the recent Fire Risk Assessment at the Pavilion with Little Ducklings, the following actions arose:-   * Remedial work to some fire doors, including 2 foot operated fire bolts to Changing Room doors * Removal of equipment from Ref’s Room – Little Ducklings to be offered filing cabinets/furniture. * Issue with testing of one emergency light. | **RESULTING ACTIONS:**   * A contractor has provided a quotation to carry out work to the fire doors. **ACTION: LH** * Little Ducklings to be offered filing cabinets, etc.   **ACTION: LH**   * Electrician will be contacted. **ACTION: Clerk** |
| **ACTIONS/PROJECTS ON HOLD – AWAITING CLARIFICATION FROM BUCKS COUNCIL REGARDING FUNDING** | | |
| 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. |
| Baddeley | Re the deterioration of the pavement in Jubilee Walk, a site meeting was held with D & H Saunders Surfacing & Groundworks and, following their quotations, it was agreed that the whole path should be replaced at a cost of £5,650. | **PENDING:** Application made to the Community Board beginning of October with the Parish Council offering contributory funding of £600. Result of whether this has been successful is imminent. |
| Pavilion Committee | Application for Community Board funding for new kitchen and toilet facilities.  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. | **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. |

**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 Hughes has completed the November Health and Safety inspection and reported that no issues were found. Cllr Thomas is due to complete the December inspection and Cllr Anderson will complete the January inspection. **(Action - Cllr Thomas, Cllr Anderson)** The Allotment Association have sent their monthly inspection report with no issues raised.
2. **Maintenance issues identified and recommended actions**: Wicksteed confirmed that they had not replaced the whole swing but only the top ring when carrying out a recent repair so the seat is now out of warranty. The swing is safe and the condition of the seat surface will be monitored. The router needs replacing by BT at the Pavilion. **(Action – Cllr Anderson)** Both the Pavilion and toddler equipment in Green Meadow need washing which will be carried out in the spring. A cable on the corner of the Pavilion has been exposed, this will be discussed with an electrician when work to the outside lights is carried out. **(Action – Clerk)** Two dips in front of the cricket nets need filling.
3. **Other Health and Safety Issues (not covered above):** The Pavilion section of the Health and Safety Asset checklist needs updating. **(Action – Cllr Hungin)** Following issues with emptying it was agreed that the litter bin in Jubilee Walk would be removed. **(Action – Clerk)**

**V. DECLARATION OF INTEREST:** Cllr Anderson declared an interest when discussing the football rates.

**Vl. CORRESPONDENCE:**

The Bucks Council Community Infrastructure Levy Team East paid the Parish Council portion of CIL for application PL/21/4886/FA Highclere Farm, Newbarn Lane. Total received £563.08.

Following correspondence about the damage to the Wynnswick Road streetlight it was confirmed that unfortunately the person/vehicle that damaged the light cannot be identified. The Parish Council do not have the funds to move the light but the engineers have inspected it and reported it as safe in its current location.

A letter was sent to Mr S Bambrick, Service Director of Planning and Environment at Bucks Council about the dismay and disappointment of delegated permitted decision for application PL/22/1979/FA on Ashley House after a request to call it in by the Parish Council and our three Ward Councillors. It was felt that the Planning application Call in Process was not duly adhered to. The Parish Council are awaiting a response from Mr Bambrick.

Seer Green United have asked for a reduction in the cost of using the Recreation Ground. It was agreed that if the council decide that football shouldn't be played at the Rec because of conditions e.g. too muddy, too frozen then we would return that weekend's charge. **(Action – Clerk)**

A request for a cremation grave in Seer Green Cemetery was permitted. **(Action – Clerk)**

The Denham and Gerrards Cross and Chalfonts (DGXC) Community Board confirmed the allocation of £4,257.00 towards the Natural Environment Study (90% of the total project cost).

A resident had made a request for a memorial tree. Concerns were raised about the ongoing maintenance and watering of the tree so that matter will be discussed further with the resident. **(Action – Clerk)**

The DGXC Community Board confirmed the allocation of £8,183.05 towards the Chalfont Road Parking review (contributory funding of £1,000).

A quotation to carry out tree work in Green Wood as recommended by the annual arboriculture report was approved and will be scheduled. **(Action – Cllr Hughes)**

A second quotation for fire safety work at the Pavilion will be requested from a local contractor. **(Action – Cllr Hungin)**

**Vll. Finance:**

From 2nd November to 5th December 2022:-

Payments amounting to:- £6,402.57

Income received:- £4,018.68

The closing bank balances at 4th December 2022 totalled:- £92,784.63

**VIII. Planning**: Notices of new planning applications continue to be displayed on the noticeboard and website. Five planning applications were permitted during the past month. It was noted that an Outline Application Appeal for the Perkin Elmer site had been allowed and planning permission is granted for the demolition of existing building and development of up to 31 dwellings, car and cycle parking, landscaping and associated infrastructure at Perkin Elmer Ltd, Chalfont Road, Seer Green HP9 2FX in accordance with the terms of the application, Ref PL/21/2142/OA, subject to the Schedule of Conditions.

**IX. PRINCIPAL AGENDA ITEMS:**

1. **budget and precept:** It was agreed that the precept will be increased by 20% a year in 2023/24 which would take the average property (based on 938 properties) from paying approximately £53.96 per annum to £64.71 per annum. The increase in precept would be from £50,614 to £60,700. It was noted that the Treasurer would have preferred a 15% increase. The Buckinghamshire Precept team will be informed of the decision. **(Action – Clerk**) It was agreed to increase the budget for the Clerks salary by 2%.  **(Action – Clerk)**
2. **newsletter 36:** The Community Award will hopefully be awarded at a community lunch on Tuesday 13th December. **(Action – Cllr Thomas)** The next newsletter will be scheduled to be printed after the three new trees have been planted to commemorate the Queen’s Platinum Jubilee. Articles will be prepared on the Community Award **(Action – Cllr Thomas)**, the projects which the Bucks Community Board are helping to fund **(Action – Cllr Baddeley)** the increase to the precept **(Action – Davison-Oakley)** and the removal of the Jubilee Walk bin. **(Action – Cllr Hughes)**
3. **community board funding:** Following the successful grant application from the Bucks Council Community Board for an environmental and bio-diversity study of Parish Council land, three organisations have been approached to present their scope, work envisaged and timescales for the project. The organisations are Chalfont Rangers, Verdant Environmental and Future Nature WTC. The presentations are planned for December. **(Action – Cllr Baddeley, Cllr Thomas)** The Community Board would like the grant used before the end of March.

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

1. **JUBILEE HALL:** Jubilee Hall has work scheduled for the Christmas holidays. Following a high increase in gas charges and necessary adjustment for the next year’s budget the accounts will be presented for approval at the January meeting. **(Action –Cllr Davison Oakley, Clerk)**
2. **PAVILION:** The Pavilion Sub Committee had held a meeting and circulated the minutes. Ongoing maintenance was discussed.
3. **PARISH COUNCIL PROPERTIES, open spaces AND SERVICES:** No items were raised.

**XI. information items:** No items were raised

The meeting closed at 9.19pm

**Next Meeting – The next Parish Council meeting will be held on Tuesday 10th January 2023 at 7.30pm at Seer Green Baptist Church, Wood Pond Close, Seer Green, HP9 2XG.**