SEER GREEN PARISH COUNCIL

**MINUTES OF PARISH COUNCIL MEETING**

**HELD ON TUESDAY 7th FEBRUARY 2023 AT 7.30pm**

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

**In attendance**: Mr A Price, Mrs K Hawes and Mrs E Bates (Clerk)

1. **OPEN SESSION**: Adam Price from Future Nature Wildlife Trust Consultancy (wholly owned by Bucks, Berks and Oxon Wildlife Trust) came to discuss the biodiversity and environment project for the Parish Council’s green spaces. The initial survey will be carried out in late April and early May (best growing season) to provide a baseline of habitats and species in the areas identified. A management report will provide recommendations and a reference point for comparison for the longer term as enhancements are progressed. A meeting will be organised for data gathering. **(Action – Cllr Baddeley, Cllr Hughes)**
2. **APOLOGIES FOR ABSENCE:** There were no apologies for absence.
3. **Approval of Minutes of the previous meeting:**  The minutes for the January meeting were approved by Cllr Davison-Oakley and Cllr Brewis. 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 was aware of the problem but failed to inform the Parish Council. | **ONGOING:** To lodge and pursue complaint with OFWAT against Castle Water at their failure to disclose the problem in a timely manner.**ACTION: LH** |
| Pavilion Committee | The UPVC soffit on the corner of the Pavilion nearest the sheds has broken and a section of guttering 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 submitted to a local charity to see if they might contribute the balance of £550. This will be discussed at their next meeting in February. **ACTION: JH** |
| Hungin/ Thomas | Removal of equipment from Ref’s Room  | **RESULTING ACTIONS:**Disposal of filing cabinets – to be posted on S/G Buy & Sell for Free **ACTION: LH/MT** |
| Anderson | Access to the CCTV remotely is not functioning properly at the Pavilion seemingly because the current modem is faulty. | A new modem has been supplied by BT and needs to be installed. Meeting with Matrix to be arranged to get this done. **ACTION: AA** |
| Hungin | The Pavilion section of the Health and Safety Asset checklist needs updating.  | Update to be carried out.**ACTION: LH** |
| Thomas/Hungin/ Holder | The next newsletter is being finalised. | The three new trees have now been planted and articles for next Newsletter should be ready for mid-February publication. **ACTION: MT/LH/JH** |
| **ACTIONS/PROJECTS ON HOLD – AWAITING CLARIFICATION FROM BUCKS COUNCIL REGARDING FUNDING** |
| 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.

**IV. MONTHLY RISK INSPECTIONS:**

1. **Health and Safety Issues identified and recommended actions**: Cllr Anderson has completed the January Health and Safety inspection and reported that no issues were found. Cllr Baddeley is due to complete the February inspection. **(Action - Cllr Baddeley)** The Allotment Association have sent their monthly inspection report and are obtaining two quotations to replace the gate.
2. **Maintenance issues identified and recommended actions**: Branches at eye level at the rear of the Cemetery will be trimmed back. **(Action – Clerk)** All identified maintenance issues will be collated into a list for review in the spring.
3. **Other Health and Safety Issues (not covered above):** No further issues were raised.

 **V. DECLARATION OF INTEREST:** Cllr Thomas declared an interest in the Parking Review area that covers Seer Mead and an interest was noted for Cllr Brewis for Stable Lane.

 **Vl. CORRESPONDENCE:**

Mr Nigel Rothwell had kindly provided a detailed historical overview of Parish Council land taken from the deeds for the ‘Our Living Village’ website. The information was approved for publishing on the website. **(Action - Clerk)**

It was agreed that Amersham Town Council will be asked to help prepare the three wildflower beds this spring. **(Action – Clerk)**

Children had sent a colourful picture and request for flowers to be planted in Green Meadow. This was approved. A letter will be sent to the children and the bulbs will be organised for the children to plant.  **(Action – Cllr Holder, Clerk)**

A request had been received for a memorial bench. This was approved with the final location to be agreed with the family. **(Action Cllr Holder, Clerk)**

 **Vll. Finance:**

 From 10th January to 5th February 2023:-

 Payments amounting to:- £8,492.37

 Income received:- £6,447.08

 The closing bank balances at 5th February 2023 totalled:- £85,024.29

**To agree contracts and rates for 2023/24:** The grounds maintenance increase in rates for Mr D Horgan, were approved. **(Action – Clerk)** The increase in rate for Mr D Cook, who carries out inspections and litter picking, was approved. It was agreed that his contract would be amended so that FP16 from School Lane to the Recreation Ground will be deleted and replaced with clearing of litter all along Newbarn Lane to Butlers Cross (Twitchells Lane). **(Action – Clerk)** It was agreed that there would be no rate increase for Cemetery fees or for the Football Clubs playing at the Recreation Ground.

**VIII. Planning**: Notices of new planning applications continue to be displayed on the noticeboard and website. Two planning applications were permitted during the past month. A concern had been raised by a resident about a new fence being installed outside an existing fence on a property on footpath 1B. The fence will be inspected and the path width measured before a response is sent to the resident who raised the concern. **(Action – Cllr Hungin)**

**IX. PRINCIPAL AGENDA ITEMS:**

1. **allotment agreement:** The Allotment Agreement was reviewed and approved. It will be sent to the Chairman of the Allotment Association before their February AGM so that it can be circulated to the tenants. **(Action – Cllr Thomas)**
2. **parking review:** The parking review yellow line scheme was reviewed following a proposal to extend the scheme to include Seer Mead. The majority of Seer Mead residents (two against) had agreed that they would like to include the introduction of double yellow lines at the junction of Seer Mead with School Lane due to dangerous parking at pick up and drop off times at the school. The proposal was approved (5 votes to proceed, 3 abstentions) to be on the right down to Bimshire on School Lane. It was unanimously agreed to the entrance to Seer Mead on the left for 10 metres in front of Grey Tiles on School Lane. It was agreed that there would be no yellow lines outside the Cemetery. A recent rule relating to zigzag markings outside schools had now changed making it possible to have them enforced and, more importantly, ‘policed’ by a regular schedule of visits by enforcement officers from Amersham at no cost to the Parish Council. There was unanimous agreement that we should ask Buckinghamshire Council to proceed with this at the same time as the parking review consultation. It will also be requested that the Bus Stops are marked on School Lane. **(Action – Cllr Thomas)**
3. **the coronation of his majesty the king:** His Majesty King Charles III’s Coronation is on May 6th 2023. On Sunday 7th May the churches will be conducting a joint service to mark the occasion at Jubilee Hall. There will be an extra bank holiday on Monday 8th May where people are being invited to take part in local volunteering projects in their local community as part of the Big Help Out initiative. A list of volunteering opportunities will be prepared for the village if anyone would like to take part. **(Action – Cllr Holder, Clerk)** An additional tree planted in Green Meadow will be marked with a plaque to commemorate the Coronation.
4. **risk assessment:** The annual risk assessment was circulated for review and approval at the March meeting. **(Action – All Councillors)**
5. **financial regulations:** The Financial Regulations were reviewed and adopted. An updated version will be published on the website. **(Action - Clerk)** The latest quotation for insurance from Zurich will be reviewed as the asset renewable costs had been increased by approximately 20% which produced a higher than expected premium. **(Action – Cllr Brewis)**

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

1. **JUBILEE HALL:** The next Jubilee Hall meeting will be held on Thursday 23rd February. Following extremely high invoices for gas and electricity it was agreed to install a remote access system to operate the gas central heating system so that the heating can be managed more effectively.
2. **PAVILION:** A review meeting with the tenant reported that everything was going well. A Deed of Variation will be included in the lease to allow the tenant the use of the two changing rooms. Locks will be installed on the shower room doors. **(Action – Pavilion Sub Committee)**  All work identified by the Fire Risk Assessment has been completed.  **A quotation was approved to install an extra sink for hand washing in the kitchen and plumbing to be changed to allow Little Duckling to purchase and install a dishwasher. The funding for this work will come out of the earmarked reserves. The tenant is obtaining a quotation for new flooring and mats for the main hall.**
3. **PARISH COUNCIL PROPERTIES, open spaces AND SERVICES:** A review of burial space in the cemetery concluded that there was plenty of space still available. An application has been made to the Thames Valley Police Community for an upgrade to the CCTV at the Recreation Ground. Scheduled tree work to be carried out in Green Wood has been delayed from February until 13th and 16th March 2023.

**XI. information items:** Volunteers from the Allotment Association will be cutting the top of the hedge on the Recreation Ground on 17th February.

The meeting closed at 9.19pm

**Next Meeting – The next Parish Council meeting will be held on Tuesday 7th March 2023 at 7.30pm at Seer Green Baptist Church, Wood Pond Close, Seer Green, HP9 2XG.**