SEER GREEN PARISH COUNCIL

**MINUTES OF PARISH COUNCIL MEETING**

**HELD ON TUESDAY 7th JUNE 2022 AT 7.30pm**

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

**In attendance**: County Cllr C Jackson, Mrs K Hawes, Mr I Hawes, Mrs L Hondebrink and Mrs E Bates (Clerk)

1. **OPEN SESSION**: A resident came to discuss with the council their plans to improve their house on Chalfont Road before applying for planning permission. The resident had spoken to their neighbours and after reviewing the plans no concerns were raised. A resident raised concern about the large cherry tree at the entrance to Hearnes Meadow which looks like it may be dying. It will be added to the list for the annual arboriculture inspection. **(Action – Cllr Hughes)**  Concerns were raised with County Councillor Carl Jackson about ongoing waste issues in the village. He asked for an email documenting the issues which he said he will follow up. **(Action – Cllr Holder, Clerk)**
2. **APOLOGIES FOR ABSENCE:** Cllr M Thomas and Cllr N Baddeley.

**Approval of Minutes of the previous meeting:**  The minutes for the May meeting were approved by Cllr Norton and Cllr Holder. The minutes were duly signed as a correct record of the meeting.

**Update on Actions from Previous Meeting:**

|  |  |  |
| --- | --- | --- |
| **STAKEHOLDER** | ACTION | **STATUS** |
| Thomas | To contact Buckinghamshire Council regarding traffic issues in the centre of the village following installation of the double yellow lines from a scheme designed by the Schemes Engineer from Transport for Bucks. | **PENDING:** Application for Community Board Funding under the category ‘Transport/Highways Project Application’ has been costed which will be discussed with the Community Board at their meeting on 8th June. **ACTION: LH** |
| 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 Community Board will be asked about progress at their meeting on 8th June. **ACTION: LH** |
| Anderson | Ground in front of the benches is being eroded and paving was suggested. | **ONGOING**: Cllr Anderson reported that he had some grasscrete left from the boot wipers which could be used. The work will be carried out before the start of the season. **ACTION: AA** |
| Anderson | It was noted that there was a dip in Green Meadow where the Youth Shelter once stood. | **ONGOING**: Soil to be ordered and the area filled  **ACTION: AA, Clerk** |
| Hughes | Concerns about the pavement in Jubilee Walk were discussed and it was agreed to get a quotation for the repair. | **OUTSTANDING**: Following an inspection concern was raised that remedial work could cause damage to the cherry tree roots. It was agreed to ask for advice about the root during the annual Arboriculture inspection. **ACTION – CH** |
| Pavilion Committee | The Pavilion water safety document was reviewed and questions were raised as to whether all plumbing recommendations were completed. | **OUTSTANDING**: A report of recommendations was presented at the meeting. Once finalised it will be issued to the tenant. **Action – AA** |
| Clerk | It had been noted that the rubberised path at the top of Green Meadow has started to lift which may cause a trip hazard. | **ONGOING:** A quotation from Playtop had been received but it was agreed to see if the replacement of the wood edging resolves the issue. **ACTION: CLERK** |
| Hughes/Anderson | The stumps of the Goat Willow tree (recently bought down by storm) has been left with a wide fissure in the middle which has been filled with soil. | **ONGOING:** It was agreed to obtain a quotation to grind out the stump. **ACTION: CH** |
| Hughes | A quotation was approved to remove two holly trees to ground level and crown lift a third behind the cemetery shed in preparation for the new composting and storage area. | **ONGOING:** Work to be scheduled. **ACTION: CH** |
| Hungin | The Little Ducklings rent was discussed and it was unanimously agreed to increase this by 4.5% from September 2022 | **ONGOING:** There is an ongoing discussion with the tenant about the rent. **ACTION: LH** |
| Hungin | Following the undetected leakage of water for a lengthy time costing the Parish Council £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. | **ACTION:** To lodge and pursue complaint with OFWAT against Castle Water at their failure to disclose the problem in a timely manner. **ACTION: LH** |
| Councillors | Improvements to the entrance and triangle at the junction of Long Bottom and Bottom Lanes were suggested by TfB. | **ONGOING:** The possible funding of highway improvements will be raised with the Bucks Community Board at their meeting on 8th June. **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. | **ACTION** : A new set of rules will be prepared for the team and spectators use of the Rec and car park. **Action – AA/Councillors** |

**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 Brewis has completed the May Health and Safety inspection. Concern was raised about the shoots sprouting from the ash tree stumps in Green Meadow. Sharp shoots have been removed and the area will be monitored and added to the inspection list. **(Action – Clerk)** Some of the fence posts were reported to be loose at the Cemetery. These will be checked and monitored. The footpath clearance work is underway. Cllr Anderson is due to complete the June inspection**. (Action – Cllr Anderson)** The Allotment Association have sent their monthly inspection report. No issues were raised.
2. **Maintenance issues identified and recommended actions**: A program of village maintenance is underway.

**lV. OTHER HEALTH AND SAFETY ISSUES:** Poor parking continues to be a concern for traffic at the junction of Stable Lane and School Lane. White lines to mark where to park safely will be chased with Transport for Bucks. **(Action – Clerk)**

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

**Vl. CORRESPONDENCE:**

An invitation had been received to join the South Bucks Association of Local Councils. The invitation was appreciated but at the present time there was no councillor who could commit to the investment of time to attend the regular meetings. A response will be sent to their Chairman. **(Action – Clerk)** An application has been made by Beaconsfield Town Council for funding from the HS2 Road Safety Fund for road safety improvements at the junction of Long Bottom Lane/Ledborough Lane with the A355. It was agreed that the Parish Council support this application that asks Bucks Council to investigate the issue and propose a possible scheme. Confirmation of support will be sent to the Bucks Council HS2 Engagement and Funds Officer. **(Action – Clerk)**

**Vll. Finance:**

From 4th May 2022 to 7th June 2022:-

Payments amounting to:- £7,518.72

Income received:- £16,333.23

The closing bank balances at 31st May totalled:- £93,812.49

A payment will be paid into the Clerk’s pension for the underpayment in previous years. **(Action – Cllr Davison-Oakley)**

1. **Jubilee Hall Accounts:** The Jubilee Hall Accounts had been prepared and approved by the Jubilee Hall Committee and were presented to the Parish Council. They were inspected by Mr J Maddox and have now been submitted to the Charities Commission along with the Annual Trustee’s report.
2. **Review of the Internal Audit Report:** The internal audit report was reviewed which reported that the systems were in good order and efficiently run. It was agreed to produce an asset list of minor items for the Pavilion. **(Action – Pavilion Sub-Committee)** It was agreed that when a new complete lamppost and lantern is purchased the asset register will reflect the older lampposts removal. **(Action – Treasurer, Clerk)**
3. **Approval of Annual Accounting Statements 2021/2022:** The accounts were unanimously approved. The accounts will now be sent to the external auditors PKF Littlejohn to be inspected. **(Action – Clerk)** The Notice of Public Rights and publication of unaudited annual governance and accountability return notice will be placed on the noticeboard and website on 8th June 2022 to say that the accounts can be inspected from Monday 13th June until Friday 22nd June by giving reasonable notice to the Clerk. **(Action – Clerk)**

**VIII. Planning**: It had been agreed to send a letter to Bucks Council Planning Department about PL/22/0644/FA – 17 Hearnes Meadow, Seer Green raising concerns about the applications request to form a car parking space to the front of the property. Notices of new planning applications continue to be displayed on the noticeboard and website. Three planning applications were permitted during the past month.

**IX. PRINCIPAL AGENDA ITEMS:**

1. **PLAYGROUND AND OUTDOOR GYM INSPECTIONS:** An accompanied inspection took place on 5th May. It was agreed to monitor the Outdoor Gym surface for wear at the Recreation Ground. In Green Meadow some of the safety surfaces also need to be monitored. The slide has an area of erosion and needs welding. **(Action – Clerk)** Contact signs for action in an emergency have been placed on the main gates on School Lane. It was recommended that next year, a different inspection company is used to get an alternative perspective. The new toddler swing seat has split which will be reported to the manufacturer as it is still under warranty. **(Action – Clerk)**
2. **NEWSLETTER:** The articles for the next Newsletter were agreed and a draft will be produced. **(Action - Cllr Holder)**

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

1. **JUBILEE HALL:** The Jubilee Hall Sub-Committee met on 19th May where a quotation was approved to resolve the flooding in the Preschool garden. A program of maintenance and painting took place during the half term holiday.
2. **PAVILION:** The Pavilion Sub-Committee have met and agreed their terms of reference. A checklist for the Pavilion is being produced **(Action – Cllr Norton)** As the showers have not been used for a long time the pipes need professionally cleaning and a quotation from a local plumber has been approved to carry out the work in July. **(Action – Cllr Anderson, Clerk)** A review meeting will be arranged with the new tenant in July. The showers will be professionally cleaned in July before the football season starts. **(Action – Cllr Anderson)**
3. **PARISH COUNCIL PROPERTIES, open spaces AND SERVICES:** The large ash tree that is suffering from ash die back at the rear of the Pavilion is due to be cut down on 29th June. Little Ducklings will be informed. **(Action – Cllr Hungin)** The adult football club are paying for the pitch to be reseeded. A football match will take place on Sunday 26th June. The Allotment Association will be informed. **(Action – Clerk)** The traffic will be managed. **(Action – Cllr Anderson)**

**XI. information items:** Buckinghamshire Council have presented their 70 Trees for 70 Years and two trees in Seer Green have been included which are the oak in the centre of the Cemetery and the oak in the middle of the field that can be seen from Bottom Lane. The list marks 70 of the most-loved trees and woodlands in Buckinghamshire as part of Her Majesty the Queen’s Platinum Jubilee celebrations.

The toddler play equipment in Green Meadow and the picnic tables and benches have been cleaned.

On 12th June 2022 Holy Trinity Church celebrates 175 years and there is an invitation for tea and cake from 2.30pm – 5pm to mark this occasion.

The School’s Cherry Pie Fayre is to be held on Saturday 18th June.

The meeting closed at 9.17pm

**Next Meeting – The next Parish Council meeting will be held on Tuesday 5th July at 7.30pm at Seer Green Baptist Church, Wood Pond Close, Seer Green, HP9 2XG.**