

**SEER GREEN PARISH COUNCIL  
MINUTES OF PARISH COUNCIL MEETING  
HELD ON TUESDAY 5<sup>th</sup> MARCH 2024 AT 7.30pm**

**Present:** Cllr L Hungin, Cllr J Holder, Cllr D Tryon, Cllr N Baddeley, Cllr C Hughes and Cllr T Brewis.

**In attendance:** Mrs K Hawes, Mrs P Brooks, Mrs H O’Flanagan, Mrs N Bennett, Mrs A Barber, Mr E Ricketts, Mr J Faircloth, Mrs D Eaton, Mr G Eaton, Bucks County Cllr Carl Jackson and Mrs E Bates (Clerk).

- I. OPEN SESSION:** Residents came to raise concern about the dangerous parking near the school in the morning and afternoons. Parents/carers have parked in the bus stop and on the pavement preventing residents from passing with buggies/wheelchairs. The Police have attended but unfortunately came too late to witness the concerns. The approved new parking scheme will be implemented soon, which will introduce double yellow lines opposite the drive down to the school and make no parking in the zigzag area enforceable. The School will be contacted about the concerns raised. **(Action – Clerk)**

Concern was raised about the disintegrating surface on Long Bottom Lane and the potholes in the village. Councillor Carl Jackson was fully aware of the issues and said that Long Bottom Lane was top of the list to be repaired but Highways had been struggling with the weather as they need it to be dry weather to carry out a full repair. He will continue to lobby for the repair to be carried out ASAP.

- II. APOLOGIES FOR ABSENCE:** Cllr M Thomas and Cllr A Anderson.

**Approval of Minutes of the previous meeting:** The minutes for the February meeting were approved by Cllr Brewis and Cllr Baddeley. The minutes were duly signed as a correct record of the meeting.

**Update on Actions from Previous Meeting:**

Contact had been made with the Probation Service about Community Payback Work as there are potentially several projects in the Spring/Summer where work could be carried out.

STAKEHOLDER	ACTION	STATUS
Anderson	The tiled flooring in the shower room at the Pavilion has become loose.	Arrangements will be made to have it fixed and resealed. <b>ACTION: AA</b>
Anderson	A new draft of football terms and conditions have been prepared which are being discussed and finalised with Seer Green United.	<b>ACTION:</b> The draft is being updated and will be circulated to Councillors. <b>ACTION: AA</b>
Holder	The school will be asked to sign and return the new Licence which was sent to them in March.	<b>ACTION: JH</b>
Anderson	Berks & Bucks County Football Association have reached out to support Parish Councils with the offer of grants to improve football pitches and facilities.	They will be approached to see if any funding can be obtained to reseed the junior pitches at the Recreation Ground. <b>ACTION: AA</b>
Baddeley	The Future Nature report on Parish Council land has been discussed with local groups who were felt to have expertise to formulate a plan and timeline for environmental projects.	An update from the meeting will be circulated. <b>ACTION: NB</b>
Thomas	An explanation of the Community Board budget will be requested.	A request has been made to the Community Board Manager. <b>ACTION: MT</b>

**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 Brewis completed the inspection for February on the 24<sup>th</sup> and has also offered to carry out the March inspection. **(Action Cllr Brewis)** The Allotment Association had no issues to report and had submitted their scheme for the planting of the new Hawthorn and Blackthorn hedging later in the month. It was agreed that Wicksteeds would be asked to carry out an accompanied annual inspection of the playground equipment in Green Meadow and the gym equipment at the Recreation Ground. Cllr Baddeley agreed to accompany the inspector. **(Action – Clerk)**
- ii. **Maintenance issues identified and recommended actions:** A list of maintenance items for the spring was circulated.
- iii. **Other Health and Safety Issues (not covered above):** No further issues were raised,

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

**V. CORRESPONDENCE:**

A letter had been sent to Martin Tett, Leader of Bucks Council, about the failed Long Bottom Lane road surface and the flooding from Bottom Lane. He responded that due to extraordinary levels of rainfall the rivers are flooded and the local ground is saturated, however it may be possible that Highways can dredge the blocked culverts. Unfortunately the Bucks capital programme is heavily oversubscribed and capital funding is incredibly limited unless the project is already within an existing programme. Mr Tett has asked the Head of Highways to respond directly to our letter. The new Devolution Agreement has been sent through by Bucks Council for the verge grass cutting and parish paths clearance. The Highways Devolution payment for 24/25 will be £3,282.14, the same as 2023/24. Extra roads have now been added to the agreement, as these were not included in the last agreement they will be appealed. **(Action – Clerk)**

Several complaints received about a new fence installed on Orchard Road which has claimed part of the verge. The matter has been brought to the attention of the Bucks Local Area Technician. A resident had contacted the council about a dead ash tree that was overhanging their garden from Green Wood. A quotation to cut down the tree was approved and the resident will be asked if the logs can be left on site. **(Action – Cllr Hughes, Clerk)**

**VI. FINANCE:**

From 4<sup>th</sup> February 2024 to 4<sup>th</sup> March 2024:-

Payments amounting to:-	£7,905.91
Income received:-	£2,245.67
The closing bank balances at 29 <sup>th</sup> February 2024 totalled:-	£88,173.83

It was resolved to appoint Mr Ernest Newhouse as internal auditor. The audit will take place in April and Cllr Tryon will attend with the Clerk. **(Action – Cllr Tryon, Clerk)**

**VII. PLANNING:** Notices of new planning applications continue to be displayed on the noticeboard and website. Two planning applications were permitted, one was refused and one certificate of lawfulness was refused during the past month.

**VIII. PRINCIPAL AGENDA ITEMS:**

- i. **VILLAGE AMENITIES RATE REVIEW:** The Allotment rates were reviewed but it was agreed to not increase the rent as the rate increased by 50% in June 2021. The Cemetery rates were discussed and it was asked if the current rates could be circulated for further consideration. They were last increased by 5% in April 2022. **(Action – Clerk)** It was agreed that the rates for the Seer Green Adult Football Club and Seer Green United would stay the same in 2024/25. The new management of Seer Green United will be invited to the Parish Council meeting when they take over. **(Action – Clerk)**
- ii. **PARISH COUNCIL SAVINGS/RESERVES:** It was resolved to open a new Public Sector Deposit Fund account with CCLA Investment Management Ltd. CCLA stands for Churches, Charities, and Local Authorities and is a mutual firm owned by the Local Authorities Mutual Investment Trust; the Church of England Central Board of Finance Investment Fund; and the Charities (COIF) Investment Fund. This account will provide a higher return on Parish Council funds. It was agreed to open the account after April 1<sup>st</sup> 2024 with £25,000 from the Lloyds Bank current account and then add an additional £20,000 from our Bucks Building Society account. **(Action – Cllr Tryon, Clerk)**

- iii. **FINANCIAL REGULATIONS:** The Financial Regulations were reviewed and adopted. An updated version will be published on the website. **(Action - Clerk)**
- iv. **PAVILION – REFEREES ROOM CONVERSION:** Following further investigation it has become apparent that there is not enough space available to convert the existing Referees Room into a disabled toilet. As a conversion would be an expensive project and the funds cannot be justified for a normal toilet facility it was agreed that we would not proceed with the project.
- v. **GREEN MEADOW WATER SUPPLY:** A quotation had been received to provide a water supply to Green Meadow to water the new trees/hedging and to regularly clean the equipment. It was unanimously agreed that this project should proceed with some adjustment to the proposed scheme. The contractor will be contacted for a new quotation. **(Action – Cllr Hungin, Clerk)**
- vi. **NEWSLETTER:** A draft newsletter will be circulated for review. **(Action – Cllr Holder)** An article had been prepared about the posters which keep disappearing from the village noticeboards. Concern was raised that someone had been removing them but it had been suggested that the wind maybe blowing the signs from the board. The situation will be monitored.

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

- i. **JUBILEE HALL:** New doors have been installed for the storage room at the rear of the hall.
- ii. **PAVILION:** A successful progress meeting had been held with the owner of Little Ducklings. The hall flooring will be replaced in the new financial year but before this project can proceed, the damp issue in the adult toilets needs to be resolved. **(Action – Cllr Hungin)** There has been an issue with the opening of three of the windows. A meeting will be held to determine if the latches need to be replaced or if new windows need to be installed. **(Action – Cllr Hungin)** It was agreed that the owner would be given permission to install AstroTurf in half of their garden area and reseed the other half. **(Action – Cllr Hungin)**
- iii. **PARISH COUNCIL PROPERTIES, OPEN SPACES AND SERVICES:** A  
**To discuss wildflower options:** It was agreed that a similar wildflower scheme as last year would be created near the three white entrance gates to the village. **(Action – Clerk)**  
A sub-committee has met to discuss the website and communications. Following information from the website survey, a six stage plan of work had been formulated which will be discussed in more detail at the next meeting. **(Action – Cllr Brewis)** The Parish Council responses on the village Community Chat WhatsApp group were discussed. It was remarked that responses to issues cannot be instantaneous, as the Council needs to discuss and agree the appropriate course of action and some of the information involved may be sensitive. A plan of action for future communication will be discussed further at the next meeting.  
The latest insurance premium stated that the replacement cost of the Pavilion would be £470k. A comparable Pavilion style building quotation will be obtained. **(Action – Cllr Brewis)**

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

The meeting closed at 9.30pm

**NEXT MEETING – The next Parish Council meeting will be held on Tuesday 2<sup>nd</sup> April 2024 at 7.30pm at Seer Green Baptist Church, Wood Pond Close, Seer Green, HP9 2XG.**