

**SEER GREEN PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING
HELD ON TUESDAY 4th JUNE 2024 AT 7.30pm**

Present: Cllr L Hungin (Chairman), Cllr D Tryon, Cllr N Baddeley, Cllr J Holder, Cllr H O’Flanagan and Cllr T Brewis.

In attendance: Mrs K Hawes, Mrs A Barber, Mrs C Daymond-John, Mr I Hawes, Mr J Maddox and Mrs E Bates (Clerk).

I. OPEN SESSION: Mr Maddox came to express his interest in becoming a Councillor. A resident came to raise their concerns about vehicles parking on the pavements completely blocking access and making people walk in the road. The council is reviewing the situation and will take action to deal with the issue. **(Action – All Councillors)** It was noted that parking issues can be reported on Fix My Street and parking enforcement was in attendance this week.

II. APOLOGIES FOR ABSENCE: Cllr A Anderson, Cllr C Hughes and County Cllr C Jackson.

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

Update on Actions from Previous Meeting:

STAKEHOLDER	ACTION	STATUS
Anderson	The tiled flooring in the shower room at the Pavilion has become loose.	The repair will be carried out in the summer.
Anderson	A new draft of football terms and conditions have been prepared for discussion with the new management team for SGU on 21 st May.	Update to follow.
Clerk	A revised quotation had been requested to provide a water supply to Green Meadow to water the new trees/hedging and to regularly clean the equipment.	The moling contractor has visited the site and is preparing a quotation. An update will be requested. Action - Clerk
Clerk/Cllrs	Following a request from Bucks Highways it was agreed that the Parish Council would write to land/homeowners who allow water from their land to flood the highway to explain that under Section 163 of the Highway Act 1980 they must ensure that no such surface water from their premises falls onto the Public Highway.	A letter is being prepared for consideration.
Councillors	A Playground Inspection & Maintenance event for Councillors will be held at Jubilee Hall on Tuesday 30 th July.	The Parish Council has been offered two free spaces on the course. Cllr Hungin volunteered to take one of the spaces. There is still one place available.
Hungin/Tryon	An annual commitments document will be developed.	Ongoing.
Hungin/Baddeley/ Anderson	The Pavilion Sub Committee will hold a meeting in the next month.	Meeting to be organised.
Councillors	Tree guards are needed for the new trees in Green Meadow as the lower branches are very low and there is concern they could be damaged.	Recommendations are to be made.

Hungin/Clerk	Castle Water will be contacted to transfer the water meter for the cricket square to the Parish Council and have the water reinstated.	Castle Water need confirmation of the meter number as it is difficult to read. The Cricket Club have been contacted and asked for a copy of their old invoice.
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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 Baddeley completed the inspection on 21st May 2024. There were no matters raised. Cllr Tryon is due to carry out the June inspection. **(Action Cllr Tryon)** Cllr Hungin will carry out the July inspection accompanied by Cllr O’Flanagan. The Allotment Association have held a meeting with Cllr Hughes to discuss several of the trees bordering the allotments. The trees will be inspected later in the year.
- ii. **Maintenance issues identified and recommended actions:** The gate posts for the Green Meadow gate near Stable Lane have been secured. The dog waste bins that have not been emptied, which were reported. Bucks Council have been asked for their service level agreement for emptying these bins. **(Action – Clerk)**
- iii. **Other Health and Safety Issues (not covered above):** No items were raised.

III. DECLARATION OF INTEREST: No declarations were made.

V. CORRESPONDENCE:

An application had been received for the position of Councillor. Several letters were sent to householders about their hedges that are overgrowing onto the highway and footpaths.

VI. FINANCE:

From 10th May 2024 to 2nd June 2024:-

Payments amounting to:-	£5,731.37
Income received:-	£2,111.17
The closing bank balances at 31st May 2024 totalled:-	£119,732.08

Following the receipt of updated quotations and to encourage further speed awareness it was unanimously agreed that the Parish Council will purchase a second Mobile Speed Indicator Device and post so that there could be one permanently situated on Long Bottom Lane. The second new unit, which would be positioned in School Lane, will have a positive affirmation for motorists when driving at 30mph or below to encourage driving within the speed limit. **(Action – Cllr Baddeley)**

- i. **Pavilion Little Ducklings Rent Review:** It was unanimously agreed to increase the rent for the Pavilion by 6.35% from £18,830 to £20,025 from 1st September 2024. **(Action – Cllr Hungin)**
- ii. **Bucks Building Society Deposit Account:** It was resolved to add Cllr E Hungin and Cllr N Baddeley as signatories on the account and remove Cllr M Thomas as she had resigned from the Council. **(Action – Clerk)**

VII. PLANNING: Notices of new planning applications continue to be displayed on the noticeboard and website. One planning application was permitted during the past month.

VIII. PRINCIPAL AGENDA ITEMS:

- i. **ANNUAL EQUIPMENT SAFETY INSPECTION:** Cllr Baddeley accompanied the inspector who reported that the Green Meadow playground and Outdoor Gym at the Recreation Ground were in good order with no major issues. In some areas he recommended the replacement of the grass matrix tiles with a wet pour type solution. He was also concerned that the roots in the ground around the circular bench were becoming a trip hazard and that the area needed either building up with soil or an eco-bond type solution. The areas will be inspected and a prioritised list for work will be prepared. **(Action – Cllr Baddeley, Cllr Holder, Cllr O’Flanagan)**
- ii. **COUNCILLOR ROLES & RESPONSIBILITIES:** Cllr Hungin has spoken to all Councillors (apart from Cllr Anderson who was away) and was encouraged by their willingness and enthusiasm for taking on responsibilities in the village. The following groups were agreed; Planning – Cllrs Hungin, Brewis and O’Flanagan, Finance – Cllrs Tryon, Baddeley and Brewis (Assets), Green Wood/Cemetery – Cllr Hughes and O’Flanagan, Jubilee Hall – Cllrs Holder and Tryon, Recreation Ground – Cllrs Anderson and Baddeley, Pavilion – Cllrs Hungin, Anderson and Baddeley (also to

consider the future of the building), Green Meadow – Holder, Hughes and O’Flanagan, Website – Holder, Brewis and Tryon, Biodiversity – Baddeley and Hungin, Highways & Streetlights – Baddeley and Brewis, Allotments – O’Flanagan, Tryon and Hughes, Community Liaison – Holder, Hungin and O’Flanagan.

- iii. **SPRING MAINTENANCE:** Concern was raised about the deterioration of the bird-mouth fencing at the Cemetery which will be inspected. **(Action – Cllr Tryon)** The Scouts have kindly offered to clean the play equipment in Green Meadow on 28th June. The outdoor gym and benches at the Recreation Ground will be inspected. **(Action – Cllr Tryon)** A local contractor will be asked to stain the fence by the Cemetery **(Action – Clerk)** Cable ties will be installed above the swings to stop the birds fouling. **(Action – Cllr Holder, Cllr Tryon)**
- iv. **STANDING ORDERS:** The Standing Orders were reviewed and unanimously adopted. The latest version will be published on the website. **(Action – Cllr Hungin, Clerk)**
- v. **UN-REGISTERED LAND:** It was unanimously agreed that the Parish Council would like to adopt and improve the area of land at the front of Cherrywood Close. Land Registry will be contacted and the process investigated. **(Action – Cllr Hungin, Cllr Brewis)**
- vi. **WEBSITE REVIEW:** The content for the website is nearly complete and we hope to go live very soon. **(Action – Cllr Brewis)** VisionICT have applied for funding towards the new .GOV Councillor email addresses and expect a reply in 6 to 8 weeks.

IX. UPDATES ON OTHER MATTERS (Reports by Exception)

- i. **JUBILEE HALL: Jubilee Hall Accounts for Year Ending 2023 – 2024:** The draft accounts were circulated and approved. They will now go for inspection. **(Action – Clerk)** Funds have been reserved for a new Kitchen and for repairs to the roof and flooring if necessary. The next Jubilee Hall Committee Meeting is on 11th June.
 - ii. **PAVILION:** The Pavilion Sub Committee will hold a meeting with the tenant next week. **(Action – Cllr Hungin, Cllr Anderson, Cllr Baddeley)** The new hall floor will be installed this weekend. New smart meters are being installed for gas and electricity.
 - iii. **BIODIVERSITY:** It was agreed to hold a consultation on Green Meadow to establish what users of the area would appreciate and value. The consultation would be developed. **(Action - Cllr Baddeley)**
 - iv. **PARISH COUNCIL PROPERTIES, OPEN SPACES AND SERVICES:** It was agreed that the Parish Council would like to provide sponsorship of £250 to the Scouts 8th Music and Beer Festival. **(Action – Cllr Hungin)** It was agreed to trial Parish Online for 90 days with the plan to purchase the product if the trial is successful. **(Action – Cllr Tryon)**
- X. INFORMATION ITEMS:** An act of Remembrance for the 80th Anniversary of D-Day will be held at the War Memorial on Thursday 6th June at 7.00pm.

The meeting closed at 9.21pm

NEXT MEETING – The next Parish Council Meeting will be held on Tuesday 2nd July 2024 at 7.30pm at Seer Green Baptist Church, Wood Pond Close, Seer Green, HP9 2XG.