

**SEER GREEN PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING
HELD ON TUESDAY 14th MAY 2024 AT 7.30pm**

Present: Cllr L Hungin (Chairman), Cllr M Thomas, Cllr J Holder, Cllr D Tryon, Cllr N Baddeley, Cllr A Anderson, Cllr C Hughes and Cllr T Brewis.

In attendance: Mrs K Hawes, Mr I Hawes, Bucks Cllr Carl Jackson and Mrs E Bates (Clerk).

I. OPEN SESSION: Mr Hawes asked if he could put two soldiers on display to commemorate those lost at the D-Day Landings, which the Parish Council gratefully agreed. The Traffic Regulations Manager has said that the double yellow lines are due to be painted at some point between July and September. Following ongoing issues in the village, Cllr Jackson was asked if he could chase this up and get a date for them to be installed as soon as possible. It was noted that regular parking enforcement is needed and it will be investigated as to how this can be arranged. **(Action – Cllr Tryon)** An update on highways issues was provided by the Clerk following meetings with Bucks Highways. 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. **(Action: Cllrs/Clerk)**

II. APOLOGIES FOR ABSENCE: Cllr H O’Flanagan.

Approval of Minutes of the previous meeting: The minutes for the April meeting were approved by Cllr Tryon and Cllr Holder. 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.	An estimate has been requested for the repair to be carried out in the summer.
Anderson	A new draft of football terms and conditions have been prepared for discussion on 21 st May.	The terms and conditions will be discussed with the new management team for SGU.
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 improve all of the pitches in 2025/26.
Clerk	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.	Photos have been sent to the contractor of the water meter where the supply could be taken from. We are waiting to meet with the moling contractor to receive a revised quotation and will discuss water pressure.
Brewis	Following the recommendation by Bucks association of Local Councils new Councillor email addresses that are .GOV will be discussed with the website provider.	VisionICT have applied for funding towards the new email addresses and expect a reply in 6 to 8 weeks.
Tryon/Clerk	A new Public Sector Deposit Fund account has been opened with CCLA Investment Management Ltd. It was agreed to transfer £20,000 from our Bucks Building Society account.	The account has been opened and a further £20,000 from the Bucks Building Society will now be organised.

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 Anderson completed the inspection on 22nd April. There were no matters raised. Cllr Baddeley is due to carry out the May inspection. **(Action Cllr Baddeley)** The Allotment Association reported that all of the plots are allocated. The Hawthorn saplings have been planted along the allotments border with the Recreation Ground. Concern has been raised over several of the trees bordering the allotments, which will be inspected.
- ii. **Maintenance issues identified and recommended actions:** A list of maintenance items for the spring were circulated for discussion at the June meeting. The gate posts for the Green Meadow gate near Stable Lane need securing. A local contractor will be asked to carry out this work. **(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:

A Playground Inspection & Maintenance event for Councillors will be held at Jubilee Hall on Tuesday 30th July. As the Parish Council have provided the location they have been offered two free spaces on the course. Cllr Hungin volunteered to take one of the spaces. There is still one place available. **(Action - Cllr Hungin/Clerk)**

The VAT 126 form had been completed with the total refund to Seer Green Parish Council of £12,668.52 which has now been received. The claim combines a total of £8,904.04 for the Parish Council and £3,764.48 which covers and has been paid back to the Jubilee Hall accounts. Concern had been raised by residents about Japanese Knotweed on land on Long Bottom Lane. The landowner has been contacted and the plant is being correctly dealt with. The residents will be informed.

An accompanied Wicksteed annual safety inspection was carried out for the Green Meadow playground and Recreation Ground outdoor gym. The inspection report will be reviewed at the June meeting.

A quotation was approved from a contractor to carry out work on a fallen oak tree in Green Wood. **(Action – Cllr Hughes)**

A quotation has been approved by the Pavilion Sub-Committee for new flooring for main hall and toilets. The work will be carried out in June.

VI. FINANCE:

From 1st April 2024 to 9th May 2024:-

Payments amounting to:- £37,973.91

Income received:- £51,822.88

The closing bank balances at 8th May 2024 totalled:- £123,266.28

- i. **Review the Internal Audit Report:** The internal audit report from the review on 17th April was reviewed. The auditor found that the systems are in good order and efficiently run. The auditor noted that some of the income streams were greater than had been budgeted and suggested that expected increases should be reflected in the budget. The Treasurer felt that it was better to be prudent and reflect the most expected outcome rather than the potential income. This method was agreed by the council.
- ii. **Review and approve the Annual Governance Statement for 2023/24:** The Annual Governance Statement for 2023/2024 was read out, each point was agreed, approved and statement was duly signed.
- iii. **Review and approve the Accounting Statements for 2023/24:** The detailed accounts have been reviewed and were unanimously approved. The Annual Governance and Accountability Return for 2023/24 was duly signed and will now be sent to External Auditors PKF Littlejohn for their review. The notice of Public Rights and Publication of unaudited Annual Governance and Accountability Return for 2023/24 will be placed on the noticeboard and website. **(Action – Clerk)**
- iv. **Clerk Salary :** A closed minute was recorded for the Clerks salary. **(Action – Cllr Hungin)**

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. **MOBILE VEHICLE ACTIVATED SIGN:** The data from the MVAS on School Lane was reviewed and it was found that in a two week period it captured 18,000 vehicles, 30% of which were exceeding the speed limit. To encourage further speed awareness it was unanimously agreed that the Parish Council would like to purchase a second MVAS and post so that there could also be one permanently situated on Long Bottom Lane. The Parish Council would like the second new unit, which would be positioned in School Lane, to have a positive affirmation for motorists when driving at 30mph or below to encourage driving within the speed limit. County Cllr Jackson will take this decision back to Bucks Council so they are aware. **(Action – Cllr Baddeley)**
- ii. **WEBSITE:** Cllr Brewis and the Clerk will receive website editing training on 15th May. The working group continue to develop the site content and populate it with photographs. The updates will be carried out in two parts. The day to day updates which will be carried out by the Clerk and the other updates that will need to be agreed by the Council. The live launch date is yet to be agreed. **(Action – Cllr Brewis, Cllr Tryon, Cllr Holder, Cllr Baddeley, Clerk)**
- iii. **COMMUNICATIONS WITH RESIDENTS:** The following recommendations for improved communications were agreed: The creation of a Councillors and Clerk WhatsApp group. To hold residents' surgeries hosted by at least one Councillor and the Clerk on the second Tuesday of each month, the first to be on June 11th at the Baptist Church. Increase level of interaction and pro-activity with the Community WhatsApp group but only on a broadcast basis – i.e. notification/reminders of surgeries, monthly meetings, and other significant news items/updates with the default being to point them towards our Website (which should be the principal source of communication/news). If someone is seeking to engage on a specific issue then the first default is the website but if the issue is more subjective/contentious then we suggest they attend a surgery or monthly meeting to raise it with the council. Roles and responsibilities of Councillors to be on the website as 'areas of interest' for each Councillor but the principal contact point would remain the Clerk. Monthly Councillor meetings to be held to discuss specific topics in more detail outside of the time constraints of the monthly meetings and to assist in the process of team building.
- iv. **COUNCILLOR ROLES AND RESPONSIBILITIES:** The Chairman will contact each Councillor individually to discuss the roles and responsibilities they wish to be involved with. **(Action – Cllr Hungin)** An annual commitments document will be developed with Cllr Tryon. The recommendations will be brought back to the June meeting. **(Action – Cllr Hungin, Cllr Tryon)**

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

- i. **JUBILEE HALL:** The hall continues to be well used and is running smoothly. Maintenance work has been completed during the Easter holidays. There are plans to upgrade the entrance lighting and improve the door opening systems.
- ii. **PAVILION:** The Pavilion Sub Committee will hold a meeting in the next month. **(Action – Cllr Hungin, Cllr Anderson, Cllr Baddeley)** Little Ducklings have had their AstroTurf installed which was seen as a successful improvement. A rent proposal will be circulated for discussion and agreement at the next meeting. **(Action – Cllr Hungin)**
- iii. **BIODIVERSITY:** The Brownies have completed a survey of Spanish Bluebells in Green Wood. They have mapped the invasive species so that next year they will be cut back to prevent further setting of seeds. The cemetery guidelines for tending graves will be updated to include a rule about not planting Spanish Bluebells in the cemetery. **(Action - Cllr Baddeley, Clerk)** Recommendations are being developed to communicate what biodiversity/environmental initiatives households can do for themselves. Plans and quotes are being prepared for a possible flower meadow. **(Action - Cllr Baddeley)**
- iv. **PARISH COUNCIL PROPERTIES, OPEN SPACES AND SERVICES:** The Scouts have offered to clean the play equipment in Green Meadow in June. 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. **(Action – Councillors)** A meeting will be organised to review the edge of the Recreation Ground to determine what boundary work is required. **(Action Clerk, Councillors)** Castle Water will be contacted to transfer the water meter for the cricket square to the Parish Council and have the water reinstated. **(Action – Cllr Hungin, Clerk)** Jordans Environment Trust have agreed to fund a new Community Noticeboard for the side of Seer Green Baptist Church. It was agreed that the board will

be purchased by the Parish Council and installed by a local contractor. **(Action – Cllr Holder, Clerk)**

- X. INFORMATION ITEMS:** A heartfelt thank you was given to the outgoing Chairman, Mandy Thomas. Mandy led many successful projects that enhanced the village and we give our grateful appreciation for these improvements which will be enjoyed by residents for many years to come.

The meeting closed at 9.20pm

NEXT MEETING – The next Parish Council Meeting will be held on Tuesday 4th June 2024 at 7.30pm at Seer Green Baptist Church, Wood Pond Close, Seer Green, HP9 2XG.