

**LACEY GREEN PARISH COUNCIL MEETING
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON MONDAY 11TH APRIL 2016 AT 7.30PM
IN SPEEN VILLAGE HALL**

PRESENT

Cllrs C Davies (Chairman), R Craft, P Suter, T Molesworth and Mrs M Hughes
Clerk – Susanne Griffiths
Clerical Assistant– Jayne Mylchreest
3 members of the public

1. APOLOGIES FOR ABSENCE

No apologies were received.

2. MINUTES

The Minutes of the previous meeting of the Parish Council meeting on the 7th March 2016 having been circulated were approved by the Meeting and signed by the Chairman.

3. DECLARATIONS OF INTEREST

Members were asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting. None were declared.

4. MATTERS ARISING NOT OTHERWISE ON THE AGENDA FOR INFORMATION ONLY.

A quotation has been received to create a logo for the Parish Council stationery.

A quotation of £50.00 has been received to create and supply a logo for the Parish Council's approval. Discussed under Agenda Item No. 11 page 9/16 7th March 2016.

All present agreed to accept the quotation. Cllr C Davies agreed to send photographs of the Lacey Green windmill on the Chairman's badge and to contact the supplier of the badge to obtain the original drawing used, to send to the creator and supplier of the logo. **All present agreed** to include as an Agenda item for the next meeting to consider a design.

CD/JM

Work at the Studridge Lane Pond Speen on October 8th

Cllr R Craft advised the members that a quotation for a skip has been requested and permission has been granted from a resident to use their drive to park a vehicle containing the tools required. The Clerk is requested to obtain a quote for the pollarding of the trees as discussed under Agenda item 4 page 5/16 on the 7th March 2016.

JM

5. REPORT FROM P.C. TURNHAM CONCERNING SPEED WATCH

P.C. Turnham reported on how the Speed watch campaign was originally set up and the areas that are covered. A visit to a location will take place to decide whether a campaign can be set up with a team of at least 3 people. He explained how the data captured is collated and the procedure regarding the letters which are sent to the motorists that are recorded driving in excess of the speed limits.

6. REPORT ON DISTRICT AND COUNTY COUNCIL MATTERS RELATING TO THE LACEY GREEN PARISH FROM COUNTY COUNCILLOR C ETHOLEN AND DISTRICT COUNCILLOR G PEART

Cllrs .C Etholen and Cllr G Peart sent their apologies as they were unable to attend. Cllr G Peart sent the following report:-

The planning application 16/05305/FUL for Pye Croft in Speen has proved to be controversial with a number of local residents opposed to the 'cutting edge' modern design of the new house, therefore this application will be decided by the Planning Committee.

The closure of the King William IV is disappointing and steps are being taken to try to find a way to have it reopened again. This may require an approval of a Planning Application.

The Hampden Row telephone exchange will be put on a list for an upgrade to fibre. In the meantime Openreach have done some work on the existing equipment and download speeds for many in Speen and also Great Hampden have increased from a pedestrian 2.5 Mbps to between 7 and 10 Mbps.

The application for a grant from Community Infrastructure Levy fund by the Art House Pavilion of £20,000 has been successful. This is part funding to renovate a barn for an extension of the art projects already running.

7. PLANNING APPLICATIONS

A. To consider New Planning Applications

15/08457/FUL

Address: Margene Main Road Lacey Green Buckinghamshire HP27 0QN

Proposal: Householder application for construction of new detached garage and removal of existing garage (part retrospective). **The Parish Council has no objections.**

16/05756/TPO

Address: 8 Hambye Close Lacey Green Buckinghamshire HP27 0QZ

Proposal: Reduce T1 Yew's overall height by 0.5 metres and the radial spread by up to 2.5 metres in order to redress balance and improve shape. (More growth will be removed from the section of the tree extended over the neighbour's garden than elsewhere). Minor lower growth to be removed also to raise the crown to 2.5 metres without compromising screening from house to rear. **The Parish Council will abide by the decision of the Arboriculturalist.**

16/05648/FUL

Address: 23 Woodbank Loosley Row Buckinghamshire HP27 0TS

Proposal: Householder application for replacement of two ground floor rear doors & one rear window with bi-fold doors & a side door to bi-fold door. **The Parish Council has no objections.**

16/05305/FUL

Address: Pyecroft Chapel Hill Speen Buckinghamshire HP27 0SP

Proposal: Demolition of existing dwelling and erection of replacement 5 bed dwelling with detached garage
The Parish Council has no objections.

16/05875/FUL

Address: The Thatched Cottage Hampden Road Speen Buckinghamshire HP27 0RU

Proposal: Application to re-locate existing implement shed **The Parish Council has no objection to the moving of the existing timber garage from the garden of the Thatched Cottage and to its relocation on the neighbouring GB4 land as an implement shed.**

16/05810/FUL

Address: Woodland View Studridge Lane Speen Buckinghamshire HP27 0SG

Proposal: Householder application for raising of roof in part & alterations incorporating dormer window to South elevation and construction of single storey side extension following demolition of existing single storey element
The Parish Council has no objections.

B. To Receive Notice of Planning Applications Approved

15/08565/FUL

Decision

Application Permitted

Address: 10 Abbotswood Speen Buckinghamshire HP27 0SR

Proposal: Householder application for construction of single storey side/rear extension, extension of first floor dormer and fenestration alterations.

15/08457/FUL

Decision

Application Permitted

Address: Margene Main Road Lacey Green Buckinghamshire HP27 0QN

Proposal: Householder application for construction of new detached garage and removal of existing garage (part retrospective)

C. To Receive Notice of Planning Applications Refused

16/05431/TPO

Address: Omega Cottage Loosley Hill Loosley Row Buckinghamshire HP27 0PD

Proposal: Remove T1 Beech and T2 Horse Chestnut

D. To Receive Notice of Planning Applications Withdrawn

None

E. To Receive Notice of Appeals

None

8. APPROVAL OF THE ACCOUNTS FOR PAYMENT IN ACCORDANCE WITH THE BUDGET.

vat

April	s/o	Risk Assess	K Dobson - Risk Assessment Duties (March)	34.30		34.30
April	1526	Grant	Speen Playing Fields	750.00		750.00
April	1527	Grant	Speen Village Hall	500.00		500.00
April	1528	Grant	St. Johns Church	200.00		200.00
April	1529	Grant	Lacey Green Windmill Restoration Committee	200.00		200.00
April	1530	Grant	Lacey Green Village Shop	200.00		200.00
April	1531	Grant	Risborough Area Community Bus	500.00		500.00
April	1532	Grant	Rural Community Defibrillators	500.00		500.00
April	1533	Grant	The Chilterns Conservation Board	200.00		200.00
April	1534	Grant	Speen Baptist Church	200.00		200.00
April	1535	Grant	Lacey Green & Loosley Row Village Hall	100.00		100.00
April	1536	Grant	Community First Responders	250.00		250.00
April	1537	Maintenance	PRTC - remove timber bus shelter/remove post GOR/remove swing seat at playground	110.00	22.00	132.00
April	d/d	Subs	CPRE - Annual Subscription	36.00		36.00
April	s/o	Maintenance	PRTC 01/10- Maintenance duties	280.00	56.00	336.00
April	s/o	Salaries	April Salaries	378.57		378.57
April	s/o	Salaries	BCC Local Government pension scheme	101.60		101.60

Receipts - TSB - Bank Interest £1.59 Speen Playing Fields £ 60.00 BCC £ 2545.04 PRTC (picnic bench) £ 336.00 Bank Balance £ 62, 096.51 (allowing for the entries above).

The receipts for March and payments for April were examined by the Council. The above payments for April were **approved by all present** and the necessary cheques signed.

The Clerk presented the accounts together with the bank statements and bank reconciliation for the members' consideration together with a copy of all standing orders and direct debits made from the Parish Council account.

All present agreed that the accounts were being handled in a satisfactory manner and the monies were all accounted for.

9. CORRESPONDENCE RECEIVED BY THE PARISH COUNCIL

Monthly Risk Assessment

The March monthly risk assessment highlighted two medium risk issues. (1) The bus shelter next to the school on Main Road Lacey Green has been damaged by a vehicle. Police reference number URN 6620216. The shelter has been taped off and warning signs placed on it. A claim on the vehicle owner's insurance Company is in progress. The Clerk has obtained 3 quotations for a replacement to be discussed as Agenda item No. 21. (2) The bus shelter at New Road Walters Ash damaged in a storm has been removed. The 3 quotations to replace the bus shelter will be discussed as Agenda item No. 20.

A post at the Garden of rest has been damaged and removed. As this is a health and safety issue the Clerk is requested to obtain a quotation to replace the post.

JM

An email has been received from a resident regarding comments made by the Parish Council to a planning application

The resident expressed concerns that the Parish Council was not aware of recent findings at the site when submitting its comments regarding a planning application to Wycombe District Council. A response to the resident was agreed for the Clerk to send.

JM

An email has been received from the Wycombe District Association of Local Councils

A Councillor briefing event on Planning is to take place on Wednesday 20th April 2016. Cllrs R Craft and P Suter agreed to attend.

RC/PS/JM

A Minor Grant Application has been received from a resident

A grant application for £ 150 from a resident has been received. The grant will be used to fund the recording of a debut album. The Lacey Green Parish Council considered the request but felt that it could not use the precept money to support individual residents. The Clerk is requested to contact the applicant to inform him of the decision and wish him success with the recording of his album.

10. REPORTS ON THE ROADS, VERGES AND RIGHTS OF WAY IN THE PARISH

The Clerk introduced a form to the members to complete when reporting an issue. This will enable accurate reporting and monitoring.

11. A PROPOSAL FOR LEASING THE PLAYGROUND IN SPEEN

Cllr R Craft gave an update on the progression of the lease contracts.

12. REVIEW OF THE FINANCIAL REGULATIONS

A revised version of the Regulations has been circulated to the members encompassing the changes in the law relating to the council complying when awarding or tendering a contract which is valued at more than £25,000. Cllr C Davies proposed adopting the revised Financial Regulations. Seconded by Cllr R Craft.

All present agreed.

13. APPLICATION FOR A MEMORIAL IN THE GARDEN OF REST

An application has been received for a memorial in the Lacey Green Garden of Rest.

All present agreed to defer the decision to the next Parish Council meeting in May to enable Cllr C Davies to contact the applicants to discuss the memorial.

CD

14. FILLING A VACANCY FOR A COUNCILLOR BY CO-OPTION

All present agreed that the Parish Council should now proceed in filling the casual vacancy by co-option and to advertise the vacancy until the 30th June 2016. Anyone interested will be invited to attend the meeting in July 2016. The vacancy is to be advertised in The Hallmark, in the Village Shop and posted on the notice board and website.

SG

15. APPOINTMENT OF REPRESENTATIVES TO THE WYCOMBE DISTRICT ASSOCIATION OF LOCAL COUNCILS

The Clerk informed the members that there are 4 W.D.A.L.C. meetings a year and the Parish Council can have 2 representatives. **All present agreed** to appoint Cllrs C Davies and M Hughes. The Clerk is requested to advise the W.D.A.L.C.

JM

16. THE USE OF VARIABLE DIRECT DEBITS FOR PAYMENT OF ANNUAL SUBSCRIPTIONS

Cllr C Davies proposed the use of variable direct debits for payment of annual subscriptions. Seconded by Cllr P Suter. **All present agreed.**

17 .THE USE OF BANKERS STANDING ORDERS FOR PAYMENTS

Cllr C Davies proposed the use of standing orders for payment of salaries, pension contributions and monthly risk assessments. Seconded by Cllr P Suter. **All present agreed.**

18. CONVERTING A LOAN TO SPEEN VILLAGE HALL TO A GRANT

A request has been received from Speen Village Hall requesting that a loan granted in April 2013 be converted to a grant. Cllr R Craft proposed to convert the loan to a grant. Seconded by Cllr C Davies. **All present agreed.** The Clerk is requested to contact Speen Village Hall.

JM

19. APPROVAL OF THE GARDEN OF REST FEES.

All present agreed to approve the fees as set out in Appendix 1. The Clerk is requested to arrange for the fees to be uploaded to the website.

JM

20. THE PREFERRED SUPPLIER FOR THE REPLACEMENT BUS SHELTER AT NEW ROAD WALTERS ASH

The Clerk had previously circulated 3 quotations to the members

- a) Supplier 1 - The Surrey £ 9,290.00 + vat
- b) Supplier 2 - The Guildford £ 6,778.82 + vat
- c) Supplier 3 £ 6,900.00 +vat

Cllr C Davies proposed to accept quotation (b). Seconded by Cllr R Craft. **All present agreed.**

The Clerk is requested to issue a work order.

JM

21. THE PREFERRED SUPPLIER FOR THE REPLACEMENT BUS SHELTER AT MAIN ROAD LACEY GREEN

The Clerk had previously circulated 3 quotations to the members

- a) Supplier 1 £ 5,770.00 + vat
- b) Supplier 2 £ 6,600.00 + vat (to include removal of existing shelter)
- c) Supplier 3 £ 5,950.00 + vat

Cllr C Davies proposed to accept quotation (b).Seconded by Cllr R Craft. **All present agreed**

22. REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE ATTENDED ON BEHALF OF THE PARISH COUNCIL

Reports were received from the members on the meetings that they had attended on behalf of the Council.

23. AGENDA ITEMS FOR THE NEXT MEETING

To receive the Internal Auditors Report for the Year 2015/16

To approve the Accounts for the year 2015/16 and the Annual Governance Statement of the Annual Return

To decide on the Annual Review of the Effectiveness of the Internal Audit

To consider the design for the Parish Council logo

To discuss and decide whether to approve the right to place a small memorial plaque on the kerbing at the Garden of Rest

24. DATE OF NEXT MEETING.

The next meeting of the Parish Council will take place on Monday 16th May at 2016 at Lacey Green Village Hall at 7.30pm. There being no further business to discuss the Meeting closed at 9.26pm.

Chairman.....

Date.....

Page 15 /16

LACEY GREEN GARDEN OF REST – TABLE of FEES

The fees, payments and sums set out below apply:

<u>PART I – INTERMENTS</u>			
<u>For the interment:</u>		Resident	Non Resident If permitted
(a)	of the body of a stillborn child and a child whose age at the time of death did not exceed sixteen years (burials for out of parish children will be charged a the normal parish rate)	£0.00	£ 0.00
(b)	of the body of a person whose age at the time of death exceeded sixteen years (burial)	£250.00	£500.00
(c)	of the body of a person whose age at the time of death exceeded sixteen years (cremated remains)	£150.00	£ 300.00

Charges for re-opening a plot:

(a)	of the body of a person whose age at the time of death exceeded sixteen years (burial)	£150.00	£300.00
(b)	of the body of a person whose age at the time of death exceeded sixteen years (cremated remains)	£75.00	£150.00

PLACING A MEMORIAL STONE

For the right to erect or place a memorial			
A stone memorial		£150.00	£150.00

FEES FIXED FOR SEARCHES OF

REGISTER BOOKS & PROVISION OF CERTIFIED COPIES OF ENTRIES £25.00 per hour

The Register of Burials shall at all reasonable times be available for inspection by any person free of charge.

The following are eligible for Resident rates:

- (i) where the person to be interred was, immediately before his/her death, was an inhabitant or parishioner of the Parish of Lacey Green
- (ii) In the case of a stillborn child, or of a child whose age at the time of death did not exceed one year, where the parents (or one of them) are, or at the time of interment were such inhabitants or parishioners
- (iii) where a Lacey Green resident has passed away in a nursing home or hospice outside the town.

Interments accepted by the Council with less than three working days' notice or to take place on non-working days will incur additional charges.

All the above fees, payments and sums are VAT exempt.

Note: please note fees subject to change without prior notice