

The Lee Parish Council

DRAFT Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC)
held in the Parish Hall on Thursday, 12th July 2018

Present	Councillor C Sully (Chairman)	CS
	Councillor A Weir	AW
	Councillor S Morris	SM
	Councillor C Perry	CP
	Councillor R Fowler	RF
	Councillor D Chinnery	DC
	County Councillor T Birchley	TB
	Mrs H Farrelly (Clerk)	HF
Apologies	Councillor C Little	CL
	District Councillor N Rose	NR

Agenda Number		Action	Item
1.	APOLOGIES FOR ABSENCE CL and NR had sent their apologies		18/49
2.	APPROVAL OF MINUTES OF PREVIOUS MEETING The minutes of the Parish Council Meeting held on Tuesday 8 th May 2018 were approved with the following amendments: <ul style="list-style-type: none"> 18/42/ii – should read ‘.....replacement water <u>butt</u> covers’ 18/46 HS2 Hybrid Bill – should be minute number 18/47, with all proceeding minute numbers following suit. The Chairman signed the minutes and a copy will be published on the website.	CS	18/50
3.	MATTERS ARISING FROM MINUTES NOT ITEMISED SEPERATELY		18/51
	PRIVACY NOTICE CS had circulated a proposed privacy notice for the TLPC and invited comments from Councillors. Having received a number of comments the privacy notice was redrafted and circulated to Councillors, prior to the meeting. Councillors were happy to approve the circulated privacy notice. A copy will be published on the website and will also be highlighted in the next newsletter.	CS/HF	18/51/1

Agenda Number		Action	Item
4.	<p>DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS</p> <p>Councillors noted that CS was a neighbour of a current planning application (PL/18/2199/FA)</p>		18/52
5.	<p>REPORT FROM COUNTY/DISTRICT COUNCILLORS</p> <p>TB updated TLPC on the following matters:</p> <ul style="list-style-type: none"> • BCC were currently reviewing budgets for Children’s Services and Schools due to ever increasing demands in the area. • £5million has already been spent on road maintenance; the jet patcher is currently working in the area. • BCC continue to work on redevelopment plans of High Wycombe and Chesham. • Luton airport is currently in consultation for a major expansion to increase flight numbers, although the consequence on air space is unclear at this time. <p>CS highlighted concerns on a number of local issues, including white line painting in Oxford Street, road maintenance on Chesham Lane and unsatisfactory gully clearance in the Parish. CS commented that despite numerous communications a level of frustration was building with the lack of action on these points and requested a meeting with relevant parties (TfB) to move matters on. TB agreed to arrange the meeting to address the outstanding issues and was happy to attend with CS/CL/HF.</p> <p>DC highlighted the health and safety concerns of the rotten and unsafe flight of steps and handrail on footpath TLE/10. DC confirmed that Sophie David at Rights of Way was aware of the issue and that a survey had been carried out but due to lack of resources (ROW), had not been repaired. TB agreed to take this matter up with the necessary parties.</p> <p>CP would report the missing Halt road sign in TLPC through the BCC website.</p> <p>TB left the meeting at 7.50pm</p>	<p>TB/CS CL/HF</p> <p>DC/TB</p> <p>CP</p>	18/53
6.	<p>COMMENTS OR QUESTIONS FROM THE PUBLIC</p>		18/54
	<p>DUKE OF EDINBURGH GROUPS</p> <p>DC had received a complaint from a member of the public with regard to the conduct of groups of young people carrying out Duke of Edinburgh (DofE) exercises in the local area, specifically with the issue of rubbish and how they are walking along country roads.</p> <p>DC had spoken to organisers recently about the problem but councillors recognised there was a wider issue with significant numbers of groups using the area for their awards. CS</p>		18/54/1

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	agreed to make further contact with DofE regarding the code of conduct of groups whilst in the area and would also make contact with Braidwood Campsite, the local camping facility that is used by DofE groups to emphasise the issue.	CS																			
7.	CLERKS REPORT		18/55																		
	<p>The new clerk (HF) had suggested a move to cloud storage for Parish Council documents, allowing easy access to shared documents at all times. HF would be working on building a document library over the coming months.</p> <p>HF also suggested a review of banking services and the move to using online banking in addition to the current banking methods used at present. Councillors noted that consideration of the TLPC current financial regulations would need to be reviewed if online banking were to commence.</p>	<p>HF</p> <p>HF</p>																			
8.	FINANCE & GOVERNANCE		18/56																		
8.1	<p>FINANCIAL REPORT FROM FINANCIAL COMMITTEE ON ACCOUNTS TO 31ST MAY 2018</p> <p>The Finance Committee reported on the accounts from 1st April – 31st May 2018:</p> <table border="1" data-bbox="272 1128 1166 1301"> <tr> <td>Income</td> <td>£7,352.95</td> </tr> <tr> <td>Expenditure</td> <td>£864.48</td> </tr> <tr> <td>Closing Balance (current account)</td> <td>£8,429.31</td> </tr> <tr> <td>Reserve Account</td> <td>£9,410.15</td> </tr> </table> <p>Councillors noted the following reserve information from the 31st March 2018:</p> <table border="1" data-bbox="272 1464 1166 1756"> <tr> <td>Total Reserve Balance</td> <td>£11,104.89</td> </tr> <tr> <td>Allotment Deposits</td> <td>£710.00</td> </tr> <tr> <td>Playground Reserve</td> <td>£3,500.00</td> </tr> <tr> <td>Anderson Seat Reserve</td> <td>£1,000.00</td> </tr> <tr> <td>General Reserve</td> <td>£5,894.89</td> </tr> </table> <p>The recent internal audit carried out by IAC highlighted three observations which Councillors were happy to accept:</p> <ol style="list-style-type: none"> 1. The Council should ensure that when approving the precept the actual value of the precept to be requested is recorded in the minutes. 2. The Council should ensure that claims for VAT refunds are made promptly after the conclusion of the year end audit. 	Income	£7,352.95	Expenditure	£864.48	Closing Balance (current account)	£8,429.31	Reserve Account	£9,410.15	Total Reserve Balance	£11,104.89	Allotment Deposits	£710.00	Playground Reserve	£3,500.00	Anderson Seat Reserve	£1,000.00	General Reserve	£5,894.89		18/56/1
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	<p>3. Invoices should be signed/certified as required under the Councils Financial Regulations.</p> <p>Councillors accepted the findings of the internal audit report carried out on the 29th May 2018.</p>		
8.2	<p>INVOICES APPROVED AT FINANCE MEETING</p> <p>The following invoices were approved for payment at the recent Finance meeting which took place on 3rd July 2018:</p> <ul style="list-style-type: none"> • Chq No: 101033/ROSPA – Playground Inspection - £109.20 • Chq No: 101034/IAC – Internal Audit Services - £180.00 • Chq No: 101035/All Seasons – Landscape Services - £309.00 • Chq No: 101036/DCK Accounting Solutions – Payroll - £54.00 • Chq No: 101037/H Farrelly Salary – Clerk Salary - £337.54 • Chq No: 101038/L V Hullen Salary – Clerk Salary - £590.44 • Chq No: 101040/W J Steule – Jubilee Well - £1100.00 		18/56/2
8.3	<p>INVOICES TO PAY</p> <p>The following invoices had been received since the finance meeting on the 3rd July 2018. Following review Councillors approved the following payments:</p> <ul style="list-style-type: none"> • Chq No: 101041/All Seasons – Landscape Services - £106.00 • Chq No: 101039HMRC – Clerk Tax - £84.20 • Chq No: 101042/C Sully Expenses – Banner - £52.08 • Chq No: 101043/All Seasons – Annual Contract Fee - £876.00 • Chq No: 101044/D Chinnery – Expenses - £77.00 		18/56/3
8.4	<p>ACCOUNTING STATEMENTS 2017/18</p> <p>A review of the accounting statements for the year ending 31st March 2018 took place at the Finance meeting. In response to the review CS noted the following:</p> <p><i>The balance figure brought forward from 2015/16 was in error. At the time, the statements were recorded and audited as correct. Consequently the auditors for 2016/17 (Mazars) made two retrospective adjustments, one which was correct with the other adjustment not taking into account a £15.00 cheque payment that had not been cashed at the year-end.</i></p> <p>Councillors approved the amended accounts.</p>		18/56/4
8.5	<p>ANNUAL AUDIT REPORT 2017/18</p> <p>Councillors noted and approved the annual audit report prepared by IAC Audit and Consultancy Limited.</p>		18/56/5
8.6	<p>ANNUAL GOVERNANCE STATEMENT 2017/18</p>		18/56/6

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	<p>Councillors approved the circulated annual governance statement, which took into account the recent valuation of parish assets, which took place in March 2018.</p> <p>CS confirmed that the above statements and reports will be published on the website before the end of July. An external audit will not be required.</p>	CS	
9.	COUNCIL PROPERTY – REPORTS AND ACTIONS		18/57
9.1	<p>PLAYGROUND (SM)</p> <p>ROSPA had recently carried out an inspection of the playground and a comprehensive report had been circulated to TLPC highlighting actions to be taken.</p> <p>HF had forwarded a number of actions to Playground Facilities and had received a quotation for works to be carried out. SM agreed to continue conversations with Playground Facilities regarding the scope and cost of the works and would report back to the TLPC.</p> <p>Other ‘Low Risk’ actions from the report remaining outstanding.</p>	SM CS/HF	18/57/1
9.2	<p>GRASS, TREES & HEDGES (CP)</p> <p>CP had circulated a report prior to the meeting, which was noted.</p> <p>Concerns over a large area of stinging nettles was discussed and HF would contact All Seasons to confirm if they would be happy to address this and the costs involved. In addition, the football pitch had been asked to be cut shorter, and appears to not have been. HF would take this up with All Seasons.</p> <p>TLPC wished to thank DC and the task force for the work that had taken place regarding the fencing.</p>	HF	18/57/2
9.3	<p>ALLOTMENTS (AW)</p> <p>Two quotes have been received for the replacement wooden covers for the water troughs. After careful consideration TLPC agreed to grant Nick Batty the job; AW would contact both contractors to let them know the outcome.</p> <p>One allotment holder had requested standing water taps. AW confirmed that TLPC had a no hosepipe policy and any tap would require a key to unlock it - as on the waterway/river networks.</p> <p>Many thanks to All Seasons for cutting the grass in the plantation and areas surrounding some plots.</p>	AW	18/57/3

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	<p>HF would contact All Seasons to establish costs for brush cutting of overgrown allotments as well as addressing the nettles by the willow maze.</p> <p>The foot path through the allotments has now bedded in/settled down following work to bury the overhead power cable and is now grass covered except near the Oxford Street gate. HF would chase Freedom regarding the removal of poles.</p> <p>The Scouts have sanded and treated 2 benches in the play area. The bench at Swan Bottom cross roads has also been treated.</p> <p>Many thanks to the Scouts and Tom Brockett for organising this.</p>	<p>HF</p> <p>HF</p>	
<p>9.4</p>	<p>OTHER ASSETS (RF)</p> <p><u>Jubilee Well</u> The Jubilee Well refurbishment has now been completed. The padlock has been removed and a lockable bolt has been replaced which is a requirement of the terms of TLPC insurance policy.</p> <p>Discussions took place regarding the maintenance of the paving surrounding the well. HF would contact All Seasons to ascertain whether they are able to carry out the weeding in this area.</p> <p><u>War Memorial</u> The War Memorial is in need of repointing before winter. In addition, some consideration is needed to the re-carving of names on the memorial as these are showing significant signs of wear and tear. RF would make enquires as to costs and feasibility of this work.</p> <p><u>Rural Bus Survey</u> TLPC noted that BCC were conducting a bus survey, which was due to close on the 20th July (https://www.bucksc.gov.uk/services/transport-and-roads/buses-and-trains/council-supported-rural-bus-survey/)</p>	<p>HF</p> <p>RF</p>	<p>18/57/4</p>
<p>10.</p>	<p>FOOTPATHS</p> <p>DC reported that there was a washout on the path TLE/28B2 at Field End and the leaning finger post on Chesham lane at TLE/18(F)/4 opposite Kingsvale Farm.</p> <p>The stile issue on TLE/7/10 raised by a local resident has been followed up by BCC ROW but no response has been received and enforcement action is being considered.</p> <p>Further tree clearance has been carried out by the Stewart Liberty estate on TLE/11 in Lordling Wood.</p>		<p>18/58</p>

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	<p>DC is awaiting a BCC ROW report on the steps handrail on Chesham Lane at TLE10/1 which is unstable.</p> <p>Copies of ROW maps for the parish have now been received in A2 size. DC confirmed that he will be reviewing Councillor allocations of areas for monitoring.</p> <p>DC urged all Councillors to report identified issues on allocated footpaths individually on the BCC website and to also report the matter to DC for monitoring of action and further updates.</p>	<p>DC</p> <p>All Cllrs</p>																									
11.	<p>ROADS</p> <p>This matter was discussed under minute 18/53.</p>		18/59																								
12.	<p>PLANNING APPLICATIONS</p>		18/60																								
12.1	<p>RECENT DECISIONS ON PLANNING</p> <p><u>Comments Submitted</u></p> <table border="1" data-bbox="188 1084 1220 1666"> <thead> <tr> <th data-bbox="188 1084 461 1167">Reference</th> <th data-bbox="461 1084 820 1167">Address</th> <th data-bbox="820 1084 1220 1167">Decision/ Response from TLPC</th> </tr> </thead> <tbody> <tr> <td data-bbox="188 1167 461 1417">CH/2018/0420/FA</td> <td data-bbox="461 1167 820 1417">The Cart House, Three Gates Farm, Arrewig Lane</td> <td data-bbox="820 1167 1220 1417">Referred to previous objections made in previous application; no additional objections made with this application No decision yet</td> </tr> <tr> <td data-bbox="188 1417 461 1581">CH/2018/2235/FA</td> <td data-bbox="461 1417 820 1581">1 & 2 Kingswood Cottage, Swan Lane, The Lee, HP16 9NU</td> <td data-bbox="820 1417 1220 1581">No decision yet; likely to be called in the Planning Committee</td> </tr> <tr> <td data-bbox="188 1581 461 1666">CH/2018/0809/FA</td> <td data-bbox="461 1581 820 1666">Brunsgreen, Swan Lane, The Lee, HP16 9LD</td> <td data-bbox="820 1581 1220 1666">No objections</td> </tr> </tbody> </table> <p><u>Decisions</u></p> <table border="1" data-bbox="188 1789 1220 2074"> <thead> <tr> <th data-bbox="188 1789 461 1832">Reference</th> <th data-bbox="461 1789 820 1832">Address</th> <th data-bbox="820 1789 1220 1832">Decision</th> </tr> </thead> <tbody> <tr> <td data-bbox="188 1832 461 1955">CH/2018/0466/FA</td> <td data-bbox="461 1832 820 1955">The Barn House, Oxford Street, Lee Common, HP16 9JP</td> <td data-bbox="820 1832 1220 1955">Conditional Permission</td> </tr> <tr> <td data-bbox="188 1955 461 2040">CH/2018/0546/FA</td> <td data-bbox="461 1955 820 2040">High Tor, Village Road, Lee Common, HP16 9LA</td> <td data-bbox="820 1955 1220 2040">Conditional Permission</td> </tr> <tr> <td data-bbox="188 2040 461 2074">CH/2018/0565/FA</td> <td data-bbox="461 2040 820 2074">Kings Vale Farm, Swan</td> <td data-bbox="820 2040 1220 2074">Conditional Permission</td> </tr> </tbody> </table>	Reference	Address	Decision/ Response from TLPC	CH/2018/0420/FA	The Cart House, Three Gates Farm, Arrewig Lane	Referred to previous objections made in previous application; no additional objections made with this application No decision yet	CH/2018/2235/FA	1 & 2 Kingswood Cottage, Swan Lane, The Lee, HP16 9NU	No decision yet; likely to be called in the Planning Committee	CH/2018/0809/FA	Brunsgreen, Swan Lane, The Lee, HP16 9LD	No objections	Reference	Address	Decision	CH/2018/0466/FA	The Barn House, Oxford Street, Lee Common, HP16 9JP	Conditional Permission	CH/2018/0546/FA	High Tor, Village Road, Lee Common, HP16 9LA	Conditional Permission	CH/2018/0565/FA	Kings Vale Farm, Swan	Conditional Permission		18/60/1
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		Bottom, The Lee, HP16 9NQ								
	CH/2018/0824/FA	Birches, Sly Corner, Lee Common, HP16 9LD	Conditional Permission							
	<p><u>Comments to be Submitted</u></p> <table border="1" data-bbox="188 465 1222 595"> <thead> <tr> <th data-bbox="188 465 464 510">Reference</th> <th data-bbox="464 465 1222 510">Address</th> </tr> </thead> <tbody> <tr> <td data-bbox="188 510 464 555">PL/18/2199/FA</td> <td data-bbox="464 510 1222 555">Red Lion House, Red Lion Road, The Lee, HP16 9NF</td> </tr> <tr> <td data-bbox="188 555 464 595">PL/18/2320/FA</td> <td data-bbox="464 555 1222 595">Rosewood House, Cherry Tree Lane, Lee Common, HP16 9LB</td> </tr> </tbody> </table> <p><u>Construction Traffic 'Informatives'</u></p> <p>Councillors discussed issues that have arisen regarding on and off-street parking of construction traffic in the area. At the suggestion of the DC, CDC Planning Committee placed two 'Informatives' on the planning consent of some redevelopment of properties in the area. It was suggested for future applications where construction traffic may be an issue that the following informatives be applied:</p> <ol style="list-style-type: none"> 1. No vehicles associated with the building operations on the development site shall be parked on the public highway so as to cause an obstruction. Any such wilful obstruction is an offence under S137 of the Highways Act 1980 (as amended). 2. Due to the close proximity of the site to existing residential properties, the applicants' attention is drawn to the Considerate Constructors Scheme initiative. This initiative encourages contractors and construction companies to adopt a considerate and respectful approach to construction works, so that neighbours are not unduly affected by noise, smells, operational hours, vehicles parking at the site or making deliveries, and general disruption caused by the works. <p>By signing up to the scheme, contractors and construction companies commit to being considerate and good neighbours, as well as being clean, respectful, safe, environmentally conscious, responsible and accountable. The Council highly recommends the Considerate Constructors Scheme as a way of avoiding problems and complaints from local residents and further information on how to participate can be found at www.ccscheme.org.uk.</p> <p>CS agreed to discuss this further with NR and to investigate whether CDC have a parking policy.</p>		Reference	Address	PL/18/2199/FA	Red Lion House, Red Lion Road, The Lee, HP16 9NF	PL/18/2320/FA	Rosewood House, Cherry Tree Lane, Lee Common, HP16 9LB	CS/NR	
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PL/18/2320/FA	Rosewood House, Cherry Tree Lane, Lee Common, HP16 9LB									
12.2	<p>REDEVELOPMENT OF KINGSGATE FARM</p> <p>The Parish clerk had received a letter and proposals from Acorus Rural Property Services regarding the redevelopment of the land and buildings at Kingsgate Farm, Lee Gate.</p> <p>Councillors agreed to seek further clarification from Acorus on what specifically was being offered/proposed – CS would write back to Acorus requesting a meeting with them in September.</p>		CS	18/60/2						

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	In addition Councillors agreed to engage with the local community via the Lee Forum and the drop-in stand at The Lee Flower Show on the proposals and request feedback from residents to forward onto Acorus.	CS	
13.	PARISH COMMUNICATIONS		18/61
13.1	<p>ANNUAL PARISH MEETING</p> <p>The recent annual Parish meeting, which took place on the 22nd May 2018 was well attended. The meeting heard updates from Leaside Nursery and Lee Common School on nursery provision within the area and generated a lively discussion from the public. The meeting also received updates on planned work in 2017/18 from HS2 contractors and from the Chair of the Parish Council</p>		18/61/1
13.2	<p>UPDATE ON ITEMS FOR NEXT NEWSLETTER</p> <p>The next newsletter would be published in September. It was agreed that the following items would form part of the Parish Council article:</p> <ol style="list-style-type: none"> 1. Approved Privacy Notice 2. Redevelopment of the playground fort through HS2 grant funds 3. Finance and Governance statements for 2016/17 	CS/HF	18/61/2
14.	HS2 HYBRID BILL		18/62
14.1	<p>GENERAL UPDATE</p> <ul style="list-style-type: none"> • CS attended a presentation, the previous week, by HS2 contractors at St Mary's Church, Wendover. • The HS2 drop-in on viaduct design at Ballinger on August 9th has been cancelled (by HS2). <i>[Post-meeting note... and re-instated with a different remit.]</i> • The next 3-Parishes meeting with HS2 is on July 31st. 		18/62/1
14.2	<p>HS2 GRANT APPLICATION</p> <p>TLPC have been granted £44K from HS2 Groundworks for the replacement of the fort in the playground. Three documents have been sent for completion to process the grant and a meeting was arranged with SM/DC/CS/HF for 17th July to discuss this matter further.</p> <p>In due course TLPC will announce the grant to the community when clarification on commencement and completion of the project have been established. In the interim, information regarding the grant will be available on the drop-in stand at The Lee Flower Show on the 21st July 2018.</p>	SM/CS DC/HF	18/62/2

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15.	<p>LAF MATTERS</p> <p>BCC had offered £750.00 through the LAF funds to small parishes in support of "health and well-being projects that support the County's priorities". Having recently received notification from BCC that 'equipment' could not in fact be included in the bid, CS has spoken to Leaside Pre-school and submitted a revised proposal to BCC's manager. ."</p> <p>The revised proposal put forward is: <i>"The Lee Parish Council proposes to spend the LAF on training a member of staff at the village pre-school to become a Level 3 Forest School Leader. This will allow the pre-school to take full advantage of the outside space that their setting offers, to promote outdoor play, learning and discovery for young children, to develop inquisitive and creative behaviour and to promote well-being and a respect for nature and the environment. The Level 3 Forest School Leader would also be able to offer outreach sessions to other settings."</i></p> <p>BCC have confirmed receipt of the revised proposal and will seek to formally assess the application.</p>		18/63
16.	<p>SUPERFAST BROADBAND</p> <p>Openreach have recently been working on the Cabinet on Red Lion Hill which will supply SFB to the Red Lion Hill/Chartridge Lane/ Swan Bottom/Lee Gate/Kings Ash area of the Parish. It continues to estimate service availability within 3 to 4 months.</p> <p>Meanwhile the SFB service to the rest of the Parish has been improving but has not been great for everyone. SM had received copies of emails with BT and the Ombudsman where BT stated they had supplied SFB to a premises, which had been charged for, from 10 April but discovered on 4 June, after numerous complaints, that they had not connected the house to SFB. SM agreed to investigate the general level of satisfaction amongst those who had converted to SFB.</p>	SM	18/64
	<p>ACTIONS FOR NEXT PARISH COUNCIL MEETING</p> <p>Approve the review of the Risk Assessment and Management document.</p>	AGENDA	
	<p>The meeting closed at 10.30pm</p> <p>CHAIRMAN..... Date</p>		