

The Lee PC

Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC) held in the Parish Hall on Tuesday, 13th November 2018

Present	Councillor C Sully (Chairman)	CS
	Councillor A Weir	AW
	Councillor C Little	CL
	Councillor R Fowler	RF
	Councillor D Chinnery	DC
	Councillor S Morris	SM
	County Councillor T Birchley	TB
	Mrs H Farrelly (Clerk)	HF
	District Councillor N Rose (apologies for late arrival)	NR
Apologies	Councillor C Perry	CP
In Attendance	Three members of the Parish	

Agenda Number		Action	Item
1.	APOLOGIES FOR ABSENCE CP had sent her apologies.		18/80
2.	APPROVAL OF MINUTES OF PREVIOUS MEETING The minutes of the PC Meeting held on Tuesday, 11 th September 2018 were approved with the following amendments: <ul style="list-style-type: none"> Minute 2 - Highways Agency should read Highways The Chairman signed the minutes and a copy will be published on the website.	CS	18/81
3.	MATTERS ARISING FROM MINUTES NOT ITEMISED SEPERATELY None		18/82
4.	DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS None		18/83

Agenda Number		Action	Item
5.	REPORT FROM COUNTY/DISTRICT COUNCILLORS		18/84
5.1	<p>Transport for Bucks</p> <p>CS highlighted that a meeting with TfB and the Highways Department to discuss concerns with Chesham Lane was still to be scheduled. This would be arranged before the next PC meeting.</p>	CS	18/84/1
5.2	<p>Unitary Authority</p> <p>TB had attended a Members meeting earlier that day and matters were discussed for the plans to change to a Unitary Authority in 2020. Three matters for Parish consideration were:</p> <ol style="list-style-type: none"> 1. The Lee PC elections were scheduled to take place in April 2019 and this may need to be deferred to 2020 to coincide with the change to Unitary Authority. This will mean that Councillors would serve an additional year's service. 2. A review of devolved powers will be undertaken. Any parish or town council that already has devolved powers will continue to do so until the change to Unitary Authority, but contracts were not at this stage being extended beyond 2020. 3. With the changes it would be important to understand how small parishes will be represented under the new authority. <p>CS was due to attend an informal briefing at CDC on Unitary Authority and will report back at the next meeting.</p>	CS/ AGENDA	18/84/2
5.3	<p>Local Area Forum (LAF)</p> <p>At the recent LAF meeting CL had raised the issue of the previously agreed white line painting in Oxford Street and the fact that this had still not be carried out.</p> <p>TB highlighted that Oxford Street was scheduled to be resurfaced next year but would investigate why the white line painting had not been done, noting that LAF funding had been ring-fenced to carry out this task.</p>	TB	18/84/3
6.	COMMENTS OR QUESTIONS FROM THE PUBLIC		18/85
	<p>Kingsgate Farm Development</p> <p>Three members of the parish attended the meeting to receive an update on the redevelopment of the farm.</p> <p>CS explained that there was no real further update since the last PC meeting. Comments and views submitted by residents had been forwarded onto Acorus as well as the PCs position, in principle, to the proposed gift of land to the Parish. CS stressed that the PC were not particularly keen on the proposed gift of land as there are ongoing maintenance</p>		

Agenda Number		Action	Item
	<p>issues to consider, but were also mindful that if this would protect the land from redevelopment for the future, the PC would consider it, following legal advice.</p> <p>The PC had received a letter from Acorus informing us that they were seeking a pre-application meeting with Chiltern District Council but had not confirmed a date for this meeting. Once this meeting has taken place Acorus propose to send the PC a detailed proposal before submission to the planning department at Chiltern District Council, at which time the PC will consult with residents further.</p> <p>The three members of the public and TB left the meeting at 8.00pm</p>		
7.	CLERKS REPORT		18/86
	Nothing to report		
8.	FINANCE & GOVERNANCE		18/87
8.1	FINANCE REPORT FROM FINANCE COMMITTEE		18/87/1
8.1.1	See APPENDIX 1 for Financial Summary – 1 st April 2018 to 30 th September 2018		18/87/1.1
8.1.2	See APPENDIX 2 for Financial Summary – 1 st April 2018 to 31 st October 2018		18/87/1.2
8.2	<p>BANK ACCOUNT</p> <p>Due to an administrative error made at the bank, despite having updated the bank mandate as noted in the minutes of the last PC meeting, the bank closed the current account without warning and issued a cheque for the account balance. This is noted in the financial report in Appendix 2.</p> <p>This has caused the PC considerable issues, not least the fact that a number of suppliers, who had been sent cheques approved at the last meeting, could no longer present them to the bank for payment.</p> <p>A formal complaint has been lodged with the bank but there had been no response received yet.</p> <p>At the recent finance meeting councillors agreed that CS would issue personal cheques to cover a number of supplier's invoices and this would be reimbursed as soon as the new cheque book is delivered.</p> <p>At the finance meeting CS had prepared a comparison of different bank accounts including community accounts and business accounts. Following discussion it was agreed to move all PC accounts to Lloyds as they offer an account which meets the financial</p>	All to note	18/87/2

Agenda Number		Action	Item																		
	<p>regulations and controls the PC require when authorising payments online.</p> <p>In the meantime a current account has been opened up with the original bank so that the PC can have the facility of paying invoices and receiving money.</p> <p>NR arrives at the meeting at 8.20pm</p>																				
8.3	<p>PRECEPT</p> <p>CS had prepared and circulated a proposed 3-year rolling financial forecast anticipating a 3% inflationary increase each year.</p> <p>CS asked Councillors to consider the budget that they anticipated would be required for each of their areas of responsibility and report this information to HF, who would prepare a report for the next PC meeting. In addition, Councillors were asked to consider the reserve amounts, noting that these had now changed due to the fact the playground reserve was in place to maintain the fort, which is now being replaced.</p> <p>NR leaves the meeting at 8.40pm</p>	<p>ALL CLLRS</p> <p>HF/ AGENDA</p>	18/87/3																		
8.4	<p>INVOICES APPROVED AT FINANCE MEETING</p> <p>The following invoices were approved for payment at the recent Finance meeting which took place on 6th November 2018:</p> <table border="1" data-bbox="288 1205 1126 1435"> <thead> <tr> <th>Cheque No</th> <th>Payable to</th> <th>Amount Due</th> </tr> </thead> <tbody> <tr> <td>101050</td> <td>Broxap Deposit</td> <td>£13,213.15</td> </tr> <tr> <td>101051</td> <td>Living Memory (Donation)</td> <td>£100.00</td> </tr> <tr> <td>101052</td> <td>All Seasons</td> <td>£206.00</td> </tr> <tr> <td>101053</td> <td>H Farrelly Salary</td> <td>£716.46</td> </tr> <tr> <td>101054</td> <td>Triglyph Masonry (Memorial Work)</td> <td>£350.00</td> </tr> </tbody> </table> <p>All of the above cheques were not presented at the bank for payment before the account was closed so will need to be re-issued from the new bank account.</p>	Cheque No	Payable to	Amount Due	101050	Broxap Deposit	£13,213.15	101051	Living Memory (Donation)	£100.00	101052	All Seasons	£206.00	101053	H Farrelly Salary	£716.46	101054	Triglyph Masonry (Memorial Work)	£350.00	<p>HF/CS/ RF</p>	18/87/4
Cheque No	Payable to	Amount Due																			
101050	Broxap Deposit	£13,213.15																			
101051	Living Memory (Donation)	£100.00																			
101052	All Seasons	£206.00																			
101053	H Farrelly Salary	£716.46																			
101054	Triglyph Masonry (Memorial Work)	£350.00																			
8.5	<p>INVOICES TO PAY</p> <p>The invoices listed below were approved for payment:</p> <table border="1" data-bbox="308 1749 1126 1980"> <thead> <tr> <th>Payable to</th> <th>Amount Due</th> </tr> </thead> <tbody> <tr> <td>HMRC</td> <td>£104.82</td> </tr> <tr> <td>DK Accounting (Payroll)</td> <td>£72.00</td> </tr> <tr> <td>All Seasons</td> <td>£863.00</td> </tr> <tr> <td>Samantha Stokes (Allotment Deposit)</td> <td>£50.00</td> </tr> <tr> <td>MH Services (Memorial Work)</td> <td>£205.20</td> </tr> <tr> <td>Tom Brockett (Expenses)</td> <td>£40.56</td> </tr> </tbody> </table> <p>Once the cheque book has been issued for the new bank account payments will be made</p>	Payable to	Amount Due	HMRC	£104.82	DK Accounting (Payroll)	£72.00	All Seasons	£863.00	Samantha Stokes (Allotment Deposit)	£50.00	MH Services (Memorial Work)	£205.20	Tom Brockett (Expenses)	£40.56	<p>AGENDA</p>	18/87/5				
Payable to	Amount Due																				
HMRC	£104.82																				
DK Accounting (Payroll)	£72.00																				
All Seasons	£863.00																				
Samantha Stokes (Allotment Deposit)	£50.00																				
MH Services (Memorial Work)	£205.20																				
Tom Brockett (Expenses)	£40.56																				

Agenda Number		Action	Item
	and details of the cheque numbers for each payment will be noted in the January 2019 PC minutes.		
9.	COUNCIL PROPERTY – REPORTS AND ACTIONS		18/88
9.1	<p>PLAYGROUND (SM)</p> <p>Playground Facilities Maintenance Following an inspection by ROSPA, Playground Facilities Ltd (PF) were asked to advise and quote on the maintenance required. PF quoted a price of £482 to cover the work on the Swing Basket, the Trim Trail, the Goal Post and the Rocker See-saw. After a phone discussion PF agreed to do the work for £359 and it should be done by Friday 16 November 2018.</p> <p>Other ‘Low Risk’ actions from the report remain outstanding and CS and SM will continue to monitor these.</p> <p>The Fort Following the award of funds by HS2 for the rebuilding of the Fort, we accepted the proposal from Handmade Places to complete the work. They have set out a timetable under which the project should be completed and ready for use by the Spring/Summer next year. Unfortunately due to the banking issues the PC have experienced this has meant we have been unable to pay the deposit yet. In spite of this they have completed the site survey earlier this week.</p>	CS/SM	18/88/1
9.2	<p>GRASS, TREES & HEDGES (CP)</p> <p>Councillors asked HF to contact a number of tree surgeons to request quotations for work to be carried out on trees and the willow arc.</p>	HF	18/88/2
9.3	<p>ALLOTMENTS (AW)</p> <p>The water flow to the troughs has now been turned off for the duration of the winter months at the main stopcock.</p> <p>The water trough nearest to Oxford Street requires draining and levelling to prevent water overflowing. The float valve needs replacing.</p> <p>A communication has been received from a tenant regarding the erection of fencing around his plots to prevent Muntjac deer from grazing on his produce. Other tenants have had similar problems. Councillors asked HF to contact allotment holders to ascertain if there is an appetite for fencing around other allotments.</p> <p>Leeside nursery has shown interest in taking on an allotment tenancy. There is a suitable vacant plot available within the fenced area.</p>	HF	18/88/3

Agenda Number		Action	Item
	<p>Clearance of wood on overgrown vacant plots has been made by Cllrs, with help from Barnaby Osborne and Malcolm Weir. Further clearance of wood and rubbish is required on plot 13B where wild bees have colonised a compost bin.</p> <p>Freedom have removed the over-head electricity poles from the site and the footpath inside the gate at Cherry Tree Lane has had a new hard surface laid.</p> <p>The Humphreys bench in the play area was damaged with a broken back rest. It has now been repaired.</p>		
9.4	<p>OTHER ASSETS (RF)</p> <p>War Memorial The maintenance work on the war memorial has now been completed.</p> <p>Telephone Box The telephone boxes at Swan Bottom and Oxford Street have now been removed.</p> <p>Noticeboards Notices have been placed on the boards at Swan Bottom (for general use), The Guild Room (PC and general use) and the Parish Hall (reserved for PC use) highlighting who can use them.</p>		18/88/4
10.	<p>FOOTPATHS</p> <p>Councillors had received a footpath report highlighting the work that has been carried out by the Chiltern Society recently.</p> <p>DC had now completed the review of Councillor responsibilities within the Parish for monitoring footpaths and had prepared maps of each area for Councillors. Any issues identified should be reported in the usual manner on the BCC website and DC requested that the reporting Councillor should also inform him of the issue as well, via email.</p>	All Cllrs	18/89
11.	<p>ROADS</p> <p>CL highlighted that concerns over the number of potholes in the Parish had been raised at the recent LAF meeting. Unfortunately there is limited funds to address them. CL asked Councillors to continue to report potholes as soon as they appear.</p>		18/90
12.	<p>PLANNING APPLICATIONS</p>		18/91
12.1	<p>RECENT DECISIONS ON PLANNING</p>		18/91/1

Agenda Number		Action	Item																														
	<table border="1"> <thead> <tr> <th>Planning Application</th> <th>Address</th> <th>Decision</th> </tr> </thead> <tbody> <tr> <td>PL/18/2769/FA</td> <td>Lucystones, Cherry Tree Lane, The Lee, HP16 9LB</td> <td>Conditional Permission</td> </tr> <tr> <td>PL/18/2199/FA</td> <td>Red Lion House, Red Lion Road, The Lee, HP16 9NF</td> <td>Conditional Permission</td> </tr> <tr> <td>PL/18/3342/FA</td> <td>North Acre, Swan Bottom, The Lee, HP16 9NN</td> <td>Conditional Permission</td> </tr> <tr> <td>PL/18/3017/OA</td> <td>Oaklands, Red Lion Hill, The Lee, HP16 9NF</td> <td>Comments submitted Decision Pending</td> </tr> <tr> <td>PL/18/2810</td> <td>Tudric Hall, The Lee (Cert. of Lawfulness)</td> <td>Queries raised Decision Pending</td> </tr> <tr> <td>PL/18/3481/FA</td> <td>The Hay Barn, Swan Lane, The Lee, HP16 9NU</td> <td>No objections but with a recommendation for use Decision Pending</td> </tr> <tr> <td>PL/18/3580/FA</td> <td>Fieldfares, Chesham Lane, Kings Ash, HP16 9NP</td> <td>No objections Decision Pending</td> </tr> <tr> <td>PL/18/3754 & 3755</td> <td>Bassibones Farm, Village Road, Lee Common</td> <td>No objections Decision Pending</td> </tr> <tr> <td>PL/18/3839</td> <td>Rosewood House, Cherry Tree Lane, Lee Common</td> <td>No objections but with reference to previous informative Decision Pending</td> </tr> </tbody> </table>	Planning Application	Address	Decision	PL/18/2769/FA	Lucystones, Cherry Tree Lane, The Lee, HP16 9LB	Conditional Permission	PL/18/2199/FA	Red Lion House, Red Lion Road, The Lee, HP16 9NF	Conditional Permission	PL/18/3342/FA	North Acre, Swan Bottom, The Lee, HP16 9NN	Conditional Permission	PL/18/3017/OA	Oaklands, Red Lion Hill, The Lee, HP16 9NF	Comments submitted Decision Pending	PL/18/2810	Tudric Hall, The Lee (Cert. of Lawfulness)	Queries raised Decision Pending	PL/18/3481/FA	The Hay Barn, Swan Lane, The Lee, HP16 9NU	No objections but with a recommendation for use Decision Pending	PL/18/3580/FA	Fieldfares, Chesham Lane, Kings Ash, HP16 9NP	No objections Decision Pending	PL/18/3754 & 3755	Bassibones Farm, Village Road, Lee Common	No objections Decision Pending	PL/18/3839	Rosewood House, Cherry Tree Lane, Lee Common	No objections but with reference to previous informative Decision Pending		
Planning Application	Address	Decision																															
PL/18/2769/FA	Lucystones, Cherry Tree Lane, The Lee, HP16 9LB	Conditional Permission																															
PL/18/2199/FA	Red Lion House, Red Lion Road, The Lee, HP16 9NF	Conditional Permission																															
PL/18/3342/FA	North Acre, Swan Bottom, The Lee, HP16 9NN	Conditional Permission																															
PL/18/3017/OA	Oaklands, Red Lion Hill, The Lee, HP16 9NF	Comments submitted Decision Pending																															
PL/18/2810	Tudric Hall, The Lee (Cert. of Lawfulness)	Queries raised Decision Pending																															
PL/18/3481/FA	The Hay Barn, Swan Lane, The Lee, HP16 9NU	No objections but with a recommendation for use Decision Pending																															
PL/18/3580/FA	Fieldfares, Chesham Lane, Kings Ash, HP16 9NP	No objections Decision Pending																															
PL/18/3754 & 3755	Bassibones Farm, Village Road, Lee Common	No objections Decision Pending																															
PL/18/3839	Rosewood House, Cherry Tree Lane, Lee Common	No objections but with reference to previous informative Decision Pending																															
12.2	REDEVELOPMENT OF KINGSGATE FARM This matter was discussed under agenda item 6		18/91/2																														
13.	PARISH COMMUNICATIONS		18/92																														
13.1	UPDATE ON ITEMS FOR NEXT NEWSLETTER The next newsletter would be published in December. It was agreed that the following items would form part of the PC article: <ol style="list-style-type: none"> 1. Noticeboards 2. Potholes Repairs 3. Allotment Vacancies 4. PC Banking 	CS/HF	18/92/1																														
13.2	DROP-IN DATES Councillors agreed to hold a drop-in session in the Spring, the date to be confirmed in due course.	All to note	18/92/2																														

Agenda Number		Action	Item
14.	HS2 HYBRID BILL – GENERAL UPDATE		18/93
	<p>Chiltern parishes’ liaison meeting with HS2 Ltd and the contractors This is due to take place in late-November. At that meeting, we should hear more about:</p> <ul style="list-style-type: none"> • The results of the consultation on viaduct designs • Noise modelling in the Misbourne valley • Overall programme for works in the area • (possibly) traffic movements and junctions. <p>Dig delays The latest updates from HS2 contractors, given in presentations at Chiltern District Council’s offices last month, did not add a great deal to the full report included in the October Newsletter, other than to confirm the further delays in starting to make the road alterations and to build the temporary haul road at Gt Missenden.</p> <p>The PC has been told that these delays are <i>“to allow further archaeological investigation of pre-historic remains found in the field.”</i></p> <p>Hilltop-lanes Traffic survey The Lee doesn’t get many mentions on the floor of the House of Commons... but it did recently, during the debate on the budget, when Dame Cheryl Gillan managed to weave it into her speech (29th Oct 2018):</p> <p><i>“The Budget contains good investments in roads, and I welcome the money announced for potholes, but the roads in my constituency are going to be very badly affected by HS2, which is already failing to comply with some of the undertakings and assurances that it entered into during the legislative phase, particularly in relation to assessing the impact on the small roads around The Lee, the Missendens and the surrounding villages. Sir Terry Morgan was in my office the other day. He is now heading up HS2 and Crossrail. He told me that he was going to carry his experience from Crossrail across to HS2. I do hope that we will not see the extra costs, delays and governance issues that we have seen emerging on Crossrail...”</i></p> <p>Cllr Bill Ingram (Cholesbury-cum-St Leonards PC) and CS had been to see Cheryl just a few days before her speech to ask her to take up this non-compliance with Assurances issue with HS2 and the DfT. Cheryl raised these concerns, including writing to the Secretary of State, the Minister, the new Chairman of HS2 Ltd... and raising it on the floor of the house!</p> <p>HS2 Ltd has now raised the issue with BCC and discussed it with them on Friday 9th November. Further updates will be reported in due course.</p> <p>HS2 CEF Fund According to a recent announcement by Groundwork UK who are administering the funds, over £1.9m of funding has now been awarded across the Phase One route. Locally, this includes the following CEF Awards:</p> <ul style="list-style-type: none"> • Forest Enterprise (England) – Wendover Woods central redevelopment: £450,000 • Wendover PC – Witchells car park extension: £75,000 • Wendover Swimming Pool – refurbishment: £74,000 • Road Farm Countryways CIC – barn refurbishments to provide training and 		

Agenda Number		Action	Item
	<p>workshop facilities for disadvantaged young adults: £74,000.</p> <ul style="list-style-type: none"> • The Lee PC – children’s playground development: £44,000 • Coleshill PC – playground: £17,000 • Ballinger Cricket Club: mini-tractor: £10,000 • Community Impact Bucks – Parishes support: £10,000 <p>... and one BLEF Award:</p> <ul style="list-style-type: none"> • Buckinghamshire Business First – business advice: £75,000 		
	<p>ACTIONS FOR NEXT PC MEETING</p> <ul style="list-style-type: none"> • Approve the review of the Risk Assessment and Financial Management documents. • 3 Year Forecast for Precept • VAT Reclaim • Website 	AGENDA	18/94
	<p>The meeting closed at 9.45pm</p> <p>CHAIRMAN..... Date</p>		

APPENDIX 1

FINANCIAL SUMMARY

Reporting from 1st April 2018 - 30th Sept 2018

1. Current account bank reconciliation			
	Opening balance 1 April 2018	4,340.84	Statement No: 315
A	Income - current year	14,282.95	
	Allotments	160.00	
	Income Subtotal	14,442.95	
B	Expenditure - current year(minus unrepresented chqs in this financial year (reported in section C))	4,848.26	
	Cheques paid last financial year and presented this year (chq no: 101027/101028/101029)	2,445.00	
	Expenditure Subtotal	7,293.26	
Closing balance = (Opening Balance + A)-B		11,490.53	Statement No: 320
C	Cheques paid last financial year that have not been presented (chq no: 101012)	200.00	
	Unpresented cheques this year (chq no: 101047/101049)	917.00	
	Unpresented cheques total	1,117.00	
Total Committed Expenditure to date for financial year (B+C)		8,410.26	
2. Reserve Account			
	Opening balance 1 April 2018	9,409.05	Statement No: 142
A	Payments In	-	
	Interest	4.02	
	Income Subtotal	4.02	
B	Expenditure - current year	-	
	Expenditure Subtotal	-	
Closing balance (A-B)		9,413.07	Statement No: 147
3. Accounts Summary			
	Current Account (balance 30th September 2018)	11,490.53	
	Reserve Account (balance 30th September 2018)	9,413.07	
Closing balance as at 31st July 2018		20,903.60	

APPENDIX 2

FINANCIAL SUMMARY

Reporting from 1st April 2018 - 31st October 2018

1. Current account bank reconciliation			
	Opening balance 1 April 2018	4,340.84	Statement No: 315
A	Income - current year	25,293.95	
	Allotments	182.00	
	Income Subtotal	25,475.95	
B	Expenditure - current year(minus unrepresented chqs in this financial year (reported in section C))	5,353.26	
	Cheques paid last financial year and presented this year (chq no: 101027/101028/101029)	2,445.00	
	Expenditure Subtotal	7,798.26	
	Closing balance = (Opening Balance + A)-B	22,018.53	Statement No: 321
C	Cheques paid last financial year that have not been presented (chq no: 101012)	200.00	
	Unpresented cheques this year (chq no: 101047/101049)	14,997.61	
	Unpresented cheques total	15,197.61	
	Total Committed Expenditure to date for financial year (B+C)		
2. Reserve Account			
	Opening balance 1 April 2018	9,409.05	Statement No: 142
A	Payments In	-	
	Interest	5.57	
	Income Subtotal	5.57	
B	Expenditure - current year	-	
	Expenditure Subtotal	-	
	Closing balance (A-B)	9,414.62	Statement No: 148
3. Accounts Summary			
	Current Account (balance 31st October 2018)	-	
	Reserve Account (balance 31st October 2018)	9,414.62	
	CHEQUE FOR PAYMENT INTO NEW ACCOUNT	22,018.53	
	Closing balance as at 31st July 2018	31,433.15	