

The Lee Parish Council

Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC) held in the Parish Hall on Tuesday, 12th March 2019

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

Agenda Number		Action	Item
1.	APOLOGIES FOR ABSENCE CL and TB had sent their apologies.		19/17
2.	APPROVAL OF MINUTES OF PREVIOUS MEETING The minutes of the PC Meeting held on Tuesday, 8 th January 2019 were approved. The Chairman signed the minutes and a copy will be published on the website.		19/18
3.	MATTERS ARISING FROM MINUTES NOT ITEMISED SEPERATELY		19/19
	5.3: Salt Bins – To ask Rosie Taylor where responsibility lay for servicing / maintaining Salt bins 9.3: Clearance of Allotments – To be carried out	CS CS	
4.	DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS Cllr Chinnery noted that he was a near neighbour to two current planning applications (PL/18/4719/FA and PL/18/4790/FA) and had excluded himself from contributing to Parish Council discussions. Cllr Sully noted that he was a near neighbour to one current planning application (PL/18/3017/OA) and had excluded himself from contributing to Parish Council discussions.		19/20

Agenda Number		Action	Item
5.	REPORT FROM COUNTY/DISTRICT COUNCILLORS		19/21
5.1	<p>Unitary Authority</p> <p>NR updated the meeting on the proposed change to a Buckinghamshire Unitary Authority in 2020. In particular he explained that it has now been decided that:</p> <ul style="list-style-type: none"> • the new authority will be known as “The Buckinghamshire Council” • there will be 137 Members (three per ‘Division’) • A Shadow Council and Shadow Executive were being formed • Elections will take place in May 2020, then 2025, then every 4 years thereafter • 3 district councils have launched a judicial review against the Secretary of State as they consider the decision to be perverse, that being in November 2018 it was announced that the authority would be district-led which changed in January 2019 as that the authority would be county led. • <p>NR also reported that the Local Plan is scheduled to be published by the end of March 2019 at which point it will go out to public consultation for 6 weeks</p>		19/21/1
5.2	<p>Planning</p> <p>CS and AW attended a planning briefing recently and highlighted the fact that a significant amount of criticism was expressed regarding the planning department’s communication and lack of understanding and appreciation for parish councils views on planning applications.</p> <p>NR noted and agreed that other PC’s in his district had encountered similar issues and this had been discussed amongst members. There is a current shortage of staff within the planning department and this was currently being addressed through recruitment.</p> <p>In addition, concerns were raised regarding who was consulted in the vicinity of a planning application and Cllrs noted that that the government had changed the neighbourhood notification. SM highlighted that this was not always consistent, having recently been given a significant number of properties to contact in relation to an application.</p> <p>NR confirmed that Lumms Farm has been served an enforcement action to clear and re-instate the site by the 12th July.</p>		19/21/2
6.	<p>COMMENTS OR QUESTIONS FROM THE PUBLIC</p> <p>A number of residents in the parish attended the meeting. Questions/comments raised were:</p>		19/22

Agenda Number		Action	Item
6.1	<p>Chiltern Society</p> <p>Barnaby Usbourne, representing the Chiltern Society, notified the PC that funding had been received for 20 donor gates and BCC were currently looking for suitable locations around the County. A map had been produced highlighting suggested locations and landowners will be contacted to gauge interest. Cllrs were happy with the proposed offer of gates in the parish, noting that discussions were already taking place with regard to broken stiles and responsibility for maintenance in the parish.</p>		19/22/1
6.2	<p>Meeting the needs of the Residents</p> <p>Jo Jordan raised an observation that in the Parish Council's budget there appeared to be a considerable amount of money allocated to the playground area. Some residents felt that there was an imbalance in providing amenities for adults in the parish and asked if the PC would consider providing, for example, a sensory or rose garden for the older community.</p> <p>CS highlighted the fact that the precept reflects the asset maintenance and the playground and allotments were the parishes two main assets, hence the need for more funds to be allocated to these areas.</p> <p>Furthermore, in the last two years significant money has been spent on repairing and refurbishing the Jubilee Well and memorial.</p> <p>Cllrs agreed to discuss the matter further through email correspondence to explore possible ideas. In addition, this will be raised at the Annual General meeting for wider discussion with the community.</p>	CS/HF	19/22/2
6.3	<p>Kingsgate Farm Redevelopment</p> <p>The PC had no further update to residents on Kingsgate Farm but highlighted that pre-application meetings with Chiltern District Council have taken place with the developers. The PC has not been contacted by the developers since the last PC meeting.</p> <p>The members of the public left the meeting at 8.25pm</p>		19/22/3
7.	<p>CLERKS REPORT</p> <p>There was nothing to report.</p>		19/23
8.	<p>FINANCE & GOVERNANCE</p>		19/24
8.1	<p>FINANCE REPORT FROM FINANCE COMMITTEE</p>		19/24/1

Agenda Number		Action	Item
	<p>See APPENDIX 1 for Financial Summary – 1st April 2018 to 31st January 2019</p> <p>The Chairman highlighted the following:</p> <ul style="list-style-type: none"> • 2018/19 income and expenditure broadly in line with budget with a projected surplus of £1,737 c.f. budget £1,567. <ul style="list-style-type: none"> - The deposit has been paid for the replacement Fort, the corresponding grant received and VAT reclaimed. The remainder of the monies for the fort replacement have been moved to the 2019/20 accounts. - Some previously agreed projected under-spends (playground £409; admin £350); over-spends (allotments £434; general asset maintenance £626). - Remaining expenditure (2018/19) includes Clerk’s salary; playground inspection and repairs; water butt repairs; possible bench removal. • Bank reconciliations - accounts reconciled with bank statements up to 31st January 2019 • VAT Refunds of £2,767 have been received in 2018/19 		
8.2	<p>BANK ACCOUNT</p> <p>The deposit account has now been closed and funds have been transferred to the current account.</p> <p>The clerk and Chair were scheduled to meet to open a new account with Lloyds.</p>	CS/HF	19/24/2
8.3	<p>BUDGET 2019/20</p> <p>See APPENDIX 2 for proposed budget for 2019/20</p> <p>Cllrs were happy to approve the budget noting that the fort expenditure had been moved to 2019/20.</p> <p>The Chair highlighted that if the PC’s turnover was less than £25,000 an external audit would not need to take place. With this in mind the Clerk was asked to confirm the following points:</p> <ol style="list-style-type: none"> 1. Does VAT count as turnover? 2. Does a grant for a development count as turnover? 3. Costs for an external auditor? 	HF	19/24/3
8.4	<p>INVOICES APPROVED</p> <p>There were no invoices for approval</p>		19/24/4
8.5	<p>GOVERNANCE</p> <p>The Schedule of Assets had been updated to reflect the insurance valuations noted in the current policy. Having reviewed the document Cllrs were happy to approve the Schedule of Assets but asked for the following to take place before the next insurance renewal:</p> <ol style="list-style-type: none"> 1. RF to assess the replacement costs for benches 2. SM to assess the replacement costs of the playground and fort 	RF SM CPHF	19/24/5

Agenda Number		Action	Item
	<p>3. CP to assess the replacement costs for entrance gates and fences</p> <p>The Risk Assessment (RA) had been reviewed with additional information added with regard to data security. All remarks/actions planned had been updated. Cllrs were happy to approve the RA and a copy can be sent to the auditors as part of the annual audit.</p>		
9.	COUNCIL PROPERTY – REPORTS AND ACTIONS		19/25
9.1	<p>PLAYGROUND (SM)</p> <p>The maintenance work has not been completed and Cllrs asked the clerk to chase this with Playground Facilities.</p> <p>After discussion Cllrs agreed for plastic sleeves to be fitted to the wooden posts to prevent further strimming damage – the clerk will arrange for this to take place.</p> <p>Playground Facilities were due to carry out an inspection, the date was yet to be confirmed.</p>	<p>HF</p> <p>HF</p> <p>HF</p>	19/25/1
9.2	<p>GRASS, TREES & HEDGES (CP)</p> <p>The clerk is reminded to request quotations for work to be carried out on trees and the willow arc during this financial year.</p> <p>The boundary to the playing fields is becoming overgrown. The clerk was asked to contact All Seasons for a quotation to cut it back.</p> <p>The wire fence behind the football goal is curling at the bottom. After discussion it was agreed that wooden panelling (salvaged from the fort when it is redeveloped) will be used to secure the wire fence. The taskforce will undertake this job.</p>	<p>HF</p> <p>HF</p> <p>DC</p>	19/25/2
9.3	<p>ALLOTMENTS (AW)</p> <p>Nick Batty has made a repair to the wooden water trough cover. The water trough nearest Oxford Street has been emptied, cleaned and found to be in a good state. Access to the mains water pipe made and supplies purchased. Levelling to be undertaken and instillation of new float to be made by MW and DC.</p> <p>Clearance of plot 13B will continue with the removal of the colony of wild bees in the compost bin. Advice to be taken.</p> <p>The Clerk will liaise with All Seasons to mow the uncultivated areas and spare plots more frequently to keep the growth of grass, nettles and weeds controlled to help improve the appearance of the site. Awaiting a costing from the Clerk.</p>	<p>HF</p>	19/25/3

Agenda Number			Action	Item
	PL/18/4 790/FA	1 & 2 Kingswood Cottages, Swan Lane, The Lee, HP16 9NU	Objections submitted Decision Pending	
	PL/18/4 871/FA	Hunts Green Farm, Kings Lane, The Lee, HP16 9LX	No objections Decision Pending	
	PL/18/4 872/FA	Hunts Green Farm, Kings Lane, The Lee, HP16 9LX	No objections Decision Pending	
	PL/19/0 229/TP	Three Bears Cottage, Aylesbury Road, HP16 9LS	Comments submitted Decision Pending	
	PL/19/0 413/FA	Fieldfares, Chesham Lane, Kings Ash, HP16 9NP	No objections Decision Pending	
	Comments yet to be submitted			
	PL/18/3 017/OA	Oaklands, Red Lion House, The Lee, HP16 9NF (this is a revised application to the original one issued in September 2018)		
	PL/18/3 884/FA	Hunts Green Farm, Kings Lane, The Lee, HP16 9LX		
	The Chairman reported that Cllrs were still considering the responses to the last two applications.			
13.	PARISH COMMUNICATIONS			19/29
13.1	UPDATE ON ITEMS FOR NEXT NEWSLETTER			19/29/1
	It was agreed that the following items would form part of the PC article for April: <ul style="list-style-type: none"> 1. Update on the Fort Development 2. Allotment Vacancies 3. Water Trough Lids 4. Public Rights of Way Consultation 5. Precept 			HF
13.2	DROP-IN DATES			19/29/2
	Councillors agreed to hold a drop-in session, the date to be confirmed in due course.			
13.3	Website / Emails / IT strategy			19/29/3
	This matter was deferred to the May meeting.			AGENDA
13.4	Annual Parish Meeting – 21st May 2019			19/29/4
	It was agreed that the following items would form part of the Annual Parish Meeting: <ul style="list-style-type: none"> 1. Meeting PC Gavin McNeigh 2. Meeting the needs of the residents 			

Agenda Number		Action	Item
14.	<p>HS2 HYBRID BILL – GENERAL UPDATE</p> <p>Chiltern District Council will be holding a community forum on the 25th March.</p>		19/30
15.	<p>SUPERFAST BROADBAND (SFB)</p> <p>SM spoke to Connected Counties (CC) for an update on progress with SFB for the area covered by CAB 1 which is the only remaining part of the Parish which has not been connected. SM was told that CAB 1 is now technically completed and that the service should be available to households within 3 to 4 weeks.</p> <p>One homeowner had recently complained to CC and had been given an estimated delivery date of between July and September 2019. After checking the address, CC confirmed that this was one of the properties which might not get reasonable speeds on SFB because of its distance from CAB 1 and so alternative fibre to the premises solutions were being considered.</p>		19/31
16	<p>LOCAL AREA FORUM (LAF)</p>		19/32
16.1	<p>Future LAF Funding</p> <p>CS agreed to re-circulate suggestions for future LAF funding and asked Cllrs to consider projects in the parish that could benefit from LAF funding.</p>	CS	19/32/1
16.2	<p>Forest Leadership Award</p> <p>The PC had previous received an award to for Forest School training for Leaside Nursery. Due to the nursery's closure in February this has not been possible. HF would notify BCC that this award is no longer going to be utilised.</p>	HF	19/32/2
	<p>The meeting closed at 10.15pm</p> <p>CHAIRMAN..... Date</p>		

FINANCIAL SUMMARY

Reporting from 1st April 2018 - 31st January 2019

1. Current account bank reconciliation			
	Opening balance 1 April 2018	4,340.84	Statement No: 315
	Transfer from Reserve Account	9,418.65	
A	Income - current year	27,929.67	
	Income Subtotal	27,929.67	
B	Expenditure - current year (minus un-presented chqs in this financial year (reported in section C))	22,664.11	
	Cheques paid last financial year and presented this year (chq no: 101027/101028/101029)	2,445.00	
	Expenditure Subtotal	25,109.11	
	Closing balance = (Opening Balance + A)-B	16,580.05	Statement No: 3 (See note below re: Reserve Account closure)
C	Cheques paid last financial year that have not been presented (chq no: 101012)	200.00	
	Un-presented cheques this year (chq no: 100006/100007/100008)	90.00	
	Un-presented cheques total	290.00	
	Total Committed Expenditure to date for financial year (B+C)	25,399.11	

2. Reserve Account			
	Opening balance 1 April 2018	9,409.05	Statement No: 142
A	Payments In	-	
	Interest	9.60	
	Income Subtotal	9.60	
B	Expenditure - current year - CLOSED ACCOUNT	9,418.65	
	Expenditure Subtotal	9,418.65	
	Closing balance (A-B)	-	Statement No: 151

3. Accounts Summary		
	Current Account (balance 31st January 2019)	16,580.05
	Reserve Account (balance 31st January 2019)	-
	Closing balance as at 31st January 2019	16,580.05

NOTES

The Reserve Account Balance of £9,418.65 was transferred to current account on the 7.1.19
 Reserve Account Balance closed on the 7.1.19 by C.Sully
 Actual balance on statement 3 is £16,580.05, which includes the reserve account transfer

The Lee PC - 2019/20 DRAFT BUDGET v4

INCOME					
2017/18 actuals		2018/19		2019/20	
		Budget (without Fort)	Year end Forecast (with fort Pt 1)		Budget (with fort Pt 2)
2.43	Bank interest	£ 3.00	9.60		
£ 13,200.00	Precept	£ 13,860.00	£ 13,860.00		£ 14,275.00
£ -	Grant Payment				
£ 422.95	VAT refund	£ 280.00	£ 2,767.03	**	£ 6,908.00
£ 511.75	Allotment - rent	£ 430.00	£ 398.00		£ 421.00
£ 50.00	Allotment - deposit				
£ 43.64	Wayleaves	£ 44.00	£ 43.64		£ 44.00
£ -					
	HS2 CEF Grant		£ 11,011.00		£ 33,089.00
£ 14,230.77	Total income	£ 14,617.00	£ 28,089.27		£ 54,737.00

EXPENDITURE						
2017/18 actuals	Cost heading	Resp	2018/19		2019/20	
			Budget	Year end Forecast		Budget
£ 225.11	VAT	HF	£ 280.00	£ 2,394.62	**	£ 6,908.00
£ 523.45	Administration	HF	£ 750.00	£ 396.39		£ 770.00
£ 3,226.24	Clerk's salary/allowance	CS	£ 3,700.00	£ 3,719.12		£ 4,192.00
£ 3,533.00	Grass/hedge cutting/gates	CP	£ 3,570.00	£ 3,570.00		£ 4,000.00
£ 970.16	Playground	SM	£ 1,500.00	£ 1,091.00		£ 1,550.00
£ 252.01	Allotments	AW	£ 300.00	£ 733.93		£ 310.00
£ 190.60	Subscriptions	HF	£ 200.00	£ 272.36		£ 210.00
£ 683.94	Insurance	HF	£ 750.00	£ 697.12		£ 780.00
£ 455.00	Professional fees	HF	£ 500.00	£ 340.00		£ 520.00
£ 1,844.00	General asset maint.	RF	£ 1,500.00	£ 2,126.57		£ 1,000.00
£ 6.90	Unallocated costs	HF	£ -	£ -		
	Fort Replacement			£ 11,011.00		£ 33,089.00
£ 11,910.41	Total Expenditure		£ 13,050.00	£ 26,352.11		£ 53,329.00

Total Income	£ 14,617.00	£ 28,089.27	£ 54,737.00
Total Expenditure	£ 13,050.00	£ 26,352.11	£ 53,329.00
Difference	£ 1,567.00	£ 1,737.16	£ 1,408.00

** includes VAT paid on Fort deposit and VAT refund