

# The Lee Parish Council

## Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC) held in the Parish Hall on Tuesday, 14<sup>th</sup> May 2019

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

Agenda Number		Action	Item
<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>  CP and TB had sent their apologies.		<b>19/33</b>
<b>2.</b>	<b>ELECTION OF OFFICERS</b>  Cllr Fowler proposed Cllr Sully as Chair; seconded by Cllr Weir. Cllr Sully proposed Cllr Perry as Vice Chair; seconded by Cllr Chinnery. Both were unanimously elected for a period of one year.		<b>19/34</b>
<b>3.</b>	<b>APPROVAL OF MINUTES OF PREVIOUS MEETING</b>  The minutes of the PC Meeting held on Tuesday, 12 <sup>th</sup> March 2019 were approved. The Chairman signed the minutes and a copy will be published on the website.		<b>19/35</b>
<b>4.</b>	<b>MATTERS ARISING FROM MINUTES NOT ITEMISED SEPERATELY</b>		<b>19/36</b>
	<b>5.3: Salt Bins</b> – To ask Rosie Taylor where responsibility lay for servicing / maintaining Salt bins	CS	
	<b>9.3: Clearance of Allotments</b> – To be carried out	CS	

Agenda Number		Action	Item
5.	<b>DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS</b>		19/37
	None		
6.	<b>REPORT FROM COUNTY/DISTRICT COUNCILLORS</b>		19/38
	<p>Cllr Rose reported that CDC were due to meet tomorrow to approve the consultation period for the Local Plan. This is likely to commence on the 7<sup>th</sup> June for 6 weeks. Councillors noted that it was unlikely that the proposal in the Local Plan will have any direct impact on TLPC but would respond if felt necessary.</p> <p>Unitary Authority discussion continues and local councillors have been invited to a 'Keeping it Local – Design Workshop' to discuss the matter with colleagues in more depth.</p>		
7.	<b>COMMENTS OR QUESTIONS FROM THE PUBLIC</b>		19/39
	A number of residents in the parish attended the meeting. Questions/comments raised were:		
7.1	<b>Concerns over parking issues and speeding on Chesham Lane</b>		19/39/1
	The PC has requested the local police to visit Chesham Lane so that councillors can highlight concerns over parking and speeding issues along Chesham Lane. The PC will also contact BCC to ask for a formal review of speeding limits. The PC are also investigating the use of Mobile Vehicle Automated Signs along this road.	CS/HJF	
7.2	<b>Kingsgate Farm Redevelopment</b>		19/39/2
	There was no further updates with regards to this redevelopment.		
8.	<b>CLERKS REPORT</b>		19/40
	<p>The clerk had recently been appointed as clerk to Cholesbury-cum-St Leonards Parish Council.</p> <p>The clerk highlighted the Mobile Vehicle Activated Sign (MVAS), which are used in nearby parishes as a means of collecting useful data of vehicle numbers and speeds. The clerk agreed to investigate this further.</p>	HF	
9.	<b>FINANCE &amp; GOVERNANCE</b>		19/41

Agenda Number		Action	Item
9.1	<b>FINANCE REPORT FROM FINANCE GROUP</b>		19/41/1
	<p>See <b>APPENDIX 1</b> for Financial Summary – 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019</p> <p>Councillors received a copy of the financial summary for year ending 31<sup>st</sup> March 2019. The finance group had reviewed the bank reconciliation (see <b>APPENDIX 2</b>) in depth and were happy to recommend approval of the accounts to the internal auditor. The PC approved the accounts.</p> <p><b>INTERNAL AND EXTERNAL AUDIT</b></p> <p>All of the necessary paperwork for the internal audit has been collated and is ready for submission to IAC on the 19<sup>th</sup> June 2019. The PC will require an external audit this year as gross income has exceeded £25K. This included the fort redevelopment grant and VAT refund. Councillors asked the clerk to enquire as to the cost of the external audit and report back.</p>	HJF	
9.2	<b>BANK ACCOUNT</b>		19/41/2
	No further progress has been made in setting up a new online account. The Clerk and Chairman will arrange to meet to set this up.	HJF/CS	
9.3	<b>BUDGET 2019/20</b>		19/41/3
	Councillors received the revised budget for 2019/20 prior to the meeting, including revised Fort costs. Councillors approved the budget for 2019/20 noting that the income budget was £54,737 and expenditure budget was £55,383. This included the income and expenditure from the funding of the HS2 grant, of £33,089 plus VAT.		
9.4	<b>INVOICES APPROVED</b>		19/41/4
	<ul style="list-style-type: none"> <li>• Chq 100016/HMRC - £173.20</li> <li>• Chq 100017/Clerk Salary - £712.46</li> <li>• Chq 100018/DCK Accounting - £30.00</li> <li>• Chq 100019/All Seasons - £114.00</li> <li>• Chq 100020/Lee Parish Hall - £15.00</li> <li>• Chq 100021/Clerk Salary Adjustment - £194.36</li> <li>• Chq 100022/All Seasons - £228.00</li> <li>• Chq 100023/D.Chinnery/Maintenance Expenses - £19.55</li> <li>• Chq 100024/A Wier/Allotment Maintenance - £97.28</li> </ul>		
10.	<b>COUNCIL PROPERTY – REPORTS AND ACTIONS</b>		19/42
10.1	<b>PLAYGROUND (SM)</b>		19/42/1
	The fort design has now been approved with some amendments to the original design. Cllr Morris will discuss with the contractors the usage of the fort over the summer holidays, noting that the building works will be completed by the early part of July.	DC/SM	

Agenda Number		Action	Item
	RoSPA are due to visit this month to carry out their annual inspection. There are two maintenance matters outstanding – Cllr Morris is following this up with Playground Facilities. Cllr Morris is also clarifying with Playground Facilities when they will be carrying out their inspections in the course of the next year.	SM	
<b>10.2</b>	<b>GRASS, TREES &amp; HEDGES (CP)</b>  Councillors asked the Clerk to investigate the cost of tree surgeons to address the trees and willow structure in the allotments.	HF	19/42/2
<b>10.3</b>	<b>ALLOTMENTS (AW)</b>  Rough cutting around vacant plots and the tree plantation needs to be arranged with All Seasons. The Clerk will get in contact with them.	HF	19/42/3
<b>10.4</b>	<b>OTHER ASSETS (RF)</b>  Cllr Fowler agreed to investigate costs for maintenance around the cobbles and will report back at the next PC.  Pictures of the weeds around the well have been sent to the Clerk for forwarding to All Seasons.  The basketball hoop by the tennis court needs some attention – Playground Facilities will be asked to carry out this work.	RF  HF  SM	19/42/4
<b>10.</b>	<b>FOOTPATHS</b>		19/43
<b>10.1</b>	<b>Footpath Discrepancies</b>  Councillors were reminded to report all discrepancies of footpaths to Cllr Chinnery before the end of June so that the maps can be updated.	ALL to NOTE	19/43/1
<b>10.2</b>	<b>Corner Farm</b>  Councillors noted that the Corner Farm campsite had been operating and that restrictions on the numbers of days use per year was still in place. Cllr Sully agreed to contact the enforcement officer to discuss the matter further.	CS	19/43/2
<b>11.</b>	<b>ROADS</b>		19/44

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	The jet patcher has made some repairs to roads around the parish which has improved the worst affected roads. The PC continues to monitor the condition of the roads and reports as and when necessary.																																																		
<b>13.</b>	<b>PLANNING APPLICATIONS</b>		<b>19/45</b>																																																
<b>13.1</b>	The clerk reported the following:		<b>19/45/1</b>																																																
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	<p>The Chairman reported that Cllrs were still considering their response to the last application.</p> <p>Councillors discussed the process of looking at applications and agreed that comments to the lead councillor should be made only once the lead councillor has had an opportunity to investigate the application and made preliminary observations to everyone.</p>	<b>ALL to NOTE</b>																																																	

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13.2	The Clerk would write to the owners of Prospect Cottages to notify them of the imminent road resurfacing taking place on Oxford Street.	HF	19/45/2
14.	<b>PARISH COMMUNICATIONS</b>		19/46
14.1	<p><b>Newsletter</b></p> <p>The following topics will be included in the next issue of the Newsletter:</p> <ul style="list-style-type: none"> <li>• Fort Redevelopment Update</li> <li>• Village Website Redevelopment</li> <li>• Allotments and Playground</li> <li>• Superfast Broadband</li> </ul>		19/46/1
14.2	<p><b>Drop-in Session</b></p> <p>The next drop-in session of the PC will be at the Flower Show on Saturday, 20<sup>th</sup> July 2019.</p>		19/46/2
14.3	<p><b>Website Development</b></p> <p>Cllr Fowler circulated a comprehensive report and proposal for the village website and included details on :</p> <ul style="list-style-type: none"> <li>• the PC taking over responsibility for the village web site and forum</li> <li>• the current PC contract being terminated, and the PC website being moved to be a part of the village website at &lt;thelee.org.uk&gt;</li> <li>• email addresses similarly being moved to &lt;thelee.org.uk&gt;</li> <li>• ensuring that the contract provides adequate capacity for the combined websites, forum and councillors' emails</li> <li>• gradual upgrading of both the PC and village websites to have a more up to date look and feel, plus a move to a current technology</li> <li>• replacement of the forum with a fully integrated solution</li> </ul> <p>Further reports on progress will be made at the July PC meeting.</p>	AGENDA	19/46/3
14.4	<p><b>Annual Parish Meeting – 21<sup>st</sup> May 2019</b></p> <p>Posters have been distributed around the parish and posted on the website.</p>		19/46/4
15.	<p><b>HS2 HYBRID BILL – GENERAL UPDATE</b></p> <p>The Chairman had circulated a report on HS2. Highlighted from the report:</p> <ul style="list-style-type: none"> <li>• On 30<sup>th</sup> May the HS2 Construction Commissioner and the HS2 Residents Commissioner are coming to Gt Missenden to meet local representatives. A</li> </ul>		19/47

Agenda Number		Action	Item
	<p>comprehensive list of complaints / concerns has been drawn up by GMPC and will be submitted.</p> <ul style="list-style-type: none"> <li>Over 50 local councils along the line between London and Birmingham have sent a joint letter to Ministers requesting that <u>all</u> work on HS2 be halted until the 'Notice to Proceed' can be given and/or the Treasury Review of the project is completed. I have added The Lee Parish Council's name to this request.</li> <li>A joint parish council meeting date is likely to take place on the 4<sup>th</sup> July and will be hosted at The Lee Parish Hall.</li> </ul>		
<b>16.</b>	<p><b>SUPERFAST BROADBAND (SFB)</b></p> <p>Cllr Morris circulated a comprehensive report on broadband in the parish and councillors noted that fibre to the premises farthest from the exchange or the cabinets was due to be completed by September 2019.</p>		<b>19/48</b>
<b>17.</b>	<p><b>LOCAL AREA FORUM (LAF)</b></p> <p>LAF met last month – there was nothing to the report to the PC.</p>		<b>19/49</b>
<b>18.</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>A local resident has requested an additional rubbish bin to be located on the Lee Green. This will be looked into further.</p>	cs	<b>19/50</b>
	<p><b>The meeting closed at 9.15pm</b></p> <p><b>CHAIRMAN..... Date .....</b></p>		

## FINANCIAL SUMMARY

Reporting from 1st April 2018 - 31st March 2019

	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	
	<b>Income Subtotal</b>	<b>27,929.67</b>	
B	Expenditure - current year(minus unrepresented 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	
	<b>Expenditure Subtotal</b>	<b>25,109.11</b>	
	<b>Closing balance = (Opening Balance + A)-B</b>	<b>16,580.05</b>	<b>Statement 5</b>
C	Cheques paid last financial year that have not been presented (chq no: 101012)	200.00	
	Unrepresented cheques this year (chq no: 100015/100016/100017))	975.66	
	<b>Unrepresented cheques total</b>	<b>1,175.66</b>	
	<b>Total Committed Expenditure to date for financial year (B+C)</b>	<b>26,284.77</b>	



BANK RECONCILIATION FOR YEAR ENDING 31<sup>ST</sup> MARCH 2019

<b>Current Balance per bank statements at year end</b>	£ 16,580.05	
Less unpresented cheques at year end	£ 1,175.66	
<b>Nett available in Current Account at year end</b>	<b>£ 15,404.39</b>	
<b>Reserve account</b>	£ -	
Total funds available across all accounts	£ 15,404.39	
Less accruals at year end	£ -	
Add unbanked income	£ -	
<b>Net balance available at year end</b>	<b>£ 15,404.39</b>	
<b><u>Cash book</u></b>		
Opening Current Account Balance at year start	4,340.84	
Opening Reserve Account at year start	9,409.05	) transferred to current a/c
Interest on Reserve account during year	9.60	) during 2018/19
Add other receipts in the year	27,929.67	
<b>Subtotal</b>	<b>41,689.16</b>	
Less payments for 2018/19 (inc unpresented cheques)	23,639.77	
Less payments for 2017/18 (inc unpresented cheques)	2,645.00	
<b>Subtotal expenditure</b>	<b>26,284.77</b>	
<b>Closing balance as per cash book as at 31/3/2019</b>	<b>£ 15,404.39</b>	

Prepared by Hayley Farrelly - Clerk to Parish  
Council

01-May-19