

THE LEE PARISH COUNCIL

Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC) held in the Parish Hall on Tuesday, 10th September 2019

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

Agenda Number		Action	Item
1.	<p>APOLOGIES FOR ABSENCE</p> <p>DC and PC Gavin McVeigh had sent their apologies. PCSO Matthew Sansom will attend the November meeting</p>		19/67
2.	<p>APPROVAL OF MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the PC Meeting held on Tuesday, 2nd July 2019 were approved. The Chairman signed the minutes and a copy will be published on the website.</p>		19/68
3.	<p>MATTERS ARISING FROM MINUTES NOT ITEMISED SEPERATELY</p>		19/69
	<p>5.3: Salt Bins – To ask Rosie Taylor where responsibility lay for servicing / maintaining Salt bins</p>	CS	
4.	<p>DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS</p> <p>None</p>		19/70
5.	<p>REPORT FROM COUNTY/DISTRICT COUNCILLORS</p>		19/71
5.1	<p>Reports from County/District Councillors</p>		19/71/1

	<p>Oxford Street had recently been re-surfaced but the quality of the work has been reported to County Hall. Unfortunately, due to a water-supply emergency, parts of the road had had to be dug up to address this issue.</p> <p>Other matters highlighted included:</p> <ul style="list-style-type: none"> • Preparations by the interim unitary authority continue and budgets have been considered • Waste management services are under review • A number of planning enforcement cases are in operation in the parish • The Local Plan consultation period has now closed and will be submitted to the inspector later in the year. 		
5.2	<p>Community Boards</p> <p>Cllr Sully had circulated information to Councillors with regard to the proposed Community Boards under the new Unitary Authority and the options available for the parish. Councillors asked Cllr Sully to prepare a draft response to the consultation and circulate to all prior to submission.</p>	CS	19/71/2
6.	<p>COMMENTS OR QUESTIONS FROM THE PUBLIC</p> <p>There were no members of the public at the meeting.</p>		19/72
7.	<p>CLERKS REPORT</p> <p>There was nothing additional to report.</p>		19/73
8.	<p>FINANCE & GOVERNANCE</p>		19/74
8.1	<p>REPORT FROM FINANCE GROUP</p>		19/74/1
8.1.1	<p>See APPENDIX 1 for Financial Summary – Accounts to 31st May 2019 and Budget for 2019/20</p> <p>Councillors noted there had been no changes to the forecast of year end expenditure at this time. The additional expenditure agreed to be spent on the Fort, which was outside of the grant payment, will be taken from playground reserves. Councillors had previously approved this expenditure during the Fort rebuild.</p> <p>TLPC also agreed that the financial contribution to the MVAs equipment (up to £2,200 if needed: see item 11.2) would come from the general reserve.</p>		
8.1.2	<p>Internal/External Audit</p> <p>The internal audit report and observations had been previously circulated and noted a</p>		

	<p>number of recommendations. These included the preparation and adoption of standing orders. NALC produce a model document which Cllr Sully agreed to review and would present this at the next meeting for approval.</p> <p>Councillors also noted the responses made by Cllr Sully and the Clerk in the observation report and were happy to approve them.</p>	CS																									
8.2	<p>BANK ACCOUNT</p> <p>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.</p>	CS/HF	19/74/2																								
8.3	<p>INSURANCE</p> <p>The insurance policy will be reviewed now that the Fort is completed. Any adjustments to be made to the value of assets in the insurance policy (and any subsequent changes to premium costs) will be discussed at the next meeting</p>	CS/HF	19/74/3																								
8.4	<p>INVOICES APPROVED</p> <table border="1" data-bbox="347 902 1067 1205"> <thead> <tr> <th>Cheque Number</th> <th>Payable to</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>100037</td> <td>The Lee Newsletter</td> <td>£20.00</td> </tr> <tr> <td>100038</td> <td>All Seasons</td> <td>£347.00</td> </tr> <tr> <td>100039</td> <td>Playground Facilities</td> <td>£430.68</td> </tr> <tr> <td>100040</td> <td>IAC – Internal Audit</td> <td>£180.00</td> </tr> <tr> <td>100041</td> <td>All Seasons</td> <td>£228.00</td> </tr> <tr> <td>100042</td> <td>MT Loos</td> <td>£240.00</td> </tr> <tr> <td>100043</td> <td>D Chinnery Expenses</td> <td>£38.79</td> </tr> </tbody> </table>	Cheque Number	Payable to	Amount	100037	The Lee Newsletter	£20.00	100038	All Seasons	£347.00	100039	Playground Facilities	£430.68	100040	IAC – Internal Audit	£180.00	100041	All Seasons	£228.00	100042	MT Loos	£240.00	100043	D Chinnery Expenses	£38.79		19/74/4
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9.	COUNCIL PROPERTY – REPORTS AND ACTIONS		19/75																								
9.1	<p>PLAYGROUND (SM)</p> <p>The Fort is now complete and opened to the public in late August. A few of the timbers on the fort will need treating and Cllrs Chinnery, Morris and Sully agreed to arrange this to be done.</p> <p>Councillors agreed to move the playground maintenance contract to Sovereign and a schedule of works to be undertaken will be drawn up by the clerk.</p>	SM/DC /CS HF	19/75/1																								
9.2	<p>GRASS, TREES & HEDGES (CP)</p> <p>The work to trim trees and large bushes should be programmed for the autumn. There was nothing new to report.</p>	HW/CP	19/75/2																								
9.3	<p>ALLOTMENTS (AW)</p> <p>Brush cutting of the unused allotments will take place in early October. The clerk will ask</p>	HF	19/75/3																								

	<p>All Seasons to quote for brush cutting as part of the yearly contract.</p> <p>There are a number of unused allotments and it was agreed that these would be advertised in surrounding villages, once the brush cutting has been completed.</p>	HF	
9.4	<p>OTHER ASSETS (RF)</p> <ul style="list-style-type: none"> • Emily's seat: still awaiting treatment by the scouts. • Bench at Swan Bottom: one of the brackets that attaches the bench to the ground seems a bit loose, but otherwise ok • Notice board at parish hall : OK • Basketball net: It was agreed at the last meeting that this would be added to the playground maintenance. • War Memorial: The bird droppings are mostly on the base of the cross. Cllr Fowler will try to get them off with some soapy water. Some of the new pointing that was put in last year has broken away, but the paving stones are all quite secure. • Jubilee Well: An estimate to tidy up the pointing in the kerb stones and setting of the cobbles and do some restoration work to the cobbles on one side was circulated to Councillors and approved. 	<p>HW</p> <p>RF</p> <p>RF/HW</p>	19/75/4
10.	<p>FOOTPATHS</p> <p>The Chiltern Society PMV have installed a further three gates on the Chiltern link. These are at Kings Ash Farm. There remain two further gates to be installed at Kings Ash to the north of the road to complete a stile free route on the Chiltern Link though The Lee parish. Cllr Chinnery has been advised that there will also be two further gates installed between Church Farm and Hunts Green on TLE/1/9 and TLE/2/1.</p> <p>The footpath monitoring and defect report document had been circulated for review. Cllr Chinnery will be following up with BCC Right of Way when all comments have been received.</p> <p>The survey of differences schedule between the BCC ROW web site map and that which exists in the field has been updated with information to hand and is attached. Councillors were asked to complete any outstanding checks and confirm that your sections are complete before the end of September.</p>	<p>All</p> <p>DC</p> <p>All</p>	19/76
11.	<p>ROADS</p>		19/77
11.1	<p>Updates on Oxford Street, Chesham Lane and Swan Lane</p> <p>A resident had sent an email to Cllr Sully expressing their concerns with parking on both sides of the crossroads in Chesham Lane. An article reminding residents of parking rules under the Highways Code will appear in the next Newsletter and PC Matthew Sansom will be attending the parish council meeting in November to discuss parking, speeding and traffic issues in the parish. PC Sansom will also be asked to carry out a tour of the parish at night time to observe the issues first hand.</p>	CS	19/77/1

11.2	<p>LAF Project to Monitor Traffic Speed</p> <p>The Lee Parish Council had been awarded a LAF grant to install Mobile Vehicle Automated Signs (MVAS) in the parish. Councillors were mindful of the cost of the MVAS machine and asked the clerk to investigate options of using the machine owned by Chesham Town Council.</p> <p>Councillors recognised the increasing concerns with traffic, parking and speeding in the parish, particularly along Chesham Lane, and continue to work on solutions to tackle these issues.</p>	HF/CL	19/77/2																																							
12.	<p>PLANNING APPLICATIONS</p> <p>The clerk reported the following:</p> <table border="1" data-bbox="188 775 1219 2069"> <thead> <tr> <th data-bbox="188 775 421 846">Planning Application</th> <th data-bbox="426 775 970 846">Address</th> <th data-bbox="975 775 1219 846">Decision</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="188 853 1219 887">Decision Completed</td> </tr> <tr> <td data-bbox="188 893 421 1061">PL/18/3017/OA</td> <td data-bbox="426 893 970 1061">Oaklands, Red Lion House, The Lee, HP16 9NF (this is a revised application to the original one issued in September 2018)</td> <td data-bbox="975 893 1219 1061">Withdrawn</td> </tr> <tr> <td data-bbox="188 1068 421 1169">PL/19/1450/FA</td> <td data-bbox="426 1068 970 1169">Lucystones, Cherry Tree Lane, The Lee, Bucks, HP19 9LB</td> <td data-bbox="975 1068 1219 1169">Conditional Permission</td> </tr> <tr> <td data-bbox="188 1176 421 1276">PL/19/1545/VRC</td> <td data-bbox="426 1176 970 1276">The Cart House, Three Gates Farm, Arrewig Lane, Bucks</td> <td data-bbox="975 1176 1219 1276">Conditional Permission</td> </tr> <tr> <td data-bbox="188 1283 421 1384">PL/19/1750/FA</td> <td data-bbox="426 1283 970 1384">Church Farm Barn, Swan Bottom Road, The Lee, HP16 9LZ</td> <td data-bbox="975 1283 1219 1384">Conditional Permission</td> </tr> <tr> <td data-bbox="188 1391 421 1491">PI/19/2147/FA</td> <td data-bbox="426 1391 970 1491">Amber Cottage, Oxford Street, Lee Common, HP16 9JL</td> <td data-bbox="975 1391 1219 1491">Refuse Permission</td> </tr> <tr> <td data-bbox="188 1498 421 1599">PI/19/2187/FA</td> <td data-bbox="426 1498 970 1599">Concord, Hogtrough Lane, The Lee, HP16 9NP</td> <td data-bbox="975 1498 1219 1599">Conditional Permission</td> </tr> <tr> <td data-bbox="188 1606 421 1684">PI/19/2242/FA</td> <td data-bbox="426 1606 970 1684">Ferndown, Lee Gate, The Lee, HP16 9NW</td> <td data-bbox="975 1606 1219 1684">Conditional Permission</td> </tr> <tr> <td data-bbox="188 1691 421 1769">PI/19/2714/KA</td> <td data-bbox="426 1691 970 1769">Tudric Hall, Lee Clump Road, The Lee, HP16 9NA</td> <td data-bbox="975 1691 1219 1769">TPO shall not be made</td> </tr> <tr> <td colspan="3" data-bbox="188 1776 1219 1809">Decision Pending</td> </tr> <tr> <td data-bbox="188 1816 421 1962">PL/18/4871/FA</td> <td data-bbox="426 1816 970 1962">Hunts Green Farm, Kings Lane, The Lee, HP16 9LX</td> <td data-bbox="975 1816 1219 1962">Comments submitted Decision Pending</td> </tr> <tr> <td data-bbox="188 1968 421 2069">PL/18/4872/FA</td> <td data-bbox="426 1968 970 2069">Hunts Green Farm, Kings Lane, The Lee, HP16 9LX</td> <td data-bbox="975 1968 1219 2069">Comments submitted Decision Pending</td> </tr> </tbody> </table>	Planning Application	Address	Decision	Decision Completed			PL/18/3017/OA	Oaklands, Red Lion House, The Lee, HP16 9NF (this is a revised application to the original one issued in September 2018)	Withdrawn	PL/19/1450/FA	Lucystones, Cherry Tree Lane, The Lee, Bucks, HP19 9LB	Conditional Permission	PL/19/1545/VRC	The Cart House, Three Gates Farm, Arrewig Lane, Bucks	Conditional Permission	PL/19/1750/FA	Church Farm Barn, Swan Bottom Road, The Lee, HP16 9LZ	Conditional Permission	PI/19/2147/FA	Amber Cottage, Oxford Street, Lee Common, HP16 9JL	Refuse Permission	PI/19/2187/FA	Concord, Hogtrough Lane, The Lee, HP16 9NP	Conditional Permission	PI/19/2242/FA	Ferndown, Lee Gate, The Lee, HP16 9NW	Conditional Permission	PI/19/2714/KA	Tudric Hall, Lee Clump Road, The Lee, HP16 9NA	TPO shall not be made	Decision Pending			PL/18/4871/FA	Hunts Green Farm, Kings Lane, The Lee, HP16 9LX	Comments submitted Decision Pending	PL/18/4872/FA	Hunts Green Farm, Kings Lane, The Lee, HP16 9LX	Comments submitted Decision Pending		19/78
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	PL/19/1966/FA & PL/19/1967	Rabbs Corner, Swan Bottom Road, The Lee, HP16 9NX	No objections Decision Pending	
	PI/19/2435/FA	Linaver Farm, Oxford Street, Lee Common, HP16 9JL	No Objections Decision Pending	
	Decision yet to be submitted			
	PI/19/2219/HB	Daffodil Cottage, Swan Bottom Road, The Lee, HP16 9LZ		
	PI/19/2862/FA	Amber Cottage, Oxford Street, Lee Common, HP16 9JL		
13.	PARISH COMMUNICATIONS			19/79
13.1	Drop-in Date A drop-in date to meet with the parish council will be scheduled for later in the year.			19/79/1
13.2	Website/Email Developments <ul style="list-style-type: none"> Both the village and Parish Council websites have now been successfully migrated to the new site, and feedback has so far been positive. We have checked to make sure we are compliant with WCAG 2.1 Accessibility requirements, and still have a couple of outstanding issues to address in this area in respect of documents attached to the website. We have retained the domain name from the old website, and it now automatically redirects to the new website. In parallel, the old email addresses have now been configured to automatically forward to councillors' new email addresses. 			19/79/2
14.	HS2 HYBRID BILL – GENERAL UPDATE The parish council had received information from Dame Cheryl Gillan's office in relation to the Oakervee Review on HS2. Cllr Sully agreed to draft a response on behalf of the council and once agreed by Councillors would be submitted as part of the views and analysis of the impact of HS2 on local communities.			CS 19/80
15.	SUPERFAST BROADBAND (SFB) Nothing to report.			19/81
16	LOCAL AREA FORUM (LAF) This matter was discussed under minute 11.2			19/82

17	DATES OF MEETING 2020 <ul style="list-style-type: none"> • 14th January 2020 • 3rd March 2020 • 12th May 2020 • 14th July 2020 • 8th September 2020 • 10th November 2020 		19/83
	The meeting closed at 10.00pm CHAIRMAN..... Date		

FINANCIAL SUMMARY

REPORTING PERIOD:
1st April 2019 - 31st July 2019

1. Current account bank reconciliation			
	Opening balance 1 April 2019	16,580.05	Statement 6
A	Income - current year	7,159.50	
	Income Subtotal	7,159.50	
B	Cheques paid last financial year and presented this year (chq no: 100015/16/17)	975.66	
C	Expenditure - current year (minus unpresented chqs in this financial year (reported in section C))	3,391.43	
D	Expenditure Subtotal	4,367.09	
E	Closing balance = (Opening Balance + A)-B	19,372.46	Statement 9
F	Cheques paid last financial year that have not been presented	-	
G	Unpresented cheques this year	352.00	
H	Unpresented cheques total	352.00	
	Total Committed Expenditure to date for financial year (B+C)	4,719.09	