

The Lee Parish Council

Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC) held in the Parish Hall on Tuesday, 14th January 2020

Present	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
	Councillor C Perry	CP
	Mrs H Farrelly (Clerk)	HF
Apologies	County Councillor T Birchley	TB
In Attendance	Two members of the Parish	
	District Councillor N Rose	NR
	CLr V Martin (CDC & Gt Missenden)	VM
	CLr J McBean (Chesham and CDC)	JM

Agenda Number		Action	Item
1.	APOLOGIES FOR ABSENCE TB had sent her apologies.		20/1
2.	APPROVAL OF MINUTES OF PREVIOUS MEETING The minutes of the PC Meeting held on Tuesday, 12 th November 2019 were approved. The Chairman signed the minutes and a copy will be published on the website.		20/2
3.	MATTERS ARISING FROM MINUTES NOT ITEMISED SEPERATELY There were no matters arising		20/3
4.	DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS There were no declarations of interest.		20/4

5.	REPORT FROM COUNTY/DISTRICT COUNCILLORS		20/5
5.1	District Councillor Rose gave some reassurance regarding infilling in a green belt outside of designated settlement area noted in the Local Plan. CS suggested that Parish Cllrs needed more guidance on this complex planning issue and that he would write to NR	CS	20/5/1
5.2	The Lee Parish Councillors were disappointed that despite consultation on the Community Boards under the new Unitary Authority, it appears that local views have not been taken into consideration. CS reported that it is understood that a formal complaint has been lodged by Buckingham Town Council, explaining that local communities' wishes are being ignored when setting governance.		20/5/2
5.3	Cllrs raised the issue of planning control enforcement. JM emphasised that she was currently working with the enforcement teams to strengthen action taken against individuals who continue to not abide by planning rules and consent NR suggested that local residents might be better placed to know about those residents who continue to flout some rules e.g. landowners using their land for alternative uses, for more than 28 days in total in any calendar year. NR stressed that any landowner operating outside of the 28 day rule will be referred to the enforcement teams for action.		20/5/3
6.	COMMENTS OR QUESTIONS FROM THE PUBLIC Members of the public asked about the results of the recent parish council consultation which took place last year. CS reported that there had been a disappointing response rate with only 5% of households in the parish responding. In conclusion there was no definitive opinion on what amenities or services local residents would like to see that are not already in place. Some suggestions, whilst interesting, were not the responsibility of the parish council and would need to be volunteer led (e.g. Climate action group). There had been some interest raised for providing a car park on some of the discussed allotments in Oxford Street for use by allotment holders, residents and school traffic but initial investigations into this project has been costly. This item will be reviewed again in the next financial year.	HF	20/6
7.	CLERKS REPORT The clerk had nothing further to report.		20/7
8.	FINANCE & GOVERNANCE		20/8
8.1	FINANCE REPORT FROM FINANCE GROUP		20/8/1

	<p>See APPENDIX 1 for Financial Summary – 1st April 2018 to 30th November 2019</p> <p>Councillors noted the following:</p> <ul style="list-style-type: none"> • Projected Income: broadly in-line with Budget; VAT refund (£7,414) has been received in December, since accounts were produced. • Projected Expenditure: over-spend on Playground, Allotments and Grass/hedges (previously agreed by Council); under-spend on other asset maintenance • End of year projected surplus / deficit: reduced from £+1,408 to £-408. 		
8.2	<p>BUDGET AND PRECEPT 2020-2021</p> <p>BUDGET Councillors received a 3-year projection showing the projected outturn for this financial year and projections for the next 3 years. The draft budget had been previously circulated at the November 2019 meeting and Councillors were invited to make comment on each budget line.</p> <p>Having reviewed carefully the budget for all expenditure Councillors were happy to approve the budget for 2020/21, subject to ‘Other Asset Maintenance’ being increased to £700.</p> <p>PRECEPT Having carefully considered the budget for next year, councillors unanimously agreed to set the precept at £14,632.00. This would result in a budgeted surplus of just £342 (See Appendix 2).</p> <p>The clerk would notify Chiltern District Council finance department.</p>	HF	20/8/2
8.3	<p>INSURANCE</p> <p>No progress made.</p>		20/8/3
8.4	<p>INVOICES APPROVED</p> <ul style="list-style-type: none"> • Chq 100060/£31.82 – Expenses for Playground maintenance to Cllr Chinnery 		20/8/4
8.5	<p>TO APPROVE SCHEDULE OF GOVERNANCE DOCUMENTS</p> <p>Councillors agreed to the following schedule to approve governance documents, but agreed that the papers should be circulated well in advance of each meeting and any issues/queries should, as far as possible, be resolved by email.</p> <p>May Meeting:</p> <ol style="list-style-type: none"> 1. Code of Conduct for Elected and Co-opted Members 2. List of Cllr Responsibilities 3. Financial Regulations 4. Risk Assessment 	HF	20/8/5

	<p>5. Standing Orders</p> <p>July / September Meetings:</p> <p>1. Annual Governance & Finance Statements</p> <p>November Meeting:</p> <p>1. Privacy Policy 2. Press and Media Policy</p> <p>As needed:</p> <p>1. Parish Council Meetings 2. Transparency Code for Smaller Authorities 3. Planning Application Procedures 4. Management of Volunteers on Minor Works</p>		
9.	COUNCIL PROPERTY – REPORTS AND ACTIONS		20/9
9.1	<p>PLAYGROUND (SM)</p> <p>The Fort Two signs have been put up on either side of the Fort stating the age range of children for which it is designed, the supervision necessary, action in the case of accidents and explaining the limitation of The Parish Council’s liabilities in respect of its use.</p> <p>Playground and Fort Maintenance As previously reported Sovereign has been appointed to provide maintenance inspections and to undertake maintenance work if appropriate. A schedule of inspections to be carried out will be determined with Sovereign.</p>	HF	20/9/1
9.2	<p>GRASS, TREES, HEDGES, GATES & BENCHES (CP)</p> <p>Cllr Sully and the Clerk recently met with Chesham Town Council’s maintenance team to discuss tree work required at the playground and allotments. Councillors received a quotation for work to be carried out and were happy to approve this expenditure. The clerk would contact Chesham Town Council to arrange for the tree work to take place.</p> <p>The field gate at Oxford Street is falling into disrepair and will need to be replaced in due course.</p>	HF DC	20/9/2
9.3	<p>ALLOTMENTS (AW)</p> <p>Cllr Weir circulated a proposed amendment to the allotment tenancy with regard to the size of sheds on the allotment. Cllr Weir will work with the clerk to finalise the amendment before this is circulated to tenants.</p>	AW/HF	20/9/3

9.4	<p>OTHER ASSETS (RF)</p> <ul style="list-style-type: none"> • Bench at Swan Bottom: there are a couple of patches of rotting wood on the front of the seat, which need to be cut out and new wood grafted on. Cllr Chinnery agreed to consider whether this might be a 'volunteer' job. • Basketball net: rust patches on the post have not been treated, and are getting worse. Cllr Chinnery agreed to consider whether this might be a 'volunteer' job. • War Memorial: Some of the stonework is looking a bit greenish, Cllr Fowler agreed to talk to the stonemason about applying some fungicide. • Jubilee Well: Some weeds are starting to poke through between the cobbles both at the front and around the base of the well. 	RF/DC RF/DC RF/DC RF/HF	20/9/4
10.	<p>FOOTPATHS (DC)</p> <ul style="list-style-type: none"> • The Parish Council has reported positively on the BCC ROW improvement plan consultation. • Footpath furniture differences report to BCC ROW has been positively received and we await their action on updating the website. • Two further gates have been installed on the Chiltern Link path at Kings Ash which means the entire length of this route is stile free. The gates now have Chiltern link waymark discs. • Further waymarking will be carried out on the Chiltern Link path. Including discs on the Kings Ash to Church farm length and a way mark post near Boswells • A way mark post will be replaced at Concord • BCC ROW have issued an order to the CS PMV to replace the gate leaf at the playground entrance. Timing to be agreed. • There has been no further progress reported on the difficult stile on TLE/7/10 		20/10
11.	<p>ROADS</p> <p>Councillors recognised and acknowledged the significant disruption to roads in the parish with roadworks being carried out by Openreach, Thames Water and HS2 and the problems this has caused many residents. Councillors have been disappointed that notification of these works had not been given in advance and this will be raised with Transport for Bucks.</p> <p>In recent months there has also been an outbreak of fly-tipping which has also been reported to Transport for Bucks.</p> <p>In response to concerns over parked cars along Chesham Lane, near to the Swan Bottom crossroads, the local police continue to monitor this issue. However they emphasise that residents should report any breaches of the law at the time they are occurring by telephoning '101'. Residents are reminded to abide by the Highway Code when parking on the road and to be mindful of parking on bends, particularly if these are blind bends.</p>	CS/HF	20/11

Parish residents are reminded that any concerns with the condition of the roads can be reported through the link below:

<https://www.buckscc.gov.uk/services/transport-and-roads/report-a-highways-problem/>

12. PLANNING APPLICATIONS

20/12

The clerk reported the following:

Planning Application	Address	Decision
Decision Completed		
PL/19/3537/FA	Larch Cottage, Oxford Street, Lee Common, HP16 9JY	Conditional Permission
PL/19/3590/FA	Little Rustings, Crocketts Lane, Lee Common, HP16 9JL - Withdrawn	Withdrawn
PL/19/1966/FA & PL/19/1967	Rabbs Corner, Swan Bottom Road, The Lee, HP16 9NX	Conditional Permission
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
PL/19/2219/HB	Daffodil Cottage, Swan Bottom Road, The Lee, HP16 9LZ	No objections Decision Pending
Decision yet to be submitted		
PL/20/001/FA	Malvern, Sly Corner, Lee Common, HP16 9LD	
PL/19/4296/FA	North Acre, Swan Bottom, The Lee, HP16 9NN	

The Chairman reported that Cllrs were still considering the responses to the last two applications.

13. PARISH COMMUNICATIONS

20/13

13.1 The next drop-in date will be 18th January 2020 at The Lee Parish Hall between 9.30am and midday.

20/13/1

13.2 The website continues to develop and considerable progress has been made on the launch of the new Lee Forum, which is scheduled for the 1st February 2020.

Cllr Fowler will train the Clerk in how to maintain the website. This is to ensure that as a minimum she is able to upload documents and post news items / new events

RF/HF

20/13/2

13.3 Councillors were asked to consider VE Day 2020 commemoration. All suggestions to be sent to Cllr Sully who will again put a message in the Newsletter

All Cllrs
CS

20/13/3

<p>14.</p>	<p>HS2 HYBRID BILL – GENERAL UPDATE</p> <p>An update on HS2 matters will be published in the next edition of The Lee Newsletter.</p> <p>Cllr Sully had received a number of complaints regarding out of hours working and in response to this has now logged a complaint.</p>		<p>20/14</p>
<p>15.</p>	<p>SUPERFAST BROADBAND (SFB)</p> <p>As previously reported, although the cables required to deliver SFB to most of The Lee Parish are in place there are still some houses which have not been connected to provide reasonable SFB speeds and this will be raised with Connected Counties.</p>	<p>SM</p>	<p>20/15</p>
<p>16</p>	<p>LOCAL AREA FORUM (LAF)</p>		<p>20/16</p>
	<p>Nothing to report.</p>		
<p>17</p>	<p>DATES FOR MEETINGS 2020</p> <p>The next meeting will take place on Tuesday, 3rd March 2020. (Apologies SM and CP) Dates for the rest of the year are as follows:</p> <ul style="list-style-type: none"> • 12th May 2020 (to be checked against Council Election Day) • 14th July 2020 • 8th September 2020 • 10th November 2020 	<p>HF</p>	<p>20/17</p>
	<p>The meeting closed at 10.15pm</p> <p>CHAIRMAN..... Date</p>		

FINANCIAL SUMMARY

REPORTING PERIOD: 1st April 2019 -
30th November 2019

1. Current account bank reconciliation			
	Opening balance 1 April 2019	16,580.05	Statement 6
A	Income - current year	47,649.14	
	Income Subtotal	47,649.14	
B	Cheques paid last financial year and presented this year (chq no: 100015/16/17)	975.66	
C	Expenditure - current year(minus unrepresented chqs in this financial year (reported in section C))	50,877.17	
D	Expenditure Subtotal	51,852.83	
E	Closing balance = (Opening Balance + A)-B	12,376.36	Statement 14
F	Cheques paid last financial year that have not been presented	-	
G	Unpresented cheques this year	342.00	
H	Unpresented cheques total	342.00	
	Total Committed Expenditure to date for financial year (D+H)	52,194.83	

24th January 2020

The Lee Parish Council: 3-year rolling financial forecast

	2016/17	2017/18	2018/19	2019/20		2020/21	2021/22	2022/23	Notes
	Actual	Actual	Actual	Agreed Budget	Current Forecast	V2 Draft Budget	Project'n	Project'n	Resp. Cllr/Clerk to review
B/F Reserves	5324	9207	11105	15404	15404	14995	15337	15617	
Ankerson Seat	1000	1000	1000	1000	1000	1000	1000	1000	
Allotment Deposits	660	660	660	710	710	710	660	660	
Playground Reserve	2000	2747	3500	6304	6304	5000	5750	6500	
General Reserve	1664	4800	5945	7390	7390	8285	7927	7457	
INCOME									
Precept	10989	13200	13860	14275	14275	14632	14998	15373	(1)
Other Receipts)	996	608	301	465	396	408	420	433	AW/HF
VAT Refund)		0	2767	6908	7414	290	299	308	HF
HS2 CEF Grant			11011	33089	33089				
TOTAL INCOME	11985	13808	27939	54737	55174	15330	15717	16113	
EXPENDITURE									
Sub-Total Staff	2995	3226	3605	4192	4192	4750	4892	5039	(2)
VAT		225	2344	6908	7614	290	299	308	(3) HF
Admin		523	296	770	786	800	824	849	CS/HF
Grass/hedges		3533	2772	4000	4670	4810	4954	5103	CP/HF
Playground: Inspections)		970	91	1550	3117	480	494	509	(4) SM/HF
: Repairs / improvements)						1000	1030	1061	SM/HF
Allotments: routine)		252	534	310	465	200	206	212	(5) AW/HF
: clearance / non-routine)						300	309	318	AW/HF
Subs		191	272	210	211	250	258	265	HF
Insurance		684	697	780	664	800	824	849	HF
Professional Fees		455	290	520	590	608	626	645	HF
Other asset management		1844	1727	1000	185	700	721	743	(6) RF/HF
Other		7							
Sub-Total Others payments	5107	8684	9023	16048	18302	10238	10545	10861	
Playground Fort Re-build			11011	33089	33089				
TOTAL EXPENDITURE	8102	11910	23639	53329	55583	14987	15437	15900	
SURPLUS / (DEFICIT)	3883	1898	4299	1408	-409	342	280	213	
C/F Reserves	9207	11105	15404	16812	14995	15337	15617	15831	
Ankerson Seat	1000	1000	1000	1000	1000	1000	1000	1000	
Allotment Deposits	660	710	710	710	710	710	710	710	
Playground Reserve	2747	3500	6304	7054	5000	5750	6500	7250	(7)
General Reserve	4800	5895	7390	8048	8285	7877	7407	6871	(8)
NOTES:									
(1) Precept assumes 2.5% increase per annum from 2020/21									
(2) Assumes 3% increase in rate per hour and 10% increase in hrs wef 1/1/2020									
(3) All other payments assumed to inflate at aprox. 3% per annum									
(4) Playground Inspections to be split from maintenance / improvements from 2020/21									
(5) 'Non-routine' Allotments work to be split from 2020/21									
(6) reduced from 2019/20 (after well/memorial refurbishment)									
(7) At the end of 2018/19, as well as the usual £750, we added a further £2,054 to the playground reserve for additional fort expenditure to be paid in 2019/20. At the end of 2019/20, we should reverse this provision, as we have now spent it.									
(8) we are aiming to hold a general reserve of approx 50% of the annual precept									