

The Lee Parish Council

Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC) held via Go to Meeting on Thursday, 19th March 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	District Councillor N Rose	NR
	County Councillor T Birchley	TB

Agenda Number		Action	Item
0.	<p>In the light of the restrictions placed by Government as a result of the COVID-19 epidemic and in the absence at the time of this meeting of other specific COVID-19 guidance on the conduct of Parish Council Meetings, the Chairman proposed two special resolutions:</p> <p>(a) Given that Local Government Act 1972 allows parish councils to hold meetings “at such a place as they direct, within or out with their area”, Council agrees to hold this meeting on-line.</p> <p>(b) Given that Standing Order 3(d) allows Council to exclude the public “for other special reasons”, Council agrees to hold this meeting without public attendance.</p> <p>Cllrs agreed these resolutions.</p> <p>The Chairman thanked the Clerk for making arrangements for the meeting to be held in this way.</p>		
1.	<p>APOLOGIES FOR ABSENCE</p> <p>NR and TB had sent their apologies.</p>		20/18
2.	<p>APPROVAL OF MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the PC Meeting held on Tuesday, 14th January 2020 were approved. The Chairman signed the minutes and a copy will be published on the website.</p>		20/19

Agenda Number		Action	Item
3.	MATTERS ARISING FROM MINUTES NOT ITEMISED SEPERATELY		20/20
3.1	<p data-bbox="204 259 491 286">UPDATE ON ELECTIONS</p> <p data-bbox="204 342 534 369">Postponement of Elections</p> <p data-bbox="204 383 1267 517">The Government has announced that, as a part of the measures to combat the spread of Covid-19, the local elections due to take place on 7th May will be postponed . For The Lee residents, this includes the elections for the Parish Council, Buckinghamshire Council and the Local Police and Crime Commissioner.</p> <p data-bbox="204 562 512 589">Buckinghamshire Council</p> <p data-bbox="204 595 1262 622">The Leader of the Shadow authority circulated the following to Members on 17th March:</p> <p data-bbox="204 629 395 656"><i>Dear colleagues</i></p> <p data-bbox="204 667 1257 801"><i>Many of you have contacted me following the Government's cancellation of the local election for the new Buckinghamshire Council that was scheduled for 7th May. This has raised all sorts of issues about what status members will have after 31st March and how will the new council have political leadership post March?</i></p> <p data-bbox="204 813 1270 1088"><i>This was discussed at an informal meeting (i.e. not webcast) of the Executive this morning. Following that I wanted to give you an update on our conclusions and the implications for the Buckinghamshire Council. Fundamentally, we are in unprecedented times that none of us wished for or anticipated even a week ago. Our officers have been in discussion with MHCLG. It is clear that in such urgent and critical times, when the situation is changing rapidly and the functioning of local government is essential in the safeguarding of the public, the Government are keen to ensure that we have stability and continuity during the current crisis.</i></p> <p data-bbox="204 1099 1050 1126"><i>Whilst the finer details are still emerging, the key points are as follows:</i></p> <ul style="list-style-type: none"> <li data-bbox="204 1133 1257 1200"><i>a) All 202 councillors become councillors of Buckinghamshire Council on 1 April and will form the Council until the elections in May 2021.</i> <li data-bbox="204 1211 1257 1361"><i>b) Buckinghamshire Council will start to operate according to its new constitution from 1st April – so we will establish all new committees from April (clearly arrangements for meetings will be developed with regard to social distancing and remote access as needed).</i> <li data-bbox="204 1373 1225 1485"><i>c) We understand that the emergency legislation will make provision for the existing Shadow Executive of 17 members to transform into a Cabinet and remain in place until the elections in 2021</i> <li data-bbox="204 1496 1270 1570"><i>d) Also, it is expected that there will be no by-elections during this year either for unitary councillors or for town/parish councillors.</i> <p data-bbox="204 1608 1273 1709"><i>This is obviously an anxious time for town and parish councils too. If they are unable to fill vacancies through co-opting to them, then it would fall to Buckinghamshire Council to appoint to vacancies with local ward members.</i></p> <p data-bbox="204 1720 1249 1854"><i>I have had a long discussion with Steven Lambert, who leads the opposition grouping at Buckinghamshire County Council. He and I have agreed that we should put aside Party politics concerning this issue as far as possible as we all share a commitment to the service of the public at this time of crisis.</i></p> <p data-bbox="204 1865 1262 1933"><i>As detailed arrangements are clarified by Government – for example in relation to AGMs – I'll of course update you further.</i></p> <p data-bbox="204 1966 711 1993">Casual Vacancy on The Lee Parish Council</p>		

Agenda Number		Action	Item
	Cllr Morris has confirmed his decision to stand down. As there is no 'general' election of Cllrs, TLPC have what is known as a 'casual vacancy'. Councillors noted and agreed that TLPC will move straight to co-opting (if permitted), by advertising the casual vacancy.	HF	
4.	DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS		20/21
	There were no declarations of interest.		
5.	REPORT FROM COUNTY/DISTRICT COUNCILLORS		20/22
	County and District Councillors were not present at the meeting.		
6.	COMMENTS OR QUESTIONS FROM THE PUBLIC		20/23
	None		
7.	CLERKS REPORT		20/24
	The clerk reported that due to the restrictions on the public with COVID-19, the audit training, which was scheduled for the 2 nd April 2020, has now been cancelled.		
8.	FINANCE & GOVERNANCE		20/25
8.1	FINANCE REPORT FROM FINANCE GROUP		20/25/1
	See APPENDIX 1 for Financial Summary – 1 st April 2018 to 31 st January 2020		
	Councillors noted the following: <ul style="list-style-type: none"> • INCOME: The projected year-end Income is now approx. £500 greater than budget, due mainly to VAT refund. • EXPENDITURE: Now projected to be approx. £1,300 greater than budget due to additional expenditure on the new fort (£2,054 previously agreed by Council), off-set by underspends in other areas. • YEAR-END SURPLUS: Now projected to be £600 -£700 (c.f. £1,400 in budget) • RESERVES CARRIED-FORWARD TO 2020/21; TLPC has previously agreed to take the additional £2,054 expenditure for the fort from the Playground Reserve but then add back £750 from any surplus at the year-end, with any remaining surplus going into the General Reserve. This still appears to be a sensible plan. <p>Councillors were happy to approve the proposed year-end treatment of reserves.</p>		
8.2	INSURANCE		20/25/2

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	The insurance renewal has been received. Following discussion it was agreed to increase the replacement cost for playground equipment (including the fort) to £60K. This has not affected the annual premium of £732.35.		
8.3	INVOICES APPROVED <ul style="list-style-type: none"> • Chq 100061/£804.00 – Chesham Town Council • Chq 100062/£988.31 - Clerks Salary • Chq 100063/£247.20 - HMRC • Chq 100064/£42.00 – DCK Accounting 		20/25/3
8.4	TO APPROVE CODE OF RECOMMENDED PRACTICE & PUBLICITY (Annex to Press & Media Policy) <p>Councillors were happy to approve the reviewed Press and Media Policy to include the Code of Practice.</p>		20/25/4
9.	COUNCIL PROPERTY – REPORTS AND ACTIONS		20/25
9.1	PLAYGROUND (SM) <p>Cllr Morris updated councillors on the issued that had been raised following the recent Sovereign inspection.</p> <p>Councillors asked the clerk to remind All Seasons about strimming around the multi-play structure and also to contact Handmade Places to address the Fort maintenance issues.</p> <p>Basketball Post Sovereign inspected the Basket Ball Post and commented as follows. <i>“Due to this being in an open space and unmonitored, we recommend it is replaced with a fixed post.”</i> Sovereign submitted an estimate for this work. Cllr. Fowler has suggested buying a new movable post which can be done at a far lower cost.</p> <p>Following discussion, councillors agreed to ascertain the usage of the basketball net via the newsletter and then make decision as to whether to dispose of it completely or to purchase a new one.</p> <p>COVID-19 Following discussion, Councillors agreed that the playground facilities should be closed immediately due to issues with COVID-19. Cllr Sully agreed to put a notice on the forum and signs would be put up at the playground.</p>	<p>HF</p> <p>CS</p>	20/25/1
9.2	GRASS, TREES, HEDGES, GATES & BENCHES (CP) <p>Trees on the playing field, along the edge, and the willow by the fort have all been trimmed to a good standard by Chesham Councils team.</p>		20/25/2

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	<p>The two new gates (by the old telephone box entrance and to Cherry Tree Lane) are still in good order. The single gate from Oxford Street will be replaced shortly by BCC/Chiltern Society. The field gates at either end are gradually deteriorating and will need replacing in the next 1-2 years. The other pedestrian gate has lost its clasp. Repair work is being look into.</p>		
<p>9.3</p>	<p>ALLOTMENTS (AW)</p> <p>Lee Common School has taken back the plot they had previously occupied. Further discussion needs to take place on the cost of a skip to remove unnecessary debris on the allotments.</p> <p>Councillors discussed the schedule for hedge-cutting at the allotments and noted that the clerk had spoken with All Seasons to highlight that hedges must not be cut during the nesting season. Councillors did note that the roadside hedge would need to be monitored as there was a potential safety issue to consider for road users.</p> <p>Councillors agreed to update the Terms and Conditions of the allotments with reference to the acceptable size of storage boxes/sheds on allotments and the clerk will circulated these to the allotment holders.</p>	<p>HF</p> <p>HF</p>	<p>20/25/3</p>
<p>9.4</p>	<p>OTHER ASSETS (RF)</p> <ul style="list-style-type: none"> • Emily's seat: will need to dry out before any preservative can be applied • Bench at Swan Bottom: The seat is deteriorating, but still safe. Some maintenance work will be carried out when the weather is dry. • Notice board at parish hall : nothing to report • Basketball net: see above • War Memorial: quote accepted to treat lichen growth, date for work not yet confirmed - there are also some new bird droppings which need to be washed off • Jubilee Well: few weeds poking through, but nothing that can't easily be controlled • Bench at Lee Clump Road: the future of this bench needs to be discussed 		<p>20/25/4</p>
<p>10.</p>	<p>FOOTPATHS (DC)</p> <p>Councillors received an updated footpath defects report. Cllr Chinnery has been in discussions with the ROW office regarding the defects but due to very wet weather nothing further has been addressed.</p>		<p>20/26</p>
<p>11.</p>	<p>ROADS</p> <p>Cllr Little updated the Parish Council on the works that have taken place on roads in the area. Councillors noted that some potholes had been temporarily filled.</p>		<p>20/27</p>

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12.	<p data-bbox="199 181 523 210">PLANNING APPLICATIONS</p> <p data-bbox="199 264 600 293">The clerk reported the following:</p> <table border="1" data-bbox="199 338 1252 1048"> <thead> <tr> <th data-bbox="204 344 419 443">Planning Application</th> <th data-bbox="419 344 1007 443">Address</th> <th data-bbox="1007 344 1248 443">Decision</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="204 450 1248 479">Decision Completed</td> </tr> <tr> <td data-bbox="204 479 419 539">PL/20/0001/FA</td> <td data-bbox="419 479 1007 539">Malvern, Sly Corner, Lee Common, HP16 9LD</td> <td data-bbox="1007 479 1248 539">Conditional Permission</td> </tr> <tr> <td data-bbox="204 539 419 611">PL/19/4296/FA</td> <td data-bbox="419 539 1007 611">North Acre, Swan Bottom, The Lee, HP16 9NN</td> <td data-bbox="1007 539 1248 611">Conditional Permission</td> </tr> <tr> <td colspan="3" data-bbox="204 611 1248 640">Decision Pending</td> </tr> <tr> <td data-bbox="204 640 419 741">PL/18/4871/FA</td> <td data-bbox="419 640 1007 741">Hunts Green Farm, Kings Lane, The Lee, HP16 9LX</td> <td data-bbox="1007 640 1248 741">Comments submitted Decision Pending</td> </tr> <tr> <td data-bbox="204 741 419 842">PL/18/4872/FA</td> <td data-bbox="419 741 1007 842">Hunts Green Farm, Kings Lane, The Lee, HP16 9LX</td> <td data-bbox="1007 741 1248 842">Comments submitted Decision Pending</td> </tr> <tr> <td data-bbox="204 842 419 913">PI/19/2219/HB</td> <td data-bbox="419 842 1007 913">Daffodil Cottage, Swan Bottom Road, The Lee, HP16 9LZ</td> <td data-bbox="1007 842 1248 913">No objections Decision Pending</td> </tr> <tr> <td data-bbox="204 913 419 943">PL/19/4393/FA</td> <td data-bbox="419 913 1007 943">Crocketts, Crocketts Lane, Lee Common, HP16 9JR</td> <td data-bbox="1007 913 1248 943">No objections</td> </tr> <tr> <td data-bbox="204 943 419 972">PL/20/0607/TP</td> <td data-bbox="419 943 1007 972">Three Bears Cottage, Aylesbury, Road, HP16 9LS</td> <td data-bbox="1007 943 1248 972">No objections</td> </tr> <tr> <td colspan="3" data-bbox="204 972 1248 1001">Decision yet to be submitted</td> </tr> <tr> <td data-bbox="204 1001 419 1030">PL/20/0722/HB</td> <td data-bbox="419 1001 1007 1030">Daffodil Cottage, Swan Bottom Road, The Lee, HP16 9LZ</td> <td data-bbox="1007 1001 1248 1030"></td> </tr> </tbody> </table> <p data-bbox="199 1093 1161 1167">The Chairman reported that Cllrs were still considering the responses to the last application.</p> <p data-bbox="199 1211 1270 1285">Cllr Sully had sought some clarification on the changes of infilling Green Belt land but has yet to receive a response from CDC.</p>	Planning Application	Address	Decision	Decision Completed			PL/20/0001/FA	Malvern, Sly Corner, Lee Common, HP16 9LD	Conditional Permission	PL/19/4296/FA	North Acre, Swan Bottom, The Lee, HP16 9NN	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	PI/19/2219/HB	Daffodil Cottage, Swan Bottom Road, The Lee, HP16 9LZ	No objections Decision Pending	PL/19/4393/FA	Crocketts, Crocketts Lane, Lee Common, HP16 9JR	No objections	PL/20/0607/TP	Three Bears Cottage, Aylesbury, Road, HP16 9LS	No objections	Decision yet to be submitted			PL/20/0722/HB	Daffodil Cottage, Swan Bottom Road, The Lee, HP16 9LZ			20/28
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13.	<p data-bbox="199 1384 547 1413">PARISH COMMUNICATIONS</p>		20/29																																				
13.1	<ul style="list-style-type: none"> <li data-bbox="199 1464 336 1494">• Website: <ul style="list-style-type: none"> <li data-bbox="199 1500 1259 1568">○ The Clerk has had an initial training session on use/management of the website, and a plan has been agreed for future training <li data-bbox="199 1574 1270 1675">○ Prompted by a request sent to the website to book the Parish Hall Cllr Fowler has been in contact with the Hall committee to establish the option of a booking system and have investigated a number of options. <li data-bbox="199 1682 312 1711">• Forum: <ul style="list-style-type: none"> <li data-bbox="199 1718 1163 1785">○ The new forum is now up and running with over 400 registered users of whom approximately 20% have posted. <li data-bbox="199 1792 1246 1892">○ There is still a significant proportion of users (44%) who have not yet set up any email subscriptions and Cllr Sully and Cllr Fowler will try to contact those who are residents to see if we can offer any assistance. <li data-bbox="199 1899 292 1928">• Email <ul style="list-style-type: none"> <li data-bbox="199 1935 1228 2036">○ Earlier in the year TLPC had a problem with legitimate mails beings incorrectly identified as spam. The strictness of our spam filters was reduced and this seems to have alleviated most of the incorrect identifications. 		20/29/1																																				

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13.2	Councillors noted that due to COVID-19 The Shop had cancelled their VE Day celebrations.		20/29/2
13.3	<p>The Parish Council were awaiting guidance from NALC as to whether Annual Parish Meetings (APM) will take place in light of restrictions relating to COVID-19.</p> <p>Councillors discussed, should the APM go ahead, the topics that could be discussed and these included climate change.</p>		20/29/3
14.	<p>HS2 HYBRID BILL – GENERAL UPDATE</p> <ul style="list-style-type: none"> • Hill-top traffic surveys - On 19th February TLPC were told by EK (the Main Works Contractor) that they expect to be starting before the end of March and that they will be sending out the advance works notice once they have clarity about the start date. There has been no further update. • Hunts Green Farm Spoil Heap: The Stewart-Liberty Estate and their agents are still trying to get a planning application through CDC to allow sub-soil storage on alternative fields. • Chilterns Parishes HS2 Liaison meeting: Date to be confirmed. 		20/30
15.	<p>SUPERFAST BROADBAND (SFB)</p> <p>Nothing further to report</p>		20/31
16	<p>LOCAL AREA FORUM (LAF)</p> <p>With the advent of the new Buckinghamshire Council, the Local Area Forums will be dissolved. Details have yet to be announced as to how the new Community Boards will operate. They are due to hold their first meetings in June.</p>		20/32
17	<p>DATES FOR MEETINGS 2020</p> <p>The next meeting will take place on Tuesday, 12th May 2020 Dates for the rest of the year are as follows:</p> <ul style="list-style-type: none"> • 14th July 2020 • 8th September 2020 • 10th November 2020 		20/33
	<p>The meeting closed at 9.30pm</p> <p>CHAIRMAN..... Date</p>		

FINANCIAL SUMMARY

REPORTING PERIOD: 1st April 2019 - 31st January 2020

1. Current account bank reconciliation			
	Opening balance 1 April 2019	16,580.05	Statement 6
A	Income - current year	55,232.81	
	Income Subtotal	55,232.81	
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))	52,203.95	
D	Expenditure Subtotal	53,179.61	
E	Closing balance = (Opening Balance + A)-B	18,633.25	Statement 17
F	Cheques paid last financial year that have not been presented	-	
G	Unrepresented cheques this year	150.00	
H	Unrepresented cheques total	150.00	
	Total Committed Expenditure to date for financial year (D+H)	53,329.61	