

The Lee Parish Council

Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC) held via Go to Meeting on Tuesday, 12th May 2020

Present	Councillor C Sully (Chairman)	CS
	Councillor A Weir	AW
	Councillor D Chinnery	DC
	Councillor C Little	CL
	Councillor C Perry	CP
	Mrs H Farrelly (Clerk)	HF
In Attendance	Bucks Councillor P Birchley	PB
	Bucks Councillor V Martin	
	Mr M Dobbs (member of public)	MD
Apologies	Councillor R Fowler	RF
	Bucks Councillor N Rose	NR

Agenda Number		Action	Item
1.	<p>INTRODUCTORY REMARKS BY CHAIRMAN</p> <p>The Government has now passed the Local Authority Police and Crime Panel Regulations 2020 which thereby permits the holding of remote parish council meetings.</p> <p>Conditions on which they can be held include that all attending can hear and, where possible, can see all attendees and to be able to contribute to the meeting.</p> <p>The Association of Democratic Services has also issued some guidance on how to conduct remote meetings.</p> <p>Cllr Sully asked all persons that are attending the meeting to indicate that they wish to speak by raising a hand.</p> <p>When voting, Councillors are also asked to raise a hand in support or against a proposal.</p>		20/34
2.	<p>APOLOGIES FOR ABSENCE</p> <p>NR and RF had sent their apologies.</p>		20/35
3.	<p>ELECTION OF OFFICERS</p>		20/36

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	<p>Cllr Perry proposed Cllr Sully as Chair; seconded by Cllr Weir, Little and Chinnery. Cllr Sully proposed Cllr Perry as Vice Chair; seconded by Cllr Weir. Both were unanimously elected for a period of one year.</p>		
4.	<p>APPROVAL OF MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the PC Meeting held on Thursday, 19th March 2020 were approved, subject to a few minor amendments. The Chairman signed the minutes and a copy will be published on the website.</p>		20/37
5.	<p>MATTERS ARISING FROM MINUTES NOT ITEMISED SEPERATELY</p>		20/38
5.1	<p>VACANCY FOR COUNCILLOR</p> <p>The parish council had received communication from an interested resident to fill the casual vacancy and the Clerk confirmed that the parish council was in a position to co-opt this person into the position.</p> <p>The proposed candidate meets the statutory requirements and lives in the parish and therefore Councillors were happy for the person to be co-opted.</p> <p>The Clerk would complete the necessary paperwork with Electoral Services.</p>	HF	20/38/1
5.2	<p>COUNCILLOR RESPONSIBILITES</p> <p>Councillors agreed to leave the areas of ‘lead-responsibility’ unchanged until a new Councillor is appointed, with the Chairman taking over the vacated responsibilities following Cllr Morris’s resignation in March.</p>		20/38/2
6.	<p>DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS</p> <p>There were no declarations of interest.</p>		20/39
7.	<p>REPORT FROM COUNTY/DISTRICT COUNCILLORS</p> <p>Bucks Councillor Birchley updated Councillors on the following:</p> <ul style="list-style-type: none"> • Bucks Councillors Birchley and Rose remain the elected Councillors for Chiltern Ridges for the next 12 months • Bucks County had set aside £250K to help parishes in response to COVID-19. The Chesham (and district) Community Board was awarded £16,400 which has been offered to all parishes in the area. This money has so far supported 		20/40

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	<p>Chesham Mind, Food Bank, Chiltern Language Therapy and the Citizen Advice Bureau.</p> <ul style="list-style-type: none"> Chiltern Hills Academy will be submitting a planning application to increase the size of the School from 800 pupils to 1,350. £91 million was allocated to Bucks Council to support local businesses, of which £71 million has already been allocated. <p>Councillor Sully asked if Councillors Birchley and Rose had agreed any formal division of work between themselves in the new Unitary Authority. It was agreed that pro tem it would make sense for TLPC to refer matters which were previously 'County' to Cllr Birchley and 'District' matters to Cllr Rose, but to also 'cc' the other Councillor.</p>		
8.	<p>COMMENTS OR QUESTIONS FROM THE PUBLIC</p> <p>Mrs Martin (GMPC Councillor) updated the meeting on the concerns raised at the Great Missenden Parish Council meeting in respect of the cordoned off road on Frith Hill and speeding concerns along the A413.</p>		20/41
9.	<p>CLERKS REPORT</p>		20/42
9.1	<p>Administrative Matters</p> <p>Nothing to report</p>		20/42/1
9.2	<p>TLPC Response to COVID-19</p> <p>The Lee Parish Council (TLPC)'s response to the current crisis has been limited, but specific:</p> <ul style="list-style-type: none"> TLPC has acted as a point of liaison between the new Buckinghamshire Council, The Lee Covid-19 volunteer group and other local supporting groups. The Parish Council welcomes the efforts of these groups and of individuals in the parish who are supporting other residents during this difficult time. The Lee website and Forum have been kept up to date with local support information. In line with Government instructions, in April the parish council announced the closure of the Oxford Street children's playground and posted notices to that effect. The children's play area was cordoned-off, as the rest of the field and the allotments remain available for public use, and there is of a public footpath running through the field. Residents are asked to respect this decision and advise the Clerk of any 'over-crowding' in the area. The Council held its first on-line meeting in March, from which the public was excluded, until council guidelines were issued. 		20/42/2

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	<ul style="list-style-type: none"> In a 'normal' year the parish council would also be organising the Annual Parish Meeting in May, to which all residents are invited. The Local Government Coronavirus Regulations 2020 allow parishes to cancel these meetings. TLPC will review later in the year whether or not to convene a meeting in the autumn. 	HF	
9.3	<p>Any further actions for the Parish Council to take on COVID-19</p> <p>No further government advice has been issued on the re-opening of the playground. It was agreed that users of the playground should be reminded, through the forum and newsletter, of their parental responsibility to re-inforce the current rules issued by the government on the use of these facilities.</p> <p>The basketball net can be used by members of the same family.</p>	CS	20/42/3
10.	FINANCE & GOVERNANCE		20/43
10.1	FINANCE REPORT FROM FINANCE GROUP		20/43/1
	<p>See APPENDIX 1 for Financial Summary – 1st April 2019 to 31st March 2020</p> <p>The end-of-year accounts have been reconciled and approved by TLPC (by email). They are now with the Internal Auditor.</p>		
10.2	<p>EXPENDITURE AGAINST BUDGET FOR 2020/21</p> <p>There are no accounts yet to be reviewed.</p>		20/43/2
10.3	<p>CLERK'S SALARY</p> <p>The Clerk's Salary is due for review from 1st April; the parish council are awaiting guidance from NALC on pay scales. When further details are received these will be circulated and a recommendation made to Councillors.</p>		20/43/3
10.4	<p>INVOICES APPROVED</p> <ul style="list-style-type: none"> Chq 100065/£135.39 - BMKALC Chq 100066/£30.00 – DCK Accounting Chq 100068/£13.00 – Bench Maintenance Expenses Chq100069/£377.79 – Affinity Water 		20/43/4
10.5	<p>TO APPROVE THE RISK ASSESSMENT AND ASSET REGISTER</p> <p>The risk assessment and asset register were due for review and approval at the March 2020 meeting but due to COVID-19 these documents were unable to be considered at the last meeting.</p> <p>Risk Assessment</p>		20/43/5

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	<p>The document has been reviewed and amended to include the following:</p> <ul style="list-style-type: none"> • Additional risks and hazards identified at the allotments, including use of chemicals and power tools. TLPC will to consider the idea of fencing the allotment area. • Virus protection on PCs used by Cllrs on Parish Council business. The Council will seek guidance from NALC on what evidence is needed that Cllrs have adequate virus protection on their home PCs, phone, etc. TLPC will then be invited to consider options. <p>Councillors were happy to approve the document, noting that it will need to be reconsidered again during 2020/21.</p> <p>Asset Register As recommended, the parish council has increased the insured value of the children's playground (including the fort) to £60,000 and will include an insured value for the Well (for £15,000 or other amount to be determined).</p> <p>Councillors were happy to approve the document, noting that it will need to be reconsidered again during 2020/21.</p>	<p>HF/CS</p> <p>HF</p> <p>HF</p>	
11.	COUNCIL PROPERTY – REPORTS AND ACTIONS		20/44
11.1	<p>PLAYGROUND (CS)</p> <p>Councillors asked the Clerk to contact Lee Common School to ask them that after Forest School has taken place at the play area that any sticks, stones, leaves or debris that has been collected be dispersed. This is due to the fact that any collections of these items may cause a problem for our contractors when cutting or strimming the lawns.</p> <p>A local resident has asked if nesting boxes can be put up in the play area – Councillors were happy for these to be put up.</p>	<p>HF</p> <p>HF</p>	20/44/1
11.2	<p>GRASS, TREES, HEDGES, GATES & BENCHES (CP)</p> <p>Nothing to report.</p>		20/44/2
11.3	<p>ALLOTMENTS (AW)</p> <p>Allotment holders were informed by the Parish Clerk about the Governments advice to follow social distancing and health and safety recommendations.</p> <p>Allotments are challenging but lockdown has added extra difficulty on obtaining seeds, plants and other garden needs.</p> <p>The pandemic has not prompted a surge in applications for plots but the parish council has managed to secure two new tenants.</p>	<p>HF</p>	20/44/3

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	<p>The Lee Common School plot was cleared just before lockdown with the rubbish placed to the side for removal. A skip will be hired for the rubbish to be removed after the easing of the restrictions.</p> <p>The Parish Clerk has informed all tenants of the revised Schedule of Terms and Conditions for the allotments.</p>	HF	
11.4	<p>OTHER ASSETS (RF)</p> <ul style="list-style-type: none"> • Emily's seat: Tom Brockett has carried out the long awaiting treatment to the bench • Bench at Swan Bottom: Front of seat is deteriorating, but not yet so badly that people need to be prevented from using it. • Notice board at parish hall : pin/bolt that usually secures the latch is missing • Basketball net: At the last meeting Councillors agreed to put something in the newsletter asking people to let us know if they use the basketball net, so as we could decide whether or not it should be replaced. • War Memorial: the lichen has been removed, but the battle against bird droppings is being lost • Jubilee Well: Presumably due to lockdown, the grass around the well has not been cut. The Clerk will contact All Seasons to arrange for this to be done. 	HF	20/44/4
12.	FOOTPATHS (DC) & ROADS (CL)		20/45
12.1	<p>FOOTPATHS</p> <p>Footpath Furniture Differences Schedule - Remains to be resolved by BCC ROW</p> <p>Activity by ROW and Chiltern Society PMV - There has been no action as the Chiltern Society stopped all volunteer work due to Covid-19 restrictions.</p> <p>Footpath defects schedule has been updated and circulated. A number of outstanding issues have been cleared as a result of recent inspections. However inspections have also identified a number of new defects.</p> <p>There has been no further action on the difficult stile on TLE/7/10. There are three named and marked routes crossing our parish. The Ridgeway Path crossing Area 1. The Chiltern Way crossing areas 1, 2, 3 and 7 and The Chiltern Link crossing Areas 1, 5 and 7.</p>		20/45/1
12.2	<p>ROADS</p> <p>A general discussion took place on the condition of the roads and the actions taken by Buckinghamshire Council to address reported road defects. The Chair will bring a number of matters to the attention of Councillor Birchley and request improved communications with Buckinghamshire Council.</p>	CS	20/45/2

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13.	<p data-bbox="252 264 571 293">PLANNING APPLICATIONS</p> <p data-bbox="252 344 655 374">The Clerk reported the following:</p> <table border="1" data-bbox="252 383 1251 1547"> <thead> <tr> <th data-bbox="256 389 443 472">Planning Application</th> <th data-bbox="448 389 967 472">Address</th> <th data-bbox="971 389 1246 472">Decision</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="256 479 1246 530">Decision Completed</td> </tr> <tr> <td data-bbox="256 537 443 589">PL/19/4393/FA</td> <td data-bbox="448 537 967 589">Crocketts, Crocketts Lane, Lee Common, HP16 9JR</td> <td data-bbox="971 537 1246 589">Conditional Permission</td> </tr> <tr> <td data-bbox="256 595 443 647">PL/19/4296/FA</td> <td data-bbox="448 595 967 647">North Acre, Swan Bottom, The Lee, HP16 9NN</td> <td data-bbox="971 595 1246 647">Conditional Permission</td> </tr> <tr> <td data-bbox="256 654 443 736">PL/20/0089/FA</td> <td data-bbox="448 654 967 736">Little Rustings, Crocketts Lane, Lee Common, HP16 9JR</td> <td data-bbox="971 654 1246 736">Conditional Permission</td> </tr> <tr> <td data-bbox="256 743 443 795">PL/20/0001/FA</td> <td data-bbox="448 743 967 795">Malvern, Sly Corner, Lee Common, HP16 9LD</td> <td data-bbox="971 743 1246 795">Conditional Permission</td> </tr> <tr> <td data-bbox="256 801 443 884">PL/20/0582/FA</td> <td data-bbox="448 801 967 884">Amber Cottage, Oxford Street, Lee Common, HP16 9JL</td> <td data-bbox="971 801 1246 884">Conditional Permission</td> </tr> <tr> <td colspan="3" data-bbox="256 891 1246 943">Decision Pending</td> </tr> <tr> <td data-bbox="256 949 443 1032">PL/18/4871/FA</td> <td data-bbox="448 949 967 1032">Hunts Green Farm, Kings Lane, The Lee, HP16 9LX</td> <td data-bbox="971 949 1246 1032">Comments submitted Decision Pending</td> </tr> <tr> <td data-bbox="256 1039 443 1122">PL/18/4872/FA</td> <td data-bbox="448 1039 967 1122">Hunts Green Farm, Kings Lane, The Lee, HP16 9LX</td> <td data-bbox="971 1039 1246 1122">Comments submitted Decision Pending</td> </tr> <tr> <td data-bbox="256 1128 443 1211">PL/19/2219/HB</td> <td data-bbox="448 1128 967 1211">Daffodil Cottage, Swan Bottom Road, The Lee, HP16 9LZ</td> <td data-bbox="971 1128 1246 1211">No objections Decision Pending</td> </tr> <tr> <td data-bbox="256 1218 443 1301">PL/20/0722/HB PL/20/0722/HB</td> <td data-bbox="448 1218 967 1301">Daffodil Cottage, Swan Bottom Road, The Lee, HP16 9LZ</td> <td data-bbox="971 1218 1246 1301">Listed Building Consent</td> </tr> <tr> <td data-bbox="256 1308 443 1359">PL/20/0607/TP</td> <td data-bbox="448 1308 967 1359">Three Bears Cottage, Aylesbury, Road, HP16 9LS</td> <td data-bbox="971 1308 1246 1359">No objections</td> </tr> <tr> <td data-bbox="256 1366 443 1449">PL/20/0851/FA</td> <td data-bbox="448 1366 967 1449">Land at Lucy Stones, Cherry Tree Lane, Lee Common, HP16 9LB</td> <td data-bbox="971 1366 1246 1449">Comments submitted Decision Pending</td> </tr> <tr> <td colspan="3" data-bbox="256 1456 1246 1507">Decision yet to be submitted</td> </tr> <tr> <td data-bbox="256 1514 443 1547">PL/20/0950/FA</td> <td data-bbox="448 1514 967 1547">Malvern, Sly Corner, Lee Common, HP16 9LD</td> <td data-bbox="971 1514 1246 1547"></td> </tr> </tbody> </table>	Planning Application	Address	Decision	Decision Completed			PL/19/4393/FA	Crocketts, Crocketts Lane, Lee Common, HP16 9JR	Conditional Permission	PL/19/4296/FA	North Acre, Swan Bottom, The Lee, HP16 9NN	Conditional Permission	PL/20/0089/FA	Little Rustings, Crocketts Lane, Lee Common, HP16 9JR	Conditional Permission	PL/20/0001/FA	Malvern, Sly Corner, Lee Common, HP16 9LD	Conditional Permission	PL/20/0582/FA	Amber Cottage, Oxford Street, Lee Common, HP16 9JL	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	PL/20/0722/HB PL/20/0722/HB	Daffodil Cottage, Swan Bottom Road, The Lee, HP16 9LZ	Listed Building Consent	PL/20/0607/TP	Three Bears Cottage, Aylesbury, Road, HP16 9LS	No objections	PL/20/0851/FA	Land at Lucy Stones, Cherry Tree Lane, Lee Common, HP16 9LB	Comments submitted Decision Pending	Decision yet to be submitted			PL/20/0950/FA	Malvern, Sly Corner, Lee Common, HP16 9LD			20/46
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14.	<p data-bbox="252 1592 596 1621">PARISH COMMUNICATIONS</p>		20/47																																																
14.1	<p data-bbox="252 1682 448 1711">Website/Forum</p> <p data-bbox="252 1749 357 1778">Website</p> <ul data-bbox="256 1823 1257 2063" style="list-style-type: none"> • The Clerk's training was suspended during the early part of the lockdown, and is now due to be rescheduled • No further action has been taken on a booking system for the Parish Hall, due to Covid-19 social distancing making this somewhat less of a priority • A number of additional pages have been added recently with local information relating to Covid-19. Additionally the May newsletter was predominantly delivered via the website, in order to minimise the distribution effort 		20/47/1																																																

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	<ul style="list-style-type: none"> • Various potential enhancements to the website have been identified, for example to enable zooming in to photographs and to improve our Google performance. These are all low priority and will be implemented over the coming months <p>Forum</p> <ul style="list-style-type: none"> • The new forum is now up and running with over 500 registered users of whom just under 30% have posted. • Cllr Sully and Cllr Fowler have emailed everyone signed up to the forum who does not currently have any email subscriptions, with those within the parish being offered telephone support to get them up and running. Currently 62% of registered users have subscriptions in place. • The software developers have helped to pinpoint the underlying cause of the delay when posting, but discussions continue with the hosting company to try and get a resolution 		
14.2	<p>Annual Parish Meeting</p> <p>Councillors noted the indefinite postponement of the Annual Parish Meeting.</p>		20/47/2
14.3	<p>Newsletter</p> <p>Topics to be included in the Newsletter are:</p> <ul style="list-style-type: none"> • Basket Ball net • New Councillor • Communication Update • Nesting Boxes • Cyclists and Dogs 		20/47/3
15.	<p>HS2 CONSTRUCTION</p> <p>Councillors noted the report circulated by Cllr Sully on HS2.</p>		20/30
	<p>DATES FOR MEETINGS 2020</p> <p>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 9.00pm</p> <p>CHAIRMAN..... Date</p>		

**FINANCIAL
SUMMARY**
**REPORTING PERIOD:
1st April 2019 - 31st March 2020**

<u>1. Current account bank reconciliation</u>			
	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))	53,492.59	
D	Expenditure Subtotal	54,468.25	
E	Closing balance = (Opening Balance + A)-B	17,344.61	Statement 10
F	Cheques paid last financial year that have not been presented		
G	Unpresented cheques this year	1,277.51	
H	Unpresented cheques total	1,277.51	
	Total Committed Expenditure to date for financial year (D+H)	55,745.76	