

The Lee Parish Council

**Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC)
held via Go to Meeting on Tuesday, 8th September 2020**

Present	Councillor C Sully (Chairman)	CS
	Councillor A Weir	AW
	Councillor D Chinnery	DC
	Councillor C Little	CL
	Councillor C Perry	CP
	Councillor R Fowler	RF
	Councillor M Dobbs	MD
	Mrs H Farrelly (Clerk)	HF
In Attendance	Councillor J MacBean	JM
	Two members of the public	
Apologies	Councillor T Birchley	TB
	Councillor N Rose	NR

Agenda Number	Action	Item
<p>1.</p> <p>INTRODUCTORY REMARKS BY CHAIRMAN</p> <p>The Government has 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>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 of the proposal.</p>		<p>20/50</p>
<p>2.</p> <p>APOLOGIES FOR ABSENCE</p> <p>NR and TB had sent their apologies.</p>		<p>20/51</p>
<p>3.</p> <p>APPROVAL OF MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the PC Meeting held on Thursday, 12th May 2020 were approved, subject to a few minor amendments. The Chairman signed the minutes and a copy will be published on the website.</p>		<p>20/52</p>

Agenda Number		Action	Item
4.	<p>MATTERS ARISING FROM MINUTES NOT ITEMISED SEPERATELY</p> <p>5.1 - Cllr Dobbs has been formally appointed and has now been registered with the Electoral Services.</p>		20/53
5.	<p>DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS</p> <p>There were no declarations of interest.</p>		20/54
6.	<p>REPORT FROM COUNTY/DISTRICT COUNCILLORS</p> <p>Cllr MacBean updated the parish council on the changes that have been made with regard to the waste contract in the local area. There have been some initial issues in some local parishes but in general the Council are satisfied that these are early teething problems which will settle in time.</p> <p>Councillors discussed in general the approach to be taken in light of the fact that the draft local plan had not been approved and that some developers were referencing this draft plan in their planning application. In addition, councillors discussed the fact that under general permitted development some application have not been notified to the parish council as it is not a statutory requirement but that it would be helpful to have prior knowledge of these applications should the parish council wish to make any comment. In recent local cases there was misrepresentation in the planning application and councillors want to be able to be notified of all applications. Cllr MacBean directed Cllr Sully on the best person to contact at the planning department to discuss this further.</p> <p>A general discussion took place on the purpose of the Chesham & Villages Community Board. Further work will continue to form the village forum in order to identify local village issues that can be raised as a collective at the Chesham & Villages Community Board meetings.</p> <p>Cllr MacBean updated the parish council on the roadworks and emergency works that have been undertaken in the local area and recognised that this had caused considerable issues with road diversions and road closures. Cllr Little highlighted the fact that it should be the contractors' responsibility to check each day that diversion signs have not been tampered with, as had been the case in The Lee, as this undoubtedly had caused more chaos and confusion on the roads.</p>		20/55
7.	<p>COMMENTS OR QUESTIONS FROM THE PUBLIC</p>		20/56

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	<p>A member of the public raised the issue of delays in determination dates of some planning applications. Cllr MacBean explained that the planning department had been restricted during lockdown which had not allowed normal working practices to take place, such as site visits, to progress applications further. Work was now underway to address the backlog of applications.</p> <p>A member of the public stressed the importance of putting pressure on the planning team to ensure that all planning applications are sent out to parish councils for consultation or notification as there has been some local applications that have incorrect information included as part of the application and there needs to be an opportunity to check the information is correct and truthful. Cllr Sully agreed to take further action on this matter.</p>	CS	
8.	<p>CLERKS REPORT</p> <p>Councillors noted the BMKALC guidelines circulated drawing attention to how parish councils can meet via virtual platforms.</p> <p>The 2020 Coronavirus Act and subsequent regulations allow local councils and parish meetings to hold their council meetings on-line using either video or audioconferencing including telephone dial in. In some circumstances individual members are inviting another councillor into their home to participate in the council meeting online. This is a personal choice but where possible does allow those who feel unable to attend virtually to be part of the meeting. For a meeting to be lawful, the public must be able to hear and be heard and preferably to see and be seen. It is not necessary for individual cameras to be turned on, but are encouraged to do so. The public notice for the meeting must state that the meeting will be held virtually.</p> <p>Councillors had previously agreed to consider whether to hold the Annual Parish Meeting in the Autumn but further agreed that this was not advisable in light of the continued Covid19 restrictions. Councillors noted that there was no requirement to hold the Annual Parish Meeting at present.</p>		
9.	<p>FINANCE & GOVERNANCE</p>		20/57
9.1	<p>FINANCE REPORT FROM FINANCE GROUP See APPENDIX 1 for Financial Summary – 1st April 2019 to 31st July 2020</p> <p>Councillors noted and approved the circulated financial summary as a correct record of the parish council accounts up to the 31st July 2020.</p>		20/57/1

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9.2	<p>EXPENDITURE AGAINST BUDGET FOR 2020/21</p> <p>Councillors noted that had been no changes made in the anticipated expenditure against the budget for 2020/21 and agreed to monitor as per the current expenditure budget.</p> <p>Councillors agreed to pay recent invoices raised from All Seasons (£264.00) and Castle Water (£81.21). Cheques will be raised post meeting.</p>		20/57/2
9.3	<p>TO NOTE PROGRESS WITH THE EXTERNAL AUDITOR</p> <p>The clerk has received confirmation from the external auditor that all documents required have been received. External audits are dealt with in the order in which they have been received and PKF Littlejohn have confirmed they will be in contact with the parish council in due course if further information is required. Councillors noted that the paperwork to the External Auditor was sent and received before the published deadline.</p> <p>The period for the exercise of public rights to view the audit paperwork was published on the 10th August 2020 and expires on the 21st September 2020.</p>		20/57/3
9.4	<p>REPORT ON CLERKS SALARY</p> <p>Councillors noted that NJC pay scales for 2020/21 have now been published and would be reviewed by Cllr Sully. Any adjustment to the Clerk's salary would be backdated to April 2020.</p>		
9.5	<p>INVOICES APPROVED</p> <ul style="list-style-type: none"> • Chq 100065/£135.39 – BMKALC • Chq 100066/£30.00 – DCK Accounting • Chq 100069/£242.00 – All Seasons • Chq 100070/£377.79 – Affinity Water • Chq 100071/£110.00 – All Seasons • Chq 100072/£809.73 - Insurance • Chq 100073/£176.25 – 50% cost of PO Box • Chq 100074/£988.51 – Clerks Salary • Chq 100075/£247.00 - HMRC • Chq 100076/£36.00 – Go to Meeting Expenses • Chq 100077/£242.00 – All Seasons • Chq 100078/£111.60 – ROSPA • Chq 100079/£180.00 – IAC – Internal Audit • Chq 100080/£42.00 – DCK Accounting • Chq 100081/£774.00 – All Seasons • Chq 100082/£602.00 – All Seasons • Chq 100083/£13.00 – Bench Maintenance Expenses • Chq 100084/£350.00 – Newsletter Grant Payment 		20/57/4

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9.5	TO AGREE REVIEW DATES FOR UPDATED GOVERNANCE DOCUMENTS		20/57/5
	Councillors noted that a Financial Regulations and Standing Orders will be reviewed before the next parish council meeting.	HF/CS	
10	COUNCIL PROPERTY – REPORTS AND ACTIONS		20/58
10.1	PLAYGROUND (CS)		20/58/1
	The playground was re-opened in July, in line with government guidelines. Signage was displayed around the playground site highlighting responsibilities of users.		
	There has been a few maintenance issues regarding the playground equipment and Cllr Dobbs has carried out work to rectify them. The outstanding issues with the Fort, which was highlighted in the recent ROSPA has been raised with Broxap, but to date no response has been received. Cllr Sully will be chasing this further.	CS	
	Councillor discussed the ongoing issue of dog fouling of the playground and allotment area and agreed to look into adding further signage highlighting the fact that dogs should be on a lead and that any dog fouling should be cleared up. Cllr MacBean agreed to contact the local dog warden to ascertain any actions that can be taken to help with this issue.	HF	
10.2	GRASS, TREES, HEDGES, GATES & BENCHES (CP)		20/58/2
	Hedges have been cut on the roadside of Oxford Street. Further cutting of the hedge is due to take place.		
10.3	ALLOTMENTS (AW)		20/58/3
	Cllr Weir has made some investigations on the costs of skip hire for the allotment clearance. After discussion, councillors agreed to a 6-yard skip for a 3 day period over a weekend. The suggested date for the skip would be the 2 nd October 2020.		
	Cllr Weir was happy to make the arrangement and inform allotment holders of the dates the skip will be available.	AW	
10.4	OTHER ASSETS (RF)		20/58/4
	<ul style="list-style-type: none"> • Emily's seat: Some maintenance work is required. • Bench at Swan Bottom: Cllrs Chinnery and Sully have renovated the seat. • Notice board at parish hall : OK 		

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	<ul style="list-style-type: none"> Basketball net: Suggest this is removed at the end of September to take advantage of the skip being ordered for the allotments. A new net will be installed in Spring 2021. War Memorial: nothing to report Jubilee Well: all ok Bench at Lee Clump Road: Suggest this is removed at the end of September to take advantage of the skip being ordered for the allotments 														
11.	FOOTPATHS (DC) & ROADS (CL)		20/59												
11.1	<p>FOOTPATHS</p> <p>The Lee Parish Council Footpath Issues Reporting Schedule was circulated prior to the meeting. Councillors were asked to review the schedule and notify Cllr Chinnery of any updates or changes.</p> <p>Cllr Chinnery has been in contact with Buckinghamshire Rights of Way team and has agreed remedial work on outstanding issues. They have also agreed a schedule of fingerpost instructions that need to be addressed.</p>		20/59/1												
11.2	<p>ROADS</p> <p>Councillors discussed the possibility of converting a number of unused allotments into parking spaces for use of allotment and playground users. Whilst, in principle Councillors agreed that this would help with parking issues along Oxford Street, they also agreed that there was a considerable number of planning matters to address regarding entrance and access points and the possible negative impact on local residents.</p> <p>After further discussion Cllrs agreed to contact local residents, via an article in The Lee Newsletter, to establish if there is a desire for a provision of a car park to help alleviate parking issues on this road.</p>	CL/CS	20/59/2												
12	<p>PLANNING APPLICATIONS</p> <p>12.1 The Clerk reported the following:</p> <table border="1" data-bbox="252 1720 1257 2051"> <thead> <tr> <th data-bbox="252 1720 502 1832">Planning Application</th> <th data-bbox="502 1720 1005 1832">Address</th> <th data-bbox="1005 1720 1257 1832">Decision</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="252 1832 1257 1899">Decision Completed</td> </tr> <tr> <td data-bbox="252 1899 502 1977">PL/19/2219/HB</td> <td data-bbox="502 1899 1005 1977">Daffodil Cottage, Swan Bottom Road, The Lee, HP16 9LZ</td> <td data-bbox="1005 1899 1257 1977">Conditional Consent</td> </tr> <tr> <td data-bbox="252 1977 502 2051">PL/20/0722/HB</td> <td data-bbox="502 1977 1005 2051">Daffodil Cottage, Swan Bottom Road, The Lee, HP16 9LZ</td> <td data-bbox="1005 1977 1257 2051">Conditional Consent</td> </tr> </tbody> </table>	Planning Application	Address	Decision	Decision Completed			PL/19/2219/HB	Daffodil Cottage, Swan Bottom Road, The Lee, HP16 9LZ	Conditional Consent	PL/20/0722/HB	Daffodil Cottage, Swan Bottom Road, The Lee, HP16 9LZ	Conditional Consent		20/60/1
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	PL/20/0607/TP	Three Bears Cottage, Aylesbury, Road, HP16 9LS	Conditional Permission	
	PL/20/0851/FA	Land at Lucystones Cherry Tree Lane The Lee Buckinghamshire HP16 9LB	Refuse Permission	
	PL/20/0950/FA	Malvern, Sly Corner, Lee Common, HP16 9LD	Conditional Permission	
	PL/20/1376/FA	The Cart House Three Gates Farm Arrewig Lane Chartridge Buckinghamshire	Conditional Permission	
	PL/20/1729/KA	Patchwicks Swan Bottom Road The Lee Buckinghamshire HP16 9LZ	TPO shall not be made	
	PL/20/1745/FA	Cornerways Oxford Street Lee Common Great Missenden Buckinghamshire 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/20/1302/VRC	Kings Ash Farm Chesham Lane Kings Ash Buckinghamshire HP16 9NP	No objections with comments Decision Pending	
	PL/20/1519/FA	Kingsgate Farm, Lee Gate	Comments submitted Decision Pending	
	Decision yet to be submitted			
	PL/20/2516/FA	Rosewood House, Cherry Tree Lane, The Lee, HP16 9LP		
	PL/20/2486/FA	Homestead, Field End Lane, The Lee, HHP16 9NA		
	PL/20/2695/FA	Swan Cottage, Red Lion Hill, The Lee, HP16 9NF		
13	HS2 CONSTRUCTION			20/61
	Councillors noted the report circulated by Cllr Sully on HS2.			
14.	PARISH COMMUNICATIONS			20/62
14.1	Website/Forum			20/62/1
	Cllr Sully and Cllr Fowler have been doing some investigation work on new hosting companies and, in due course, a proposal to move services will be circulated to councillors for consideration.			

Agenda Number		Action	Item
14.2	<p>Annual Parish Meeting</p> <p>Councillors noted the indefinite postponement of the Annual Parish Meeting.</p>		20/62/2
14.3	<p>Newsletter</p> <p>Topics to be included in the Newsletter are:</p> <ul style="list-style-type: none"> • Dog Fouling • COVID procedures for usage of the playground • Parking in Oxford Street 		20/62/3
	<p>DATES FOR MEETINGS 2020</p> <p>Dates for the rest of the year are as follows:</p> <ul style="list-style-type: none"> • 10th November 2020 		20/63
	<p>The meeting closed at 9.00pm</p> <p>CHAIRMAN..... Date</p>		

FINANCIAL SUMMARY

REPORTING PERIOD: 1st April
2020 - 31st July 2020

1. Current account bank reconciliation			
	Opening balance 1 April 2020	17,344.61	Statement 20
A	Income - current year	7,724.25	
	Income Subtotal	7,724.25	
B	Cheques paid last financial year and presented this year (chq no: 100062/63/64)	1,277.51	
C	Expenditure - current year (minus unrepresented chqs in this financial year)	4,013.71	
D	Expenditure Subtotal	5,291.22	
E	Closing balance = (Opening Balance + A)-D	19,777.64	Statement 23
F	Cheques paid last financial year that have not been presented	-	
G	Unrepresented cheques this year	-	
H	Unrepresented cheques total	-	
	Total Committed Expenditure to date for financial year (D+H)	5,291.22	