

**The Lee Parish Council**

**Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC)  
held via Go to Meeting on Tuesday, 10<sup>th</sup> November 2020**

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

Agenda Number	Action	Item
<p><b>1.</b></p> <p><b>INTRODUCTORY REMARKS BY CHAIRMAN</b></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><b>20/64</b></p>
<p><b>2.</b></p> <p><b>APOLOGIES FOR ABSENCE</b></p> <p>NR, CL and DC had sent their apologies.</p>		<p><b>20/65</b></p>
<p><b>3.</b></p> <p><b>APPROVAL OF MINUTES OF PREVIOUS MEETING</b></p> <p>The minutes of the PC Meeting held on Tuesday, 8<sup>th</sup> September 2020 were approved. The Chairman signed the minutes and a copy will be published on the website.</p>		<p><b>20/66</b></p>

Agenda Number		Action	Item
4.	<p><b>MATTERS ARISING FROM MINUTES NOT ITEMISED SEPERATELY</b></p> <p>No matters arising</p>		20/53
5.	<p><b>DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS</b></p> <p>Hayley Farrelly is Clerk to the Governors at Lee Common School.</p>		20/54
6.	<p><b>REPORT FROM COUNTY/DISTRICT COUNCILLORS</b></p> <p>Cllr Birchley reported that Buckinghamshire Council have set up a Buckinghamshire Growth Board. This is to enable County to seek a deal with government to boost the local economy, economic recovery and growth post-covid. Cllr Birchley agreed to send more information to the clerk who will circulate to councillors.</p> <p>Buckinghamshire Council have written to government to ask them to re-think planning reforms to be more accountable for the local population.</p> <p>Cllr MacBean reported that the Chiltern and South Bucks Local Plan had been withdrawn and a Buckinghamshire County Local Plan is in the early stages of being drawn up. It is likely to take 3-4 years to create and the meantime means that there is no new local plan for the area. Rural villages should feel safe in the knowledge that protection is still in place from the NPPF which puts a lot of emphasis on green belt and AONB.</p> <p>At the next village forum Neil Holmer, who is consultant helping Chesham to build their neighbourhood plan, will attend the meeting to discuss how local villages will be protected in the emerging local plan.</p> <p>Councillors had a general discussion regarding planning issues and policy with Cllr MacBean.</p> <p>The parish council discussed ways in which the Community Boards can support Lee Common School. Cllr Birchley agreed to contact the Headteacher to discuss matters further.</p> <p>Traffic issues, road closures and HS2 traffic continue to cause problems in the area. Councillors recognised that utility companies work independently of each other and have to respond to customer issues raised according to the nature of the emergency. If this is added to scheduled highways maintenance works, this can cause increased disruption.</p>	<p><b>TB</b></p> <p><b>TB</b></p> <p><b>JM</b></p>	20/55

Agenda Number		Action	Item
	<p>Cllr MacBean reported that options were being considered by the Chesham and Villages Community Board for speed indicators / cameras in the area and agreed to keep Cllr Sully informed of developments.</p>		
<p><b>7.</b></p>	<p><b>COMMENTS OR QUESTIONS FROM THE PUBLIC</b></p> <p>A member of the public raised concerns over a neighbouring property and the actions being taken by the applicant prior to determination of their planning application. Councillors noted that the determination of the application was extremely delayed; Cllr MacBean reported that a determination was imminent as she understood the application may be withdrawn. She also indicated that the condition of the building had been reported to the County's dangerous buildings officer and agreed to follow-up to see what action had been taken.</p> <p>Cllr MacBean confirmed that if any actions are taken which suggest that enabling works start on a property prior to a planning application being determined, then a cease and desist notice can be issued.</p>	<p><b>JM</b></p>	<p><b>20/67</b></p>
<p><b>8.</b></p>	<p><b>CLERKS REPORT</b></p> <p>Cllr Dobbs had recently tendered his resignation and therefore the parish council now has a casual vacancy.</p> <p>Councillors noted that as the resignation falls within 6 months of a parish council election, there is no obligation to hold an interim election or to co-opt a new councillor.</p> <p>All councillors were consulted as to whether they were content to continue with 6 councillors until the parish council elections in early Spring 2021 – all councillors approved this plan of action.</p> <p>The clerk will notify Democratic Services of this decision.</p>	<p><b>HF</b></p>	<p><b>20/68</b></p>
<p><b>9.</b></p>	<p><b>FINANCE &amp; GOVERNANCE</b></p>		<p><b>20/69</b></p>
<p><b>9.1</b></p>	<p><b>FINANCE REPORT FROM FINANCE GROUP</b></p> <p>See <b>APPENDIX 1</b> for Financial Summary – 1<sup>st</sup> April 2020 to 30<sup>th</sup> September 2020</p> <p>Councillors noted and approved the circulated financial summary as a correct record of the parish council accounts up to the 30<sup>th</sup> September 2020.</p>		<p><b>20/69/1</b></p>
<p><b>9.2</b></p>	<p><b>EXPENDITURE AGAINST BUDGET FOR 2020/21</b></p>		<p><b>20/69/2</b></p>

Agenda Number		Action	Item
	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.		
9.3	<p><b>TO DISCUSS BUDGET FOR 2021/2022</b></p> <p>Councillors noted that a draft budget will be presented at the January 2021 parish council meeting.</p> <p>All councillors were asked to consider their areas of responsibility and the expenditure likely to be needed to be included in the budget. Additional items for consideration include:</p> <ul style="list-style-type: none"> <li>• Increase in clerks hours</li> <li>• Speed indicators</li> <li>• Oxford Street parking proposal</li> </ul>	<b>ALL to NOTE</b>	<b>20/69/3</b>
9.4	<p><b>TO NOTE PROGRESS WITH THE EXTERNAL AUDITOR</b></p> <p>The clerk has received some questions from the external auditor and responses have been sent back. It is likely that some further clarification over a few queries will be required before the external auditor completes the audit.</p>		<b>20/69/4</b>
9.5	<p><b>REPORT ON CLERKS SALARY</b></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>	<b>CS</b>	
9.6	<p><b>INVOICES APPROVED</b></p> <ul style="list-style-type: none"> <li>• Chq 100085/£81.26 – Castle Water</li> <li>• Chq 100086/£988.31 – Clerks Salary</li> <li>• Chq 100087/£42.00 – DCK Accounting</li> <li>• Chq 100088/£247.29 - HMRC</li> <li>• Chq 100089/£528.00 – All Seasons</li> </ul>		<b>20/69/5</b>
9.7	<p><b>TO AGREE REVIEW DATES FOR UPDATED GOVERNANCE DOCUMENTS</b></p> <p>Councillors noted that a Financial Regulations and Standing Orders will be reviewed before the next parish council meeting.</p>		<b>20/69/6</b>
10	<b>COUNCIL PROPERTY – REPORTS AND ACTIONS</b>		<b>20/70</b>

Agenda Number		Action	Item
10.1	<p><b>PLAYGROUND (CS)</b></p> <p>Additional signage for dogs on leads and dog fouling still needs to be actioned. Cllr MacBean may have some signage that the parish council can use in the playground.</p> <p>Cllr Macbean agreed to send details of the local dog warden to the clerk to ascertain if there was any further action that can be taken in the playground.</p> <p>Councillors discussed again the need for residents to keep dogs on a lead and to clean up any dog mess and this will be reiterated again in the next newsletter.</p> <p>Safety maintenance issues have been identified on the Fort. Despite attempts for the Fort manufacturers to take responsibility for these works, it seems that these issues will have to be remedied more locally. Cllr Sully, Cllr Chinnery and the clerk will arrange to meet to schedule in the work.</p> <p>Risk assessments will need to be updated in response to the most recent playground inspection report.</p>	<p><b>HF</b></p> <p><b>JM</b></p> <p><b>CS/RC/ HF</b></p>	20/70/1
10.2	<p><b>GRASS, TREES, HEDGES, GATES &amp; BENCHES (CP)</b></p> <p>All Seasons have recently cut the hedges around the allotments and playground area.</p> <p>The fencing between the allotments and playground may need some attention and Cllr Perry agreed to take a look at this.</p>	<p><b>CP</b></p>	20/70/2
10.3	<p><b>ALLOTMENTS (AW)</b></p> <p>The Parish Clerk has sent to all allotment tenant's their Annual Allotment and Yearly Tenancy Agreement.</p> <p>The skip hired from Enterprise Skips Wendover was delivered, filled and collected from the site with rubbish from the clearance of the Lee Common School plot.</p> <p>Good progress has been made by the team of parents with weed suppressant matting laid, raised beds constructed and placed in position to be filled with soil. Wood chips are to be spread around the beds.</p> <p>A 4' galvanised iron water trough has been ordered with a waiting time of 4-6 weeks to be installed.</p> <p>The parish council had originally discussed siting the new trough equidistant from the two troughs along the footpath through the allotments however the tenant of 13B has asked if it could be sited between plots 13A and 13B. The position would benefit more tenants to access the trough.</p> <p>All Seasons have made a final grass cut around the tree plantation and the spare plots tidying up the site. They have also done the hedge cutting.</p>		20/70/3

Agenda Number		Action	Item
	Overall the plots have been well maintained with new tenants welcomed in the time of the first lockdown.		
10.4	<p><b>OTHER ASSETS (RF)</b></p> <ul style="list-style-type: none"> <li>• Emily's seat: Cllr Chinnery will paint the ironwork in the spring</li> <li>• Bench at Swan Bottom: nothing to report</li> <li>• Notice board at parish hall : OK</li> <li>• War Memorial: some of the pointing that was done a couple of years ago has failed, suggest we consider having it redone in the spring</li> <li>• Jubilee Well: a few weeds in the pavement and surround, but nothing too extreme</li> <li>• Bench at Lee Clump Road: removed by Cllr Chinnery and Sully whilst the skip was at the allotments</li> </ul> <p>Following discussions with the Parish Hall Committee the parish council have agreed to gift money to purchase a new basketball net which at the Parish Hall. The Parish Hall have agreed to take full responsibility for the net and will include this facility within their own insurance policies.</p> <p>The clerk will write to the parish hall to confirm this arrangement.</p>	HF	20/70/4
11.	<b>FOOTPATHS (DC) &amp; ROADS (CL)</b>		20/75
11.1	<p><b>FOOTPATHS</b></p> <p><b>Cllr Chinnery was not present at the meeting but sent the following report:</b></p> <p><b>Buckinghamshire ROW activity.</b></p> <ul style="list-style-type: none"> <li>• Gate installation has been progressed by the ROW direct works team on path TLE/19 which runs from Swan Lane to behind Kingswood. This has eliminated the dangerous stiles.</li> <li>• With the cooperation of ROW most of the backlog of off-road way marking issues in the Parish has been cleared. There still remains a list of finger post issues which I hope will be addressed over the winter period.</li> <li>• On path TLE/10 opposite Bumble Cottage the parish council are awaiting confirmation that the installation of a gate to replace the difficult stile.</li> </ul> <p><b>Activity by the Chiltern Society PMV</b> The PMV has been involved in the way marking activity mentioned above.</p> <p><b>Footpath Issues Schedule</b> The ROW web map has been received and updated.</p> <p><b>Stiles</b></p> <p>An updated schedule of stiles has been circulated for review. Councillors were asked to review their areas and report any stiles needing repair.</p>	ALL to NOTE	20/75/1

Agenda Number		Action	Item																																										
11.2	<p><b>ROADS</b></p> <p>Cllr Little submitted a report on roads prior to the meeting..</p> <p>Cllr MacBean highlighted the Community Speed Watch team that are specifically tasked with supporting parish councils with speeding issues. (See also 6 above).</p>		20/76/2																																										
12	<p><b>PLANNING APPLICATIONS</b></p>		20/77																																										
12.1	<p>The Clerk reported the following:</p>		20/77/1																																										
	<table border="1"> <thead> <tr> <th data-bbox="256 680 491 792">Planning Application</th> <th data-bbox="496 680 938 792">Address</th> <th data-bbox="943 680 1241 792">Decision</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="256 792 1241 860"><b>Decision Completed</b></td> </tr> <tr> <td data-bbox="256 860 491 972">PL/20/2516/FA</td> <td data-bbox="496 860 938 972">Rosewood House, Cherry Tree Lane, The Lee, HP16 9LP</td> <td data-bbox="943 860 1241 972">Withdrawn</td> </tr> <tr> <td data-bbox="256 972 491 1084">PL/20/2486/FA</td> <td data-bbox="496 972 938 1084">Homemead, Field End Lane, The Lee, HHP16 9NA</td> <td data-bbox="943 972 1241 1084">Conditional Permission</td> </tr> <tr> <td data-bbox="256 1084 491 1196">PL/20/2695/FA</td> <td data-bbox="496 1084 938 1196">Swan Cottage, Red Lion Hill, The Lee, HP16 9NF</td> <td data-bbox="943 1084 1241 1196">Conditional Permission</td> </tr> <tr> <td colspan="3" data-bbox="256 1196 1241 1263"><b>Decision Pending</b></td> </tr> <tr> <td data-bbox="256 1263 491 1330">PL/20/1519/FA</td> <td data-bbox="496 1263 938 1330">Kingsgate Farm Lee Gate</td> <td data-bbox="943 1263 1241 1330">Objection submitted; Decision Pending</td> </tr> <tr> <td data-bbox="256 1330 491 1442">PL/18/4871/FA</td> <td data-bbox="496 1330 938 1442">Hunts Green Farm, Kings Lane, The Lee, HP16 9LX</td> <td data-bbox="943 1330 1241 1442">Comments submitted Decision Pending</td> </tr> <tr> <td data-bbox="256 1442 491 1554">PL/18/4872/FA</td> <td data-bbox="496 1442 938 1554">Hunts Green Farm, Kings Lane, The Lee, HP16 9LX</td> <td data-bbox="943 1442 1241 1554">Comments submitted Decision Pending</td> </tr> <tr> <td data-bbox="256 1554 491 1688">PL/20/1302/VRC</td> <td data-bbox="496 1554 938 1688">Kings Ash Farm Chesham Lane Kings Ash Buckinghamshire HP16 9NP</td> <td data-bbox="943 1554 1241 1688">No objections with comments Decision Pending</td> </tr> <tr> <td data-bbox="256 1688 491 1800">PL/20/3128/FA</td> <td data-bbox="496 1688 938 1800">2 Hunts Green Cottages, Kings Lane, The Lee, HP16 9LX</td> <td data-bbox="943 1688 1241 1800">Objections submitted Decision Pending</td> </tr> <tr> <td data-bbox="256 1800 491 1935">PL/20/3145/FA</td> <td data-bbox="496 1800 938 1935">Martins Oxford Street Lee Common Great Missenden, HP16 9JP</td> <td data-bbox="943 1800 1241 1935">No objections Decision Pending</td> </tr> <tr> <td colspan="3" data-bbox="256 1935 1241 2002"><b>Decision yet to be submitted</b></td> </tr> <tr> <td data-bbox="256 2002 491 2069">PL/20/3326/FA</td> <td data-bbox="496 2002 938 2069">3 Hunts Green Cottages, Kings Lane, The Lee, HP16 9LX</td> <td data-bbox="943 2002 1241 2069"></td> </tr> </tbody> </table>	Planning Application	Address	Decision	<b>Decision Completed</b>			PL/20/2516/FA	Rosewood House, Cherry Tree Lane, The Lee, HP16 9LP	Withdrawn	PL/20/2486/FA	Homemead, Field End Lane, The Lee, HHP16 9NA	Conditional Permission	PL/20/2695/FA	Swan Cottage, Red Lion Hill, The Lee, HP16 9NF	Conditional Permission	<b>Decision Pending</b>			PL/20/1519/FA	Kingsgate Farm Lee Gate	Objection submitted; 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/20/3128/FA	2 Hunts Green Cottages, Kings Lane, The Lee, HP16 9LX	Objections submitted Decision Pending	PL/20/3145/FA	Martins Oxford Street Lee Common Great Missenden, HP16 9JP	No objections Decision Pending	<b>Decision yet to be submitted</b>			PL/20/3326/FA	3 Hunts Green Cottages, Kings Lane, The Lee, HP16 9LX			
Planning Application	Address	Decision																																											
<b>Decision Completed</b>																																													
PL/20/2516/FA	Rosewood House, Cherry Tree Lane, The Lee, HP16 9LP	Withdrawn																																											
PL/20/2486/FA	Homemead, Field End Lane, The Lee, HHP16 9NA	Conditional Permission																																											
PL/20/2695/FA	Swan Cottage, Red Lion Hill, The Lee, HP16 9NF	Conditional Permission																																											
<b>Decision Pending</b>																																													
PL/20/1519/FA	Kingsgate Farm Lee Gate	Objection submitted; 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/20/3128/FA	2 Hunts Green Cottages, Kings Lane, The Lee, HP16 9LX	Objections submitted Decision Pending																																											
PL/20/3145/FA	Martins Oxford Street Lee Common Great Missenden, HP16 9JP	No objections Decision Pending																																											
<b>Decision yet to be submitted</b>																																													
PL/20/3326/FA	3 Hunts Green Cottages, Kings Lane, The Lee, HP16 9LX																																												

Agenda Number			Action	Item
	PL/20/3145/FA	Martins Oxford Street Lee Common Great Missenden, HP16 9JP		
12.2	<p><b>Other Planning Matters</b></p> <p>The Parish Council had received Buckinghamshire Councils response to the Governments White Paper on Planning Policy, which was circulated to all councillors. Councillors were broadly in agreement and decided not to comment further.</p>			20/77/2
12.3	<p><b>Notifications of Planning Applications</b></p> <p>Councillors discussed how the parish council can better support residents with notifications of planning applications and agreed to trial publishing new applications on The Lee Forum. This facility would not be for residents to comment on the Forum, only to be notified and signposted to the planning portal for comment.</p>			20/77/3
13	<p><b>HS2 CONSTRUCTION</b></p> <p>Councillors noted the report circulated by Cllr Sully on HS2.</p>			20/78
14.	<p><b>PARISH COMMUNICATIONS</b></p>			20/79
14.1	<p><b>Website/Forum</b></p> <ul style="list-style-type: none"> <li>• Website and email: <ul style="list-style-type: none"> <li>- Having carried out further investigations, Cllr Sully and Cllr Fowler recommend moving the website, forum and email contract to be hosted by Sinorrah, in line with the report circulated. Councillors noted that the move to Sinorrah will be more cost effective than the current contract with 123-reg. Councillors were happy to approve the migrations of emails, website and hosting to the new provider.</li> <li>- Final training for the Clerk is still outstanding</li> <li>- The website is this year hosting online Christmas ordering for Shop at The Lee. Due to the second lockdown, it is also hosting an online Christmas Market for the shop.</li> </ul> </li> <li>• The forum now has just under 600 users.</li> <li>• Shared documents: no further action is recommended until we have successfully moved to a new hosting company.</li> </ul>		RF/CS/ HF	20/79/1



Agenda Number		Action	Item
14.2	<p><b>Annual Parish Meeting</b></p> <p>Councillors noted the indefinite postponement of the Annual Parish Meeting.</p>		20/79/2
14.3	<p><b>Newsletter</b></p> <p>Topics to be included in the Newsletter are:</p> <ul style="list-style-type: none"> <li>• Casual Vacancy</li> <li>• Fix My Street</li> <li>• Move to new website hosting company</li> <li>• Carry a torch when walking at dusk/night-time</li> <li>• Merry Christmas and a Happy and Healthy New Year</li> </ul>		20/79/3
	<p><b>DATES FOR MEETINGS 2021</b></p> <p>Dates for next year are as follows:</p> <ul style="list-style-type: none"> <li>• Tuesday, 12<sup>th</sup> January 2021</li> <li>• Tuesday, 9<sup>th</sup> March 2021</li> </ul>		20/80
	<p><b>The meeting closed at 9.40pm</b></p> <p><b>CHAIRMAN..... Date .....</b></p>		

## FINANCIAL SUMMARY

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

<b>1. Current account bank reconciliation</b>			
	<b>Opening balance 1 April 2020</b>	<b>17,344.61</b>	<b>Statement 20</b>
<b>A</b>	Income - current year	15,040.25	
	<b>Income Subtotal</b>	<b>15,040.25</b>	
<b>B</b>	Cheques paid last financial year and presented this year (chq no: 100062/63/64)	1,277.51	
<b>C</b>	Expenditure - current year(minus unrepresented chqs in this financial year)	6,085.07	
<b>D</b>	<b>Expenditure Subtotal</b>	<b>7,362.58</b>	
<b>E</b>	<b>Closing balance = (Opening Balance + A)-D</b>	<b>25,022.28</b>	<b>Statement 25</b>
<b>F</b>	Cheques paid last financial year that have not been presented	-	
<b>G</b>	Unpresented cheques this year	-	
<b>H</b>	<b>Unpresented cheques total</b>	<b>-</b>	
	<b>Total Committed Expenditure to date for financial year (D+H)</b>	<b>7,362.58</b>	