

**The Lee Parish Council**

**Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC)  
held via Go to Meeting on Tuesday, 9<sup>th</sup> March 2021**

<b>Present</b>	Councillor C Sully (Chairman)	CS
	Councillor A Weir	AW
	Councillor C Perry	CP
	Councillor R Fowler	RF
	Councillor D Chinnery	DC
	Councillor C Little	CL
	Mrs H Farrelly (Clerk)	HF
<b>In Attendance</b>	Councillor P Birchley	PB
	Councillor A Bacon	AB
	Caroline Green, Bucks Council	
	Three members of the public	
<b>Apologies</b>	Councillor J MacBean	JM
	Councillor N Rose	NR

Agenda Number	Action	Item
1.	<p><b>INTRODUCTORY REMARKS BY CHAIRMAN</b></p> <p>Welcome to Caroline Green and Simon Moule who are both attending the meeting for the first time.</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 were also asked to raise a hand in support of the proposal.</p>	<b>21/16</b>
2.	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>NR and JM had sent their apologies.</p>	<b>21/17</b>
3.	<p><b>APPROVAL OF MINUTES OF PREVIOUS MEETING</b></p>	<b>21/18</b>

Agenda Number		Action	Item
	The minutes of the PC Meeting held on Tuesday, 12 <sup>th</sup> January 2021 were approved, subject to replacing the word 'is' with 'was' in para 4 of Item 13.. The Chairman signed the minutes and a copy will be published on the website.		
<b>4.</b>	<b>MATTERS ARISING FROM MINUTES NOT ITEMISED SEPERATELY</b>		<b>21/19</b>
	All matters arising are dealt with under other agenda items.		
<b>5.</b>	<b>DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS</b>  No declarations of interest.		<b>21/20</b>
<b>6.</b>	<b>REPORT FROM COUNTY/DISTRICT COUNCILLORS</b>		<b>21/21</b>
<b>6.1</b>	<p>County Councillor Birchley highlighted the following:</p> <ul style="list-style-type: none"> <li>• HS2 trucks continue to be seen on roads around the area.</li> <li>• A new town is to be built near Wendover, north of the HS2 works and will further impact local traffic on the A413.</li> <li>• At a recent meeting of the Village Forum discussions took place about the state of the roads and flooding issues in the local area. Excessive rain fall has caused considerable problems.</li> <li>• The Community Board is due to meet this week and Councillor Sully has prepared a paper on HS2 for the meeting. Topics for discussion include environment, with key speakers joining the meeting.</li> <li>• With regard to speed monitoring cameras which have been bid for by the Community Board, BC are now evaluating suitable sites for these cameras. County Cllr Birchley confirmed that a provision has been made in the budget.</li> <li>• Concerns have been raised about the discharge of rainwater from Corner Farm as well as concerns about the right-hand turn at the end of Rocky Lane with the increased levels of HS2 traffic.</li> <li>• Silt at the crossroads on Chesham Lane is a significant problem and Cllr Birchley agreed to request road sweeping at the cross roads.</li> <li>• The road between Cogdells Lane to Swan Bottom crossroads is due to be resurfaced in the coming months.</li> <li>• A new HS2 protester camp has developed on Leather Lane and includes both tree and ground camping. Both Great Missenden PC and The Lee PC continue to engage with HS2 contractors on the matter.</li> </ul>	<b>PB</b>	<b>21/21/1</b>
<b>6.2</b>	Cllr Bacon discussed the ongoing issues with neighbour notifications discussed at the last PC meeting.		<b>21/21/2</b>

Agenda Number		Action	Item
	Extra budget has been assigned for drainage issues, which was £2million and £2million.		
7.	<p><b>COMMENTS OR QUESTIONS FROM THE PUBLIC</b></p> <p>Cllr Sully updated the Parish Council that a Stage 2 complaint has been raised by a resident regarding Buckinghamshire Council's handling of the change of use application on a property in the parish.</p> <p>Community police officers have been asked to contact some local residents to gather information on activities taking place in the parish with regard to planning and enforcement.</p>		21/22
8.	<p><b>CLERKS REPORT</b></p> <p>The clerk updated Councillors on the forthcoming elections which were scheduled to take place on the 6<sup>th</sup> May 2021.</p> <p>Councillors will be required to nominate themselves for election and the clerk will be sending the forms to them shortly.</p> <p>The parish council has seven seats.</p>		21/23
9.	<p><b>FINANCE &amp; GOVERNANCE</b></p>		21/24
9.1	<p><b>FINANCE REPORT FROM FINANCE GROUP</b> See <b>APPENDIX 1</b> for Financial Summary – 1<sup>st</sup> April 2020 to 2<sup>nd</sup> February 2021</p> <p>Councillors noted and approved the circulated financial summary as a correct record of the parish council accounts up to the 2<sup>nd</sup> February 2021.</p>		21/24/1
9.2	<p><b>EXPENDITURE AGAINST BUDGET FOR 2020/21</b></p> <p>Changes have been made to the end-of-year forecasts, resulting in a projected surplus of approx. £2,000 (£1,400 increase cf budget) made up principally of:</p> <ul style="list-style-type: none"> <li>• Admin: £473 increase on costs due to additional IT; Newsletter support; residents leaflets; training</li> <li>• Clerk's salary: £600 increase due to increase in hours</li> <li>• Grass/Hedging/Gates/fencing: £1,400 reduction due to deferred expenditure</li> <li>• Playground: £987 reduction due to deferred expenditure</li> </ul>		21/24/2
9.3	<p><b>CLERKS SALARY</b></p>		21/24/3

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	<p>In discussions with the clerk and the Chairman, the clerk was asked to keep a record of hours worked over the past 5-week period as it had become apparent that the clerk is working well above the 8hrs allocated per week, as an average across the year.</p> <p>Councillors received a report on clerk's hours and a salary proposal for 2021/22 and also noted the information on parish precepts vs staff costs in other small parishes locally.</p> <p>Councillors were invited and agreed to the proposal to increase hours to 12 per week, with effect from 1<sup>st</sup> April 2021, with the additional cost being drawn (if necessary) from the general reserve in 2021/22.</p> <p>In addition, the Clerk is currently paid a 'Working from Home allowance' per annum with TLPC. This is an escalating historic amount, which is now out of line with NALC recommended allowances. Councillors agreed a change to the allowances from week commencing 1st April 2021.</p> <p>Councillors noted that the hours will continue to be monitored.</p>	HF	
9.4	<p><b>INVOICES APPROVED</b></p> <ul style="list-style-type: none"> <li>• Chq 100099/£66.00 – Newsletter Covid19 Leaflets</li> <li>• Chq 100100/£42.00 - DCK Accounting</li> <li>• Chq 100101/£360.00 – External Audit (paid twice in error – refunded in March 2021)</li> <li>• Chq 100102/£110.00 – Newsletter Playground Survey Leaflet</li> <li>• Chq 100103/£75.00 – Wordpress training</li> <li>• Chq 100104/£63.00 – Go to Meeting</li> <li>• Chq 100105/£163.00 – Newsletter</li> <li>• Chq 100106/£299.99 – Basket Ball Net</li> <li>• Chq 100107/£31.67 – Sinorrah Website Services</li> <li>• Chq 100108/£143.88 – Zoom Subscription</li> </ul>		21/24/4
9.5	<p><b>TO APPROVE REVISED GOVERNANCE DOCUMENTS</b></p> <p>Having received the following documents prior to the meeting, councillors noted that these registers had been reviewed and approved in May 2020. Councillors were asked to review them again before the May 2021 meeting:</p> <ul style="list-style-type: none"> <li>• Risk Register</li> <li>• Asset Register</li> </ul> <p>Councillors reviewed the bank Standing Orders and Direct Debits which included Castle Water, Sovereign and ICO. Councillors noted that the direct debit to 123-Reg had now been cancelled.</p>		21/24/5

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	Councillors also noted that the allotment fees remain at £22 per plot and that this had been unchanged for several years. The next allotment fees would not be due until September 2021, at which point councillors agreed to reconsider the set fee per plot and, in all likelihood, raise the fee at this time.		
<b>10</b>	<b>COUNCIL PROPERTY – REPORTS AND ACTIONS</b>		<b>21/24</b>
<b>10.1</b>	<p><b>PLAYGROUND (CS)</b></p> <ul style="list-style-type: none"> <li>• Dog signs - Cllr MacBean has supplied 2 x new dog signs which will be fixed in due course.</li> <li>• Fort 1 - Broxap have carried out a (free) risk assessment (carried out by Play Inspections) of the cave issue and the drop from the bridge. Councillors Sully and Chinnery attended the inspection and await the response.</li> <li>• Whilst on site, the Play Inspections inspector also took a look at: <ul style="list-style-type: none"> <li>○ The top beam on the trim trail – not showing any signs of the splits previously noted.</li> <li>○ The entrances to the tunnels – not a great risk; but might be improved for aesthetic reasons.</li> <li>○ The climb in/out of the bridge from the seating area – within safety guidelines.</li> </ul> </li> <li>• Fort 2 - Broxap are also due to examine and remedy the 'step-support' issue and the gaps at the tunnel entrances. Councillor Sully agreed to follow-up when the Play Inspections report is received</li> <li>• Sovereign carried out a further safety inspection in February and reported – <ul style="list-style-type: none"> <li>○ Strimming damage to the posts on the multi-play</li> <li>○ Some of the timbers on the Trim Trail are showing early signs of fatigue.</li> </ul> <p>The clerk will continue to monitor strimming and the timbers on the trim trail.</p> </li> <li>• Further remedial work will be needed in the Spring to the grass mound which has suffered further erosion. It may be appropriate to invite another party to examine this issue (e.g. Chesham Town Council).</li> </ul>	<p><b>CS</b></p> <p><b>CS</b></p> <p><b>HF</b></p> <p><b>HF</b></p>	<b>21/24/1</b>
<b>10.2</b>	<p><b>GRASS, TREES, HEDGES, GATES &amp; BENCHES (CP)</b></p> <p>Councillors asked the clerk to send a comparison of costs for All Seasons from 2020-21 and the proposed costs for the next financial year to Councillors Perry and Weir for consideration.</p> <p>The replacement pedestrian gate is due to be installed in the next few months.</p>	<b>HF</b>	<b>21/24/2</b>
<b>10.3</b>	<b>ALLOTMENTS (AW)</b>		<b>21/24/3</b>

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	<p>A new water trough was installed earlier in the year costing £150 32.</p> <p>Allotment holders have also requested additional fencing to be put up and the clerk is in the process of obtaining quotations for the work.</p> <p>Councillors discussed the need for allotment holders to make sure that any shed or storage box on their plots is secured/locked when not on the plot. This is to prevent children playing in the area having access to potentially dangerous tools or chemicals. Councillor Weir agreed to have a discussion with allotment holders on the matter.</p>	<b>AW</b>	
<b>10.4</b>	<p><b>OTHER ASSETS (RF)</b></p> <ul style="list-style-type: none"> <li>• <b>Benches:</b> remedial work still outstanding, weather has not yet been suitable</li> <li>• <b>Notice boards:</b> board at the Guild Room needs some attention; that at the Parish Hall is fine</li> <li>• <b>War Memorial:</b> pointing is crumbling quite badly, it hasn't lasted at all well</li> <li>• <b>Jubilee Well:</b> nothing to report</li> </ul>		<b>21/24/4</b>
<b>11.</b>	<b>FOOTPATHS (DC) &amp; ROADS (CL)</b>		<b>21/25</b>
<b>11.1</b>	<p><b>FOOTPATHS</b></p> <p>Councillors received an updated schedule on the status of stiles on the ROW map and the TLPC footpath issues schedule.</p> <p>Cllr Chinnery updated Councillors on the various issues that have been raised in the parish and noted that any stiles needing repair, a discussion with the landowner will take place in the first instance, otherwise councillors were asked to report them to Cllr Chinnery.</p> <p>Councillors were asked to review their designated areas and to notify Cllr Chinnery of any amendments needed to the currently published maps.</p>		<b>21/25/1</b>
<b>11.2</b>	<p><b>ROADS</b></p> <p>Councillors heard that there continues to be concerns over two vehicles on the highway that are in a poor state of repair and/or SORN. The clerk suggested a discussion with Cllr Jane MacBean regarding this matter as Jane had had success removing an abandoned vehicle in the neighbouring parish.</p> <p>Councillors discussed how the parish council can support road safety in the area and further discussions would take place on taking advantage of HS2 road safety funds that are currently available.</p>		<b>21/25/2</b>
<b>12</b>	<b>PLANNING APPLICATIONS</b>		<b>21/26/1</b>

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12.1	<p>The Clerk reported the following:</p> <table border="1"> <thead> <tr> <th data-bbox="236 271 475 360">Planning Application</th> <th data-bbox="475 271 986 360">Address</th> <th data-bbox="986 271 1230 360">Decision</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="236 367 1230 423"><b>Decision Completed</b></td> </tr> <tr> <td data-bbox="236 430 475 486">PL/20/3400/FA</td> <td data-bbox="475 430 986 486">The Cart House, Three Gates Farm, Chartridge</td> <td data-bbox="986 430 1230 486">Refuse Permission</td> </tr> <tr> <td data-bbox="236 492 475 548">PL/20/4157/FA</td> <td data-bbox="475 492 986 548">Foxgrove, Crocketts Lane, Lee Common, HP16 9JR</td> <td data-bbox="986 492 1230 548">Conditional Permission</td> </tr> <tr> <td data-bbox="236 555 475 645">PL/20/4343/FA</td> <td data-bbox="475 555 986 645">Copper Rose Cottage Oxford Street Lee Common Great Missenden Buckinghamshire HP16 9JX</td> <td data-bbox="986 555 1230 645">Conditional Permission</td> </tr> <tr> <td 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12.2	<p><b>Other Planning Matters</b></p> <p>Councillors had discussed at length the current planning procedures adopted by the parish council and the proposal of changes to the</p>		21/26/2																																																												

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	<p>procedures. Councillors agreed to the updated procedures, which will be published on the website.</p> <p>The forum notices of planning applications will continue.</p>		
13	<p><b>HS2 CONSTRUCTION</b></p> <p>The major concerns locally continue to be the use of hill-top lanes by HS2 vehicles, the projected overall traffic levels on the A413 and increasing concerns about local engagement on key mitigation issues.</p> <p><b>A413 / A355 Traffic plans</b></p> <p>The HS2 Commissioners invited HS2 Ltd to provide further information and then chaired a second meeting in late February, at which local councils again made a presentation of their concerns. HS2 Ltd reported that they are of the view that there are no significant unmitigated adverse impacts from the increase in traffic likely to now be travelling on the A355 / A413, over and above that which was estimated at the time of the Bill enactment. More detailed evidence in support of this statement was requested.</p> <p>Local parish councils and Buckinghamshire Council (the approving Highways Authority) now have to decide if they are satisfied with the response and, if not, what to do about it. Buckinghamshire Council could withhold construction route approvals; local parishes could call for a Judicial Review.</p> <p><b>Forward programme</b></p> <p>HS2 contractors have announced a wide range of local works for 2021, including:</p> <ul style="list-style-type: none"> <li>• Archaeological digs at Grims Ditch / Leather Lane via the Kings Lane compound; no excavated material will leave the site.</li> <li>• A programme of work to prepare ground to receive tree planting near Jones Hill Wood will use the lower part of Bowood Lane for access.</li> <li>• The beginning of ground preparation for the Internal Access Road, including tree clearance at Leather Lane.</li> <li>• Temporary closures of Leather lane, Bowood Lane and Rocky Lane (dates to be confirmed).</li> </ul> <p><b>Leather Lane trees</b></p> <p>There has been much activity locally and online protesting about the prospective tree felling near Leather Lane. Another protester camp (including tree-dwellers) has been set up near Liberty Lane). As far as we can tell many of these trees do have to come down to make way for the railway and/or the diversion of Leather Lane. We have a further meeting with the contractors on Tuesday afternoon at which we will receive updates and press for as many to be preserved as possible.</p>		21/27

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	<p><b>TLPC presentation – 1st March</b></p> <p>A copy of the presentation made to residents has been published to the website. It has been very well received by those who attended – probably around 40 local residents, plus various Cllrs and HS2 Community Engagement Managers.</p> <p>We will review later in the year the need for any sort of repeat / update. It is a pity that some of the loudest protesters were unwilling / unable to attend.</p> <p>Cllrs Fowler, Chinnery and Sully continue to meet the HS2 Community Engagement Managers on a fort-nightly basis.</p>		
14.	<b>PARISH COMMUNICATIONS</b>		<b>21/28</b>
14.1	<p><b>Website/Forum</b></p> <p><b>Website:</b></p> <ul style="list-style-type: none"> <li>• Migration to Sinorrah took place with minimal disruption</li> <li>• The Clerk has attended Wordpress training, and is now able to make minor changes and upload documents</li> <li>• New "HS2 in The Lee" page added, and presentations given on HS2 to various bodies and audiences uploaded</li> <li>• All future presentations relating to HS2 will be uploaded, along with relevant news items</li> </ul> <p><b>Email:</b></p> <ul style="list-style-type: none"> <li>• Recommend that the PC add a further mailbox for the Clerk, to avoid having to use Hotmail. This will cost 3.77+VAT/month and will ensure that all Parish Council emails are hosted/managed together using our own domain. Councillors approved the purchase of an additional mailbox for the Clerk.</li> </ul> <p><b>Forum:</b></p> <ul style="list-style-type: none"> <li>• The forum continues to get more members, and now has 635 users.</li> <li>• In view of the level of HS2 protest locally, Cllr Sully and Fowler have reviewed the Code of Conduct and added a clause that no posts should in any way "...incite, encourage, support or condone any illegal actions or behaviour". The Code of Conduct has also been made more visible.</li> <li>• The changes to the Code of Conduct are precautionary; no post has to date been in breach of this new rule.</li> </ul>		<b>21/28/1</b>
14.2	<p><b>Newsletter</b></p> <p>Topics to be included in the Newsletter are:</p> <ul style="list-style-type: none"> <li>• Reminder on the election's procedures</li> <li>• Planning Procedures</li> <li>• Parking in Oxford Street</li> <li>• Green bin services from Buckinghamshire Council</li> </ul>		<b>21/28/2</b>

Agenda Number		Action	Item
15	<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, 11<sup>th</sup> May 2021</li> </ul> <p>Dates for meetings in 2021-22 will be circulated to councillors in due course.</p>	<b>HF</b>	<b>21/29</b>
	<p><b>The meeting closed at 9.20pm</b></p> <p><b>CHAIRMAN..... Date .....</b></p>		

## FINANCIAL SUMMARY

REPORTING PERIOD:  
1st April 2020 - 2nd February 2021

<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	15,412.67	
	<b>Income Subtotal</b>	<b>15,412.67</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)	11,382.55	
<b>D</b>	<b>Expenditure Subtotal</b>	<b>12,660.06</b>	
<b>E</b>	<b>Closing balance = (Opening Balance + A)-D</b>	<b>20,097.22</b>	<b>Statement 30</b>
<b>F</b>	Cheques paid last financial year that have not been presented	-	
<b>G</b>	Unpresented cheques this year	994.54	
<b>H</b>	<b>Unpresented cheques total</b>	<b>-</b>	
	<b>Total Committed Expenditure to date for financial year (D+H)</b>	<b>12,660.06</b>	