

The Lee Parish Council

Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC) held on Tuesday, 11th May 2021

Present	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
In Attendance	Councillor P Birchley	PB
	Councillor J Macbean	AB
	Caroline Green, Bucks Council	
	12 members of the public	

Agenda Number		Action	Item
1.	<p>INTRODUCTORY REMARKS BY CHAIRMAN</p> <p>Councillor Sully welcomed Simon Moule who was attending the meeting for the first time as an elected councillor</p>		21/30
2.	<p>APOLOGIES FOR ABSENCE</p> <p>There were no apologies for absence</p> <p>Councillor Sully read the following statement:</p> <p>Since May 2020 the TLPC has held its bi-monthly Parish Council (PC) meetings online with members of the public attending. In this respect the TLPC has fully complied with the Covid Regulations for local authorities introduced by the Government in 2020. This has proven a sensible, effective way of holding PC meetings during the various stages of Covid lockdown, with excellent attendance by Cllrs, good attendance by members of the public and no complaints.</p> <p>The 2020 legislation reached the end of its term on May 7th 2021 and no extension is in place in England. After submissions by various organisations to allow an extension of this legislation, the Government has declined to do so (for England) and the High Court has ruled that from May 7th, council meetings in England must therefore take place ‘in person’ to comply with other local authority legislation. Councils are required to carry out risk assessments of where and how they intend to hold their future meetings in order to comply with other Covid Regulations which remain in force, and</p>		21/31

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	<p>which may (or may not) change on May 17th and / or on June 21st. Having considered these issues, TLPC has three practical choices:</p> <ol style="list-style-type: none"> 1. Meet face-to-face at the Parish Hall, taking all reasonable steps to protect those attending. [There are no other practical venues TLPC could use in the short-term.] Cllrs would be considered as 'volunteers' going about their normal duties and the Clerk an employee. Those attending could space themselves at 2m, wear masks and leave the doors and windows open; this might be considered 'reasonable', if the Parish Hall was available on such a basis (noting however that TLPC does not own or manage the hall and that it is not currently 'open' on such a basis). TLPC would also need to either: <ol style="list-style-type: none"> a. Allow the public to attend, in which case they would have to follow the same rules. In view of the size of the hall, the number attending would clearly have to be restricted. It is also not clear whether, under other Covid regulations, the public would actually be allowed to attend before or after May 17th. b. Not allow the public to attend and instead make the meeting available by webcast with some means of public engagement. Although theoretically possible, TLPC and the Hall have no effective, proven facilities for such an arrangement. 2. Cancel the meeting and rearrange for a later date - when things may or may to be different. Note that TLPC would still have to hold its next Council Meeting within 21 days of the election in order to meet other local authority regulations. 3. Go ahead with a remote meeting as planned. Although this may be a breach of the Court ruling, TLPC could argue that it is better serving its residents by continuing with these arrangements for this meeting; that they have been publicised already in The Lee Newsletter and online and that they have proven an effective way of getting resident engagement (at least as good as face-to-face meetings) with low risk. <p>The Clerk and the Chair have discussed the risks and the three options with Cllrs and there is a strong preference for holding this next meeting online i.e. Option (3). Option (1) has too many uncertainties associated with it and some Cllrs have expressed reservations about attending such a meeting. Option (2) would prevent TLPC from conducting its normal business in a timely manner and would simply delay the meeting to a time when things may or may not be any simpler.</p> <p>Weighing up all the risks and issues, it is therefore proposed that TLPC should hold this meeting online as planned and review the issue again before the next meeting due to take place in July.</p> <p>Councillors approved the meeting to be held online.</p>		
3.	ELECTION OF OFFICERS		21/32

Agenda Number		Action	Item
	Cllr Sully proposed Cllr Fowler as Chair; seconded by Cllr Weir, Little, Moule, Perry and Chinnery. Cllr Fowler proposed Cllr Perry as Vice Chair; seconded by Cllr Weir, Little, Moule, Perry and Chinnery. Both were unanimously elected for a period of one year.		
4	APPROVAL OF MINUTES OF PREVIOUS MEETING The minutes of the PC Meeting held on Tuesday, 9 th March 2021 were approved. Subject to a few minor amendments, the Chair signed the minutes and a copy will be published on the website.		21/33
5.	MATTERS ARISING FROM MINUTES NOT ITEMISED SEPERATELY		21/34
5.1	Parking Proposal at Allotment Area To be discussed under minute 8.		
6.	DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS No declarations of interest.		21/35
7.	REPORT FROM COUNTY/DISTRICT COUNCILLORS		21/36
7.1	County Councillor Birchley highlighted the following: <ul style="list-style-type: none"> • Busy time, resurfacing of Chartridge lane • Thank you for re-election <p>Cllr Fowler asked how the work would be divided up between the elected councillors (e.g., TfB, planning, etc)</p> <p>JM & TB have worked together for the past 5 years so continue to work in partnership.</p> <p>Contact either and the other will be copied in.</p>		21/36/1
7.2	Traffic speed monitoring and HS2 Road Safety Fund As a parish council we have lodged an interest in the HS2 Road Safety Fund and hope to be able to submit an application in due course. The community board have put in an application to Transport for Bucks for four MVAS machine around the area. Cllr MacBean noted that there had not		21/36/2

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	been any significant progress made and would be following up with Transport for Bucks in the coming week.		
8.	COMMENTS OR QUESTIONS FROM THE PUBLIC		21/37
	<p>The proposed parking at the allotment area, which had been communicated to residents via The Lee Newsletter, had been deferred for discussion from minute 5.1 to give the residents an opportunity to voice their opinions.</p> <p>Cllr Fowler highlighted that the parish council is regularly contacted by residents concerned about parking in Oxford and that the parish council have tried to come up with innovative solutions to address these issues. The white lines near the school and Princes Lane serve to remind people where they should not be parking, but don't address the issues at the other end of the road where people who don't necessarily live on Oxford St park when visiting the allotments and playground. Although it could be used by parents dropping children at school, this wasn't the prime motivation for the proposed car park at the allotment area.</p> <p>Having received over 20 responses, the clerk read out the following summary of responses:</p> <ul style="list-style-type: none"> • For: 4 • Against: 19 <p>General observations and concerns</p> <ul style="list-style-type: none"> • there is probably plenty of parking if residents were to park on their drives • having cars parked on the road probably slows traffic down - especially the delivery vans that we all rely on so perhaps isn't a bad thing? • Suspect numbers will fall post lockdown – parking by the playground seems to have diminished since schools reopened • Providing more parking wouldn't necessarily reduce the number of cars on Oxford St • How would parking be controlled • Were it to go ahead, introduce EV charging points / 5G mast <p>In favour</p> <ul style="list-style-type: none"> • Great idea, provided the hedge remains • Good idea to make use of this car park with correct and thought-out planning, especially to get parked cars off Oxford Street • Good idea, subject to a secured section separating the car park from the allotment area with child friendly post, fencing and self-closing gates to prevent children from running into the car park • As allotment folk we would very much welcome the idea of being able to park at the tip of the field rather than on the road on Oxford Street <p>Against</p> <ul style="list-style-type: none"> • be a shame to cut into green/allotment land, with disturbance to the hedgerow and wildlife (10) • won't work for school drop off - it's too far away (3) 		

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	<ul style="list-style-type: none"> • increased traffic, plus risk of cars queuing to gain access (2) • magnet for anti-social behaviour (3) • eyesore (4) • concerns about safety of children in the playground (7) <p>Alternative suggestions</p> <ul style="list-style-type: none"> • Mark out parking bays on the road alongside the allotments • Introduce traffic barrier to narrow the road and slow traffic • Encourage more parking at the Parish Hall <p>The public were invited to express their views on the proposal. After much discussion, Cllr Fowler thanked everyone for their views and asked councillors to vote on the proposal; the proposal will not be taken forward.</p>		
9.	CLERKS REPORT		21/38
9.1	The clerk highlighted that the internal paperwork would be submitted the week commencing the 17 th May 2021.		
10.	FINANCE & GOVERNANCE		21/39
10.1	<p>Finance Report from the Finance Committee See APPENDIX 1 for Financial Summary – 1st April 2020 to 31st March 2021</p> <p>Councillors noted and approved the circulated financial summary as a correct record of the parish council accounts up to the 31st March 2021.</p>		21/39/1
10.2	<p>Draft Year-End Accounting Statements</p> <p>Councillors noted the draft year end accounting statements that will be submitted to the internal auditor as part of the internal audit paperwork.</p>		21/39/2
10.3	<p>To Note Progress on the Internal Audit</p> <p>Councillors noted that the internal audit paperwork will be submitted electronically to the internal auditor the week commencing the 17th May 2021.</p>		21/39/3
10.4	<p>To agree the Certificate of Exemption</p> <p>Councillor noted the circulated certificate of exemption and approved the document for submission to PKF External Auditors.</p>		21/39/4
10.5	<p>To note Budget and Projected Income/Expenditure for 2021/22</p> <p>There was nothing to review for this financial year.</p>		21/39/5

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10.6	<p>Invoices Approved</p> <ul style="list-style-type: none"> • Chq 100109/£1107.95 – Clerk’s Salary • Chq 100110/£277.00 – HMRC • Chq 100111/£29.40 – Clerk’s Expenses • Chq 100112/£150.32 – Water Trough at Allotments • Chq 100113/£10.37 – Playground Maintenance Expenses • Chq 100114/£30.00 – DCK Accounting • Chq 100115/£132.64 - BMKALC • Chq 100116/£248.82 - Sinnorah • Chq 100117/£140.00 – All Seasons • Chq 100118/£826.47 – Zurich Insurance • Chq 100119/£42.00 – DCK Accounting • Chq 100120/£255.00 – All Seasons 		21/39/6
10.7	<p>To approve Revised Governance Documents</p> <p>Having received the following documents prior to the meeting, Councillors approved:</p> <ul style="list-style-type: none"> • Code of Conduct • Standing Orders • Financial Control • Media Policy 		21/39/7
10.8	<p>To agree Governance Documents for approval at the July meeting</p> <ul style="list-style-type: none"> • Councillor Responsibilities • Risk Assessments 		21/39/8
11	<p>COUNCIL PROPERTY – REPORTS AND ACTIONS</p>		21/40
11.1	<p>Playground (CS)</p> <ol style="list-style-type: none"> 1. Dog signs: Cllr MacBean has supplied 2 x new dog signs. To be fixed after the new gates are installed at Oxford Street. 2. Fort (1): We are still chasing Broxap for their report on the risk assessment (carried out by Play Inspections) of the cave issue and the drop from the bridge, and the other remedial improvements. They need chasing again. 3. Fort (2): Remedial work is needed to the grass mound which has suffered further erosion over the winter. It is proposed that TLPC invite another party to examine this issue (e.g. Chesham Town Council). 4. Sovereign carried out a further safety inspection in February and reported <ul style="list-style-type: none"> • Strimming damage to the posts on the multi-play (Action HF: Monitor and keep reminding All Seasons not to strim close to wooden posts). 	<p>CS</p> <p>CS</p> <p>HF</p> <p>HF</p>	21/40/1

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	<ul style="list-style-type: none"> • War Memorial: Nick Batty will be repointing the pavement later this month • Jubilee Well: nothing to report 								
12.	FOOTPATHS (DC) & ROADS (CL)		21/41						
12.1	<p>Footpaths</p> <p>The recent dry spell of weather brought significant improvement to the underfoot condition of footpaths. The paths continue to be well used.</p> <p>The Chiltern society PMV team is planned to be active in the Parish and surrounding area on 12th May and 28th May. This will include stile repairs and way marking improvement. Also, it is intended that a replacement public footpath pedestrian gate will be installed at the main entrance to the Playground on Oxford Street adjacent to the field gate (which is planned to be replaced in advance of the Chiltern Society work).</p> <p>The schedule of stile defects will be updated and reissued to reflect any repair work above. However, the two unstable stiles on TLE/ 25/1 at the north end of Brays Wood and at Arrewig Lane have been removed and are now gaps.</p> <p>Communication with BC ROW continues but has been difficult. Cllr Chinnery will continue to press for resolution on defective stiles and other matters.</p> <p>The schedule of footpath issues will also be updated and reissued to reflect any repair work above. In the meantime, please advise me of any concerns.</p> <p>The footpath furniture differences schedule has been reviewed against the current BC ROW web map.</p>		21/41/1						
12.2	<p>Roads</p> <p>The roadside edges are now extensively eroded and are actually dangerous in the presence of on-coming traffic. Potholes are really too numerous to report although it is accepted some of the worst have been patched.</p>		21/41/2						
13	<p>PLANNING APPLICATIONS</p> <p>13.1 The Clerk reported the following:</p> <table border="1" data-bbox="236 1937 1233 2087"> <thead> <tr> <th data-bbox="236 1937 504 2029">Planning Application</th> <th data-bbox="504 1937 1015 2029">Address</th> <th data-bbox="1015 1937 1233 2029">Decision</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="236 2029 1233 2087">Decision Completed</td> </tr> </tbody> </table>	Planning Application	Address	Decision	Decision Completed				21/42/1
Planning Application	Address	Decision							
Decision Completed									

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	PL/20/3326/FA	3 Hunts Green Cottages, Kings Lane, The Lee, HP16 9LX	Conditional Permission		
	PL/20/4434/FA	Old Chapel Cottage Swan Bottom The Lee Great Missenden Buckinghamshire HP16 9NN	Conditional Permission		
	PL/21/0011/FA	North Acre Swan Bottom The Lee Buckinghamshire HP16 9NN	Conditional Permission		
	PL/21/0029/VRC	The Cart House Three Gates Farm Arrewig Lane Chartridge Buckinghamshire	Conditional Permission		
	PL/21/0023/FA	Land To The South Of White Cottage Swan Bottom The Lee Buckinghamshire	Refuse Permission		
	PL/21/0235/FA	Corfield Cottage Arrewig Lane Chartridge Buckinghamshire HP5 2UA	Conditional Permission		
	PL/21/0456/FA	Land at Birches, Sly Corner, Lee Common, HP16 9LD	Refuse 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/20/3128/FA	2 Hunts Green Cottages, Kings Lane, The Lee, HP16 9LX	Objections submitted Decision Pending		
	PL/21/0078/FA	Squirrels Leap Lee Clump Road, The Lee, Buckinghamshire, HP16 9NA	Comments submitted Decision Pending		
	Decision yet to be submitted				
	PL/21/1467/FA	Brunsgreen, Swan Lane, The Lee, HP23 6NS			
	PL/21/1666/EU	Kings Ash Farm, Chesham Lane, Kings Ash, Buckinghamshire, HP16 9NP			
13.2	Other Planning Matters There were no other planning matters for discussion.				21/42/2
14.	PARISH COMMUNICATIONS				21/43

Agenda Number		Action	Item
14.1	<p>Website/Forum Developments</p> <ul style="list-style-type: none"> • Website <ul style="list-style-type: none"> ○ Changes have been completed to ensure search engine rankings, with the possibility of further future optimisation ○ The website was temporarily updated with a tribute to HRH The Duke of Edinburgh during the period of national mourning • Email <ul style="list-style-type: none"> ○ The Clerk's mailbox has been set up and she is in the process of migrating from Hotmail ○ an additional mailbox has been purchased for Cllr Moule • Forum <ul style="list-style-type: none"> ○ The forum continues to get more members and, despite some members moving away, now has over 660 users ○ Although the Code of Conduct clearly states that commercial advertising is not permitted, the Parish Council have had to remove a couple of posts recently and remind those who posted them of the rule. A temporary change has been made to acceptable posts until the end of the summer for the Cock & Rabbit and The Old Swan, as in these changing times it is appropriate for them to be able to post changes to their opening times and service. As well as being commercial businesses they are very much a part of the community, and people welcome hearing of, for example, which van will be at the Old Swan, via the Forum. 		21/43/1
14.2	<p>Annual Parish Meeting 2021</p> <p>In a 'normal' year the parish council would be organising the Annual Parish Meeting in May, to which all residents are invited to discuss current issues. The Local Government Coronavirus Regulations 2020 allowed parishes to cancel these meetings in 2020. TLPC need to consider how to arrange such a meeting online or face-to-face in 2021. Possible topics that might be of interest at an Annual Parish Meeting, include:</p> <ul style="list-style-type: none"> • Bucks Council; general update on the new Council • Bucks Council – Roads; the state of repair and safety of our roads, including speeding • Bucks Council – Planning; a presentation on current local planning • HS2 – it is hoped that EKFB will be organising some sort of local community event in June 2020. A follow-up to this may or may not be useful. • Community Support in The Lee – a discussion of what is and what isn't currently available; what gaps are there? • The Lee Introductions – a few words from the school head? From the vicar? <p>Councillors discussed holding the meeting in September, a date to be decided.</p>		21/43/2
14.3	<p>Newsletter</p>		21/43/3

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	<p>Topics to be included in the Newsletter are:</p> <ul style="list-style-type: none"> • New parish council • Parking at the allotments • Volunteer group • Annual Parish Meeting • War Memorial • Buckinghamshire Council • Planning applications 		
15	<p>HS2 CONSTRUCTION</p> <p>Forward programme HS2 contractors continue with a wide range of works in the area, including within the parish:</p> <ul style="list-style-type: none"> • Archaeological digs at Grims Ditch / Leather Lane accessed via the Kings Lane compound. • Ground preparation and tree/hedgerow removal for the Internal Access Road with temporary closures on Leather Lane, Bowood Lane and Rocky Lane (further closure dates to be confirmed). • Tree removal and tree planting at and near Jones Hill Wood, following the Court cases to review the legality of the ecological protection. • Construction of the Internal Access Road (from South Heath to Rocky Lane) expected to start during the summer. <p>A413 / A355 Traffic plans In April, Buckinghamshire Council (BC) withheld Sch 17 approvals for works along the A413, after HS2 Ltd were unable to demonstrate to their satisfaction that there are no significant unmitigated adverse impacts from the increase in planned traffic. HS2 Ltd appealed this decision to the Secretary of State, who passed the matter to the Planning Inspectorate to resolve. BC have submitted their evidence to the Inspectorate, with support from local parishes. We await the outcome.</p> <p>Meanwhile, HS2 Ltd and their contractors are limited to no more than 12 HGV movements in and out of each site each day; this is proving difficult to monitor and will be raised by parishes with BC for investigation pending the results of the appeal. This restriction on traffic flows may have had little immediate impact on HS2 works, but it is believed it will become more critical towards the end of the summer.</p> <p>Wendover Dean Viaduct – design application HS2 Ltd have submitted their detailed plans for the construction of the Wendover Dean viaduct. TLPC has submitted formal comments to BC (in support of a more detailed review by the Wendover group) on (a) the design of noise barriers and (b) the access during construction.</p>		21/44

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	<p>Leather Lane trees</p> <p>TLPC await the outcome of the review by HS2 Ltd of the extent of tree-felling necessary at Leather Lane to accommodate HS2 works in the area. It is believed there is considerable scope to save trees ear-marked by the contractors for felling.</p> <p>An alternative proposal is also being developed by local residents / campaigners, based on the re-aligned Leather Lane and over-bridge being built on the other side on the lane. This has the potential to save significant numbers of trees on Leather Lane. However, TLPC understands that such a plan presents HS2 Ltd with other significant difficulties, not least of which is that some of the land proposed to be used is neither safeguarded under the Act nor owned by HS2 Ltd.</p> <p>Footpath closures</p> <p>TLPC Cllrs and footpath representatives from the Chiltern Society have had detailed discussions (including an on-site visit in Kings Lane) with EKFB regarding the proposed footpath closures between Leather Lane and Rocky Lane. Notices and signage issued by EKFB have so far been mis-leading, confusing and in some cases simply wrong. The ‘facts’ appear to now be established and EKFB and the Chiltern Society are now working together to ensure that correct and appropriate signage and notices are put in place.</p> <p>Chesham Road Intervention Shaft</p> <p>Align continue to develop the site on Chesham Road for the Intervention / access shaft for the Chiltern tunnel. Temporary lane closures and traffic lights have been in place for some time. A concern expressed recently by a resident about the safety of the works, relating to wind damage to the lightweight road barriers being used, led to unresponsive complaints to HS2 Ltd, to the contractors and to the police over the weekend. In the end, a visit to the site by a GMPC Cllr resolved the situation, who had to draw the attention of on-site security staff to the issue.</p> <p>Cement lorries on Leather Lane</p> <p>A number of residents (including Cllrs) reported frequent cement lorry movements on Leather Lane early in May, during the period Rocky Lane was closed. Complaints about these vehicles, which were apparently carrying HS2 signage, were lodged with HS2 Ltd and the contractors. So far there has been no acceptance by the contractors that this traffic existed!</p> <p>TLPC Cllrs continue to meet the HS2 Community Engagement Managers on a fort-nightly basis. The next meeting is on Tuesday 18th May. On 19th May Cllrs are due to hear more about Spoil Movement in the area and the next ‘Missenden’s meeting’, which includes HS2 Ltd and BC is on 25th May.</p>		
16	DATES FOR MEETINGS 2021		21/45

Agenda Number		Action	Item
	<p>Dates for next meeting will be rescheduled from the 13th July to either:</p> <ul style="list-style-type: none"> • Tuesday, 6th July 2021 or • Thursday, 22nd July 2021. <p>The clerk will confirm dates with the parish hall.</p>		
	<p>The meeting closed at 10.05pm</p> <p>CHAIRMAN..... Date</p>		

FINANCIAL SUMMARY

REPORTING PERIOD: 1st April 2020 -
31st March 2021

1. Current account bank reconciliation			
	Opening balance 1 April 2020	17,344.61	Statement 20
A	Income - current year	15,929.90	
	Income Subtotal	15,929.90	
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)	13,670.42	
D	Expenditure Subtotal	14,947.93	
E	Closing balance = (Opening Balance + A)-D	18,326.58	Statement 32
F	Cheques paid last financial year that have not been presented	-	
G	Unpresented cheques this year	437.69	
H	Unpresented cheques total	437.69	