

# The Lee Parish Council

Clerk: Hayley Farrelly

To Councillors: D Chinnery, R. Fowler, C Little, S Moule, C Perry, C Sully, A Weir

## NOTICE OF MEETING

You are hereby summoned to attend an on-line meeting of  
**THE LEE PARISH COUNCIL**  
to be held **online using Zoom** on **Tuesday, 11<sup>th</sup> May 2021**  
at 7.30 pm for the purpose of transacting the following business:

**Members of the Public and Press welcome**

## AGENDA

1. **Introductory remarks by Chairman**
2. **Apologies for absence**  
To receive apologies for absence from Councillors
3. **Election of Officers**  
To appoint a Chairman and Vice-Chair for 2021/22
4. **Approval of Minutes of previous meeting**  
To approve the minutes of the Parish Council Meeting held on 9<sup>th</sup> March 2021
5. **Matters arising from Minutes not itemised separately**
  - 5.1 To receive a report from the Clerk on the feedback on the idea of **parking in the unused allotment area** and to decide actions.
6. **Declarations of interest on forthcoming business**
7. **Report from Buckinghamshire Councillors**
  - 7.1 To receive report from **Buckinghamshire Cllrs**
  - 7.2 To decide actions to progress **traffic speed monitoring** and **HS2 Road Safety Fund**
  - 7.2 To consider representation on the Chesham and Rural Villages **Community Board**
8. **Comments or questions from the public**
9. **Clerks report**
  - 9.1 To receive an update from the Clerk on **local elections follow-up actions, including acceptance forms and expenses**
  - 9.2 To receive an update from the Clerk on other **administrative issues**

10. **Finance & Governance:**
- 10.1 To note the **Accounts for year-end 31st March 2021**
  - 10.2 To approve **draft Year-End accounting statements**
  - 10.3 To note progress for the **Internal Audit** for 2020/21
  - 10.4 To agree a **Certificate of Exemption** from the need for an **External Audit for 2020/21**
  - 10.5 To note budget and projected income / expenditure **for 2021/22**
  - 10.6 To approve the following **Invoices:**
    - 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
  - 10.7 To approve **Governance documents:**
    - Code of Conduct
    - Standing Orders
    - Financial Control
    - Media Policy
  - 10.8 To discuss **Governance Documents**, with a view to approving revised versions at the July meeting:
    - Cllr Responsibilities
    - Risk Assessments
11. **To Receive reports and consider actions on TLPC property and assets:**
- 11.1 Playground (Cllr Sully/Clerk)
  - 11.2 Grass, Trees, Hedges and Gates (Cllr Perry/Clerk)
  - 11.3 Allotments (Cllr Weir/Clerk)
  - 11.4 Other assets (Cllr Fowler/Clerk)
12. **To Receive reports and consider actions on Buckinghamshire Council issues:**
- 12.1 Footpaths (Cllr Chinnery/Clerk)
  - 12.2 Roads (Cllr Little/Clerk)
13. **Planning applications**
- 13.1 To receive an update from the Clerk on recent decisions
  - 13.2 To receive an update from the Chair on any other planning issues

14. **Parish Communications**

14.1 To receive an update on website/Forum developments (Cllr Fowler / Clerk)

14.2 To consider the Annual Parish Meeting for 2021

14.3 To agree items for the next Newsletter

15. **HS2 Construction**

To receive an update (Cllr Sully)

To confirm date of Next Meeting of TLPC and remaining meetings in 2021