

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 at **The Lee Parish Hall** on **Thursday, 22nd July 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. **Approval of Minutes of previous meeting**
To approve the minutes of the Parish Council Meeting held on **11th May 2021**
4. **Matters arising from Minutes not itemised separately**
5. **Declarations of interest on forthcoming business**
6. **Report from Buckinghamshire Councillors**
7. **Comments or questions from the public**
8. **Clerks report**
To receive an update from the Clerk on other **administrative issues**
9. **Finance & Governance:**
 - 9.1 To note the **Accounts for year-end 31st May 2021**
 - 9.2 To note and agree actions from the **Internal Audit Report and Observations** for 2020/21
 - 9.3 To consider and approve the **Annual Governance Statement**
 - 9.4 To consider and approve the **Annual Accounting Statement and other associated documents**
 - 9.5 To note budget and projected income / expenditure **for 2021/22**
 - 9.6 New bank account
 - 9.7 To approve the following **Invoices:**

- Chq 100121/£401.54 – Replacement Gate and Fittings
- Chq 100122/£1074.92 – Clerks Salary
- Chq 100123/£249.20 - HMRC
- Chq 100124/£715.00 – War Memorial Maintenance
- Chq 100125/£180.00 – Internal Auditor
- Chq 100126/£280.00 – All Seasons
- Chq 100127/£255.00 – All Seasons
- Chq 100128/£180.00 – 50% of PO Box Service

9.8 To approve **Governance documents:**

- Risk Assessment and Management
- Management of Volunteers
- Planning Application Procedures
- Footpath Monitoring
- Asset Register

10. To agree response to **Boundary Commission Review** of electoral constituencies

11. **To Receive reports and consider actions on TLPC property and assets:**

11.1 Playground and Benches (Cllr Chinnery/Clerk)

11.2 Grass, Trees, Hedges, Gates, Playground & Allotment Benches, Well and Memorial (Cllr Perry/Clerk)

11.3 Allotments (Cllr Weir/Clerk)

12. **To Receive reports and consider actions on Buckinghamshire Council issues:**

12.1 Footpaths (Cllr Chinnery/Clerk)

12.2 Roads (Cllr Moule/Clerk)

13. **Planning applications**

13.1 To receive an update from the Clerk on recent decisions

13.2 To receive an update from Cllr Little on any other planning issues

14. **Parish Communications**

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

14.2 To receive an update on Emails and Sharepoint (Cllr Fowler)

14.3 To consider the date and content Annual Parish Meeting for 2021

14.4 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