

The Lee Parish Council

Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC) held on Thursday, 22nd July 2021

Present	Councillor R Fowler (Chair)	RF
	Councillor A Weir	AW
	Councillor C Perry	CP
	Councillor C Sully	CS
	Councillor D Chinnery	DC
	Councillor S Moule	SM
	Mrs H Farrelly (Clerk)	HF
In Attendance	Bucks Councillor P Birchley	PB
	Bucks Councillor J Macbean	AB
Apologies	Councillor C Little	CL
	Bucks Councillor M Fayyaz	MF

Agenda Number		Action	Item
1.	<p>INTRODUCTORY REMARKS BY CHAIRMAN</p> <p>Councillor Fowler welcomed everyone to the meeting.</p>		
2.	<p>APOLOGIES FOR ABSENCE</p> <p>Councillor Little and Bucks Councillor Fayazz had sent their apologies for absence.</p>		
3	<p>APPROVAL OF MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the Parish Council Meeting held on Tuesday, 11th May 2021 were approved. Subject to a few minor amendments, the Chair signed the minutes and a copy will be published on the website.</p>		
4.	<p>MATTERS ARISING FROM MINUTES NOT ITEMISED SEPERATELY</p> <p>There were no matters arising.</p>		
5.	<p>DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS</p> <p>No declarations of interest.</p>		
6.	<p>REPORT FROM COUNTY/DISTRICT COUNCILLORS</p>		

Agenda Number		Action	Item
	<p>The Chesham Community Board had recently met, with the focus of the meeting being on rejuvenation and regeneration of businesses and activities. At the Board meeting Chris Brown (Chairman of Cholesbury-cum-St Leonards Parish Council) and Cllr Sully presented to the attendees on behalf of the rural village businesses that need support. These rural businesses often provide a service to the community and that these also need to be considered as well as rejuvenation and regeneration of the main high street in Chesham.</p> <p>The Board agreed to consider how they can support these businesses and some training sessions will be made available for new rural businesses to attend.</p> <p>Buckinghamshire Council has been experiencing issues with waste collection, exacerbated by the lorry driver shortage nationwide and staff turnover. A new fleet of waste vehicles are now in place, with more smaller vehicles to service the rural villages and it is hoped that waste services will return to normal operation.</p> <p>Resurfacing work continues around the County, including in the parish.</p>		
7.	<p>COMMENTS OR QUESTIONS FROM THE PUBLIC</p> <p>There were no members of the public present at the meeting.</p>		
8.	<p>CLERKS REPORT</p>		
8.1	<p>There was nothing specific to highlight.</p>		
9.	<p>FINANCE & GOVERNANCE</p>		
9.1	<p>Finance Report from the Finance Group See APPENDIX 1 for Financial Summary – 1st April 2021 to 31st May 2021</p> <p>Councillors noted and approved the circulated financial summary as a correct record of the parish council accounts for the period up to the 31st May 2021.</p>		
9.2	<p>Internal Audit and Observations</p> <p>Councillors had received, prior to the meeting, the internal audit report and observations and annual accounts.</p> <p>Councillors also noted that the internal audit reports, accounts, annual governance statement, accounting statement and all associated documents had been discussed in depth at the recent meeting of the Finance Group, which took place on the 30th June 2021.</p>		

Agenda Number		Action	Item
	<p>TLPC noted and discussed in depth the negative response in respect of Control Objectives M & N and an explanatory note has been added to the observation's matrix, which will be published on the website. Having discussed these in depth and made comment regarding the highlighted observation, councillors noted and approved the annual accounts as a true and accurate record of financial control.</p> <p>The internal audit report and associated documentation were also noted.</p>		
9.3	<p>Approval of Annual Governance Statement (AGS)</p> <p>Having reviewed and approved the accounts and internal audit reports, Councillors approved the AGS, noting that a negative response in respect of Assertion 3 & 4 has been given.</p>		
9.4.1	<p>Approval of Accounting Statement and Other Associated documents</p> <p>Councillors approved the Accounting Statement.</p>		
9.4.2	<p>Notice of Public Rights</p> <p>The notice of public rights was set for the 1st July 2021 until the 11th August 2021. The notice had been posted on noticeboards and also on the website.</p>		
9.5	<p>To note Budget and Projected Income/Expenditure for 2021/22</p> <p>There were not comments on the budget and projected income/expenditure at this stage in the financial year.</p>		
9.6	<p>New Bank Account</p> <p>Cllr Fowler had investigated moving the bank account to an online account with Lloyds but, after much discussion was informed that the bank was not currently opening new accounts. Cllr Fowler will continue to investigate alternative options.</p> <p>The account with HSBC remains, which is a cheque only account, until further notice. An application has been submitted to add all councillors who are members of the Finance Group to the HSBC mandate.</p>		
9.7	<p>Invoices Approved</p> <ul style="list-style-type: none"> • 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 1001128/£180.00 – 50% of PO Box Service • Chq 1001129/£280.00 – All Seasons 		

Agenda Number		Action	Item
	<ul style="list-style-type: none"> • Chq 1001130/£27.14 - Sinorrah • Chq 1001131/£125.00 - Newsletter • Chq 1001132/£21.00 – DCK Solutions (Payroll) 		
9.8	<p>To approve Governance Documents</p> <p>Having received the following documents prior to the meeting, Councillors unanimously approved:</p> <ul style="list-style-type: none"> • Risk Assessment and Management • Management of Volunteers • Planning Application Procedures • Footpath Monitoring • Asset Register <p>After discussion, it was agreed to bring a further version of Risk Assessment and Management at the next meeting to incorporate comments made by Councillors Chinnery and Sully.</p> <p>Following a discussion of the insured value of assets listed in the Asset register, it was agreed that:</p> <ul style="list-style-type: none"> • The five water troughs should be insured for a value of £250 each, which would bring the total sum covered for Outside Equipment to £1500; there is no increase in premium for this change • The existing cover for playground equipment of £61,800 was adequate if cover is 'like for like' but should be increased to £100,000 if cover is 'as new'; this would add £180 to the annual premium • A valuation for replacement of the oak panels at the Well should be sought 	<p>RF</p> <p>HF</p> <p>HF</p> <p>CP</p>	
10	<p>TO AGREE RESPONSE TO BOUNDARY COMMISSION REVIEW OF ELECTORAL CONSTITUENCIES</p> <p>The Boundary Commission for England (BCE) has recently undertaken a review of all parliamentary constituencies, and is required to make a formal final report to the Speaker of the House of Commons before 1 July 2023, following two rounds of public consultation.</p> <p>The purpose of the review is to ensure that, with the exception of the Isle of Wight, all constituencies have a very similar number of voters. The specific parameters are that, based on the electoral roll of March 2020, all constituencies should have an electorate between 69,724 and 77,062. This is a fairly narrow range, and has resulted in a number of proposed changes to existing constituency boundaries.</p> <p>The changes proposed for Buckinghamshire are quite significant, and The Lee would become part of a new Princes Risborough constituency rather than remaining as part of Chesham and Amersham. The new constituency would be largely rural, stretching from Chartridge in the south-east to the</p>		

Agenda Number		Action	Item
	<p>Oxfordshire border in the north-west with Princes Risborough being the main centre of population. Due to the rural nature of the constituency, and the requirements around the size of the electorate, by implication it covers a fairly large geographic area.</p> <p>Councillors had received a draft response from Cllr Fowler regarding the Boundary Commission Review of Electoral Constituencies and were happy to approve this response, subject to a few minor amendments. The clerk will submit the final response.</p>	HF	
11	COUNCIL PROPERTY – REPORTS AND ACTIONS		
11.1	<p>Playground (DC)</p> <p>Playground TLPC are still awaiting action from Broxap regarding the outstanding defects on the fort.</p> <ol style="list-style-type: none"> 1. compliance with regulations in respect of the depth of the cave 2. compliance with regulations in respect of drop from the bridge 3. finger-traps in the tunnel entrance 4. step into the top of the fort area. <p>Items 1 and 2 have been subject of a special inspection. Item 1 is considered to be an acceptable low risk. Item 2 is yet to be resolved and is referred to the designer. A solution of improving the ground surface may be the answer. Items 3 and 4 await Broxap attention.</p> <p>All other equipment is in good order with the exception of the suspended walk item on the trim trail and the ongoing concerns on the climbing frame.</p> <p>Sovereign's inspector raised concern on splits in the top beam of the trim trail item. The quote of replacement is significant. During the special inspection on the fort the inspector looked at the issue and at that time did not consider it a significant problem. When inspecting the apparatus, the top beam splits are up to 100mm and also there are significant splits in some of the suspended foot timbers. The south end support pole is also a little unstable. The recent hot weather has exacerbated the issue but there is concern regarding the ongoing deterioration of this item.</p> <p>The clerk agreed to investigate the details of the original contractor of the playground equipment.</p> <p>TLPC had been offered some additional playground equipment currently being used for filming in the parish. After discussion, it was agreed that although a kind offer, the parish would not accept the equipment as it was felt it was not robust enough for a public playground.</p> <p>Volunteers The volunteer management document has been reviewed and updated.</p> <p>The volunteer team has been active in replacing the allotment field gate and adjacent pedestrian gate at Oxford Street, a replacement beam on the climbing frame and renovation of two roadside benches.</p>	HF	

Agenda Number		Action	Item
	One more person joined the team on the gate replacement.		
11.2	<p>Grass, Trees, Hedges, Gates, Benches at Allotments, Well and War Memorial (CP)</p> <p>Hedge cutting had taken place along Oxford Street earlier in the day. Unfortunately, communication had been confused and parts of the inside edge of the hedge were also cut. This was halted and will be completed later in the year.</p> <p>Benches in the allotment and playground area need treating. The clerk will seek a quotation for the work to take place.</p>	HF	
11.3	<p>Allotments (AW)</p> <p>The tree surgeon has removed a tree from the boundary of the allotments/play area.</p> <p>Work will be completed in August to refurbish three water trough covers.</p> <p>Enquiries and reservation of half an allotment plot for a family moving into Lee Common this summer have now fallen through. Due to other priorities they have decided to wait until they were more settled and see if anything would be available later.</p>		
11.4	<p>Roadside Benches (DC)</p> <p>TLPC noted that the roadside benches are in good order.</p>		
11.5	<p>Other Assets</p> <p>It has come to light that TLPC may have additional assets in the parish, which will be investigated further.</p>	HF	
12.	<p>TO RECEIVE REPORTS AND CONSIDER ACTIONS ON BUCKINGHAMSHIRE COUNCIL ISSUES</p>		
12.1	<p>Footpaths (DC)</p> <p>Councillors had received, prior to the meeting a footpath report, schedule of stiles and footpath issues schedule. Highlighted from the report:</p> <ul style="list-style-type: none"> • The ROW monitoring and reporting document has been reviewed and updated and the agreed reallocation of ROW inspection issued. • The Chiltern Society PMV repaired a number of stiles and some waymarking in May • There has been no advance in resolving the footpath furniture differences schedule with BCC ROW • There are now only 4 stiles listed as requiring attention 		
12.2	<p>Roads (SM)</p>		

Agenda Number		Action	Item						
	<p>There has been some good news, with repairs along Chesham Lane from Swan Bottom towards Chartridge, which is now much improved.</p> <p>Clarity has been achieved on pothole “classification” and some clarification relating to how BC prioritises road repairs - though it appears this is aspirational rather than it reflecting reality.</p> <p>However, many roadside edges remain extensively eroded (particularly Kings Lane and Princes Lane) and are hazardous. There are a great number of potholes in the parish’s roads, although the majority are below the thresholds set by TfB for urgent repair. TfB have indicated that the worst of the Princes Lane potholes do warrant urgent (5 working days) repair, though timescales have slipped.</p> <p>An information piece on Roads was written for the July Newsletter, though aside from Cllr Fowler’s re-reporting of the potholes on Princes Lane, there have been no new in-parish Fix-my-street reports relating to roads.</p> <p>Joe Saunders (former LAT) has since left Buckinghamshire Council. TLPC await details of his permanent replacement, and look forward to meeting them.</p> <p>Repairs on Kings Lane still not yet progressed, but temporary make-safe repairs have now been made to the worst of the holes on Princes Lane.</p> <p>Arrewig Lane has received patch repairs and is much improved.</p> <p>Jet-patching to a variety of other defects is to take place “in the summer” but the exact timing for this is currently not known.</p> <p>Capping of damaged storm drain at Swan Bottom was carried out.</p> <p>Vehicle activated sign - BC has received (late June) quotes for scoping and subsequent installation of the proposed permanent VAS sites from TfB...we are awaiting feedback from Cllr Macbean.</p> <p>Councillors discussed the ongoing discussion regarding the installation of MVAS machines in the parish. TLPC had previously been given a grant to go towards the purchase of MVAS survey/post installation. The clerk and Cllr MacBean agreed to discuss this further outside the meeting. After further discussion, Cllr Moule agreed to consider and draft road checking procedures, which will be considered for adoption at the September 2021 meeting.</p>								
13	PLANNING APPLICATIONS								
13.1	<p>The Clerk reported the following:</p> <table border="1" data-bbox="236 1895 1235 2069"> <thead> <tr> <th data-bbox="236 1895 504 1998">Planning Application</th> <th data-bbox="504 1895 919 1998">Address</th> <th data-bbox="919 1895 1235 1998">Decision</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="236 1998 1235 2069">Decision Completed</td> </tr> </tbody> </table>	Planning Application	Address	Decision	Decision Completed				
Planning Application	Address	Decision							
Decision Completed									

Agenda Number			Action	Item
	PL/21/0078/FA	Squirrels Leap Lee Clump Road, The Lee, Buckinghamshire, HP16 9NA	Withdrawn	
	PL/21/1467/FA	Brunsgreen, Swan Lane, The Lee, HP23 6NS	Conditional Permission	
	PL/21/1861/FA	Copper Rose Cottage Oxford Street Lee Common Great Missenden Buckinghamshire HP16 9JX	Conditional Permission	
	PL/21/2298/UA	Land South of Cherry Tree Lane The Lee Buckinghamshire	No objections	
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/21/1666/EU	Kings Ash Farm, Chesham Lane, Kings Ash, Buckinghamshire, HP16 9NP	Certificate of Lawfulness	
	PL/21/1974/FA	The Cart House Three Gates Farm Arrewig Lane Chartridge Buckinghamshire	Objections submitted Decision Pending	
Decision yet to be submitted				
	PL/21/2314/FA	Land at Birches Sly Corner Lee Common Great Missenden Buckinghamshire HP16 9LD		
13.2	Other Planning Matters There were no other planning matters for discussion.			
14.	PARISH COMMUNICATIONS			
14.1	Website/Forum Developments <ul style="list-style-type: none"> • The 'Parish Council' section has been changed to include updated Cllr information and an improved presentation of TLPC Governance documentation. • The 'Village Amenities' section of the website has been changed to include updated Parish Hall information. 			

Agenda Number		Action	Item
	<ul style="list-style-type: none"> Following discussion with Revd Chris Haywood, TLPC have created an additional area of The Lee Forum for notices by and discussions about the village churches (St John the Baptist, The Lee Old Church, Lee Common Methodist and St Mary's Ballinger) as well as other faiths and inter-faith events. All previous relevant notices have been moved to this area. TLPC have received several more unsolicited, positive comments on the benefits of the Forum from satisfied users. 		
14.2	<p>Emails and Sharepoint</p> <p>The Clerk is now using clerk@thelee.org.uk as her primary email address, and the Hotmail address will gradually be phased out. In the meantime, all mails sent to Hotmail are being forwarded to the new primary address, to ensure that no communications are lost.</p> <p>The Sharepoint site is now the repository for all governance and other documents. Full meeting packs, including minutes, will be stored here in future, and packs will be uploaded retrospectively from May 2020 onwards.</p>		
14.3	<p>Annual Parish Meeting for 2021</p> <p>Following email correspondence, a date of Thursday 7th October has been agreed by councillors for the very delayed Annual Parish Meeting.</p> <p>Appropriately for the first such meeting after lockdown, the proposed theme will be “New Beginnings” at which we hope to have as guest speakers our new MP, Sarah Green, our new vicar, Revd Chris Haywood and our not quite so new Head of Lee Common School, Claire Gresswell.</p> <p>There was some discussion previously about the idea of holding readings of The Lee in Living Memory as part of a proposed Bucks Art Weekend to be held on 22-25 July. This idea never got off the ground from a Bucks perspective, but an alternative idea was to hold the readings as part of the Annual Parish Meeting.</p>		
14.3	<p>Newsletter</p> <p>Topics to be included in the Newsletter are:</p> <ul style="list-style-type: none"> Annual Parish Meeting Boundary Commission Consultation Bucks Business First 		
15	<p>HS2 CONSTRUCTION</p> <p>Councillors noted the comprehensive report circulated from Cllr Sully regarding updates on HS2 construction.</p>		

Agenda Number		Action	Item
16	<p>DATES FOR MEETINGS 2021</p> <p>Date for next meeting is:</p> <ul style="list-style-type: none"> • Tuesday, 14th September 2021 <p>The clerk will confirm dates with the Parish Hall.</p>		
	<p>The meeting closed at 9:50pm</p>		
	<p>CHAIRMAN..... Date</p>		

FINANCIAL SUMMARY

REPORTING PERIOD: 1st April 2021 - 31st May 2021

1. Current account bank reconciliation			
	Opening balance 1 April 2021	18,326.58	Statement 33
A	Income - current year	7,500.00	
	Income Subtotal	7,500.00	
B	Cheques paid last financial year and presented this year	427.32	
C	Expenditure - current year(minus unrepresented chqs in this financial year)	1,830.91	
D	Expenditure Subtotal	2,258.23	
E	Closing balance = (Opening Balance + A)-D	23,568.35	Statement 34
F	Cheques paid last financial year that have not been presented	10.37	
G	Unpresented cheques this year	-	
H	Unpresented cheques total	10.37	
	Total Committed Expenditure to date for financial year (D+H)	2,268.60	