

The Lee Parish Council

Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC) held on Tuesday, 14th September 2021

Present	Councillor R Fowler (Chair)	RF
	Councillor A Weir	AW
	Councillor C Sully	CS
	Councillor D Chinnery	DC
	Councillor C Little	CL
	Mrs H Farrelly (Clerk)	HF
In Attendance	Bucks Councillor P Birchley	PB
Apologies	Councillor C Perry	CP
	Councillor S Moule	SM
Abbreviations	The Lee Parish Council	TLPC
	Great Missenden Parish Council	GMPC
	Little Missenden Parish Council	LMPC
	Buckinghamshire Council	BC

Agenda Number		Action	Item
1.	<p>INTRODUCTORY REMARKS BY CHAIRMAN</p> <p>Councillor Fowler welcomed everyone to the meeting.</p>		21/62
2.	<p>APOLOGIES FOR ABSENCE</p> <p>Councillor Moule and Councillor Perry had sent their apologies for absence.</p>		21/63
3	<p>APPROVAL OF MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the Parish Council Meeting held on Thursday, 22nd July 2021 were approved. Subject to a few minor amendments, the Chair signed the minutes and a copy will be published on the website.</p>		21/64
4.	<p>MATTERS ARISING FROM MINUTES NOT ITEMISED SEPERATELY</p> <p>There were no matters arising.</p>		21/65
5.	<p>DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS</p> <p>No declarations of interest.</p>		21/66
6.	<p>REPORT FROM COUNTY/DISTRICT COUNCILLORS</p>		21/67

Agenda Number		Action	Item
	<p>Councillor Birchley highlighted the following:</p> <ul style="list-style-type: none"> • An HS2 debate took place in House of Common recently following 152,000 petitions asking for further discussion. • Buckinghamshire Council are meeting to discuss the resettlement of Afghan interpreters in the County. • Cllr Birchley and Cllr MacBean have been in contact with Transport for Bucks regarding the quality of resurfacing roads in and around the parish. The roadworks that have taken place are not up to standard and a request for them to be inspected has been sent. • The Chesham and Rural Villages Community Board met and the discussion had been around economic development in the Chilterns. The rural villages had put together a list of business in the area that are supporting local jobs. 		
7.	<p>COMMENTS OR QUESTIONS FROM THE PUBLIC</p> <p>There were no members of the public present at the meeting.</p>		21/68
8.	<p>CLERKS REPORT</p>		21/69
8.1	<p>There was nothing specific to highlight.</p>		
9.	<p>FINANCE & GOVERNANCE</p>		21/70
9.1	<p>Finance Report from the Finance Group See APPENDIX 1 for Financial Summary – 1st April 2021 to 31st July 2021</p> <p>Councillors noted and approved the circulated financial summary as a correct record of the TLPC accounts for the period up to the 31st July 2021.</p>		21/70/1
9.2	<p>To note budget and projected income/expenditure 2021/22</p> <p>Councillors noted that TLPC are currently running a small deficit but agreed that this was within reasonable perimeters.</p> <p>After the budget was set, excess expenditure on salaries was previously agreed and will come out of reserves. When the new budget is set for the next financial year, increased salary costs will be included</p> <p>TLPC had received quotations for fencing and bench maintenance. Due to the high cost the clerk has been asked for a further breakdown.</p>	HJF	21/70/2
9.3	<p>New bank account</p> <p>Cllr Fowler proposed (via email to all Councillors) to move to Unity Trust Bank which specialises in accounts for not for profit organisations.</p>		21/70/3

Agenda Number		Action	Item
	<p>Councillors were happy to approve the opening of the new account and will be asked to complete the necessary paperwork and bank mandate. It was agreed that the following councillors will be signatories of the new account:</p> <ul style="list-style-type: none"> • Cllr Sully • Cllr Fowler • Cllr Chinnery • Cllr Perry • Cllr Moule <p>Councillors discussed and agreed the internal procedures for approving payments and Cllr Fowler has updated the Financial Regulations to reflect these changes.</p> <p>Councillors approved a cheque to be raised for £500, as the deposit required to open the account. Once the account is fully operational, the remainder of parish council funds will be transferred to the new account and the current HSBC account will be closed. Councillors agreed to use the account switching service which will handle direct debits and standing orders for 3 years.</p>		
9.4	<p>Invoices Approved</p> <ul style="list-style-type: none"> • Chq 100133/£300.00 – Tree Surgery • Chq 100134/£1205.00 – All Seasons • Chq 100135/£123.50 – BC Election Expenses • Chq 100137/£158.36 – Zurich Insurance • Chq 100138/£390 – Nick Batty (Water Butt Refurbishment) • Chq 100139/£255.00 – All Seasons • Chq 100140/£500.00-The Lee Parish Council (New bank account cash transfer) 		21/70/4
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"> • Risks and Responsibilities • Asset Register • Code of Conduct • Planning Policy • Financial Regulations <p>The updated governance documents will be uploaded to Sharepoint.</p>		21/70/5
10	COUNCIL PROPERTY – REPORTS AND ACTIONS		21/71
10.1	Playground (DC)		21/71/1

Agenda Number		Action	Item
	<p>The clerk continues to chase Broxap to address the issues raised with them as listed in the July playground report.</p> <p>The concerns on splitting timber identified on the trim trail have been advised to the contractor Playground Facilities and we await their response to attend a site inspection meeting. The splitting does not appear to be becoming worse.</p> <p>Chesham council have provided a quotation for improving the slopes on the tunnel mound. It is proposed that TLPC accept this quotation and carry out the work as soon as possible. TLPC will also negotiate for them to include weed killing under the 'witches' hat '.</p> <p>Chesham council also suggested that the legs of the climbing frame could be protected from strimming damage by nailing heavy duty membrane strips around the base.</p> <p>Cllr Chinnery discussed the possibility of preservation treatment of timber equipment and this will be looked into further.</p>		
10.2	<p>Grass, Trees, Hedges, Gates, Benches at Allotments, Well and War Memorial (CP)</p> <p>A discussion took place regarding a memorial for Barnaby Osborne in the parish. This will be discussed with the family and an update given at the next meeting.</p>		21/71/2
10.3	<p>Allotments (AW)</p> <p>The Clerk will be contacting all allotment tenants at the end of September for the renewal/collection of the annual £22 rent.</p> <p>A revision of the Tenant/Parish Council Schedule of Terms and Conditions has been made and all tenants will receive a letter of notification. Councillors agreed to add the following additional points in the T&C's:</p> <ol style="list-style-type: none"> 1. Payment of allotment rent due must be within 30 days of the renewal letter being issued. 2. The PC reserves the right to inspect allotments. After an inspection, any allotment being found to be in breach of the T&C's will be issued with a letter of warning to rectify the issue immediately. <p>Nick Batty has completed the refurbishment of three water trough covers.</p> <p>An old, diseased ivy clad tree has been removed from the boundary of an allotment/play area by tree surgeon P. Kernan.</p> <p>The Clerk received two quotes for fencing at the allotments. Both quotes were similar however the Finance & Governance Group did not recommend acceptance of either as the costs were too high. A revised quotation will be sought by the Clerk.</p>	HF	21/71/3
10.4	<p>Roadside Benches (DC)</p> <p>Nothing to report.</p>		21/71/4
10.5	<p>Land Registration (RF)</p>		21/71/5

Agenda Number		Action	Item
	<p>It has recently become apparent that TLPC owns three parcels of land which are not registered with Land Registry.</p> <p>Councillors agreed that is incumbent on TLPC to regularise the situation to ensure it is all in order for the future. The Chairman proposed that a meeting is arranged with a local solicitor to discuss the issue and get an estimate for the cost of registering all three parcels of land.</p> <p>Councillors initially agreed that Cllr Little will make some enquiries with Buckinghamshire Council legal team to ascertain whether they can support TLPC before engaging with a solicitor.</p>	CL	
10.6	<p>Parish Council and Village Archive (RF/CS)</p> <p>The question of a location for a general village archive has been discussed for some considerable time, with no resolution.</p> <p>Cllrs Sully and Fowler met representatives from The Lee Parish Hall Committee recently to discuss the extension of the hall towards the tennis courts to create a new archive room. The intention would be for the new room to also double up as a small meeting room for use by TLPC and others. Funding for this building would hopefully be via the HS2 CEF.</p> <p>It is still very early days as plans will have to be drawn up, planning permission sought and construction estimates obtained before an application to the CEF can be submitted.</p> <p>The project will be overseen by a small working group with representatives from both the TLPC and Parish Hall.</p> <p>In the short term, the old forge attached to Cllr Fowler's home will be repurposed as a storage facility for all TLPC records and will also be available for TLPC meetings of up to six people.</p> <p>A wealth of information has been retrieved from Annie Ash, it having been residing in her garage since 2000 in the hope/expectation that a village archive might be set up. A preliminary look through has found various items ranging from the village constable's handcuffs to the accounts for the celebrations of Queen Victoria's Diamond Jubilee and from electoral returns for 1991 to complaints about the noisy cockerels on the allotments from the 1950s.</p> <p>The Clerk also has a significant amount of historic paperwork and the intention is for the two to be combined.</p> <p>The Clerk and Chair intend to go through the papers in more detail over the coming weeks to see exactly what we have, with the hope that it can be filed in a logical, accessible and documented form.</p>		21/71/6

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11.	TO RECEIVE REPORTS AND CONSIDER ACTIONS ON BUCKINGHAMSHIRE COUNCIL ISSUES		21/72																											
11.1	<p>Footpaths (DC)</p> <p>The updated schedule of footpath issues was issued at the July meeting together with the stile schedule. Councillors were asked to review these and advise Cllr Chinnery of any changes. Cllr Chinnery suggested that Councillors view the BCC ROW on-line map for defects reported by other parties and their status.</p>		21/72/1																											
11.2	<p>Roads (SM)</p> <p>The Chesham and Rural Villages Community Hub has agreed funding for four VAS machines, one of which will be located at Kings Ash. A site survey has been carried out, and the final costs are awaited before the Hub can give the go ahead.</p>		21/72/2																											
11.3	<p>BC Parish Charter</p> <p>Councillors noted the circulated signed BC charter.</p>		21/72/3																											
12	PLANNING APPLICATIONS		21/73/1																											
12.1	<p>The Clerk reported the following:</p> <table border="1" data-bbox="236 1189 1235 2056"> <thead> <tr> <th data-bbox="236 1189 427 1279">Planning Application</th> <th data-bbox="432 1189 970 1279">Address</th> <th data-bbox="975 1189 1235 1279">Decision</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="236 1285 1235 1339">Decision Completed</td> </tr> <tr> <td data-bbox="236 1346 427 1435">PL/21/1974/FA</td> <td data-bbox="432 1346 970 1435">The Cart House Three Gates Farm Arrewig Lane Chartridge Buckinghamshire</td> <td data-bbox="975 1346 1235 1435">Refuse Permission</td> </tr> <tr> <td data-bbox="236 1442 427 1532">PL/21/2314/FA</td> <td data-bbox="432 1442 970 1532">Land at Birches Sly Corner Lee Common Great Missenden Buckinghamshire HP16 9LD</td> <td data-bbox="975 1442 1235 1532">Refuse Permission</td> </tr> <tr> <td data-bbox="236 1538 427 1628">PL/21/2895/FA</td> <td data-bbox="432 1538 970 1628">PL/21/2895/FA - Hethrons Oxford Street Lee Common Great Missenden Buckinghamshire HP16 9JT</td> <td data-bbox="975 1538 1235 1628">Conditional Permission</td> </tr> <tr> <td colspan="3" data-bbox="236 1635 1235 1688">Decision Pending</td> </tr> <tr> <td data-bbox="236 1695 427 1807">PL/18/4871/FA</td> <td data-bbox="432 1695 970 1807">Hunts Green Farm, Kings Lane, The Lee, HP16 9LX</td> <td data-bbox="975 1695 1235 1807">Comments submitted Decision Pending</td> </tr> <tr> <td data-bbox="236 1814 427 1926">PL/18/4872/FA</td> <td data-bbox="432 1814 970 1926">Hunts Green Farm, Kings Lane, The Lee, HP16 9LX</td> <td data-bbox="975 1814 1235 1926">Comments submitted Decision Pending</td> </tr> <tr> <td data-bbox="236 1933 427 2045">PL/20/3128/FA</td> <td data-bbox="432 1933 970 2045">2 Hunts Green Cottages, Kings Lane, The Lee, HP16 9LX</td> <td data-bbox="975 1933 1235 2045">Objections submitted Decision Pending</td> </tr> </tbody> </table>	Planning Application	Address	Decision	Decision Completed			PL/21/1974/FA	The Cart House Three Gates Farm Arrewig Lane Chartridge Buckinghamshire	Refuse Permission	PL/21/2314/FA	Land at Birches Sly Corner Lee Common Great Missenden Buckinghamshire HP16 9LD	Refuse Permission	PL/21/2895/FA	PL/21/2895/FA - Hethrons Oxford Street Lee Common Great Missenden Buckinghamshire HP16 9JT	Conditional 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		
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	PL/21/1666/ EU	Kings Ash Farm, Chesham Lane, Kings Ash, Buckinghamshire, HP16 9NP	Certificate of Lawfulness		
	PL/21/3089/ FA - Garden	PL/21/3089/FA - Garden Cottage Cherry Tree Lane The Lee Great Missenden Buckinghamshire HP16 9LB	No objections		
	PL/21/2969/ VRC	PL/21/2969/VRC - Rosewood House Cherry Tree Lane The Lee Buckinghamshire HP16 9LB no	No objections		
	PL/21/3033/ FA	PL/21/3033/FA - Gwenfa Farm Red Lion Hill The Lee Buckinghamshire HP16 9NF no	No objections		
	Decision yet to be submitted				
	PL/21/3479/ FA	School View Cottages Oxford Street Lee Common Buckinghamshire HP16 9JN			
	PL/21/3172/ FA	Rabbs Cottage Swan Bottom Road The Lee Buckinghamshire HP16 9NX			
12.2	Other Planning Matters				21/73/2
	There were no other planning matters for discussion.				
13.	PARISH COMMUNICATIONS				21/74
13.1	Website/Forum Developments				21/74/1
	The Lee Website:				
	<ul style="list-style-type: none"> • The Churches information has been updated for both St John the Baptist and the Methodist Chapel • The Ballinger Babies and Toddlers Group (BATS) information has been added to the website. 				
	The Lee online Forum:				
	<ul style="list-style-type: none"> • TLPC continue to receive unsolicited, positive comments on the benefits of the Forum from satisfied users. • TLPC also continue to remind users that the forum does not contain a private emailing service... every posting is emailed out to hundreds of people. • TLPC have also had some concern about 'private, personal' information being posted on the forum and will put something on this in the October Newsletter. • TLPC have extended the period during which the pubs may post information about changes in their services to the end of the year without breaching our 'no advertising' policy. 				
13.2	Emails and Sharepoint				21/74/2
	Nothing to report, both are working well.				
13.3	Annual Parish Meeting for 2021				21/74/3

Agenda Number		Action	Item
	<p>The Annual Parish Meeting is taking place on Thursday, 7th October 2021 at the Parish Hall. The topic is 'New Beginnings' and guest speakers will include Claire Gresswell (Lee Common School Headteacher), Sarah Green MP and Revd Chris Haywood.</p> <p>Councillors noted that discussions have taken place with the Parish Hall Committee to purchase a shared projector. Councillors were concerned about the implications of shared ownership and how much it would be used by other users of the Parish Hall. Cllr Fowler to relay these concerns to the Parish Hall.</p>		
13.4	<p>Newsletter</p> <p>Topics to be included in the Newsletter are:</p> <ul style="list-style-type: none"> • Public subscription for tree memorial (following discussion with the Usborne family) • Rediscovery of the PC archive in Ann Ash's garage • Annual Parish Meeting on 7th October • Planning summarising the changes to TLPC planning policy 		21/74/4
13.5	<p>To review recordings of Parish Council meetings</p> <p>During the pandemic and meetings were being held remotely, the meetings were recorded to assist with minute taking. Councillors agreed that once minutes are approved that recordings will be deleted. The Clerk will ensure that all recordings of approved minutes will be destroyed.</p>		21/74/5
14	<p>HS2 CONSTRUCTION</p> <p>HS2 construction programme in the Parish HS2 contractors continue with a wide range of works within the parish, including:</p> <ul style="list-style-type: none"> • Ground works and tree/hedgerow removal by EKFB on the line of route and for the Internal Access Road between South Heath and Rocky Lane, with temporary closures on Leather Lane, Bowood Lane and Rocky Lane. • Archaeological digs by Fusion JV at Grims Ditch / Leather Lane, accessed via the Kings Lane compound; now expected to continue to the end of the year. <p>Local issues of concern There has been little movement on the key local issues reported to earlier meetings:</p> <ul style="list-style-type: none"> • A413 / A355 Traffic plans The Planning Inspector appointed to hear the appeal by HS2 Ltd over Bucks Council's blocking of their traffic plans has completed his 		21/75

Agenda Number		Action	Item
	<p>review. TLPC still await a decision. Until it is heard (or otherwise resolved) HS2 Ltd is restricted in the number of HGV vehicles per day they can put into/out of each site. In order not to jeopardise the critical timing of work at Little Missenden Ventilation Shaft, Align JV have submitted a separate traffic plan application specifically for this site.</p> <ul style="list-style-type: none"> • Leather Lane trees and overbridge TLPC await the outcome of the review by HS2 Ltd of the extent of tree-felling necessary at Leather Lane to accommodate works in the area and the final plan for the alignment of the overbridge. A possible meeting on Friday of this week may clarify the situation. • HS2 traffic on Frith Hill / Potter Row / Kings Lane TLPC and GMPC have reported further examples of inappropriate construction traffic on these lanes and have become aware of more plans to use Frith Hill to access works near Weights and Measures. Advice has been taken from Bucks Council and further 'holding to account' meetings with HS2 Ltd are expected. • Construction and Spoil movement Strategy Bucks Council rejected EKFB's application to extend the working hours for internal spoil movement along the route from South Heath to Rocky Lane, during the summer months (March to October) when the chalk is more handleable. HS2 Ltd have lodged an appeal. <p>TLPC await a date for a meeting with EKFB to hear their broad plans for spoil movement in the area.</p> <p>Community Engagement TLPC Cllrs continue to meet the HS2 Community Engagement Managers on a fortnightly basis, and with Bucks Council and HS2 Ltd on a monthly basis (together with GMPC and LMPC).</p> <p>The frustration on all sides with the overall engagement process continues. The core issue is that HS2 Ltd seem to be refusing to acknowledge that local PCs have any meaningful role in the planning and design processes, and therefore the 'engagement' needed with PCs is simply 'for information'. This is not accepted by local PCs, which in any case point to the many examples where even this task is being performed poorly.</p> <p>The next wider meeting with GMPC, LMPC and BC is on September 20th. TLPC will review again how we as a Parish can best represent our residents' interests.</p> <p>There is a 'debate' in Westminster on Monday 13th September in response to the petition to have the project cancelled. The outcome is, sadly, predictable.</p>		

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	An article in a future Newsletter will review progress by TLPC over the past five years, since it last appeared in front of a Select Committee in Parliament.		
15	<p>DATES FOR MEETINGS 2021</p> <p>Date for next meeting is:</p> <ul style="list-style-type: none"> • Tuesday, 9th November 2021 <p>The clerk will confirm dates with the Parish Hall.</p>		21/76
	<p>The meeting closed at 10.20pm</p> <p>CHAIRMAN..... Date</p>		

Financial Summary – 1st April 2021 to 31st July 2021

	Opening balance 1 April 2021	18,326.58	Statement 33
A	Income - current year	7,522.00	
	Income Subtotal	7,522.00	
B	Cheques paid last financial year and presented this year	427.32	
C	Expenditure - current year(minus unrepresented chqs in this financial year)	4,966.38	
D	Expenditure Subtotal	5,393.70	
E	Closing balance = (Opening Balance + A)-D	20,454.88	Statement 36
F	Cheques paid last financial year that have not been presented	-	
G	Unpresented cheques this year	401.54	
H	Unpresented cheques total	401.54	
	Total Committed Expenditure to date for financial year (D+H)	5,795.24	