

## The Lee Parish Council

### Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC) held via Zoom on Tuesday, 11<sup>th</sup> January 2022 at 7.30pm

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

Agenda Number		Action	Item
1.	<p><b>INTRODUCTORY REMARKS BY CHAIRMAN</b></p> <p>Councillor Fowler welcomed everyone to the meeting.</p>		
2.	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>County Councillor Jane MacBean and County Councillor Mohammad Fayyaz had sent their apologies for absence.</p>		
3	<p><b>APPROVAL OF MINUTES OF PREVIOUS MEETING</b></p> <p>The minutes of the Parish Council Meeting held on Tuesday, 9<sup>th</sup> November 2021 were approved. The Chair signed the minutes and a copy will be published on the website.</p>		
4.	<p><b>MATTERS ARISING FROM MINUTES NOT ITEMISED SEPARATELY</b></p> <p>There were no matters arising.</p>		
5.	<p><b>DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS</b></p> <p>No declarations of interest.</p>		

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6.	<p><b>REPORT FROM COUNTY COUNCILLORS</b></p> <p>Councillor Birchley highlighted the following:</p> <ul style="list-style-type: none"> <li>Proposed boundary changes are currently being reviewed and Councillors are invited to give feedback on these proposals.</li> <li>BC has been setting budgets for the next financial year which include adult social care and children's social care.</li> </ul> <p>Councillor Little asked for an update on local enforcement issues which continue to be outstanding. Councillor Birchley agreed to pass on this query to Councillor Macbean.</p> <p>Councillor Sully asked for an update on the MVAS project and heard that a feasibility study has been completed to identify suitable sites. The money for this project has been ring-fenced.</p> <p>Councillors had noted that Community Board budgets have been cut for the next financial year from £3.9M to £2M.</p>		
7.	<p><b>COMMENTS OR QUESTIONS FROM THE PUBLIC</b></p> <p>There were no members of the public present at the meeting.</p>		
8.	<p><b>CLERK'S REPORT</b></p>		
8.1	<p>There was nothing specific to highlight.</p>		
9.	<p><b>FINANCE &amp; GOVERNANCE</b></p>		
9.1	<p><b>Finance Report from the Finance Group</b> See <b>APPENDIX 1</b> for Financial Summary – 1<sup>st</sup> April 2021 to 31<sup>st</sup> December 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 31<sup>st</sup> December 2021.</p>		
9.2	<p><b>To note budget and projected income/expenditure 2021/22</b></p> <p>No major items of expenditure are anticipated in the remainder of the financial year, and the current estimate is that we will end the year with a deficit of a little under £1000 which will be met from the general reserve. At the start of the year TLPC anticipated a deficit of just under £2,000, due to an increase in the Clerk's hours after the budgets had been finalised.</p> <p>It should be noted that the Local Government pay award due in April 2021 has not yet been agreed, and therefore the Clerk will be due some back pay</p>		

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	<p>once this is finalised. This has not been factored into the anticipated expenditure, and it is therefore possible that the deficit may end up closer to the amount originally envisaged.</p>		
<p><b>9.3</b></p>	<p><b>New bank account</b></p> <p>The Account Switching has been successfully used to close our account with HSBC, and all monies are now held with Unity Trust Bank. TLPC have also seen our direct debits successfully transferred with payments now being taken from the Unity Trust account.</p> <p>Although any two of five councillors are authorised to approve online payments, a risk has been identified that only the Clerk is authorised to create them.</p> <p>It is therefore proposed that the Chair also be authorised to create payments subject to:</p> <ul style="list-style-type: none"> <li>• this authority only being used in extremis when the Clerk is indisposed or otherwise unavailable</li> <li>• the prior agreement of the Vice Chair for the Chair to create online payments</li> <li>• neither the Chair nor the Vice Chair approving any payments created by the Chair</li> </ul> <p>Updated Financial Regulations have been drafted to reflect this arrangement.</p>		
<p><b>9.4</b></p>	<p><b>Invoices Noted as Paid</b></p> <ul style="list-style-type: none"> <li>• All Seasons - £1,185.00</li> <li>• HMRC - £528.66</li> <li>• Sovereign - £47.99</li> <li>• Castle Water - £5.00</li> <li>• DCK Accounting - £42.00</li> <li>• Clerks Salary - £1,548.29</li> <li>• Cllr Fowler Expenses - £18.00</li> <li>• HMRC - £375.40</li> <li>• Bank Service Charge (Unity Bank) - £18.00</li> <li>• HSBC Bank Charge - £8.00</li> </ul>		
<p><b>9.5</b></p>	<p><b>To approve Governance Documents</b></p> <p>Having received the following documents prior to the meeting, subject to a few minor amendments, Councillors approved revised:</p> <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Financial Regulations</li> <li>• Planning Application Procedure</li> </ul> <p>which will be uploaded to the website.</p> <p>Councillor Little is in the process of reviewing the Planning Policy with a view to redrafting, to include more assistance with the NPPF and BC design constraints, which will hopefully enable councillors to deal with reviews on planning applications more comfortably.</p>		

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10	<b>COUNCIL PROPERTY – REPORTS AND ACTIONS</b>		
10.1	<p data-bbox="236 320 469 347"><b>Playground (DC)</b></p> <p data-bbox="236 389 400 416"><b>Playground</b></p> <p data-bbox="236 423 1233 488">The contract with Chesham Town Council for weed killing around equipment and reinstatement of slopes around the fort is being finalised.</p> <p data-bbox="236 524 1214 622">The issue with the installers of the timber beam on the trim trail remains in dispute with conflicting emails from the supplier. The supplier has identified that the beam needs replacing.</p> <p data-bbox="236 658 1174 757">It is proposed to protect the legs on the climbing frame from strimming damage with neoprene/rubber wraps. Councillors agreed for this to take place in the Spring by the volunteer group.</p> <p data-bbox="236 792 1217 891">The issue of timber treatment of the playground items (and possibly other timber items) needs to be addressed. It was agreed to contact Chesham Town Council to ascertain if this is an area of work that they can undertake.</p>		
10.2	<p data-bbox="236 931 1174 996"><b>Grass, Trees, Hedges, Gates, Benches at Allotments, Well and War Memorial (CP)</b></p> <p data-bbox="236 1043 1198 1108">An application for a grant has been submitted to the Community Board for the replacement of some of our benches and picnic tables.</p> <p data-bbox="236 1155 1190 1249">The war memorial is starting to show moss growth again and will, in time, need to be cleaned. It is important that any cleaning doesn't further erode the names.</p> <p data-bbox="236 1290 1233 1420">Councillors had received a quotation from Chesham Town Council (CTC) for grass/hedge maintenance as well as some weed killing work around the well and playground area. Councillors agreed to contract CTC for a period of one year from March 2022.</p>		
10.3	<p data-bbox="236 1462 464 1489"><b>Allotments (AW)</b></p> <p data-bbox="236 1536 807 1563">All allotment rents have now been received.</p> <p data-bbox="236 1603 1222 1697">TLPC had received a request to erect a polytunnel from one allotment holder. After discussion it was decided that this would not be allowed on the allotments.</p> <p data-bbox="236 1738 991 1765">Discussion regarding fencing at the allotments is ongoing.</p>		
10.4	<p data-bbox="236 1816 571 1843"><b>Roadside Benches (DC)</b></p> <p data-bbox="236 1890 456 1917">Nothing to report</p>		

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10.5	<p><b>Land Registration and Ownership (CL)</b></p> <p>Councillor Little confirmed that he had made enquiries about asset registration and is now clear on what documentation is needed for HMLR submissions.</p>		
10.6	<p><b>Barnaby Usbourne Memorial Tree</b></p> <p>Councillors considered options for a memorial tree collection and agreed for a collection box to be available in The Shop for the month of February 2022.</p>		
11.	<p><b>TO RECEIVE REPORTS AND CONSIDER ACTIONS ON BUCKINGHAMSHIRE COUNCIL ISSUES</b></p>		
11.1	<p><b>Footpaths (DC)</b></p> <p>Councillors had received a footpath report prior to the meeting.</p> <p>The two replacement gates had been donated by the footpath volunteer group.</p>		
11.2	<p><b>Roads (SM)</b></p> <p>Road markings - The centre dashed-line markings, particularly on narrow stretches of Rocky Lane which appeared in late summer/autumn, have been brought to the attention of Cllr J Macbean who has asked the LAT to review recent works orders. Awaiting feedback.</p> <p>Potholes – Continue to be reported on FMS – some of the earlier (months) patched holes have failed – largely because of erosion/fragmentation of the temporary patch repair. The general state of many of the road edges is poor (eg Rocky Lane) and this can cause similar damage to tyres as a pothole within the road surface.</p> <p>Drainage – improved at Swan Bottom crossroads / Red Lion Hill</p> <p>Inclusion in emails distribution list relating to mandatory road closures (emergency works etc) is informative but on occasion has highlighted the difficulties of cross-boundary coordination, particularly with HS2</p> <p>Diversions appear to be planned without regard to local road conditions eg diverting traffic down Oxford Street.</p> <p>Vehicle Activated Signs – await update from BC Councillors.</p>		
12	<p><b>PLANNING APPLICATIONS</b></p>		
12.1	<p>The Clerk reported the following:</p>		

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<b>12.2</b>	<p><b>Other Planning Matters</b></p> <p>There were no other planning matters for discussion.</p>																																																																	

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13	<p><b>HS2 CONSTRUCTION</b></p> <p><b>HS2 Construction works in 2022</b> In the first half of 2022, the main construction work in the immediate area includes:</p> <ul style="list-style-type: none"> <li>• Completion of the internal access roads from South Heath to Rocky Lane, together with the road crossings at Leather Lane and Rocky Lane.</li> <li>• Excavation of the North Portal of the Chiltern tunnel at South Heath and of cuttings at South Heath and through The Lee.</li> <li>• Construction of 'barrettes' (deep concrete piles) at South Heath near the former Weights &amp; Measures building, to support the Chiltern tunnel portal</li> <li>• Preparation work for the Small Dean viaduct, on the A413 near Rocky Lane. This will include overnight weekend closures of the A413 later in January and in early February (TBC).</li> <li>• Preparatory earth works for the Wendover Dean viaduct near Jones Hill Wood / Durham Farm.</li> </ul> <p><b>Local issues of concern</b></p> <ul style="list-style-type: none"> <li>• Traffic on the main construction route: A413 / A355 Await the outcome of Bucks Council's appeals over the Planning Inspector's decisions with respect to six local traffic applications. Meanwhile HS2 traffic on this construction route has now significantly increased to/from all the local sites.</li> <li>• Leather Lane trees and overbridge design The local campaign group are continuing to press for discussions with EKFB on the alignment of this lane and await a final decision from EKFB. Meanwhile, the actions of this group have already resulted in some re-thinking and a significant number of trees will be 'saved'.</li> <li>• Rocky Lane With increased traffic at the Rocky Lane / A413 junction, this has again been raised with the issue of mitigation at this sensitive junction – so far to no real effect!</li> <li>• Hill-top traffic monitoring Partial and inconclusive information on traffic monitoring was provided at a November meeting. TLPC has asked for further and more regular updates. Have also requested "No HS2 traffic" signs at four key locations on roads off the A413/B485.</li> <li>• Archaeological digs at Grims Ditch, accessed via Kings Lane, have come to an end.</li> </ul> <p><b>Community Engagement</b></p> <ul style="list-style-type: none"> <li>• Covid continues to delay the resumption of face-to-face meetings between the HS2 project team and local communities.</li> <li>• TLPC Councillors continue to meet the HS2 Community Engagement Managers on a fortnightly basis and with Bucks Council and HS2 Ltd</li> </ul>		

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	<p>on a 5-6 week basis (with GMPC and LMPC). The frustration on all sides with the overall engagement process continues; however no clear plans for improvement have emerged.</p> <ul style="list-style-type: none"> <li>• There may be a possibility of seeking community support from the contractors for fencing work in the parish; an opportunity to discuss this will be provided at the meeting.</li> </ul>		
14.	<b>PARISH COMMUNICATIONS</b>		
14.1	<p><b>Website/Forum Developments</b></p> <p><b>The Lee Website:</b></p> <ul style="list-style-type: none"> <li>• TLPC had a serious problem with the website in December, when it stopped sending out emails, both from the Forum and from elsewhere within the website. This was identified after approx. 36 hours, and was quickly resolved by the hosting company once they were contacted.</li> <li>• At the time TLPC were unable to re-send the missed emails but believe have now found a software solution which would enable us to do this ... if it happened again!</li> <li>• The website was again used by the Shop during December to process Christmas Orders... a record number this year. This processing was affected by the problem described above but a Shop volunteer identified the missing emails.</li> <li>• Otherwise, the hosting company and the website design continue to serve TLPC well.</li> </ul> <p><b>The Lee online Forum:</b></p> <ul style="list-style-type: none"> <li>• Started the third year of the new Forum with approx. 700 subscribers, a half of whom live in the parish (most of the rest live in nearby parts of Great Missenden parish – Potter Row, Ballinger and South Heath).</li> <li>• Even though there are 350 subscribers in the parish (from a population of not much more than 700), TLPC has been encouraged to promote the Forum more widely in the parish, especially amongst newcomers, and there will be another article to this effect in the February Newsletter.</li> <li>• Having half the membership living outside of the parish does present some imbalance in some of the discussion on the Forum and there is a questions as to whether this needs tackling, and if so how? So far, the only geographic restrictions on the Forum relate to the circulation of emails about planning applications in the parish (which only go to parish residents). It would be possible, for example, to only allow parish residents to post 'For Sale / Wanted' emails. No immediate action is planned; however the situation will continue to be monitored and kept under review .</li> </ul>		
14.2	<p><b>Emails and Sharepoint</b></p> <p>Email:</p> <ul style="list-style-type: none"> <li>• Emails are now being received automatically from BC for all notified road closures, and are forwarded to the Roads group (Cllrs Moule, Sully and Fowler) for information. Many are out of area, but from time to time the notifications permit TLPC to post useful information on the forum.</li> </ul>		

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	<ul style="list-style-type: none"> <li>There was a problem in December with emails generated by the forum and website not being sent. This turned out to be due to an expired permission, and was quickly rectified by the ISP (Sinorrah) once it was identified.</li> </ul>		
14.3	<p><b>To agree items for the next Newsletter</b></p> <p>The following matters will be included in the next Newsletter:</p> <ul style="list-style-type: none"> <li>Update on the Precept for 2022/23</li> <li>Advantages of having an allotment</li> <li>Barnaby Memorial Tree</li> </ul>		
14.4	<p><b>To review the Annual Parish Meeting for 2021 and consider 2022 meeting</b></p> <p>Nothing to report</p>		
15	<p><b>Platinum Jubilee</b></p> <p>Councillors agreed that information regarding the platinum jubilee should be included in the next newsletter.</p>		
16	<p><b>DATES FOR MEETINGS 2022</b></p> <p><b>Date for next meeting is:</b></p> <ul style="list-style-type: none"> <li>Tuesday, 15<sup>th</sup> March 2022 at 7.30pm</li> </ul>		
	<p><b>The meeting closed at 9:15pm</b></p> <p><b>CHAIR..... Date .....</b></p>		

Financial Summary – 1st April 2021 to 31<sup>st</sup> December 2022

## FINANCIAL SUMMARY

<b>1. Current account bank reconciliation</b>			
	<b>Opening balance 1 April 2021</b>	<b>18,326.58</b>	<b>Statement 33</b>
<b>A</b>	Income - current year	15,483.90	
	<b>Income Subtotal</b>	<b>15,483.90</b>	
<b>B</b>	Cheques paid last financial year and presented this year	427.32	
<b>C</b>	Expenditure - current year(minus unrepresented chqs in this financial year)	14,540.94	
<b>D</b>	<b>Expenditure Subtotal</b>	<b>14,968.26</b>	
<b>E</b>	<b>Closing balance = (Opening Balance + A)-D</b>	<b>18,842.22</b>	<b>Statement 05 (Unity Bank)</b>
<b>F</b>	Cheques paid last financial year that have not been presented	-	
<b>G</b>	Unpresented cheques this year	27.14	
<b>H</b>	<b>Unpresented cheques total</b>	<b>27.14</b>	
	<b>Total Committed Expenditure to date for financial year (D+H)</b>	<b>14,995.40</b>	