

The Lee Parish Council

Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC) held at The Lee Parish Hall on Tuesday, 17th May 2022 at 7.30pm

Present	Councillor R Fowler (Chair)	RF
	Councillor A Weir	AW
	Councillor D Chinnery	DC
	Councillor C Little	CL
	Councillor C Perry	CP
	Councillor C Sully	CS
	Councillor S Moule	SM
In Attendance	Mrs H Farrelly (Clerk)	HF
	Bucks Councillor J Macbean	JM
	One member of the public	
Apologies	Bucks Councillor P Birchley	PB
	Bucks Councillor M Fayyaz	MF
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>		22/41
2.	<p>DELEGATION OF DECISION-MAKING POWERS</p> <p>Councillors agreed that the delegated decision-making powers should be revoked.</p>		22/42
3.	<p>ELECTION OF CHAIR</p> <p>Cllr Sully proposed Cllr Fowler as Chair; seconded by Cllr Weir. Cllr Fowler was unanimously elected for a period of one year.</p>		22/43
4.	<p>ELECTION OF VICE-CHAIR</p> <p>Cllr Fowler proposed Cllr Sully as Vice Chair; seconded by Cllr Chinnery. Cllr Sully was unanimously elected for a period of one year.</p>		22/44

Agenda Number		Action	Item
5.	<p>APOLOGIES FOR ABSENCE</p> <p>County Councillor Patricia Birchley and County Councillor Mohammad Fayyaz had sent their apologies for absence.</p>		22/45
6.	<p>APPROVAL OF MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the Parish Council Meeting held on Tuesday, 15th March 2022 were approved. The Chair signed the minutes and a copy will be published on the website.</p>		22/46
7.	<p>MATTERS ARISING FROM MINUTES NOT ITEMISED SEPARATELY</p> <p>There were no matters arising.</p>		22/47
8.	<p>DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS</p> <p>No declarations of interest.</p>		22/48
9.	<p>REPORT FROM COUNTY COUNCILLORS</p> <p>Councillor Macbean highlighted the following:</p> <ul style="list-style-type: none"> • BC continue to challenge HS2 • A Community Board open evening will be held on Monday, 30th May at the Elgiva – all are welcome. • Cllr Sully has been asked to attend a meeting with Swish (fibre broadband alternative) who are gradually working across the area. Cllr Macbean will be meeting with them as well. • Street works teams – Cllr MacBean is keeping an eye on them as there is a lot going on. 		22/49
10.	<p>COMMENTS OR QUESTIONS FROM THE PUBLIC</p> <p>No comments</p>		22/50
11.	<p>RESIGNATION OF COUNCILLORS AND ADVERTISING OF TWO CASUAL VACANCIES</p> <p>Councillor Perry and Councillor Weir had recently tendered their resignation and will be leaving the Parish Council at the end of May 2022.</p> <p>Councillor Fowler thanked Cllrs Perry and Weir for their years of service to the Parish Councillor.</p>		22/51

Agenda Number		Action	Item
	<p>Notices for two casual vacancies were published on the website and noticeboards on the 9th May 2022, following which there is a period of 14 working days in which members of the public can request an election. If no such election is requested, then both vacancies will be filled by co-option; residents have been asked to submit applications by 6th June.</p> <p>Whilst the vacancies remain in place, responsibilities will temporary be taken over by other councillors. Revised roles and responsibilities will be reviewed at the July meeting.</p>		
12.	CLERK'S REPORT		22/52
	There was nothing specific to highlight.		
13.	FINANCE & GOVERNANCE		22/53
13.1	<p>Finance Report from the Finance Group See APPENDIX 1 for Financial Summary – 1st April 2021 to 31st March 2022</p> <p>Councillors noted and approved the circulated financial summary as a correct record of the TLPC accounts for the period up to 31st March 2022.</p> <p>The following reserve transfers were approved:</p> <ul style="list-style-type: none"> • £900.94 to Tree Fund • £1,493.52 from General Reserve 		22/53/1
13.2	<p>To approve draft Year-End Accounting Statements</p> <p>Councillors were happy to approve the circulated draft accounting statements, and these can now be sent to the internal auditor as part of the internal audit.</p>		22/53/2
13.3	<p>To note progress for the Internal Audit for 2021/22</p> <p>Nothing to report.</p>		22/53/3
13.4	<p>To agree a Certificate of Exemption from the need for an External Audit for 2021/22</p> <p>Councillors approved the Certificate of Exemption, having seen a draft copy prior to the meeting, and the clerk will ensure this is sent to the External Auditor.</p>		22/53/4
13.5	<p>To agree a date and procedure to sign off the Audit report prior to publication</p>		22/53/5

Agenda Number		Action	Item
	<p>An ad hoc meeting will be arranged for the end of June (proposed date is Monday, 27th June, subsequently confirmed) to review and approve the internal audit report, accounting statements and governance statement.</p> <p>Councillors noted that once these documents have been approved they will need to be published on the website and the notice of public rights will be issued. This needs to be done by 1st July.</p>		
13.6	<p>To note the Accounts for period-end 30th April 2022</p> <p>Councillors noted and approved the circulated financial summary as a correct record of the TLPC accounts for the period up to the 30th April 2022.</p>		22/53/6
13.7	<p>To note budget and projected income/expenditure 2022/23</p> <p>Councillors noted that there had been very little income/expenditure as it was early in the financial year, and therefore the projected income/expenditure remains as the original budget.</p>		22/53/7
13.8	<p>Invoices Noted as Paid</p> <ul style="list-style-type: none"> • Zurich Insurance - £1053.22 • Sinorrah - £38.39 • Sinorrah - £217.15 • DCK Accounting - £42.00 • DCK Accounting - £30.00 • Playground Expenses - £34.35 • BMKALC - £117.74 		22/53/8
13.9	<p>To approve Governance Documents</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"> • Code of Conduct • Standing Orders • Financial Control • Media Policy 		22/53/9
14	<p>COUNCIL PROPERTY – REPORTS AND ACTIONS</p>		22/54
14.1	<p>Playground (DC)</p> <p>The play equipment has recently been inspected by Sovereign with the sole issue reported on the trim trail rope which was the weak top beam.</p> <p>The Fort - There has been no progress on repairs to the side slopes around the crawl tunnel area. TLPC are seeking suggestions from Chesham Town Council staff on possible robust solutions.</p>		22/54/1

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	<p>Climbing Frame - Neoprene protection has been installed by the volunteer team at the base of the timber uprights to prevent further strimming damage.</p> <p>Trim trail rope walk - The installers are refusing to accept responsibility for the deterioration of the beam on the basis that it is not a material quality issue and is due to weathering. Whilst the beam appears sturdy, we intend to replace it as soon as practical.</p> <p>Timber treatment - TLPC have received a price for treatment using teak oil of timber (excluding the fort) from Chesham Town Council. It is likely that a large part of the cost is related to the climbing frame. A decision is to be made as to whether it is worth treating this item, bearing in mind its age and worn and damaged condition. It is considered by Chesham TC that the fort does not require any treatment at this time.</p> <p>Weed treatment around equipment - No action to date. It is intended that this will be included in the grounds maintenance contract.</p> <p>On inspecting the fort, a large quantity of grass cuttings was found in the cave. This was removed.</p>		
14.2	<p>Grass, Trees, Hedges, Gates, Benches at Allotments, Well and War Memorial (CP)</p> <p>TLPC have recently taken delivery of 3 new benches and 2 new picnic tables. The volunteer group will be installing these in the next few weeks.</p>		22/54/2
14.3	<p>Allotments (AW)</p> <p>The new point of contact for allotment holders will be the Clerk. A letter will be issued to allotment holders explaining this, as well as updating them on the cutting schedule for the year.</p>		22/54/3
14.4	<p>New Assets</p> <p>In response to requests, further discussions have taken place regarding fencing at the allotments.</p> <p>The proposal is to demarcate the different areas, by erecting 280 m of fencing, 6 x pedestrian gates (to allow residents access to the different areas on foot) and 2 x vehicle gates (to be used principally for grass cutting and ground/equipment maintenance). The fencing would be 4 feet high, with stock-proof fencing on the lower part and single strand wire on the upper.</p> <p>No final decisions have been made and a resident consultation is likely to take place to gather feedback on the proposals.</p>		22/54/4
14.5	<p>Roadside Benches (DC)</p> <p>Nothing to report.</p>		22/54/5

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14.6	<p>Land Registration and Ownership (CL)</p> <p>Paperwork regarding the land registration and ownership of a number of identified pockets of land continues.</p>		22/54/6
14.7	<p>Barnaby Usborne Memorial Tree</p> <p>Discussion continues with The Usborne family with regard to the memorial tree. The tree will be planted in the autumn, as it is inadvisable to plant during the summer.</p>		22/54/7
15.	<p>TO RECEIVE REPORTS AND CONSIDER ACTIONS ON BUCKINGHAMSHIRE COUNCIL ISSUES</p>		22/55
15.1	<p>Footpaths (DC)</p> <p>There has been no activity by the Chiltern Society PMV in the Parish since the last meeting.</p>		22/55/1
15.2	<p>Roads (SM)</p> <p>There are few new issues relating to road infrastructure; the relatively mild winter and lack of rainfall have been kind.</p> <p>Flooding has also been less of an issue but may become apparent should there be significant rainfall leading to ponding and/or edge erosion (made worse by discharge of water onto highways).</p> <p>Potholes seem to have improved (or at least seem no worse) but road-edge erosion remains a problem (eg Rocky Lane)</p> <p>The parish continues to experience frequent road diversions – some are longstanding eg Bowood Lane and this appears to restrict the diversionary options for other road closures because of a wish to avoid overlapping diversion routes.(Cllr Sully in discussion with TTRO officer)</p> <p>Up-coming closure of Rocky Lane (HS2, from 23rd May, 3 weeks) and surface dressing of Chesham Lane (to Swan Bottom Crossroads – originally 3 days, now one day, 1 June proposed) may severely restrict village access.</p> <p>Fix My Street</p> <ul style="list-style-type: none"> • Old reports (eg Dec 2021)) are not cleared and remain. • Arrewig Lane has a high number of reports • Some Leather Lane potholes repaired • Bowood Lane also has many outstanding reports 		22/55/2
15.3	<p>Twenty is Plenty (SM)</p> <p>With reference to a parishioner’s request to consider reducing the speed limit to 20 mph (eg Kings Lane between Hunts Green and Kings Ash, and with enthusiasm from some to include Oxford Street) the process involved in</p>		22/55/3

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	<p>legally changing the speed limit was investigated and discussed at TLPC Meeting (15th March 2022 – item 15.3) and it was decided not to pursue this option for a wide variety of reasons.</p> <p>There may be another way to encourage drivers to slow down: instead of actually changing the designated speed limit, many areas and Parish Councils (eg throughout Scotland and increasing displayed throughout Oxfordshire and also spotted in Chalfont St Peter) have erected “Twenty is Plenty” signs which are advisory rather than legally restrictive or even enforceable.</p> <p>There has been controversy relating to the erection of these signs within some County Councils and initial feedback on BC’s likely position suggests that erection of alternative/additional signage on existing structures on road verges (owned by the highway authority) would require a specific licence from the asset owner (BC) – and be specified within a Traffic Regulation Order. Further information is required to clarify this position and the “Twenty is plenty” suggestion may not be one TLPC wishes to pursue.</p>																																
16	PLANNING APPLICATIONS		22/56																														
16.1	The Clerk reported the following:		22/56/1																														
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	PL/22/1006/FA	2 Hunts Green Cottages Kings Lane The Lee Buckinghamshire HP16 9LX	No objections Decision Pending		
	PL/22/1123/FA	4 St Marys Close Lee Common Buckinghamshire HP16 9JU	No objections Decision Pending		
	Decision yet to be submitted				
	NONE				
16.2	Other Planning Matters There were no other planning matters for discussion.				22/56/2
16.3	Neighbourhood Plan Following a brief discussion, councillors agreed not to proceed with a Neighbourhood Plan.				22/56/3
17	HS2 CONSTRUCTION				22/57
17.1	<p>To receive an update</p> <p>The A413 and Rocky Lane</p> <p>The construction of the conveyor to take excavated spoil over the Chiltern Rail line and the A413 continues through May and into June. The impact on The Lee community also continues and remains significant. It includes:</p> <ul style="list-style-type: none"> • lane closure on the A413 at London Road until 10th June • full overnight closures of the A413 from 14th to 16th June • full closure of Rocky Lane until 10th June. <p><i>[These dates are subject to alteration should there be significant delays to the works.]</i></p> <p>The full closure (again) of Rocky Lane, which includes the Jubilee weekend, will (again) mean literally thousands of extra miles and hundreds of wasted hours for local communities. What makes it more frustrating is that this closure is not for the building of the under-bridge at Rocky Lane; it is to bring in a power supply for spoil movement. There will be many more closures to come in the coming months and years. The Parish Council has complained about what is happening - and requested that better ways be found of undertaking this work - to Bucks Council, to EKFB, to HS2 Ltd, to our MP and to the HS2 Independent Construction Commissioner... all so far to no avail. It is not at all clear that HS2 Ltd and its contractors understand these impacts, or if they do that they care.</p> <p>Other complaints</p> <p>TLPC have also recently lodged formal complaints with HS2 Ltd about signage during road closures, the lack of 'No HS2 works traffic' signs on Rocky Lane and Leather Lane, excessive (and dangerous) floodlighting (which we believe has now been tackled) and the poor management of tree-</p>				22/57/1

Agenda Number		Action	Item
	<p>planting near Jones Hill Wood. Most of the issues raised are proving far too difficult to get addressed... and complaints have been registered about that as well!</p> <p>The belief remains that that engagement, complaining and appealing to Bucks Council (the appropriate planning authority for much of the detailed approval of HS2 works) is the only way of registering TLPC's concerns about the lack of care and respect being shown by the project.</p> <p>Mobile Visitor Centre The HS2 Mobile Visitor Centre made its first visit to The Lee on 13th May and around 20 residents called in to make comment and ask questions.</p> <p>Foremost amongst the list of concerns raised was the impact HS2 is having on local roads. Other specific issues raised included the impact on the AONB landscape, farming, Leather Lane and tree planting.</p> <p>Bucks Council – traffic monitoring Local traffic monitoring on the A413 and on hilltop lanes is now being reported to TLPC.. A short survey of traffic at the junction of Rocky Lane and the A413 has also been carried out to see if the problem for right-turning traffic is getting any worse – so far inconclusive.</p> <p>The outcome of Bucks Council's appeals over the Planning Inspector's decisions with respect to six local traffic applications is still to be resolved.</p>		
17.2	<p>Leather Lane Overbridge</p> <p>The long-awaited meeting between the Leather Lane campaign group and the HS2 project, with local councillors in attendance, is now due to take place on Wednesday 18th May (the day after the TLPC meeting).</p> <p>The campaign group is expected to argue that the line of oaks on the south side of Leather Lane forms an important wildlife corridor, used by bats travelling between roosts in the woods and feeding areas in the valley. The group will suggest that the project is not doing enough to protect this corridor and propose that the re-aligned lane should be on the north side of the existing lane, to preserve a greater number of trees.</p> <p>The HS2 project has so far rejected this option and has argued that they are taking all necessary steps to mitigate the ecological impacts in this area and that they have already made changes to reduce the number of trees felled to the minimum, to preserve the trees and to provide local mitigation for bats.</p> <p>The next step for the project team is likely to be to present a formal plan to Bucks Council for approval.</p>		22/57/2
18.	PARISH COMMUNICATIONS		22/58
18.1	<p>Website/Forum Developments</p> <p>Website</p>		22/58/1

Agenda Number		Action	Item
	<ul style="list-style-type: none"> • Removed the link to the Covid information page from the Home Page, although it remains a link from the Parish Council page <ul style="list-style-type: none"> ◦ Added a new page on 'Becoming a Parish Councillor' ◦ Added a new page on 'Representation' ◦ Added a section on 'Homes for Ukraine' to the Forum • In May, (after prompting) Sinorrah renewed our security certificate for the website, for which they otherwise continue to provide a good service. <p>The Lee Forum</p> <ul style="list-style-type: none"> • The Lee Forum remained busy with a wide range of topics being raised, many items bought and sold, and requests and recommendations being made for many different service providers. • Two reminders were included in the May Newsletter for forum users: <ol style="list-style-type: none"> 1. Data Protection – not to give other people's contact details without their permission 2. Ukraine – not to use the Forum to discuss specific families needing help. 		
18.2	<p>Emails and Sharepoint</p> <p>Following the resignations of Cllrs Weir and Perry, in early June Cllr Fowler will secure and close their email accounts.</p>		22/58/2
18.3	<p>To agree items for the next Newsletter</p> <p>Councillor Fowler has written the article for the next Newsletter which includes some tips from Thames Valley Police on car security, a tribute to Cllrs Perry and Weir and details of the casual vacancies, plus updates on changes at the allotments and playground.</p>		22/58/3
19	<p>LOCAL ENGAGEMENT</p>		22/59
19.1	<p>Platinum Jubilee Celebrations</p> <ul style="list-style-type: none"> • TLPC are delighted to report that the Chesham & Rural Villages Community Board has in principle approved a grant to cover the cost of the children's entertainer at the Jubilee celebrations being organised by a team led by Phil Harrison. At the time of writing the application process is not clear, but it is likely that for expediency the application should be made by TLPC. TLPC would then receive the funds and pass them on to Phil, which is a similar process to that employed a couple of years ago when TLPC received a Covid grant from Bucks which was payable to the newsletter. • All other costs for the Jubilee celebrations, such as printing of flyers and organisation of live music, have been met by the organisers. • TLPC also agreed to give a small donation to help with the expenses. 		22/59/1
19.2	<p>The Lee Flower Show</p> <p>Councillors agreed to have a presence at the Lee Flower Show, and Cllr Sully and Cllr Chinnery have volunteered to run the stand.</p>		22/59/2

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19.3	<p>Homes for Ukraine</p> <p>TLPC are aware of a number of local residents that have registered to host refugees from Ukraine. TLPC noted that there are a number of local community groups that are supporting these families.</p>		22/59/3
19.4	<p>Community Board Event</p> <p>The Community Board are holding an open event for councillors and residents at The Elgiva on 30th May.</p>		22/59/4
19.5	<p>BMKALC Representations</p> <p>TLPC is a long-standing member of BMKALC (Bucks and Milton Keynes Association of Local Councils), which has from time to time proved to be a useful resource for us. For example, they:</p> <ul style="list-style-type: none"> • organise a lot of the training sessions that various people have attended • can offer mentoring and advice to clerks and councillors, most recently on how to meet legally over Zoom when the legislation indicated otherwise • lobby on behalf of members at both county and national government levels - it has in the past provided a useful forum to discuss county-wide issues with the former Bucks County Council <p>BMKALC is one of over 40 County Authorities around the country, who form the membership of the National Association (NALC).</p> <p>BMKALC hold three or four regular meetings a year which are usually attended by the Chair and which, like many area wide meetings, are a mix of useful and interesting information and other items which are of little or no interest. There are also ad hoc meetings throughout the year on specific topics.</p> <p>At a recent BMKALC session on Planning and Enforcement, TLPC had the opportunity to raise the issue of long outstanding enforcement notices with the new BC Planning Compliance & Enforcement Team Leader for this area. Correspondence following this initial discussion resulted in the outstanding enforcement case at Lumms Farm being passed to a named responsible officer who actually visited the site and reported back last week.</p> <p>There is apparently an Executive Board which meets quarterly, and which was derived from representatives of the five District Associations (one for each of the four districts of the old BCC plus one for MK).</p> <p>With the move to Unitary in Buckinghamshire, the old districts have ceased to exist and the previous contact lines have fallen away. In particular, the old Chiltern association has closed and that for Wycombe is considering its future, whilst the other three continue to harness strong support and participation from their members.</p>		22/59/5

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	<p>Cllr Sully has highlighted that BC currently organises itself into 2 x geographies:</p> <ul style="list-style-type: none"> • Community Boards (CB) - we are in Chesham & Rural Villages; there are several others in the former CDC area, with which we have little or no contact. • Planning Areas - we are in East Bucks - which we understand to be the same as the former CDC. <p>Our CB has an informal Rural Villages Forum, where Chairs / Clerks can meet and share issues/problems/ideas, but this is limited to five other similarly sized parishes around the periphery of Chesham. The Rural Villages forum can feed into the Community Board to ensure we are not completely drowned out by Chesham, but none of the parishes has any voting rights on the CB, that is limited to county councillors, so it can do no more than lobby.</p> <p>The only current forum in which TLPC can and do currently engage with other towns and parishes on county wide issues is via BMKALC.</p> <p>TLPC, in common with other towns and parishes, has been asked to consider the best way of ensuring that this area is properly represented within the BMKALC executive structure, with suggestions to date including:</p> <ol style="list-style-type: none"> a) somehow re-ignite interest in the old Chiltern District Association, although at this stage this seems very difficult indeed b) evolve the old local associations into Areas closely resembling the old districts, potentially resurrecting the idea of a Chiltern Association of Local Councils (CALC), with each area being asked to nominate a representative to the Executive Board c) abandon the idea of individual district/area associations within the BC area, and nominate a representative for the Chiltern area to the Executive Board with no further infrastructure at the local level <p>Depending on the eventual outcome of BMKALC's consultation, there may be a future question as to whether TLPC wishes to raise its profile by nominating someone to represent the parish on the board of any local group, or to represent the local area at the Executive Board level.</p> <p>Councillors agreed to keep a watching brief on the consultation, but not to express any preference.</p>		

20	DATES FOR MEETINGS 2022 Date for interim meeting is: <ul style="list-style-type: none"> • Monday 27th June at 7:30 pm Date for next full meeting is: <ul style="list-style-type: none"> • Tuesday, 26th July 2022 at 7.30pm 	29/60
	The meeting closed at 9:50pm CHAIR..... Date	

FINANCIAL SUMMARY

REPORTING PERIOD:
1st April 2022 - 30th April 2022

1. Current account bank reconciliation			
	Opening balance 1 April 2021	17,296.31	Statement 10
A	Income - current year	9,883.61	
	Income Subtotal	9,883.61	
B	Cheques paid last financial year and presented this year	-	
C	Expenditure - current year(minus unrepresented chqs in this financial year)	47.99	
D	Expenditure Subtotal	47.99	
E	Closing balance = (Opening Balance + A)-D	27,131.93	Statement 10
F	Cheques paid last financial year that have not been presented	-	
G	Unpresented cheques this year	-	
H	Unpresented cheques total	-	
	Total Committed Expenditure to date for financial year (D+H)	47.99	