

The Lee Parish Council

Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC) held at The Lee Parish Hall on Tuesday, 17th January 2023 at 7.30pm

Present	Councillor R Fowler (Chair)	RF
	Councillor A Bunce	AB
	Councillor D Chinnery	DC
	Councillor N Rose	NR
	Councillor C Sully	CS
	Councillor J Wilkinson	JW
	Councillor C Little	CL
In Attendance	Mrs H Farrelly (Clerk)	HF
	Two members of the public	
Apologies	Bucks Councillor J Macbean	JM
	Bucks Councillor P Birchley	PB
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 CHAIR</p> <p>Councillor Fowler welcomed everyone to the meeting.</p>		23/1
2.	<p>APOLOGIES</p> <p>Buckinghamshire Councillors Birchley, Macbean and Fayyaz had sent their apologies.</p>		23/2
3.	<p>APPROVAL OF MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the Parish Council Meeting held on Tuesday, 15th November 2022 were approved. The Chair signed the minutes and a copy will be published on the website.</p>	HF	23/2
4.	<p>MATTERS ARISING FROM MINUTES NOT ITEMISED SEPARATELY</p> <p>None</p>		23/4
5.	<p>DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS</p> <p>No declarations of interest.</p>		23/5

Agenda Number		Action	Item
6.	<p>REPORT FROM COUNTY COUNCILLORS</p> <p>Cllr Fowler updated councillors on Cllr Jane Macbean’s response to enforcement issues in the area and the project for a MVAS machine in the parish, which had been emailed in her absence.</p>		23/6
7.	<p>COMMENTS OR QUESTIONS FROM THE PUBLIC</p> <p>Two members of the public attended the meeting. Issues raised included:</p> <ul style="list-style-type: none"> • A number of allotment plots have accumulated household items and rubbish, including tables and chairs, that fall outside that of which is expected to be stored on a plot. Councillors agreed to carry out an allotment inspection and to notify any allotment holders that need to remove excess items stored. • Parking by the Jubilee Well was raised and, although parking is permitted on the roadside next to the Well, Councillors empathised with the member of the public that a historical monument was shielded from view by parked cars most of the time. 		23/7
8.	<p>CLERK’S REPORT</p> <p>The Clerk highlighted the following:</p> <p>Buckinghamshire Council is conducting a Settlement Review of all Towns and Parishes within the Council area. This review will form part of the evidence base for the Local Plan for Buckinghamshire and has been split into two parts - Part one: review of the services and facilities, and Part two: general feedback.</p> <p>This will be reviewed by the Clerk and Cllr Fowler before the deadline submission date of the 28th February 2023</p>	HF/RF	23/8
9.	<p>CHAIR’S REPORT</p> <p>Cllr Fowler reported:</p> <ul style="list-style-type: none"> • Fromelles will be coming over to The Lee for the weekend of the Flower Show, their first visit for a number of years. • Councillors will be aware that there has been another incident of intimidation of a councillor by a disgruntled resident. Although councillors should be available to residents, it is unacceptable for this to be in a manner in which the councillor feels threatened or intimidated. Should any councillor feel that a resident’s attitude is unacceptable, advice from Buckinghamshire Council is that this should be reported to the police via the 101 facility; should there be severe intimidation or a physical threat, this should be treated as a 999 matter. • The Stewart-Liberty estate is planning to carry out thinning works and replanting in Grove Wood in the Spring where they have created the new 		23/9

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	loading area, and in Lowndes Wood on the South side of Chesham Road either side of Ballinger Road.																								
10.	FINANCE & GOVERNANCE		23/10																						
10.1	<p>Finance Report from the Finance Group See APPENDIX 1 for Financial Summary – 1st April 2021 to 31st December 2022</p> <p>The accounts to the end of December show a current account balance of £25,731.77 with some allotment rents still outstanding. Excluding the VAT refund which may not be received this year, all other expected income has been received.</p> <p>Expenditure is somewhat lower than expected, mostly due to groundworks at Lee Common Allotments and Playing Fields either not yet having been completed or completed works not yet having been invoiced.</p> <p>The paperwork has been completed to transfer £10,000 to a savings account with Unity Trust Bank, but this has not yet been set up.</p>		23/10/1																						
10.2	<p>To note budget and projected income/expenditure 2022/23</p> <p>Anticipated spend on the allotments, subscriptions and asset maintenance has been reduced, as little expenditure is anticipated in the remainder of the year. The £1500 contingency expenditure for professional fees in connection with land ownership and registration has been removed from the budget, as this expenditure – if needed – will not now occur in the current financial year.</p> <p>The anticipated expenditure for the playground and general LCA&PF groundworks has been left as the budgeted amount, but may be further revised in March. TLPC had set a deficit budget, mostly due to the inclusion of £1500 each for allotment fencing and professional fees, neither of which has materialised. TLPC currently anticipate a small surplus for the year, of just under £400.</p>		23/10/2																						
10.3.1	<p>To approve budgets for 2023/24</p> <p>Details of the proposed budget for 23/24 are noted in Appendix 2, but in summary the proposed expenditure is:</p> <table border="1" data-bbox="236 1653 1233 2085"> <thead> <tr> <th data-bbox="236 1653 1043 1697">Item</th> <th data-bbox="1043 1653 1233 1697">Budget</th> </tr> </thead> <tbody> <tr> <td data-bbox="236 1697 1043 1738">VAT</td> <td data-bbox="1043 1697 1233 1738">2,429.40</td> </tr> <tr> <td data-bbox="236 1738 1043 1778">Administration</td> <td data-bbox="1043 1738 1233 1778">850.00</td> </tr> <tr> <td data-bbox="236 1778 1043 1818">Clerk's salary/allowance</td> <td data-bbox="1043 1778 1233 1818">8,579.00</td> </tr> <tr> <td data-bbox="236 1818 1043 1859">Grass/hedge cutting/gates/benches etc. at LCA&PF</td> <td data-bbox="1043 1818 1233 1859">5,500.00</td> </tr> <tr> <td data-bbox="236 1859 1043 1899">Playground</td> <td data-bbox="1043 1859 1233 1899">1,517.00</td> </tr> <tr> <td data-bbox="236 1899 1043 1939">Allotments</td> <td data-bbox="1043 1899 1233 1939">523.00</td> </tr> <tr> <td data-bbox="236 1939 1043 1980">Subscriptions</td> <td data-bbox="1043 1939 1233 1980">130.00</td> </tr> <tr> <td data-bbox="236 1980 1043 2020">Insurance</td> <td data-bbox="1043 1980 1233 2020">1,150.00</td> </tr> <tr> <td data-bbox="236 2020 1043 2060">Professional fees</td> <td data-bbox="1043 2020 1233 2060">2,500.00</td> </tr> <tr> <td data-bbox="236 2060 1043 2085">Other asset maintenance</td> <td data-bbox="1043 2060 1233 2085">500.00</td> </tr> </tbody> </table>	Item	Budget	VAT	2,429.40	Administration	850.00	Clerk's salary/allowance	8,579.00	Grass/hedge cutting/gates/benches etc. at LCA&PF	5,500.00	Playground	1,517.00	Allotments	523.00	Subscriptions	130.00	Insurance	1,150.00	Professional fees	2,500.00	Other asset maintenance	500.00		23/10/3.1
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	Councillors discussed and agreed the budget as circulated for 2023/24.														
10.3.2	<p>To approve precept for 2023/24</p> <p>Excluding the precept, income for 23/24 is forecast to be:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>Grant income</td> <td>200.00</td> </tr> <tr> <td>VAT Refund</td> <td>2,429.40</td> </tr> <tr> <td>Allotment fees</td> <td>660.00</td> </tr> <tr> <td>Wayleaves</td> <td>43.90</td> </tr> <tr> <td>Total Income</td> <td>3,333.30</td> </tr> </tbody> </table> <p>It is proposed that the precept be £21,550, bringing the total anticipated income up to 24,883.30 with an anticipated surplus of just over £600 and an increase in the precept of just over 13%. The anticipated income is fractionally below the level at which we are required to have an external audit.</p> <p>TLPC incurred a significant deficit in 21/22, and aimed to restore our general reserve to 50% of the precept by the end of 24/25. Assuming that inflation does not increase our costs by significantly more than anticipated, this proposed precept will put us well on the way to achieving that goal.</p> <p>Full details plus a 3-year rolling forecast are noted in Appendix 3.</p> <p>Councillors discussed and agreed a precept of £21,550 for 2023/24 and the Clerk will inform Buckinghamshire Council finance team.</p>	Item	Budget	Grant income	200.00	VAT Refund	2,429.40	Allotment fees	660.00	Wayleaves	43.90	Total Income	3,333.30	HF	23/10/3.2
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10.4	<p>Invoices Noted as Paid</p> <ul style="list-style-type: none"> • Clerks Salary - £1954.32 • HMRC - £469.00 • DCK Accounting - £45.60 • BMKALC - £45.00 • Sinnorah – £29.99 <p>Councillors approved the outstanding invoices for Chesham Town Council for grass and hedge cutting of £2406.20.</p>		23/10/4												
11	COUNCIL PROPERTY – REPORTS AND ACTIONS		23/11												
11.1	<p>Playground Equipment</p> <p>Councillors received the quotation for the top beam, which was to be replaced in the playground and were happy to approve the purchase. The Clerk will make the necessary arrangements.</p>	HF	23/11/1												

Agenda Number		Action	Item
11.2	<p>Benches and Tables at the Playground and Allotments</p> <p>Nothing to report.</p>		23/11/2
11.3	<p>Grass, trees, hedges, gates and fencing at the allotments and playground</p> <p>Councillors approved the quotations from Chesham Town Council (CTC) for the continued maintenance of the grass and hedges at the playground and allotments for 2023/24. The Clerk will notify CTC.</p>	HF	23/11/3
11.4	<p>Allotments and Tenancies</p> <p>Allotment holders have now received details of the changes to the terms and conditions, which will come into force in September 2023. This included an increase in allotment rent to £30 per plot.</p> <p>One allotment tenant has been given permission to erect fencing in the line with the new guidelines.</p>		23/11/4
11.5	<p>Well and Memorial</p> <p>Cllr Wilkinson confirmed that the well and memorial were in good order. Cleaning of the well was discussed and it was agreed to investigate costs.</p> <p>Tommy to be removed from the well and Cllr Sully agreed to arrange for welding of the damaged part.</p>	<p>JW</p> <p>CS</p>	23/11/5
11.6	<p>Roadside Benches</p> <p>Nothing further to report.</p>		23/11/6
11.7	<p>Land Registration and Ownership</p> <p>Cllr Little agreed to chase up the land registry of the War Memorial.</p> <p>Cllr Little further agreed to send the Clerk details required to progress the land registration of the Jubilee Well.</p>	<p>CL</p> <p>CL</p>	23/11/7
11.8	<p>Barnaby Usborne Memorial Tree</p> <p>Cllr Rose had circulated additional options for the memorial tree and would continue to liaise with the family regarding the ceremony and timing. The costs have increased due to the replacement of the proposed iron surround with wooden seating. Cllr Fowler offered to put an appeal for funds in the Newsletter, but councillors agreed to make up any shortfall (expected to be less than £300) from parish funds as the seating will be both an asset to the community and a memorial to Barnaby.</p>	<p>NR</p> <p>RF</p>	23/11/8

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12.	TO RECEIVE REPORTS AND CONSIDER ACTIONS ON BUCKINGHAMSHIRE COUNCIL ISSUES		23/12																																	
12.1	Footpaths Report has been circulated from Cllr Chinnery.		23/12/1																																	
12.2	Roads Nothing to report.		23/12/2																																	
12.3	BMKALC Update Councillors will be attending planning response training.		23/12/3																																	
13.	PLANNING APPLICATIONS		23/13																																	
13.1	The Clerk reported the following: <table border="1" data-bbox="236 904 1232 2065"> <thead> <tr> <th data-bbox="236 904 472 994">Planning Application</th> <th data-bbox="472 904 1043 994">Address</th> <th data-bbox="1043 904 1232 994">Decision</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="236 994 1232 1055">Decision Completed</td> </tr> <tr> <td data-bbox="236 1055 472 1144">PL/22/3180/VRC</td> <td data-bbox="472 1055 1043 1144">High Beeches Village Road Lee Common Buckinghamshire HP16 9NE</td> <td data-bbox="1043 1055 1232 1144">Conditional Permission</td> </tr> <tr> <td data-bbox="236 1144 472 1234">PL/22/3449/FA</td> <td data-bbox="472 1144 1043 1234">Corner Farm Chesham Lane Kings Ash Buckinghamshire</td> <td data-bbox="1043 1144 1232 1234">Refuse Permission</td> </tr> <tr> <td data-bbox="236 1234 472 1323">PL/22/3958/FA</td> <td data-bbox="472 1234 1043 1323">North Acre Swan Bottom The Lee Buckinghamshire HP16 9NN</td> <td data-bbox="1043 1234 1232 1323">Conditional Permission</td> </tr> <tr> <td data-bbox="236 1323 472 1458">PL/22/3663/KA</td> <td data-bbox="472 1323 1043 1458">The Cock and Rabbit Public House Swan Bottom Road The Lee Buckinghamshire HP16 9LZ</td> <td data-bbox="1043 1323 1232 1458">TPO shall not be made</td> </tr> <tr> <td colspan="3" data-bbox="236 1458 1232 1518">Decision Pending</td> </tr> <tr> <td data-bbox="236 1518 472 1653">PL/18/4871/FA</td> <td data-bbox="472 1518 1043 1653">Hunts Green Farm, Kings Lane, The Lee, HP16 9LX</td> <td data-bbox="1043 1518 1232 1653">Comments submitted Decision Pending</td> </tr> <tr> <td data-bbox="236 1653 472 1787">PL/18/4872/FA</td> <td data-bbox="472 1653 1043 1787">Hunts Green Farm, Kings Lane, The Lee, HP16 9LX</td> <td data-bbox="1043 1653 1232 1787">Comments submitted Decision Pending</td> </tr> <tr> <td data-bbox="236 1787 472 1921">PL/22/3510/FA</td> <td data-bbox="472 1787 1043 1921">Land to The Rear of White Cottage Swan Bottom The Lee Buckinghamshire HP16 9NH</td> <td data-bbox="1043 1787 1232 1921">Comments submitted Decision Pending</td> </tr> <tr> <td data-bbox="236 1921 472 2065">PL/22/3803/FA</td> <td data-bbox="472 1921 1043 2065">Birches Sly Corner Lee Common Buckinghamshire HP16 9LD</td> <td data-bbox="1043 1921 1232 2065">Comments submitted Decision Pending</td> </tr> </tbody> </table>	Planning Application	Address	Decision	Decision Completed			PL/22/3180/VRC	High Beeches Village Road Lee Common Buckinghamshire HP16 9NE	Conditional Permission	PL/22/3449/FA	Corner Farm Chesham Lane Kings Ash Buckinghamshire	Refuse Permission	PL/22/3958/FA	North Acre Swan Bottom The Lee Buckinghamshire HP16 9NN	Conditional Permission	PL/22/3663/KA	The Cock and Rabbit Public House Swan Bottom Road The Lee Buckinghamshire HP16 9LZ	TPO shall not be made	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/22/3510/FA	Land to The Rear of White Cottage Swan Bottom The Lee Buckinghamshire HP16 9NH	Comments submitted Decision Pending	PL/22/3803/FA	Birches Sly Corner Lee Common Buckinghamshire HP16 9LD	Comments submitted Decision Pending		23/13/1
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	<p>Decision yet to be submitted</p> <p>PL/22/4440/FA - Leaside Lee Clump Road The Lee Buckinghamshire HP16 9NA</p> <p>PL/22/4317/FA - Foyne Vue Oxford Street Lee Common Bucks HP16 9JT</p> <p>Appeals</p> <p>PL/22/1659/FA - Elmwood Swan Bottom The Lee Buckinghamshire HP16 9NQ</p>		
13.2	<p>Other Planning Matters</p> <p>The Chair reported under minute 9:</p> <ul style="list-style-type: none"> • Cllr Little had previously been asked to prepare a guide for councillors on responding to planning applications. In view of the fact that a number of councillors will be attending training shortly on responding to planning applications it has been agreed to defer this discussion until the March meeting. 		23/13/2
14.	HS2 CONSTRUCTION AND ENGAGEMENT		23/14
14.1	<p>Leather Lane Overbridge</p> <p>See Minute 14.3</p>		23/14/1
14.2	<p>Bowood Lane Overbridge</p> <p>See Minute 14.3</p>		23/14/2
14.3	<p>Others HS2 Matters</p> <p>Progress with the project in and around the Community Board area The tunnel boring machines (TBMs) heading towards South Heath from Maple Cross have passed halfway and have crossed under the A413 at Gore Hill. ALIGN has finished the extensive concrete piling ('barrettes') in the South Heath area to stabilise the ground, and the construction of the north portal of the tunnel will now begin in earnest, anticipating the arrival of the TBMs at the portal in early 2024, having linked-up with the ventilation shafts in the Chalfonts, Amersham and Little Missenden, and the intervention shaft at Chesham Road, South Heath.</p> <p>Construction of the section of the line northwards from South Heath by EKFB appears to be experiencing delays. In particular, there has been a lengthy delay in bringing the conveyor to move spoil over the A413/Chiltern Line into use, and a number of other significant construction-related delays. Having said that, excavation work and ground preparation has continued at the North Portal of the tunnel at South Heath with a hand-over of part of the site to Align, and there has been extensive preparation work in the cuttings heading north through The Lee.</p> <p>Viaduct works at Wendover Dean and at Small Dean (over the A413 and the Chiltern railway line) are expected to be ramped up in 2023, as will be works in the Wendover and Stoke Mandeville areas. Also, significantly for the Community Board area, the six (yes, six) bridges to be built over or under</p>		23/14/3

Agenda Number		Action	Item
	<p>the line between South Heath and Wendover will all be progressed in 2023. The movement of spoil northwards along the trace will be accelerated and large amounts of steel and concrete will arrive in the area, all using the A413.</p> <p>Construction work will continue at all these sites until at least 2025, when the handover of sections is due to begin to the (yet-to-be-appointed) rail-systems contractors, who will install the track, signals, catenaries and lineside equipment.</p> <p>Unresolved local design issues</p> <p>Most Schedule 17 applications under the Act for the design and construction of the railway in the area have been approved by Buckinghamshire Council (BC) or are due to be submitted soon, however some significant local elements of design are outstanding:</p> <ul style="list-style-type: none"> • the north portal buildings at South Heath (due to be submitted to BC this spring) • the Leather Lane overbridge and the lone oak (still awaiting the results of ecological and environmental review) • the Bowood Lane overbridge (awaiting the outcome of an appeal to a Planning Inspector by HS2 Ltd after rejection by BC). <p>Summary of construction impacts and mitigation</p> <p>Locally, 2023 started with more of the same – more road and lane closures, more flooding on the A413, more delayed construction works and a feeling that the project is not really demonstrating that it is “Respecting people; respecting places”.</p> <p>Some of the works described above fall within the neighbouring Missendens and Wendover Community Board areas, but the impacts - particularly on the roads - are felt keenly by residents within the Chesham and Rural Villages Community Board area. These impacts continue to cause many concerns, in particular:</p> <ul style="list-style-type: none"> • Frequent road closures, on the A413, on Rocky Lane, on Frith Hill and in due course on Leather Lane, are all being planned by the project and will continue to have a major impact on the area. Local parish and county councillors are fighting hard to ensure that greater notice is taken of the impact this is all having and will continue to have on local communities and businesses. Complaints have been made to EKFB and HS2 Ltd about their lack of concern about the impact of the cumulative effect of road and lane closures in the area on local communities. • Information on Non-HS2 traffic ‘rat-running’ on hill-top lanes because of the frequent closures, is now being collated and discussed on a regular basis. • The project is planning extensive concrete piling through the Misbourne valley in 2023 and there have already been some complaints about the impact of noise and vibration. Again, local councillors have asked for a more detailed review of the likely impacts. • Through the early part of this winter, flooding on the A413 and other local roads, caused at least in part by water discharged by the project, has been a major issue. BC is in discussion with HS2 Ltd as to where responsibility lies for preventing such incidents. 		

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	<ul style="list-style-type: none"> At the top of Bowood Lane, in The Lee, the project has supposedly completed its first major piece of tree planting in the AONB. Local parish and county councillors have raised concerns with HS2 Ltd about the poor implementation of this ecological mitigation. <p>It is not at all clear that with the pressures of cost and time, the project has much real appetite to mitigate these impacts, but the local councils will continue to monitor and police as best they can the continuing construction operations. All these topics have become regular points of discussion at local liaison meetings with parish and county councillors.</p> <p>To note in February / March 2023</p> <ul style="list-style-type: none"> one-week total closure of Rocky Lane for water utility works (possible w/c 13th February) full weekend closure of the A413, London Road for utility diversion works (tbc in March) six-week closure of Frith Hill (South Heath Leg) for electricity supply works (dates tbc) abnormal steel loads begin to arrive at Great Missenden via A413 (March onwards) concrete piling works at Wendover Dean, Cottage Farm, Rocky Lane, and near Potter Row (various dates). <p>For the latest updates on HS2 works visit http://www.hs2.org.uk/in-your-area/map/</p>		
15.	PARISH COMMUNICATIONS		23/14
15.1	<p>Website/Forum Developments</p> <p>Website Since the November council meeting, there have been no significant developments made to the website. TLPC do still plan to review and re-structure the whole 'history section' of the website, but this has been delayed.</p> <p>TLPC believe our hosting of the Shop Christmas Order System (at no cost to the Council) went well!</p> <p>The Lee Forum</p> <ul style="list-style-type: none"> The forum was 'taken down' for half a day during the transfer of the emailing systems from Microsoft to Sinorrah (see separate report on Item 15.2). One subscriber still managed to post during this shut-down period, but the forum has not otherwise been adversely affected by the transfer. TLPC have recently clarified the issue of commercial advertising on the Forum in respect of changes in service level and / or hours of opening at the village pubs. We started to allow such changes during Covid but have now formalised them within the Code of Conduct. 		23/14/1

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	<ul style="list-style-type: none"> • TLPC are still having problems with users not putting contact details when they post messages that need a 'personal' response, which results in hundreds of pointless emails being sent out. Some changes have been made to the information sent out to re-enforce this message and ways have been considered of 'forcing' contact details to be revealed when posting a message. So far have found no reasonable solution which can be brought to TLPC for approval. • TLPC have also made a small change to prevent users editing their message after posting, as this was causing some confusion when 'significant' changes are made after the first message had been sent out. 		
15.2	<p>Emails and Cloud Storage</p> <p>TLPC have successfully migrated emails to be hosted by Sinorrah rather than Microsoft, which was always a long-term aim.</p> <p>Although Sinorrah use the same technology as Microsoft (an Exchange server), they have not implemented the security controls which at one point had locked four councillors out of their emails on their preferred devices, and have no plans to do so.</p> <p>All councillors are now able to access their emails again, and hopefully things will now remain stable.</p> <p>At the same time as the email migration, TLPC took the opportunity to move the document library from a Microsoft hosted Sharepoint system to a Sinorrah hosted Nextcloud system, which seems very much simpler and more intuitive to use. This will allow councillors very easy access to the document library, and all are encouraged to move any council files stored locally into a personal Nextcloud area alongside the shared area.</p>		23/15/2
15.3	<p>Sponsorship of The Lee Newsletter</p> <p>TLPC has been invited to renew its sponsorship of The Lee Newsletter, at an unchanged level of £270 for the year. As the Council relies on the newsletter for dissemination of information, councillors approved this request.</p>		23/15/3
15.4	<p>To agree items for the next Newsletter</p> <p>The following will be included in the next newsletter:</p> <ul style="list-style-type: none"> • Budgets and 23/24 precept • TLPC's role in the planning process • Update on Kimblewick Hunt • Appeal for donations to the memorial for Barnaby 		23/15/4
16.	KIMBLEWICK HUNT		23/16

Agenda Number		Action	Item
	<p>Representative of TLPC and landowners met with Frances Fowler, the Field Master of the Kimblewick Hunt, last week. Whilst the meeting stayed courteous and amicable, it was made clear that the current behaviour and attitude of the Hunt whilst in The Lee was unacceptable.</p> <p>As a result of the meeting, TLPC received the following undertakings from the Hunt who will:</p> <ul style="list-style-type: none"> • meet with concerned farmers and livestock owners, to understand their concerns and get a feel for the exact location and layout of their land • contact farmers 1-2 weeks before each meet, to find out where they currently have livestock and if there are any areas they should avoid when laying their trail • undertake to avoid areas where they have specifically been asked by the farmers to do so, when laying the trail • provide one week's notice of the Hunt's visit to land and livestock owners who have requested such notification, along with approximate timings of where they will be and when, such notification also to be provided to the Parish Council • undertake not to ride along footpaths without permission of the landowner • undertake to restrict the pack size • ensure that a close eye is kept on the hounds at all times to try and avoid the situation where the pack roams into private gardens or onto other land where the trail has not been laid • accept TLPC's offer of help to understand the lay of the land and where certain fields / horse yards are located <p>The Lee Parish Council will:</p> <ul style="list-style-type: none"> • summarise the points above in the February edition of The Lee Newsletter – see agenda item 15.4 • put a post on The Lee Forum 24 hours before each meet, advising that the hunt will be in the area the following day <p>The last meet of the season in the parish will be on Thursday 19th January 2023 and a notice will be posted on the forum on 18th January.</p>		
17.	<p>TOURISM IN THE LEE</p> <p>Buckinghamshire Council have launched a new initiative to boost tourism in the country, in which they are being assisted by Richard Dickinson, a long-time resident of The Lee.</p> <p>Richard gave a presentation to the Rural Villages forum about tourism in the rural areas.</p> <p>Bucks Council have circulated a survey, which will be completed by the Clerk and Cllr Fowler before the deadline of 17th February</p>	HF/RF	23/17
18.	<p>ANNUAL MEETINGS</p>		23/18

Agenda Number		Action	Item
18.1	<p>Annual Meeting of The Lee Parish Council</p> <p>The Annual Meeting is the same as normal council meetings, with the exception that, by law, it must be held in May and must elect a Chair and Vice-Chair for the coming year. As with normal meetings, members of the public are welcome to attend but can only speak when invited to do so.</p>		23/18/1
18.2	<p>To consider a date and format of the Annual Parish Meeting</p> <p>The Annual Parish Meeting (APM) is organised and chaired by the Parish Council, but is a meeting of all residents of the parish. No agenda need be published in advance, anyone may speak on any topic they choose. By law, it must be held between 1st March and 1st June.</p> <p>In the past TLPC have chosen to have an agenda for the APM with two or three speakers on topics likely to be of interest to residents, and then a general Q&A session at the end. Like so much this went awry during lockdowns when such events were unable to be held, and last year the example of neighbouring parishes was followed in allocating a half hour prior to the May meeting of the PC to an APM.</p> <p>Councillors agreed to assign half an hour prior to the Annual Meeting as the APM.</p>		23/18/2
19.	<p>CORONATION OF KING CHARLES III</p> <p>The coronation will be held on Saturday 6th May, with there being an additional bank holiday on Monday 8th.</p> <p>Councillors agreed that TLPC will not be arranging anything specific to mark the event, but will be happy to support individuals or groups of residents that may arrange an event in a similar manner to the Jubilee celebrations.</p> <p>Small grants will be available from the Community Board, to assist in sicu celebrations.</p>		23/19
20.	<p>DATES FOR MEETINGS 2022</p> <p>Date for next full meeting is:</p> <ul style="list-style-type: none"> • Tuesday, 14th March 2023 		23/20
	<p>The meeting closed at 9:15pm</p> <p>CHAIR..... Date</p>		

FINANCIAL SUMMARY

REPORTING PERIOD: 1st April 2022 - 31st December 2022

1. Current account bank reconciliation			
	Opening balance 1 April 2022	17,296.31	
A	Income - current year	25,964.80	
	Income Subtotal	25,964.80	
B	Cheques paid last financial year and presented this year	-	
C	Expenditure - current year(minus unrepresented chqs in this financial year)	17,529.34	
D	Expenditure Subtotal	17,529.34	
E	Closing balance = (Opening Balance + A)-D	25,731.77	
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)	17,529.34	

Item	2022/23		2023/24	Notes
	Budget	Projected	Budget	
INCOME				
Precept	19,000.00	19,000.00	21,550.00	3-year plan from Jan 22 assumed precept of £22,000 in 23/24, to bring reserves back up to 50% of precept by 24/25, assuming 3% inflation. As 22/23 expenditure was lower than budget, proposed slightly lower precept than anticipated of 21,750
Grant income		6,190.29	200.00	Assume grant available from BC to cover coronation grant made
VAT Refund	1,960.00	2,012.00	2,429.40	
Allotment fees	544.00	407.00	660.00	£30/allotment
Wayleaves		43.90	43.90	
Other income		50.00		extra donation for Barnaby memorial
Total Income	21,504.00	27,703.19	24,883.30	
EXPENDITURE				
VAT	1,960.00	2,012.00	2,429.40	23/24 based on bold expenditure items at 20%
Administration	700.00	1,144.88	850.00	Includes payroll admin costs, website and email hosting, training, bank charges etc. 22/23 forecast includes £260 Sinorrah consultancy not included in 23/24 budget
Clerk's salary/allowance	8,200.00	8,356.00	8,579.00	22/23 included backpay for 21/22. Budget for 23/24 assumes no change to hours, and 8% increase in rate.
Grass/hedge cutting/gates/benches etc. at LCA&PF	5,500.00	5,500.00	5,500.00	Actual expenditure significantly lower, but awaiting further invoices from CTC. Have asked for confirmation of how much will be invoiced this year, but no reply received as yet.
New benches covered by grant		5,033.53		
Playground	1,517.00	1,517.00	1,517.00	Actual expenditure currently below budget, but work outstanding for trim trail top beam replacement and groundworks on fort and below swings.
Allotments	2,013.00	123.45	523.00	water costs, 22/23 budget included provision for fencing no longer required
Subscriptions	275.00	117.74	130.00	BMKALC, TCPA not renewed
Insurance	1,100.00	1,056.28	1,150.00	assume increase in line with inflation, but no alteration to cover
Professional fees	2,123.00	300.00	2,500.00	22/23 budget included £1500 contingency for land sale/registration fees which will be moved to a special reserve. It is included again in 23/34 as we intend to spend the money, albeit from reserves rather than it being funded from the

				precept. Proposed budget includes provision for external audit and inflation.
Other asset maint.	500.00	262.24	500.00	no particular anticipated costs identified, so unchanged
Grants made		339.17	200.00	potential for coronation costs
Barnaby memorial tree		1,150.00		£900 in reserves from donations, plus £250 donation by TLPC
Communications	400.00	400.00	400.00	Includes forum email costs (\$99) and newsletter donation (£270) rounded up to provide a small allowance for other printing/distribution costs
Total Expenditure	24,288.00	27,312.29	24,278.40	
NET UNDERSPEND / (OVERSPEND)	(2,784.00)	390.90	604.90	Deficit budgeted in 22/23, but overspend included £1500 contingency for each of allotment fencing and land registration. 3 yr plan proposed increase in 23/24 and 24/25 to enable general reserves to be back up to 50% of precept by 24/25. Although the current year is now forecast to show a small surplus, we will need to move £1500 from General Reserve to a new Land reserve to cover anticipated legal costs carried over into 23/24

The Lee Parish Council: 3-year rolling financial forecast

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/2023		2023/24	2024/25	2025/26
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Agreed Budget</i>	<i>Current Forecast</i>	<i>Project'n</i>	<i>Project'n</i>	<i>Project'n</i>
B/F Reserves	5324	9207	11105	15404	16067	17889	17296	17296	17687	18292	18882
Ankerson Seat	1000	1000	1000	1000	1000	997	997	997	997	997	997
Allotment Deposits	660	660	660	710	710	710	710	710	710	710	710
Playground Reserve	2000	2747	3500	6304	5000	5000	5000	5000	5000	5000	5000
Barnaby Memorial Reserve								901			
Land Reserve									1500		
General Reserve	1664	4800	5945	7390	9357	11182	10589	9688	9480	11585	12175
INCOME											
Precept	10989	13200	13860	14275	14632	15000	19000	19000	21550	23000	24000
Other Receipts)	996	608	301	455	515	1407	544	501	904	750	795
VAT Refund)			2767	7414	433		1960	2012	2129	2257	2393
Grants			11011	33089	350			6190			
TOTAL INCOME	11985	13808	27939	55233	15930	16407	21504	27703	24583	26007	27188

EXPENDITURE											
Sub-Total Staff	2995	3226	3605	4264	5333	7915	8200	8356	8579	9094	9639
VAT		225	2344	7414	484	399	1960	2012	2129	2257	2393
Admin		530	296	886	1268	1199	700	1145	850	901	955
Grass/hedges/gates/fencing		3533	2772	3470	3376	3575	5500	5500	5500	5830	6180
Playground: Inspections)		970	91	2791	480	1344	1517	1517	1517	1608	1705
: Repairs / maintenance)					353						
Allotments: routine)		252	534	465	924	410	2013	123	523	554	588
: clearance / non-routine)											
Subs		191	272	141	155	248	275	118	130	138	146
Insurance		684	697	664	810	985	1100	1056	1150	1219	1292
Professional Fees		455	290	597	510	210	2123	300	2500	2650	2809
Other asset management		1844	1727	989	64	715	500	262	500	530	562
Communications							400	400	400	424	449
Other					350			6523	200	212	225
Sub-Total Others payments	5107	8684	9023	17417	8774	9085	16088	18956	15399	16323	17303
Playground Fort Re-build			11011	33089							
TOTAL EXPENDITURE	8102	11910	23639	54770	14108	16999	24288	27312	23978	25417	26942
Write-off of uncashed cheque				200							
SURPLUS / (DEFICIT)	3883	1898	4299	663	1822	-593	-2784	391	605	590	245
C/F Reserves	9207	11105	15404	16067	17889	17296	14512	17687	18292	18882	19128
Ankerson Seat	1000	1000	1000	1000	997	997	997	997	997	997	997
Refundable Allotment Deposits	660	710	710	710	710	710	710	710	710	710	710
Playground Reserve	2747	3500	6304	5000	5000	5000	5000	5000	5000	5000	5000
Barnaby Memorial Reserve						901					
Land Reserve								1500			
General Reserve	4800	5895	7390	9357	11182	9688	7805	9480	11585	12175	12421
Precept	10989	13200	13860	14275	14632	15000	19000	19000	21550	23000	24000
Increase on previous year		20.12%	5.00%	2.99%	2.50%	2.52%	29.85%		13.42%	6.73%	4.35%