

The Lee Parish Council

Clerk: Hayley Farrelly

To Councillors: A Bunce, D Chinnery, R. Fowler, C Little, N Rose, C Sully, J Wilkinson

NOTICE OF MEETING

**You are hereby summoned to attend a meeting of
THE LEE PARISH COUNCIL**
to be held at **The Lee Parish Hall** on **Tuesday, 16th May 2023**
at 7.30 pm for the purpose of transacting the following business:

Members of the Public and Press welcome

AGENDA

- 1 Introductory remarks by Chair**
- 2 Apologies for absence**
 - 2.1 To receive apologies for absence from Councillors
- 3 Election of Chairman**
- 4 Election of Vice-Chairman**
- 5 Resignation of councillor and advertising of a Casual Vacancy**
- 6 Approval of Minutes of previous meeting**
 - 6.1 To approve the minutes of the Parish Council Meetings held on **14th March 2023**
- 7 Matters arising from Minutes not itemised separately**
- 8 Declarations of interest on forthcoming business**
- 9 Report from Buckinghamshire Councillors**
 - 9.1 Enforcement updates
 - 9.2 Installation of VAS at Kings Ash
- 10 Comments or questions from the public**
- 11 Clerk's report**
 - 11.1 To receive an update from the Clerk on other administrative issues
- 12 Chair's report**
 - 12.1 To receive an update from the Chair on matters not elsewhere tabled (Chair)
- 13 Finance & Governance:**
 - 13.1 To note the Accounts for period-end 31st March 2023 (Chair)

- 13.2 To approve draft Year-End accounting statements (Chair)
- 13.3 To note progress for the Internal Audit for 2022/23 (Chair)
- 13.4 To note the Accounts for period-end 30th April 2023 (Chair)
- 13.5 To note budget and projected income / expenditure for 2023/24 (Chair)
- 13.6 Bank accounts and mandate (Chair)
- 13.7 To approve invoices since the last meeting (Clerk)
- 13.8 To approve a new policy document for IT Volunteers (Chair)
- 13.9 To review and adopt (Chair):
 - Code of Conduct
 - Financial Regulations
 - Standing Orders
 - Press & Media Policy

14 To receive reports and consider actions on TLPC property and assets:

- 14.1 Playground equipment (Cllr Chinnery/Clerk)
- 14.2 Sovereign estimate for replacement matting (Cllr Chinnery/Clerk)
- 14.3 Benches and tables at the playground and allotments (Cllr Chinnery/Clerk)
- 14.4 Grass, trees, hedges, gates and fencing at the allotments and playground (Cllr Bunce/Clerk)
- 14.5 Allotments and tenancies (Clerk)
- 14.6 Well and Memorial (Cllr Wilkinson)
- 14.7 Roadside benches (Cllr Chinnery)
- 14.8 Land registration (Cllr Little/Clerk)
- 14.9 Asset ownership (Cllr Sully)
- 14.10 Barnaby Osborne Memorial Tree (Cllr Rose)

15 To receive reports and consider actions on Buckinghamshire Council issues:

- 15.1 Footpaths (Cllr Chinnery)
- 15.2 Roads (Cllr Rose/Clerk)
- 15.3 BMKALC update (Cllr Rose)

16 Planning applications

- 16.1 To receive an update from the Clerk on recent decisions (Clerk)
- 16.2 To receive an update on any other planning issues (Cllr Little)
- 16.3 Procedures for responding to planning applications (Cllr Little)

17 HS2 Construction and engagement

- 17.1 Leather Lane overbridge (Cllr Sully)
- 17.2 Bowood Lane overbridge (Cllr Sully)
- 17.3 To receive an update on other matters (Cllr Sully)

18 To receive reports and consider actions on Parish communications

- 18.1 To receive an update on website and forum developments (Cllr Sully)
- 18.2 To receive an update on Emails and cloud storage (Cllr Sully)
- 18.3 To agree items for forthcoming editions of The Lee Newsletter (Chair)
- 18.4 To approve ongoing involvement and tasks to be undertaken by Ruth Fowler

19 Next meeting date