

The Lee Parish Council

Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC) held at The Lee Parish Hall on Tuesday, 19th September 2023 at 7.30pm

Present	Councillor C Sully (Chair)	CS
	Councillor A Bunce	AB
	Councillor D Chinnery	DC
	Councillor N Rose	NR
	Councillor C Little	CL
	Councillor J Wilkinson	JW
In Attendance	Mrs H Farrelly (Clerk)	HF
	Two members of the public	
	Heather Barrett-Mold	HBM
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 Sully welcomed everyone to the meeting.</p>		23/77
2.	<p>APOLOGIES</p> <p>Buckinghamshire Councillor Birchley, McBean and Fayazz were not present.</p>		23/78
3.	<p>APPROVAL OF MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the Parish Council Meeting held on Tuesday, 20th June 2023 were approved. The Chair signed the minutes and a copy will be published on the website.</p>	HF	23/79
4.	<p>MATTERS ARISING FROM MINUTES NOT ITEMISED SEPARATELY</p> <p>None</p>		23/80
5.	<p>DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS</p> <p>Councillor Wilkinson declared an interest as a close neighbour of Lee Clump Pond.</p>		23/81

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6	<p>CO-OPTION OF NEW COUNCILLOR</p> <p>Councillors had received an application for Heather Barrett-Mold and after consideration, unanimously agreed to co-opt Heather onto the Parish Council.</p> <p>On behalf of the Parish Council, the Chairman welcomed Councillor Barrett-Mold and the Clerk would be in contact after the meeting to complete the necessary paperwork.</p>	HJF	23/82
7.	<p>REPORT FROM BUCKS UNITARY COUNCILLORS</p> <p>None present.</p>		23/83
7.1	<p>Enforcement Updates</p> <p>No update</p>		23/83/1
7.2	<p>Installation of VAS at Kings Ash</p> <p>No update</p>		23/83/2
7.3	<p>Planning Application for Land off Timberley Lane</p> <p>Councillors noted the information circulated regarding the planning application for Land of Timberley Lane and agreed to ask Cllr Jane Macbean to 'call it in' to the planning committee for discussion.</p>		23/83/3
8.	<p>COMMENTS OR QUESTIONS FROM THE PUBLIC</p> <p>Two members of the public were present at the meeting and raised an issue at St John the Baptist Church in The Lee.</p> <p>As long-standing residents with three generations of family buried in the churchyard, they expressed disappointment and frustrations with how untidy the graveyard has become. Indeed, the area has become so unkempt that it has been difficult for families to visit graves of family members due to health & safety risks of falling or tripping. Despite numerous attempts to engage with the vicar and members of the church committee with no remedy, the residents have asked for support from TLPC.</p> <p>TLPC agreed that this was an unfortunate situation but noted that as this land is owned by the church, there is little influence that can be made. Following further discussion, TLPC agreed to raise this with the vicar to establish if there are any plans for maintenance for the area.</p>	CS	23/84

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9.	CLERK'S REPORT		23/85
	The clerk highlighted that Zurich Insurance had confirmed that Lee Clump Pond was covered by our existing public liability insurance but that it would not be insured under Material Damage/All Risks as it is not a replaceable asset or item.		
10.	CHAIR'S REPORT		23/86
10.1.1	<p>TLPC's Response to Boundary Commission</p> <p>Having sent in a complaint to our MP, TLPC are disappointed to report that despite raising these issues in mid-August, TLPC, only today have received a response from Sarah Green.</p> <p>Unfortunately, the response was unsatisfactory and has said that there is nothing that can be done at this stage.</p>		23/86/1
10.1.2	<p>Pre-publication of TLPC Papers</p> <p>Following comments made by the Internal Auditor about the pre-publication of papers to the public prior to Council meetings, our Clerk spoke to the Clerks at Great Missenden to check on their practice. They had asked their councillors to vote on whether to do this and had agreed not to. They have one agenda which is published to the public and one that goes to councillors which itemises the supporting documents circulated.</p> <p>On this basis, TLPC councillors agreed to continue with the current publication process.</p>		
10.1.3	<p>The Local Villages Forum and Chesham & Villages Community Board</p> <p>At the next meeting, Cllr Sully will be raising the following issues:</p> <ul style="list-style-type: none"> ○ Lack of progress on VAS ○ Boundary Review Complaint ○ How to take forward traffic issues on Red Lion Hill / Chartridge Lane/ Chesham Lane ○ Other possible applications for funding. 		
10.1.4	<p>Local Issues</p> <p>Discussion has recently taken place with residents about the following issues:</p> <ul style="list-style-type: none"> ○ Road closure for tree-felling ○ Breach of privacy in a local Planning Application ○ Use of The Lee Parish Hall as a potential Buckinghamshire Council Rest Centre venue. <p>As appropriate, TLPC have referred residents to the relevant legislation and /or to Bucks Council.</p>		

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10.2	<p>Matters Relating to Stewart Liberty Estate</p> <p>This matter was discussed during the private & confidential session of the meeting. Minutes relating to this matter will be restricted.</p>		23/86/2
10.3	<p>Matters Relating to Lee Clump Pond</p> <p>This matter was discussed during the private & confidential session of the meeting. Minutes relating to this matter will be restricted.</p>		23/86/3
10.4	<p>Re-Evaluation of the Parish Council Profile and Clerk's Salary & Benefits</p> <p>This matter was discussed during the private & confidential session of the meeting. Minutes relating to this matter will be restricted.</p>		23/86/4
10.5	<p>To receive an update from the Chair on matters not elsewhere tabled</p> <p>Nothing further to add.</p>		23/86/5
11.	<p>FINANCE & GOVERNANCE</p>		23/87/1
11.1	<p>To note the Accounts for period ending 31st August 2023</p> <p>See APPENDIX 1 for Financial Summary – 1st April 2022 to 31st August 2023</p>		23/87/1
11.2	<p>To note budget and projected income/expenditure</p> <p>Some minor revised figures in the latest projection have been actioned.</p>		23/87/2
11.3	<p>Update on External Audit</p> <p>PKF External Auditors have asked a number of additional questions and the clerk has responded with the information. No further update has been received.</p>		23/87/3
11.4	<p>Bank Accounts and Mandate</p> <p>Nick Rose has been added to the bank mandate and now has full access.</p>		23/87/4
11.5	<p>Invoices Noted as Paid</p> <ul style="list-style-type: none"> • Clerk's Salary - £1704.56 • HMRC - £406.60 • BMKALC - Planning Training - £180.00 • BMKALC - Annual Membership - £117.17 • H.Farrelly - Stamps - £17.60 		23/87/5

Agenda Number		Action	Item
	<ul style="list-style-type: none"> H.Farrelly - Land Registry Searches x 3 (£6 each) - £18.00 		
11.6	<p>To Review and Approve Risk Assessment</p> <p>The document updates the Risk Assessment to September 2023, considering in particular:</p> <ul style="list-style-type: none"> Resignation of Cllr Fowler (responsibilities re-assigned to Clerk or Cllr Sully) Lee Clump Pond <p>The Risk Assessment was approved.</p>		23/87/6
12	COUNCIL PROPERTY – REPORTS AND ACTIONS		23/88
12.1	<p>Playground Equipment</p> <p>The clerk has been in contact with Chesham Town Council’s parks team to arrange a date for the installation of the replacement beam on the trim trail and to discuss remedial work on the Fort slopes.</p>		23/88/1
12.2	<p>Sovereign Estimate for Replacement Matting</p> <p>The Clerk continues to discuss costs of replacement matting with other providers.</p>		23/88/2
12.3	<p>Benches and Tables at the Playground and Allotments</p> <p>Nothing to report.</p>		23/88/3
12.4	<p>Grass, trees, hedges, gates and fencing at the allotments and playground</p> <p>Nothing to report.</p>		23/88/4
12.5	<p>Allotments and Tenancies</p> <p>TLPC have been making great improvements in general at the allotments and following a number of inspections over the summer months are pleased to report that, with the exception of a few areas still to address, the allotments are now up to standard and in a better condition. It is worth noting that the parish council has received a number of comments regarding the improvements, which is encouraging.</p>		23/88/5
12.6	<p>Well and Memorial</p> <p>The Jubilee Well was inspected and all appears to be in order, with padlocks safely secured.</p> <p>The Parish noticeboard is all in order.</p>		23/88/6

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	The War Memorial was inspected and is in an acceptable condition. Triglyph Masonry has confirmed that they will clean the memorial before November.		
12.7	<p>Roadside Benches</p> <p>Nothing to report.</p>		23/88/7
12.8	<p>Asset Ownership</p> <p>Nothing to report.</p>		23/88/8
12.9	<p>Barnaby Usborne Memorial Tree</p> <p>Nothing to report.</p>		23/88/9
13.	<p>TO RECEIVE REPORTS AND CONSIDER ACTIONS ON BUCKINGHAMSHIRE COUNCIL ISSUES</p>		23/89
13.1	<p>Footpaths</p> <p>Report circulated.</p>		23/89/1
13.2	<p>Roads</p> <p>Councillors asked for a representative from Bucks Highways to attend a meeting to discuss issues in the parish in relation to roads.</p>		23/89/2
13.3	<p>BMKALC Update</p> <p>Cllr Rose attended the BALC Executive meeting on behalf of TLPC. The annual accounts were presented and approved. Two specific issues to be highlighted:</p> <p>Luton Airport Expansion. There is a current proposal to double the yearly capacity of the airport, currently 18 million passengers which would rise to 32 million. The proposal is to be determined by a ‘DCO’, or Development Control Order, introduced in the Planning Act 2008. The Luton proposal is defined as a ‘NISP’, or Nationally Significant Infrastructure Project. The advantage of this protocol is to shorten the time taken to achieve consent. Sizewell B took 4.5 years to decide and LHR Terminal 5 took 7. BC will be a consultee. However, the process is currently about half way to decision.</p> <p>Martyns Law. This is a proposal (following the Manchester Arena Bombing) for event organisers to ensure public safety. The aim is to anticipate what terrorists might do and would place a considerable extra burden and costs on organisers. It is unclear how large an event has to be for the law to apply but possibly 100 people, which BALC thinks is too small. The law would apply to all potential organisers, not just Councils. Proposals are still at an early stage.</p>		23/89/3
14.	<p>PLANNING APPLICATIONS</p>		23/90

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14.1	<p>The Clerk reported the following:</p> <table border="1" data-bbox="220 230 1222 1877"> <thead> <tr> <th data-bbox="225 230 403 322">Planning Application</th> <th data-bbox="403 230 975 322">Address</th> <th data-bbox="975 230 1217 322">Decision</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="225 322 1217 383">Decision Completed</td> </tr> <tr> <td data-bbox="225 383 403 479">PL/23/0141/CONDA</td> <td data-bbox="403 383 975 479">High Beeches Village Road Lee Common Buckinghamshire HP16 9NE</td> <td data-bbox="975 383 1217 479">Condition accepted in part</td> </tr> <tr> <td data-bbox="225 479 403 575">PL/23/1400/VRC</td> <td data-bbox="403 479 975 575">High Beeches Village Road Lee Common Buckinghamshire HP16 9NE</td> <td data-bbox="975 479 1217 575">Conditional Permission</td> </tr> <tr> <td data-bbox="225 575 403 672">PL/23/2200/FA</td> <td data-bbox="403 575 975 672">Tilia Swan Bottom The Lee Buckinghamshire HP16 9NH</td> <td data-bbox="975 575 1217 672">Conditional Permission</td> </tr> <tr> <td data-bbox="225 672 403 790">PL/23/2255/KA</td> <td data-bbox="403 672 975 790">The Cock and Rabbit Public House Swan Bottom Road The Lee Buckinghamshire HP16 9LZ</td> <td data-bbox="975 672 1217 790">TPO shall not be made</td> </tr> <tr> <td data-bbox="225 790 403 887">PL/23/2175/FA</td> <td data-bbox="403 790 975 887">4 St Marys Close Lee Common Buckinghamshire HP16 9JU</td> <td data-bbox="975 790 1217 887">Conditional Permission</td> </tr> <tr> <td data-bbox="225 887 403 983">PL/23/1418/KA</td> <td data-bbox="403 887 975 983">Guild Cottage Lee Clump Road The Lee Buckinghamshire HP16 9LZ</td> <td data-bbox="975 887 1217 983">TPO shall not be made</td> </tr> <tr> <td colspan="3" data-bbox="225 983 1217 1043">Decision Pending</td> </tr> <tr> <td data-bbox="225 1043 403 1162">PL/22/3510/FA</td> <td data-bbox="403 1043 975 1162">Land to The Rear of White Cottage Swan Bottom The Lee Buckinghamshire HP16 9NH</td> <td data-bbox="975 1043 1217 1162">Comments submitted Decision Pending</td> </tr> <tr> <td data-bbox="225 1162 403 1281">PL/22/4437/FA</td> <td data-bbox="403 1162 975 1281">Kings Ash Farm Chesham Lane Kings Ash Buckinghamshire HP16 9NP</td> <td data-bbox="975 1162 1217 1281">Comments submitted Decision Pending</td> </tr> <tr> <td data-bbox="225 1281 403 1400">PL/23/0472/FA</td> <td data-bbox="403 1281 975 1400">Land Adjacent To Timberley Lane Chesham Lane Kings Ash Buckinghamshire</td> <td data-bbox="975 1281 1217 1400">Comments submitted Decision Pending</td> </tr> <tr> <td data-bbox="225 1400 403 1518">PL/23/1741/SA</td> <td data-bbox="403 1400 975 1518">Gwenfa Cottage Red Lion Hill The Lee Buckinghamshire HP16 9NF (Certificate of Lawfulness)</td> <td data-bbox="975 1400 1217 1518"></td> </tr> <tr> <td data-bbox="225 1518 403 1637">PL/23/1967/FA</td> <td data-bbox="403 1518 975 1637">Keltoi Swan Bottom The Lee Buckinghamshire HP16 9NH</td> <td data-bbox="975 1518 1217 1637">Comments submitted Decision Pending</td> </tr> <tr> <td data-bbox="225 1637 403 1756">PL/23/2179/FA</td> <td data-bbox="403 1637 975 1756">White Gables Swan Bottom The Lee Buckinghamshire HP16 9NQ</td> <td data-bbox="975 1637 1217 1756">No comments Decision Pending</td> </tr> <tr> <td colspan="3" data-bbox="225 1756 1217 1816">Decision yet to be submitted</td> </tr> <tr> <td colspan="3" data-bbox="225 1816 1217 1845">PL/23/2783/FA - 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15.	HS2 CONSTRUCTION AND ENGAGEMENT		23/91																																																						

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15.1	<p>HS2 has announced a programme of night-time closures on the A413, London Road, Wendover from 9th October. Although likely to have a less severe impact than the full weekend closures that the parish saw earlier in the year, TLPC are being invited (along with Wendover) to attend an HS2 / Bucks Council meeting to discuss:</p> <ul style="list-style-type: none"> • how to effectively communicate the closures more widely • how to prevent the misuse of narrow local lanes • how to better assist emergency services. 		23/91/1
15.2	<p>At the time of meeting, TLPC still have no updates on:</p> <ul style="list-style-type: none"> • the design of the Bowood Lane overbridge (awaiting the planning inspector's ruling) • the design of the Leather Lane overbridge (awaiting the project re-formulating its proposals) • rebalancing of work between the major contractors (being discussed). <p>All dates remain provisional; for the latest updates on HS2 works visit www.hs2.org.uk/in-your-area/map/</p>		23/91/2
16	PARISH COMMUNICATIONS		23/92
16.1	<p>Website/Forum Developments</p> <p>Forum membership The number of registered users of the Forum who live outside the parish boundary (416) now exceeds the number living in the parish (409) and a review as why this is the case and the implications is ongoing. Many of those 'outside' live in Potter Row, Ballinger and South Heath, with a smaller number living further afield. Registered users are always checked for those living further afield that they have some genuine interest in the parish (e.g. family; moving in; work at the shop; child at school; etc). Whilst so far this 'imbalance' has not caused a problem, it is important to continue to monitor trends and effects so that The Lee residents do not become overwhelmed by matters not related to the parish.</p> <p>Forum structure From time to time, the various categories are revised into which information can be posted, to make sure that it's as easy as possible to find a post. A couple of changes recently to simplify things have been:</p> <ul style="list-style-type: none"> • A new category of What's On has been introduced at the top of the list. Whether it's the monthly village walk, a coffee morning, a quiz or any other event being organised in the village, this is the place to post it. • Archived the Homes for Ukraine category as it had not been used for many months. <p>Village Pubs Whilst advertising of commercial activities is not permitted, the village pubs and the Shop at The Lee are given limited permission. Since the start of Covid, the pubs can post messages only about changes in the level or type of service provided and this has worked well. From 1st September we have made a small change in that we will allow the pubs to post regular reminders</p>		23/92/1

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	<p>about their offerings, service and events, in no more than fortnightly messages.</p> <p>Website A number of Parish Council pages have been updated on the website, including councillor details, records of Governance Documents and financial information.</p>		
16.2	<p>Emails and Cloud Storage</p> <p>A review of IT support and the use of Nextcloud will be carried out in before the next parish council meeting.</p>		23/92/2
16.3	<p>To agree items for the next Newsletter</p> <p>TLPC plan to include in the October Newsletter (in the Clerk's name) the following items:</p> <ul style="list-style-type: none"> • New Councillor • Boundary Commission Review • Allotments • Lee Forum updates • Stewart-Liberty Estate <p>Consideration for articles for November edition include:</p> <ul style="list-style-type: none"> • Residents Roadside Hedge Cutting • Dogs 		23/92/3
17.	<p>DATES FOR MEETINGS</p> <p>Date for next full meeting is:</p> <ul style="list-style-type: none"> • Tuesday, 14th November 2023 		23/93
	<p>The meeting closed at 9:30pm</p> <p>CHAIR..... Date</p>		

1. Current account bank reconciliation		
	Opening balance 1 April 2023	5,849.97
A	Income - current year	12,737.36
	Transfers from savings	-
	Receipts Subtotal	12,737.36
B	Cheques paid last financial year and presented this year	-
C	Expenditure - current year(minus unrepresented chqs in this financial year)	7,773.03
D	Transfers to savings	-
E	Payments Subtotal	7,773.03
E	Closing balance = (Opening Balance + A)-E	10,814.30
F	Cheques paid last financial year that have not been presented	-
G	Unrepresented cheques this year	-
H	Unrepresented cheques total	-
	Total Committed Expenditure to date for financial year (D+H)	7,773.03

2. NEW Savings account bank reconciliation		
	Opening balance 1 April 2023	15,029.16
A	Receipts - current year	-
	Interest	84.64
	Income Subtotal	84.64
B	Payments	-
	Expenditure Subtotal	-
C	Closing balance = (Opening Balance + A)-B	15,113.80

3. Bank Reconciliation		
	Opening balance 1 April 2023	20,879.13
A	Current Account	10,814.30
	Savings Account	15,113.80
	Total Cash in Bank	25,928.10