

## The Lee Parish Council

### Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC) held at The Lee Parish Hall on Tuesday, 16<sup>th</sup> January 2024 at 7.30pm

<b>Present</b>	Councillor C Sully (Chair)	CS
	Councillor A Bunce	AB
	Councillor D Chinnery	DC
	Councillor N Rose	NR
	Councillor C Little	CL
	Councillor H Barrett-Mold	HBM
<b>In Attendance</b>	Mrs H Farrelly (Clerk)	HF
	One member of the public	
<b>Apologies</b>	Councillor J Wilkinson	JW
<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 CHAIR</b></p> <p>Councillor Sully welcomed everyone to the meeting.</p>		24/1
2.	<p><b>APOLOGIES</b></p> <p>Cllr Wilkinson had sent his apologies.</p> <p>Buckinghamshire Councillor Birchley, McBean and Fayazz were not present.</p>		24/2
3.	<p><b>APPROVAL OF MINUTES OF PREVIOUS MEETING</b></p> <p>The minutes of the Parish Council Meeting held on 4<sup>th</sup> December 2023 were approved. The Chair signed the minutes and a copy will be published on the website.</p>	<b>HF</b>	24/3
4.	<p><b>MATTERS ARISING FROM MINUTES NOT ITEMISED SEPARATELY</b></p> <p>None</p>		24/4
5.	<p><b>DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS</b></p> <p>None</p>		24/5

Agenda Number		Action	Item
6.	<p><b>REPORT FROM BUCKS UNITARY COUNCILLORS</b></p> <p>As there are no Unitary Councillors present, all matters under minute 6 are deferred.</p>		24/6
	<p><b>PLANNING</b></p>		24/6/1
6.1.1	Comments on handling of PL/23/2113/FA by Planning Department		24/6/2
6.1.2	Bucks New Area Plan		24/6/3
6.1.3	East Bucks Planning Officers		24/6/4
	<p><b>HIGHWAYS</b></p>		24/6/5
6.2.1	VAS/MVAS		24/6/6
6.2.2	Traffic Management and Road Signage		24/6/7
6.2.3	HS2 Road Safety Fund		24/6/8
7.	<p><b>COMMENTS OR QUESTIONS FROM THE PUBLIC</b></p> <p>There were no comments made.</p>		24/7
8.	<p><b>CLERK'S REPORT</b></p> <p>The Bootcamp Fitness sessions at The Lee Playing Fields will be ceasing at the end of January. TLPC is disappointed that they will no longer be held in the parish as they had become popular with residents. Due to parking difficulties, an increase in space required and equipment to be used, an alternative location is being sought.</p>		24/8
9.	<p><b>CHAIR'S REPORT</b></p>		24/9
9.1	<p><b>Annual Parish Meeting</b></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>Pre-Covid, TLPC often chose to have an agenda for the APM on a separate date to the TLPC meetings, with two or three key speakers on topics likely to be of interest to residents, and then a general Q&amp;A session at the end. However, for the past two years the example of neighbouring parishes has been followed in allocating a half hour prior to the May meeting of the PC to an APM.</p> <p>Councillors agreed that the APM should take place prior to the May meeting.</p>		24/9/1

Agenda Number		Action	Item
9.2	<p><b>Chesham Community Board</b></p> <p>Cllr Sully attended the Chesham &amp; Villages “Villages Forum” and will be attending the Community Board on Thursday 18<sup>th</sup> January 2024.</p> <p>Cllr Sully also attended a Local Community Emergency plan meeting and noted that The Lee Parish Hall is now registered as a centre to use in an emergency. Councillors noted that TLPC do not have an emergency plan and may consider creating one in the future.</p>		24/9/2
9.3	<p><b>Chiltern Trail Run</b></p> <p>TLPC has raised a number of issues with the organisers of this mass trail run due to run through the Chilterns (and the parish) on footpaths, bridleways and roads in July, but no response has been received to date.</p>	CS	24/9/3
10	<p><b>COUNCIL PROPERTY – REPORTS AND ACTIONS</b></p>		24/10
10.1	<p><b>Termination of services from Chesham Town Council</b></p> <p>Chesham Town Council have given notice that they are not renewing contracts and therefore TLPC will be considering alternative providers to carry out annual grass and hedge cutting.</p> <p>Cllr Bunce and Cllr Chinnery will work with the Clerk to review the current contract of works before meeting with potential contractors.</p>	RC/AB HF	24/10/1
10.2	<p><b>Playground Equipment</b></p> <p>The work on the Fort slopes has become more urgent as the banks continue to erode. Fencing has been installed to keep children off this to prevent any further damage.</p> <p>Contact has been made with the company that installed the Fort and TLPC will be arranging a meeting with them to discuss how this can be addressed.</p>		24/10/2
10.3	<p><b>Benches and Tables at the Playground and Allotments</b></p> <p>Nothing to report.</p>		24/10/3
10.4	<p><b>Grass, trees, hedges, gates and fencing at the allotments and playground</b></p> <p>Nothing further to report.</p>		24/10/4
10.5	<p><b>Allotments and Tenancies</b></p>		24/10/5

Agenda Number		Action	Item
	<p>Allotments are much the same as the previous inspection. All in general are cut down, some cultivated, or ground covered with sheets for the winter.</p> <p>Councillors noted a number of issues raised on some of the plots, which will be addressed with individual plot holders.</p> <p>The small fence on the left of the allotments has deteriorated further. Councillors discussed contacting the affected tenants on how to address this issue.</p>		
10.6	<p><b>Well and Memorial</b></p> <p>Cllr Wilkinson had confirmed via email that the well and memorial are in good order.</p>		24/10/6
10.7	<p><b>Roadside Benches</b></p> <p>Nothing to report. All are in good order.</p>		24/10/7
10.8	<p><b>Asset Ownership</b></p> <p>Cllr Sully gave a brief update on matters regarding asset ownership in the parish.</p> <p>With regard to the registration of the war memorial with the Land Registry, this is still ongoing.</p>		24/10/8
10.9	<p><b>Barnaby Usborne Memorial Tree</b></p> <p>Nothing to report.</p> <p>Next financial year TLPC will consider the installation of a bench around the tree.</p>		24/10/9
11.	<p><b>FINANCE &amp; GOVERNANCE</b></p>		24/11
11.1	<p><b>To note the Accounts for period ending 31<sup>st</sup> December 2023</b></p> <p>See <b>APPENDIX 1</b> for Financial Summary – 1<sup>st</sup> April 2022 to 31<sup>st</sup> December 2023.</p> <ul style="list-style-type: none"> <li>• The accounts have been reconciled with Bank Account.</li> <li>• Some allotment rentals to be chased by the Clerk.</li> <li>• Interest to date from the saving account is £293.</li> </ul>		24/11/1
11.2	<p><b>To note budget and projected income/expenditure for 2023/24</b></p>		24/11/2

Agenda Number		Action	Item
	<p>The major differences between the budgeted surplus for the year (£+605) and the current Year-End forecast (£-1,022) are:</p> <ul style="list-style-type: none"> <li>• the increase in Clerk's salary / allowances / pension contribution from 1<sup>st</sup> October (£+1,589)</li> <li>• a reduced VAT reclaim (£-497)</li> <li>• Barnaby Usbourne Memorial Tree</li> <li>• All off set by interest on the Deposit account (£+372)</li> </ul> <p>The overall deficit may in fact be lower by the financial year-end because of</p> <ul style="list-style-type: none"> <li>• Under-spends on the playground / allotment areas - caused by the withdrawal of services by Chesham Town Council. This work will however still have to be programmed for the next financial year.</li> <li>• Under-spend on professional services in 2023/24 (again this expenditure may then fall in 2024/25)</li> <li>• A second VAT reclaim.</li> </ul>		
11.3	<p><b>To consider the budget for 2024/25</b></p> <p>Councillors received a 3-year budget for consideration.</p> <p>The key assumptions in the projection are a 6% annual increase in all costs (including Clerk's salary). No other major changes have been included in the projection at this stage, although there are a number of matters being dealt with by TLPC that may affect the budget. It is difficult to predict what the financial impact will be at this stage.</p> <p>Councillors approved an expenditure budget of £29,192 (inc VAT) for 2024/2025</p>		24/11/3
11.4	<p><b>To approve a precept for 2024/25</b></p> <p>Having agreed and set the budget, Councillors discussed and agreed a precept of £25,550 for 2024/25 and the Clerk will inform Buckinghamshire Council finance team.</p>		24/11/4
11.5	<p><b>Bank Accounts and Mandate</b></p> <p>Cllr Rose now has effective access as a signatory to the Bank account and TLPC will now proceed to add Cllr Barrett-Mold to the list of authorised signatories.</p> <p>The Clerk will check who has what access to the account in terms of setting up payments</p>	<p>HJF</p> <p>HJF</p>	24/11/5
11.6	<p><b>Invoices Noted as Paid</b></p> <ul style="list-style-type: none"> <li>• Chesham Town Council Grass Cutting - £4542.00</li> <li>• Chesham Town Council Hedge Cutting – £817.20</li> </ul>		24/11/6

Agenda Number		Action	Item
	<ul style="list-style-type: none"> <li>DCK Accounting - £45.60</li> </ul> <p>Councillors noted that The Lee Newsletter had made a request to continue sponsorship in 2024/25 at a cost of £270 per annum, payable in two instalments. Councillors were happy to approve.</p>		
11.7	<p><b>To receive an update on pension arrangements for the Clerk</b></p> <p>No further update.</p>		24/11/7
11.9	<p><b>To Review and Approve Risk Assessment &amp; Responsibilities</b></p> <p>This document was circulated prior to the meeting but withdrawn as further updates were required. It will be re-circulated for the next meeting for approval.</p>		24/11/8
12.	<p><b>TO RECEIVE REPORTS AND CONSIDER ACTIONS ON BUCKINGHAMSHIRE COUNCIL ISSUES</b></p>		24/12
12.1	<p><b>Footpaths</b></p> <p>Prior to the meeting, Councillors received the following documents for consideration:</p> <ul style="list-style-type: none"> <li>TLPC footpath monitoring process</li> <li>Footpath monitoring schedule</li> <li>ROW differences schedule</li> <li>Schedule of stiles in ROW</li> <li>ROW roadside finger post review</li> </ul> <p>Cllr Chinnery noted that Area 1 has been re-allocated to Cllr Barrett-Mold. Cllr Chinnery will monitor Area 5.</p> <p>There had been no progress on getting additional maps from Buckinghamshire Council.</p>		24/12/1
12.2	<p><b>Roads</b></p> <p>The recent storm had caused some trees to fall on the roadside. There had been an inadequate response by the Highways team to address the issues.</p>		24/12/2
12.3	<p><b>BMKALC Update</b></p> <p>Nothing to report.</p>		24/12/3
13.	<p><b>PLANNING APPLICATIONS</b></p>		24/13
13.1	<p>The Clerk reported the following:</p>		24/13/1

Agenda Number			Action	Item
	<b>Planning Application</b>	<b>Address</b>	<b>Decision</b>	
	<b>Decision Completed</b>			
	PL/22/4437/F A	Kings Ash Farm Chesham Lane Kings Ash Buckinghamshire HP16 9NP	Withdrawn	
	PL/23/0472/F A	Land Adjacent to Timberley Lane Chesham Lane Kings Ash Buckinghamshire	Conditional Permission	
	PL/23/3691/F A	North Acre Swan Bottom The Lee Buckinghamshire HP16 9NN	Conditional Permission	
	<b>Decision Pending</b>			
	PL/22/3510/F A	Land to The Rear of White Cottage Swan Bottom The Lee Bucks HP16 9NH	Comments submitted Decision Pending	
	PL/23/2113/F A	Land Near Chartridge End Farm Chartridge Lane Chartridge Buckinghamshire HP5 2TZ	Comments submitted Decision Pending	
	<b>Decision yet to be submitted</b>			
	PL/23/4085/FA - Squirrels Leap Lee Clump Road The Lee Bucks HP16 9NA			
	PL/23/4100/HB Rushmere Swan Bottom Road The Lee Bucks HP16 9LZ			
	PL/23/4041/CONDA - Land Adjacent to Timberley Lane Chesham Lane Kings Ash Buckinghamshire			
<b>13.2</b>	<b>Other Planning Matters</b>			<b>24/13/2</b>
	A request has been made to the East Bucks Planning Officers that a training session is arranged that meets the needs of the local area.			
<b>14.</b>	<b>HS2 CONSTRUCTION AND ENGAGEMENT</b>			<b>24/14</b>
<b>14.1</b>	Cllr Sully reported: <ul style="list-style-type: none"> <li>ALIGN, who will now build the Leather Lane overbridge has called a meeting of interested parties for the afternoon of Tuesday 16<sup>th</sup> January to “kick-off” discussions on the design of this bridge. Cllr Sully has written to them hoping that rather than “kicking off discussion”, they have read all</li> </ul>			

Agenda Number		Action	Item
	<p>that has been discussed over the past 10 years on this subject and have something to say.</p> <ul style="list-style-type: none"> <li>• There are no further updates on whether the Cottage Farm accommodation overbridge will be built (with access through Hunts Green Farm). TLPC have asked to be involved in the discussion if there are any wider issues for the parish which may arise from such a decision.</li> <li>• Excess (silted) water arriving at the A413 and the River Misbourne from HS2 works along the Misbourne Valley has again been discussed with local community engagement managers. EKFB maintain that they are operating within EA permits for volumes and quality of water discharged... but the concerns remain. The issue has been sent to Bucks Council and HS2 Ltd to discuss.</li> <li>• The Tunnel Boring Machines (TBMs) are due to arrive at the South Heath portal in late Feb / early March.</li> <li>• The night-time closures of the A413 continue.</li> </ul> <p>For the latest updates on HS2 works visit <a href="http://www.hs2.org.uk/in-your-area/map/">www.hs2.org.uk/in-your-area/map/</a></p>		
<b>15</b>	<b>PARISH COMMUNICATIONS</b>		<b>24/15</b>
<b>15.1</b>	<p><b>Website/Forum Developments</b></p> <ul style="list-style-type: none"> <li>• Links to the Old Forum (pre-2020) and the old website have been disabled and the current forum is now simply referenced as The Lee Forum.</li> <li>• Shop at The Lee used the website (with TLPC permission) for Christmas Ordering again last Christmas. They ran into some problems with the 'Forms system' we have on the current website (Ninja Forms) and have asked us to consider alternatives. A meeting to discuss this (and other matters) has been arranged for 17<sup>th</sup> January.</li> </ul>		<b>24/15/1</b>
<b>15.2</b>	<p><b>Emails and Cloud Storage</b></p> <p>An 8-month review of IT support and the use of Nextcloud will take place this week.</p>		<b>24/15/2</b>
<b>15.3</b>	<p><b>To agree items for the next Newsletter</b></p> <p>The February 2024 edition of the Newsletter will contain:</p> <ul style="list-style-type: none"> <li>• A congratulatory message to Sarah Graham for her MBE for work with the Hilltops Community for Uranian Refugees.</li> <li>• Reminders about how to report road and footpath defects to Bucks Council</li> <li>• A reminder about hedge-cutting and sightlines</li> </ul>		<b>24/15/3</b>



Agenda Number		Action	Item
	<ul style="list-style-type: none"> <li>A general report about financial pressures in local government (Cllr Birchley also has a fuller article on Bucks Council’s financial pressures)</li> </ul> <p>Information regarding the precept and budgets for 2024-2025 will be included in the March newsletter.</p>		
<b>16.</b>	<b>DATES FOR MEETINGS</b>		<b>24/16</b>
<b>16.1</b>	<p>Date for next full meeting is:</p> <ul style="list-style-type: none"> <li>12<sup>th</sup> March 2024</li> </ul>		<b>24/16/1</b>
<b>16.2</b>	<p><b>To note other proposed dates for 2024:</b></p> <ul style="list-style-type: none"> <li>7<sup>th</sup> May</li> <li>June (date to be confirmed - additional meeting to sign-off 2023/24 accounts)</li> <li>2<sup>nd</sup> or 23<sup>rd</sup> July (tbc – depending on June)</li> <li>10<sup>th</sup> September</li> <li>12<sup>th</sup> November</li> </ul>		<b>24/16/2</b>
	<p><b>The meeting closed at 9:30pm</b></p> <p><b>CHAIR..... Date .....</b></p>		

## FINANCIAL SUMMARY

REPORTING PERIOD: 1st April 2023 - 31st December 2023

<b>1. Current account bank reconciliation</b>		
	<b>Opening balance 1 April 2023</b>	<b>5,849.97</b>
<b>A</b>	Income - current year	24,052.36
	Transfers from savings	-
	<b>Receipts Subtotal</b>	<b>24,052.36</b>
<b>B</b>	Cheques paid last financial year and presented this year	-
<b>C</b>	Expenditure - current year(minus unpresented chqs in this financial year)	14,554.11
<b>D</b>	Transfers to savings	-
<b>E</b>	<b>Payments Subtotal</b>	<b>14,554.11</b>
<b>E</b>	<b>Closing balance = (Opening Balance + A)-E</b>	<b>15,348.22</b>
<b>F</b>	Cheques paid last financial year that have not been presented	-
<b>G</b>	Unpresented cheques this year	-
<b>H</b>	<b>Unpresented cheques total</b>	<b>-</b>
	<b>Total Committed Expenditure to date for financial year (D+H)</b>	<b>14,554.11</b>

<b>2. NEW Savings account bank reconciliation</b>		
	<b>Opening balance 1 April 2023</b>	<b>15,029.16</b>
<b>A</b>	Receipts - current year	
	Interest	292.76
	<b>Income Subtotal</b>	<b>292.76</b>
<b>B</b>	Payments	-
	<b>Expenditure Subtotal</b>	<b>-</b>
<b>C</b>	<b>Closing balance = (Opening Balance + A)-B</b>	<b>15,321.92</b>

<b>3. Bank Reconciliation</b>		
	<b>Opening balance 1 April 2023</b>	<b>20,879.13</b>
<b>A</b>	Current Account	15,348.22
	Savings Account	15,321.92
	<b>Total Cash in Bank</b>	<b>30,670.14</b>