

The Lee Parish Council

Clerk: Hayley Farrelly

To Councillors: A Bunce, D Chinnery, H Barrett-Mold, 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, 7th May 2024**
at 8.00 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 Approval of Minutes of previous meeting**
 - 5.1 To approve the minutes of the Parish Council Meetings held on **12th March 2024**
- 6 Matters arising from Minutes not itemised separately**
- 7 Declarations of interest on forthcoming business**
- 8 Report from Buckinghamshire Councillors**
 - 8.1 Update on progress on issues from last meeting
- 9 Comments or questions from the public**
- 10 Clerk's report**
 - 10.1 To receive an update from the Clerk on other administrative issues
- 11 Chair's report**
 - 11.1 To receive an update from the Chair on matters not elsewhere tabled (Chair)
- 12 Finance & Governance:**
 - 12.1 To note the Accounts for the period 1st April 2023 to 31st March 2024 (Chair)
 - 12.2 To note the Accounts for period-end 30th April 2024 (Chair)
 - 12.3 To note the budget and projected income/expenditure for 2024/25 (Chair)
 - 12.4 To review the insurance renewal from Zurich at £1277.64
 - 12.5 To review ongoing direct debits and standing orders
 - 12.6 To approve the Certificate of Exemption

- 12.7 Internal Audit report and observations
- 12.8 Approval of Annual Governance Statement
- 12.9 Approval of Accounting Statement and Other Associated documents
- 12.10 Notice of Public Rights
- 12.11 Bank accounts and mandate (Chair)
- 12.12 To receive an update on pension arrangements for the Clerk
- 12.13 To approve invoices since the last meeting (Clerk)
 - Chesham Town Council - £1134.00
 - Chesham Town Council - £270.00
 - Chesham Town Council - £426.00
- 12.14 To review and adopt (Chair):
 - Code of Conduct
 - Financial Regulations
 - Standing Orders
 - Press & Media Policy

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

- 13.1 Grass and hedge cutting (Clerk)
- 13.2 Playground equipment (Cllr Chinnery/Clerk)
- 13.3 Benches and tables at the playground and allotments (Cllr Chinnery/Clerk)
- 13.4 Grass, trees, hedges, gates and fencing at the allotments and playground (Cllr Bunce/Clerk)
- 13.5 Allotments and tenancies (Clerk)
- 13.6 Well and Memorial (Cllr Wilkinson)
- 13.7 Roadside benches (Cllr Chinnery)
- 13.8 Lee Clump Pond (Cllr Sully)
- 13.9 Barnaby Osborne Memorial Tree (Cllr Rose)

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

- 14.1 Footpaths (Cllr Chinnery)
- 14.2 Roads (Cllr Rose/Clerk)
- 14.3 BMKALC update (Cllr Rose)

15 Planning applications

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

16 HS2 Construction and engagement

- 16.1 To receive an updated (Cllr Sully)

17 To receive reports and consider actions on Parish communications

- 17.1 To receive an update on website and forum developments (Cllr Sully)
- 17.2 To receive an update on Emails and cloud storage (Cllr Sully)
- 17.3 To agree items for forthcoming editions of The Lee Newsletter (Chair)

18 Next meeting date

- 23rd July 2024
- 10th September
- 12th November