

**The Lee Parish Council**

**Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC)  
held at The Lee Parish Hall on Tuesday, 7<sup>th</sup> May 2024 at 8.00pm**

<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
	Councillor J Wilkinson	JW
<b>In Attendance</b>	Mrs H Farrelly (Clerk)	HF
	Three members of the public	
<b>Apologies</b>	Bucks Councillor Birchley	
	Bucks Councillor Fayazz	
	Bucks Councillor Macbean	
<b>Abbreviations</b>	The Lee Parish Council	TLPC
	Buckinghamshire Council	BC

Agenda Number	Action	Item
<b>1</b>		<b>24/33</b>
<b>INTRODUCTORY REMARKS BY CHAIR</b>		
Councillor Sully welcomed everyone to the meeting.		
<b>2.</b>		<b>24/34</b>
<b>APOLOGIES</b>		
Buckinghamshire Councillor Birchley and McBean had sent their apologies.		
<b>3.</b>		<b>24/35</b>
<b>ELECTION OF CHAIRMAN</b>		
Cllr Little proposed Cllr Sully as Chair; seconded by Cllr Rose. Cllr Sully was unanimously elected for a period of one year.		
<b>4</b>		<b>24/36</b>
<b>ELECTION OF THE VICE-CHAIRMAN</b>		
Cllr Rose proposed Cllr Chinnery as Vice Chair; seconded by Cllr Sully. Cllr Chinnery was unanimously elected for a period of one year.		
<b>5</b>		<b>24/37</b>
<b>APPROVAL OF MINUTES OF PREVIOUS MEETING</b>		
The minutes of the Parish Council Meeting held on 16 <sup>th</sup> January 2024 were approved. The Chair signed the minutes, and a copy will be published on the website.		

Agenda Number		Action	Item
6.	<b>MATTERS ARISING FROM MINUTES NOT ITEMISED SEPARATELY</b>		<b>24/38</b>
	None		
7.	<b>DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS</b>  Cllr Wilkinson is a neighbour of Lee Clump Pond.		<b>24/39</b>
8.	<b>REPORT FROM BUCKS UNITARY COUNCILLORS</b>  None		<b>24/40</b>
9.	<b>COMMENTS OR QUESTIONS FROM THE PUBLIC</b>  Three members of the public raised concerns over a recent planning application.  TLPC does not have a planning committee but addresses planning applications outside of a meeting reaching a consensus amongst councillors on what the response will be back to the planning department.  Councillors noted that there had been a number of objections raised regarding planning application PL/24/1213/KA and these have been taken into consideration when forming TLPC's response.  Councillor Sully emphasised the point that whilst a number of our councillors have experience in planning, parish councillors are not planning officers. The view submitted by TLPC is representative of the views of the Council; any views that TLPC receives from residents re also taken into account.		<b>24/41</b>
10.	<b>CLERK'S REPORT</b>  Nothing to report.		<b>24/42</b>
11	<b>CHAIR'S REPORT</b>		<b>24/43</b>
11.1	Following up on the list of outstanding items relating to Bucks Council activities (documented in the Minutes of our March meeting at 6.1.1 to 6.2.2) Cllr Sully has been in contact with Cllr Jane Macbean who again passed these issues on to appropriate Officers at Bucks Council.  <ul style="list-style-type: none"> <li>• On planning issues, there has been no response.</li> <li>• On highways, the review of the issues on the route through Chesham Lane / Swan Bottom / Lee Gate / Kings Ash was sent to the Cabinet</li> </ul>		

Agenda Number		Action	Item
	<p>Member for Transportation (as a complaint); they replied (4<sup>th</sup> April) that they would respond to these issues in 10 days “<i>although it might take a little longer</i>”. TLPC have received no further response. Cllr Sully will follow this up.</p> <ul style="list-style-type: none"> <li>The Local Area Technician (LAT) did visit the parish last week and may be able to do something about the blocked ditches / culverts / gullies / silting of the roads... but said it would be helpful if things were reported on ‘Fix-my-Street’. Cllr Sully pointed out that most of them already were, but ‘keep trying’ seems to be his message.</li> <li>Similarly, the LAT suggested Fix-my-Street reports would be useful where water flooding onto the highway was regularly occurring.</li> <li>The remaining safety issues listed seem to be seen as either low priority or police issues.</li> <li>The HS2 Road Safety Fund seems to have gone to ground – Cllr Sully will keep looking for it.</li> </ul>	<p>CS</p> <p>CS</p>	
12	<b>FINANCE &amp; GOVERNANCE</b>		<b>24/44</b>
12.1	<p><b>(a) Year-End Position</b>  Council to note that the year-end accounts for 2023/24 show an overall surplus of £1,161 compared with a budgeted surplus of £605. This difference is explained in part by differences:</p> <ul style="list-style-type: none"> <li>Admin – re-allocation of WFH allowance (+364)</li> <li>Salary – scale point change in year (+721)</li> <li>Playground – delays in commissioning remedial works (-645)</li> <li>Allotments – including fencing (+584)</li> <li>Professional Fees – delay in legal costs (-1,202)</li> <li>Bank Interest – interest on deposit account (+398)</li> </ul> <p>However, two additional committed expenditure items for 2023/24 did not find their way into the accounts for that year and were also not reflected in the budget for 2024/25:</p> <ul style="list-style-type: none"> <li>Clerk’s pension contribution for half a year (approx. 500)</li> <li>Late arriving invoices from Chesham Town Council (1,700)</li> </ul> <p>As these are significant sums and we run on ‘cash accounting’ (i.e. no accruals) we have allocated part of the end of year Reserves for 2023/24 to cover these items in 2024/25 (see below).</p> <p><b>(b) Parish Council Reserves: Review at year-end and look forward</b>  From the Total Reserves at the year-end (£22,040) specific ‘pots’ are identified to cover:</p> <ul style="list-style-type: none"> <li>Money held on behalf of others (e.g. allotment deposits, Ankerson seat, Memorial Tree)</li> <li>Amounts for work in 2023/24 and not paid, and not included in budget for 2024/25 (e.g. Clerk’s pension; late invoices from CTC)</li> <li>A reserve for future playground equipment replacement (our most significant deteriorating asset)</li> </ul> <p>This leaves a General Reserve of £10,630 (c.f. £10,771 the previous year-end; £9,688 the year before).</p> <p><i>(The guidance for small parishes is to hold approx. 50% of the annual precept in general reserve.)</i></p>		<b>24/44/1</b>

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<p>The internal Audit has recommended that TLPC document a Reserves Policy for the Council, which will be done in due course, based on our current and 'best' practice.</p> <p>The financial summary for the year ending 31<sup>st</sup> March 2024 can be found in Appendix 1.</p>																																			
12.2	<p><b>To note 2024/25 Accounts to 30<sup>th</sup> April 2024</b></p> <ul style="list-style-type: none"> <li>• First Precept payment received otherwise, little activity in April.</li> <li>• Accounts reconciled with Bank Statement.</li> </ul> <p>Councillors noted that this year's budget was breakeven. The financial summary to date can be found in Appendix 2.</p>				24/44/2																														
12.3	<p><b>To note Budget and Projected income / expenditure for 2024/25</b></p> <ul style="list-style-type: none"> <li>• No changes identified at present, except 'Supplementary Precept' payment received for 2023/24; being investigated.</li> <li>•</li> </ul>				24/44/3																														
12.4	<p><b>To review insurance renewal from Zurich Insurance</b></p> <ul style="list-style-type: none"> <li>• 2023/24 insurance was £1,217.76</li> </ul> <p>No significant changes identified in cover needs or risk this year. Councillors approved the renewal premium.</p>				24/44/4																														
12.5	<p><b>To review ongoing direct debits and standing orders</b></p> <p>Councillors noted and approved the ongoing direct debits and standing orders which were:</p> <ul style="list-style-type: none"> <li>• Sovereign Playground Inspections</li> <li>• Information Commissioner's Office</li> <li>• Castle Water</li> </ul>				24/44/5																														
12.6	<p><b>To approve the Certificate of Exemption</b></p> <p>As TLPC income was below the £25K threshold, councillors approved the certificate of exemption, which was signed by the Chairman and Clerk. The Clerk will submit this to the external auditor.</p>				24/44/6																														

Agenda Number		Action	Item
12.7	<p><b>Internal Audit Report and Observations</b></p> <p>The meeting considered and approved the Internal Audit Report and Observations</p>		24/44/7
12.8	<p><b>Approval of Annual Governance Statement</b></p> <p>The meeting considered and approved the Annual Governance Statement.</p>		24/44/8
12.9	<p><b>Approval of Accounting Statement and Other Associated Documents</b></p> <p>The meeting considered and approved the Accounting Statement and Other Associated Documents.</p>		24/44/9
12.10	<p><b>Notice of Public Rights</b></p> <p>The meeting considered and approved the Notice of Public Rights for the period from 17<sup>th</sup> June to the 26<sup>th</sup> July 2024.</p>		24/44/10
12.11	<p><b>Bank accounts and mandate (Clerk)</b></p> <p>The bank mandate has been updated to allow full access to Cllr Sully allowing him to set-up payments, in the event of the Clerk being absent only.</p> <p>Cllr Barrett-Mold will also be added as a signatory.</p>	HF	24/44/11
12.12	<p><b>To receive an update on pension arrangements for the Clerk</b></p> <p>A NEST pension has now been set up and DCK will be arranging the payments through their payroll service.</p>		24/44/12
12.13	<p><b>To approve invoices since the last meeting (Clerk)</b></p> <ul style="list-style-type: none"> <li>• Chesham Town Council - £1134.00</li> <li>• Chesham Town Council - £270.00</li> <li>• Chesham Town Council - £426.00</li> <li>• Zurich Insurance - £1277.64</li> <li>• Internal Auditor - £140.00</li> <li>• RG Bunce - £742.80</li> <li>• Sinorrah - £361.73</li> <li>• 50% PO Box – £212.10</li> </ul>		24/44/13
12.14	<p><b>Governance Documents</b></p> <p>Councillors reviewed and adopted:</p> <ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Financial Regulations</li> <li>• Standing Orders</li> <li>• Press &amp; Media Policy</li> </ul> <p>BMKALC have very recently issued updated Financial Regulations which will be reviewed in due course.</p>	CS/HF	24/44/14

Agenda Number		Action	Item
13	<b>COUNCIL PROPERTY – REPORTS AND ACTIONS</b>		24/45
13.1	<p><b>Grass Cutting Contractor</b></p> <p>Councillors noted that the new contractor had commenced work with grass cutting at the allotments and playing fields. There has been an issue with access of their large works vehicles but this has been communicated to local residents to ask for them to keep the area clear when they are due to arrive to carry out maintenance.</p>		24/45/1
13.2	<p><b>Playground Equipment</b></p> <p>Councillors noted the three areas highlighted in the recent Sovereign in inspection report and the associated risks attached to them as well as making improvements to existing playground equipment. A number of contractors have provided quotations to carry out the work. Councillors discussed whether a Community Board grant could be obtained for some of the work and agreed to investigate further.</p>	CS/HF	24/45/2
13.3	<p><b>Benches and Tables at the Playground and Allotments</b></p> <p>TLPC have been considering what to do with the new benches temporarily sited along the fence line beyond the children's playground area. It is not clear there is any value in permanently basing them there, nor where else they would now most usefully be (semi-) permanently placed. The benches are good quality and cost Bucks Council about £1,007 each. Cllrs have separately suggested that they are offered to organisations in the community (Cricket Club, The Lee Green, School)</p>	CS	24/45/3
13.4	<p><b>Grass, trees, hedges, gates and fencing at the allotments and playground</b></p> <p>The new grass contractor has started and has had a few issues with gaining access to the site via the gate off Oxford Street. Local residents and allotment holders have been notified and traffic cones are now being placed in the immediate area of the gate when the contractor has notified TLPC that they will be visiting.</p> <p>Cllr Bunce was asked to inspect the hedge in between the playground and allotments again to ascertain the condition following the hedge cut carried out by Chesham Town Council. Councillors had been extremely disappointed with the quality of the cut, which has been fed back to them.</p>	AB	24/45/4
13.5	<p><b>Allotments and Tenancies</b></p> <p>Most plots are starting to be cultivated and an inspection will take place in early Summer (date to be arranged).</p>		24/45/5

Agenda Number		Action	Item
	<p>Some plots appear to have little to no cultivation – the tenants will be contacted to understand their intentions.</p> <p>The new fence line and pedestrian gates have been fitted along with the replacement posts along the play area side. Positive feedback has been received by allotment holders and residents.</p>		
13.6	<p><b>Well and Memorial</b></p> <p>Cllr Wilkinson reported that the Jubilee Well and War Memorial were in good order. Councillors noted that wreaths laid at the memorial are not removed.</p>		24/45/6
13.7	<p><b>Roadside Benches</b></p> <p>Nothing to report.</p>		24/45/7
13.8	<p><b>Lee Clump Pond</b></p> <p><b>Background</b>  Since the current Parish Council became (re)aware of their ownership of this pond, it has been considering two main options:</p> <p>a) Bringing the pond and land back into direct PC control  TLPC concluded that there might be benefit in doing this IF it could provide a wider benefit to the community. However, it remains unclear how this might be achieved. A new opening in a hedge-line from the road or alternative access to the area would need to be made for access to the pond itself, for maintenance and potentially for public access and/or ‘viewing’. This could not be easily achieved without major disruption to the area.</p> <p>There would also be associated costs arising from these activities. This would include:</p> <ul style="list-style-type: none"> <li>• ongoing hedge cutting / tree work at the roadside</li> <li>• pond maintenance, including possibly ‘re-puddling’</li> <li>• fencing repairs / improvements – both at the roadside and between the pond and the two properties</li> <li>• other safety measures around the pond if made accessible to the public.</li> </ul> <p>b) Selling the land to the two adjacent properties  The two adjacent properties have been maintaining the area now for over two decades;. A sale by the PC would create a one-off sum for the PC which could then be used for the wider benefit of the community, and would avoid short-term and long-run costs to the Council.</p> <p>In light of the history and the then current position regarding Lee Clump Pond, in September 2023 TLPC agreed, that returning this pond to private ownership was its “preferred direction of travel”. However, in doing so, it should secure some benefit to the community.</p> <p><b>Summary of position reached at the TLPC meeting in March 2024</b>  At the March 2024 TLPC meeting, having:</p> <ul style="list-style-type: none"> <li>• again reviewed the history of TLPC’s ownership of the pond</li> </ul>		24/45/8

Agenda Number		Action	Item
	<ul style="list-style-type: none"> <li>• discussed with the immediate residents the offer made by them</li> <li>• engaged with two local nature conservancy / environmental organisations on a possible sale.</li> <li>• received advice from three independent valuers / estate agents on the value of the property</li> <li>• reviewed the legal, governance and procedural processes to be adopted by Parish Councils when selling land assets</li> <li>• documented the Council's decision making process.</li> </ul> <p>... the Parish Council agreed to proceed to a sale</p> <ul style="list-style-type: none"> <li>• subject to giving other local residents the opportunity to express an interest in the land and/or make comments on the proposed sale,</li> <li>• subject to receiving no better offer by the end of April 2024,</li> <li>• subject to contract</li> </ul> <p><b>Community Consultation</b></p> <p>Following the March meeting, TLPC placed notices of the proposal to sell on Council notice boards, inviting comment or alternative proposals / offers. TLPC also placed an article to the same effect in The Lee Newsletter (which goes to every household in the Parish) and put a notice on The Lee Forum.</p> <p>By the closing date of the consultation, TLPC had received no other offers but had received one objection from a resident.</p> <p><b>Proposals for TLPC to consider – May 2024</b></p> <ol style="list-style-type: none"> <li>1. TLPC has met its obligations to consult with residents, however it should consider whether in reaching its current position, it has taken the objections raised into account.</li> <li>2. Having consulted residents and received no better offer, TLPC may regard the offer made by the neighbours as the “best consideration for the land” - as required under the Local Government Act 1972.</li> <li>3. TLPC is invited to decide whether to proceed to sell the land (the pond and the adjacent land) to the current owners of Willow Barn and The Barn (‘the neighbours’) for the sum offered (<i>documented in confidence for the last TLPC meeting</i>) on condition that: <ul style="list-style-type: none"> <li>• the adjacent land would be sold to the owners of Willow Barn; the pond may be split or shared by the neighbours in a manner agreed by them.</li> <li>• the sum to be paid by each of the neighbours may also be split in a manner agreed by the neighbours, but will result in a nett payment of the sum agreed to the Council</li> <li>• all parties will separately cover their own legal costs and fees</li> <li>• appropriate covenants to protect the interests of the neighbours / Council may be agreed.</li> </ul> </li> </ol> <p><b>Decision</b></p> <p>Councillors discussed the history of the pond and agreed, unanimously, to accept the offer submitted by the neighbours of the pond and therefore approved the sale of Lee Clump Pond. The Clerk will instruct Surrey Hills Solicitors.</p>	HF	



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13.9	<p><b>Barnaby Usborne Memorial Tree</b></p> <p>Cllr Sully will share details with Cllr Rose for a proposed seating bench to go around the memorial tree.</p>	CS/NR	24/45/9												
14.	<p><b>TO RECEIVE REPORTS AND CONSIDER ACTIONS ON BUCKINGHAMSHIRE COUNCIL ISSUES</b></p>		24/46												
14.1	<p><b>Footpaths</b></p> <p>Nothing to report and no issues raised.</p>		24/46/1												
14.2	<p><b>Roads</b></p> <p>Cllr Sully has met with the LAT and issues have been identified. Cllr Sully agreed to circulate details to councillors. If identified issues are not being addressed on Fix my Street then Cllr Sully will be able to bring them to the LAT's attention.</p>	CS	24/46/2												
14.3	<p><b>BMKALC Update</b></p> <p>A draft Street Trader policy has been proposed by Bucks Council. BC want to take control of all sales on a street. A street is defined as a road or footway that the public has access to without payment.</p> <p>Among other things, the policy states that you can sell garden produce in your garden but not on the footpath. A considerable number of parish councils are extremely frustrated with the proposed policy and discussions/meetings are taking place to feedback to BC on the negative impact this policy will have on communities. Cllr Rose is due to attend a meeting with other parish councils at which point TLPC might be asked to respond as well.</p>	NR	24/46/3												
15.	<p><b>PLANNING APPLICATIONS</b></p>		24/47												
15.1	<p>The Clerk reported the following:</p> <table border="1" data-bbox="226 1778 1248 2087"> <thead> <tr> <th data-bbox="226 1778 469 1868">Planning Application</th> <th data-bbox="475 1778 963 1868">Address</th> <th data-bbox="970 1778 1248 1868">Decision</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="226 1877 1248 1930"><b>Decision Completed</b></td> </tr> <tr> <td data-bbox="226 1939 469 2029">PL/23/4085/FA</td> <td data-bbox="475 1939 963 2029">Squirrels Leap Lee Clump Road The Lee Buckinghamshire HP16 9NA</td> <td data-bbox="970 1939 1248 2029">Withdrawn</td> </tr> <tr> <td data-bbox="226 2038 469 2087">PL/23/4100/HB</td> <td data-bbox="475 2038 963 2087">PL/23/4100/HB Rushmere Swan Bottom Road The Lee</td> <td data-bbox="970 2038 1248 2087">Conditional Consent</td> </tr> </tbody> </table>	Planning Application	Address	Decision	<b>Decision Completed</b>			PL/23/4085/FA	Squirrels Leap Lee Clump Road The Lee Buckinghamshire HP16 9NA	Withdrawn	PL/23/4100/HB	PL/23/4100/HB Rushmere Swan Bottom Road The Lee	Conditional Consent		24/47/1
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PL/23/4100/HB	PL/23/4100/HB Rushmere Swan Bottom Road The Lee	Conditional Consent													

Agenda Number			Action	Item
		Buckinghamshire HP16 9LZ (Listed Building Consent)		
	PL/24/0145/FA	2 Fairview Cottages Swan Bottom The Lee Buckinghamshire HP16 9NH	Conditional Permission	
	PL/24/0568/KA	Rushmere Swan Bottom Road The Lee Buckinghamshire HP16 9LZ	TPO shall not be made	
	<b>Decision Pending</b>			
	PL/22/3510/FA	Land to The Rear of White Cottage Swan Bottom The Lee Buckinghamshire HP16 9NH	Comments submitted Decision Pending	
	PL/23/2113/FA	Land Near Chartridge End Farm Chartridge Lane Chartridge Buckinghamshire HP5 2TZ	Comments submitted Decision Pending	
	PL/24/0572/FA	Thearon Oxford Street Lee Common Buckinghamshire HP16 9JT	Comments submitted Decision Pending	
	PL/24/0109/FA	The Lee House Swan Bottom Road The Lee Buckinghamshire HP16 9NA	Comments submitted Decision Pending	
	PL/24/0760/FA	2 Fir Grove Cottages Lee Clump Road Lee Common Buckinghamshire HP16 9NB	Comments submitted Decision Pending	
	<b>Decision yet to be submitted</b>			
	PL/24/1213/KA - The Cock and Rabbit Public House Swan Bottom Road The Lee Buckinghamshire HP16 9LZ			
	PL/24/1066/FA - North Acre Swan Bottom The Lee Buckinghamshire HP16 9NN			
<b>15.2</b>	<b>Other Planning Matters</b>			<b>24/47/2</b>
	None			
<b>16.</b>	<b>HS2 CONSTRUCTION AND ENGAGEMENT</b>			<b>24/48</b>
	<ul style="list-style-type: none"> <li>The Annual Parish Meeting (APM) was seen to focus on possible areas of support that HS2 CEF Funds and / or the MWCs might be able to offer groups in the parish. The Parish Council will follow-up ideas that are raised at the APM; however, apart from those relating to TLPC assets (e.g. playground – see 13.2), it will mainly be for other local organisations/groups to take their ideas forward, with support where appropriate (and requested) from TLPC.</li> <li>A night-time visit was recently made to the North Portal at South Heath with GMPC, BC Cllrs and BC Environmental Health staff to assess the impact of the noise and light from the 24 hr working now taking place. On the night in question, it was pretty quiet!</li> <li>TLPC await further news on the design of the Leather Lane overbridge; construction of which is being handed over from EKFB to ALIGN. The contract hand-over date is still pending (now thought to be June).</li> </ul>			

Agenda Number		Action	Item
	<ul style="list-style-type: none"> <li>• EKFB have announced that they need to close the footpath along TLE3 (near Bowood Lane) in order to continue building the Bowood Lane overbridge. This was anticipated in the Bill and Environmental Statement, and because of the importance of this route (the only crossing of the line between Rocky Lane and Leather Lane, and currently carrying the Chiltern Way) a temporary diversion route was included in the Bill plan, linking TLE/3 and TLE/2. However, EKFB's initial thoughts are to instead put a diversion in place between WEN/37 and WEN/38, which would require a walk along the grass verge of the A413. TLPC has raised serious concerns about this idea and reminded EKFB of the Bill alternative. The matter will ultimately rest with Bucks Council and we will make sure they know our views.</li> <li>• This latest update on train plans from HS2 Ltd confirms a few things we already know: <ul style="list-style-type: none"> <li>○ First trains due to run sometime between 2029 and 2033. (So... local construction and testing could continue for another 9 years!)</li> <li>○ Initially, when operational, 6 x trains per hour will run in each direction, rising to 11 when Euston is opened.</li> <li>○ HS2 trains will initially run to Manchester, Liverpool and Glasgow, as well as to Birmingham.</li> </ul> <p>... and the things we do <u>not</u> yet know:</p> <ul style="list-style-type: none"> <li>○ What speed HS2 trains will actually run at on the Phase 1 section.</li> <li>○ What speed trains will run at beyond this section (to Manchester, Liverpool, etc.)</li> <li>○ When Euston will open.</li> </ul> </li> <li>• TLPC and GMPC have raised with HS2 Ltd the issue as to which parts of the 'construction infrastructure' (construction sites; internal access roads; other access routes; etc) will continue to be used when the rail systems contractors arrive to install the rail line, the power supply, the catenaries, the signalling, the communication systems, etc. These continuing works will mean that the two current, local Main Works Contractors (EKFB and ALIGN) will <u>not</u> be able to complete the demobilisation of all the construction sites and the restoration / re-landscaping / planting of the area when they finish their current contracts. Like many things to do with the project, these issues are "still to be decided".</li> </ul>		
15	<b>PARISH COMMUNICATIONS</b>		<b>24/49</b>

Agenda Number		Action	Item
15.1	<p><b>The Lee Forum / Website</b></p> <p>TLPC use software called WP SMTP Mail to generate emails from the Forum. We also have some free software called WP Forms which, with PC permission, is used for the Shop. The Shop would like to try an upgrade to the Premium version of WP Forms, for which they have agreed to pay, because the Parish Council would get no value from it.</p> <p>It is not possible to have a free evaluation copy of a premium version, but a refund can be requested within 14 days. TLPC have therefore agreed that TLPC will pay for the premium version of the plug in for the Shop to trial. If the trial is successful and end up keeping the premium version, the TLPC will invoice the Shop and check each year if it wants to continue.</p>		24/50/1
15.2	<p><b>Emails and Cloud Storage</b></p> <p>Nothing to report.</p>		24/50/2
15.3	<p><b>The Lee Newsletter</b></p> <p>The next edition of the newsletter will include the following topics:</p> <ul style="list-style-type: none"> <li>• Annual Parish Meeting report</li> <li>Reminders on Planning and Fix-my-Street</li> <li>•</li> </ul>		24/50/3
16.	<p><b>DATES FOR MEETINGS</b></p>		24/51
16.1	<p>Date for next full meeting is:</p> <ul style="list-style-type: none"> <li>• 23<sup>rd</sup> July 2024</li> </ul>		24/51/1
16.2	<p><b>To note other dates for 2024:</b></p> <ul style="list-style-type: none"> <li>• 10<sup>th</sup> September</li> <li>• 12<sup>th</sup> November</li> </ul>		24/51/2
	<p><b>The meeting closed at 10.30pm</b></p> <p><b>CHAIR..... Date .....</b></p>		

## FINANCIAL SUMMARY

REPORTING PERIOD: 1st April 2023 - 31st March 2024

<b>1. Current account bank reconciliation</b>			
	Opening balance 1 April 2023	5,849.97	
A	Income - current year	24,216.26	
	Transfers from savings	-	
	<b>Receipts Subtotal</b>	<b>24,216.26</b>	
B	Cheques paid last financial year and presented this year	-	
C	Expenditure - current year(minus unrepresented chqs in this financial year)	23,453.14	
D	Transfers to savings	-	
E	<b>Payments Subtotal</b>	<b>23,453.14</b>	
E	<b>Closing balance = (Opening Balance + A)-E</b>	<b>6,613.09</b>	
F	Cheques paid last financial year that have not been presented	-	
G	Unpresented cheques this year	-	
H	<b>Unpresented cheques total</b>	<b>-</b>	
	<b>Total Committed Expenditure to date for financial year (D+H)</b>	<b>23,453.14</b>	

<b>2. NEW Savings account bank reconciliation</b>			
	Opening balance 1 April 2023	15,029.16	
A	Receipts - current year		
	Interest	397.81	
	<b>Income Subtotal</b>	<b>397.81</b>	
B	Payments	-	
	<b>Expenditure Subtotal</b>	<b>-</b>	
C	<b>Closing balance = (Opening Balance + A)-B</b>	<b>15,426.97</b>	

<b>3. Bank Reconciliation</b>			
	Opening balance 1 April 2023	20,879.13	
A	Current Account	6,613.09	
	Savings Account	15,426.97	
	<b>Total Cash in Bank</b>	<b>22,040.06</b>	

## FINANCIAL SUMMARY

REPORTING PERIOD: 1st April 2024 - 30th April 2024

<b>1. Current account bank reconciliation</b>		
	Opening balance 1 April 2024	6,613.09
A	Income - current year	13,722.58
	Transfers from savings	-
	<b>Receipts Subtotal</b>	<b>13,722.58</b>
B	Cheques paid last financial year and presented this year	-
C	Expenditure - current year(minus unrepresented chqs in this financial year)	130.25
D	Transfers to savings	-
E	<b>Payments Subtotal</b>	<b>130.25</b>
E	<b>Closing balance = (Opening Balance + A)-E</b>	<b>20,205.42</b>
F	Cheques paid last financial year that have not been presented	-
G	Unpresented cheques this year	-
H	<b>Unpresented cheques total</b>	<b>-</b>
	<b>Total Committed Expenditure to date for financial year (D+H)</b>	<b>130.25</b>

<b>2. NEW Savings account bank reconciliation</b>		
	Opening balance 1 April 2024	15,426.97
A	Receipts - current year	
	Interest	-
	<b>Income Subtotal</b>	<b>-</b>
B	Payments	-
	<b>Expenditure Subtotal</b>	<b>-</b>
C	<b>Closing balance = (Opening Balance + A)-B</b>	<b>15,426.97</b>

<b>3. Bank Reconciliation</b>		
	Opening balance 1 April 2024	22,040.06
A	Current Account	20,205.42
	Savings Account	15,426.97
	<b>Total Cash in Bank</b>	<b>35,632.39</b>