

The Lee Parish Council

Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC) held at The Lee Parish Hall on Tuesday, 10th September 2024 at 7.30pm

Present	Councillor C Sully (Chair)	CS
	Councillor A Bunce	AB
	Councillor D Chinnery	DC
	Councillor N Rose	NR
	Councillor J Wilkinson	JW
	Councillor C Little	CL
	Councillor H Barrett-Mold	HBM
In Attendance	Mrs H Farrelly (Clerk)	HF
Apologies	Bucks Councillor Birchley	
	Bucks Councillor Macbean	
Abbreviations	The Lee Parish Council	TLPC
	Buckinghamshire Council	BC

Agenda Number	Action	Item
1		24/68
INTRODUCTORY REMARKS BY CHAIR		
Councillor Sully welcomed everyone to the meeting.		
2.		24/69
APOLOGIES		
Buckinghamshire Councillor Birchley and McBean sent their apologies.		
3.		24/70
APPROVAL OF MINUTES OF PREVIOUS MEETING		
The minutes of the Parish Council Meeting held on 23 rd July 2024 were approved. The Chair signed the minutes, and a copy will be published on the website.		
4.		24/71
MATTERS ARISING FROM MINUTES NOT ITEMISED SEPARATELY		
Nothing further.		
5.		24/72
DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS		
Cllr Sully has recused himself from a current planning application as a near neighbour.		

Agenda Number		Action	Item
6.	<p>REPORT FROM BUCKS UNITARY COUNCILLORS</p> <p>None</p>		24/73
7.	<p>COMMENTS OR QUESTIONS FROM THE PUBLIC</p> <p>None</p>		24/74
8.	<p>CLERK'S REPORT</p> <p>Nothing to report.</p>		24/75
9	<p>CHAIR'S REPORT</p>		24/76
9.1	<p>Chesham & Villages Community Board – application for funding support (see also Item 11.1)</p> <p>Ross Tackley (Chesham & Villages Community Board Manager) came for a walkabout / drive about in August. Cllr Sully updated him on a number of TLPC issues and in particular:</p> <ul style="list-style-type: none"> • The playground – he took photos and said he was preparing a report for the Community Board to consider on TLPC's application for part-funding of playground improvements • The planning plot off Cherry Tree Lane which Bucks Council 'Failed to determine' • Kings Lane – the unimproved section • HS2's tree planting - which Cllr Peter Martin has taken to the CE of EKFB • Kings Ash / Lee Gate / Swan Bottom – the subject of our HS2 / Bucks Council Road Safety Fund application for SID's 		24/76/1
9.2	<p>Other Questions</p> <p>Methodist Chapel planning application appeared in the Mail online - https://www.dailymail.co.uk/news/article-13795919/Vicar-council-Buckinghamshire-churches.html</p> <p>Cherry Tree Lane planning application appeal has been submitted and deadline for comments is the 15th October. All comments previously lodged with Bucks Council will be forwarded to the Planning Inspector.</p>		24/76/2
10	<p>FINANCE & GOVERNANCE</p>		24/77
10.1	<p>Report of the conclusion of the Internal Audit</p> <p>The clerk confirmed that the Notice of Public Rights was issued on the 10th June with the documents being available to the public from the 17th June to the 26th July 2024 inclusive. There were no requests for the documents to be viewed.</p> <p>It was recommended to have an arbourologist to look at trees on our land.</p>		24/77/1

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10.2.1	<p>To note 2024/25 Accounts to 31st August 2024</p> <p>The Supplementary Precept payment (£704) is from the Community Infrastructure Levy (CIL)</p> <p>A reminder that 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. As these are significant sums and we run on 'cash accounting' (i.e. no accruals) TLPC have allocated part of the end of year Reserves for 2023/24 to cover these items in 2024/25:</p> <ul style="list-style-type: none"> • Clerk's pension contribution for half a year (approx. £500) • Late arriving invoices from Chesham Town Council (approx. £1,700) <p>Accounts reconciled with Bank Statement.</p>		24/77/2
10.2.2	<p>To note Budget and Projected income / expenditure for 2024/25</p> <p>No changes to the projected outturn compared with budget have been identified at this stage.</p>		24/77/2
10.3	<p>Bank accounts and mandate</p> <p>No progress has been made on adding Cllr Barrett-Mold to the bank mandate. This will be actioned in due course.</p>		24/77/3
10.4	<p>To receive an update on Pension arrangements</p> <p>Clerk's pension payments have commenced with NEST, but are not yet up to date.</p>	CS/HJF	24/77/4
10.5	<p>To approve Financial Regulations based on Revised NALC Model and a new 'Reserves Policy'</p> <p>Cllr Sully reviewed the Financial Regulations using the 2024 NALC model, which were then circulated to all councillors. Some items have been deleted from the model regulations (where they are not appropriate or needed for The Lee)</p> <p>Some sections are additional paragraphs for The Lee, taken from our existing Regulations (this includes a draft section on Reserves Policy - see Para 4.12. Some sections highlighted in yellow contain proposals for financial limits:</p> <ul style="list-style-type: none"> • Paras 1.7, 5.15 & 6.9 dealing with Clerk's delegated authority to commit expenditure • Paras 5.7 to 5.9 relating to when tenders and fixed estimates are needed • Paras 5.18 & 6.9 dealing with 'emergency expenditure' • Para 5.20 relating to when official 'orders' need to be issued • Para 6.9 as above plus transfers between accounts • Para 16.5 purchases and sales • Para 17.4 security or fidelity guarantee insurance (Clerk to check) 		24/77/5

Agenda Number		Action	Item
	<p>Subject to the Clerk checking Para 17.4, TLPC approved the revised Financial Regulation, including the Reserves Policy.</p> <p><i>Post meeting note: Re: Para 17.4, our insurance includes fidelity guarantee insurance.</i></p>	HJF	
10.6	<p>To approve invoices since the last meeting (Clerk)</p> <ul style="list-style-type: none"> • Tactical Facilities Management - £1212.50 (5 invoices of £242.50) • DCK Accounting - £45.60 		24/78/7
11	COUNCIL PROPERTY – REPORTS AND ACTIONS		24/79
11.1	<p>Playground Equipment</p> <p>The parish council is waiting on a decision from the Community Board before proceeding with works at the playground.</p>		24/79/1
11.2	<p>Benches and Tables at the Playground and Allotments</p> <p>Cllr Sully agreed to contact The Lee Cricket Club to ascertain whether they would be interested in having the benches sited at the Club.</p>	CS	24/79/2
11.3	<p>Grass, trees, hedges, gates and fencing at the allotments and playground</p> <p>The grass contractor has been carrying out cutting duties for the past 3 months. A review of the work has taken place and feedback has been given to the contractor.</p> <p>Councillors agreed that the hedge between the playground and allotment will be removed and replaced with a fence. The willow will also be removed. Cllr Sully will ask EKFB if they have capacity to help with these two projects.</p>	CS	24/79/3
11.4	<p>Allotments and Tenancies</p> <p>An allotment inspection will be scheduled in the autumn and findings will be communicated to allotment tenant.</p> <p>Councillors agreed to increase the allotment rent to £35 per plot from September 2025.</p>		24/79/4
11.5	<p>Well and Memorial</p> <p>Cllr Wilkinson reported that the Jubilee Well and War Memorial were in good order. Weeding needs to be done around the Jubilee Well and the contractor who carries this out has been notified.</p>		24/79/5

Agenda Number		Action	Item
	<p>War memorial posts on road edge are rotting. The edging where the posts are also has a curb and Councillors noted that the Highways are always careful about what are on verges. Cllr Sully agreed look into this further.</p> <p>Councillors noted that pointing on the slabs will need re-doing next year so will need to consider this in the budget. Cllr sully to circulate a list of jobs for consideration by the volunteer group.</p>	CS	
11.6	<p>Roadside Benches</p> <p>Nothing to report.</p>		24/79/6
11.7	<p>Lee Clump Pond</p> <p>Discussions are ongoing between solicitors.</p> <p>Councillors agreed (as per the solicitor's recommendation) to commence land registrations.</p> <p>Councillors asked the Clerk to also confirm with the solicitor the sale price agreed with the buyers, to ensure that this has been communicated correctly.</p>	Clerk	24/79/7
11.8	<p>Barnaby Usborne Memorial Tree</p> <p>Cllr Rose continues to look at options for a bench to go around the tree.</p>	NR	24/79/8
12.	<p>TO RECEIVE REPORTS AND CONSIDER ACTIONS ON BUCKINGHAMSHIRE COUNCIL ISSUES</p>		24/80
12.1	<p>Footpaths</p> <p>The footpath monitoring and reporting process developed by the parish over the years has proved to be effective in getting and maintaining a high standard of rights of way within the Parish. The Parish Council carried out a full inspection of gates, stiles, finger and way mark posts within the parish and compared this with the Bucks ROW map and reported the differences found and this process has been helped by the close interface developed with the Chiltern Society Path Maintenance volunteers and close liaison with Bucks Rights of Way Team. The same connection with the Parish Council does not now exist due to retirement.</p> <p>Our allocation of ROW areas within the Parish to individual Councillors remains in place.</p> <p>Councillors agreed to continue to monitor areas and their footpaths and to report any defects.</p> <p>Councillors took the opportunity to thank Cllr Chinnery for all the hard work he has been done over the years with regard to footpath monitoring and oversight.</p>		24/80/1

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12.2	<p>Roads</p> <p>General frustration was expressed that the condition of the roads was getting worse. In addition, the parish council have received complaints about hedges encroaching onto roads. Councillors agreed to put an article in newsletter about cutting back hedges encroaching the highway.</p>		24/80/2																																				
12.3	<p>BMKALC Update</p> <p>Street trading policy has been under extended discussions with further consultation. Further reports will be circulated to TLPC when available.</p>		24/80/3																																				
13.	<p>PLANNING APPLICATIONS</p>		24/81																																				
13.1	<p>The Clerk reported the following:</p> <table border="1" data-bbox="220 846 1235 1883"> <thead> <tr> <th data-bbox="220 846 469 938">Planning Application</th> <th data-bbox="474 846 908 938">Address</th> <th data-bbox="912 846 1235 938">Decision</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="220 945 1235 1003">Decision Completed</td> </tr> <tr> <td data-bbox="220 1010 469 1128">PL/24/2138/PIP</td> <td data-bbox="474 1010 908 1128">Lee Common Methodist Church Oxford Street Lee Common Buckinghamshire HP16 9JP</td> <td data-bbox="912 1010 1235 1128">Refused</td> </tr> <tr> <td data-bbox="220 1135 469 1254">PL/24/0109/FA</td> <td data-bbox="474 1135 908 1254">The Lee House Swan Bottom Road The Lee Buckinghamshire HP16 9NA</td> <td data-bbox="912 1135 1235 1254">Conditional Permission</td> </tr> <tr> <td colspan="3" data-bbox="220 1261 1235 1319">Decision Pending</td> </tr> <tr> <td data-bbox="220 1326 469 1417">PL/22/3510/FA</td> <td data-bbox="474 1326 908 1417">Land to The Rear of White Cottage Swan Bottom The Lee Buckinghamshire HP16 9NH</td> <td data-bbox="912 1326 1235 1417">Comments submitted Decision Pending</td> </tr> <tr> <td data-bbox="220 1424 469 1516">PL/24/0572/FA</td> <td data-bbox="474 1424 908 1516">Thearon Oxford Street Lee Common Buckinghamshire HP16 9JT</td> <td data-bbox="912 1424 1235 1516">Comments submitted Decision Pending</td> </tr> <tr> <td data-bbox="220 1523 469 1615">PL/24/2062/FA</td> <td data-bbox="474 1523 908 1615">Elmwood Swan Bottom The Lee Buckinghamshire HP16 9NQ</td> <td data-bbox="912 1523 1235 1615">Comments submitted Decision Pending</td> </tr> <tr> <td data-bbox="220 1621 469 1713">PL/24/2287/FA</td> <td data-bbox="474 1621 908 1713">North Acre Swan Bottom The Lee Buckinghamshire HP16 9NN</td> <td data-bbox="912 1621 1235 1713">Comments submitted Decision Pending</td> </tr> <tr> <td colspan="3" data-bbox="220 1720 1235 1778">Decision yet to be submitted</td> </tr> <tr> <td colspan="3" data-bbox="220 1785 1235 1818">PL/24/2446/FA - High Beeches Village Road Lee Common Buckinghamshire HP16 9NE</td> </tr> <tr> <td colspan="3" data-bbox="220 1825 1235 1859">PL/24/2599/FA - White Gables Swan Bottom The Lee Buckinghamshire HP16 9NQ</td> </tr> </tbody> </table>	Planning Application	Address	Decision	Decision Completed			PL/24/2138/PIP	Lee Common Methodist Church Oxford Street Lee Common Buckinghamshire HP16 9JP	Refused	PL/24/0109/FA	The Lee House Swan Bottom Road The Lee Buckinghamshire HP16 9NA	Conditional Permission	Decision Pending			PL/22/3510/FA	Land to The Rear of White Cottage Swan Bottom The Lee Buckinghamshire HP16 9NH	Comments submitted Decision Pending	PL/24/0572/FA	Thearon Oxford Street Lee Common Buckinghamshire HP16 9JT	Comments submitted Decision Pending	PL/24/2062/FA	Elmwood Swan Bottom The Lee Buckinghamshire HP16 9NQ	Comments submitted Decision Pending	PL/24/2287/FA	North Acre Swan Bottom The Lee Buckinghamshire HP16 9NN	Comments submitted Decision Pending	Decision yet to be submitted			PL/24/2446/FA - High Beeches Village Road Lee Common Buckinghamshire HP16 9NE			PL/24/2599/FA - White Gables Swan Bottom The Lee Buckinghamshire HP16 9NQ				24/81/1
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13.2	<p>Other Planning Matters</p> <p>Councillors attended a seminar on the proposed reforms to the national planning framework https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-</p>		24/81/2																																				

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	<p>planning-system/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system</p> <p>Councillors had a general discussion on what Buckinghamshire Council maybe basing their response on and also agreed to a response from TLPC.</p>		
14.	HS2 CONSTRUCTION AND ENGAGEMENT		24/82
	<ol style="list-style-type: none"> 1. The Parish Council made two applications to the final tranche of the HS2 / Bucks Road Safety Fund, which was created to address issues that have been created or made worse by the construction of High Speed 2 (HS2). <ol style="list-style-type: none"> a. VAS / MVAS / SID in the Kings Ash (30 mph) and Lee Gate / Swan Bottom areas (40 mph) - we await a decision. b. Re-surfacing of the remaining section of Kings Lane (Bowood Lane to Kings Ash) – already rejected by the Fund administrators as being out of scope for the Fund. 2. EKFB are now proposing a six-month closure of Rocky Lane next year. TLPC have complained that this appears to be way outside the expectation of the local communities. Indeed, as TLPC understood it, the whole point of building the new crossing ‘off-line’ was so that the existing road could be kept open until ‘tie-in’ time. Cllr Chinnery and Cllr Sully have been invited to a meeting with EKFB, HS2 Ltd and Bucks Council on the afternoon of 10th September to discuss the Rocky Lane closure. 3. A meeting and ‘Drop-in’ at Gt Missenden are also being held on 24th September at which we expect to hear news on the design of the Leather Lane overbridge by ALIGN. TLPC are anxious not only to finally see the proposed design, but also to learn more about the impact on local roads during construction – and any possible lengthy closure of Leather Lane (see 2 above). 4. Local farmers are also having difficulties negotiating access to fields down Liberty Lane (Hadaysfield). 5. 3 x Cllrs visited the archaeological work at Grims Ditch near Hunts Green in August – interesting, without being sensational – see also BBC report HS2: Ancient monument in Bucks to be partially destroyed - BBC News 6. Ideally, TLPC would wish to support the Parish Hall Committee (PHC) in applying for an HS2 CEF grant to construct a parish archive/small office. However other options also remain for TLPC: 7. Finally, TLPC also await a meeting with EKFB on the (lack of) tree growth near Jones Hill Wood / Bowood Lane. 		
15	PARISH COMMUNICATIONS		24/83
15.1	<p>The Lee Forum / Website</p> <ul style="list-style-type: none"> • The Internal Auditor has recommended TLPC publish more information than we currently do about PC finances and meeting papers and make some further updates to the website. 		24/83/1

Agenda Number		Action	Item
	<ul style="list-style-type: none"> • TLPC have already concluded that the council do not wish/need to publish PC meeting papers in advance on the website but will review (again) the financial information posted. • Some minor updates have been made to the website to clarify that: <ul style="list-style-type: none"> ○ the Methodist chapel no longer has services ○ the Old Swan is closed ○ the C&R now has a restaurant 		
15.2	<p>Emails and Cloud Storage</p> <p>Still reviewing cloud storage options.</p>	CS	24/83/2
15.3	<p>The Lee Newsletter</p> <p>Possibles for the October edition:</p> <ul style="list-style-type: none"> • Playground update • Planning applications • Planning presentation on National Planning Policy Framework • HS2 road closure proposals • Hedge cutting and highways 		24/83/3
16.	<p>DATES FOR MEETINGS</p> <p>Date for next full meeting is:</p> <ul style="list-style-type: none"> • 12th November 2024 • 2nd Tuesday in January • 2nd Tuesday in March 		24/84
	<p>The meeting closed at 9.40pm</p> <p>CHAIR..... Date</p>		

FINANCIAL SUMMARY

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

1. Current account bank reconciliation		
	Opening balance 1 April 2024	6,613.09
A	Income - current year	14,426.98
	Transfers from savings	-
	Receipts Subtotal	14,426.98
B	Cheques paid last financial year and presented this year	-
C	Expenditure - current year(minus unrepresented chqs in this financial year)	8,173.90
D	Transfers to savings	-
E	Payments Subtotal	8,173.90
E	Closing balance = (Opening Balance + A)-E	12,866.17
F	Cheques paid last financial year that have not been presented	-
G	Unpresented cheques this year	-
H	Unpresented cheques total	-
	Total Committed Expenditure to date for financial year (D+H)	8,173.90

2. NEW Savings account bank reconciliation		
	Opening balance 1 April 2024	15,426.97
A	Receipts - current year	
	Interest	105.77
	Income Subtotal	105.77
B	Payments	-
	Expenditure Subtotal	-
C	Closing balance = (Opening Balance + A)-B	15,532.74

3. Bank Reconciliation		
	Opening balance 1 April 2024	22,040.06
A	Current Account	12,866.17
	Savings Account	15,532.74
	Total Cash in Bank	28,398.91