

The Lee Parish Council

Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC) held at The Lee Parish Hall on Tuesday, 11th March 2025 at 7.30pm

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

Agenda Number		Action	Item
1	<p>INTRODUCTORY REMARKS BY CHAIR</p> <p>Councillor Sully welcomed everyone to the meeting.</p> <p>As this was the last meeting before the elections, Cllr Sully wished to thank all the councillors and clerk for the past 4 years dedication and work.</p>		25/17
2.	<p>APOLOGIES</p> <p>County Councillors Macbean and Fayazz had sent their apologies. Cllr Barrett-Mold also sent her apologies.</p>		25/18
3.	<p>APPROVAL OF MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the Parish Council Meeting held on 14th January 2024 were approved. The Chair signed the minutes, and a copy will be published on the website.</p>		25/19
4.	<p>MATTERS ARISING FROM MINUTES NOT ITEMISED SEPARATELY</p> <p>The following actions were carried forward to the next meeting:</p> <ul style="list-style-type: none"> • Community police to be invited back for a Saturday morning session in March to meet the community outside The Lee Shop. This will be communicated in The Lee Newsletter. • New owners for the benches. 	CS CS	25/20

Agenda Number		Action	Item
	<ul style="list-style-type: none"> Parish Hall storage items. 	CS/HF	
5.	<p>DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS</p> <p>None</p>		25/21
6.	<p>REPORT FROM BUCKS UNITARY COUNCILLORS</p> <p>County Cllr Birchley confirmed that she will not be standing for re-election in the May elections. Cllr Birchley thanked everyone for the past 20 years as elected County Councillor and reviewed the changes which had happened. She expressed her appreciation of all The Lee councillors for their support on local issues, particularly the fight against HS2. Cllr Sully also thanked Cllr Birchley for her work for the parish over many years and wished her well in the future.</p>		25/22
6.1	<p>Communications with Bucks Cllrs</p> <p>Cllr Sully highlighted that one of the increasing frustrations for TLPC is that the changes made by Buckinghamshire Council (BC) in recent years have only managed to distance our small rural parish further from BC. Wards have got bigger, and will increase further from the 1st May; when we will now be in a ward with the much larger Chesham North which has very different needs.. Added to this are the changes made to the Community Boards, with the reduction in their number, which will inevitably mean that the focus and support of the Board will be spread over much wider and more populated areas. TLPC has fought against many of these and other changes and are disappointed in the position that they now find themselves It will be for the newly elected parish and Buckinghamshire Cllrs to develop and agree the best methods of engagement going forward.</p>		25/23
7.	<p>COMMENTS OR QUESTIONS FROM THE PUBLIC</p> <p>Three members of the public were present at the meeting.</p> <p>Oliver Quarrel from The Cock & Rabbit pub explained that there were a number of events planned. An Easter Egg Trail will be held from the 16th April to the 19th April. All money raised will be for the PTA's at local schools. On the May bank holiday, the pub will be celebrating VE Day with a BBQ and live music. Councillors were pleased to hear of these events in the parish and also noted that the wreaths should be removed from the war memorial before VE Day.</p> <p>Pam Batty attended the meeting as the Chair of Governors from Lee Common School and answered questions regarding the consultation for Lee Common School to federate with Little Missenden School, Coleshill School and Hyde Heath School. Councillors discussed the fact that there appeared</p>	CS	25/24

Agenda Number		Action	Item
	to be a low representation of parent governors from Lee Common School on the proposed new Board of Governors for the federation and how this might impact local decisions. Further discussions took place on the role of foundation and co-opted Governors. TLPC has prepared a response to the consultation, which will be submitted before the deadline (more details can be found in minute 9.2)		
8.	CLERK'S REPORT		25/25
	<p>Elections</p> <p>The clerk explained the election process and key dates to councillors present, noting that application forms need to be hand delivered by the deadline date of the 2nd April at 4pm.</p>		
9	CHAIR'S REPORT		25/26
9.1	<p>VE Day – 8th May 2025</p> <p>Communities have been encouraged to mark the VE Day 80th anniversary on the 8th May 2025 (see: www.veday80.org.uk) with suggestions such as raising a VE flag, lighting a beacon, etc. (See also Item 7 above)</p>		25/26/1
9.2	<p>Lee Common School</p> <p>TLPC recently received details of a proposal to 'federate' four local schools (including Lee Common) under one governorship (circulated on 10th February 2025). A consultation period is under way, and it closes at the end of March. (See also 7 above)</p>	CS/HF	25/26/2
9.3	<p>Potential Planning Breach: crossing on TLE/41/3</p> <p>TLPC have been notified by a resident of Great Missenden parish of a potential planning breach on the bridleway TLE/41/3 in The Lee parish. The resident has reported this to the enforcement team and also notified Great Missenden PC. It would appear on the face of it to be 'agricultural development'. However the issue, as the complainant has suggested, is whether it is 'permitted' or needed a planning application. TLPC have acknowledged receipt of the information and will leave it for Bucks Council to examine / resolve.</p>		25/26/3
9.4	<p>Cannabis</p> <p>TLPC received reports in February of two incidents of dog-poisoning by cannabis in the parish. Such cases are not unique to the area. TLPC have suggested that the owners, if they haven't already done so, report it to the police. They are unlikely to get anywhere with an investigation, but it is important that they know of this problem.</p>		25/26/4
9.5	Election run-up		25/26/5

Agenda Number		Action	Item
	<p>To add to what was discussed under the Clerk's report:</p> <p>(a) The timetable</p> <p>18th March - Notice of Election/Opening of applications delivery 2nd April - Applications close 11th April - Uncontested parishes notified 1st May - Election Day 3rd May - Parish Councils Count Day 6th May - Successful candidates list published 7th May - Existing Cllrs retire from office [8th – 16th May - Period when TLPC AGM should be held]</p> <p>20th May <i>Proposed date for:</i> Annual Parish Meeting The Lee Parish Council AGM Chair and Vice Chair appointed</p> <p>b) Potential outcomes</p> <ul style="list-style-type: none"> • 7 or fewer applications – uncontested election The new Council may then fill any remaining vacancies by 'co-option'. • More than 7 applications – goes to balloted election of parish residents on 1st May 		
10	COUNCIL PROPERTY – REPORTS AND ACTIONS		25/27
10.1	<p>Playground Equipment</p> <p>TLPC await the commencement of the additions and remedial works by Broxap.</p> <p>The recent formal inspection of the playground equipment identified some low-level items that need to be addressed</p> <ul style="list-style-type: none"> • Wear on the perimeter rope on the witch's hat - specialist attention to be resolved • replacement of the rotten pole on the trim trail - will be dealt with by Broxap • Paint renovation on the slide - hope to get this dealt with whilst the fort area is fenced off by Broxap • Deterioration of the climbing frame which will be dealt with by replacement <p>Related to the safety on the playground area includes the concern on the condition of the fence and hedge adjacent to the allotments. This will be dealt with by contracted work by HS2.</p>		25/27/1
10.2	<p>Benches and Tables at the Playground and Allotments</p> <p>Nothing to report.</p>		25/27/2
10.3	Grass, trees, hedges, gates and fencing at the allotments and playground		25/27/3

Agenda Number		Action	Item
	Cllr Bunce agreed to meet with the clerk to discuss the grass cutting contract.	AB/ HJF	
10.4	<p>Allotments and Tenancies</p> <p>Allotments are fairly quiet and plots are starting to get prepared for this year's season.</p> <p>Unused plots need cutting back and this will be arranged with our contractor.</p>	HJF	25/27/4
10.5	<p>Well and Memorial</p> <p>All in good working order.</p> <p>Cllr Sully has spoken to Martin Williams and has agreed not to replace the posts around the memorial. Working group to remove posts and in-fill with soil/seed.</p>	JW et al	25/27/5
10.6	<p>Roadside Benches</p> <p>Nothing to report.</p>		25/27/6
10.7	<p>Lee Clump Pond</p> <p>The solicitor is in receipt of the requested information that has now been submitted to the Land Registry.</p>		25/27/7
10.8	<p>Barnaby Usborne Memorial Tree</p> <p>A tree guard has been added to the tree. The bench to be installed will be discussed at the next meeting.</p>	NR	25/27/8
11	FINANCE & GOVERNANCE		25/28
11.1	<p>To receive an update on pension and NIC arrangements (Clerk / Chair)</p> <ul style="list-style-type: none"> • The accounts have been reconciled with the bank statements. • The outstanding income due on allotment rentals is being pursued. 		25/28/1
11.2	<p>To note the Accounts for period 1st April 2024 to 28th February 2025 and projection to year end</p> <ul style="list-style-type: none"> • The Finance and Governance Group have reviewed the projection of the financial out-turn this year (2024/25) on the assumptions that: <ul style="list-style-type: none"> ○ The temporary nominated reserves put in place at the end of 2023/24 to cover carried-forward items will be 'released' at the year end. ○ The agreed playground improvements are completed in 2024/25 and the grant from the Community Board is received ○ VAT recovery on the above also takes place this year ○ The land registration for the pond has been applied for (but the sale is carried over to 2025/26) 		25/28/1

Agenda Number		Action	Item
	<ul style="list-style-type: none"> If any of these proves not to be the case, then the out-turn position may be different and new 'temporary nominated reserves' may have to be provided at the year end. The overall position appears reasonably healthy with TLPC's contribution to the playground improvements being largely paid from current revenue. This is due in part to additional unbudgeted income in 2024/25 (including from the CIL and bank interest) and to the reduced costs of grass/hedge cutting. 		
11.3	Bank Accounts and Mandates		25/28/2
11.3.1	Adding Cllr Barret-Mold to Mandate This is now complete.		25/28/3
11.3.2	Arrangements for transition to new Council Councillors, , agreed to an informal meeting after the elections have been announced and before the next parish council meeting to discuss the framework for the new council.		25/28/4
11.4	Pension Contributions and National Insurance DCK are in the process of making corrections to pension contributions for the current financial year ready for the March payroll (this will also mean a backdated recovery and transfer to pension of money paid to the Clerk). With regard to the period October 2023 to April 2024 (the previous financial year) is much more difficult to backdate pension payments because of the elapsed time. The Clerk has offered to waive her additional pension rights over this earlier period, so in effect the 'gross annual salary' decision will only take effect from 1 st April 2024. Councillors thanked the Clerk for the offer and approved an ex-gratia payment of £100.00.		25/28/5
11.5	To approve invoice for payment <ul style="list-style-type: none"> Tactical Maintenance - £242.50 Tactical Maintenance - £242.50 Solicitors - £980.00 Clerk Payment - £100.00 		25/28/6
11.5	Governance Documents The latest Risk Assessment & Responsibilities document has been reviewed with risk changes in respect of the Playground and Allotments areas identified The Asset Register was reviewed and approved. Both documents were agreed and will be updated on the website.		25/28/7
12.	TO RECEIVE REPORTS AND CONSIDER ACTIONS ON BUCKINGHAMSHIRE COUNCIL ISSUES		25/29

Agenda Number		Action	Item																								
12.1	<p>Footpaths</p> <p>Cllrs discussed a few footpath issues that had been raised by residents.</p> <p>Cllr Sully highlighted the importance of residents reporting issues themselves rather than reporting to councillors.</p>		25/29/1																								
12.2	<p>Roads</p> <p>A personal injury to a resident with a pothole is now being pursued by solicitors with Buckinghamshire Council.</p>		25/29/2																								
12.3	<p>BMKALC Update</p> <p>Nothing to report.</p>		25/29/3																								
13.	<p>PLANNING APPLICATIONS</p>		25/30																								
13.1	<p>The Clerk reported the following:</p> <table border="1"> <thead> <tr> <th>Planning Application</th> <th>Address</th> <th>Decision</th> </tr> </thead> <tbody> <tr> <td colspan="3">Decision Completed</td> </tr> <tr> <td colspan="3">NONE</td> </tr> <tr> <td colspan="3">Decision Pending</td> </tr> <tr> <td>PL/22/3510/FA</td> <td>Land to The Rear of White Cottage Swan Bottom The Lee Buckinghamshire HP16 9NH</td> <td>Comments submitted Decision Pending</td> </tr> <tr> <td>PL/24/2062/FA</td> <td>Elmwood Swan Bottom The Lee Buckinghamshire HP16 9NQ</td> <td>Comments submitted Decision Pending</td> </tr> <tr> <td colspan="3">Decision yet to be submitted</td> </tr> <tr> <td colspan="3">NONE</td> </tr> </tbody> </table>	Planning Application	Address	Decision	Decision Completed			NONE			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/24/2062/FA	Elmwood Swan Bottom The Lee Buckinghamshire HP16 9NQ	Comments submitted Decision Pending	Decision yet to be submitted			NONE				25/30/1
Planning Application	Address	Decision																									
Decision Completed																											
NONE																											
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/24/2062/FA	Elmwood Swan Bottom The Lee Buckinghamshire HP16 9NQ	Comments submitted Decision Pending																									
Decision yet to be submitted																											
NONE																											
13.2	<p>Other Planning Matters</p> <p>The clerk was asked to obtain the full title for the playing fields and allotment area.</p>	HJF	25/30/2																								
14.	<p>HS2 CONSTRUCTION AND ENGAGEMENT</p>		25/31																								

Agenda Number		Action	Item
	<p>1. The six-month closure of Rocky Lane continues to cause concern in the parish and elsewhere. Feedback from many residents on the impact of this closure has helped inform our first review (see here) which we discussed at a meeting with Bucks Council 10 days ago and sent to EKFB / HS2 Ltd, emphasising the following needs:</p> <ul style="list-style-type: none"> a. Impact on Kings Ash area <ul style="list-style-type: none"> i. Monitor increased traffic on Kings Lane ii. Surface improvements on Kings Lane between Bowood Lane and Kings Ash iii. Guidance on business claims for compensation iv. How to deter non-local traffic from using Kings Lane b. Leather Lane <ul style="list-style-type: none"> i. Check prominence of “Unsuitable for HGVs” sign ii. Monitor / repair road surface – especially verges iii. Request ALIGN’s traffic monitoring information be made available c. Ballinger Road / Frith Hill <ul style="list-style-type: none"> i. Request ALIGN’s traffic monitoring information be made available d. Other rat-running routes <ul style="list-style-type: none"> i. Check why Satnav systems seem to be sending diverted traffic up / down Swan Lane / Hale Lane e. Signage & Navigation: <ul style="list-style-type: none"> i. Replace signs on Chesham Lane at junctions with Ballinger Road (Village Road) and Lee Clump Road with signs saying, “No ACCESS via Rocky Lane to A413 / Wendover” – similar to those at Chesham – instead of simply “Rocky Lane Closed ahead”. Most of what locals regard as Rocky Lane is in fact open. ii. Change signs at Swan Bottom Crossroads to reflect above iii. Check why does One Network say that Leather Lane, Swan Lane and Hale Lane are all closed for 6 months? iv. Check what ambulance services are being told / recommended <p>At a catch-up meeting on the afternoon of 11th March, EKFB had suggested that all of the above were not really matters for them, and should be taken to Bucks Council, the Police or emergency services.</p> <p>They have however agreed to revisit the Signage and Navigation issues.</p> <p>2. Overnight closures and daytime traffic controls on the A413 will continue whilst the viaduct is being worked on. The works are heavily dependent on the weather and so EKFB say they have booked in more days to allow for this. There will be further dates in April and May as they complete concrete pours for the pier slabs, followed by parapet installation. The final road realignment will also require overnight closures, expected over the summer.</p> <p>3. We understand that the EKFB ‘Social Value’ project at the allotments / playground area which involves replacing the scruffy hedge between the allotments and the children’s playground with new fencing is being planned for March.</p> <p>4. The Parish Council has still had no news of its applications to the final tranche of the HS2 / Bucks Road Safety Fund, (in respect of VAS / MVAS / SID in the Kings Ash (30 mph) and Lee Gate / Swan Bottom areas (40 mph)... and will probably not do so now until after the elections.</p> <p>5. TLPC will now start to make a second application to CEF for improvements at the children’s playground – a replacement climbing frame, to be submitted after the completion of the EKFB and Broxap work.</p>		

Agenda Number		Action	Item
15	PARISH COMMUNICATIONS		25/32
15.1	The Lee Forum / Website Nothing to report.		25/32/1
15.2	Emails and Cloud Storage Still reviewing cloud storage options.	CS	25/32/2
15.3	The Lee Newsletter <ul style="list-style-type: none"> • Elections 		25/32/3
16.	DATES FOR MEETINGS <ul style="list-style-type: none"> • After 11th April, before 6th May – informal meeting of old and new Cllrs • 20th May – Annual Parish Meeting • 20th May – TLPC AGM • June (possible date to be confirmed - to sign-off 2024/25 accounts) • 8th July (tbc – depending on June) • 9th September • 11th November 		25/33
The meeting closed at 9.00pm			
CHAIR..... Date			

FINANCIAL SUMMARY

REPORTING PERIOD: 1st April 2024 - 28th February 2025

1. Current account bank reconciliation		
	Opening balance 1 April 2024	6,613.09
A	Income - current year	27,491.98
	Transfers from savings	-
	Receipts Subtotal	27,491.98
B	Cheques paid last financial year and presented this year	-
C	Expenditure - current year(minus unpresented chqs in this financial year)	20,129.74
D	Transfers to savings	-
E	Payments Subtotal	20,129.74
E	Closing balance = (Opening Balance + A)-E	13,975.33
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)	20,129.74

2. NEW Savings account bank reconciliation		
	Opening balance 1 April 2024	15,426.97
A	Receipts - current year	
	Interest	318.19
	Income Subtotal	318.19
B	Payments	-
	Expenditure Subtotal	-
C	Closing balance = (Opening Balance + A)-B	15,745.16

3. Bank Reconciliation		
	Opening balance 1 April 2024	22,040.06
A	Current Account	13,975.33
	Savings Account	15,745.16
	Total Cash in Bank	29,720.49