

# **The Lee Parish Council**

Clerk: Hayley Farrelly  
To Councillors: G Baggaley, H Barrett-Mold, A Bunce, C Sully

## **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, 20<sup>th</sup> May 2025**  
at 7.30 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 Chair**
- 4 Election of Vice-Chair**
- 5 Election Matters**
  - 5.1 To review Cllr Declarations following the Elections
  - 5.2 To review and agree co-option of Cllrs following the elections
- 6 Approval of Minutes of previous meeting**
  - 6.1 To approve the minutes of the Parish Council Meetings held on **11<sup>th</sup> March 2025**
- 7 Matters arising from Minutes not itemised separately**
- 8 Declarations of interest on forthcoming business**
- 9 Buckinghamshire Council**
  - 9.1 To receive reports from Bucks Councillors attending
- 10 Comments or questions from the public**
- 11 Clerk's report**
  - 11.1 To receive an update from the Clerk on other administrative issues
- 12 Chair's report**
  - 12.1 To consider recommendations in respect of changes to Council's methods of working
  - 12.2 To consider Bucks Council relations and methods of working following the elections
  - 12.3 To review matters arising from the Annual Parish Meeting
  - 12.4 To receive an update from the Chair on matters not elsewhere tabled (Chair)

### **13 Finance & Governance:**

- 13.1 To note the Accounts for the period 1st April 2024 to 31st March 2025 (Chair)
- 13.2 To note the Accounts for period-end 30th April 2025 (Chair)
- 13.3 To note the revised budget and projected income/expenditure for 2025/26 (Chair)
- 13.4 To review ongoing direct debits and standing orders
- 13.5 To review Internal Audit report and observations
- 13.6 Approval of Annual Governance Statement
- 13.7 Approval of Accounting Statement and Other Associated documents
- 13.8 Bank accounts and mandate - to agree new signatories (Chair)
- 13.9 To receive an update on pension / NI Contributions for the Clerk
- 13.10 To approve invoices since the last meeting (Clerk)
  - Tactical Services - £208.16
  - Internal Audit Services - £170.00
  - Zurich Insurance - £996.52
  - DCK Accounting - £63.60
  
- 13.11 To review and adopt (Chair):
  - Code of Conduct
  - Financial Regulations
  - Standing Orders
  - Press & Media Policy

### **14 To receive reports and consider actions on TLPC property and assets:**

- 14.1 Playground equipment, benches and tables (Cllr Sully/Clerk)
- 14.2 Barnaby Osborne Memorial Tree (Cllr Sully)
- 14.3 Grass, trees, hedges, gates and fencing at the allotments and playground (Cllr Bunce/Clerk)
- 14.4 Allotments and tenancies (Clerk)
- 14.5 Well and Memorial (Clerk)
- 14.6 Lee Clump Pond (Clerk)

### **15 To consider actions on Buckinghamshire Council issues:**

- 15.1 Footpaths
- 15.2 Roads
- 15.3 To receive an update from the Clerk on recent planning decisions (Clerk)
- 15.4 Parish Council Planning application review procedures

### **16 HS2 Construction and engagement**

- 16.1 To receive an update (Cllr Sully)

### **17 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**

- 16.1 To note that dates for remaining meetings in 2025 are **22<sup>nd</sup> July, 16<sup>th</sup> September** and **11<sup>th</sup> November**
- 16.2 To consider start times of future PC meetings.