

The Lee Parish Council

Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC) held at The Lee Parish Hall on Tuesday, 10th March 2026 at 7.30pm

Present	Councillor C Sully (Chair)	CS
	Councillor A Bunce	AB
	Councillor H Barrett-Mold	HBM
	Councillor S Burrage	SB
	Councillor D Chinnery	DC
	Councillor J Wilkinson	JW
	Councillor G Baggaley	GB
In Attendance	Mrs H Farrelly (Clerk)	HF
	One member of the public	
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>		
2.	<p>APOLOGIES</p> <p>No apologies received.</p>		
3.	<p>APPROVAL OF MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the Parish Council Meeting held on 13th January 2026 were approved. The Chair signed the minutes, and a copy will be published on the website.</p>		
4.	<p>MATTERS ARISING FROM MINUTES NOT ITEMISED SEPARATELY</p> <p>Matters arising that are carried forward</p> <ul style="list-style-type: none"> • Location for new benches • Storage cupboard • Establish boundary of playground and allotments • Skip 	CS/HF	
5.	<p>DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS</p> <p>Cllr Bunce has an interest in two invoices.</p>		

Agenda Number		Action	Item
6.	<p>REPORT FROM BUCKS UNITARY COUNCILLORS</p> <p>Councillors noted that the highways issues discussed at the last meeting (attended by Bucks Cllr Fullford) remained and agreed to:</p> <ul style="list-style-type: none"> • Make contact with the new LAT and seek clarification on the role and responsibilities • Escalate concerns about the triage system to the appropriate county-level authority and request review and feedback on how issues are prioritised and managed. 	<p>HF</p> <p>CS</p>	
7.	<p>COMMENTS OR QUESTIONS FROM THE PUBLIC</p>		
7.1	<p>Kingsgate Farm (See also Item 12.4)</p> <p>It was noted that the situation at Kingsgate Farm shares similarities with recent developments at Dinton, particularly in relation to land use change and site occupation. However, key differences in Buckinghamshire Council's enforcement response were highlighted.</p> <p>Councillors noted that at Dinton, Buckinghamshire Council issued a Temporary Stop Notice (TSN). Subsequently, mobile homes were moved onto the site, and one was later set alight. Following these events, the Council obtained an injunction. By contrast, at Kingsgate Farm, despite concerns raised, no injunction has been pursued to date.</p> <p>Cllr Sully confirmed that he had written to Planning Enforcement expressing concern that conditions at Kingsgate Farm had deteriorated and querying whether the time had come to seek an injunction. The response from Buckinghamshire Council stated that the situation differed from Dinton because a planning application for Kingsgate Farm had already been submitted and remains under consideration. The Council also cited differing levels of risk regarding community conflict as a factor in their decision-making.</p> <p>Cllr Fullford and Cllr Sully have both responded, reiterating concerns about the situation and requesting further review.</p> <p>Overall feedback from residents in The Lee was described as relatively quiet, although councillors agreed that the situation remains unsatisfactory.</p>		
7.2	<p>Removal of Signs</p> <p>The Council discussed the ongoing issue of redundant road signage. Buckinghamshire Council's Local Area Technician (LAT) team had been asked to remove them all, but this has not been actioned.</p> <p>It was noted that a new LAT contact is now in place, and the matter will be raised again for follow-up. An offer had previously been made to collect and remove the signs.</p>		

Agenda Number		Action	Item
8.	CLERK'S REPORT		
8.1	<p data-bbox="220 277 1075 306">To receive an update from the Clerk on administrative issues</p> <p data-bbox="220 353 612 383">No other matters to be raised.</p>		
8.2	<p data-bbox="220 434 344 463">IT Policy</p> <p data-bbox="220 501 1158 530">Councillors approved the IT Policy, subject to a few minor amendments.</p>		
8.3	<p data-bbox="220 568 743 598">Risk Assessment and Asset Register</p> <p data-bbox="220 636 1219 712">Councillors noted the reviewed risk assessment and asset register and were content to approve both documents.</p>		
9.	CHAIR'S REPORT		
9.1	<p data-bbox="220 860 496 889">The Lee Parish Hall</p> <p data-bbox="220 927 1206 1032">We have received notice from the Parish Hall Committee that the land transfer from the Elizabeth Steward-Liberty Executors to the new CIO - The Lee Parish Community Charity – was completed in February 2026.</p> <p data-bbox="220 1070 1225 1137">The drafting of new leases for the Shop and the Scouts continues: it is hoped to also get these finalised within the next month.</p>		
9.2	<p data-bbox="220 1167 331 1196">Parking</p> <p data-bbox="220 1234 1238 1339">Residents have raised with the Parish Council the issues of parking in the parish - around The Lee Green, on sections of Oxford Street and along the 40 mph sections of Chesham Lane. There appear to be 3 issues:</p> <ul data-bbox="220 1339 852 1435" style="list-style-type: none"> • Parking near junctions • Parking across / opposite property entrances • Night-time parking <p data-bbox="220 1473 1193 1547">TLPC will put a reminder in the April Newsletter of what the Highway Code has to say on these subjects and follow-up as appropriate.</p>		
9.3	<p data-bbox="220 1576 384 1606">Easter Trail</p> <p data-bbox="220 1644 1219 1832">We have received notice that The Cock & Rabbit are intending to repeat last year's Easter Trail in support of The Lee Common School Association. The trail will follow the same route as last year (using public footpaths) starting and ending at the pub, with posters affixed to fence posts/gates – these will be put in place early on 1st April and removed at the end of the day on 6th April. Last year, £472 was raised for the PTA.</p> <p data-bbox="220 1832 644 1861">TLPC will suggest that the C&R:</p> <ul data-bbox="220 1861 1158 1944" style="list-style-type: none"> • Put something in the April Newsletter • Specifically advise local landowners on whose land the footpaths lie. 		
9.4	<p data-bbox="220 1973 491 2002">Confidential Matter</p> <p data-bbox="220 2024 544 2078"><i>See confidential minutes</i></p>		

Agenda Number		Action	Item
9.5	<p>Sewage sludge spreading</p> <p>Cllr Sully had a recent conversation with the Environment Agency (EA) in respect of treated sewerage waste (sludge) being stored / spread near Church Farm, The Lee. Cllr Sully explained to the EA that concerns had been raised by residents with the Parish Council about:</p> <ul style="list-style-type: none"> a) Its close proximity to a public footpath b) Dogs become ill as a result of drinking nearby 'puddle water' c) Possible leaching into the Chess River catchment area. <p>The EA officer explained that such storage / spreading of sludge is a permitted activity under the Sludge (Use in Agriculture) Regulations 1989 and Guidance is produced for producers and farmers regarding treatment, storage and spreading. This includes guidance on dangerous elements and pathogens, such as e coli and salmonella.</p> <p>The EA has made visits to the site and been in contact with the operator. It is understood that the operator is due to spread/bury the sludge this week and the EA is planning a further visit to the site. They have further reported:</p> <ul style="list-style-type: none"> • The sludge is being stored under a S3 Waste exemption S3: storing sludge - GOV.UK • The sludge should then be used following the guidance in Sewage sludge in agriculture: code of practice - GOV.UK • There is no specific distance from a footpath for the sludge to be stored. 		
10.	COUNCIL PROPERTY – REPORTS AND ACTIONS		
10.1	<p>Playground equipment, benches and tables</p> <ul style="list-style-type: none"> • Work to improve the ground surface in the fort area is still on hold waiting for resolution of item 10.2 below. Some work might be suitable for 'volunteer' activity; other parts may require professional installers • TLPC are still planning to approach a more local playground maintenance company for routine maintenance work, as the major playground equipment suppliers are not geared up to deal with this sort of work. 		
10.2	<p>Grass, trees, hedges, gates and fencing</p> <p>Cllr Bunce has arranged for work to carry out winter maintenance of the existing hedge between the playground and the allotments by:</p> <ul style="list-style-type: none"> • Trimming/shaping/re-profiling the hedge on both sides using hand tools • Removing some of the dead wood in the hedge above ground level • Cutting back the willows <p>The hedge is now less encroaching... but a mess! Ditto the ground adjacent.</p> <p>EKFB have changed their 'Legacy Manager' and their local 'Ecologist' and would now like to make a return visit to the site to discuss what they can do. Our request at present remains to completely clear the 'hedge' and replace with fencing... but we will have to wait to see what EKFB are now prepared to offer. Trying to find a date for the visit in March / April.</p>		

<p>10.3</p>	<p>Allotment and Tenancies</p> <p>All hedges have been cut and cleared before the end of hedging season, including the extra bit between plots and play equipment.</p> <p>Cllr Bunce has replaced the water tank cover on the tank by Oxford Street. One of the other plots has a small leak but believe this is because the arm is too high creating an overflow. This will be inspected.</p> <p>Currently all plots look good for this time of year. No inspection required as of yet.</p>		
<p>10.4</p>	<p>Proposed Contracts for Grass and Hedge Cutting</p> <p>An alternative quotation for grass cutting has been looked at but has proved far more expensive than the current contractor.</p> <p>For the time being, the parish council will remain with the current contractor and discuss works to be carried out with them further.</p>		
<p>10.5</p>	<p>Well and Memorial</p> <p>The War Memorial and Jubilee Well still needed to be registered with the Land Registry.</p>		
<p>10.6</p>	<p>Barnaby Usbourne Memorial Tree</p> <p>TLPC have accepted a quote from a local company to prepare and install a circular paved areas around the tree which we are hoping will be completed in March.</p> <p>Cllr Chinnery and Cllr Sully have made some small adjustments to the tree support to enable the paving and will then install and secure the bench.</p> <p>The final step will be to order a plaque commemorating Barnaby and Tricia Usborne, which may be installed/unveiled during a family celebration in the summer.</p>		
<p>11</p>	<p>FINANCE & GOVERNANCE</p>		
<p>11.1</p>	<p>To note the accounts for period-end 28th February 2026</p> <ul style="list-style-type: none"> • The accounts have been reconciled with Bank Statements. • Not much change from position at end of December 2025. 		
<p>11.2</p>	<p>To note the projected income/expenditure for 2025/26</p> <ul style="list-style-type: none"> • The updated estimates of the financial end-year position indicate a surplus significantly better than budget. TLPC should see a General Reserve at the year-end of somewhere around £22,000 compared £11,000 a year ago. This mainly reflects the sale of the pond (£9,000). • Current guidance is that parish councils should be aiming to hold up to 100% of our annual precept (£26,750) in a General Reserve. 		

11.3	<p>To approve the Internal Auditor</p> <p>Councillors approved Bridget Knight, as the new internal auditor, at a cost for this year of £200.00.</p>																													
11.4	<p>Bank Mandate</p> <p>Cllr Baggaley, Cllr Bunce and Cllr Burrage have been added to the bank mandate.</p>																													
11.5	<p>Invoices approved:</p> <ul style="list-style-type: none"> • RG Bunce/Hedge Cutting - £540.00 • RG Bunce/Water Tank Cover - £432.00 																													
12.	<p>TO RECEIVE REPORTS AND CONSIDER ACTIONS ON BUCKINGHAMSHIRE COUNCIL ISSUES</p>																													
12.1	<p>Footpaths</p> <p>Nothing to report.</p>																													
12.2	<p>Roads</p> <p>See Item 6.</p>																													
12.3	<p>To receive an update from the Clerk on recent planning decisions</p> <table border="1" data-bbox="220 1122 1235 2058"> <thead> <tr> <th data-bbox="220 1122 432 1218">Planning Application</th> <th data-bbox="432 1122 932 1218">Address</th> <th data-bbox="932 1122 1235 1218">Decision</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="220 1218 1235 1279">Decision Completed</td> </tr> <tr> <td data-bbox="220 1279 432 1375">PL/25/4566/KA</td> <td data-bbox="432 1279 932 1375">Church Farmhouse Swan Bottom Road The Lee Buckinghamshire HP16 9LZ</td> <td data-bbox="932 1279 1235 1375">TPO shall not be made</td> </tr> <tr> <td data-bbox="220 1375 432 1471">PL/25/6796/FA</td> <td data-bbox="432 1375 932 1471">North Acre Swan Bottom The Lee Bucks HP16 9NN</td> <td data-bbox="932 1375 1235 1471">Conditional Permission</td> </tr> <tr> <td data-bbox="220 1471 432 1624">PL/25/5717/FA PL/25/5570/HB PL/25/5569/FA PL/25/5718/HB</td> <td data-bbox="432 1471 932 1624">Church Farm Barn Swan Bottom Road The Lee Buckinghamshire HP16 9LZ</td> <td data-bbox="932 1471 1235 1624">Conditional Permission and Consent Approved</td> </tr> <tr> <td colspan="3" data-bbox="220 1624 1235 1684">Decision Pending</td> </tr> <tr> <td data-bbox="220 1684 432 1780">PL/24/2062/FA</td> <td data-bbox="432 1684 932 1780">Elmwood Swan Bottom The Lee Buckinghamshire HP16 9NQ</td> <td data-bbox="932 1684 1235 1780">Comments submitted Decision Pending</td> </tr> <tr> <td data-bbox="220 1780 432 1877">PL/25/1208/FA</td> <td data-bbox="432 1780 932 1877">Kings Ash Farm Chesham Lane Kings Ash Buckinghamshire HP16 9NP</td> <td data-bbox="932 1780 1235 1877">Comments submitted Decision Pending</td> </tr> <tr> <td data-bbox="220 1877 432 2058">PL/25/1453/FA</td> <td data-bbox="432 1877 932 2058">Change of use of land from agricultural to residential caravan site for Gypsy and Traveller families, consisting of 5 pitches, each comprising 1 static caravan, 1 touring caravan & associated amenities</td> <td data-bbox="932 1877 1235 2058">Comments submitted Decision Pending</td> </tr> </tbody> </table>			Planning Application	Address	Decision	Decision Completed			PL/25/4566/KA	Church Farmhouse Swan Bottom Road The Lee Buckinghamshire HP16 9LZ	TPO shall not be made	PL/25/6796/FA	North Acre Swan Bottom The Lee Bucks HP16 9NN	Conditional Permission	PL/25/5717/FA PL/25/5570/HB PL/25/5569/FA PL/25/5718/HB	Church Farm Barn Swan Bottom Road The Lee Buckinghamshire HP16 9LZ	Conditional Permission and Consent Approved	Decision Pending			PL/24/2062/FA	Elmwood Swan Bottom The Lee Buckinghamshire HP16 9NQ	Comments submitted Decision Pending	PL/25/1208/FA	Kings Ash Farm Chesham Lane Kings Ash Buckinghamshire HP16 9NP	Comments submitted Decision Pending	PL/25/1453/FA	Change of use of land from agricultural to residential caravan site for Gypsy and Traveller families, consisting of 5 pitches, each comprising 1 static caravan, 1 touring caravan & associated amenities	Comments submitted Decision Pending
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	PL/25/6824/FA	Emmanuel Hall Swan Bottom The Lee Buckinghamshire HP16 9NN	Comments submitted		
	PL/25/6226/FA	Well House Oxford Street Lee Common Buckinghamshire HP16 9JX	Comments submitted		
	Comments to be submitted				
	PL/26/00850/FA - Yellow Stocks Crocketts Lane Lee Common Buckinghamshire HP16 9JR				
12.4	<p>Kingsgate Farm (See also Item 7.1) Cllr Fullford and Cllr Sully have had email exchanges with the Planning Enforcement Officer at Bucks Council regarding the way the Gypsies and Travellers site at Dinton/Upton (West of Aylesbury) has been treated compared with Kingsgate Farm. We have also asked, in view the protracted time being taken to review the Planning Application and deterioration at Kingsgate Farm, whether it is time for Bucks Council to place an injunction on this site. BC invited us, if we have further concerns or questions, to contact them... which we have done. We have also requested that if officers have not recently visited Kingsgate Farm, they do so and compare what they see at the site today with how the site was on 27th May 2025.</p>				
13.	HS2 CONSTRUCTION AND ENGAGEMENT				
	<p>Local road updates</p> <ul style="list-style-type: none"> • TLPC have been advised that a request has been made by EKFB / HS2 Ltd for the closure of Rocky Lane during the school holidays whilst Leather Lane is still closed. There is an Undertaking and Assurance (U&A) in place that the project would take all reasonable steps to ensure that this would not happen, but HS2 Ltd seem to be arguing now that to delay the work at Rocky Lane would jeopardise the project's timetable still further and would be 'unreasonable'. TLPC Cllrs (along with GMPC Cllrs, Bucks Cllrs and Bucks officers) attended a briefing on 10th March to hear why this is being requested and what alternatives have been considered. TLPC responded that local communities were now increasingly suffering because of this sort of 'mismanagement' of the project and also pointed out the important events happening in The Lee over the weekend of 18th/19th July. The matter is now with Bucks Council to resolve. • The final road realignment and completion of the Small Dean viaduct will require further overnight closures later this year. <p>GMI/2 footpath closure</p> <p>The closure (for 12 months) of this footpath with a diversion up/down Frith Hill and along Potter Row continues to be of concern to the local parishes following reviews by BC, HS2 Ltd and ALIGN. The examination of alternatives seems to have been exhausted.</p> <p>GM and The Lee have communicated this closure to those living in the immediate area and have requested that early, widespread and frequent communication of this and other continuing closures is given by the project to schools groups, the DofE, Ramblers, U3A and other walking groups.</p> <p>Social Value Project</p> <p>EKFB 'Social Value' project at the allotments/playground - see Item 10.2.</p>				

	<p>Road Safety Fund</p> <p>TLPC has now had an offer from the HS2 / Bucks Road Safety Fund in respect of VAS in the Kings Ash (30 mph) and Lee Gate/Swan Bottom areas (40 mph) – the details of the installations are still to be resolved.</p>		
14.	TO RECEIVE REPORTS AND CONSIDER ACTIONS ON PARISH COMMUNICATIONS		
14.1	<p>The Lee Website / Forum</p> <ul style="list-style-type: none"> The storage of records problem on the server used by the Forum (first reported in September) is still being investigated. Ruth Fowler continues in discussion with the software supplier and the local service provider to try to solve this problem. We are grateful for her support on this. The following website domains have been renewed for 2 years: thelee.org.uk (and hosting); theleevillage.org; theleevillage.org.uk 	CS/HF	
14.2	<p>Emails and Cloud Storage</p> <ul style="list-style-type: none"> Sinorrah has been working on creating new email accounts for Cllrs Baggaley and Burrage and have offered help to connect. Ruth Fowler has been supporting Cllr Bunce to re-establish his connectivity. TLPC are recommending that although Next Cloud storage continues to be used by the Clerk (and occasionally the Chair), there is no need for other Cllrs to be using it. 		
14.3	<p>The Lee Newsletter</p> <ul style="list-style-type: none"> Parking reminder to residents HS2 update – Rocky Lane 	CS	
15.	DATES FOR MEETINGS		
15.1	<p>Date for next full meeting is:</p> <ul style="list-style-type: none"> 19th May 2026 at 7.30pm <p>To note the following dates for meeting is 2026: 21st July; 8th September and 10th November</p>		
15.2	<p>Annual Parish Meeting 2026</p> <p>Councillors were asked to consider whether there was any topics for discussion for the Annual Parish Meeting and when to hold the meeting. A provisional decision was taken to hold it immediately prior to the Parish Council meeting on 19th May.</p>		
	<p>The meeting closed at 9.00pm</p> <p>CHAIR..... Date</p>		

FINANCIAL SUMMARY

REPORTING PERIOD: 1st April 2025- 28th February 2026

1. Current account bank reconciliation		
	Opening balance 1 April 2024	9,773.08
A	Income - current year	55,233.30
	Transfers from savings	-
	Receipts Subtotal	55,233.30
B	Cheques paid last financial year and presented this year	-
C	Expenditure - current year(minus unrepresented chqs in this financial year)	39,016.43
D	Transfers to savings	-
E	Payments Subtotal	39,016.43
E	Closing balance = (Opening Balance + A)-E	25,989.95
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)	39,016.43

2. NEW Savings account bank reconciliation

	Opening balance 1 April 2025	15,844.29
A	Receipts - current year	
	Interest	271.39
	Income Subtotal	271.39
B	Payments	-
	Expenditure Subtotal	-
C	Closing balance = (Opening Balance + A)-B	16,115.68

3. Bank Reconciliation

	Opening balance 1 April 2025	25,617.37
A	Current Account	25,989.95
	Savings Account	16,115.68
	Total Cash in Bank	42,105.63