**The Lee Parish Council**

**Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC)**
**held at The Lee Parish Hall on Tuesday, 21st July 2026 at 7.30pm**

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| **Present** | Councillor C Sully (Chair) | CS |
| | Councillor A Bunce | AB |
| | Councillor G Baggaley | GB |
| | Councillor H Barrett-Mold | HBM |
| | Councillor D Chinnery | DC |
| **In Attendance** | Mrs H Farrelly (Clerk) | HF |
| | Two members of the public | |
| **Apologies** | Councillor J Wilkinson | JW |
| | Councillor S Burrage | SB |
| | County Cllr Fulford | JF |
| **Abbreviations** | The Lee Parish Council | TLPC |
| | Buckinghamshire Council | BC |

| Agenda Number | | Action | Item |
|---|---|---|---|
| 1 | **INTRODUCTORY REMARKS BY CHAIR**<br><br>Councillor Sully welcomed everyone to the meeting. | | |
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| 2. | **APOLOGIES**<br><br>Cllr Wilkinson, Cllr Burrage and Cllr Fulford had sent their apologies. | | |
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| 3. | **APPROVAL OF MINUTES OF PREVIOUS MEETING**<br><br>The minutes of the Parish Council Meeting held on 19th May 2026 were approved. The Chair signed the minutes, and a copy will be published on the website. | | |
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| 4. | **MATTERS ARISING FROM MINUTES NOT ITEMISED SEPARATELY** | | |
| | Matters arising that are carried forward<br>• Location for new benches<br>• Storage cupboard<br>• Establish boundary of playground and allotments<br>• Skip | **CS/HF** | |
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| 5. | **DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS**<br><br>Cllr Bunce has an interest in one invoice. | | |

| Agenda Number | | Action | Item |
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| **6.** | **REPORT FROM BUCKS UNITARY COUNCILLORS**<br><br>No reports | | |
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| **7.** | **COMMENTS OR QUESTIONS FROM THE PUBLIC** | | |
| | Two members of the public attended the meeting and raised questions concerning traffic speeds, parking and Kingsgate Farm.<br><br>In response to a question about whether the speed limit between Kings Ash and the crossroads would be reduced, Cllr Sully explained that TLPC had previously applied to the HS2/Buckinghamshire Council Road Safety Fund for fixed vehicle-activated signs. The original proposal would, however, have required the Parish Council to design, purchase, install, move and maintain the equipment, which the Council did not consider practical. TLPC had therefore asked Buckinghamshire Council to consider an alternative scheme and had now received proposals for revised signage and road markings.<br><br>The proposed works would include revised SLOW markings on the approach towards Lee Gate, additional signs, refreshed road markings, vegetation clearance and cleaning of existing signs. It was confirmed that the proposals did not include any change to the existing speed limits. Councillors noted that Buckinghamshire Council had historically been reluctant to reduce speed limits and that TLPC had raised concerns about local speeds on a number of occasions over many years.<br><br>A resident also raised concerns about vehicles parked on the highway, including a vehicle regularly parked in a location where visibility was restricted. Cllr Sully explained that the Parish Council had no enforcement powers in relation to individual vehicles. The Clerk had recently highlighted wider parking concerns in the parish newsletter, including parking around The Green and Jubilee Well and along Chesham Lane. Members agreed that the matter should be raised with the local neighbourhood policing team for advice and possible action.<br><br>Councillors reviewed the drawings for the proposed road-safety works and made a number of comments for submission to Buckinghamshire Council. In particular, Cllr Bunce queried the extent to which hedges would need to be cut back to ensure that signs remained clearly visible and whether responsibility would fall to adjoining property owners. Members also expressed a preference for existing signposts to be reused wherever possible rather than additional posts being installed. Cllr Sully agreed to feed these points back to Highways.<br><br>Kingsgate Farm was also discussed. Members noted that the emerging Buckinghamshire Local Plan identified proposed Gypsy and Traveller sites and that Kingsgate Farm was not included among those allocations. The outstanding planning application would nevertheless still need to be determined through the normal planning process. It was also reported that a water leak had occurred at the site during the previous week and that Thames Water had subsequently disconnected an unauthorised water supply. | CS<br><br>CS | |

| Agenda Number | | Action | Item |
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| **8.** | **CLERK'S REPORT** | | |
| | There were no matters to report. | | |
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| **9.** | **CHAIR'S REPORT** | | |
| **9.1** | Cllr Sully thanked those Councillors who had attended and assisted at the recent Flower Show. Their support had been appreciated by visitors and had provided a useful opportunity for the Parish Council to engage informally with residents.<br><br>A number of local issues had been raised during the event, including the Buckinghamshire Local Plan, Kingsgate Farm, additional temporary HS2 stockpiles and the proposed changes to road signage between Kings Ash and Swan Bottom. There had also been considerable interest in the history of the parish.<br><br>Cllr Sully reported that useful discussions had taken place with Cllr Fulford and a Buckinghamshire Councillor from Amersham concerning the Local Plan and other Buckinghamshire Council matters.<br><br>Confirming the parking arrangements at the Flower Show had been particularly difficult this year and had come close to causing significant problems. The issue would need to be considered when planning future events. | | |
| **10.** | **COUNCIL PROPERTY – REPORTS AND ACTIONS** | | |
| 10.1 | **Playground equipment, benches and tables**<br><br>TLPC had commissioned Playground Facilities Limited (PFL) to undertake a package of priority works at a total cost of £4,397.25. The works were expected to be completed during August and comprised treatment and painting of the top of the slide (£173.25), works to address erosion of the banks/infill around the fort (£3,422.10), replacement of the flat swing seats (£471.90), together with £330.00 for waste, petrol and fencing. The Council hoped that this would form the basis of an ongoing working relationship with PFL.<br><br>Further estimates had also been obtained for the lower-risk recommendations arising from the previous playground inspection. The next independent inspection was due in August. Once that report had been received, councillors would review the remaining priorities in the light of both the new inspection findings and the work completed by PFL, with recommendations to be brought back to the September or November meeting as appropriate.<br><br>In the meantime, councillors would continue their own routine monitoring of the playground equipment and timbers. A repair to the broken picnic-table seat had recently been completed. | | |
| **10.2** | **Grass, trees, hedges, gates and fencing**<br><br>Nothing to report. | | |

| Agenda Number | | Action | Item |
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| **10.3** | **Allotments and Tenancies**<br><br>It was reported that, in general, the occupied allotment plots were looking good for the time of year despite the exceptionally dry conditions. The unused plots had become overgrown and ragwort had been removed. It was agreed that, as in previous years, the remaining growth would be left until later in the year in the interests of wildlife and to avoid unnecessary disturbance.<br><br>The Clerk had circulated information from the water company concerning the hosepipe ban. As allotment holders were only permitted to use watering cans filled from the on-site tanks, no immediate difficulty was anticipated. All water tanks were reported to be operating satisfactorily.<br><br>The new water-tank cover had been completed and the invoice submitted to the Clerk for payment.<br><br>Concerns were raised about the performance of the grounds-maintenance contractor, Tactical. A recent inspection suggested that the play area and other scheduled areas had not received the required fortnightly cut and may not have been attended to for approximately a month. In addition, the plot which a prospective tenant wished to rent had still not received the requested top cut. The Clerk had arranged for a site meeting with Tactical, provisionally for 30 July at 10.00am, to review the outstanding work.<br><br>The hedges were considered satisfactory for the time of year and no cutting was proposed during the current seasonal restriction.<br><br>The broken post surrounding the War Memorial was also discussed. As a replacement to the existing specification could not be sourced, Chesham Fencing had been provided with photographs and measurements and had agreed to manufacture a suitable replacement post. This would be installed once ready. | | |
| **10.4** | **Well and Memorial**<br><br>Jubilee Well – all in good conditions and locks secure, although half a tile has come loose along the bottom edge of the rook in one place. Not a problem now but should be considered as a minor repair in due course.<br><br>War Memorial – all in good order<br><br>Sign boards – all in good order. | | |
| **10.5** | **Barnaby Usbourne Memorial Tree**<br><br>As reported in the July Newsletter all work on this project is now complete (except perhaps a little re-seeding in the early autumn).<br><br>The bench is installed, secured and ‘plaqued’.<br><br>Special thanks to Tom Pearce for creating and welding brackets to the legs and to James Bruton for returning to fix the bench to the paving. | | |
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| **11** | **FINANCE & GOVERNANCE** | | |

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| **11.1** | **To note the accounts for period-end 1st April 2026 to 30th June 2026**<br><br>The Council received and noted the accounts for the first quarter of the financial year. There were no material issues to draw to Members' attention. It was noted that invoices relating to June would not be paid until July and would therefore appear in the following reporting period. | | |
| **11.2** | **To note the projected income/expenditure for 2026/27**<br><br>Councillors noted that the original budget had forecast a surplus of approximately £2,900 for the current financial year. Following the addition of the playground and hedging works agreed at the previous meeting, the latest projection indicated that a transfer from reserves would instead be required at year end. This was currently expected to be less than £4,000. | | |
| **11.3** | **Bank Mandate**<br><br>Councillors were reminded of the importance of authorising payments promptly once they had been set up on the bank account, in order to avoid unnecessary delays in settling invoices. | | |
| **11.4** | **Invoices approved:**<br><br>• Tactical - £242.50<br>• Glasdon - £113.63<br>• Zurich Insurance - £1319.79<br>• ICO - £47.00<br>• BMKALC - £142.56<br>• PO Box 50% - £249.90<br>• Tactical - £485.00<br>• Clerks Salary - £2165.95<br>• HMRC - £773.99<br>• DCK Payroll - £46.80<br>• PFL Group - £1583.02<br>• RG Bunce - £348.00 | | |
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| **12.** | **TO RECEIVE REPORTS AND CONSIDER ACTIONS ON BUCKINGHAMSHIRE COUNCIL ISSUES** | | |
| **12.1** | **Footpaths**<br><br>A damaged stile on the footpath near Kingsgate Farm was reported and would be logged through Fix My Footpath.<br><br>Councillors with responsibility for individual footpaths were reminded to report defects through Fix My Footpath and to keep Cllr Baggaley, as the lead Councillor for footpaths, informed of issues and reports submitted. | GB | |
| **12.2** | **Roads**<br><br>Since the last TLPC meeting, we have established contact with two highways officers at Bucks Council: | | |

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| | (a) Michael Raven. Highways Lead (South East Bucks & East Chilterns) sebuckshighways@buckinghamshire.gov.uk<br><br>(b) Elliot Pollmer, Area Inspector-Amersham, Chesham, Little Chalfont, Hazlemere, Great Missenden and Surrounding Villages elliot.pollmer@buckinghamshire.gov.uk<br><br>TLPC have updates on four local highways issues with Bucks Council:<br><br>1. Collection of redundant temporary road works signs<br>The accumulated redundant signs have been collected (by Elliot Pollmer)<br><br>2. BOAT between Old Swan and Cornerwood<br>F-my-S says *"Action scheduled"*<br><br>The questions raised are "What action is scheduled… and when?"<br><br>Raised with Cllr Fullford; meeting with Elliot Pomer on 20th July<br><br>3. Road between Pipers and the Hunts Green 817<br>F-my-S says *"This section of road is currently on our Capital Maintenance list for extensive resurfacing which we hope will be carried out within the next 12-24 months. In the meantime, we will continue to monitor this road surface as part of our routine safety inspections."*<br><br>The road continues to degrade, so the question is "when?"<br><br>Raised with Cllr Fullford. meeting with Elliot Pomer on 20th July<br><br>4. Bottom of Red Lion Hill - Drains/gullies installed by BC unable to prevent flooding at this point<br>Response on F-my-Street is *"not a safety issues; do nothing anytime soon".*<br>Asked Michael Raven for more considered response; passed to Elliott Pollmer; visit made by Elliot.<br><br>Gully cleaning and road sweeping to be scheduled (no time frame) | | |
| **12.3** | **Parking Issues**<br><br>The Council considered continuing concerns about parking in the parish. The Clerk had included a further article in the July Newsletter covering Oxford Street near the junctions with St Mary's Close and Well Lane, parking around The Green, and parking on parts of the 40 mph section of Chesham Lane between Swan Bottom and Lee Gate. Residents had been invited to comment on the problems and on the possible use of white-line markings.<br><br>Only one detailed response had been received. The respondent considered the parking close to St Mary's Close and Well Lane to be relatively manageable, noting that the Carousel bus was generally able to negotiate Oxford Street, but suggested that the larger number of vehicles parked elsewhere in Oxford Street might present a greater hazard. The respondent also referred to a previous head-on collision in Kings Ash which had required | | |

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<tr><th>Agenda Number</th><th></th><th>Action</th><th>Item</th></tr>
<tr><td></td><td>attendance by the fire service.<br><br>Councillors considered what further practical action was available to the Parish Council. It was recalled that, when a similar problem had arisen near the school approximately ten years previously, consultation had resulted in white lines being painted on key sections of the road. It was agreed that advice should also be sought from the local police/neighbourhood team. Councillors noted that the proposed HS2/Buckinghamshire Council Road Safety Fund signage improvements, considered under Item 13.1, might assist with some of the wider road-safety concerns.</td><td></td><td></td></tr>
<tr><td>12.3</td><td>To receive an update from the Clerk on recent planning decisions<br><br>
<table>
<tr><th>Planning Application</th><th>Address</th><th>Decision</th></tr>
<tr><td colspan="3">Decision Completed</td></tr>
<tr><td>PL/26/00850/FA</td><td>Yellow Stocks Crocketts Lane Lee Common Buckinghamshire HP16 9JR</td><td>Approved</td></tr>
<tr><td>PL/26/01389/FA</td><td>The Old Swan Public House Swan Lane The Lee Buckinghamshire HP16 9NU</td><td>Refused</td></tr>
<tr><td colspan="3">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>PL/25/1208/FA</td><td>Kings Ash Farm Chesham Lane Kings Ash Buckinghamshire HP16 9NP</td><td>Comments submitted Decision Pending</td></tr>
<tr><td>PL/25/1453/FA</td><td>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>Comments submitted Decision Pending</td></tr>
<tr><td>PL/26/04316/FA</td><td>Land North Of Swan Bottom The Lee Buckinghamshire</td><td>Comments submitted</td></tr>
<tr><td colspan="3">Comments to be submitted</td></tr>
<tr><td colspan="3">PL/26/05303/FA - Emmanuel Hall Swan Bottom The Lee Buckinghamshire HP16 9NN</td></tr>
<tr><td colspan="3">PL/26/05403/FA - Crawshays Cottage Lee Clump Farm Princes Lane Lee Common Buckinghamshire HP16 9NB</td></tr>
</table></td><td></td><td></td></tr>
<tr><td>12.4</td><td>To consider actions arising from Bucks Council Draft Local Plan<br><br>Councillors noted the timetable for the emerging Buckinghamshire Local Plan. The draft had become available during the week commencing 13 July and was due to be considered by Buckinghamshire Council Cabinet on 22 July. Subject to approval, it was expected to be published on 23 July for a six-week consultation ending on 3 September. As no scheduled TLPC meeting</td><td>CS/HF</td><td></td></tr>
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| | fell within that consultation period, Members considered whether a separate public meeting should be arranged.<br><br>It was noted that, although the Plan might contain relatively little directly relating to The Lee, it included matters capable of affecting residents indirectly, including housing allocations, planning policies and provision for Gypsy and Traveller sites. The Plan had been in preparation for more than five years and could therefore generate local interest.<br><br>Councillors also noted, however, that the forthcoming Regulation 19 consultation was narrower than earlier consultations. Its purpose was not to invite new proposals or further changes but to consider whether the Plan was legally compliant and "sound", including whether it was positively prepared, justified by appropriate evidence, effective and consistent with national planning policy.<br><br>Having considered the summary available, councillors did not identify any specific comments at this stage and agreed that a separate public meeting in August was not required. Information about the consultation would instead be publicised on the parish Forum so that residents were aware of the opportunity to respond. | | |
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| **13.** | **HS2 CONSTRUCTION AND ENGAGEMENT** | | |
| **13.1** | **1. Local road / PROW updates**<br><br>• closure of Rocky Lane scheduled for two weeks from 27th July<br>• closure of Bowood Lane to pedestrians delayed to October<br>• further closures of the A413, London Road in 2027 to allow the final re-alignment of the road<br>• the re-opening of Bowood Lane will not be before August 2027<br>• Leather Lane could be re-opened in November (tbc)<br>• EKFB have recently published their Summer HS2 Newsletter Perhaps the most interesting thing is the Public Rights of Way Viewer which provides information on footpath closures and diversion routes, "supporting walkers, cyclists and ramblers to plan their journeys". We have requested that ALIGN is brought into this initiative as no PROWs are shown as closed between Leather Lane and Frith Hill (whereas in fact all three are closed at present).<br><br>**2. Programme of Works**<br>Cllr Sully is preparing a summary of local HS2 works over the next 2 years to be included in the September Newsletter.<br><br>**3. EKFB Visit to The Lee**<br>There was an HS2 Mobile Visitor Centre (MVC) visit to The Lee Parish Hall on 21st July from 1pm to 4pm. The main reason was to allow questions to be raised about the Rocky Lane closure. The contractor (EKFB) was pleased with the interest shown.<br><br>**4. Road Safety Fund**<br>The Parish Council earlier rejected the HS2 / Bucks Road Safety Fund offer in respect of Mobile VAS on the basis that the PC was not prepared | CS | |

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| | to buy, install, own, move and maintain such equipment. Instead, we asked for either a BC owned fixed VAS in the Kings Ash area (30 mph) and/or alternative improvements in road signage.<br><br>A proposal has been received for 'revised signage and lining' which they are now having priced and, subject to costs, will proceed to deliver.<br><br>It looks a useful package and covers parts of Lee Gate and Swan Bottom as well as Kings Ash. The proposal appears to contain:<br><br>1. New roundel markings on the road in the 30-mph section in Kings Ash<br>2. Supplementary speed signs at various locations<br>3. Supplementary hazard signs (bend, junction, cross-roads, road narrows, etc)<br>4. New SLOW markings on the road surface through Lee Gate<br>5. Refreshing other road markings, including give way markings at the Swan Bottom cross-roads<br>6. Cleaning signs and removing excess vegetation. | | |
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| **14.** | **TO RECEIVE REPORTS AND CONSIDER ACTIONS ON PARISH COMMUNICATIONS** | | |
| **14.1** | **The Lee Website / Forum**<br><br>• The storage of records problem on the server used by the Forum (first reported in September) is still being investigated.<br>• A resident has also pointed out a systems fault in the Calendar on the website, which we are investigating. | | |
| **14.2** | **Emails and Cloud Storage**<br><br>• Cllrs Baggaley and Burrage (and Wilkinson) now have auto-forwarding of Cllr emails<br>• Update on Bank Mandate authorisations needed (see also 11.3) | | |
| **14.3** | **The Lee Newsletter**<br><br>• HS2 forward programme<br>• Local Plan<br>• Parking<br>• Playground maintenance | | |
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| **15.** | **DATES FOR MEETINGS**<br><br>**To note the following dates for meeting is 2026:**<br>8th September and 10th November | | |
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| | **The meeting closed at 9.00pm** | | |

| Agenda Number | | Action | Item |
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| | **CHAIR……..…….…. Date ……** | | |

**APPENDIX 1**

**FINANCIAL SUMMARY** **REPORTING PERIOD: 1st April 2026-30th June 2026**

**1. Current account bank reconciliation**

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|---|---|---|
| | **Opening balance 1 April 2026** | **18,677.53** |
| **A** | Income - current year | 14,000.00 |
| | Transfers from savings | - |
| | **Receipts Subtotal** | **14,000.00** |
| **B** | Cheques paid last financial year and presented this year | - |
| **C** | Expenditure - current year(minus unpresented chqs in this financial year) | 5,399.74 |
| **D** | Transfers to savings | - |
| **E** | **Payments Subtotal** | **5,399.74** |
| **E** | **Closing balance = (Opening Balance + A)-E** | **27,277.79** |
| **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)** | **5,399.74** |

**2. NEW Savings account bank reconciliation**

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| | **Opening balance 1 April 2026** | **16,198.80** |
| **A** | Receipts - current year | |
| | Interest | 78.75 |
| | **Income Subtotal** | **78.75** |
| **B** | Payments | - |
| | **Expenditure Subtotal** | **-** |
| **C** | **Closing balance = (Opening Balance + A)-B** | **16,277.55** |

**3. Bank Reconciliation**

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|---|---|---|
| | **Opening balance 1 April 2025** | **34,876.33** |
| **A** | Current Account | 27,277.79 |
| | Savings Account | 16,277.55 |
| | **Total Cash in Bank** | **43,555.34** |