

## CHOLESBURY-CUM-ST. LEONARDS PARISH COUNCIL

Minutes of a Meeting of the Council held in Cholesbury Village Hall 20<sup>th</sup> May 2019 at 8.00pm

Present: Cllrs Brown, Matthews, Ingram, Blomfield Sanger  
Also Present: County Cllr Birchley, Mrs Farrelly (Clerk)

- ACTION**
- 5161) To elect a Chairman  
Cllr Brown was elected as Chairman for a period of one year
- 5162) To receive the Chairman's Declaration of Office, countersigned by the Proper Officer or, in not then received, to decide when it shall be received  
Signed and received
- 5163) To receive apologies  
Cllr Brackley and Cllr Rose sent apologies
- 5164) To elect a Vice-Chairman  
Cllr Ingram was elected as Vice-Chairman for a period of one year
- 5165) To agree to co-opt an additional Councillor and to authorise the clerk to make the necessary arrangements  
Agreed. An advertisement for an additional Councillor will be in the next Hilltop news. **HF**
- 5166) To appoint representatives as follows:  
(a) Chesham Local Area Forum – Cllr Brown  
(b) Rural Policing Group – Cllr Ingram  
(c) Turpin Charity – TBC at next month's meeting  
(d) St Leonards Parish Hall – Cllr Brackley **AGENDA**
- 5167) To appoint a Planning Committee  
All Councillors to sit on the planning committee (Cllrs Brown, Matthews, Ingram, Blomfield, Sanger and Brackley)
- 5168) To note the inspection of the deeds in the custody of the Council as follows:  
(a) The Green at Buckland Common - noted  
(b) Springall Hill allotments – noted  
Deeds are kept in Cllr Blomfield's safe.
- 5169) To approve the minutes of the Meeting of the Parish Council and attend to matters arising  
It was resolved to approve the minutes of the meeting of the Parish Council held on 28th April 2019
- 5170) To receive declarations of interest  
None
- 5171) To invite questions from members of the public  
• Cllr Birchley suggested Cllr's to contact Local Area Technician (Joe Saunders) to arrange a meeting to discuss roads in the Parish to highlight any ongoing concerns.
- 5172) To answer questions to the Chairman  
• The Chairman updated Cllrs on the recent District Council's Parish Council Chairman's meeting  
• Cllrs were invited to attend the design workshop for the Unitary Authority (circulated via email)  
• Local Plan will go into a consultation period in June for 6 weeks.
- 5173) Reports  
(a) Clerk's Report  
i. The Q4 bank reconciliation had been reviewed with a few minor amendments made.

- ii. Reporting of accounts will be simplified (going forward) with expenditure being allocated specific reporting lines for clearer year-on-year analysis.
- iii. Collation of paperwork for the internal audit continues. Submission date is the 19<sup>th</sup> June 2019.

(b) Chiltern DC Chairman's Meeting (Cllr Brown)

- i. This was reported under minute 5172

5174) Finance

(a) Online banking – to approve authorised signatories and activation of facility with Lloyds Bank

Original application was under previous clerks address. A new application will be made and Cllr Ingram and the Clerk will arrange to meet to start the application process. It was agreed that Cllrs Ingram, Sanger and Brown would be the authorised online banking signatories.

**BI/HJF**

(b) To approve regular payments during the coming year that maybe made without prior resolution but with the prior permission of the Chairman

The following payments were approved as regular payments

- i. Clerks salary
- ii. Water Bill Allotments
- iii. Dog bin collection
- iv. Society of Local Council Clerks subscription
- v. Information Commissioner's Office – Data Protection Registration Fee
- vi. St Leonards PH and Cholesbury VH rentals

(c) Orders for payment

The following were authorised:

- i. Printing and Mileage for Clerk - £12.94
- ii. Previous Clerk final salary adjustment and holiday pay - £48.34
- iii. Insurance Premium – £297.51
- iv. Reimbursement to Hawridge & Cholesbury Cricket Club - £698.91 related to a grant awarded by Bucks CC

The following were noted

- i. The Clerk's salary (May)
- ii. ICO (Data Protection Registration) - £35 approved to be by direct debit

(d) To complete the Annual Governance Statement and Annual Accounting Statement.

Completed and signed. Will be published on website in due course

5175) To conduct an annual review of documentation including Standing Orders; Code of Conduct; Financial Regulations; Complaints Procedure; Publication Scheme; Risk Assessment and Asset Register.

A review of the above documents had taken place and updated documents had been published to the website.

5176) Arrangements for the Annual Parish Meeting – 28<sup>th</sup> May 2019

Noted that Presentations will be made at the Annual Parish Meeting by the Chairman and Clerk. Other topics for discussion will be the policing, allotments, The Green at Buckland Common as well as a talk from Tom Beeston from the Chiltern Society.

5177) Planning

(a) To deal with any planning applications, including those received after the date of this notice

- i. PL/19/1501/FA - April Cottage, Cholesbury Lane, Cholesbury, Buckinghamshire, HP23 6ND – NO COMMENTS
- ii. PL/19/1660/KA - April Cottage, Cholesbury Lane, Cholesbury, Buckinghamshire, HP23 6ND – NO COMMENTS
- iii. PL/19/1508/FA - Whitecroft, Hawridge Vale, Hawridge, Buckinghamshire, HP5 2UG – NO COMMENTS
- iv. PL/19/1235/FA – Woodbine Cottage, Taylors Lane, St Leonards, Bucks, HP23 6LQ – NO COMMENTS

(b) To receive decisions of Chiltern District Council

- i. PL/19/0581/FA Full Planning Permission Willow Tree Cottage, Hawridge Vale, Hawridge, Chesham, Buckinghamshire, HP5 2UG. CDC: WITHDRAWN
- ii. PL/19/0537/FA Full Planning Permission Three Gates Farm, Arrewig Lane, Chartridge, Buckinghamshire, HP5 2UA, Single CDC: CONDITIONAL PERMISSION

(c) Outstanding planning application not yet determined

- i. PL/19/0592/FA Full Planning Permission, Cherry Orchards, Cholesbury Road, Cholesbury, Buckinghamshire, HP23 6ND

FS/HJF

(d) To receive notice of appeals

PL/18/4808/FA - Old Britannia, Bottom Road, Buckland Common, TRING, HP23 6NU – Cllr’s agreed the Council would submit comments on the appeal. Cllr Sanger would co-ordinate the response outside of the PC meeting and would report back to the Clerk.

(e) To receive an update on enforcement matters

None

5178) To consider matters relating to the Green at Buckland Common;

- (a) To agree a date for the annual inspection – end of June, date TBC
- (b) To organise mowing for the year – end of June

ALL Cllrs  
PM

5179) To consider matters relating to the Springall Hill allotments;

- (a) To agree a date for the annual inspection – TBC  
Cllr Blomfield asked the Clerk to bring the allotment map to the next meeting for review

CB/HJF

5180) To consider matters relating to devolved responsibilities

Cllr’s noted that £1093.52 had been received from BCC for payment for devolved responsibilities.

5181) To consider matters relating to Highways and Rights of Way

- (a) Outstanding maintenance works reviewed – awaiting dates for maintenance work to substandard resurfacing of road from The Vale to Rays Hill junction
- (b) Tthe MVAS report for April/May at the Cholesbury Common site - noted

5182) To note the Annual Meeting of the Parish on Tuesday, 28<sup>th</sup> May 2019 at 8pm – Guest Speaker

Tom Beeston, Chief Officer of the Chiltern Society  
Noted

The meeting closed at 9.15pm

Chairman.....

Date.....

Date of next meeting: Monday 24<sup>nd</sup> June 2019 St Leonards Parish Hall