

CHOLESBURY-CUM-ST LEONARDS PARISH COUNCIL

The Meeting of the Parish Council took place via Go to Meeting Conferencing on Friday 24th April at 3pm

Present: Cllrs Brown (Chairman), Ingram, Sanger, Blomfield and Matthews

Also Present: Mrs Farrelly (Clerk) and Unitary Cllr. Mrs P. Birchley

- 5293) To receive apologies for absence
Apologies received from Cllr Brackley and Unitary Cllr Rose.
- 5294) (i) To approve the minutes of the Meeting of the Parish Council held on 24th February 2020 and attend to matters arising not raised elsewhere on the agenda
Approved and signed by the Chairman
- (ii) To agree the record of the meeting of the Parish Council held on 23rd March 2020 and approve it be attached as an appendix to the minutes of this meeting.
Meeting record agreed and decisions and the attachment to the April Council meeting minutes approved. (See Appendix 1)
- 5295) To receive declarations of interest
None
- 5296) Reports from Buckinghamshire Council Councillors
- Cllr Birchley took the opportunity to thank the Parish Council and Hilltop Villages Churches in setting up the community volunteer group helping residents who are isolating or shielding during lockdown and The Full Moon Pub on its enterprise in difficult circumstances. Cllr Birchley said together with the other Chesham and villages Buckinghamshire Councillors funds of £16,400 had been allocated for making the difference to voluntary organisations and projects in the area. Cllr Birchley was pleased to confirm an award to the Parish Council of a grant of £500 for COVID-19 related expenditure. The Chairman thanked Cllr Birchley for her commitment to support the rural communities.
 - Cllr Birchley reported work had taken place to clear out silted-up pipe work near Dorriens Farm. Repairs to Swan Lane and The Vale, where the road surfaces had failed following unsatisfactory repairs last year and work to alleviate flooding at the junction of Swan Lane and Jenkins Lane are all scheduled for the summer. Other roadworks continue to take place during lockdown.
- 5297) Covid-19 Continuity Plan
- (a) To discuss and agree a Covid-19 Continuity Plan
Councillors had received a draft Covid-19 Continuity Plan and noted the following:
- Emergency legislation had been introduced permitting suspension and drawing up of new standing orders to meet the needs of the parish council
 - There is provision to hold remote meetings
 - Upcoming scheduled Council meetings and the Annual Parish Meeting had been cancelled.
 - The current Chairman and Vice-Chairman will remain in post until the elections in May 2021
 - There were revised regulations concerning the conducting of the 2019-20 internal audit.
- Councillors were happy to approve the Covid-19 Continuity Plan. A copy will be published on the website.
- (b) To consider and agree such measures to enable the Council to continue to operate during the Covid-19 emergency
Councillors agreed to the following approach for the three months to end of July 2020 and beyond as required:

Council Meetings –Government’s legislation prevented ‘place-based’ Council meetings.

Councillors agreed to cancel the next three Council meetings scheduled for 27th April, 18th May

and 29th June, and the Annual Meeting of the Parish on 1st June,. A decision about the further cancelled 'place-based' Council meetings, starting with the meeting on 27th July, will be taken when the situation becomes clearer a bit nearer that time. 'Remote' Council meeting will be called for certain specific matters where formal council approval is required. Notice of such meetings will be posted on the Council website. Facilities are in place so that the public can have access to such meetings. It was agreed it would be of practical use to create a Covid-19 Parish Council Working Group which could meet at short notice using video/tele-conference facilities.

Planning Applications – New planning applications received will be circulated to Councillors by the Clerk as per usual. If confirmed by email replies, from 3 or more Councillors, either to submit a response of 'No Comment', or agree to other proposed wording, the Clerk will be asked to respond accordingly. If there is no consensus then if no virtual Council meeting is already scheduled, a virtual Planning Committee will be called by the Chairman to discuss this and any other planning applications. New planning applications will be posted on the website inviting comments from the public to contact the Clerk

Payment of invoices etc. – Under the Council's Financial Regulations the Chairman has discretionary authority to approve payments of up to a limit of £500 in consultation with the Clerk who will report this at the next council meeting. A record of such payments will be maintained by the Clerk.

Highway and Rights of Way – On behalf of Buckinghamshire Council TfB are continuing to undertake repair work to highways and to keep the planned road maintenance programme going. Where issues are identified these should be reported ideally online via the Fix-My-Street facility. Alternatively, highway faults can be reported by phone through the TfB call centre

Allotments – Allotment holders are permitted to continue to tend their plots. Guidance on safe working is being issued to all allotment holders by the Clerk.

Notice boards – The use of Notice boards has presently been suspended during the emergency.

Defibrillator – The Defibrillator at Cholesbury Village Hall will be checked monthly by Chairman, Clerk or another Councillor.

Decisions – Decisions taken by the Council at 'remote' working group meetings, or by the Chairman and /or Clerk under the specific derogations provided in the Council's Financial Regulations will be reported and minuted at the next Council meeting. Prior to this in summary form they can be posted on the council website.

(c) To be advised of the arrangements for the annual internal audit

The Clerk reported that a revised and truncated procedure for the 2019-20 internal audit had been put in place by emergency regulations.

The 2019-20 annual return and certificate of exemption had been prepared earlier than normal. Later stages of the 2019-20 Audit may require approval or consideration at a 'virtual' Council meetings

Councillors noted that paperwork for the annual internal audit will be sent via a secure document transfer portal to the auditors. The Chairman thanked the Clerk for all her hard work in getting the audit documentation ready under difficult circumstances

5298) Finance

(a) To note the following regular orders of payments

(i) Clerk's salary for April

(b) To report and note payments made under section 4.5 of the Council's Financial Regulations

(i) Orbit Press - £179.00 (HTV Volunteers Group running costs) - noted

(c) To approve the following orders for payment and any others arriving after this notice

(i) BMKALC Membership - £173.99

(ii) Chairman's expenses - £ 51.18 (HTV Volunteers Group running costs)

Councillors noted that Go to Meeting (virtual meeting platform) expenses incurred by the Clerk will be included in future Clerks expenses.

- (d) To note the following receipts paid or due:
 - (i) a payment of £500 from Buckinghamshire Council for Covid-19 related expenditure
 - (ii) the first instalment (£5,250) of the Council's 2020-21 Precept is due on 30th April 2020
 - (iii) the Buckinghamshire Council Devolution Agreement payment of £1093.68 for '20-21
- (e) To receive and note the 2019-20 Q4 Statement
Councillors reviewed the 2019-20 Q4 statement and approved it be signed off by the Chairman

5299) To approve the 2019-20 draft accounting statement for the Council, any other relevant documents, and to certify the certificate of exemption for submission to the internal auditor.
Having reviewed the Q4 statement and accompanying financial report councillors were happy to approve the draft accounting statement and to certify the certificate of exemption. The Chairman signed both documents on behalf of the Council. The Clerk confirmed all paperwork has been prepared for the internal auditor and will be submitted on the 30th April 2020.

5300) Planning

- (a) To deal with any planning applications, including those received after the date of this notice
 - (i) PL/20/1015/FA (Retrospective) - The Black Horse Public House, The Vale, HP5 3NS – Cllr Sanger to draft a response in support of the planning application.
 - (ii) PL/20/0718/FA - Milton Cottage, Hawridge Common, HP5 2UH - Cllr Brown to draft a response objecting to the planning application
- (b) To receive decisions from Chiltern District Council
There have been no further decisions made since the last meeting.
- (c) To receive notice of appeals
None
- (d) To deal with any other planning matters
Cllr Blomfield drew attention to building work underway on a property known as The Cart House in Arrewig Lane, but within The Lee Parish Council area. The Clerk agreed to investigate and report back.

5301) To consider any other matters not dealt with elsewhere on the agenda

- (a) Councillors noted the receipt of notification from the Chiltern Society about the removal of waymark posts in part of the parish. Cllr Blomfield will investigate further.
- (b) An illegal sign on the highway at Hawridge Hill had been reported to the Council and would be dealt with in accordance with procedures set out by Transport for Buckinghamshire
- (c) Recent criminal and suspicious activity had become a concern and would be raised by the Chairman with Thames Valley Police.

CHOLESBURY-CUM-ST LEONARDS PARISH COUNCIL

Meeting of the Parish Council took place by video-conference on Monday, 23rd March 2020 at 8.00pm

(Before the meeting commenced the Chairman explained that the meeting of Councillors was taking place before the enactment of emergency legislation permitting remote Council Meetings, All agreements reached at the meeting will be given formal en bloc approval by Councillors at the next Council meeting).

Present: Cllrs Brown (Chairman), Ingram, Brackley, Blomfield and Matthews

Also Present: Mrs Farrelly (Clerk) and County Councillor P. Birchley

- 5280) To receive apologies for absence
Apologies received from Cllr Sanger and District Cllr Rose
- 5281) To note the minutes of the Meeting of the Parish Council held on 24th February 2020 and attend to matters arising not raised elsewhere on the agenda
Noted and signed by the Chairman *(Approval will be confirmed at the next Council Meeting).*
- 5282) To receive declarations of interest
None
- 5283) Reports from County and District Councillors
County Cllr Birchley congratulated the parish on the work that had taken place in creating a volunteer task force to support vulnerable and self-isolating residents in partnership with Public Health and Bucks County Council Coronavirus Community Hubs. (Cllr Birchley report of a recent site meeting with the LAT is reported under item 52910)
- 5284) To suspend standing orders and invite questions from members of the public
None
- 5285) Reports
(a) Chairman's Report and Questions to the Chairman
Cllr Brown reported on correspondence received from the Hilltop News Secretary asking to consider re-nominating John Allen as the Council's representative on the HTN Supervisory Committee. Councillors agreed John Allen's re-nomination as the parish council representative on the Hilltop News Supervisory Committee.
(b) Clerk's Report
The Clerk's report, circulated prior to the meeting, was noted.
- 5286) An update on cancelled elections
Councillors noted that elections and parish council elections have been postponed for 12 months and will take place in May 2021. Any vacancies on the parish council can be co-opted until the elections next year. .
- 5287) Implications of the Coronavirus outbreak and Government directives
(a) To discuss any actions the council may wish to take relating to residents
Representatives of the Hilltop Village Churches, the Good Neighbours Group and the Chairman on behalf of the Council have come together to form the Hilltop Villages Volunteers Support Group. Cllr Brown discussed the possibility of some initial expenditure that may fall initially to the parish council, in order to support the group in the interim. Cllrs. were happy to support this proposal, subject to further details being reported to the next Council Meeting by the Chairman.
(b) To review current situation and note matters relating to elections, meetings, etc
There is currently one long-standing vacancy on the parish council. This vacancy will be re-advertised in the April Hilltop News
(c) To consider the delegation of certain functions and decisions to the Clerk and Chairman

Cllr Brown has reviewed the financial regulations. At point 4.5 of the Financial Regulations states,

In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is Necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £100 . The Clerk shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter. With prior authorisation by the Chairman the limit in such circumstances is £500.

Councillors were happy to agree prior authorisations of payments up to £500, in-line with our financial regulation and with our online-banking procedures. Notifications of payments made by the Clerk to the Chairman in the first instance and the execution of the payments following online banking procedures, All expenditure will be reported to Councillors for approval at the next meeting of the Council.

5288) Finance

(a) To note the following regular orders of payments

(i) Clerk's salary for March

(b) To agree the following orders for payment and any others arriving after this notice

(i) Clerk's expenses for March – £11.97

(ii) Cholesbury Village Hall Hire - £72.00

(iii) Dog Bin Maintenance - £294.73

(c) Online banking – to review experiences from the first use and review procedure

Cllr Ingram reported that payments were successfully actioned using online banking for the first time last month, and with the finalised process now in place to administer all future payments, these refinements can be incorporated in the online banking procedures. Cllr Brown requested a further signatory to be added to the internet banking account and the Clerk would make the necessary arrangements.

5289) An update on the parish council approach to VE Day 2020 commemoration

Due to government restrictions on events and gatherings of people in response to the COVID-19 crisis, there will be no VE day commemoration events in the parish in the near future, although there is an appetite to celebrate at some point in the future. The Chairman noted the initial work on a commemorative mug for children of the parish hopefully could progressed at a later date.

5290) Planning

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

None A new application PL/20/0718/FA had just been posted on the website but no details were present, The Clerk was asked to seek an extension of the consultation to allow consideration by the Council.

(b) To receive decisions from Chiltern District Council

Recent decisions were noted (See Planning Schedule)

(c) To receive notice of appeals

None

(d) To receive an update on enforcement matters

No further updates

5291) To consider matters relating to Highways and Rights of Way

(a) To update situation regarding current highway repairs and remedial works

1, County Cllr Birchley reported on her recent inspections of various sites with the LAT and confirmed that funds have been allocated in the BCC budget to carry out maintenance to

(i) the present flooding at Dorrians Farm,

(ii) to address flooding at the junction of Swan Lane/Jenkins Lane/Chapel lane, and

(iii) at Swan lane and the Vale, to redo the resurfacing following unsatisfactory repairs

2. Other highway repairs and maintenance noted included:-
- (iv) clearing blockages at Sandpit Hill,
 - (v) flooding issues at the bottom of Gilberts Hill and Bottom Road
 - (vi) the landowner asked to clear mud off Swan Lane, a result of the heavy rain
 - (vii) Muck heap on Oak Lane has now been removed
 - (viii) Referrals to the LAT included replacement of the missing sign on Hawridge Lane stating '*unsuitable for motor vehicles*' - discussions are continuing. The concreted embankments on Swan Lane and outside The Black Horse in The Vale and the outstanding white-lining issues will be reported to the LAT again.

- (b) Cast Iron Sign Swan Lane – to provide an update and agree actions
 Cllr Brown had obtained approval from Bucks County Council that if the Parish Council took control of the sign's restoration the County Council would refund all refurbishment and installation costs. Cllr Brown had contacted a number of heritage sign-post restoration companies including Signpost Restoration Limited in Cumbria, who had restored the sign previously. A quotation has been received and has been forwarded to Bucks County Council for consideration.

- 5292) To consider matters relating to the Green at Buckland Common and Springall Hill Allotments
 (a) The green will be cut next month, subject to government restrictions on mobility

The meeting closed at 9.25pm

Chairman.....

Date.....

Item 5290 - Planning Schedule

Planning Applications

Status	Application No	Address	Description of Proposal	Date Submitted	Parish Council Response	Status / Comments
Determined	PL/19/4172/FA	Oaktrees, Jenkins Lane, St Leonards, Buckinghamshire, HP23 6NW,	First floor rear extension with two rear dormers.	10 th January	No comments	Conditional Permission
Outstanding	PL/19/2267/HB	The Full Moon Public House Hawridge Common Hawridge Buckinghamshire HP5 2UH	Insertion of two windows at first floor level to front elevation and installation of a new external fire door to side elevation. Alterations to internal staircase	2 nd July 2019	No comment	No decision yet
Outstanding	PL/19/3726/HB	The White Lion Public House, Jenkins Lane, St Leonards, Buckinghamshire, HP23 6NW	Listed Building Consent for internal repairs to beams and rafters	3 rd December 2019	No comment	No decision yet
Outstanding	PL/19/3715/CONDA		Application for approval of details reserved by condition 3 on planning permission PL/18/4522/HB.	29 th October 2019	No comment	No decision yet

Enforcement Cases

Ref Number	Address	Enforcement Issue	Est'd Infringement Start Date	Current Status
EN/19/0315	7- Acre Field, Heath End Berkhamsted, HP4 3SU	Unpermitted Change of Use of field for wedding receptions	8 th June 2019	Clear up Being monitored by Enforcement team
2016/00270/AB	Little Pressmore Farm, The Vale, HP5 3NS	Unpermitted Change of Use of outbuildings for industrial use	Late 2016	Awaiting submission of Planning Application