

CHOLESBURY-CUM-ST LEONARDS PARISH COUNCIL

The Meeting of the Parish Council will take place using video conferencing on Monday, 27th July 2020 at 5pm

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

Also Present: Buckinghamshire Council Cllr.Mrs P. Birchley and Cllr.Mrs J.MacBean

The Chairman confirmed the meeting was being held under The Local Authorities (Coronavirus) (Meetings) Regulations 2020

- 5314) To receive apologies for absence
Apologies received from Cllr Brackley, Cllr Matthews and Buckinghamshire Council Cllr N. Rose.
- 5315) To approve the minutes of the Meeting of the Parish Council held on 29th June 2020 and attend to matters arising not raised elsewhere on the agenda
Approved and signed by the Chairman.
- 5316) If deemed appropriate to consider any urgent planning matters notified to the Council after the date of this meeting notice
There were no urgent planning matters to discuss under this minute.
- 5317) To receive declarations of interest
None
- 5318) Reports from Buckinghamshire Councillors
Cllr MacBean updated Councillors on the recent meeting with Transport for Bucks on the road issues in the parish. Following discussion actions were agreed. (noted in minute 5326c)
- Cllr Birchley reported on the first meeting of the Chesham and Villages Community Board and the associated Villages Forum, which will give an opportunity for Parish Councils to discuss village matters before the main Community Board meetings.
- 5319) To suspend standing orders and invite questions from members of the public
There were no members of the public attending the meeting.
- 5320) Reports
(a) Chairman's Report and Questions to the Chairman
Cllr Brown advised he had attended the Villages Forum and first Board meeting of the Community Board. Action points to be reported on in due course. He had also attended a meeting arranged by the Chilterns Conservation Board, (see item 5322)
- (b) Clerk's Report
Councillors noted the Clerk's Report. All matters highlighted in the report are addressed elsewhere in the minutes.
- 5321) To review, or approve the following governance documents
(a) Approve revised Financial Regulations (circulated with agenda)
Councillors approved with minor amendments the draft updated Financial Regulations circulated prior to the meeting. The approved regulations would be published on the website.
- (b) Approve Electronic Banking Procedure (to follow)
Councillors approved the updated electronic banking procedure circulated prior to the meeting.
- (c) Review Risk Register and Asset Register
Councillors reviewed the Risk Register and Asset Register circulated prior to the meeting. It was agreed the Risk Register will be updated to reflect the experiences of the COVID-19 emergency
- (d) Review all other policies (Standing Orders, Publications Scheme, Code of Conduct, Complaints Procedure and Data Protection Policy)
Councillors noted all the other Council policies that must be reviewed on an annual basis. received, prior to the meeting, and were content that these were all up to date

5322) Cholesbury Camp Management Plan
Councillors noted the Chiltern CB Cholesbury Camp Tree Survey report previously circulated. Cllr Brown reported on a meeting with the Chilterns Conservation Board, landowners of Cholesbury Camp and officers at Bucks Council. A management plan would be developed for dealing with the possible felling of up to six trees nearing the end of their life and surgery work on others and the need for a clear communication plan was also noted

5323) Website Review including compliance with new Accessibility Requirements
From 23rd September 2020 public bodies with websites need to comply with accessibility requirements legislation. Cllr Brown proposed that an external website designer undertake a review and audit the work to be done on the website. It was agreed to proceed and Cllr Brown will notify councillors of the cost of the work via email in due course.

5324) Finance

(a) To note the following regular orders of payments

(i) Clerk's net salary for July - noted

(b) To report and note payments made under section 4.5 of the Council's Financial Regulations approved by Chairman as per Register of Delegated Decisions circulated with Agenda

(i) P Matthews Agricultural Contractors - Topping of Buckland Common - £72.00 - noted

(ii) IAC Audit and Consultancy Services Ltd - 2019-20 Internal Audit - £180.00 - noted

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

(i) HMRC related to Clerks July salary - noted

(d) To note the 2019/20 Internal Audit and to approve whatever actions as advised by the Clerk relating to governance matters. To also set the Notice Period of Public Rights and to publish all documents on the website.

Prior to the meeting councillors received the internal audit, observations and recommendations. Councillors noted the internal audit documents and agreed the actions, proposed by the Clerk, arising from the report.

Councillors also reviewed and approved the Annual Governance Statement and, having done this in the first place approved the Accounting Statement. A copy of the Annual Governance Statement, Accounting Statement, explanation of variances, bank reconciliation, and certificate of exemption (which has been sent to the external auditor) will be published on the website and noticeboards.

Councillors agreed to announce the Notice of Public Rights and Publication of Annual Governance & Accountability on the 28th July 2020, with the relevant documents published between the 3rd August and the 14th September. It was noted that any persons wishing to view the documents needs to contact the clerk via email. A copy of the notice will be published on the website and noticeboards.

(e) To review the Q1 Statement

Councillors reviewed the Q1 statement of accounts and were content to approve them.

Councillors also noted that cheque number 001084 raised in March 2019, which was included in last year's accounts as an unrepresented cheque for £18.00, had been notified to the payee. As no response had been received Councillors approved the cheque to be cancelled and this will be noted in the Q2 statement.

(f) To note The Council's regular payments and review Direct Debits

Councillors reviewed and approved the following regular payees, payments, direct debits and standing orders

(i) Clerks salary

(ii) HMRC

(iii) St Leonards PH and Cholesbury VH rentals

(iv) Dog bin collection

(v) Information Commissioner's Office – Data Protection Registration Fee (Direct Debit)

(vi) Water Bill Allotments (Direct Debit)

5325) Planning

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

(i) PL/20/1899/FA - Mount Pleasant, Taylors Lane, St Leonards, Buckinghamshire, HP23 6LQ – Comments submitted

(ii) PL/20/2190/CONDA - Hawridge Vale Cottages, Hawridge Vale, Hawridge, Buckinghamshire –

No comment

(iii) PL/20/2015/EU - 4 Bridle Way, Shire Lane, Cholesbury, Buckinghamshire, HP23 6LZ
(Certificate of Lawfulness) – No comment

(iv) PL/20/2280/KA -The Old Mission Hall, Hawridge Common, Hawridge, Buckinghamshire, HP5
2UQ – No comment

(b) To receive decisions from Buckinghamshire Council

To note the decisions taken - see planning schedule attached

(c) To receive notice of appeals

None

(d) To receive an update on enforcement matters

See planning schedule for current enforcement cases. Cllr MacBean was updated by Councillors on current enforcement cases so she could follow up on behalf of the Parish Council.

(e) To note any developments in relation to the Local Plan

None

(f) To note a provisional date for a planning committee meeting on 10th August at 5pm

Councillors noted the provisional planning committee date that will take place if there are any significant planning applications validated after the July planning meeting and before the 10th August. The meeting will take place via video conference and details on how to join the meeting will be sent by the clerk.

5326) To consider matters relating to Highways and Rights of Way

(a) Update on cast iron signpost on Swan Lane

Noted that Buckinghamshire Council have approved a grant under devolution arrangements for the of repair of the signpost at a cost of £884 ex VAT and an order for the repair has now been placed by the parish council with Signpost Restoration Ltd

(b) Update on Abandoned Vehicle Taylors Lane

Cllr Brown advised that Cllr MacBean had been asked to chase up the Waste Contracts Officer at Buckinghamshire Council again to action the removal of the vehicle from the highway.

(c) Update on road maintenance issues

i) Flooding on Jenkins Lane - The Parish Council was extremely disappointed by the continuing delay in resolving the flooding issues raised over 12 months ago with TfB. This was discussed with the Cllrs. Birchley and MacBean who jointly undertook to take steps to expedite as a matter of urgency.

ii) Flooding at Dorriens Farm - Though it was understood the under road pipework has now been cleared by a contractor however he had identified damage to the pipework and that the bore hole is blocked solid and will need re-boring. This was drawn to the attention of Cllr Birchley and MacBean who undertook to raise with TfB.

iii) White Lining warning signs and Roundals - Though several roads had been completed others, including:- Cholesbury Lane from the Common to Buckland Common junction, Rays Hill, and the minor lanes in the parish remained outstanding and TfB would again be reminded to set dates for completing these repairs.

iv) Remedial resurfacing work - Noted that surface dress on Swan Lane and Arrewig Lane had been completed and that remedial works on The Vale was programmed for Summer/ early Autumn.

v) Advisory Sign Hawridge Lane - TfB to be chased again to replace this missing signage.

vi) Horseblock Lane Road Edges - Noted that TfB have admitted they have no ready solution to restore the road edges. Current condition to be reviewed again.

5327) To consider matters relating to the Green at Buckland Common and Springall Hill Allotments

(a) Report on annual inspections of the allotments and The Green

The annual inspection of the allotments and the green took place on Saturday, 24th July 2020. Cllr Blomfield and Brown reported most allotments look well tended. Councillors discussed the disposal of compost on the plots. Specific allotment holders will be asked to tidy up and use compost bins. Councillors also agreed that the Green should be cut middle of August. Nigel Blomfield would arrange for this to take place.

5328) To confirm the time and date of the next meeting

(a) 5pm on Monday 28th September 2020 by video conference

CHOLESBURY-CUM-ST LEONARDS PARISH COUNCIL - Planning Schedule - July 2020

Item 5325 - APPENDIX 1

1. Planning Applications

Application No	Address	Description of Proposal	Date Submitted	Expiry Date	Parish Council Response	Status / Additional Comments
Determined						
PL/20/1176/VRC	The Rose and Crown Public House Cholesbury Lane Hawridge Buckinghamshire	Variation of condition 14 of planning permission PL/19/3949/FA (Demolition of former public house and erection of three terraced dwellings and a cafe with associated hardstanding and landscaping) to allow changes to layout and design	8 April 2020		No comment on Proposed revisions Commented on footpath rerouting and car parking provision being step in right direction	Determined 1 st July Approved
PL/20/0718/FA	Milton Cottage Hawridge Common Hawridge Buckinghamshire HP5 2UH	First floor extension to convert bungalow into two storey dwelling. Ground floor rear bay window and new front porch	20 Mar 2020		Objected on grounds of Bulk and impact on Conservation Area Submitted 27 Apr	Determined 23 rd July Plans with reduced impact submitted. Approved
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 July 2019	Not available	22 July No Comment	
PL/19/3726/HB	The White Lion Public House Jenkins Lane St Leonards Buckinghamshire HP23 6NW	Listed Building Consent for minor variations to existing consented works to resolve issues identified on site: additional timber support for flitch ridge beams, additional lintel support detail for cranked steel ridge beam, removal and replacement of 4 No. rafters to permit construction of new dormers	26 Nov 2019		Dealt with by email No Comment	

Application No	Address	Description of Proposal	Date Submitted	Expiry Date	Parish Council Response	Status / Additional Comments
PL/19/3715/CONDA	The White Lion Public House Jenkins Lane St Leonards Buckinghamshire HP23 6NW	Application for approval of details reserved by condition 3 on planning permission PL/18/4522/HB. (Repair, renew or reinstate various timbers in the 17th century end gable wall including replacement of principal tie beam. To repair identified sections of the entire wall plate to the front of the building and second parlours in rear bedroom.)	29 Oct 2019		Dealt with by email No Comment	
PL/19/0007/CONDA	The White Lion Public House Jenkins Lane St Leonards Buckinghamshire HP23 6NW	Application for approval of details reserved by condition 4 on planning permission CH/2018/0811/HB. (Single storey rear extension following the demolition of existing extension, ground floor internal alterations and reconfiguration of first floor to create living accommodation.)	2 Jan 2019		No Comment	
PL/20/1015/FA	The Black Horse Public House The Vale Hawridge Buckinghamshire HP5 3NS	Retention of outbuilding and alterations to roof, windows and doors	9 Apr 2020		Supported retrospective proposals Submitted 1st May	
PL/20/1546/FA	Vale Farm House Hawridge Vale Hawridge Chesham Buckinghamshire HP5 2UG	Conversion of existing building to form detached dwelling house.	29 May 2020	30 June	Dealt with by email No Comment	
New Applications						
PL/20/1899/FA	Mount Pleasant Taylors Lane St Leonards Buckinghamshire HP23 6LQ	Addition of three velux rooflights to existing garage together with Open Lean-to-Bin Storage (Retrospective)	03 Jul 2020	3 Aug	Comments Submitted	Considered at Meeting 27 July 2020
PL/20/2190/CONDA	Hawridge Vale Cottages Hawridge Vale Buckinghamshire	Application for approval of details reserved by conditions 2, 3, 6, 7, 9 & 10 on planning permission PL/18/4377.FA. (Demolition of existing dwellings and erection of 2 semi-detached two storey dwellings.)	10 July		No comment	Considered at Meeting 27 July 2020
PL/20/2280/KA	The Old Mission Hall Hawridge	Hornbeam -reduce height of crown down to where the tree trunk branches into two. (Cholesbury & Hawridge Conservation Area)	17 July	12 Aug	No comment	Considered at Meeting 27 July 2020

Hayley Farrelly – Clerk to the Parish Council

Application No	Address	Description of Proposal	Date Submitted	Expiry Date	Parish Council Response	Status / Additional Comments
	Common Hawridge Bucks HP5 2UQ					
PL/20/2015/EU	4 Bridle Way Shire Lane Cholesbury Buckinghamshire HP23 6LZ	Application for a Certificate of Lawfulness for existing: Occupation of the application site by a person not covered by any of the provisions set out in Condition 3 of planning approval (May 1964) AM/277/64 - Pair of Houses and Garages for Agricultural Workers.	26 Jun	04 Aug	No comment	Considered at Meeting 27 July 2020

2. Appeals

Application No	Address	Description of Proposal	Date of Planning App	Parish Council Response	Status / Comments

3. Enforcement Cases

Ref Number	Address	Enforcement Issue	Est'd Infringement Start Date	Current Status
2016/00270/AB	Little Pressmore Farm, The Vale, Chesham, HP5 3NS	Unpermitted Change of Use of outbuildings for industrial use	Late 2016	Council advised Nov 2019 that Planning App will be expected to regularise use of buildings for commercial use. Followed up to Cllr MacBean July 2020.
EN/19/0315	7- Acre Field, Heath End Berkhamsted, HP4 3SU	Unpermitted Change of Use of field for wedding receptions	8 th June 2019	1 st July 2019 PC letter requesting swift investigation / resolution Enforcement Notice posted . Followed up to Cllr MacBean July 2020.
APP/X0415/C/17/3189588 CH/2017/2099/FA	Woodlands Farm, Shire Lane	a. Change of use of Shepherds Hut to residential b. Change of use to Forge	6 th November 2017	No activity to convert to forge Possible use as residential property. Followed up to Cllr MacBean July 2020.
EN/20/230	Field A4800 Cholesbury Lane, Buckland Common	Enforcement and Stop Notices issued on change of use – including surface and occupation by caravans etc	2 June 2020	Awaiting further follow up actions from Buckinghamshire Council