

CHOLESBURY-CUM-ST LEONARDS PARISH COUNCIL

The Meeting of the Parish Council took place on Monday, 28th June 2021 at 6pm

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

Also Present: Mrs Farrelly (Clerk)

- 5423) To receive apologies for absence
Caroline Green, Cllr Jane MacBean and Cllr Patricia Birchley had sent their apologies.
- 5424) To approve the minutes of the meeting of the Parish Council held on 17th May 2021
Approved and signed by the Chairman
- 5425) To receive declarations of interest
None
- 5426) Reports from Buckinghamshire Councillors and invitation to set out their priorities for the next 4 years
There were no Buckinghamshire Councillors present at the meeting.
- 5427) To suspend standing orders and invite questions from members of the public
None
- 5428) Reports
(a) Chairman's Report and Questions to the Chairman
The Chairman had attended the recent Rural Villages Community Board meeting to discuss matters relevant to our parish ahead of the Community Board meeting. The topic for the next Community Board meeting is 'regeneration' and impact on business in rural locations have been put forward for discussion at the Board meeting.
- (b) Clerk's Report
The clerks report highlighted the Boundary Commission draft report and internal audit, which were discussed as agenda items at the meeting.
- 5429) Finance
(a) To note the following regular orders of payments
(i) Clerk's net salary for June 2021 - noted
(ii) HMRC – £100.80 - 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) Underpayment for Insurance - £2.18 - noted
(ii) SLCC Membership - £166.00 - noted
- (c) To approve the following orders for payment and any other arriving after this notice
(i) Clerk's Expenses - £188.23 - approved
(ii) Reimbursement for a new allotment hose - £35.95 - approved
(iii) Website Update - £27.00 – approved
- (d) To consider closing the NS&I savings account and moving money into alternative saving account.
Councillors agreed to close the NS&I and for the Clerk to arrange the procedures necessary to have the funds transferred to the Lloyds bank account.
Councillors agreed, that once the funds have been transferred into the current account, consideration of opening a Lloyds savings account will take place.
- (e) To note the 2020/21 Internal Audit and to approve whatever actions as advised by the Clerk relating to governance matters
Councillors noted the internal audit report, observations and summary and the actions arising from the report. It was agreed that Cllr Brown, Cllr Ingram, Cllr Kersting and the Clerk would arrange to meet to discuss the points raised in the report and to make a formal response to the internal auditor.

Councillors approved the annual governance statement and having done so, went on to approve the accounting statements.
- (f) To Note Receipt of the Signed Certificate of Exemption and Publication of Financial Reports
A copy of the certificate of exemption, having been sent to and received a confirmed receipt from the external auditor, will also be published on the website. A copy of the analysis of variances, bank reconciliation, annual governance statement, accounting statement and the annual internal audit report will also be published on the website.

- (g) To also set the Notice Period of Public Rights and to publish all documents on the website
Councillors agreed to set the Notice of Public Rights from the 1st July to the 11th August 2021 and the notice will be published on the website and parish noticeboards on the 29th June 2021, giving one day's notice of the public rights.
- (h) To note The Council's regular payments and review Direct Debits
 - (i) Clerks salary
 - (ii) HMRC
 - (iii) Dog bin collection
 - (iv) Information Commissioner's Office – Data Protection Registration Fee (Direct Debit)
 - (iv) Water Bill Allotments (Direct Debit)

Councillors noted and approved the direct debits and standing orders for the current financial year.

- 5330) To review and approve with any agreed updates all Governance Policies and Procedures
The following governance policies and procedures had been circulated prior to the meeting. Having been reviewed and some minor amendments made, Councillors approved the documents:
- (i) Publication Scheme
 - (ii) Standing Orders
 - (iii) Financial Regulations
 - (iv) Code of Conduct
 - (v) Complaints Policy
 - (vi) Data Privacy Policy
 - (vii) Covid-19 Continuity Plan
 - (viii) Risk Analysis Schedule
 - (ix) Internet Bank Procedures
 - (x) Accessibility Statement
 - (xi) Asset Register – this document was approved at the May 2021 meeting
- 5431) To note the Boundary Commission draft report for parliamentary constitution 2023
The Chairman reported on the proposal to assign the Parish Council and Chiltern Ridges Ward into a new parliamentary constituency called Princes Risborough.
- 5432) Planning (see planning schedule)
- (a) To deal with any planning applications, including those received after the date of this notice:
 - (i) PL/21/1732/FA - 5 Little Twye Cottages Little Twye Road Buckland Common Bucks HP23 6PB – no comments but query regarding windows in the proposed application.
 - (ii) PL/21/2083/FA - Craven Cottage Jenkins Lane St Leonards Buckinghamshire HP23 6NW – no comment
 - (iii) PL/21/2204/FA - The Pines Bottom Road Buckland Common Buckinghamshire HP23 6NU – comments to be submitted
 - (iv) PL/21/2490/TP - Overburnts Cholesbury Lane Cholesbury Buckinghamshire HP23 6ND – no comment
 - (b) To receive decisions from Buckinghamshire Council
See planning schedule
 - (c) To receive notice of appeals
No further update on current appeals
 - (d) To receive an update on enforcement matters
No further update on current enforcement matters
- 5433) To consider matters relating to Highways and Rights of Way
- (a) See Highways and Rights of Way Schedule
 - (b) To agree new arrangements for the deployment of the MVAS
Councillors agreed for Chesham Town Council to manage the deployment of the MVAS machine at 3 sites around the parish. The cost will be £275 per annum.
- 5434) To consider matters relating to the Green at Buckland Common and Springall Hill Allotments
Councillors noted that the Green will be cut in July.
Councillors agreed that the two memorial trees at the allotments that have died, will be removed. Cllr Blomfield agreed to arrange for the work to take place.
- 5435) To confirm the time and date of the next meeting
- (a) 6pm on Monday, 26th July 2021
Cllr Ingram agreed to investigate availability with St Leonards PH Management Committee.

Planning Applications Schedule

Application No	Address	Description of Proposal	Date Submitted	Expiry Date	Parish Council Response	Status / Additional Comments
Outstanding						
PL/20/3988/FA	Russet Barn Little Twye Road Buckland Common Buckinghamshire HP23 6PB	Side extension and conversion of stables into residential annexe	8 th Dec 2020		21 Jan 2021 No objection comment but needs to be ancillary to the main residence.	
PL/21/0368/FA	OS Field 3831 Hawridge Common Hawridge Buckinghamshire	Conversion of existing agricultural building into a residential dwelling	1 st Feb 2021		5 th March Comments submitted by PC	
PL/21/0307/FA	The Barn Vale Farmhouse Hawridge Vale Hawridge Chesham Buckinghamshire HP5 2UG	Conversion of existing building to form detached dwelling house, single storey rear extension, 4 rear and 2 side rooflights, changes to windows and doors, new gate and fencing, cycle storage and car charging point and reduction to ground level immediately surrounding part of the existing building	5 th Feb 2021		1 st March No comment	
PL/21/0690/FA	Land Adjacent to Cholesbury Lane (OS Field 4800), Cholesbury Lane, Buckland Common, Buckinghamshire	Change of use of land to residential for members of the Gypsy/Traveller community, comprising the siting of 3 mobile homes and 3 touring caravans, and associated works (Hardstanding, parking, refuse store, vehicular access) for a temporary period of 3 years.	18 th March 2021		Planning meeting on the 20 th April 2021 Objection in Strongest terms	
PL/21/0390/FA	7 Little Twye Cottages Little Twye Road Buckland Common Buckinghamshire HP23 6PB	Single storey rear extension and front rooflight to rear outbuilding, erection of pergola and landscaping including relocation of pond	11 th Feb 2021		1 st March Comments submitted by PC	
PL/21/1184/FA	Little Bury Wood Cholesbury Lane HP23 6ND	New garden outbuilding	8 th April 2021		Apr 21 No Comment	
PL/21/1630/FA	Woodview House Farm The Vale Hawridge Buckinghamshire HP5 3NT	Partial conversion of an agricultural barn into a residential annex, including 2 new side windows and 4 front roof lights	6 th May 2021		May 21 Comments submitted by PC	

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New Applications						
PL/21/1732/FA	5 Little Twye Cottages Little Twye Road Buckland Common Bucks HP23 6PB	Proposed three dormer windows to rear, additional windows to front and rear elevations and changes to existing doors and windows	1 st June 2021		June 21 No comment but with query	
PL/21/2083/FA	Craven Cottage Jenkins Lane St Leonards Buckinghamshire HP23 6NW	Single storey rear extension	9 th June 2021		June 21 No comment	
PL/21/2204/FA	The Pines Bottom Road Buckland Common Buckinghamshire HP23 6NU	The erection of a car port	11 th June 2021		June 21 Comments submitted	
PL/21/2490/TP	Overburnts Cholesbury Lane Cholesbury Buckinghamshire HP23 6ND	Works to trees subject to a Tree Preservation Order (TPO)	23 rd June		June 21 No comment	

Appeals

Application No	Address	Description of Proposal	Date of Planning Inspectorate Appeal	Parish Council Response	Status / Comments
PL/20/1835/FA EN/20/230	Field A4800 Cholesbury Lane, Buckland Common	Change of use from agricultural to Travellers' site	tba	PC submission sent 12 Mar	Application Refused - 23 Sept 2020 Notification of Planning Appeal against refusal and planning enforcement received. Still awaiting date to be set

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	Review Feb 2021
EN/19/0315	7- Acre Field, Heath End Berkhamsted, HP4 3SU	Unpermitted Change of Use of field for wedding receptions	8 th June 2019	Jan 2021 PCN issued further update From Clr MacBean / Enforcement Team Apr '21
APP/X0415/C/17/3189588 CH/2017/2099/FA	Woodlands Farm, Shire Lane	a) 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 Review Feb 2021
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	Notice of Appeal Hearing received. see Appeals above

Highways and Rights of Way Schedule – 28 June 2021

(Additional Items / updates since last report **in Bold**)

Issue	Ref	Location StL=St Leonards BC=Buckland Common CH=Cholesbury H=Hawridge	First Raised	Reported date and Status TfB = Transport for Buckinghamshire FMS = Fix My Street Reporting tool RoW = Rights of Way Officer
Closed				
Signage	06 / 20	Damaged Speed limit sign Taylors Lane – St L	2020 - 04	De-limit/40mph sign pole leaning. – First reported to FMS. in Jan 2020 ref 4607 5403 - No Action yet taken, Repeatedly chased to Customer Compliance Manager Formal complaint raised with Bucks Council due to inaction in June 2021 and sign was fixed around 20th June
Pinned				
Flooding on Roads	02 / 20	Dorriens Farm, Cholesbury Lane – BC	Ongoing	Pipe under road repaired, bore hole requires inspection / repair.
Rights of Way Issues	12 / 20	Undefined Path between Sandpit Hill and Parrotts Lane – Ch	2020 – 12	Enquiry from Chiltern Society to have path added to Definitive Map – Raised with RoW Officer Dec 2020 – Registered with Definitive Map Team Feb '21
Flooding on Roads	16 / 21	Oak Lane (2 locations) – StL	2020 – 12	Flooding 2 adjacent locations reported to FMS: (i) by Dundridge Manor, (ii) near junction with Jenkins Lane landowner has cleared pipe but problem is caused by run-off and detritus along Jenkins Lane clogging up pipework
	15 / 21	Oak Lane – Braziers End	2020 – 12	Flooding onto road from field – raised via FMS and discussed with landowner, to be monitored
Open				
Flooding on Roads	04 / 20	Cherry Tree Cottages Cholesbury Rd–Ch	2020 – 08	Jan '21 Flooding on road drain / pipe blocked – reported to TfB via FMS ref 4014 4147) chased LAT again. 21 / 04 and 20/05 C&CM chased again 07/06 to advise what if any work has been undertaken
	01 / 20	Swan Lane / Jenkins Lane – StL	2019 – 07 BCC	Remedial work undertaken at The Hermitage Sept 2020, Monitored remedial work unsuccessful. Permanent solution required Raised with Cllr MacBean 01/05 who undertook to raise with Drainage Manager

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Highway Maintenance	13 / 20	Arrewig Lane – St L	2020 – 11	Pot holes and warn road surface throughout length reported via FMS and to Cllr Birchley
	21/21	Vale Rd - H	2021 - 05	Road surface just below Black Horse inn pub warn out. Due to Gravel that built up and was not totally removed road surface is slippery – Reported to FMS 19/05
Signage	07 /20	Hawridge Lane – Junction with Hawridge Common	2020 – 01	'No Motorised Vehicles' blue advisory sign missing. Reported to LAT and Rights of Way Officer. Chased Jan 21 No response ref 4012 6323 – Referred to Customer Compliance Manager (22 Mar) 21/04 advised order for replacement sign now made awaiting update Chased again C&CM 20 /05 and 07/06
	09 / 20	Whole Parish	2020– 10	Devolution Project- Cleaning of Road Name and Village Entry and Destination Signs – data gathering for Spring 2021
	17 / 21	Shire Lane / Cholesbury Rd - C	2021 – 02	Blue Cycle Route sign hanging loose – reported to FMS Advised scheduled for repair by FMS chased C&CM 07/06 May
	10 / 20	Whole Parish	Ongoing BCC	Repainting of Road signs – mid line/ junctions / roundels/ warning- junction signage completed midline and roundels outstanding - 2020 -10 Reported to Amersham Depot Manager by Cllr MacBean. Notified by Jane MacBean that order placed for renewing signage April –May 21 to be updated
Road Markings	20/21	Jenkins Lane – Top end - Stl	2021 -05	Mowing of grass on wide verge at top end of village – 21/04 referred to Cllr MacBean to discuss with Asset Management Team To be updated
Verge Maintenance	18 /21	Hawridge Common HP5 2UQ	2021 - 02	Two Trees in Verge leaning into road opposite house previously reported but no action LAT ref 4014 3170 chased Feb 26 – Site visit 1 Mar –Referred to Tree Surgeon for assessment 22/03 Chased C&Cm 20 May and 07/06 no update has been provided