

## CHOLESBURY-CUM-ST LEONARDS PARISH COUNCIL

The Meeting of the Parish Council took place at St Leonards Village Hall on Tuesday, 21<sup>st</sup> June 2022 at 6pm

**Present:** Cllrs Brown (Chairman), Ingram, Kersting and Maury

**Also Present:** Mrs Farrelly (Clerk)

- 5551) To receive apologies for absence  
Cllr Matthews, Buckinghamshire Council Cllrs: Mrs J MacBean, Cllr P Birchley and Cllr M Fayyaz sent their apologies.
- 5552) To approve the minutes of the meeting of the Parish Council held on 31<sup>st</sup> May 2022 and deal with any Matters Arising  
Approved and signed
- 5553) To receive declarations of interest  
None
- 5554) Reports from Buckinghamshire Councillors  
No Buckinghamshire Councillors present to report.
- 5555) To suspend standing orders and invite questions from members of the public  
None
- 5556) Reports
- (a) Chairman's Report and Questions  
Nothing specific to report
- (b) Clerk's Report including:
- (i) To report on the Internal Audit Report
- (ii) The Chairman thanked the clerk on the successful outcome of the internal audit. A significant amount of work goes into preparing documents and liaising with the auditors so councillors were pleased with the results.
- (iii) To note the review and approval of the following governance/policy documents:
- Publication Scheme
  - Data Privacy Policy
  - Covid-19 Continuity Plan
  - Risk Analysis Schedule
  - Internet Bank Procedures
  - Accessibility Statement
- Councillors reviewed and approved the policies listed above.
- (c) Update on Broadband Project  
Cllr Ingram reported that the promised date when customers can order an Ultrafast fibre connection was missed on the 12<sup>th</sup> June. Openreach advised that the cause of the delay was unfinished work on the infrastructure or 'headend' at the fibre broadband exchange. In the meantime, the fibre installation remains underway. Openreach has stated that: "*customers will be able to order their fibre services at the end of July*".
- 5557) Finance
- (a) To note the following regular orders of payments
- (i) Clerk's net salary for June 2022 - noted
- (ii) HMRC – £102.37 - noted
- (b) To approve the following orders for payment and any other arriving after this notice
- (i) Clerk's Expenses – £7.55 - approved
- (ii) IAC Auditors - £180.00 - approved
- (c) To approve Jubilee decorations payments following a Buckinghamshire grant of £370.00  
Approved
- (d) To note the 2021/22 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.

Councillors approved the annual governance statement and having done so, went on to approve the accounting statements which were signed off by the Chairman.

A copy of the certificate of exemption, having been sent to and a confirmed receipt received 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.

- (e) To 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 1<sup>st</sup> July to the 15<sup>th</sup> August 2022 and the notice will be published on the website and parish noticeboards on the 28<sup>th</sup> June 2022, giving two days' notice of the public rights.
- (f) 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)
  - (v) Water Bill Allotments (Direct Debit)

Councillors noted and approved the above regular payments.

5558) Planning (see planning schedule)

- (a) To note any responses to planning applications since the last meeting  
None
- (b) To deal with any planning applications, including those received after the date of this notice:
  - (i) PL/22/1501/FA - Land at Braziers Well Oak Lane Braziers End Buckinghamshire HP5 2UL – comments to be submitted
- (c) To receive decisions from Buckinghamshire Council – see schedule  
The schedule was noted
- (d) To receive notice of appeals – see schedule  
The schedule was noted
- (e) To receive an update on enforcement matters – see schedule  
The Chairman has contacted the enforcement team regarding an ongoing enforcement matter EN/19/0315 7-Acre Field and has asked Cllr Jane MacBean to do what she can to expediate action by the Planning Enforcement team.

5559) To consider matters relating to Highways and Rights of Way

- (a) Review Highways and Rights of Way Schedule  
The schedule has been updated.  
The Chairman highlighted that following a complaint raised with Buckinghamshire Council there is some evidence of vision splay verge cutting having taken place in the parish.
- (b) To discuss and finalise sign cleaning across the parish  
Councillors discussed and approved contracting Andy Devner to carry out sign cleaning in the parish in July. The Chairman has prepared a sign schedule and map which will be supplied to the contractor to work from. Councillors approved the cost of £450 for this work.
- (c) Other highways matters
  - (i) The Chairman highlighted the importance of reporting faults via Fix My Street (<https://www.fixmystreet.com/>) on any road issues. The Chairman asked Councillors to notify him of any matters that are reported so that they can be added to the schedule.
  - (ii) Councillors noted a resident's enquiry concerning the 'adoption' of a path in St Leonards used by residents who had removed fences replaced by the landowner. Following discussion it was agreed that based on the information provided it was not appropriate for the Parish Council to take up this case. The Chairman would draft a response to the resident.

5560) To consider matters relating to the Green at Buckland Common, Springall Hill Allotments and other maintenance matters

Councillors noted that P Matthews Agricultural Contractors had cut the grass on the wide elevated verge on the bend close to Gilberts Hill.

It was noted the Green at Buckland Common will be cut in July and Cllr Ingram will identify and mark up C dead trees that need felling.

5561) To note date of the next meeting:

- (i) Tuesday, 2<sup>nd</sup> August 2022 at 6pm at St Leonards PH

Application No	Address	Description of Proposal	Date Submitted	Expiry Date	Parish Council Response	Status / Additional Comments
<b>Decided</b>						
PL/22/1665/KA	Holly Cottage Hawridge Common Hawridge Buckinghamshire HP5 2UH	T1 cherry - crown reduce by removing approximately 3-4m from height and 2m from sides; T2 - holly - crown reduce height by approximately 2m and sides by approximately 0.5m - (Cholesbury & Hawridge Conservation Area)	9 May			TPO shall not be made
PL/22/0978/FA	1 - 2 Heath End Hawridge Buckinghamshire HP4 3UE	Erection of rear outbuilding and addition of external staircase and 2 front and 2 rear rooflights to existing garage	5 April		April 22 Comments submitted	Approved
<b>Outstanding</b>						
PL/22/0188/FA	Old Bruns Farm Arrewig Lane St Leonards Buckinghamshire HP23 6NR	Erection of shed for storing equipment for orchard use	26 Jan		February 22 No comments	
PL/21/4902/FA	Overburnts Cholesbury Lane Cholesbury Buckinghamshire HP23 6ND	Alterations to garage including partial conversion, installation of dormer window and extension following demolition of storage room	18 Feb		February 22 No comments	
PL/22/0985/FA	Glebe Farm Heath End Hawridge Buckinghamshire HP4 3UE	Partial demolition of existing buildings and conversion of retained sections to facilitate creation of new detached dwelling and extension of existing dwelling	21 March		April 22 Comments submitted	
PL/22/0961/FA	Bracken View Hawridge Common Hawridge Buckinghamshire HP5 2UQ	Single storey rear extension, first floor rear extension with additional windows on side elevation.	17 March		April 22 No comments	
PL/22/1050/FA	The Old Farmhouse Heath End Hawridge Buckinghamshire HP4 3UE	Erection of stabling, hay store and feed/tack room and equipment store for private use	22 April		May 22 Comments submitted	
PL/22/1494/FA	Craven Cottage Jenkins Lane St Leonards Buckinghamshire HP23 6NW	Demolition of existing outbuildings and erection of a single storey rear extension	27 April		May 22 No Comment	
PL/22/1512/FA	1 Braziers End House Rays Hill Braziers End Buckinghamshire HP5 2UJ	Removal of existing garage and outbuilding and erection of detached garage with storage	20 May		May 22 No Comment	
<b>New Applications</b>						

Application No	Address	Description of Proposal	Date Submitted	Expiry Date	Parish Council Response	Status / Additional Comments
PL/22/1501/FA	Land at Braziers Well Oak Lane Braziers End Buckinghamshire HP5 2UL	Part demolition of existing buildings and erection of replacement equestrian stables/store, menage and associated infrastructure	27 May		June 22 Comments submitted	

#### 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 <b>Date for appeal reset for Tuesday 8<sup>th</sup> Mar (6 days) Adjourned after day 4 due to illness of advocate, Rescheduled for July '22</b>
PL/21/2490/TP	Overburnts Cholesbury Lane Cholesbury Buckinghamshire HP23 6ND	Appeal against application of TPO		Noted	Appeal to be conducting by exchange of documents

#### Enforcement Cases

Ref Number	Address	Enforcement Issue	Est'd Infringement Start Date	Current Status
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	Enforcement and stop notices still in force see Appeals above
EN/19/0315	7- Acre Field, Heath End Berkhamsted, HP4 3SU	Unpermitted Change of Use of field for wedding receptions	8 <sup>th</sup> June 2019	Aug '21 / Enforcement Team was again been asked to review accumulation of miscellaneous structures. No action taken. 05/22 noted that a tent was erected for 23 days between April and May. Wigwam tents erected for second event in June '22 which would exceed 28 day limit. Planning Enforcement advised and support to pursue matter provided by Cllr MacBean

Highways and Rights of Way Schedule – June 2022

APPENDIX 2

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 RoW = Rights of Way
<b>Closed</b>				
Verge Maintenance	20 / 21	Jenkins Lane – Top end - Stl	2021 - 05	Mowing of grass on wide verge at top end of village – 05/22 In the absence of support from TfB Parish Council organised cutting for 06/2022
<b>Pinned</b>				
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	22 / 21	Sandpit Hill	2021 - 06	Pipework and Bore hole needs clearing Clr MacBean assisting to get full inspection 09 /21 Awaiting scheduled Drainage inspection 40176069 06 /22 LAT has been chased on this
<b>Highway Issues</b>				
Road Maintenance	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. 06/22 Has been chased with LAT and Buckinghamshire Cllrs asked for their support
	27 / 21	Pound Lane H	2021 - 09	Reported to FMS 09/15 road surface broken up / worn on whole length 275m Nov 2021 Inspection carried out by Bucks Council and Cllr MacBean. Awaiting full repairs following pothole filling repairs May/June '22
Verge clearance	23 / 21	Verge Cutting	2021 - 07	20121 - Vision splay and verge clearance schedule queried with Ops Manager TfB Clearance work eventually completed w/e 20 <sup>th</sup> August. Quality of cut is poor areas missed and verge not fully cleared of perennial growth. <b>First splay cuts bot done in mid April – mid May 2022, to be escalated to TfB Mgt and referred to Cllr Birchley for assistance</b>
Road Signage	24 / 21	Oak Lane - CH	2021 - 09	Missing bollards on one side of double bend need replacing Posted FMS 09/15 <b>Chased up May 2022</b>
	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 chased July no change
	09 / 20	Whole Parish - H	2020 – 10	Devolution Project- Cleaning of Road Name and Village Entry and Destination Signs – data gathering for Spring 2022 <b>06/22 Contractor selected and work to take place in July 2020</b>
Road Signage	<b>31 / 22</b>	<b>Hill Farm Rd - H</b>	<b>2022 - 01</b>	New Blue Advisory sign unsuitable for motorised vehicles top end by Hill Farm reported to FMS 40183366 <b>05/22 Following escalation has now been scheduled by LAT</b>

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 RoW = Rights of Way
	32 / 22	Heath End - H	2022 - 01	Request submitted to FMS for provision of street signs 'Heath End' and rectification of misapplied use of Cock Grove to online mapping. <b>06/22 Ordnance Survey have confirmed they will correct road name to 'Heath End'</b>
	34 / 22	Hawridge Vale	2202 - 04	Leaning road name sign at end of Hawridge Vale ref: 4019031
	40 / 22	Nut Hazel Cross - H	2022 - 04	Missing/damaged signs - Warning sign 'Double bends ahead' and qualifying sign 'For 1 ½ miles at junction of Vale Road / Hawridge Hill FMS <b>40191582 25/04 Advised installation approved by TFB May '22</b>
		<b>Rights of Way Issues</b>		
Stiles /Gates	30 / 21	Nr Hawridge Court - H	2021 - 11	Two damaged Stiles (1) Stile CSL/2285 on footpath CSL/32/2. FMS ref 211130256. (2) CSL/2200 on footpath CSL/21/1. FMS ref 211132933. Previously reported 6 April 2021 (ref: 210424584) Cllr Kersting reports that no repair undertaken to date.
	33 / 22	Bottom Road - BC	2022 - 01	Stile CSL/2201 on Footpath CSL/21 requires an additional step. 05/22 Landowner and Rights of Way Team have been chased up by Cllr Ingram.
	37 / 22	Heath End - H	2022 - 04	Damaged Stile CSL/2292 on path CSL/35/2 between Horseblock and /heath End ref: 220466878
	36 / 22	Btw Oak Lane and Cholesbury Lane - BC.	2022 - 04	Stile on footpath CSL/19/3 difficult to cross due to height needs replacing with gate. Reported to RoW team 04 / 04 / 22 Ref no 220481748
	38 / 22	Btw the fort & Parrotts Farm - C	2022 - 04	Gate CSL/2226 on path CSL/26/3 - latch part missing from gate. Ref: 220428597
	39 / 22	Behind Parrots Farm - C	2022 - 04	Gate CSL/43454 on path CSL/26/3 - latch missing on closing post. Ref: 220434511.
Footpath signage	35 / 22	Hawridge Vale - H	2022 - 04	Leaning & damaged footpath signpost & damaged finger at end of Hawridge Vale Reported to RoW team 04/04/22 signpost: CSL/43413, fingerpost CSL/10413 on path CSL/48B/2. Report ref: 220473966