

## CHOLESBURY-CUM-ST LEONARDS PARISH COUNCIL

The Annual Parish Meeting of the Parish Council and the Parish Council Meeting took place at St Leonards Village Hall on Tuesday, 30th May 2023 at 6.30pm

**Present:** Cllrs Ingram, Maury, Matthews and Kersting

**In attendance:** Parish Clerk Mrs Hayley Farrelly

### ANNUAL MEETING OF THE PARISH

5567) To receive apologies for absence  
Buckinghamshire Council Cllr T Birchley, Cllr J Macbean and Cllr M Fayaz had sent their apologies.

5568) Election of the Chairman and Vice Chairman  
The Clerk asked for nominations for Chairman. Cllr Matthews proposed Cllr Ingram; Cllr Kersting seconded the nomination. Cllr Bill Ingram was duly elected as Chairman for one year.

The Chairman asked for nominations for Vice Chairman. Cllr Ingram proposed Cllr Kersting, Cllr Matthews seconded the nomination. Cllr Graham Kersting was duly elected as Vice-Chairman for one year.

5569) To receive the Chairman's Declaration of Office, countersigned by the Proper Officer or, if not then received, to decide when it shall be received  
The Chairman signed the Declaration of Office

5570) To appoint representatives for Turpin Charity and St Leonards Parish Hall

- (i) Turpin Charity – John Allen - appointed
- (ii) St Leonards Parish Hall – Cllr Bill Ingram – appointed
- (iii) Springall Hill allotment matters-Cllr Graham Kersting
- (iv) Green at Buckland Common-Cllr Bill Ingram

### PARISH COUNCIL MEETING

5571) To approve the minutes of the meeting of the Parish Council held on 18<sup>th</sup> April 2023 and deal with any Matters Arising  
Approved and signed

5572) To receive declarations of interest  
None

5573) Reports from Buckinghamshire Councillors  
None present

5574) To suspend standing orders and invite questions from members of the public  
Two members of the public were present. No questions were asked.

5575) Reports

- (a) Chairman's Report and Questions including
  - (i) Changes to meeting schedule  
Councillors agreed to a revised meeting schedule, meeting seven times a year in January, March, May, June, September, October and November. In the months when no meeting is scheduled, the parish council will convene a meeting, should the need arise to deal with a planning application or any other parish council business.
  - (ii) Councillor responsibilities  
Cllr Kersting and Cllr Ingram are current signatories on the bank mandate. Cllr Matthews is to be added as a signatory.
  - (iii) Consider potential projects for a Community Board grant  
The grant application for the coronation mug project was declined due to the purchase of the mugs before the grant was approved. Following discussions between Ross Tackley (Community Board Manager) and Cllr Ingram, the Community Board has offered to support another community project. Cllr Ingram suggested that the replacement of the noticeboard near The Green could be one option and asked councillors to suggest any other projects in the parish. The Community Board website has a list of approved projects and this can be found through the link <https://www.buckinghamshire.gov.uk/community-and-safety/improving-your->

local-community/. Councillors will discuss and agree the project at the June Parish Council meeting and the clerk will then make the necessary application.

v) Archive Paperwork and Risk Assessment

The deeds and archive paperwork in relation to the parish council has been received. There are a number of important documents that have been found but we continue to search for one manilla envelope which probably includes the deeds to The Green. We do have documents of the registration of The Green under the 1977 Green Act and the grant given by Buckinghamshire Council for making The Green Useable through extensive landscaping that was required to make good two historic gravel pits there.

vi) Luton Airport

Luton Rising's application for a Development Consent Order for the sustainable long-term growth of London Luton Airport has been accepted for detailed examination by the Planning Inspectorate. Cllr Ingram has registered the parish council as being in an affected area due to an increase in air traffic and noise, and he has requested an electronic version of the full application documentation.

<https://m.luton.gov.uk/Page/Show/news/Pages/Proposed-expansion-of-London-Luton-Airport-accepted-for-examination.aspx>

(b) Clerk's Report

(i) Councillors reviewed and approved of the following governance/policy documents:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Complaints Policy
- Asset Register

(ii) Councillors noted that at the next meeting, the review and approval of the following governance/policy documents will take place:

- Publication Scheme
- Data Privacy Policy
- Risk Analysis Schedule
- Internet Bank Procedures
- Accessibility Statement – Councillors noted that the link to the privacy policy and cookies currently does not work. The clerk agreed to look into this further.

(iii) To note that the Covid-19 Continuity Plan has been archived

Noted

(iv) Co-option of Councillor

Councillors heard that the Clerk had received notification from the Elections Team at Buckinghamshire Council that they had not received a request for an election, following the notification of vacancy following Chris Brown's resignation. The parish council were informed that they could now co-opt into this vacant position.

(v) Internal Audit

Councillors noted that the internal audit report has been received and the parish council finances, governance and paperwork is all in order. Councillors will be asked to review the paperwork before the June meeting and will be asked to approve accounting statements, bank reconciliation, variances, internal audit report and observations and to set the dates for the Notice of Public Rights.

5576) Finance

(a) To note the following regular orders of payments

- (i) Clerk's net salary for May 2023 - noted
- (ii) HMRC – £110.00 – noted
- (iii) ICO - £35.00 – noted

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

- (i) Clerk's Expenses - £205.97 (which includes 50% PO Box of £198) - approved
- (ii) Hall Hire - £22.75 – approved
- (iii) Internal Auditor - £120.00 - approved

(d) To note the following payments to the parish council:

- (i) VAT return for the last financial year - £153.46 - noted
- (ii) Devolution payment - £1227.88 - noted

(e) To review and approve the insurance for 2023/24 with a premium of £319.47

Approved

The clerk confirmed that the insurance includes cover for activities on The Green and allotments.

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

- (i) Clerks salary
- (ii) HMRC

- (iii) Dog bin collection
- (iii) Information Commissioner's Office – Data Protection Registration Fee (Direct Debit)
- (iv) Water Bill Allotments (Direct Debit)

Councillors reviewed and approved the regular payments/direct debits/standing orders.

5577) 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/23/1360/FA - Dundridge Manor Oak Lane St Leonards Bucks HP23 6NN – no comments
  - (ii) PL/23/1114/FA - The Chiltern Velo Café Hawridge Common Bucks HP5 2UQ – no comments
- (c) To receive decisions from Buckinghamshire Council  
See schedule
- (d) To receive notice of appeals  
See schedule
- (e) To receive an update on enforcement matters – see schedule
  - (i) OS Field 4800 Cholesbury Lane  
Breach of planning control: Without planning permission, the material change of use of the Land to a caravan site for residential purposes by the stationing of caravans ("the Unauthorised Use") and integral to and to facilitate the Unauthorised Use, the laying of hardstanding, the creation of a new vehicular access onto Cholesbury Lane and the erection of a timber outbuilding.

5578) To consider matters relating to Highways and Rights of Way

- (a) Review Highways and Rights of Way Schedule and to consider whether to continue to maintain the schedules  
Councillors discussed the ongoing usefulness of the highways and rights of way schedule. Councillors noted that it was not a statutory requirement to maintain a schedule but agreed that it was important to keep abreast of the larger issues in the parish. Cllr Kersting was asked to consider whether the schedule should be maintained for the future.
- (b) Other highways matters  
None

5579) To consider matters relating to the Green at Buckland Common, Springall Hill Allotments and other maintenance matters

Cllr Kersting agreed to visit the allotments to make a decision on the structure that has been built on the allotment without permission.

The Green

Two complaints were received regarding the cutting of The Green. Responses have been sent by the clerk.

5580) To note date of the next meeting:

- (i) Tuesday, 20<sup>th</sup> June 2023 at 6.00pm

Application No	Address	Description of Proposal	Date Submitted	Expiry Date	Parish Council Response	Status / Additional Comments
<b>Decided</b>						
L/22/4152/EU	Tankards Dene Hawridge Vale Hawridge Buckinghamshire HP5 2UG	Certificate of lawfulness for the existing use of land for private leisure and recreation.	1 Dec		Jan 23 No comments	Existing use granted
<b>Outstanding</b>						
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/22/1050/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/22/3841/FA	The Cottage Hawridge Common Hawridge Buckinghamshire HP5 2UQ	Two storey front extension, solar panels and sun tunnels to front and north side, changes to doors and windows, pitched roof and side canopy to existing outbuilding	28 Dec		Jan 23 No comments	
<b>New Applications</b>						
PL/23/1360/FA	Dundridge Manor Oak Lane St Leonards Buckinghamshire HP23 6NN	Change of use of redundant agricultural grain storage barn to self storage facility and use of existing vehicular access	11 May		May 23 No comments	
PL/23/1114/FA	The Chiltern Velo Café Hawridge Common Hawridge Buckinghamshire HP5 2UQ	Single storey side/rear extension to existing cafe and additional parking bays	17 April		May 23 No comments	

**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 remains in force despite conclusion of Planning Appeal