

CHOLESBURY-CUM-ST LEONARDS PARISH COUNCIL

The Parish Council Meeting took place at St Leonards Village Hall on Tuesday, 20th June 2023 at 6.00pm

Present: Cllrs Ingram (Chairman), Matthews, Kersting and Maury

Also Present: Mrs Farrelly (Clerk) and Buckinghamshire Council Councillor Birchley

5581) To approve the minutes of the Annual Parish Meeting regular monthly meeting of the Parish Council held on 30th May 2023 and deal with any Matters Arising
Approved and signed by the Chairman

5582) To receive declarations of interest
None

5583) Reports from Buckinghamshire Councillors

- Work on the Highways has been rolled out under a new contract and fifteen repair crews have recently repaired 3800 pot holes
- Patricia Birchley has been appointed as Chair of Buckinghamshire Council and has attended lots of events.
- HS2 continues to be very difficult to manage

Cllr Matthews highlighted that whilst it was encouraging to see potholes being addressed, it was also very frustrating when crews were sent out and they appeared to not have the ability to make decisions on site as to the most crucial repairs that were required. Councillors agreed that some discretion was needed for crews to work more effectively and Cllr Birchley agreed to feed this back to the teams.

Cllr Birchley asked whether the PC would find it beneficial to meet with the Local Area Technician for Highways to identify and discuss key issues in the area. Councillors agreed and Cllr Birchley agreed to arrange this.

5584) To suspend standing orders and invite questions from members of the public
None

5585) Reports

(a) Chairman's Report and Questions including

(i) Community Board Grant

Cllr Ingram had updated councillors on grants available from the St Leonards Church Trust funds as well as Community Board grants for projects in the parish. Suggestions for projects included a new PC noticeboard near the Green to replace the current dilapidated noticeboard, playground improvements in St Leonard, public noticeboards, benches and picnic benches for the Green, electric vehicle charging points and refurbishment costs for the allotments. Councillors were asked to consider other projects and further discussions would take place to consider next steps.

(i) Luton Proposal

Since low level flight paths are not within the scope of the Luton Rising planning application, there is not much we can specifically comment on. However, there will undoubtedly be consultations on low level flight paths as a consequence of the CAA and NATS current review of high altitude routes in the South.

(b) Clerk's Report including:

(i) To note the review and approval of the following governance/policy documents:

- Publication Scheme
- Data Privacy Policy
- Risk Analysis Schedule
- Internet Bank Procedures
- Accessibility Statement

With the exception of the Publication Scheme, councillors reviewed and approved the policies listed above.

Further work would be carried out reviewing the publication scheme with the clerk and Cllr Kersting.

5586) Finance

(a) To note the following regular orders of payments

- (i) Clerk's net salary for June 2023 - noted
- (ii) HMRC – £110.00 - noted
- (b) To approve the following orders for payment and any other arriving after this notice
 - (i) Clerk's Expenses - £8.00 - approved
- (c) To note the 2022/23 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.

Councillors noted the recommendation from the auditor for a council owned laptop for the clerk and how documents were stored and agreed that whilst a dedicated laptop was not required, an external hard drive to back up council documents could be purchased.

- (e) 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 30th June to the 11th August 2023 and the notice will be published on the website and parish noticeboards on the 26th June 2023.

5587) Planning (see planning schedule)

- (a) To note any responses to planning applications since the last meeting
See schedule
- (b) To deal with any planning applications, including those received after the date of this notice:
 - (i) PL/23/1867/KA - The Old Rectory Cholesbury Ln Cholesbury Bucks HP23 6ND – no comments
 - (ii) PL/23/1714/FA - Old Britannia Bottom Road Buckland Common Bucks HP23 6NU – no comment
- (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
The Enforcement Officer visited the site of Field A4800 Cholesbury Lane, Buckland Common after the recent movement of caravans. No further update has been received and Cllr Ingram would follow up with the enforcement team.

5588) To consider matters relating to Highways and Rights of Way

Councillors agreed that a schedule to track highways and rights of way matters with a safety implication would continue but not the more routine items such as signposting and roundalls.

5589) To consider matters relating to the Green at Buckland Common, Springall Hill Allotments and other maintenance matters

The Green

Cllr Matthews reported that the Green had been cut that week but that there had been a need to stop cutting as a very small number of residents stood in front of the tractor, preventing any further cutting to be done. Cllr Ingram agreed to visit the Green to investigate further. Councillors were reminded that the parish council approved a new cutting schedule for this year, which was significantly different from previous years. Whilst it was recognised that some residents would be opposed to the new cutting schedule, it had been agreed that this would take place for a period of one year, upon which it would be reviewed. Councillors were further reminded that the Green is owned by the parish council and it was entirely their decision as to the agreed cutting schedule for the benefit of all residents.

Councillors were pleased to hear that the Green has been being used for sports activities recently.

Allotments

Councillors agreed that the structure that has been erected on one of the allotments will be removed.

Councillors and the Clerk discussed the current condition of the allotments and agreed that they had become untidy and in need of significant maintenance. Grants were discussed for refurbishment and it was agreed that further discussions would take place with a maintenance proposal to be circulated for consideration in due course.

- 5590) To note date of the next meetings: These could change as a result of resolving a diary conflict.
- (i) Tuesday, 26th September 2023 at 6.30pm
 - (ii) Tuesday, 24th October 2023 at 6.30pm
 - (iii) Tuesday, 28th November 2023 at 6.30pm

Application No	Address	Description of Proposal	Parish Council Response	Status / Additional Comments
Decided				
PL/23/1114/FA	The Chiltern Velo Café Hawridge Common Hawridge Bucks HP5 2UQ	Single storey side/rear extension to existing cafe and additional parking bays	May 23 No comments	Refuse Permission
Outstanding				
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	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	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	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	Jan 23 No comments	
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	May 23 No comments	
New Applications				
PL/23/1714/FA	Old Britannia Bottom Road Buckland Common Buckinghamshire HP23 6NU	Single storey extension and alterations linking the existing dwelling and outbuilding. New window and door to rear of existing dwelling. New door and infill of existing opening in the outbuilding.	June 23 No comments	
PL/23/1867/KA	The Old Rectory Cholesbury Lane Cholesbury Buckinghamshire HP23 6ND	3 ash trees - fell (Cholesbury and Hawridge conservation area)	June 2023 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