

**LANE END PARISH COUNCIL  
 MINUTES OF THE FULL PARISH COUNCIL MEETING ON MONDAY 1<sup>ST</sup> JUNE 2020 HELD VIA ZOOM**

**ATTENDANCE:** Cllrs Detsiny – Chairman, Achurch, Coulter, Dunning, Harries, Hunt, Nolan, Osborn, Stewart and Wright.

**CLERK:** Mrs Hayley Glasgow

**BUCKINGHAMSHIRE COUNCILLOR:** Cllr Ian McEnnis

**MEMBERS OF THE PUBLIC: 7**

<p>1) <b>Apologies for absence</b>          Cllrs Sarney.</p>	10/2020
<p>2) <b>Declarations of any personal or prejudicial interests</b>          None.</p>	
<b>MEETING CLOSED FOR PUBLIC QUESTIONS - MEETING RE-OPEN</b>	
<p>3) <b>Minutes</b> – Approval of the Full Parish Council Meeting on 2<sup>nd</sup> March 2020.          Council approved the minutes to be a true and accurate record. The Chairman will sign the minutes at a later date.</p>	Action – Clerk
<p><b>4) Update re the Annual General Meeting &amp; Annual Meeting of the Parish Council</b></p>	
<p>We are currently in the midst of the Covid 19 pandemic. This has resulted in the cancellation of the Annual Parish Meeting (APM) and the Annual Parish Council Meeting (APCM). Following Government Guidelines, the current Chairman and Vice Chairman will continue in office for another year. The Parish Council will continue to operate and will probably hold parish council meetings via zoom for the foreseeable future.</p>	
<p>5) <b>Finance</b> -        i) To approve delegated authority re online banking – retrospective          Due to the pandemic cheques are not an option. The Clerk has been entering all payments onto the Income and Expenditure Report. The report is issued to Councillors for comment. The Clerk enters all of the payments on the on-line banking system. Payments are entered and then checked by the Clerk before being confirmed. The Clerk prints a bank statement showing all payments and sends this to Councillors Coulter and Detsiny for approval.          Council approved The Clerks authority to carry out on-line banking.</p>	
<p style="text-align: center;">ii) Approval of the accounts for March 2020 – retrospective          Council approved the payments. The following figures were noted : Direct Debits - £1,127.83.          Bacs - £10,204.07. Income - £910.00.</p>	
<p style="text-align: center;">iii) Approval of the accounts for April 2020 – retrospective          Council approved the payments. The following figures were noted : Direct Debits - £1,161.80.          Bacs - £13,833.22. Income - £5,285.89. It was noted that £2,000 of the income was a Grant held on behalf of the Community Support Group.</p>	
<p style="text-align: center;">iv) Approval of the accounts for May 2020          Council approved the payments. The following figures were noted : Direct Debits - £1,159.34.          Bacs - £10,708.34. Income - £97,918.18. It was noted that the Precept and VAT payments had been received.</p>	
<p style="text-align: center;">v) Approval of the Grant to Community Matters – retrospective          Council approved a grant of £500 to Community Matters.</p>	
<p style="text-align: center;">vi) Approval of the Grant to the Community Support Group – retrospective          Council approved a grant of £300 to the Community Support Group paid directly to Londis.</p>	
<p style="text-align: center;">vii) Approval to hold a grant on behalf of the Community Support Group from Heart of Bucks – retrospective          Heart of Bucks donated £2000 to the CSG. They do not have a bank account. The funds are being held in the PC account and are shown separately on the financial accounts.</p>	

<p>viii) To agree gate/post repair works in the parish  Posts on Ditchfield Common adjoining the track to E&amp;R Meakes  To remove old posts and replace with 4 wooden bollards. Including materials and labour - £300.00.  Approved by Council.</p> <p>Post on Ditchfield Common opposite Blacksmith Cottage  To remove old posts and replace with 6 wooden bollards. Including materials and labour £450.00.  Approved by Council.</p> <p>Side Gate – Bunkers Allotments  To dig out old broken fence post and replace with new post and re-fix lock to post £155.00.  Approved by Council.</p>	<p>11/2020  Action – clerk</p> <p>Action – clerk</p> <p>Action – clerk</p>
<p>ix) To agree maintenance of the Parish Council noticeboards  Noticeboards X 3, Clean the noticeboards inside and out, Clean cork and Perspex, Clean noticeboard frame, Removal of algae, Remove any sticky tape, Oil the locks and handles  Cut back greenery where needed. Quoted £45 per noticeboard.  Approved by Council.</p>	<p>Action – clerk</p>
<p>6) <b>Audit</b> - i) To receive the Internal Auditors report  The Parish Council noted the Internal Auditor had scrutinised the documents and raised no concerns. The Internal Auditor commented that the documents are kept to a very satisfactory standard. Council thanked The Clerk.</p>	<p>Action – clerk</p>
<p>ii) Consider the Annual Governance Statement  Council considered the Annual Governance Statement and agreed all the items.</p>	<p>Action – clerk</p>
<p>iii) Sign off the accounts Year Ending 31<sup>st</sup> March 2020  Council agreed the year end accounts for year ending 31<sup>st</sup> March 2020. The Chairman and Clerk will sign the documents.</p>	<p>Action – clerk / chairman</p>
<p>iv) To note the Asset Register  Council noted and agreed the asset register.</p>	
<p>v) To note the Risk Schedule  Council noted and agreed the risk schedule.</p>	
<p>7) <b>Upkeep of the Parish</b> - i) To agree the Parish Councils preferred electrician contractor  Council agreed the preferred electrician contractor to be Paul Smale Electrical Services.</p> <p>ii) To agree the Parish Councils preferred general maintenance and minor works contractor  Council agreed the preferred general maintenance and minor works contractor to be JSG Handyman and Plumbing Services.</p> <p>Council will consider at the July meeting the monthly threshold of payments to these contractors.</p>	<p>Action – clerk</p>
<p>8) <b>Update re the Grass Cutting Tender</b>  The grass cutting tender documents were sent to five contractors. One contractor submitted a tender. Due to the pandemic Buckland Landscapes had been asked to continue with the grass cutting until further notice.  Council agreed that Buckland Landscapes should continue with the existing grass cutting contract until March 2021. If any additional cuts are required these can be added throughout the year.</p>	<p>Action – clerk</p>
<p>9) <b>Update re Land lying to the North of Ridge Close</b> – to receive tree safety inspection report and Quotations for works  LEPC submitted a TPO application for works on the trees as per a report provided by Ridgeway Woodlands. A split decision notice was issued from Buckinghamshire Council.  Ridgeway Woodlands provided a further report, and this has been sent to BC.  For the work on T5 oak, to reduce lateral branches going over public highway by 2meters with all waste removed from site - £700.  A Parishioner asked if the wood left from the fallen tree could also be removed. The Clerk will obtain a price for this.  A Parishioner asked if a new tree could be planted in place where the one had fallen. Council will investigate this and discuss at a future meeting.</p>	<p>Action -clerk</p>

<p>Council agreed for the works to be completed in line with the split decision notice.</p> <p><b>10) To discuss the results from the speed survey on B482</b>  Buckinghamshire Council provided data from the speed survey and this was submitted to all Councillors and a Parishioner whom requested the information.  There are several times in the day where the speed is too high. It's possible that the data may be of interest to the Police should they consider carrying out any speed enforcement checks and should a future proposal arise for traffic calming BC will refer to the data.</p> <p>The speed limit was reduced to 40 mph at Cadmore End and traffic calming measures were installed in the vicinity of the school, these measures cost £90,000. LEPC contributed £10,000. Bucks Council have checked the collision history within the 40 mph section at Cadmore End and advise that there have been four slight injury collisions in 5 years, the contributing factors noted by the Police involved impaired by alcohol, dazzled by the sun and hit an animal in the carriageway. As a result relatively low and random nature of these collisions Bucks Council are not currently considering any safety improvements along this stretch of road.</p> <p>The Clerk discussed other measures including Vehicle Activated Signs and chicanes, the latter of which requires lighting which is likely to involve significant cost.</p> <p>Council noted the report and decided not to take any further action at the moment based on the findings.</p> <p><b>11) Lane End Playing Fields-</b> i) Extension of the CCTV  There was a proposal for an extension to the CCTV. It is estimated that the costs could be in the region of £5,000 to £8000. Cllr Coulter will obtain some accurate costings, and this will be discussed at a future meeting.</p> <p>ii) General update  The Pedestrian gate has been open for just over a week. The vehicle access gate remains locked. There are 5 dog warden volunteers randomly checking the playing fields and to do date there are no reports of dog fouling. New dog fouling signs have been installed around the perimeter of the field.  There is a LESA committee meeting scheduled to discuss the re-opening for football teams etc.</p> <p><b>12) Update re Chalky Field</b>  Council has reached agreement in principle for the sale of Chalky Field and is moving forward with the purchaser who were the highest bidder for the site. Matters are not progressing as quickly as LEPC would have hoped, but this is mainly due to the impact of the coronavirus pandemic. The purchaser has put a Pre-Application Planning Submission to Buckinghamshire Council and are continuing to undertake a full due diligence process.</p> <p><b>13) Electrical Vehicle Charging Stations</b>  LEPC has been contacted by the Strategic Transport and Infrastructure, Planning, Growth &amp; Sustainability Directorate at Buckinghamshire Council regarding electric vehicle (EV) charging points. In 2019 Buckinghamshire Council installed approximately 60 electric vehicle charging points in residential areas where there is no access to off-street parking. These installations were completed using funding secured from the Office for Low Emission Vehicle's (OLEV) On-Street Residential Charge Point Scheme. They are now preparing to submit a second application to this fund with the hopes of installing a second round of electric vehicle charging points across the county.</p> <p>Since the first round of installations Buckinghamshire Council have completed an Electric Vehicle Charging Plan. This plan is to help create a strategic approach to the future installations and to guide the future bidding. The plan used a range of data sources to identify priority locations, suitable charger types and the most appropriate commercial models. Having received these outcomes BC now plan to target the priority areas identified through a second application to the OLEV On-Street Residential Charge Point Scheme.</p> <p>Lane End has been identified as one of the priority areas for installation by this work. BC are working to identify potential charger locations within the Parish, primarily on-street locations in residential areas with limited access to off-street parking, however some council owned car parks will also be considered by OLEV.</p> <p>LEPC have been asked to help identify potential locations. Cllrs Stewart and Nolan will work on suggested locations and liaise with The Clerk</p> <p><b>14) Quotation for works to the trees on the village green</b></p>	<p>12/2020</p> <p>Action - clerk</p> <p>Action – clerk</p> <p>Action – cllrs  Nolan /  Stewart / Clerk</p>
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Ridgeway Woodlands have provided a quotation for tree works on the village green. Cllr Stewart will have a further discussion with Ridgeway Woodlands regarding the proposed works. The Clerk will add this to the July agenda.

13/2020  
Action – cllr  
Stewart

### 15) Clerk's report

The items below summarise the Clerks activities since the last meeting.

1. The new Parish Council website is now live – [www.laneendparishcouncil.org.uk](http://www.laneendparishcouncil.org.uk)
2. Councillors need to check their DPI's are up to date.
3. The Parish Councils Facebook page is up and running. This is being updated frequently.
4. There was an act of vandalism at the playing fields, specifically on the football pitch. This was reported to the police and the CCTV was checked, nothing was found, and the case has been closed.
5. A skip has been provided at Lane End Playing Fields for the removal of rubbish.
6. There was a pressurisation leak at the pavilion. This has been repaired.
7. The wire fencing at the playing fields has been damaged by people climbing over to retrieve their footballs from the adjoining land. This has been repaired.
8. The gates at the playing fields have been locked throughout the pandemic but these are now open again.
9. Dog fouling concerns have been raised at the playing fields by the grass cutting contractor and LESA Committee members. Several meetings have taken place and it was agreed that the Parish Council would seek volunteer dog wardens to man the playing fields. The hope is that if we are more active, people will be more likely to clean up after their dogs. Signs for the football pitches and signs for the perimeter of the field have been ordered. Volunteers have been given flyers to hand out and an ID badge.
10. I have been doing research regarding legislation about dog fouling and what powers the Parish Council have. Parish Council staff can issue fixed penalty notices, but Buckinghamshire Council would prefer witness statements to be provided and they issue the FPNs. Banning dogs from land should only be done where the land is fenced and stray dogs cannot enter the land, this is why dog bans tend to apply to small fenced areas such as play areas. However, that is not to say the PC couldn't get legal advice on this matter if we wish to pursue this.
11. A contractor working on behalf of SSE recently completed a tree survey and there has been a number of sites identified in Moor End Common SSSI site that require tree cutting. After meeting with Katy Dunn and discussing the works they would like to carry out, they have sent a detailed method statement to Natural England to apply for consent to carry out the tree work.
12. There have been several issues with the alarm system at the Pavilion. The fire brigade has been out a couple of times and keyholders have been called, these were false alarms. An engineer from ART has been to site several times to try and locate the fault. I believe the faults have now been rectified.
13. There have been several reports of Japanese Knotweed. I have asked a contractor to spray these. They advise that it needs to be fully grown before spraying.
14. Complaints were received from Sandyfield allotment tenants because of the road closure over a 3 day period. Tenants were not able to access their allotment while a water connection was being installed.
15. The locks on the AED units are stiff and the cabinets need a good clean. Quotation as followed: Spray the keypad lock with WD40 to disperse any water. Clean the outside of the cabinet. Wipe down the outside of the cabinet with car wax. Open the cabinet and wipe out any condensation. £45 per unit. I Quotation accepted.

Action – All

<p>16. The VAT claim has been submitted. The VAT payment has been received.</p> <p>17. The year end pension report has been submitted.</p> <p>18. The year end HMRC report has been submitted.</p> <p>19. The year end accounts has been completed.</p> <p>20. The Summer Edition of Clarion looks fantastic, thanks to Katy Dunn, Gill Barrett and all of the volunteers for distributing the magazine.</p> <p>21. The first half of the precept has been received.</p> <p>22. I have received a lot of correspondence regarding a breach of planning and parking issue.</p> <p>2 Sycamore Cottages Church Road Lane End HP14 3HL Ref. No: 15/08152/FUL</p> <p>I have been advised that the above application was granted as storage but this has been converted into accommodation and rented out. This has been reported as a breach of planning by Cllr Jean Tessedale.</p> <p>It would appear that the homeowners and their guests are parking between 4 and 6 vehicles on Ditchfield Common. These have been removed so that the grass can be cut. Residents have asked if a sign can be erected to state that only residents of Ditchfield Common may park on the common.</p> <p>At this current time the issue of parking has been resolved. Should the issue re-appear we will consider signage.</p> <p>23. The Parish has a fantastic team of volunteers who have been coordinating shopping, prescriptions etc for the vulnerable and anyone isolating. They are doing an amazing job.</p> <p>24. Quite a few new allotment plots have been rented recently. Chalky Field is full and Bunkers and Sandyfield are nearly full.</p> <p>25. Some planning applications have been agreed and submitted. A planning list was emailed to Councillors.</p> <p>26. SSE are providing a limited service. Some street lights have been reported as not working.</p> <p>27. The Best Kept Village Competition has been cancelled.</p> <p>28. I have received reports re the dog waste bin on Ditchfield Common being over full. These have been reported to TSB Hygiene.</p> <p>29. Reporting on the AED Units is no longer being sent to Heartsafe. I have completed NHS ambulance AED unit forms and these have been submitted.</p> <p>30. The village fete has been cancelled.</p> <p>31. I have submitted reports of overgrown hedges on fixmystreet,</p> <p>32. An allotment plot at Chalky Fields has been left in a bad state with lots of rubbish. It is proposed that a skip is supplied for the tenant to remove the rubbish and for other tenants to make use of. Cllrs Stewart and Wright will visit the site and liaise with The Clerk.</p> <p>33. The Clerk has done some overtime in March, April and May. Council agreed The Clerk should be paid the overtime.</p> <p><b>15) Invitations to Meetings, Correspondence &amp; Reports received</b> Council noted the report.</p> <p><b>16) Matters raised by Councillors</b> It was reported that there is a lot of excess rubbish around the public bins in the village. The Clerk will put a post on the Facebook page.</p>	<p>14/2020</p> <p>Action - clerk</p> <p>Action – clerk</p> <p>Cllrs – Wright / Stewart</p>
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It was reported that the new facebook page and website look very good and were informative for Parishioners. Council thanked The Clerk for her hard work on these.  
It was reported that the Paul Deriaz sign at Chalky Field is blocking the view of the road. Cllrs Wright and Stewart will action this.

**18) Planning: To consider new applications and receive Wycombe District Council Decisions and Appeals**

Action - clerk

20/06112/FUL - OS Parcel 0345 to North West of Rackleys Farm, Marlow Road, Cadmore End

Erection of maintenance equipment store building and creation of 8 parking spaces (Part Retrospective)

**No comment.**

20/06072/FUL - 72 Simmons Way, Lane End

Construction of two storey side extension and single storey side/rear extension in connection with change of use dwelling (C3) to 7 bedroom HMO

**We note that there are a fair number of objections to the proposed change of use from a dwelling to a House of Multi Occupancy ( HMO ) at the above address, and whilst some of the objections are not quite accurate we agree with the general opinion that this development is not in the public interest and will have a detrimental impact on the immediate neighbourhood and we would therefore object to this proposal being approved**

**In support of our comments we would wish to make the following observations ;**

**1) The forerunner to this application,(19/07491/FUL) indicated the ' Red Line ' of the development as incorporating the original foot path to the frontage of the site,which added a not inconsiderable area of land to the original property frontage ,and we are advised that this was agreed by a WDC officer ?**

**2) At Public questions at a recent Parish Council (ZOOM ) meeting the applicant confirmed that she had adopted the use of an existing dropped kerb arrangement (which is prevalent along Simmons Way for service access ) and used the public open space as access to build the approved extension. We believe this is subject to consideration under application 20/00045/OP but have been unable to access this file. The applicant advised that this was agreed between WDC and her architect ? If this is the case then the ' Red Line 'on the site plan should therefore incorporate this area of land if it is to be legally transferred to the applicant and used as permanent access**

**3)The applicant advised at that it was the intent to park 2 cars on the property and 2 cars on the proposed driveway across the Public Open Space and any other cars on available spaces on the Estate This would infer that parking would be linear with much need for 'shunting ' of cars as necessary to suit the social and work patterns of the residents This would create increased traffic movements at a not insignificant bend in the roadway, and cause continual disturbance to the immediate neighbourhood,which we consider as being unacceptable and unsafe.**

**4) There is little information provided on the external amenities afforded to the property which is considered necessary to an HMO of this capacity ,nor any indication of bin storage/management**

20/05857/FUL - 12 Spring bank Road, Lane End

Householder application for garage conversion and associated external works

**No comment.**

20/06032/FUL - Chiltern Cottage Church Road Cadmore End

Householder application for construction of front porch, bay window to front,two storey side extension, detached car port. Internal alterations, alterations to fenestrations and creation of drive/access with 5 bar gate and new oil tank

**No comment.**

Comments submitted the following comment during the period of no meetings :

20/05938/FUL

18 New Road Bolter End

Householder application for construction of part single/part two storey rear extension following the demolition of existing single storey rear extension

**No objection – comments submitted.**

<u>20/05884/FUL</u>	Fryers Farm Fryers Farm Lane Lane End	Construction of 2 x brick piers marking the entrance to Fryers Farm and West Wycombe Estate <b>No objection – comments submitted.</b>
<u>20/05711/LBC</u>	2 Kensham Farmhouse Watercroft Lane Cadmore End	Listed building consent for installation of through floor lift <b>No objection – comments submitted.</b>
<u>20/05633/FUL</u>	Broom Fingest Lane Bolter End	Householder application for construction of two storey rear and first floor front extension following removal of side and front extensions and detached garage with vehicle access. <b>No objection – comments submitted.</b>
<u>20/05431/FUL</u>	The Haven Marlow Road Lane End	<b>Council notes that objections again lodged by adjoining neighbours and we share their concerns . Council are most concerned at the extent of civil engineering that will be involved on this development, grubbing out the original house footings and the extensive excavations required to install the proposed on - site holding tanks, and disposal of resulting arisings. This may disturb existing boundaries and landscaping to the detriment of the area. We also note that one of the houses appears to be sited over an existing sewer line and no doubt the Water Authority will have commentary on this which may fetter the proposals. We consider that at a minimum conditional consent if granted should have a requirement that a method statement detailing the protection proposals for existing habitat be submitted and approved prior to works progressing – comments submitted.</b>
<u>20/05653/TPO</u>	Land To The North Of Ridge Close Lane End	Tree works as per the schedule <b>No objection – comments submitted.</b>
<u>20/05579/FUL</u>	The Loft Finings Road Lane End	Householder application for installation of external insulation and rendering to parts of the house <b>No objection – comments submitted.</b>
<u>20/05570/FUL</u>	Field North West Of Keepers Cottage Chequers Lane Cadmore End	Change of use of part of field from Agricultural to allow erection of container for storage of equipment including mowers & formation of a triangular area of level field with a grass landing strip for the purpose of flying model aircraft <b>No objection – comments submitted.</b>

NEXT MEETING: Full Parish Council Meeting will be held on Monday 6<sup>th</sup> July 2020 venue or Zoom meeting link to be confirmed.

Meeting closed at 21.15

The Chairman.....Date.....