



The Parish Council

Lane End Parish Council, PO Box 1616, High Wycombe, HP12 9FS. Tel: 01494 437111.
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To members of the Council

You are hereby summoned to attend the meeting of Lane End Parish Council on **Monday 7th April 2025 at 7.30pm at Lane End Sports Pavilion** for the purpose of transacting the following business.

Mrs H Glasgow, Clerk to Lane End Parish Council

Wednesday 2nd April 2025

Members of the public are invited to address the council

Members of the public are welcome to attend the meeting but may only participate during Public Participation. There is an overall time limit of 15 minutes for this segment. Multiple speakers for the same item may wish to select a single speaker or to edit their own contribution to ensure the maximum number of speakers can be accommodated.

No single speaker may speak longer than 3 minutes. Points raised, but not on this evening's agenda, may not be addressed at this meeting but will be answered during the working week or added to a future agenda as appropriate.

AGENDA

1. Apologies for Absence

2. Declarations of Personal or Prejudicial Interests

3. Minutes: To confirm the minutes of the Full Parish Council Meeting held on Monday 3rd March 2025.

4. Planning: To consider new planning applications (see Planning Appendix).

5. Clerk's Report, Correspondence & Invitations to Meetings: To receive the Clerk's Report and review any invitations to meetings, correspondence, and reports received (see Appendix).

6. Finance

6.1 Approval of Accounts for March 2025.

6.2 Donation request from Holy Trinity Church.

6.3 Donation request from Lane End Village Fete.

6.4 Donation request from Frieth School PTA – Frieth Hilly

6.5 Consideration of a quotation for a shield on a street light at Wheeler End Common.

7. Website Development: Update on the progress of the new Parish Council website.

8. Community Engagement: Consideration of Developing a Community WhatsApp Channel

9. Community Projects Group Update: Progress report on the allocation of funds from the sale of Chalky Fields.

10. Lane End Playing Fields – Tender Process: Report on the tender preparation for improvement projects at Lane End Playing Fields.

11. Village Maintenance & Environmental Works: Quotation for tree works on Lane End Village Green.

12. Allotments

12.1 Discussion on whether the Council should provide skips for allotment sites.

12.2 Update on the new access to Sandyfield Allotment Site and its legal position.

13. Street Lighting: Update on the street lighting project in Cadmore End.

14. Grass Cutting Contract: Review and discussion of the grass cutting contract.

15. Review of documents

15.1 Asset Register Review: To review and agree the updated Asset Register for the Parish Council.

15.2 Risk Assessment Review: To review and approve the Parish Council's Risk Assessment.

16. Councillor Items & Future Agenda Requests: Councillors to raise any items for discussion at the next Parish Council meeting.

17. Next Meeting Dates

Monday 28th April 2025 at 6:00pm – Annual Parish Meeting at Rackleys Chiltern Hills.

Monday 12th May 2025 at 7:00pm – Annual Parish Council Meeting followed by a Full Parish Council Meeting.

Meeting to be closed – *Exclusion of Public and Press, to exclude public and press in accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of the item set out in Agenda item 15, due to the confidential nature of this item.*

It is proposed by the Chairman that the Public and Press be excluded from the remainder of the Meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential

18. Employee Matters.

Appendix – Expenditure- Expenditure – March 2025

Direct Debits

1. Virgin Media (Phone/Broadband): £80.10 (inc. VAT)
2. Virgin Media (Phone/Broadband): £75.65 (inc. VAT)
3. HSBC (Business Banking Charges): £5.00
4. HSBC (Business Banking Charges): £5.00
5. Drax Energy (Street Lighting Supply): £1,405.68 (inc. VAT)

Personnel Costs

1. Salaries/ Tax / NI / Pension: £5,877.90
2. Office Expenditure: £292.96

Environmental & Maintenance Services

1. Tree Works - Moorend Common: £400.00
2. Tree Works - Safety Inspection Surveys (M H Groundcare): £8,900.00 + £4,600.00
3. Environmental Services (TBS Hygiene): £184.80 (inc. VAT)

Technology & IT Services

1. Cloudy IT (Email Migration/IT Services): £1,413.00 (inc. VAT)
2. Aubergine (Website): £1,318.80 (inc. VAT)

Donations

1. Lane End Youth and Community Centre: £450.00
2. Lane End Twinning Association: £1,000.00

Miscellaneous

1. Water Supply (Castle Water): £15.04
2. Replacement Alarm Control Panel (Grange Security Systems): £431.99 (inc. VAT)
3. Environmental Services (JSG Handyman, Slabs Inspection, LEPP): £55.00
4. Environmental Services (Colin Sharman): £100.00
5. Cllr Expenses (Callum Stewart): £74.07
6. Hire of Hall (Cadmore End Village Hall): £36.00

7. Surveying Services (Marlow Construction & Surveying): £780.00 (inc.VAT)

Street Lighting Expenditure

1. Street Lighting Installation (Enerveo - LED Upgrades): £28,273.92 (inc. VAT)
2. Street lighting Maintenance (Enerveo) £476.66 (inc. VAT)

Income Categories

1. Allotments: £12.50 (BU02) + £12.50 (BU08) = £25.00
2. Clarion Sponsorship: £90.00 (Media People) + £80.00 (North's Garage) = £170.00

Appendix – Clerks Report

1. Meeting dates for 2025:

Monday 28th April – Annual Parish Meeting – Rackleys Chiltern Hills

Monday 12th May – Annual Parish Council Meeting & Normal Meeting – LEYCC

Monday 2nd June – Lane End Sports Pavilion

Monday 7th July – Cadmore End Village Hall

There will be no Parish Council Meeting in August

Monday 1st September – Lane End Sports Pavilion

Monday 6th October – LEYCC

Monday 3rd November – Lane End Sports Pavilion

Monday 1st December – Lane End Sports Pavilion

2. Update re The Peacock in Bolter End. Buckinghamshire Council has issued a Section 215 Notice under the Town and Country Planning Act 1990, requiring the landowner to take action to improve the condition of the site. The notice outlines the following requirements:
3. Removal of the damaged hoarding along the boundary.
 - Clearing of waste materials, including tyres, plastic items, timber, branches, and hedge trimmings.
 - Installation of a suitable boundary enclosure (up to 2m high).
 - Removal of all debris resulting from these works.

The landowner has one month from May 1, 2025, to comply with the notice. If the required actions are not completed, Buckinghamshire Council may take enforcement action, issue fines, or carry out the work themselves and recover costs.

4. I've been actively increasing social media updates to keep residents informed about Parish Council activities and important local issues. My goal is to enhance community engagement and ensure that vital information is easily accessible. If you have any ideas or suggestions for topics or updates that you believe would be valuable to share, I'd love to hear them.
5. I have placed the order for the replacement of various street light lamps with LEDs. The accepted quotation was £23,561.60, and this expenditure will be covered using CIL funds.
6. I have received a request from LESA via the Lane End Conservation Group regarding the area around the MUGA, which is due to be landscaped following recent tree surgery work. LESA and the Conservation Group would like to sow wildflowers in this space to create a pollinator-friendly area for bees and other wildlife. As the location is not heavily trafficked, they feel it presents a great opportunity to enhance biodiversity and improve the natural environment. **Councillors to comment.**

7. I have invited the following organisations to talk at the Annual Parish Meeting: Lane End Youth and Community Centre, Lane End Village Hall, Cadmore End Village Hall and Lane End Sports Association.
8. I have been asked by tenants at Bunkers Allotments if they can have an additional tap at the lower part of the allotment site (ex Conference Centre end). **Councillors to comment.**
9. **Would Council like to take a stall at the Village Fete?**
10. I have signed and returned the devolved services agreement for 2025/26.
11. I have written to Red Kite Housing Association regarding the poor state of the children's play area on Simmons Way. Red Kite have confirmed that the equipment is fit for purpose and they carry out regular inspections and litter picks at the site. Red Kite advised there is an improvement fund which might be applicable for the next financial year. **I have asked Councillors if anyone would like to take this on as a project.**
12. Summary of Correspondence with Parishioner on Governance Matters: A parishioner raised concerns about the council's governance, transparency, and practices, specifically regarding:
 - Governance & Transparency – Questions on how decisions are communicated to the public.
 - Declarations of Interests – Concerns over the procedures for declaring conflicts of interest.
 - Allocations of Funds – Inquiries about how funds are allocated and whether decisions are made fairly.
 - Spending Priorities Group – Requests for details on the group's operations and influence on budgeting.
 - Minutes & Reports – Requests for minutes and related documents to ensure transparency.

Actions taken included providing detailed responses and sharing relevant documentation. The council remains committed to transparency.

Councillors are reminded to declare any relevant interests during meetings, as required by the council's code of conduct.
13. I have instructed M H Groundcare to go ahead with the replacement trees under the TPO on Ridge Close.
14. I have given notice to our current website provider, they confirm that the agreement will end on Friday 4th July 2025 when all services provided will terminate.
15. I have instructed the new website provider 'Aubergine' to start building the website.
16. Stated work on the website, attended meetings, drafted a sitemap etc.
17. I have instructed Cloudy IT as the new email provider for the Council.
18. Started work on reassigning the email accounts, attended a meeting etc.
19. I have submitted the planning comments as agreed.
20. I have confirmed with LEYCC that we will take a table of 10. Donation from the Chairmans Allowance.
21. Advised the Twinning Association that the PC agreed a donation of £1000.00. There were no volunteers from Councillors to attend.
22. Sandyfield Allotment tenants have set up a working group. A member of the Council to join after the elections in May.
23. Submitted a land owners consent form for SSE to undertake some tree works on Council land at Moor Common to cut back trees overhanging electricity cables.
24. Attended a meeting regarding the changes to the planning system and upgrades for the planning portal.
25. Attended training courses.
26. Attended a meeting with Cllr Stewart and Solicitor to discuss progressing the new entrance to Sandyfield Allotment site.
27. Reported several street lights as not working.
28. Fixmystreet is available via an app on your mobile phone, it detects your location and you can take a photograph to upload and submit. It's the easiest way to report issues to Bucks Council.

29. Checked AED units.

Appendix– Reports and correspondence received

1. Correspondence from Resident re Church Road, Cadmore End, **Councillors to comment**

“I was originally going to submit an application for a Grant to repair / reclaim the grass verge that is used regularly for School parking along Church Road.

However, it was pointed out to me that it is already a Parish Council responsibility to maintain and should be considered as part of the ongoing upkeep of the area. (?)

As you can see from the attached photos, the verge is in a particularly bad condition. (it gets worse each year) and I was hoping that you could consider including some maintenance / repair plans in future budgets”.

2. Correspondence from resident re Church Path, Ditchfield Common, **Councillors to comment**

“We are writing in relation to the worsening situation of the road surface on church path.

We live on church path and over the years have filled some of these potholes at our own expense however these are becoming progressively worse as times goes on.

We regularly walk our young son to childcare in the village and the road is unfortunately becoming almost impassable with him in his pram. When returning with him in an evening I have fallen down the potholes a couple of times as it is so dark and impossible to see where the holes are. This poses a risk to him, myself and to damage of our pram.

I have also previously snapped a spring on my car when accidentally driving one wheel down one of the holes which resulted in a significant repair bill.

Please can you review this situation and advise if there is a plan to carry out the much needed repair work”.

3. Correspondence from resident re Village Green, **Councillors to comment**

“Thank you for organising the cutting of the green. The company does a very good job.

There is just one thing I noticed yesterday. After they finished cutting the grass they sprayed for weeds and moss. I spoke to them, they did assure me the spray was animal and people friendly .

My point is that it is simply not necessary.....on the green at least, and spraying is not only expensive but also detrimental to our declining insects.

Perhaps you could address this with Bucklands. I appreciate treating pavements for moss is essential for safety of people, but not grass areas”.

4. Issues raised about parking on Bassett Road, vehicles untaxed. Referred Parishioner to the relevant department.

5. Overgrown hedge on the footpath behind the properties on Saxhorn Road. It is believe that the hedge belongs to the West Wycombe Estate. Referred Parishioner to relevant department.

Appendix – Planning

Consultation regarding the Section 16 Commons Act application, Proposed concurrent Section 38 Commons Act 2006 application for Bolter End Common (CL13) Lane End, Buckinghamshire. Informal consultation phase to gather initial comments and feedback before the formal submission.

The application seeks to undertake works in line with planning permission (ref: 21/07913/OUT), including:

- Resurfacing the common land area with a mix of turf and wildflower seed mix to enhance biodiversity and improve the landscape.
- Planting trees within the same area, to be outlined in the reserved matters of the planning application, to provide additional ecological benefits and act as a natural buffer to Finings Wood.
- Installing temporary Heras fencing around the site to ensure public safety during the development of the site. This fencing will be removed once all the works are complete, and the area is safe for public access.
- comments by **11th April 2025**.

Planning Application 24/05229/FUL (Chequers End Equestrian Centre, Chequers Lane, Cadmore End, HP14 3PQ) has been called in for discussion at the Buckinghamshire Council Planning Committee on Tuesday, 9th April 2025.

25/05725/CTREE

Vine Cottage Finings Road Lane End

Remove two stems leaning towards or into the garden of number 4 to ground level x 1 multi stemmed Ash (T1)

25/05450/FUL

The Brambles Bullocks Farm Lane Wheeler End

Householder application for construction of single storey rear extension

25/05317/MDS106

Land Rear Lane End Pumping Station Marlow Road Lane End

Application for modification of Schedule 1 of Section 106 agreement dated 27 November 2024 pursuant to planning approval: 21/07121/FUL to facilitate a 'Golden Brick' Agreement with an RSL