

CHESHAM BOIS PARISH COUNCIL

Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.15pm on Monday 9th May 2016

PRESENT: Cllr R Hartley (Chairman), Cllr J Bailey, Cllr D Buckingham, Cllr G Goldstein, Cllr R Harrison, Cllr D King, Cllr C Thomas and Cllr C Woolveridge
Mrs S Payne – Clerk

IN ATTENDANCE: Mr Jonathan Harbottle and one member of the public.

1.1 Questions and Comments from the Public. None

1.2 To Elect a Chairman of Chesham Bois Parish Council

Cllr Hartley was proposed by Cllr Woolveridge and seconded by Cllr Thomas and was elected unopposed. Cllr Hartley undertook and signed the Statutory Declaration of Office as Chairman.

1.3 To Elect a Vice Chairman of Chesham Bois Parish Council

Cllr Harrison was proposed by Cllr Hartley and seconded by Cllr Bailey and was elected unopposed.

1.4 Apologies for Absence: None

1.5 To Receive Declarations of Interest Relating to this Meeting. None declared.

1.6 To Appoint Mr Jonathan Harbottle as a Co-opted Parish Councillor. Mr Harbottle's email setting out his reasons for wishing to become a Parish Councillor had been circulated to Councillors with the agenda. Mr Harbottle introduced himself to Council. **It was resolved unanimously** that Mr Harbottle be co-opted as a Councillor. Cllr Harbottle undertook and signed the Statutory Declaration of Office. The Clerk would arrange for Cllr Harbottle to complete a Register of Interest Form. **Action: Clerk**

1.7 To Agree Committee and Working Group Membership. The following Committee and Working Groups were elected:

- a) *Planning Committee:* Cllr Harbottle (Chair), Cllr Bailey, Cllr Goldstein, Cllr King and Cllr Thomas.
- b) *Burial Grounds Working Group:* Cllr Thomas (Chair), Cllr King and Cllr Woolveridge.
- c) *Common & Woodland Working Group:* Cllr Thomas (Chair), Cllr Bailey, Cllr King and Cllr Harrison.
- d) *Communication Working Group:* Cllr Buckingham (Chair), Cllr Goldstein and Cllr Woolveridge.
- e) *Finance Working Group:* Cllr Woolveridge (Chair), Cllr Buckingham and Cllr Hartley.
- f) *Transport & LAF Working Group:* Cllr King (Chair) and Cllr Bailey.
- g) *Village Community Working Group:* Cllr Bailey (Chair), Cllr Goldstein and Cllr Harrison.

1.8 To Agree Representatives to Outside Bodies. The following appointments were made:

- a) *Local Area Forum:* Cllr King.
- b) *Duke of Bedford's Trustees:* Cllr Bailey, Cllr Hartley and Cllr Woolveridge.
- c) *Chiltern & South Bucks Strategic Partnership:* Cllr King.

1.9 To Approve Minutes of Council Meetings held on 11th April 2016.

The minutes were approved unopposed and signed by the Chairman.

1.10 Transport Working Group and Parish Devolution

Cllr King presented his report which had been circulated with the agenda papers.

- a) *Parish Devolution:* Bucks County Council (BCC) have confirmed in writing that they will retain responsibility for cutting the hedge bordering Bois Lane. **It was resolved that** Council take on Devolved Services from BCC with effect from 10th May 2016. **Action: Cllr King/Clerk**

Of the ten companies sent the devolved services tender eight had responded. The quotes for 10 cuts had ranged from £1,362 to £12,600. Cllr King and the Clerk had reviewed the tenders and recommend Stewkley Enterprise Agency (SEA)/Toolshed who are an organisation which provide opportunities to young people starting their careers. References received from other Parish Councils were positive. **It was resolved that** Council enter into a one year contract with SEA/Toolshed for the provision of devolved services from Tuesday 10 May 2016. **Action: Cllr King/Clerk**

- b) *Portable Speed Sign (MVAS):* The additional jubilee clips will be installed shortly in order for the MVAS to be relocated to Bois Lane. It was agreed that the MVAS be reconfigured so that the maximum speed it displayed was 45mph. **Action: Cllr King**

Data from its current location showed that 26% of the traffic along North Lane are driving in excess of 35mph. With eight drivers in excess of 60mph, the majority to these between 3pm and 7pm. The Clerk would contact the Community Police team to highlight the problem and discuss ways in which it could be tackled. Cllr King asked Council to consider the need for an additional MVAS which would permanently be sited at Bois Lane. Council agreed that speeding was an issue but would wait for data from the MVAS when it is sited in Bois Lane before committing to purchasing another MVAS. **Action: Clerk**

- c) *Street Lights:* All upgrade and maintenance work ordered in Quarter 1 of 2016 has been completed. The maintenance and upgrade programme for 2016 has been discussed and agreed. The Clerk can provide full details. Quotes have been requested for installing 25amp power and lighting to the War Memorial and 100amp power to the main common for the Council to consider.

It was noted that the contract for electricity supply to street lights had expired and quotes were being sought. **Action: Cllr King/Clerk**

- d) *Bollards outside Shops* - These have now all been replaced by BCC.

- e) *LAF Funding Application:* The total LAF budget of £23,120 for 2016/17 will be discussed at the next LAF meeting on 25th May. Council's application for a footbath is one of only three to be recommended at this stage.

[Cllr King left the meeting at 8.35pm]

1.11 Chairman's Report

Cllr Hartley's presented his report which had been circulated with the agenda papers.

Cllr Hartley welcomed Cllr Harbottle to Council and introduced Mrs Large who had expressed an interest in becoming a Councillor.

Annual Parish Meeting: The Chesham Bois History Group and Amersham Museum have agreed to give a talk on 'Our Local History'.

Village Fete: Councillors were asked to ensure that family members were available to help during the fete.

1.12 Clerk's Report

The Clerk presented her report which had been circulated with the agenda papers.

- a) *Office IT Upgrade:* A need to upgrade the current office IT systems had been identified. Council reviewed the quote for £1405.63. Cllr Buckingham was able to provide an additional computer screen. **It was resolved that** £1000 be vired from the website budget to the office equipment budget to cover to purchase of the quoted IT equipment and software, less the additional screen. **Action: Clerk/Cllr Woolveridge**
- b) *Change Date of June & July Council Meetings:* Following the internal audit on 14th June the 2015/16 Annual Return needs to be signed off by Council. The latest date for the Annual Return to be signed is 30th June. The next Council meeting is on 13th June 2016. It is proposed that the June 13th meeting be moved to June

20th. Council were unavailable on the 20th. **It was resolved that** an Extra-ordinary meeting be arranged for the review and signing of the Annual Return. **Action: Clerk/All**

- c) *Casual Vacancy:* Of the four residents that had expressed an interest, two wish to proceed further. Mr Harbottle has made a formal application and Mrs Large will attend this meeting before making a decision on whether to proceed.
- d) *Interments & Memorials:* During April there was one interment and two memorial applications approved.

1.13 Correspondence

- a) The 2015/16 Annual Return has been received from our external auditor Mazars and needs to be returned to them by 6th July 2016.
- b) Chesham Bois Lawn Tennis Club have applied for a licence to erect a banner, advertising their open day, on the common at the junction of Copperkins Lane and Amersham Road. This has been approved and invoiced.
- c) Amersham Action Group emailed Council asking if they would like to speak, at CDC's Planning Committee meeting on the redevelopment of the Iceland/Cargo building in Amersham. Council were unable to attend.
- d) The 2nd Amersham Common Cubs and Scouts have written requesting permission to hold their annual laser tag evening on the common on Friday 20th. This has been approved.

1.14 Purchase of a Cherry Tree for Woodside Avenue

Cllr Buckingham informed Council that a hawthorn tree on Woodside Avenue was removed by BCC in March as it was diseased. BCC have confirmed that they do not have the budget to purchase a replacement tree but only to plant one. Cllr Buckingham proposed that Council purchase a cherry tree to replace the hawthorn at a cost of approximately £200. It was agreed that Cllr Buckingham would seek confirmation from BCC that they would plant the tree if it was purchased by Council and ascertain who would be responsible for the maintenance of the tree once it was planted. **Action: Cllr Buckingham**

1.15 Finance

- a) Cllr Woolveridge's presented her report. The 2015/16 accounts are being finalised and will be presented to Council when they are complete. As the accounts for 2015/16 were closed on Sage it had not been possible to provide an Income & Expenditure Report for April at this time.
- b) Payments for approval to 4th May 2016: The following payments were approved by Council.

9th May 2016 Council Meeting: Payments & Receipts

Affinity Water	£46.30	Burial Ground Water
Altitude Events Ltd	£625.50	Fete: Climbing Wall Balance payment
Bucks Assoc of Local Councils	£410.55	2016/17 Annual Subscription
Chiltern District Council	£21.00	Fete: Temporary Event Notice
DCK Beavers	£54.00	Payroll year end administration & April 16 Payroll
Dovedale Design	£900.00	Website: 50% deposit for creation of new website
JRB Treework	£370.00	Clear fallen apple tree on common (incident 2)
ICCM	£90.00	2016/17 Subscription
Red Box Fire Control	£96.40	Annual Fire Extinguisher Inspections
Shaw & Sons Ltd	£117.88	Grants of Rights of Burial Book
Southern Electric	£229.84	April 16 Street Lighting Electricity
Utility Warehouse	£39.24	April 16 Telephone/Broadband
Chiltern District Council	£276.74	May 16 Staff Pensions
Staff Salaries	£1090.00	May 16 Staff Salaries
	£4,367.45	
RECEIPTS		
Resident	£250.00	Contribution to replacement of War Memorial Bollard
Fete Stall holders	£60.00	Fete Stalls
Fete: Advertisers	£60.00	Fete Programme Advert
IBB Solicitors	£500.00	Fete Sponsorship
Memorials	£420.00	Memorial L643 & T1303
Interment/Plot Purchases	£1,690.00	Plot 1308 & Plot 1314
NS&I Savings	£109.93	Interest
Chiltern District Council	£27,864.50	Tranche 1 of Precept
	£30,954.43	

- c) The introduction of a £6 monthly bank charge by Unity Bank Trust and their revised Terms and Conditions were noted and approved.
- d) **It was resolved that** Cllr Harbottle replace Cllr Thorndike as a signatory on the Unity Trust Bank accounts. **Action: Clerk**
- e) **It was resolved that** Cllr Woolveridge, Cllr Buckingham and Cllr Hartley be appointed as the signatories for the NS&I account mandate. **Action: Clerk**

1.16 General Purposes – To Receive and Act on Reports from Working Groups

a) Common & Woodland

Cllr Thomas presented his report which had been circulated to Council with the agenda.

- i. *Update on Current Work:* Two trees on Amersham Road are still waiting to be felled as the contractor has revised his estimate for the work. The Clerk is seeking alternative quotes. **Action: Clerk**
A fallen tree across a footpath near the pond has been removed.
Council have received six free boxes of wildflower seeds from The Royal Botanic Gardens at Kew as part of their “Grow Wild” project. The 1st Amersham on the Hill Rainbow Group have sown the seeds near the pond and have also constructed some bee houses.
- ii. *Manor Drive:* Permission has been granted by CDC to fell four trees. Quotes had been sought. **It was resolved that** the tree work be undertaken at a cost of £880. **Action: Cllr Thomas/Clerk**
- iii. *War Memorial Bollards:* **It was resolved to** replace the damaged bollard at a cost of £250. The new bollard would match the existing one. **Action: Cllr Thomas/Clerk**

b) Village Community

Cllr Bailey presented his report which had been circulated with the agenda papers.

- i. *Beating the Bounds (8th May 2016):* It had been a successful afternoon with a good turnout despite the hot weather.
- ii. *Village Fete (11th June 2016):* The entertainment and order of events have been confirmed. The site layout is being considered.
- iii. After meeting the organisers of ‘Clean for The Queen’ at Westminster Palace it was decided to repeat the initiative in 2017 under the branding of ‘Great British Clear Up’.

c) Communications

Cllr Buckingham presented his report which had been circulated with the agenda papers.

- i. *Website:* The website is progressing well with the Clerk now able to add information and content. Councillors need to supply their photo to the Clerk so it can be added to Councillors webpage and any photos they may have of past events. **Action: All**
- ii. *Media:* May’s edition of ‘Your Amersham’ featured information on Beating the Bounds and the Burial Grounds. Cllr Buckingham asked Councillors to let him know if they add content to the June edition. **Action: All**
- iii. *Social Media:* Take up on Facebook and Twitter is slow. The new website will coordinate with social media which should generate more followers.
- iv. *Bois Own:* This has not progressed. Council are waiting for information from the Sandy Riddell.

d) *Burial Grounds*

Cllr Thomas presented his report which had been circulated with the agenda papers.

- i. *Update on Current Work:* An advert is to appear in the Chiltern's Conservation Board's annual publication "Outstanding Chilterns". The advert will also feature on their website and provide a link to Council's website.

- ii. *Future Work:* Cllr A quote of £1750 has been received for the removal of old iron railings and hawthorn stumps from: (i) a section at the top of the original formal burial ground in order to give access to the new formal burial ground; (ii) behind the Chapel and (iii) on the bridleway to give access to the field next to the woodland burial ground. **It was resolved that** the removal of the iron railings as detailed be carried out at a cost of £1750. **Action: Cllr Thomas/Clerk**

A quote for £1125 has been received for the replanting of a mature privet hedge next to the Chapel and to include the creation of a privet screen beside the toilet. **It was resolved that** the mature privet hedge be replanted at a cost of £1125. **Action: Cllr Thomas/Clerk**

A quote for £545 has been received to install a kissing gate to give access to the field next to the woodland burial ground. **It was resolved that** a kissing gate be installed at a cost of £545. **Action: Cllr Thomas/Clerk**

- iii. **It was resolved that** past Cllr Mike Smith be offered 'parish' rates for the purchase of a woodland burial plot in recognition of his services in the establishment of the woodland burial ground. **Action: Clerk**

1.17 Planning. Nothing to Report.

1.18 Consultations and Other Notifications It was noted that the CDC Grant Aid Scheme were seeking applications from voluntary groups for funding. The closing date for applications is 6th June 2016.

The meeting finished at 9.25pm

Date of next meetings of Council. Monday 13th June 2016