

CHESHAM BOIS PARISH COUNCIL

Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 14th November 2016

PRESENT: Cllr R Hartley (Chairman), Cllr D Buckingham, Cllr J Bailey, Cllr J Harbottle, Cllr RHeath, Cllr D King, Cllr J Large, Cllr C Thomas and Cllr C Woolveridge.
Mrs S Payne – Clerk

IN ATTENDANCE: Chiltern District Cllr Graham Harris and One member of the Public

8.1 Questions and Comments from the Public. A member of the public wished to discuss the 28 Bois Lane Licensing Subcommittee Hearing on 21 November 2016. He expressed his concern that the large number of objections, which had not been validated, had not been referred to in the hearing papers sent to the Licensing Subcommittee. Another concern was that the District Council may not be carrying out their statutory duty to balance the risks and benefits of the application. It was agreed that District Councillor Harris would cover these concerns in his presentation to the Subcommittee Hearing. Cllr Harris informed Council that he has requested that an inquest on the process take place after the hearing as several issues had been highlighted.

The member of the public left the meeting at 8.25pm

Cllr Harris informed Council that the public consultation on the development of a new leisure and community centre in Amersham is currently open and due to close on 12th December 2016. Council agreed to advertise the consultation on the website and noticeboard. **Action: Clerk**

District Cllr Harris left the meeting at 8.30pm

8.2 Apologies for Absence: Cllr G Goldstein and Cllr R Harrison.

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

8.4 To Approve Minutes of Council Meetings held on 10th October 2016.

Cllr Buckingham had an amendment to minute 7.7(a) which was agreed by Council. With the addition of 'limited to' the resolution would now read: ***"It was resolved that Council would request that the opening hours should be limited to 6am to 8.30pm Monday to Saturday and 6am to 6pm on Sunday."*** The minutes were agreed with this amendment and signed by the Chairman.

8.5 Chairman's Report

Cllr Hartley presented his report and asked that Councillors let Cllr Bailey know if they are available to help with the Christmas Lights and Carols event on 9th December. **Action: All**

a) *28 Bois Lane Licensing Application:* The Licensing Subcommittee Hearing will take place on 21 November 2016 at 6.30pm. The Hearing papers had been circulated to Council prior to the meeting. In the Chairman's absence, it was agreed that Cllr Harbottle attend to present Council's views. **Action: Cllr Harbottle**

b) *Clerk's Hours:* With the increase in workload in order to manage Council affairs it is proposed that the Clerk's hours increase from 20 to 25 hours per week with effect from 1st December 2016.

It was resolved that the Clerk's hours be increased from 20 to 25 hours per week with effect from 1st December 2016. **Action: Clerk**

8.6 Clerk's Report & Correspondence

The Clerk informed Council that copies of the autumn edition of The Woodland Trust's magazine 'Broadleaf' and the War Memorials Trust's magazine 'Bulletin' were available in the office.

8.7 Finance

Cllr Woolveridge presented her report which had been circulated to Council prior to the meeting.

- a) The accounts for the six months to 30 September 2016, together with the accounts for October 2016, had been circulated to Council. Cllr Woolveridge's report reviewed the income and expenditure for this period and was noted. Of note was the reduction in burial receipts and delay in the spend for the Woodland Management Plan and Forest Schools, which will now take place during 2017/18. There will be a need to vire funds to cover the increased salary expenses with the Clerk's increased hours from December and the replacement of the current printer/photocopier.

Cllr Woolveridge would identify possible areas.

Action: Cllr Woolveridge

Cllr King asked that the review of capital projects spend take place.

Action: Cllr Woolveridge

- b) *Payments for approval to 10th November 2016:* Council approved the following payments:

PAYMENTS	NET	VAT	Amount	Description
Buckland Landscapes	£1,430.48	£286.10	£1,716.58	Oct 16 Grounds Maintenance + BG Field Cut
Chiltern Society	£187.50		£187.50	Burial Ground Advert in Winter 'The Chiltern News'
DCK Beavers	£50.00	£10.00	£60.00	Sept 16 Payroll Administration + Adjustments
First for Trophies	£3.00	£0.60	£3.60	Woodland BG Disc numbering
Mazars	£325.00	£65.00	£390.00	External Auditors Fees
More to Death	£288.00		£288.00	Woodland BG Advert in Edition 9
Mrs S Payne	£18.95	£1.07	£20.02	Stamps/Batteries/Coffee
Ridgeway Woodlands	£160.00		£160.00	Emergency Treework: Ash on Common
St Leonards Church Parish Centre	£57.30		£57.30	July - Sept 16 Office Electricity
Toolshed	£476.40	£95.28	£571.68	Oct & Nov Grass Verge Cutting
Staff Salaries	£1,142.08		£1,142.08	Nov 16 Salaries
Bucks County Council	£293.07		£293.07	Nov 16 Pension Contributions
Southern Electric	£451.31	£83.61	£534.92	Sept & Oct 16 Street Lighting Electricity
Utility Warehouse	£33.41	£6.68	£40.09	Oct 16 Telephone/Broadband
			£5,464.84	
RECEIPTS				
Creative Memorials	£480.00		£480.00	Memorial Plot O1:
Church View Funeral Services	£1,050.00		£1,050.00	Plot & Interment W104
Bucks County Council	£1,367.41		£1,367.41	2nd payment for Devolved Services
NS&I Savings	£87.95		£87.95	Aug 16 interest
			£2,985.36	

- c) *Draft 2017/18 Budget:* A draft budget had been circulated to Councillors for consideration.

Councillors were asked to send their comments to Cllr Woolveridge.

Action: All

- e) *Risk Assessment Management System:* A copy of the Risk Assessment Management System had been sent to Council for their consideration.

It was resolved that the Risk Assessment Management System be adopted.

Action: Clerk

8.8 General Purposes – To Receive Reports from Working Groups

a) *Common & Woodland*

Cllr Thomas presented his report which had been circulated to Council prior to the meeting.

- i. *Update on Current Work:* The two trees on the Amersham Road have been felled.

A large broken branch from an ash tree on the Common has been removed and a large branch which fell across the bridle path near the burial ground has been cleared away.

- ii. *Footpaths:* A quote for £575 to replace the broken barrier on the path from Long Park to the church and £474 to replace the barrier at the entrance to the footpath in Great Bois Wood has

been received. Council discussed the need for barriers in these locations. An application will be made to The Chiltern Society's 'donate-a-gate' scheme to cover some of these costs.

Action: Cllr Thomas/Clerk

It was resolved to approve the expenditure of £1040 to replace the two broken barriers.

Action: Clerk

b) Burial Grounds

Cllr Thomas presented his report which was circulated to Council prior to the meeting.

- i. *Update on Current Work:* The privet hedge had been planted between the original and new formal burial grounds and the water tap at the bottom of the new formal burial ground had been reinstated.

The removal of bushes and small trees from graves, together with the pruning of the trees in the woodland burial ground, would take place in December.

The grass in the field adjacent to the Woodland Burial Ground has now been cut.

- ii. *Woodland Burial Ground:* Following cross referencing with the original plans the trees have been re-marked with new numbers. Quotes are being sought to remove self-seeded trees. New reference points along the track and perimeter hedges will be established to make the identification of the location of graves easier. A GPS device linked to Pear Technology will be required to carry out this work. The Clerk will consider borrowing the device from a neighbouring Council.

Action: Clerk/Cllr Thomas

- iii. *Advertising:* An advert for the Woodland Burial Ground has been placed in The Natural Death Centre's annual magazine 'More to Death'. A copy of the advert had been circulated to Councillors.

- iv. *Burial Records:* Cllr Large is currently checking and updating the burial records and has worked back to 2004. Some queries have been highlighted which are being investigated by the Clerk.

Action: Clerk

- v. *Review of Burial Grounds Fees:* The Council's Fees were last revised in 2011. The comparison of plot and interment fees with local burial grounds had been circulated to Council prior to the meeting, together with the recommended increases in fees. It is proposed that fees for a full burial plot, ashes plot and adult interment would be increased by £100. The interment fee for a child under 18 and ashes would be increased to £100. Memorial headstones would increase to £200 and kerbstones to £500. Additional inscriptions and the hire of the chapel would increase to £50. The fees for memorial garden plaques would remain the same.

It was resolved to increase the Burial Ground Fees as presented with the effect from 1st January 2017.

Action: Clerk

- vi. *Review of Burial Ground Regulations and Terms and Conditions:* Revised Regulations and Terms and Conditions had been circulated to Council prior to the meeting. The Terms and Conditions for the sale of burial plots would be written on the reverse of the invoices. It was agreed that 'the right to revise the terms and conditions' be added to the Terms and Conditions. The Clerk would contact all current owners of plots and inform them of these changes.

Action: Clerk

It was resolved that the Terms and Conditions be adopted with the addition of the right to revise the terms and conditions.

Council were requested to comment on the revised regulations. Council asked if the provision of plots for pets could be considered.

Action: Cllr Thomas

c) Village Community

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

- i. *Autumn Clear Up (15 Oct 16)*: There was a good turnout with the local brownie, guide and scout packs attending in good numbers, which help make the event such a success. Over 20 bags of rubbish had been collected
- ii. *Remembrance Day Parade (13 Nov 16)*: The event had been well attended and the road closures well managed by The British Legion and volunteers from Council, St Leonards Church and local residents.
- iii. *Fete Grants*: The availability of grants from the Village Fete profits are to be advertised.
- iv. *Good Neighbourhood Scheme*: Cllr Bailey tabled a draft flyer. Council asked that both sides of the flyer be used; one to advertise the scheme to potential users and the other to recruit volunteers. Age Concern would be contacted for their comment. **Action: Cllr Bailey/Clerk**
- v. *Christmas Lights & Carols (9 Dec 16)*. The choirs at all the local primary schools had been invited to sing and their pupils invited to prepare decorations for the Christmas tree. Cllr Bailey would contact the local Christmas tree farm to enquire if they would be donating a tree this year. The location of the tree was discussed and it was agreed that it be placed in the same location as the previous year. **Action: Cllr Bailey**

d) Transport & LAF

Cllr King presented his report which had been circulated to Council prior to the meeting.

- i. *LAF*: BCC have provided a list of approved contractors to carry out the work. The Clerk would ask them to quote and would check if any further permission would be required to carry out the work. **Action: Clerk**

The minutes of the LAF meeting held on 28 September had been circulated to Council.

- ii. *Street Lighting*: UKPN have yet to transfer power from the old concrete lamp post in Stubbs wood to the new one.
- iii. *Portable Speed Sign (MVAS) & Speeding*: MVAS data from the Bois Lane location for the period 2 September to 8 November 2016 was presented. Whilst there is a small number exceeding the speed limit, 89.6% are driving below 29mph and 98.2% below 34mph. This data will be added to the report on the website and will be forwarded to the Police. **Action: Cllr King/Clerk**

A quote for £5790.17 from the current supplier to provide two further MVAS signs had been received. These additional signs would allow for a MVAS to be sited permanently in North Road, Bois Lane and Amersham Road. Council discussed the need for the either one or two additional signs and funding. Cllr King was asked to arrange for the signs to be moved regularly between the approved sites. **Action: Cllr King**

It was resolved that two MVAS signs at a cost of £5790.17 be purchased. **Action: Clerk**

It was resolved that £6000 be vired from the Management Plan budget to cover this cost.

Action: Clerk

e. Communications

Cllr Buckingham presented his report which had been circulated to Council prior to the meeting.

- i. *Website*: The website is almost complete with just some final formatting required. Councillors had been sent a link to the site and were asked to forward their comments to Cllr Buckingham. Cllr Buckingham recommended that the site go live within the next few weeks. **Action: ALL**

- ii. *Media*: Content for the December issue of 'Your Amersham' is required by 16th November. Councillors were asked to forward items that they would like included. **Action: ALL**

The Facebook page has 51 likes and the twitter account has 54 followers.

- iii. *Parish Questionnaire*: The possibility of producing a parish questionnaire to collect the views and thoughts of residents on the issues they would like addressed and to recruit volunteers was discussed. Council agreed that in the first instance the new website should be used to communicate with residents and aid in the recruitment of volunteers.

- iv. *Digital Mapping*. Cllr Heath suggested that the digital mapping of the Council's waste bins, dog bins, grit bins and seats could be undertaken as a geography or technology project by a local school. Once it has been established if a GPS device can be borrowed and its ease of use the Clerk would find out if the local schools would be interested in taking on such a project.

Action: Clerk

8.9 Planning

- a) The minutes of the Planning Committee meeting held on 3rd and 24th October 2016 were noted.
- b) *BCC's Local Infrastructure Priority List*: Cllr Harbottle asked Council for projects that could be added to the prioritises list, in addition to traffic calming along Amersham Road. Suggestions included a give-way sign at the junction of North Road and Bois Lane, yellow lines near the junction of Chestnut Lane and Bois Lane and parking around Heatherton House School to ease congestions during the school run. Cllr Harbottle would circulate the list to Council for comment before forwarding to BCC. **Action: Cllr Harbottle**
- c) CDC's decision to potentially introduce a Community Infrastructure Levy (CIL) as part of the Local Plan was supported by Council.

- 8.10 Consultations and Other Notifications:** Councillors were asked to inform the clerk if they were to see any rough sleepers on the evening of 16th November and/or early morning of 17 November with the parish. This information would be collated and forwarded to CDC as part of their Estimate of Rough Sleepers Survey. **Action: All/Clerk**

The meeting closed at 10.10pm.

Date of next Council Meeting: Council Meeting - Monday 12^h December 2016