Chairman's Report 12/12/2016

Christmas Lights

Thanks to the Councillors who were able to make it to the Christmas Lights. Special thanks to John Bailey for coordinating and managing the event.

28 Bois Lane

I have been away in Australia for the past few weeks and would like to thanks Jonathan Harbottle for representing the Chesham Bois Parish Council at the rearing of this matter. It is very disappointing to note that our recommendations have been ignored on this matter. We will have further discussion on this matter to assess the current situation.

Martin Phillips

I would like to note the passing of Councillor Martin Phillips and pay tribute to him for the valuable contribution to the Chesham Bois Parish that he has made over many years. While Martin represented this Parish, he always made himself available to support Council matters and attended each and every function where able. This Parish has lost one of its own and a valuable advocate.

I also extend our best wishes to his family during this difficult time.

Thanks to Councillor Jane Large for representing the Council at Martin's Funeral.

I would like to wish you all a Merry Christmas and a very Happy New Year and thank each of our Councillors for their great contribution throughout the year.

Ray Hartley

Chairman

Chesham Bois Parish Council

Council Meeting 12th December 2016

Clerk's Report & Correspondence

Grants from Village Fete Surplus

Local organisations have been informed of the availability of grants. Notices have been put up on the Parish noticeboards. The Closing date for applications is 31st December 2016

Website

Notice has been given to the current website administrators. The new website is ready to be transferred to the cheshamboispc.org.uk address but we are waiting for the current website provider to activate the transfer.

Memorials

There have been four memorial applications during October and November.

Boards on Common

Permission has been granted to The Beacon School to erect a board on the Common at the junction of Copperkins Lane and Amersham Road to advertise their Christmas Fair on 26th November'.

Speeding

Police Sergeant of the Amersham Neighbourhood Team has agreed to attend January's Council meeting to discuss speeding within the village and setting up a community speed watch.

Correspondence

- The Royal British Legion Amersham & District Branch have written to Council to thank them for their assistance in organising volunteers to help marshalling the road closures during the Remembrance Sunday Parade. (copy attached)
- TfB have circulated a report on their Highway Inspection Policy. Cllr King will review the report and make any necessary comments by 26th December 2016. (copy attached).
- The Winter issues of The Chiltern Society's Magazine and NALCs magazine LCR are available in the Council Office.

Chesham Bois Parish Council

Meeting 12th November 2016

Finance Report

This report should be read on the back of the previous month, which explains anomalies such as fete income reporting, devolution payments etc

Income

Burial ground income is now £9k against budget of £18.5k for the year so I expect that by the year end that income will be in line with the budget, especially in the light of the increases which come in to being from 1st Jan.

Expenditure

As the Clerk's hours were increased then a decision was to have been made regarding vire funds from elsewhere for the remainder of the year. I suggested Community Events as funds allocated to the fete in the event of poor weather were unnecessary. This is outstanding.

Other costs are as anticipated or have been discussed in previous meetings.

Capital expenditure – as previous month

I would flag that we are at risk of losing funding of £6000 for the path across the Common – the basis for going ahead with the project was that it would be partially funded by LAF, and without this contribution we should consider whether the project should proceed.

Budget

I have amended the budget to reflect discussions at the last meeting, increasing precept to include the Clerk's additional hours. Other changes include the sum of £1000 in capital expenditure on a noticeboard for the Woodland burial ground.

As the management plan work did not happen this year I have increased the budget to £16k to cover this, and similarly put in a provision of £1000 for work on the mapping. I have also put in and additional £1000 for photocopier in office costs as the current one needs replacing.

As a result the budgeted shortfall is £20,240 on a precept of £65000. The latter is an increase of 16.6%.

The Council will need to approve the precept at the January meeting, so if there are other areas of expenditure that Councillors are considering putting before the Council, please let me know before the next meeting so that the budget can be amended and approved with the precept.

Cathy Woolveridge

Chesham Bios Parish Council

Balance Sheet

Financial Month: November 2016

	Current Period	Current *YTD*
Assets		
CURRENT ASSETS		
Debtors	-£950.00	£1,450.00
Prepayments		
Total	-£950.00	£1,450.00
MONIES HELD		
Unity Current Account	£6,377.10	£14,477.08
Unithy Deposit Account		£36,556.54
Cambridge Building Society		£16,386.36
National Savings Account		£107,000.00
Other monies in hand		£60.63
Total	£6,377.10	£174,480.61
VAT TO BE CLAIMED		
VAT to be claimed	-£9,580.38	£6,376.34
Total	-£9,580.38	£6,376.34
Total Assets	**-£4,153.28**	**£182,306.95**
Liabilities		
MONIES OWED SHORT TERM		
Creditors	£1,467.72	£1,601.77
Accruals		
Payroll Taxtaion	£222.40	£588.63
Payroll Pension		358.41
Total	£1,690.12	£2,548.81
Total Liabilities		**£2,548.81**
Assets less Liabilities		**£179,758.14**
Surplus (Deficit) for Year		**£32,489.44**
REPRESENTED BY:		
General Reserves		£110,651.87
Burial Ground Reserve		£4,205.00
Common & Woodlands Reserve		£15,000.00
Transport & Highways Reserve		£16,250.00
Total Reserves		**£146,106.87**
Income & Expenditure Account		£33,651.27
		£179,758.14

Chesham Bois Parish Council: Income & Expenditure

Financial Month: November 2016	Annual Budget	PERIOD	Current YTD	Variance YTD Value
INCOME				
Precept	£55,700.60		£55,700.60	
Council Tax Support Grant	£28.40		£28.40	
Interest Received	£1,900.00	£90.88	£808.95	£1,091.05
Burial Ground Plots	£14,000.00		£4,300.00	£9,700.00
Burial Ground Memorials	£1,500.00	£610.00	£2,529.99	-£1,029.99
Burial Ground Interments	£3,000.00		£2,496.00	£504.00
Fete Stalls			£428.00	-£428.00
Fete Advertising			£540.00	-£540.00
Fete Other Income			£1,977.98	-£1,977.98
Wayleaves Income	£700.00	£39.83	£39.83	£660.17
LAF Grants				
Other Grants			£300.00	-£300.00
L[illegible]nce Income	£5,200.00		£2,720.00	£2,480.00
Misc. Income			£2,984.82	-£2,984.82
VAT Repaid			£0.00	
Total Income	**£82,029.00**	**£740.71**	**£74,854.57**	£7,174.43

Financial Month: November 2016	Annual Budget	PERIOD	Current YTD	Variance YTD Value
EXPENDITURE				
SALARIES, PAYE & NI				
Clerk Salary	£13,646.00	£1,113.66	£8,748.37	£4,897.63
Employers National Insurance	£635.00	£60.40	£460.95	£174.05
Employers Pension Scheme	£3,219.00	£231.82	£1,830.74	£1,388.26
Adjustments			£470.51	-£470.51
Total	**£17,500.00**	**£1,405.88**	**£11,510.57**	£5,989.43
ADMINISTRATION				
Clerks Expenses				
Councillor Expenses				
Photocopier Costs	£460.00		£184.68	£275.32
Stationery & Office Supplies	£40.00	£13.60	£166.87	-£126.87
Office Machinery & Maintenance				
Telephone & Broadband	£425.00	£30.95	£260.33	£164.67
Postage	£50.00		£31.96	£18.04
Office Rent	£500.00		£318.15	£181.85
Office Electricity	£800.00	£57.30	£240.36	£559.64
Office Repairs & Maintenance				
Wages - Cleaning	£300.00	£25.00	£200.00	£100.00
Health & Safety (incl Fire)			£80.33	-£80.33
Computers & Software	£2,000.00		£1,490.76	£509.24
Training - Clerk	£700.00		£238.70	£461.30
Training - Councillors	£350.00		£95.55	£254.45
Books & Reference Material			£70.00	-£70.00
Subscriptions	£1,000.00		£521.55	£478.45
Insurance	£1,500.00		£1,371.95	£128.05
Digital Mapping	£1,000.00			£1,000.00
Website	£1,000.00			£1,000.00
Noticeboards	£100.00			£100.00
APM & Public Meetings	£200.00			£200.00
Audit & Accountancy Fees & Bank Charges	£1,200.00		£895.00	£305.00
Legal Fees				
Advertising	£200.00			£200.00
Software Subscriptions			£114.00	-£114.00
Recruitment Expenses			£0.00	
Bank Charges			£18.00	
Total	**£11,825.00**	**£126.85**	**£6,298.19**	£5,526.81
GRANTS				
S137 Grants & Community, Grants	£0.00		£0.00	£0.00
Total	**£0.00**		**£0.00**	**£0.00**

Financial Month: November 2016	Annual Budget	PERIOD	Current YTD	Variance YTD Value
BURIAL GROUND				
Burial Ground - Ground Maintenance	£12,000.00	£390.00	£5,610.46	£6,389.54
Burial Ground - Water	£350.00		£46.30	£303.70
Burial Ground - Electricity	£50.00			£50.00
Burial Ground - Sexton Costs	£3,900.00	£226.67	£1,788.36	£2,111.64
Burial Ground - Chapel Maintenance	£1,500.00			£1,500.00
Burial Ground - Toilet Maintenance				
Burial Ground - Mapping Costs				
Burial Ground - Advertising	£1,250.00	£475.50	£1,075.50	£174.50
BGWG - Contingency Fund	£3,000.00		£1,753.00	£1,247.00
Total	**£22,050.00**	**£1,092.17**	**£10,273.62**	£11,776.38
COMMON & WOODLANDS				
C & W - Ground Maintenance	£8,180.00		£3,432.90	£4,747.10
C & W - Pond Maintenance	£2,865.00	£495.00	£1,370.00	£1,495.00
C & W - Tree Inspections	£2,100.00			£2,100.00
C & W - Treework	£10,000.00		£3,210.00	£6,790.00
C & W - Footpath Maintenance				
C & W - Dog Bin Maintenance	£1,500.00		£602.03	£897.97
C & W - Seats	£400.00			£400.00
C & W - Management Plan	£16,000.00			£16,000.00
C & W - Chiltern Society Work	£2,400.00			£2,400.00
C & W - Forest Schools	£1,000.00			£1,000.00
CWWG - Sundry Expenses	£150.00			£150.00
Total	**£44,595.00**	**£495.00**	**£8,614.93**	£35,980.07
TRANSPORT & HIGHWAYS				
T & H - Streetlights Maintenance	£1,500.00			£1,500.00
T & H - Streetlights Electrictiy	£3,200.00	£215.57	£1,649.47	£1,550.53
T & H - General Costs	£1,500.00			£1,500.00
T & H - Grass Verge Cutitng		£313.20	£1,374.00	-£1,374.00
T & H - Sign Cleaning				
T & H - Footpath Maintenance				
T & H - Hedge Maintenance				
T & H - MVAS Maintenance				
THWG - Sundry Expenses				
Total	**£6,200.00**	**£528.77**	**£3,023.47**	£3,176.53
VILLAGE COMMUNITY				
Village Community - Events	£800.00		£48.44	£751.56
Village Community - Fete	£1,000.00		£2,574.08	-£1,574.08
Village Community - Christmas Lights	£400.00			£400.00
Good Neigbourhood Scheme				
VCWG - Sundry Expenses				
Total	**£2,200.00**	**£0.00**	**£2,622.52**	-£422.52
Suspense & Misposstings			-£1,140.00	
Total Expenditure	**£104,370.00**	**£3,648.67**	**£41,203.30**	**£62,026.70**
NET SURPLUS (DEFICIT)	**-£22,341.00**	**-£2,907.96**	**£33,651.27**	**-£54,852.27**

12th Decmber 2016 Council Meeting: Payments & Receipts

PAYMENTS	Ref	Payment	NET	VAT	Amount		
Amersham Business Services	61751	FP	£13.60	£2.72	£16.32	Office Stationery	
Mr D Buckingham		FP	£131.50		£131.50	Xmas Tree & batteries for lights	
Buckland Landscapes	28908	FP	£1,040.48	£208.10	£1,248.58	Nov 16 Grounds Maintenance	
Campaign to Protect Rural Britian		FP	£36.00		£36.00	Annual Subscription	
Clearwater Pond Management	2460	FP	£495.00	£99.00	£594.00	Pond Maintenance Nov 16	
DCK Beavers Ltd	P0377	FP	£25.00	£5.00	£30.00	Dec 16 Payroll Administration	Tabled
Debbie Horridge		FP	£50.00		£50.00	Good Neigbour Flyer Maildrop sorting	Tabled
JGF Schneiders		FP	£1,125.00	£225.00	£1,350.00	Burial Ground Privet Hedge planting	
JRB Treework		FP	£1,500.00		£1,500.00	Treework Amersham Rd following Tree Survey	
Royal British Legion Poppy Appeal		CHQ	£50.00		£50.00	Remembrance Day Wreath	
Mrs S Payne		FP	£141.58	£11.41	£152.99	Christmas Lights Event Refreshments	
Staff Salaries		FP	£1,255.44		£1,255.44	Dec 16 Salaries	
Bucks County Council		FP	£353.68		£353.68	Dec 16 Pension Contributions	
Southern Electric	5	DD	£222.19	£41.13	£263.32	Nov 16 Street Lighting Electricity	
Utility Warehouse	975047451	DD	£30.95	£6.19	£37.14	Nov 16 Telephone/Broadband	
					£7,068.97		
RECEIPTS							
Mrs Jackson	16/22	FP	£950.00		£950.00	Plot & Interment W86	
Kenward & Son	16/22a	#131	£140.00		£140.00	Memorial C131/132	
Beacon Memorials	16/23a	#131	£280.00		£280.00	Memorial T1333	
Foster Memorials	16/24a	#131	£140.00		£140.00	Memorial P972/973	
Mr Newhouse	16/25a	#131	£50.00		£50.00	Memorial Garden	
Mr & Mrs Kirkcup	16/28	FP	£1,200.00		£1,200.00	Plots W16/W117	
HMRC		FP	£9,868.78		£9,868.78	Vat Repayment 2015/16 Financial year	
NS&I Savings			£90.88		£90.88	Oct 16 interest	
					£12,719.66		

CHESHAM BOIS PARISH COUNCIL
BUDGET 2017/18

INCOME

		Budget 17/18 £ Revenue	Capital	Budget 16/17 £ Revenue	Comments/Explanation
Precept		65,000		55,729	Should we increase by further £5k?
Burial Ground	Memorials	1,000		1,500	increase prices to reduce memorials
	Burials	20,400		17,000	20% increase in prices
	Other				
		21,400		18,500	
Licence and Wayleave	Licence	5,200		5,200	
	Wayleave	700		700	
		5,900		5,900	
Devolution contribution		2,700			
Interest	Bank			100	
	S'bonds	1,800		1,800	
		1,800		1,900	
Grants applied for					
Sundry		20			reqd?
Fete					
TOTAL REVENUE		**96,820**		**82,029**	

EXPENDITURE

DIRECT		Budget 17/18 £ Revenue	Capital	Budget 16/17 £ Revenue	
Burial Ground Costs					
	Heating & lighting	60		50	based on R Thorndike's 3 year budget
	Water	150		350	
	Wages	4,300		3,900	
	Grounds Maintenance	17,000		12,000	
	Chapel maintenance	1,000		1,500	
	Renovation	2,000			
	Contingency fund	2,000		3,000	
	Seats/bins/noticeboard		1,000		
	Advertising	1,350		1,250	
			27,860		22,050
Commons and Woodlands					
	Sundry	150		150	
	Chiltern Society	2,500		2,400	
	Commons Maintenance Contra	10,000		8,180	
	Tree Work - emergency felling	10,000		10,000	
	Tree inspections/Mngmt plan	2,000		2,100	
	Woodland Plan work	16,000		16,000	Not happened in 16/17
	Pond	2,200		2,865	
	Footpath improvement				
	Forest School			1,000	
	Seats/bins/noticeboards			500	
	Dog bins	1,800		1,500	
			44,650		44,695

		Budget 17/18 £			Budget 16/17 £		
			Revenue	Capital		Revenue	
Street Lighting	Street Lighting maintenance	2,500		26,250	1,500		on basis £9k not used for common lighting reallocated reserve against street lighting replacement Should be half of path capital released as LAF funding
	S L Energy	3,200			3,200		
	Common Lighting						
			5,700			4,700	
Roads and Transport	Ad hoc highway costs		1,500			1,500	
	Devolution costs		5,000				
Community Events	Mapping Work	1,000			1,000		
	Events	800			800		
	Flags/Xmas trees	300			400		
	Fete				1,000		
			2,100			3,200	
Total Direct Expenses			86,810	27,250		76,145	
Net Surplus			10,010			5,884	

		Budget 17/18 £ Revenue	Capital	Budget 16/17 £ Revenue	
OVERHEADS					
Employment Costs		19,500		17,500	Additional £5k for increased hours?
Premises Costs	Rent	500		500	
	Electricity	800		800	
	Cleaning	300		300	
		1,600		1,600	
Office Costs	Telephone	425		425	
	Postage	50		50	
	Stationery/pcopier	500		500	
	Advertising	200		200	
	Website	500		2,000	
	Equipment	3,000		1,000	
	Sundry	125			
		4,800		4,175	
Election and APM expenses		400		200	
Insurance		1,500		1,500	
Audit and Accountancy		800		1,200	
Reference and Training	Clerk training	500		700	
	Cuncillor training	150		350	
	Subscriptions	1,000		1,000	
		1,650		2,050	
Total Overheads		30,250		28,225	
Total Surplus/Deficit		**-20,240**		**-22,341**	

Common and Woodland Working Group Report 7th Dec 2016

1. Update on current work:

   Work on the replacement of two footpath gates, approved last month by the Council, has not yet commenced.
   The winter maintenance of the pond has been completed; the invasive water fern that was treated with weevils has disappeared, but we will not be certain of its eradication until we can check if there is any re-growth in Spring.
   There is a meeting with The Chiltern Society this week to identify areas or tasks that their volunteers can help us with – these are likely to involve further clearance of laurel and removal of some holly, especially around paths.

2. Management Plan for the Common and Woodlands

   John Morris, Director of the Chiltern Woodlands Project, is continuing his work and we are waiting for his feedback. He has begun a survey of Bois Wood and will additionally check on any safety concerns in the wood which may need immediate attention.

3. To consider a request from four residents of North Road to contribute to the resurfacing of the track across the Common to their homes.

   We received a letter on 11th Nov asking the Council to consider contributing (or paying in full) for the resurfacing of the muddy and pot-holed track to their houses on the north side of the Common opposite the entrance to the cricket pitch. They have obtained a quote of £2400 to redress the track with compacted road planings (£600 per house). The deeds allowing right-of-way across the Common have a covenant which states that:

   "the Grantee will contribute a fair proportion according to use of the cost of repairing and maintaining the land coloured brown on the said plan so long as the same shall remain a private approach road"

   However, there is no legal obligation put upon the Parish Council in this matter and in March 2011, when the Council received a similar request, it declined to contribute.

4. It has come to our notice that Guido's Restaurant on South Road is to close and planning permission for 6 houses on the site has been applied for by Mark Scott Construction. Guido's have been unofficially using a patch of the Common opposite for parking and I propose that we end this practice when the restaurant closes and return the area to common land by placing wooden posts across, in the same manner as the rest of the South Road boundary with the Common.

Cllr Clive Thomas

Burial Ground Report 7th Dec 2016

1. Update on current work

   There are a number of maintenance and improvement works scheduled for the Winter and we are in the process of obtaining quotes for approval for items iii to viii:

   i. Removal of bushes and small trees from graves in the Old Burial Ground has already been approved by the Council and will start in December.
   ii. Pruning of trees in the Woodland Burial Ground is also scheduled for December.
   iii. Clearance of brambles and dogwood in the Woodland Burial Ground.
   iv. Cutting the hedge between the Old and New Burial Grounds – this is mostly hawthorn which has self seeded and the proposal is to cut with a tractor mounted saw at a height of 12 – 15ft.
   v. Install a bench seat at the top of the New Burial Ground.
   vi. Remove self seeded trees in the Woodland Burial Ground
   vii. Install reference points in the Woodland Burial Ground to make siting of graves more accurate.
   viii. Maintenance work on the chapel – it requires repair to a rotten soffit board, replacement of a couple of missing tiles and then a complete re-paint.

Cllr Clive Thomas

CBPC Communications

Dec 2016

WEBSITE

The website is ready to go live. However, the current website host is not responding to calls or emails to release the tag for the domain transfer to the new hosting platform. Robert at Dovedale contacted ParishCouncil.net again last week. Hopefully, this problem will be resolved quickly and we can finally publish the new website!

MEDIA

Our Your Amersham council report was featured in the December edition. If you have anything you would like me to mention in the Jan/Feb edition, please let me know before the deadline of 14th December.

The Bucks Examiner included the Remembrance Parade, both in print and their online service, GetBucks. The latter featured a video of the Chesham All Girls Band leading the Parade. The video is available on Youtube.

The 28 Bois Lane Shop Hearing was also covered by the Bucks Examiner.

SOCIAL MEDIA

We are very slowly increasing our reach. Facebook now has 53 likes and a reach of 250 for recent posts. Our Twitter account has 62 followers. The Remembrance Parade video has 58 views.

PARISH QUESTIONAIRE

In 2001, the Council held an open day to collect opinions and thoughts on the village. This was followed by formally seeking views at the next Summer Fete. 100 responses were collected and reviewed. Subsequently, an Action Plan was produced. Villagers were invited to become members of a steering group to develop the Action Plan. One of the outcomes was 'Bois Own', which has now sadly demised.

I think, the Parish is ripe for such an exercise. A lot of people have moved to the village since 2001 and it would be useful to engage with such residents and, of course, the longstanding residents.

We could hold an open day, but how/where/when? Rather, for a small cost, we could create a questionnaire, asking for opinions on specified subjects. It should include a section asking for volunteers to help on activities, common & woodland, etc. Anyone completing the questionnaire would be required to supply their contact details; these can be added to our database of contacts and emails. The questionnaire should be delivered to all 1,250 households in the Parish. We can look to create a function on the website where completed questionnaires can be uploaded.

Objectives:

- *Proactively seek views of residents*
- *Gain volunteers*
- *Acquire specialists, e.g. writers, IT*
- *Promote role of council*
- *Gather contact details*
- *Promote website*

- *Resume Bois Own*

I estimate printing and distribution would cost around £250. Please have a think about this and we discuss at the December meeting.

DIGITAL MAPPING

Rob Heath suggested this could be a project for a local school. Instead of paying Pear Technology to create maps of the Burial Grounds, TPOs, lighting, bins, and other assets, a group of pupils could be tasked to create maps using a GPS plotter, as part of school project on Geography/Technology

Something to discuss at future meetings.