

# CHESHAM BOIS PARISH COUNCIL

## Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 9<sup>th</sup> January 2017

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

**IN ATTENDANCE:** Police Sergeant Nicky Upton, Police Constable Claire Anniston, Mrs S Sachdrev, Copperkins Lane Neighbourhood Watch Co-ordinator and 3 members of the public.

**10.1 Questions and Comments from the Public.** The members of the public attended to discuss speeding and parking issues along Copperkins Lane, with parking near Heatherton House School, during school drop off and pick up, causing traffic jams and obstructing the view of drivers exiting Copperkins Grove. PS Upton had been in discussions with the Neighbourhood Watch Co-ordinator and residents of Copperkins Lane regarding their speeding and parking concerns. Mrs Sechdrev asked Council to consider ways in which they could help deal with speeding and parking along Copperkins Lane.

Cllr King explained that Council were aware of concerns regarding speeding within the parish and were in the process of purchasing two MVAS signs, with a view to alternating one between locations on Copperkins Lane and Amersham Road. Council were keen to address speeding problems across the parish and had invited the police along to discuss these issues.

### **10.2 Report from The Police on Speeding and 28 Bois Lane**

*Speeding:* PS Nicky Upton explained the various methods and initiatives used by the police to deal with speeding vehicles. A Community Speed Watch Scheme, whereby residents are trained to use a hand-held device to log a car's speed and registration number, could be set up by Council. A number of neighbouring parishes have such schemes in place.

*28 Bois Lane:* Council informed PS Upton of the concerns of local residents and Council regarding the long opening hours of the shop and the effect it would have locally. Council have asked residents to inform them of any issues that may arise so that they can be monitored. PS Upton assured Council that the police would deal with any issues promptly.

The members of the public and police officers left the meeting at 8.45pm

**10.3 Apologies for Absence:** Cllr J Bailey.

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

**10.5 To Approve Minutes of Council Meetings held on 12<sup>th</sup> December 2016.**

The minutes were approved unopposed and signed by the Chairman.

#### 10.6 Update on 28 Bois Lane

Cllr Hartley has been unable to make contact with the owners in order to arrange a meeting. He will continue to try to arrange a meeting at their earliest convenience.

Copies of the replies sent to the residents who written to Council detailing their concerns had been circulated to Councillors.

#### 10.7 Chairman's Report

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

The Clerk is to draft a Social Media Policy to provide guidelines and to outline Council's position when using such channels of communication. This draft document should be presented to Council at the February's meeting. **Action: Clerk**

Councillors will be asked to provide the Clerk with their agenda items by the Tuesday of the week preceding the Council meeting in order for the agenda to be circulated on the Wednesday. **Action: ALL**

#### 10.8 Clerk's Report & Correspondence

The Clerk presented her report which had been circulated to Council prior to the meeting.

a) North Road Sign: The damaged North Road sign, currently resting against a tree at the junction with Amersham Road, has been reported to Chiltern District Council.

b) The Bucks Association of Local Councils has asked for nominations of past Chairmen to attend the Queen's Royal Garden Party in May 2017.

c) Yvette Hitch, Area Commander, Thames Valley Police has sent a letter informing Councillors of the new police operating model.

d) A resident has written regarding the 28 Bois Lane licensing application. The Clerk will inform the resident of the actions Council will be taking. **Action: Clerk**

e) BCC have sent an invitation to the Bucks Freight Strategy Workshop on 13<sup>th</sup> February 2017. Interested Councillors should inform the Clerk if they wish to attend. **Action: ALL**

f) The NHS Oxfordshire Clinical Commission Group has sent Council information on the draft Buckinghamshire, Oxfordshire and Berkshire West Sustainability and Transformation Plan. Councillors are asked to send their comments of the draft document to the Clerk. **Action: ALL**

#### 10.9 Infrastructure Projects to be added to BCC's Local Infrastructure Priorities List

Cllr Harbottle presented the list and asked Councillors to inform him of any further projects they would like added. Cllr Harbottle would circulated the final version to Councillors. **Action All/Cllr Harbottle**

#### 10.10 Martin Philips Award for Community Engagement.

Council considered contributing to the Martin Phillips Award for Community Engagement, which will become an annual award given to a local community project chosen by Martin Phillip's family. **It was resolved** to give a one-off donation of £200 to the fund from the village fete surplus. **Action: Clerk**

Council agreed to place a plaque on the new bench to be placed in the new formal burial ground to commemorate Martin Phillips and his contribution to the parish. Cllr Hartley would contact the Phillip's family to seek their approval. **Action: Cllr Hartley**

## 10.11 Finance

- a) The income and expenditure and balance sheet for December 2016 was noted.
- b) *Payments for approval to 4<sup>th</sup> January 2017:* Council approved the following payments:

PAYMENTS	NET	VAT	Amount	
Buckland Landscapes Ltd	£1,040.48	£208.10	£1,248.58	Dec 16 Grounds Maintenance
Clarity Copiers Ltd	£72.48	£14.50	£86.98	Photocopier usage/maintenance Sept- Dec 16
DCK Beavers Ltd	£25.00	£5.00	£30.00	Jan 17 Payroll Administration
HMRC	£919.55		£919.55	Q3 Tax/NI Return
Pear Technology Svs	£225.00	£45.00	£270.00	Digital Mapping Software Support/Updates 2017
Ridgeway Woodlands	£1,090.00		£1,090.00	Treework in Burial Ground
Rob Lowein	£180.00		£180.00	Installation of IT equipment
St Leonards Church	£200.00		£200.00	Office Rent 1 Jan to 30 June 2017
Toolshed	£160.00	£32.00	£192.00	Street Sign Cleaning
Staff Salaries	£1,375.64		£1,375.64	Jan 17 Salaries
Bucks County Council	£353.68		£353.68	Jan 17 Pension Contributions
Southern Electric	£242.37	£45.04	£287.41	Dec 16 Street Lighting Electricity
Swarco Traffic Ltd	£1,737.05	£347.41	£2,084.46	Deposit for MVAS signs
Utility Warehouse	£31.48	£6.29	£37.77	Dec 16 Telephone/Broadband
			<b>£8,356.07</b>	
<b>RECEIPTS</b>				
EDF Energy	£600.00		£600.00	Wayleaves
H C Grimsteads	£560.00		£560.00	Plot/Interment 3N
St Leonards	£40.00		£40.00	Chapel Hire
Mrs Stevens	£600.00		£600.00	Plot W39
NS&I Savings	£87.95		£87.95	Nov 16 interest
			<b>£1,887.95</b>	

- c) *2017/18 Budget:* An updated 2017/18 budget had been circulated to Council. It was agreed that mapping costs would be increased to £5000 for burial ground mapping, employment costs would increase by £5000 due to the Clerk's increased hours, the audit and accountancy budget would increase to £1200 to take into account Unity Trust bank charges and a communications budget of £500 would be included. With these changes the 2017/18 budget was approved. The updated budget would be circulated to Councillors. **Action: Cllr Woolveridge**
- d) *2017/18 Precept:* Following discussion it was agreed increase the precept to take account of the clerk's increased working hours and impending woodland management work. **It was resolved** by 9 votes to 1 to set the precept be increased by 15% to £64,088 and the Clerk was authorised to request this sum from Chiltern District Council. **Action: Clerk**

## 10.12 General Purposes – To Receive Reports from Working Groups

### a) Common & Woodland

- i. *Woodland Management Plan:* Cllr Thomas had circulated the first report from John Morris, Director of the Woodlands Project for the Chilterns Conservation Board, on the Woodlands and Common Management Plan. The plan divided the woodlands into three areas: the common, Tenterden Spinney and Bois Wood and would provide a 10-year framework. The report reflected the age and general health of trees, the mix of species and their density together with Council's desire to enhance the amenity value of the woodland. Plans indicating the type of action required for each area were circulated to Council. Councillors are asked to send their comments on the report to Cllr Thomas. **Action: ALL**

It was agreed that Cllr Thomas would invite Mr Morris to talk about the Management Plan proposals at the Annual Parish Meeting on 15<sup>th</sup> May 2017. **Action Cllr Thomas**

### **b) Burial Grounds**

Cllr Thomas presented his report which was circulated to Council.

- i. *Update on Current Work:* The self-seeded trees and bushes have been removed from graves in the original burial ground and the trees in the woodland burial ground have been pruned.
- ii. A quote to provide and fit a bench to the top driveway in the new formal burial ground at a cost of £800 has been received. **It was resolved to** approve the expenditure of £800 to carry out this work. **Action: Cllr Thomas**
- iii. A quote for the removal of self-seeded trees in the Woodland Burial Ground at a cost of £440 has been received. The majority of these trees will become an obstruction to future burials if they are allowed to grow larger. **It was resolved to** approve the expenditure of £440 to carry out this work. **Action: Cllr Thomas**
- iv. A quote for clearing brambles and blackthorn from the Woodland Burial Ground at a cost of £430 has been received. **It was resolved to** approve the expenditure of £430 to carry out this work. **Action: Cllr Thomas**

### **c) Transport**

Cllr King presented his report.

- i. *Portable Speed Sign (MVAS) & Speeding:* MVAS data from the Bois Lane and North Road locations were presented. 96% of vehicles on North Road and 98% of vehicles on Bois Lane are travelling below 34mph.  
  
The two new MVAS signs have been ordered and are expected to be delivered during February.  
The police carried out speed enforcement activities in Copperkins Lane and North Road during 4<sup>th</sup> January 2017.
- ii. *LAF:* Four quotes have been received to carry out the footpath work and were detailed in Cllr King's report, together with his and Cllr Thomas' recommendations. **It was resolved to** approve the expenditure of £4000 to construct the path, without timber shuttering, on the understanding that the work would be carried out during February and March 2017. **Action: Clerk**  
  
The Clerk had written to the Chiltern District Council's Planning Department informing them of the scope of works to be carried out on the footpath and that Commons Act 2006 S38 consent was not required as the resurfacing of the footpath does not constitute a new impediment and was in keeping with the character of the Common.
- iii. *2017 Grass Verge Contract:* The current contractors have quoted for the 2017 grass cutting. The number of grass cuts has been increased from ten to twelve and sign cleaning has been added to the contract. **It was resolved to** approve the 2017 Grass Verge Maintenance and Sign Cleaning Contract at a cost of £2184. **Action: Clerk**

### **d) Communications**

Cllr Buckingham presented his report.

- i. *Website:* The current website provider states that they had requested the IPS change-over and will investigate why it has not occurred.
- ii. *Parish Questionnaire:* Cllr Buckingham presented the first draft of the questionnaire. Following discussion on the format it was agreed that Councillors would send their comments and suggestions to Cllr Buckingham. **Action: Cllr Buckingham/ALL**

## **10.13 Planning**

- a) The minutes of the Planning Committee meeting held on 12<sup>th</sup> December 2016 were noted.

The meeting closed at 10.05pm.

Date of next Council Meeting: Monday 13<sup>th</sup> February 2017