

Chairman's Report 13/2/2017

Parish Centre

Since our last meeting Cathy and I have met with The Vicar and have had wide ranging discussions regarding the redevelopment of the Parish Centre. The Church is hoping to demolish the Parish centre and the Vicarage and to build a centre that includes a larger church facility, the existing Childcare centre, space for the Council and other community facilities.

The Church hierarchy now appears to be onside and I believe that the Chesham Bois Parish Council should remain very involved with this process to ensure that our own interests with regard to accommodation and community visibility are served. It is also a great opportunity to encourage development of a centre that can really serve the whole community.

Heatherton House

On the 31st January Clive, Danny and I attended the Neighbourhood watch community meeting held at Heatherton House School. Clive addressed the meeting with regard to the Council's concerns about speeding and parking and raised the possibility of expanding the School car park. The School Head Teacher has emailed Clive and I to organise a meeting with her to discuss the possibilities.

I see this as a real alternative to the current parking/traffic problems, the improvement of a very poor area of woodland and further income for future councils. Clive and I will meet with the Head Teacher and bring the matter back to Council for discussion.

Council Committee's

I have put together a paper with input from Sam and Cathy for changes in the way this Council operates. We currently have Working Groups and I am suggesting that we retain the team leaders and operate under an Open Spaces Committee and an Events Committee. This should help streamline operations and help our focus.

Finance

I note that Rob Heath has agreed to join the Finance Working Group – Thanks Rob!

Thanks

Ray Hartley

Chairman

Chesham Bois Parish Council

Ray Hartley

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PROPOSAL

This Council has been operating ~~as~~with one Committee and six Working Groups, but due to time constraints in our Council meetings I think we are not able to adequately discuss and deal with matters that we possibly need to. The following is a suggested Committee and Working Group structure which would allow for more detailed discussion in important areas and keep the main Council Meeting for more official business.

This paper is designed to start discussion – so – Please read and consider the following document and add your thoughts so that we can develop a more efficient structure.

CURRENT STRUCTURE

Planning Committee	Jonathan Harbottle John Bailey David King Clive Thomas Gail Goldstein	Chairman
Working Groups Finance	Cathy Woolveridge Danny Buckingham Ray Hartley Rob Heath	Chairman
Village Community	John Bailey Gail Goldstein Richard Harrison Jane Large	Chairman
Common & Woodland	Clive Thomas John Bailey Richard Harrison David King	Chairman
Burial Grounds & Chapel	Clive Thomas Cathy Woolveridge David King	Chairman
Transport & LAF	David King John Bailey Jane Large	Chairman
Communication	Dan Buckingham Gail Goldstein Cathy Woolveridge	Chairman
Outside Bodies:		
Local Area Forum	David King	
Duke of Bedford's Trustees (3 Reps)	Cathy Woolveridge John Bailey Ray Hartley	
Chiltern & South Bucks Strategic Partnership	David King	

SUGGESTED CHANGES

The current Working Group structure has only worked based on the effort and direction of each of the Chairs. These groups have not met together as teams on a regular basis and as a result I think it is time to consider an alternative that can be more appropriate. Areas of

Council business need to be owned by someone so I would move to a system of named Councillors as a part of a formal Committee that has more control.

Working Groups have no authority to make decisions and need to come back to a Council for decisions to be approved. The following proposal is to have two Committees that would have delegated authority to carry out their work within agreed budgets. Matters from these Committees would be listed as agenda items in the following Council meeting as currently occurs with the Planning Committee. The Proposed Committees would be:-

Planning & Amenities Committee

The addition of the responsibility for managing the street lighting maintenance and renewal programme and highway issues has been added to the existing Planning Committee's Terms of Reference.

Members	Jonathan Harbottle	Chairman
	John Bailey	
	David King	
	Clive Thomas	
	Gail Goldstein	

Open Spaces Committee

It is proposed that this Committee encompasses the following areas:

Common & Woodlands /		
Burial Grounds & Chapel	-	Clive Thomas
Burial Management	-	Jane Large
Devolved Services &LAF		David King
Events		John Bailey
Digital Mapping	-	Ray Hartley

The Terms of Reference for the Open Spaces Committee will allow the committee to authorise expenditure without prior reference to full Council on items which fall within the Committee's area of responsibility and within its approved budget. Such expenditure would then be reported at the next Council meeting. The Chairman of this Committee could be elected every 6 months in order to allow each committee member to have the opportunity to Chair

It should be made clear that the move to Committees will not change reporting or other requirements – the Committees will have agreed Terms of Reference and the meetings will all be open to the public, require agendas and minutes to be publicised on Councils website and noticeboards.

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If the committee is uncomfortable with a decision it can be referred to the main council meeting, and if any business needs dealing with in between committee meetings these can be addressed by Council. Conversely, if there is no business to discuss at Committee level no meeting needs to be convened.

Reporting to Council

Council would receive the minutes of its Committees and would decide on any recommendations. Council would also receive reports on the following:

Finance	-	Cathy Woolveridge
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Communications	-	Dan Buckingham
Good Neighbour Scheme:		John Bailey
Annual Parish Meeting		John Bailey
Duke of Bedford's Trustees		Cathy Woolveridge
		John Bailey
		Ray Hartley
Chiltern & South Bucks		
Strategic Partnership		David King

PROPOSED COMMITTEE STRUCTURE

Councillor	Planning & Amenities Committee	Open Spaces Committee	Other
Ray Hartley	avail	OSC	D of B
Richard Harrison			
John Bailey	P&AC	OSC	D of B
Danny Buckingham			Comms
Gail Goldstein	P&AC		
Rob Heath			
Jonathan Harbottle	P&AC		
David King	P&AC	OSC	CSBSP/LAF
Jane Large		OSC	
Clive Thomas	P&AC	OSC	
Cathy Woolveridge		OSC	Finance D of B
TOTAL	5/6	6	

Proposed committee Chairmen are:

Planning & Amenities	-	Jonathan Harbottle
Open Spaces	-	Cathy Woolveridge

PROPOSED MEETING SCHEDULE

Each Committee requires the Clerk to be in attendance to take minutes and to minimise the number of times that Sam would be required to attend evening meetings it would make sense to have Open Space Committee meetings either before or after Planning & Amenities Committee meetings.

Note – it is not a requirement that meetings are held in the evening – if the Councillors involved can meet at other times convenient to the Clerk this is allowed and may be more convenient.

MONTH	FULL COUNCIL	OPEN SPACES COMMITTEE
JANUARY	***	
FEBRUARY		***
MARCH	***	
APRIL		***
MAY	***	
JUNE		***
JULY	***	
AUGUST		
SEPTEMBER	***	
OCTOBER		***
NOVEMBER	***	
DECEMBER		***
TOTAL	6	5

Council Meeting 13th February 2017

Clerk's Report & Correspondence

2017/18 Precept

A request for a precept of £64,088 for 2017/18 has been made to CDC.

2017/18 to 2021/22 External Auditors

Smaller Authorities Audit Appointments (SAA) have announced the external auditor appointments for 2017/18 to 2021/22. The external auditors for Buckinghamshire will be PKF Littlejohn LLP.

The external auditor for this financial year 2016/17 will be Mazars.

Report from CDC's Parish Clerk's Meeting on 16th January 2017

Transport for Bucks are to arrange workshops for parishes on the change to LED lighting.

Local Plan Review: The consultation which focussed purely on strategic greenbelt options ended in December 2016. CDC are in the process of rescheduling the timetable for the Local Plan. A wider consultation will be undertaken in autumn 2017. This consultation will also consider an infrastructure levy scheme.

The Chiltern Pools public consultation received over 2000 responses and CDC are working on a business case that further develops the provision and facilities of the facility.

A case for the expansion of the *Amersham multi-story car park* is to be considered during spring 2017.

Modernising Local Government: A business case has been produced for the district councils proposing a two-unitary option based on a North/South divide. This has been sent to the Dept. for Communities & Local Government (DCLG). A decision is not expected until March 2017

Social Media Policy

I am currently working on a Social Media Policy for Council. The first draft will be available for comment within the next two weeks.

Boards on Common

Hadland Estates were granted a licence to erect a sales board on Common Land near Manor Drive

Memorials

January and early February there were two memorial applications approved.

Correspondence

- Superintendent Hitch has arranged a meeting to update all Town and Parish Councils on the new Local Police Area structure and how this will affect policing in the area. This meeting will take place on 6th March 2017 at 6.30pm until 8.30pm at CDC's offices. Please let me know if you would like to attend.
- Bucks & Milton Keynes Association of Local Councils (BMKALC) have written to inform Council that 28th March is a Lobby Day in Parliament. Lobby Days raise the profile of parish and town councils and are an opportunity for Councils to request a meeting with their Local MPs at their surgeries in the days or weeks following the Lobby Day to discuss issues affecting Council. Examples given were: Health and Wellbeing/Planning/Devolution/HS2 Traffic and Infrastructure/Local Finance/Referendum Principals.

Chesham Bois Parish Council: Income & Expenditure

Financial Month: January 2017

	Annual Budget	PERIOD	Current YTD	Budget Remaining
INCOME				
Precept	£55,700.60		£55,700.60	
Council Tax Support Grant	£28.40		£28.40	
Interest Received	£1,900.00	£90.88	£1,101.74	£798.26
Burial Ground Plots	£14,000.00		£7,100.00	£6,900.00
Burial Ground Memorials	£1,500.00	£280.00	£2,809.99	-£1,309.99
Burial Ground Interments	£3,000.00	£450.00	£3,526.00	-£526.00
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	£100.00	£739.83	-£39.83
LAF Grants				
Other Grants			£300.00	-£300.00
Licence Income	£5,200.00		£2,720.00	£2,480.00
Misc. Income			£2,984.82	-£2,984.82
VAT Repaid				
Total Income	£82,029.00	£920.88	£79,957.36	£2,071.64

EXPENDITURE

SALARIES, PAYE & NI

Clerk Salary	£13,646.00	£1,391.65	£11,531.67	£2,114.33
Employers National Insurance	£635.00	£98.76	£658.47	-£23.47
Employers Pension Scheme	£3,219.00	£272.96	£2,376.66	£842.34
Adjustments			£470.51	-£470.51
Total	£17,500.00	£1,763.37	£15,037.31	£2,462.69

ADMINISTRATION

Clerks Expenses				
Councillor Expenses				
Photocopier Costs	£460.00		£257.16	£202.84
Stationery & Office Supplies	£40.00		£166.87	-£126.87
Office Machinery & Maintenance				
Telephone & Broadband	£425.00	£33.83	£325.64	£99.36
Postage	£50.00		£31.96	£18.04
Office Rent	£500.00	£200.00	£400.00	£100.00
Office Electricity	£800.00	£197.01	£555.52	£244.48
Office Repairs & Maintenance				
Wages - Cleaning	£300.00	£25.00	£250.00	£50.00
Health & Safety (incl Fire)			£80.33	-£80.33
Computers & Software	£2,000.00		£1,895.76	£104.24
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		£557.55	£442.45
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	£25.00	£981.00	£219.00
Legal Fees				
Advertising	£200.00			£200.00
Software Subscriptions			£114.00	-£114.00
Recruitment Expenses			£0.00	
Total	£11,825.00	£480.84	£7,391.99	£4,433.01

GRANTS

S137 Grants & Community, Grants	£0.00		£0.00	£0.00
Total	£0.00		£0.00	£0.00

BURIAL GROUND

Burial Ground - Ground Maintenance	£12,000.00	£1,697.83	£8,608.47	£3,391.53
Burial Ground - Water	£350.00		£46.30	£303.70
Burial Ground - Electricity	£50.00			£50.00
Burial Ground - Sexton Costs	£3,900.00	£301.67	£2,241.70	£1,658.30
Burial Ground - Chapel Maintenance	£1,500.00			£1,500.00
Burial Ground - Toilet Maintenance				
Burial Ground - Mapping Costs				
Burial Ground - Advertising	£1,250.00		£1,075.50	£174.50
BGWG - Contingency Fund	£3,000.00	£3.00	£1,756.00	£1,244.00

Total	£22,050.00	£2,002.50	£13,727.97	£8,322.03
COMMON & WOODLANDS				
C & W - Ground Maintenance	£8,180.00	£432.65	£4,730.85	£3,449.15
C & W - Pond Maintenance	£2,865.00		£1,370.00	£1,495.00
C & W - Tree Inspections	£2,100.00			£2,100.00
C & W - Treework	£10,000.00		£4,710.00	£5,290.00
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	£10,000.00			£10,000.00
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	£38,595.00	£432.65	£11,412.88	£27,182.12
TRANSPORT & HIGHWAYS				
T & H - Streetlights Maintenance	£1,500.00			£1,500.00
T & H - Streetlights Electrictiy	£3,200.00	£242.37	£2,114.03	£1,085.97
T & H - General Costs	£1,500.00			£1,500.00
T & H - Grass Verge Cutitng			£1,374.00	-£1,374.00
T & H - Sign Cleaning			£160.00	-£160.00
T & H - Footpath Maintenance				
T & H - Hedge Maintenance				
T & H - MVAS	£6,000.00	£1,737.05	£1,737.05	£4,262.95
THWG - Sundry Expenses				
Total	£12,200.00	£1,979.42	£5,385.08	£6,814.92
VILLAGE COMMUNITY				
Village Community - Events	£800.00		£156.03	£643.97
Village Community - Fete	£1,000.00		£2,574.08	-£1,574.08
Village Community - Christmas Lights	£400.00	£350.00	£481.50	-£81.50
Good Neighbourhood Scheme			£133.99	-£133.99
VCWG - Sundry Expenses				
Total	£2,200.00	£350.00	£3,345.60	-£1,145.60
Suspense & Misposstings			-£1,140.00	
Total Expenditure	£104,370.00	£7,008.78	£55,160.83	£48,069.17
NET SURPLUS (DEFICIT)	-£22,341.00	-£6,087.90	£24,796.53	-£45,997.53

CHESHAM BOIS PARISH COUNCIL

Balance Sheet

Financial Month: January 2017

	<u>Current</u> <u>YTD</u>
<u>Assets</u>	
CURRENT ASSETS	
Debtors	£2,180.00
Prepayments	
Total	£2,180.00
MONIES HELD	
Unity Current Account	£12,931.01
Unity Deposit Account	£26,561.15
Cambridge Building Society	£16,495.71
National Savings Account	£107,000.00
Other monies in hand	£60.63
Total	£163,048.50
VAT TO BE CLAIMED	
VAT to be claimed	£7,647.68
Total	£7,647.68
Total Assets	£172,876.18
<u>Liabilities</u>	
MONIES OWED SHORT TERM	
Creditors	£1,612.06
Accruals	
Payroll Taxation	£360.72
Payroll Pension	
Total	£1,972.78
Total Liabilities	£1,972.78
Assets less Liabilities	£170,903.40
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	£24,796.53
	£170,903.40

1. Update on current work

Work on the replacement of two footpath gates, already approved by the Council, has not yet commenced.

A morning's work with the Chiltern Society volunteers cleared a large amount of holly and laurel from the piece of Common to the north of North Road and a further work day has been scheduled for Tuesday 28th February .

2. Management Plan for the Common and Woodlands

The next stage in progressing our management plan will be a meeting on site between John Morris, Director of the Chiltern Woodlands Project, and representatives of the Forestry Commission and this is scheduled for Monday 20th February. The aim is to outline our broad thinking on each of the woodland areas (as outlined to the Council last month) and then adjust this as necessary in the light of input from the Forestry Commission. Their buy-in to the plan at an early stage will be an advantage in getting approval.

Any more comments from councillors on the plan are still welcome.

3. Additional Items

Planning permission has been obtained for the felling of 3 trees near the main Amersham – Chesham Road – one of them, a sycamore, was regarded as so dangerous that immediate felling was required by CDC's tree officer.

A contractor has been appointed to clear up fallen trees at the north-west end of the Common behind the cricket pavilion and to fell two "hung-up" trees that are leaning, also in the same area. Logs around the large fallen beech tree in Tenterden Spinney will also be tidied up.

Cllr C Thomas

1. Update on current work

Most of the Winter grounds maintenance has now been completed. Self seeded trees have been removed in the Woodland Burial Ground and brambles and blackthorn cleared, resulting in a much more open aspect. The fence-line between the Woodland Burial Ground and the large field has also been cleared and this has revealed a number of trees planted some time ago, possibly fruit trees.

Work has started on painting the railings and the Chapel, but completion will depend on the weather. We are still chasing contractors to cut the hedge between the Old and New Formal Burial Grounds and also expect our new bench for the New Formal Burial Ground to be delivered shortly.

2. Additional Items

The Maintenance Contract for both the Burial Ground and the Common is up for renewal in April so a (slightly) revised draft contract has been prepared and sent out for tender

We have started a gravestone safety survey in the Old Burial Ground, and when completed will contact the owners of those graves to ensure remedial action is taken. Any identified as dangerous will be laid down in the interim.

3. Administrative Matters

Cllr Large has nearly completed the review of the burial records and there remain a few items for the Clerk to follow up on. Once finalised this will ensure that any digitised information linked to mapping is accurate. It should be noted the additional time agreed for the Clerk has been instrumental in enabling this work to take place and the BGWG is most grateful to Cllr Large for the many hours she has spent checking the records.

4. Burials

Burial income from the sale of plots for the year is significantly lower than expected. Price increases agreed by the Council are now shown on the website, but it is likely that receipts will not cover expenditure for this year. Once the current work is completed the BGWG will consider reviewing the advertising process and the Council's engagement with local Funeral Companies.

Cllr Clive Thomas and Cllr Cathy Woolveridge

WEBSITE

Hooray! The website has at last gone live. The previous domain holder finally released the Chesham Bois domain after I tracked him down to his daytime job. Some tweaking needs to be done, so if you spot anything missing or not quite right, please let me know. If you have anything which needs adding, again, contact me or Sam.

MEDIA

Our Your Amersham council report was featured in the Jan/Feb edition. If you have anything you would like me to mention in the March edition, please let me know before the deadline of 16th February.

SOCIAL MEDIA

We are very slowly increasing our reach. Facebook now has 58 likes and a reach of 250+ for recent posts. Our Twitter account has 72 followers.

BOIS OWN

I am trying to revive Bois Own and working on an edition to be distributed in early spring. I am hoping to insert the parish questionnaire. Content is coming together, but I am struggling on advertising, which is needed to cover costs. If there is a small shortfall, I may ask the Council to cover this. Publication should attract advertisers for future editions.

PARISH QUESTIONNAIRE

Second draft circulated for comments and approval to be issued in March.

Cllr D Buckingham



Chesham Bois Parish Council - Questionnaire 2017

Your Parish Council is keen to hear feedback on how well we serve our community. Changes to the structure of local government in Bucks are highly probably within the next five years. Consequently, we would like consult with residents and obtain your views on the Parish, the services we provide and what you believe can be improved. This will help us plan for the future and support any grant applications for the benefit of the Parish. Therefore, please could you take a little time to complete this questionnaire. It may also be completed on line on the parish council website: www.cheshamboispc.org.uk Please return all questionnaires by 30th April.

COMMON & WOODLANDS

The Parish Council maintains areas of the Parish designated as common land. This includes the field and woodland between North and South Roads, Tenterden Spinney and other pockets of woodland. Maintenance includes tree management, the removal of invasive shrubs and keeping footpaths clear. We work in partnership with the Forestry Commission and several Chilterns organisations.

How are we managing the Common & Woodlands?

Good	ok	Need to improve

TRANSPORT

CBPC is formally responsible for the provision and maintenance of all street lighting in the Parish, except for those on the A416. Since 2016, the Council has taken on grass cutting & maintenance of verges, devolved from Bucks County Council. We, also, liaise with agencies & authorities on footpaths, road safety & other transport matters. We have purchased one mobile speed monitor and will be acquiring two more, this year.

How are we managing Transport and street lighting?

Good	ok	Need to improve

COMMUNITY EVENTS

We organise Spring and Autumn Parish Clean Ups, Beating the Bounds (guided walk of the Parish), the Remembrance Parade, the Christmas Lights Ceremony and every two years, a Summer Fete on The Common.

What do you think of our Community Events?

Good	ok	Need to improve

BURIAL GROUNDS

CBPC manages the Formal and Woodland Burial Grounds, plus the Chapel and Garden of Remembrance. These are located at the northern end of the Parish and surrounded by woodland. We are responsible for the upkeep and development of the Grounds.

How are we managing the Burial Grounds?

Good	ok	Need to improve

COMMUNICATIONS

The Council engages with residents through the Website, social media (Facebook and Twitter) and its column in Your Amersham. We talk with local journalists to get coverage of our events and local issues. At the Annual Parish Meeting we invite residents to review our service during the year.

What do you think of our communication with residents?

Good	ok	Need to improve

PLANNING

The Parish Council plays an active part in all local planning issues. We are invited to comment on all applications submitted to Chiltern District Council which is the planning authority for this part of Bucks. Our role is only advisory.

How are we responding to local planning applications?

Good	ok	Need to improve

Please make any comments or suggestions for the Council to consider:

VOLUNTEERS

Would you interested in joining a working group to help maintain our woodlands?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Can you help at future community events?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

We are looking for people to register as a Winter Help Volunteer. Please indicate if you can help.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Optional: Name:Address:
.....
Email address:

Please return this form to the Parish Centre in Glebe way, or email to the Clerk at clerk@cheshamboispc.org.uk Alternatively, you can complete it on our new website: www.cheshamboispc.org.uk

Thank you for completing the questionnaire. The results will be published on our website. Please take the time to or follow us on Twitter **@CheshamBoisPari** and **www.facebook.com/CheshamBoisPC**