

# Chairman's Report 10/04/2017

---

Thanks to Clive Thomas for chairing the previous meeting.

## **28 Bois Lane**

There is still no further progress with the retail outlet at 28 Bois Lane due to an ongoing legal dispute.

We have not been able to meet with the shop owner as yet due to my being away and now Sagal being away. I am hopeful that we can meet in the next two weeks to find out about progress and discuss ongoing plans.

## **Council Committee's**

The committee structure is listed as a separate agenda item for this meeting to make a final decision as to whether it is implemented. I understand from the last meeting that there are a couple of concerns still relating the operation of this structure. A couple of points to note:-

All Councillors can nominate to be of every Committee and I would encourage each to do so!

All Councillors can attend each and every Committee meeting, but can only vote if they are a member of the particular Committee.

## **Gail Goldstein**

As per my previous email – Gail has resigned due to family reasons. I would like to express my sincere thanks and appreciation to Gail for her great effort and valuable input to this Council. Gail has managed her council involvement around very difficult circumstances and I would like to wish Gail well for the future and hope that she can stay involved in future council activities.

## **Councillor Vacancy**

Due to Gail's resignation we now have a casual vacancy that can be filled. Sam inform the Returning Officer at CDC and will advertise the vacancy on the website and noticeboard. Please could you consider members of the community who you feel could add value and whose roles or skill sets council would find helpful.

Thanks

Ray Hartley

Chairman

Chesham Bois Parish Council

# **Council Meeting 10<sup>h</sup> April 2017**

## **Clerk's Report & Correspondence**

### **Internal Audit**

I have invited IAC Ltd to carry out our internal audit again this year and am awaiting a date.

### **Annual Parish Meeting**

John Morris has confirmed that his talk will be titled 'A long term management plan for Chesham Bois Woods and Common'. Posters and a banner will be designed and the event will be advertised on social media.

### **Training**

As part of the audit of the burial ground's records and database the need for additional training has been identified. Cllr Large and I spent a morning with the administrator of Chesham Town Cemetery which was extremely helpful and in addition to that I seek approval for attendance at the following training sessions.

Clerk – ICCM's Granting, Exercising & Transferring Exclusive Rights of Burial course at a cost of £130

Cllr Large – BMALC's Cemetery Management & Compliance workshop at a cost of £136.05

### **Thames Valley Orienteering Club**

TVOP have in the past used parts of the Common, Tenterden Spinney and a small area of woodland near the burial grounds for orienteering events. They are fully insured and are holding such an event on the evening of 28<sup>h</sup> June between 7.30pm and 8.30pm and are expecting between 10 to 20 club members.

### **Correspondence**

- BCC letter from the Leader of the Council to all Town and Parish Councils on Modernising Local Government in Buckinghamshire (copy attached)
- NALC letter on Parish Precepts (copy attached)
- BCC's eNewsletter (emailed to Cllrs)
- BCC Presentation on HS2 through Buckinghamshire – The Role of BCC (emailed to Cllrs)
- The Chiltern's Conservation Board eNewsletter (emailed to Cllrs)

# Chesham Bois Parish Council: Income & Expenditure

Financial Month: March 2017

	Annual Budget	PERIOD	Current YTD	Budget Remaining
<b>INCOME</b>				
Precept	£55,700.60		£55,700.60	
Council Tax Support Grant	£28.40		£28.40	
Interest Received	£1,900.00	£85.22	£1,277.84	£622.16
Burial Ground Plots	£14,000.00	£3,200.00	£10,700.00	£3,300.00
Burial Ground Memorials	£1,500.00		£2,916.32	-£1,416.32
Burial Ground Interments	£3,000.00	£900.00	£4,426.00	-£1,426.00
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	£50.00	£789.83	-£89.83
LAF Grants		£4,000.00	£4,000.00	
Other Grants			£300.00	-£300.00
Licence Income	£5,200.00	£80.00	£5,500.00	-£300.00
Misc. Income		£1.50	£2,986.32	-£2,986.32
VAT Repaid		£6,695.68	£6,695.68	-£6,695.68
<b>Total Income</b>	<b>£82,029.00</b>	<b>£15,012.40</b>	<b>£98,266.97</b>	<b>-£16,237.97</b>
<b>EXPENDITURE</b>				
<b>SALARIES, PAYE &amp; NI</b>				
Clerk Salary	£14,416.00	£1,391.65	£14,314.97	£101.03
Employers National Insurance	£865.00	£98.76	£855.99	£9.01
Employers Pension Scheme	£3,219.00	£272.96	£2,922.58	£296.42
Adjustments			£470.51	-£470.51
<b>Total</b>	<b>£18,500.00</b>	<b>£1,763.37</b>	<b>£18,564.05</b>	<b>-£64.05</b>
<b>ADMINISTRATION</b>				
Clerks Expenses				
Councillor Expenses				
Photocopier Costs	£460.00	£111.14	£368.30	£91.70
Stationery & Office Supplies	£40.00	£14.60	£189.95	-£149.95
Office Machinery & Maintenance				
Telephone & Broadband	£425.00	£35.71	£395.11	£29.89
Postage	£50.00	£6.60	£45.16	£4.84
Office Rent	£500.00		£400.00	£100.00
Office Electricity	£800.00	£280.54	£836.06	-£36.06
Office Repairs & Maintenance				
Wages - Cleaning	£300.00	£25.00	£300.00	£0.00
Health & Safety (incl Fire)			£164.63	-£164.63
Computers & Software	£2,000.00		£1,895.76	£104.24
Training - Clerk	£700.00	£26.40	£265.10	£434.90
Training - Councillors	£350.00		£95.55	£254.45
Books & Reference Material			£70.00	-£70.00
Subscriptions	£1,000.00	£120.00	£869.55	£130.45
Insurance	£1,500.00		£1,371.95	£128.05
Digital Mapping				£0.00
Website	£2,000.00		£916.78	£1,083.22
Noticeboards	£100.00			£100.00
APM & Public Meetings	£200.00			£200.00
Audit & Accountancy Fees & Bank Charges	£1,200.00	£30.50	£1,036.50	£163.50
Legal Fees				
Advertising	£200.00			£200.00

Software Subscriptions			£114.00	-£114.00
Recruitment Expenses			£0.00	
<b>Total</b>	<b>£11,825.00</b>	<b>£650.49</b>	<b>£9,334.40</b>	<b>£2,490.60</b>
<b>GRANTS</b>				
Surplus from 2016 Village Fete	£1,110.00	£150.00	£350.00	£760.00
<b>Total</b>	<b>£0.00</b>	<b>£150.00</b>	<b>£350.00</b>	<b>£760.00</b>
<b>BURIAL GROUND</b>				
Burial Ground - Ground Maintenance	£12,000.00	£4,707.83	£14,794.13	-£2,794.13
Burial Ground - Water	£350.00		£46.30	£303.70
Burial Ground - Electricity	£50.00			£50.00
Burial Ground - Sexton Costs	£2,900.00	£151.67	£2,620.04	£279.96
Burial Ground - Chapel Maintenance	£1,500.00	£1,052.41	£1,052.41	£447.59
Burial Ground - Toilet Maintenance				
Burial Ground - Mapping Costs				
Burial Ground - Advertising	£1,250.00	£84.00	£1,347.00	-£97.00
BGWG - Contingency Fund	£3,000.00	£677.59	£2,433.59	£566.41
<b>Total</b>	<b>£21,050.00</b>	<b>£6,673.50</b>	<b>£22,293.47</b>	<b>-£1,243.47</b>
<b>COMMON &amp; WOODLANDS</b>				
C & W - Ground Maintenance	£8,180.00	£432.65	£5,596.15	£2,583.85
C & W - Pond Maintenance	£2,865.00	£790.00	£2,160.00	£705.00
C & W - Tree Inspections	£2,100.00			£2,100.00
C & W - Treework	£10,000.00	£4,730.00	£9,440.00	£560.00
C & W - Footpath Maintenance (LAF Fund)	£4,000.00	£4,575.00	£4,575.00	-£575.00
C & W - Dog Bin Maintenance	£1,500.00	£602.03	£1,204.06	£295.94
C & W - Seats	£400.00			£400.00
C & W - Management Plan	£10,000.00		£1,800.00	£8,200.00
C & W - Chiltern Society Work	£2,400.00	£924.00	£924.00	£1,476.00
C & W - Forest Schools	£1,000.00			£1,000.00
CWWG - Sundry Expenses	£150.00			£150.00
<b>Total</b>	<b>£42,595.00</b>	<b>£12,053.68</b>	<b>£25,699.21</b>	<b>£16,895.79</b>
<b>TRANSPORT &amp; HIGHWAYS</b>				
T & H - Streetlights Maintenance	£1,500.00	£585.00	£585.00	£915.00
T & H - Streetlights Electricity	£3,200.00	£208.79	£2,538.39	£661.61
T & H - General Costs	£1,500.00	£195.00	£195.00	£1,305.00
T & H - Grass Verge Cutting (Devolved Svs)	£2,534.82		£1,374.00	£1,160.82
T & H - Sign Cleaning (Devolved Svs)	£200.00		£160.00	£40.00
T & H - Footpath Maintenance				
T & H - Hedge Maintenance				
T & H - MVAS	£6,000.00	£4,053.12	£5,790.17	£209.83
THWG - Sundry Expenses				
<b>Total</b>	<b>£14,934.82</b>	<b>£5,041.91</b>	<b>£10,642.56</b>	<b>£4,292.26</b>
<b>VILLAGE COMMUNITY</b>				
Village Community - Events	£800.00		£178.11	£621.89
Village Community - Fete	£1,000.00		£2,574.08	-£1,574.08
Village Community - Christmas Lights	£400.00		£481.50	-£81.50
Good Neighbourhood Scheme (Set up Grant)	£300.00		£133.99	£166.01
VCWG - Sundry Expenses				
<b>Total</b>	<b>£2,500.00</b>	<b>£0.00</b>	<b>£3,367.68</b>	<b>-£867.68</b>
Suspense & Mispostings			-£1,140.00	
<b>Total Expenditure</b>	<b>£111,404.82</b>	<b>£26,332.95</b>	<b>£89,111.37</b>	<b>£22,263.45</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>-£29,375.82</b>	<b>-£11,320.55</b>	<b>£9,155.60</b>	<b>-£38,501.42</b>

# CHESHAM BOIS PARISH COUNCIL

## **Balance Sheet**

Financial Month: March 2017

**Current**  
**YTD**

### **Assets**

#### **CURRENT ASSETS**

Debtors	£4,215.18
Prepayments	
<b>Total</b>	<b>£4,215.18</b>

#### **MONIES HELD**

Unity Current Account	£7,580.71
Unity Deposit Account	£16,564.29
Cambridge Building Society	£16,495.71
National Savings Account	£107,000.00
Other monies in hand	£60.63
<b>Total</b>	<b>£147,701.34</b>

#### **VAT TO BE CLAIMED**

VAT reclaimed	£6,695.68
VAT to be claimed	£4,564.85
<b>Total</b>	<b>£11,260.53</b>

**Total Assets** **£163,177.05**

### **Liabilities**

#### **MONIES OWED SHORT TERM**

Creditors	£12,764.58
Accruals	
Wages	
Payroll Taxation	
Payroll Pension	
<b>Total</b>	<b>£12,764.58</b>

**Total Liabilities** **£12,764.58**

**Assets less Liabilities** **£150,412.47**

#### **REPRESENTED BY:**

General Reserves	£110,651.87
Burial Ground Reserve	£3,675.00
Common & Woodlands Reserve	£15,000.00
Transport & Highways Reserve	£11,930.00
<b>Total Reserves</b>	<b>£141,256.87</b>

Income & Expenditure Account	£9,155.60
------------------------------	-----------

**£150,412.47**

10 April 2017 Council Meeting: Payments & Receipts							
PAYMENTS	Ref	Payment	NET	VAT	Amount		
Amersham Business Services	64250	FP	£13.60	£2.72	£16.32	A4 Copier Paper	
Buckland Landscapes Ltd	29233	59583	£1,040.48	£208.10	£1,248.58	March 17 Grounds Maintenance	
BMKALC		FP	£454.11		£590.16	2017/18 Annual Membership/Cemetery Mgmt Course : Cllr Large	
Chiltern District Council	188956	FP	£602.03	£109.46	£711.49	Dog Bin Maintenance Oct 16 - March 17	
Chiltern Society	4120	FP	£336.00		£336.00	Volunteer work on Common in March 17	
Clarity Copiers Ltd	358581	FP	£111.14	£22.22	£133.36	Photocopier usage/maintenance Jan - Mar 7	
Clearwater Pond Management	2484	FP	£790.00	£158.00	£948.00	Pond Maint March 17 & Annual Chalk Treatment	
Daniel Buckingham	02-May	FP	£84.00		£84.00	Bois Own Burial Ground Advert	
DCK Beavers Ltd	P0423	FP	£25.00	£5.00	£30.00	Payroll Year End Annual Return	added 10/4/17
ICCM	8715	FP	£130.00	£26.00	£156.00	Rights of Burial Training for Clerk	
ICCM	8715	FP	£90.00		£90.00	Annual Membership	
JRB Treework		FP	£1,400.00		£1,400.00	Fell Tree (5 Amersham Rd) Stump Bois Ave	
More to Death	1309	FP	£288.00		£288.00	Burial Ground Advert in Edition 10	
The Natural Death Centre	45	FP	£120.00		£120.00	2017 Annual Membership Fee	
St Leonards Church Parish Cent	703	FP	£280.54		£280.54	Jan - March 17 Electricity	
Qwerty Ltd	59556	FP	£225.00	£45.00	£270.00	Burial Ground Advert in 2017 Outstanding Chilterns	added 10/4/17
Samantha Payne	Expenses	FP	£34.00		£34.00	Stamps/Spoons/mileage	
SHAW & SONS	257320	FP	£380.00	£76.00	£456.00	Register of Graves Books	added 10/4/17
Southern Electric		DD	£241.61	£44.89	£286.50	March 17 Street Lighting Electricity	
SparkX Ltd	1251/1250/1276	FP	£1,305.00	£261.00	£1,566.00	New Lamps 64 & 65 / Swan Neck Lamp 9/Repair Lamp 63	
Tamarind Painting & Decoratin	256787/789/791	FP	£1,433.42		£1,433.42	External Repair/Painting to Chapel & Copperkins Lane Gate	
Thompsons Garden Services		FP	£4,575.00		£4,575.00	Common Footpath Resurfacing (LAF Funded)	
Toolshead	Tshed0123	FP	£312.00	£62.40	£374.40	March Grass Verge Maintenance	
Utility Warehouse		DD	£35.71	£7.14	£42.85	17 Telephone/Broadband	
Voices & Choices CIC		FP	£150.00		£150.00	Grant Allocation	
Staff Salaries		FP	£1,356.80		£1,356.80	April 17 Salaries	
Bucks County Council		FP	£357.66		£357.66	April 17 Pension Contributions	
Bucks County Council		Chq	£340.00		£340.00	Survey Fee for MVAS Survey	Approved between council Mtgs
					£17,675.08		
RECEIPTS							
Bucks CC	FP		£2,734.82		£2,734.82	2017/18 Devolved Services Payment	
DCK Beavers Ltd	P0481	FP	£12.50	£2.50	£15.00	Credit for Nov 16 payroll error	
Wrights Funeral Svs	#137		£1,450.00		£1,450.00	W132 Plot/Interment	
Haggerstone	#136		£250.00		£250.00	L635 Interment	
Mr & Mrs Clare	#136		£1.50		£1.50	Chesham Bois Village Celebration Book	
Mr Goldman	#136		£800.00		£800.00	W131 Plot	
Open Reach	#136		£50.00		£50.00	Wayleaves	
HMRC	FO		£6,695.68		£6,695.68	VAT Repayment 1 Apr - 31 Dec 16	
NS&I Savings			£82.08		£82.08	Feb 17 interest	
					£12,079.08		

## **Burial Ground Report**

7<sup>th</sup> April 2017

### **1. Update on current work:**

Renovation work in the Burial Ground has now been completed – the chapel has been repaired and repainted, railings have been repainted, undergrowth cleared along the hedge lines and the large hedge between the Old and New Burial Grounds has been cut.

The new bench in the New Burial Ground has been installed.

### **2. Next steps:**

To produce an up-to-date leaflet to distribute to funeral directors in the area in order to advertise our burial ground.

To complete the digital mapping of the trees and graves in the Woodland Burial Ground and to link the database, which has been verified by Councillor Large.

To design and install a new sign for the entrance.

## **Common and Woodlands Report**

### **1. Update on current work:**

A final day's work with the Chiltern Society volunteers cleared a large amount of holly and laurel on the Common adjacent to the main road.

Our contractor has rectified the problems with the path through Tenterden Spinney, which was left in a poor state after heavy machinery was used to clear fallen trees.

### **2. Management Plan for the Common:**

No progress yet on the revised draft from John Morris.

Cllr Clive Thomas

## Transport Working Group Report for 10 April 2017 Council Meeting

### Portable Speed Sign (MVAS)

We now have 3 MVAS signs operational in the parish

MVAS 1 is located in North Road, next to the Common by the pond and has been in this location since 26 February. MVAS 2 & 3 are located on the Amersham Road outside the Beacon school – one on each side of the road.

MVAS data for each of the signs is summarised below.

MVAS 1 North Road Pond 3 March to 31 March 2017			
		Number of	
		Movements	
5 - 9 mph		1,520	5.81%
10 - 14 mph		513	1.96%
15 - 19 mph		782	2.99%
20 - 24 mph		4,393	16.80%
25 - 29 mph		11,935	45.65%
30 - 34 mph		5,577	21.33%
35 - 39 mph		1,178	4.51%
40 - 44 mph		192	0.73%
45 - 49 mph		34	0.13%
50 - 54 mph		13	0.05%
55 - 59 mph		2	0.01%
60 - 64 mph		2	0.01%
65 - 69 mph		1	0.00%
<b>Total Movements</b>		<b>26,142</b>	<b>100.00%</b>

Compliance with speed below 34 mph in North Road is 94.6% however there are still instances of vehicles travelling at speeds in excess of 40 mph between 0700 and 20.00. The highest speed recorded was 65 to 69 mph on 30 March at 23.45. Another vehicle reached a speed of 60 to 64 mph on 6 March at 19.15.



MVAS 2 Facing Amersham 10 March to 6 April			
		Number of	
		Movements	
5 - 9 mph		3,514	3.23%
10 - 14 mph		4,962	4.56%
15 - 19 mph		9,383	8.63%
20 - 24 mph		18,205	16.74%
25 - 29 mph		38,876	35.74%
30 - 34 mph		25,294	23.25%
35 - 39 mph		6,577	6.05%
40 - 44 mph		1,296	1.19%
45 - 49 mph		370	0.34%
50 - 54 mph		135	0.12%
55 - 59 mph		78	0.07%
60 - 64 mph		50	0.05%
65 - 69 mph		25	0.02%
70 - 74 mph		6	0.01%
75 - 79 mph		7	0.01%
80 - 84 mph		5	0.00%
84 - 89 mph		-	
<b>Total Movements</b>		<b>108,783</b>	<b>100.00%</b>

**MVAS 2** monitored vehicles travelling from Amersham to Chesham and there is 92.1% compliance with vehicles travelling at speeds less than 34 mph. 5 vehicles recorded speeds in excess of 80 mph and there are numerous instances of vehicles travelling at excessive speed during the period 0700 to 20.00.

Monday 13 March recorded 17 vehicles travelling at speeds between 55 & 79 mph between 07.15 & 10.00 – absolute lunacy!

MVAS 3 Facing Chesham 10 March to 6 April 2017			
		Number of	
		Movements	
5 - 9 mph	4,843		0.00%
10 - 14 mph	5,739		2.70%
15 - 19 mph	10,594		3.20%
20 - 24 mph	27,102		6.00%
25 - 29 mph	65,034		15.30%
30 - 34 mph	45,171		36.60%
35 - 39 mph	14,102		25.40%
40 - 44 mph	3,498		7.90%
45 - 49 mph	945		2.00%
50 - 54 mph	309		0.50%
55 - 59 mph	118		0.20%
60 - 64 mph	53		0.10%
65 - 69 mph	25		0.00%
70 - 74 mph	15		0.00%
75 - 79 mph	5		0.00%
80 - 84 mph	1		0.00%
84 - 89 mph	1		0.00%
<b>Total Movements</b>	<b>177,554</b>		<b>100.00%</b>

**MVAS 3** monitored vehicles travelling from Chesham to Amersham and there is only 63.8% compliance with vehicles travelling at speeds less than 34 mph. The highest speed recorded was 84 to 89 mph and again there are numerous examples of vehicles travelling at excessive speeds between 0700 and 20.00.

It is evident that there is a significant speeding problem on the Amersham Road particularly from vehicles travelling from Chesham to Amersham. I assume this problem is exacerbated as the speed limit changes from 60 mph to 30 mph as the road enters Chesham Bois. I will explore traffic calming options with our LAT during the coming weeks.

We have adjusted the settings on the new signs during the past few weeks in order to try and get the brightness at optimum levels i.e. sunlight v darkness. I will keep monitoring this during the coming weeks.

Due to the heavy traffic flow on the Amersham Road the battery life is reduced to about 2 weeks whereas the North Road and Bois Lane locations achieve a battery life of nearly 4 weeks.

We have submitted our application and £350 cheque to TfB for our LAT to survey and approve new locations for the MVAS signs. We are awaiting a response.

## **Footpath across the Common**

Thompson Gardening has completed work on the footpath across the Common and just the spoil remains to be collected. We have received the £4,000 LAF funding from BCC.

## **LAF**

Minutes of the LAF meeting of 18 Jan 2017 were circulated 12 March. Funding is available for projects in 2017/18 and Councillors have been asked to submit proposals for consideration at the next Council meeting on 10 April. Subject to the Council decision Sam & I will submit an application for funding before the 1<sup>st</sup> May deadline.

## **Street Lighting**

We received a complaint from a local resident about light disturbing their sleep and we have agreed to provide a cover to the light to prevent light spill on to their property. This was fitted during March.

We have also received a complaint about a new light fitting in Woodside Road and will arrange for a shield to be fitted.

Sam & I agreed a detailed replacement programme for 2017/18 at a cost of c£24,000 which has been budgeted in the Capital budget. Our intention is to have all lighting upgraded by the end of 2017/18.

A number of contractors were approached to provide a quotation for the work and we received 3 responses which are detailed below:

Contractor A £ 31,976.26

Contractor B £22,850.00

Contractor C £23,080.00

As this is capital spending, albeit budgeted, it requires a formal resolution from the council to spend the money. This will be put forward to the May meeting. Our intention is to recommend Contractor C our current contractor, to carry out the work.

We need to agree a new electricity supply contract. This will be easier once we have our LED lighting replacement programme completed.

We are required to have a structural and electrical certificate for all street lighting which lasts for 6 years. We will commission this work once the replacement programme is complete. This will be paid for from the maintenance budget in 2017/18

## **Devolution**

A contract has been agreed and signed with SEA Tool Shed to provide grass cutting, strimming and sign cleaning services to the value of £2,184 + VAT. A contingency sum of £500 was added to the budget to cover the cost of siding out, weed killing and other ad-hoc work. Maps have been updated.

Cllr David King, 9 April 2017

# **Communications Report – April 2017**

## **MEDIA**

Our Your Amersham council report was featured in the April edition. If you have anything you would like me to mention in the May edition, please let me know at the next meeting.

## **SOCIAL MEDIA**

The Facebook post about the new path across the Common reached 500 people. We do need regular, newsworthy posts to keep people interested, so let me know/keep me in the loop on any issues.

Facebook now has 70 likes

Twitter account now has 84 followers

## **BOIS OWN**

The spring edition was delivered to 1,250 households. Obviously, a fair amount of faith is placed in the delivery business, in that all roads are covered. Therefore, please tell me if anyone failed to receive a copy. To breakeven, Bois Own is charging the Council £84 for the advert. Feedback, so far, has been very positive and I even spotted a commuter on the Chiltern Line reading it. If you have any ideas on contributions or features, let me know.

## **PARISH QUESTIONNAIRE**

The Questionnaire, as agreed at the last meeting, has gone to print. I've secured a prize draw, courtesy of Mayos Butchers, which will motivate a few more people to submit the forms. There will be an online version that visitors to the website can complete and submit automatically. The print cost is £116 for 1250 copies. I am awaiting confirmation from the delivery company, but expect the cost of delivery to be around £100.

Cllr D Buckingham