

CHESHAM BOIS PARISH COUNCIL

Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 13th February 2017

PRESENT: Cllr R Hartley (Chairman), Cllr D Buckingham, Cllr R Harrison, Cllr R Heath, Cllr J Large and Cllr C Woolveridge
Mrs S Payne – Clerk

11.1 Questions and Comments from the Public. None.

11.2 Apologies for Absence: Cllr J Bailey, Cllr G Goldstein, Cllr J Harbottle, Cllr D King and Cllr C Thomas

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

11.4 To Approve Minutes of Council Meetings held on 9th January 2017.

The minutes were approved unopposed and signed by the Chairman.

Cllr Large jointed the meeting at 8.04pm

11.5 Chairman's Report

Cllr Hartley presented his report which was circulated to Council with the agenda papers.

a) *Parish Centre:* Cllr Hartley and Cllr Woolveridge had met with the vicar of St Leonards Church. The church are planning to redevelop the parish centre. It was agreed that Council should remain in discussion with St Leonards with regard future Council office accommodation and the development of a centre which will serve the whole community. **Action: Cllr Hartley**

b) *Heatherton House School Parking:* Cllr Hartley, Cllr Buckingham and Cllr Thomas attended a Neighbourhood Watch Community meeting with Heatherton House School to discuss parking and speeding issues around the school. The possibility of expanding the school's current car park was raised. Cllr Hartley and Cllr Thomas will meet with the Head of Heatherton House School to discuss the issue further on 1st March 2017. **Action Cllr Hartley/Cllr Thomas**

c) *Reorganisation of Council's Committee and Working Groups:* A paper detailing the proposed reorganisation had been circulated to Councillors for their comment. The proposal is for two committees; an Open Spaces Committee and a Planning and Amenities Committee, to replace existing working groups. These committees would be delegated authority to carry out work within their Terms of Reference. The Open Spaces Committee would encompass: common and woodlands, burial grounds and burial management, devolved services and LAF, events and digital mapping. The Planning and Amenities Committee would encompass; planning, street lightning and highways.

Finance, communications, the Good Neighbour Scheme and the Annual Parish Meeting would be dealt with by Council who would now meet every two months.

Membership of the committees would be approved at the Annual Council Meeting in May 2017. It was agreed that the Clerk would prepare Terms of Reference for the committees and would include the proposed amendment to Council's Standing Orders on the agenda for the March's Council Meeting. **Action: Clerk**

11.6 Clerk's Report & Correspondence

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

- a) *2017/18 Precept*: A request for a precept of £64,088 had been made to Chiltern District Council.
- b) *2017/18 to 2021/22 External Auditors*: The Smaller Authorities Audit Appointments (SAA) have announced that the external auditors for Buckinghamshire will be KF Littlejohn LLP.
- c) *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. A wider consultation will be undertaken in autumn 2017. This consultation will also consider an infrastructure levy scheme.

The Chiltern Pools: The public consultation received over 2000 responses and CDC are working on a business case.

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

- d) *Social Media Policy*: A draft policy will be presented to Council at their March meeting for comment. **Action: Clerk**
- e) 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. Councillors are to inform the Clerk if they wish to attend. **Action: All**
- f) Bucks & Milton Keynes Association of Local Councils have written to inform Council that 28th March is a Lobby Day in Parliament. Lobby Days are an opportunity for Councils to request a meeting in the days or weeks following the Lobby Day with their Local MPs to discuss issues affecting Council. **Action: Cllr Hartley**

11.7 Finance

- a) The income and expenditure and balance sheet for January 2017 were noted.
- b) **It was resolved to** vire £1000 from 'sexton costs' to 'staff salaries' to cover the additional costs following an increase in the Clerk's working hours. **Action: Clerk**
- c) **It was resolved to** vire £1000 from 'digital mapping' to 'website' to cover additional costs which include a closing account invoice from parishcouncil.net. **Action: Clerk**
- d) **It was resolved to** adopt the Financial Regulations which had been circulated to Council prior to the meeting, **Action: All**

e) *Payments for approval to 8th February 2017: Council*

f) *il approved the following payments:*

Payments	Net	VAT	Amount	Description
Amersham Town Council	£200.00		£200.00	Donation to Martin Phillips Memorial fund
Buckland Landscapes Ltd	£1,040.48	£208.10	£1,248.58	Jan 17 Grounds Maintenance
DCK Beavers Ltd	£25.00	£5.00	£30.00	Feb 17 Payroll Administration
Dovedale Design	£916.78		£916.78	Final Website Design payment
First for Trophies	£3.00	£0.60	£3.60	Woodland BG Disc numbering
Ridgeway Woodlands	£870.00		£870.00	Treework & Brushcutting in Burial Ground
Samantha Payne	37.16		37.16	Stamps/Stationery/plastic cups
Society of Local Council Clerks	£157.00	£0.00	£157.00	Annual Membership to SLCC
SparkX Ltd	£350.00	£70.00	£420.00	Installation/Storage of Christmas Lights
St Leonards Church	£197.01		£197.01	Office Electricity Oct - Dec 16
Staff Salaries	£1,315.64		£1,315.64	Feb 17 Salaries
Bucks County Council	£353.68		£353.68	Feb 17 Pension Contributions
Southern Electric	£2,155.57	£39.85	£255.42	Jan 17 Street Lighting Electricity
Utility Warehouse	£33.83	£6.76	£40.59	Jan 17 Telephone/Broadband
			£6,045.46	
Receipts				
Cambridge Building Society	£109.35		£109.32	Annual Interest
BT	£100.00		£100.00	Wayleaves
HC Grimsteads	£550.00		£550.00	Plot 30
Mrs Fairburn	£400.00		£400.00	Plot G348
NS&I Savings	£90.88		£90.88	Dec 16 interest
			£1,250.20	

11.8 General Purposes – To Receive Reports from Working Groups

a) *Common & Woodland*

Cllr Thomas' report had been circulated to Council with the agenda papers and was noted.

- i. *Update on Current Work:* The Chiltern Society Volunteers had cleared a large amount of holly and laurel from the Common and another day's work is scheduled later in February.
- ii. *Woodland Management Plan:* A meeting with John Morris, Director of the Woodlands Project for the Chilterns Conservation Board, and representatives of the Forestry Commission is scheduled for 20th February 2017.
- iii. Planning permission has been obtained to fell three trees near Amersham Road and a contractor has been appointed to clear up fallen trees at the north-west end of the Common and in Tenterden Spinney.

b) *Burial Grounds*

Cllr Thomas' report had been circulated with the agenda papers and was presented by Cllr Woolveridge.

- i. The burial ground railings are being prepared for painting; completion will depend on weather conditions.
- ii. Tenders have been requested for the Burial Ground and Common Grounds Maintenance contract.

- iii. A gravestone safety survey in the original burial ground has been carried out and owners are being contracted where remedial actions is required. **Action: Clerk**
- iv. Cllr Large has almost completed the review of the burial ground records. All issues arising are being dealt with by the Clerk. **Action: Clerk**
- v. The advertising of the burial grounds will be reviewed shortly.

c) Transport

With two additional speed signs due by the end of the month the possibility of instructing Toolshed to move the signs between locations on a monthly basis was discussed. The Clerk would discuss this with Toolshed. **Action: Clerk**

d) Communications

Cllr Buckingham presented his report which had been circulated with the agenda papers.

- i. *Website*: The new website has gone live. Cllr Buckingham asked councillors to let him know if they identify any errors or missing information. **Action: All**
- ii. *Media*: The Facebook page has 58 likes and a reach of 250+ and the twitter account has 72 followers. Content for the March edition of Your Amersham is required by 16th February **Action: All**
- iii. *Bois Own*: Cllr Buckingham is working with Tom Harrison to create a spring 2017 edition of Bois Own. Advertising is being sought to cover the costs of printing.
- iv. *Parish Questionnaire*: Cllr Buckingham presented the second draft of the questionnaire for comment. Council agreed that there would be a greater response rate if the questionnaire could also be completed online. Cllr Large suggested that the questionnaire should include Council's achievements in each of the areas covered. **Action: Cllr Buckingham**

The meeting closed at 9.20pm.

Date of next Council Meeting: Monday 13th March 2017