

# CHESHAM BOIS PARISH COUNCIL

## Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 13<sup>th</sup> March 2017

---

**PRESENT:** Cllr C Thomas (Acting-Chairman), Cllr J Bailey, Cllr D Buckingham, Cllr R Heath and Cllr J Large  
Mrs S Payne – Clerk

**12.1 Questions and Comments from the Public.** None.

**12.2 Apologies for Absence:** Cllr J Harbottle, Cllr R Harrison, Cllr R Hartley, Cllr D King and Cllr C Woolveridge

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

**12.4 To Approve Minutes of Council Meetings held on 13<sup>th</sup> February 2017.**  
The minutes were approved unopposed and signed by the Acting-Chairman.

### **12.5 Chairman's Report**

Cllr Hartley's report was circulated to Council with the agenda papers.

- a) *28 Bois Lane:* Cllr Hartley had spoken to the owner and requested a meeting. The Clerk will organise a date. **Action: Clerk/Cllr Hartley**
- b) *Martin Phillips Memorial:* The Phillips family agreed to a memorial plaque on the new bench at the top of the new formal burial ground. Council agreed that a suitable inscription would be 'Cllr Martin Phillips 1945-2016 in recognition of his long and dedicated service to the Parish of Chesham Bois'. The Clerk would confirm with the family that this was acceptable. **Action: Clerk**

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

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

- a) *Draft Social Media Policy:* A copy of the draft policy had been circulated to Council for comment. There was concerns that having just one webmaster would cause a delay in uploading information to the website. Following discussion, it was agreed that if during the first six months of the policy being adopted there was a delay in updating the website this area of the policy would be reviewed. It was agreed that reference to the member's Code of Conduct and safeguarding issues should be included. **Action: Clerk**
- b) *Thames Valley Police: Local Area Restructuring:* Cllr King had attended the meeting and circulated his notes to councillors.
- c) *Damaged Caused by Storm Doris:* A large sycamore tree fell blocking Bois Avenue and damaging the boundary wall to 2 Bois Lane. Transport for Bucks cleared the tree from the road and quotes are being sought to remove the remainder of the tree.
- d) Councillors were asked to comment on the current Airspace Management Policy which is currently out to consultation. **Action: All**
- e) Councillors were to inform the Clerk if they wished to attend a Planning Roadshow for Parish and Town Councils on 6<sup>th</sup> May organised by Campaign to Protect Rural England. **Action: All**

## 12.7 Membership of the Proposed Open Spaces & Planning & Amenities Committees

Membership of the two committees would be agreed by Council at the Annual Council Meeting on 8<sup>th</sup> May 2017. The Clerk is currently producing Terms of Reference for both Committees for Council to approve which will detail the number of member on each committee together with delegated powers and responsibilities.

## 12.8 Finance

a) The income and expenditure and balance sheets for February 2017 were noted.

b) Payments for approval to 8<sup>th</sup> March 2017: Council approved the following payments:

PAYMENTS	NET	VAT	Amount	
Broxap Ltd	£530.00	£106.00	£636.00	Burial Ground Bench
Buckland Landscapes Ltd	£1,040.48	£208.10	£1,248.58	Feb 17 Grounds Maintenance
Chiltern Society	£187.50		£187.50	Burial Ground Advert: Spring 17 Chiltern News
Chiltern Society	£588.00		£588.00	Volunteer work on Common in Jan/Feb 17
Chiltern Woodland Project	£1,800.00		£1,800.00	Preparation of Woodland Management Plan
DCK Beavers Ltd	£25.00	£5.00	£30.00	Mar 17 Payroll Administration
HGF Schneiders	£4,100.00	£820.00	£4,920.00	Burial Ground: Hedge Cutting/Bench installation
Information Commissioner's Office	£35.00		£35.00	Data Protection Renewal
JRB Treework	£2,980.00		£2,980.00	Various Treework
Paul Empson	£350.00	£70.00	£420.00	Remove Storm Damaged Tree Amersham Road
Red Box Fire Control	£84.30	£16.86	£101.16	Fire Extinguisher Service
Southern Electric	£208.79	£38.53	£247.32	Feb 17 Street Lighting Electricity
SparkX Ltd	£3,600.00	£720.00	£4,320.00	Installation of Street Light 9
Swarco Traffic Ltd	£4,053.12	£810.62	£4,863.74	Final Payment for MVAS signs
Tamarind Painting & Decorating	£491.58		£491.58	Repainting Burial Ground Railings
Utility Warehouse	£33.76	£6.75	£40.51	Feb17 Telephone/Broadband
Staff Salaries	£1,255.44		£1,255.44	March 17 Salaries
Bucks County Council	£353.68		£353.68	March 17 Pension Contributions
HMRC	£1,037.36		£1,037.36	Q4 Tax/NI Return
	<b>£22,754.01</b>	<b>£2,801.86</b>	<b>£25,555.87</b>	
<b>RECEIPTS</b>				
Berkhamstead Schools	£2,600.00		£2,600.00	Parking Licence
Mrs Brooks	£200.00		£200.00	Memorial 7Pb
Church View Funeral Svs	£280.00		£280.00	Memorial F324/325
H C Grimstead Funeral Dir	£450.00		£450.00	Interment W102
Mr Griffin	£400.00		£400.00	Plot W120
NS&I Savings	£90.88		£90.88	Jan 17 interest
	<b>£4,020.88</b>		<b>£4,020.88</b>	

c) The proposed amendments to the Standing Orders were noted.

d) The grant application from Voices and Choices had been circulated to Council with the agenda papers. **It was resolved that** a grant of £150 be awarded. **Action: Clerk**

## 12.9 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:* Transport for Bucks have cleared trees blown down across roads during Storm Doris. The clearance of leaning and falling trees by the cricket pitch and in Tenterden Spinney is complete. The Chiltern Society Volunteers have completed a second morning's work clearing holly and laurel from the common.
- ii. *Woodland Management Plan:* Following a meeting with the Forestry Commission, John Morris will provide more detail on the sub-compartments to his draft plan. The Forestry Commission highlighted the need for public consultation. Council will need to consider a communication plan. **Action: Cllr Thomas**

- iii. *Heatherton House School Parking*: At a meeting on 1<sup>st</sup> March to discuss parking difficulties on Copperkins Lane the school agreed to assess the additional parking area required to alleviate the problem.

#### **b) Burial Grounds**

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

- i. *Update on Current Work*: The hedge between the original and new formal burial grounds has been cut and the new bench installed.
- ii. *Burial Ground and Common Grounds Maintenance three-year contract*: Three tenders had been received. References have been taken and **it was resolved that** First Grounds Maintenance be given the contract. **Action: Clerk**
- iii. *Pet Cemetery*: The administrative workload to establish a pet cemetery is very high as dead pets are regarded as animal waste. Any potential increase in income would be unlikely to justify the additional expense and administration. It is recommended that this is not pursued further.
- iv. *Finances*: There has been a drop in the sale of plots. Updated marketing material for the burial grounds will be produced. **Action: Cllr Thomas**

#### **c) Transport**

Cllr King's report had been circulated with the agenda papers and was noted.

- i. Data from the MVAS located on North Road between 4<sup>th</sup> Jan to 3<sup>rd</sup> March was presented. The two new MVAS signs had arrived and were located along Amersham Road. Transport for Bucks would need to survey the additional sites at a cost of £350. **It was resolved that** an application to survey additional MVAS sites be made to TfB at a cost of £350. **Action: Clerk**
- ii. The gates at Copperkins Lane are to be painted later in the month. Copperkins Lane residents have requested funding for new planting by the white gates at a cost of £264. The funds will cover the cost of the plants and the labour costs of a gardener. Council agreed to fund the purchase of plants only. As this is an area where speeding is an issue, the possibility of changing the existing Chesham Bois sign to include 'please drive carefully' should be explored. **It was resolved that** Council would provide funds of up to £150 for the purchase of plants only. **Action: Cllr King/Clerk**

#### **d) Village Community**

Cllr Bailey presented his report.

- i. *The Great British Spring Clean*: The event had been very well supported with over 60 participants. Cllr Bailey gave special thanks to the efforts of the local Brownie and Girl Guiding packs. Certificates will be produced for those who attended. In excess of 30 bags of litter were collected.
- ii. During the past months, the village pond has been home to migrating frogs and nesting ducks. Given the proximity of the pond to North Road there is a need for warning signs for vehicles approaching the Common with regards to migrating frogs between February and March and ducklings during the early spring months. **It was resolved that** following approval from TfB, a sign for frogs and one for ducks be purchased and installed near the pond when required. **Action: Clerk**
- iii. On 12<sup>th</sup> May 2017 the 2<sup>nd</sup> Chesham Bois Guides will be cleaning the memorial plaque on the cricket pitch to commemorate the 80<sup>th</sup> anniversary of the accession of King George VI. Cllr Bailey and Cllr Large will represent the Council at the event. **Action: Cllr Bailey/Cllr Large**
- iv. *Beating the Bounds* will take place on 21<sup>st</sup> May and Cllr Bailey asked that Councillors make themselves available to help with the arrangements on the day. **Action: All**

**e) Communications**

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

- i. *Media:* The Facebook page has a regular reach of 300 people with the Great British Spring Clean poster reaching over 430 people; which will have contributed to the improved turnout.
- ii. *Bois Own:* The new edition has gone to print and includes a Parish Council news section and a burial ground advert. To keep distribution costs down the possibility of delivering Bois Own and the Council's questionnaire together is being considered. Council suggested that should funding be required then Bois Own could apply to Council for a grant.
- iii. *Parish Questionnaire:* Cllr Buckingham presented the third draft of the questionnaire for comment. An online version is also being prepared. To encourage residents to complete the questionnaire a prize draw is being organised. Cllr Buckingham will ask local businesses if they wished to donate a voucher. **Action: Cllr Buckingham**

Cllr Buckingham had received quotes for printing of approximately £100 and distribution costs of approximately £150. Council were concerned that should the questionnaire be delivered with a number of other material by a mail distribution company it would be less likely to be completed. The Clerk would contact St Leonards Church office to find out the dates of their next newsletter delivery and explore the possibility of the questionnaire being delivered at the same time. **It was resolved that** the questionnaire be produced and delivered to residents at a cost no greater than £300. **Action: Cllr Buckingham/Clerk**

The meeting closed at 10.05pm.

Date of next Council Meeting: Monday 10<sup>th</sup> April 2017