

CHESHAM BOIS PARISH COUNCIL

Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 10th April 2017

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

13.1 Questions and Comments from the Public. None.

13.2 Apologies for Absence: Cllr J Bailey and Cllr J Harbottle.

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

13.4 To Approve Minutes of Council Meeting held on 13th March 2017.

The minutes were approved unopposed and signed by the Chairman.

It was noted that Cllr Heath had not received the agenda and papers for this meeting when they had originally been circulated by the Clerk and had subsequently received them late.

13.5 Chairman's Report

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

a) *28 Bois Lane:* A date has yet to be set to meet with the owner. A letter from a resident complaining about the unkempt nature of the shop-front has been received. This issue will be discussed at the meeting. **Action: Clerk/Cllr Hartley**

b) *Cllr Goldstein's Resignation.* Cllr Goldstein's resignation from Council due to family reasons was noted; her valuable input will be missed by Council.

Chiltern District Council will be informed of the vacancy and notices will be displayed on the noticeboards and on the website. **Action: Clerk**

c) Cllr Hartley had attended the Bucks and Milton Keynes Association of Local Council's Parish Liaison meeting where Bucks County Council presented an outline to Modernising Local Government and a there was also a presentation of Highway Services.

13.6 To Resolve to Proceed with the Revised Committee Structure

Council discussed the proposed revised committee structure and concerns were raised regarding the move to bi-monthly Council meetings. After a lengthy debate, a vote was taken to proceed with the revised committee structure. The result was an equal number of votes four in favour and four against the motion; the Chairman used his casting vote to maintain the status quo and **it was resolved that** the revised committee structure would not be adopted.

13.7 Clerk's Report & Correspondence

The Clerk's report was circulated to Council with the agenda papers and noted.

a) *Internal Audit:* IAC have been instructed to carry out the internal audit; a date for the audit has yet to be confirmed.

b) *Annual Parish Meeting (15 May 17)* – John Morris has confirmed that his talk will be on 'A Long-Term Management Plan for Chesham Bois Woods and Common.'

- c) *Training*: As a result of the audit of the burial ground's records the need for additional training has been identified. **It was resolved that** Cllr Large attend a Cemetery Management & Compliance workshop at a cost of £136.05 and the Clerk attend a course on Granting, Exercising and Transferring Exclusive Rights of Burial at a cost of £130. **Action: Cllr Large/Clerk**
- d) *Thames Valley Orienteering Club*: Permission has been given to use parts of the common, woodlands and Tenterden Spinney for an orienteering event on the evening of 28th June.
- e) *Correspondence*: The Clerk had circulated and Councillors had noted the following:
- i. A letter from the Leader of Bucks County Council (BCC) on Modernising Local Government in Buckinghamshire.
 - ii. A letter from NALC on Parish Precepts.
 - iii. BCC's eNewsletter.
 - iv. BCC's presentation on HS2 through Buckinghamshire – The Role of BCC.
 - v. The Chiltern's Conservation Board eNewsletter.

13.8 Finance

- a) The income and expenditure and balance sheets for March 2017 were noted.
- a) Payments for approval to 4th April 2017: Council approved the following payments:

Payments	NET	VAT	Amount	Description
Amersham Business Services	£13.60	£2.72	£16.32	A4 Copier Paper
Buckland Landscapes Ltd	£1,040.48	£208.10	£1,248.58	March 17 Grounds Maintenance
BMKALC	£590.16		£590.16	Annual Membership/Cemetery Mgmt Course
Chiltern District Council	£602.03	£109.46	£711.49	Dog Bin Maintenance Oct 16 - March 17
Chiltern Society	£336.00		£336.00	Volunteer work on Common in March 17
Clarity Copiers Ltd	£111.14	£22.22	£133.36	Photocopier usage/maintenance Jan - Mar 7
Clearwater Pond Management	£790.00	£158.00	£948.00	Pond Maint/Chalk Treatment March 17
Daniel Buckingham	£84.00		£84.00	Bois Own Burial Ground Advert
DCK Beavers Ltd	£25.00	£5.00	£30.00	Payroll Year End Annual Return
ICCM	£130.00	£26.00	£156.00	Rights of Burial Training for Clerk
ICCM	£90.00		£90.00	Annual Membership
JRB Treework	£1,400.00		£1,400.00	Fell Tree (5 Amersham Rd) Stump Bois Ave
More to Death	£288.00		£288.00	Burial Ground Advert in Edition 10
The Natural Death Centre	£120.00		£120.00	2017 Annual Membership Fee
Qwerty Ltd	£225.00	£45.00	£270.00	2017 Outstanding Chilterns Burial Grd Advert
St Leonards Parish Centre	£280.54		£280.54	Jan - March 17 Electricity
Samantha Payne	£34.00		£34.00	Stamps/Spoons/mileage
Shaw & Sons	£380.00	£76.00	£456.00	Register of Graves Books
Southern Electric	£241.61	£44.89	£286.50	March 17 Street Lighting Electricity
SparkX Ltd	£1,305.00	£261.00	£1,566.00	New Lamps/Swan Neck #9/Repair #63
Tamarind Painting & Decorating	£1,433.42		£1,433.42	Painting to Chapel & Copperkins Lane Gate
Thompsons Garden Services	£4,575.00		£4,575.00	Common Footpath Resurfacing (LAF Funded)
Toolshed	£312.00	£62.40	£374.40	March Grass Verge Maintenance
Utility Warehouse	£35.71	£7.14	£42.85	17 Telephone/Broadband
Voices & Choices CIC	£150.00		£150.00	Grant Allocation
Staff Salaries	£1,356.80		£1,356.80	April 17 Salaries
Bucks County Council	£357.66		£357.66	April 17 Pension Contributions
Bucks County Council	£340.00		£340.00	Survey Fee for MVAS Survey
			£17,675.08	

Receipts				
Bucks CC	£2,734.82		£2,734.82	2017/18 Devolved Services Payment
DCK Beavers Ltd	£12.50	£2.50	£15.00	Credit for Nov 16 payroll error
Wrights Funeral Svs	£1,450.00		£1,450.00	W132 Plot/Interment
Ms Haggerstone	£250.00		£250.00	L635 Interment
Mr & Mrs Clare	£1.50		£1.50	Chesham Bois Village Celebration Book
Mr Goldman	£800.00		£800.00	W131 Plot
Openreach	£50.00		£50.00	Wayleaves
HMRC	£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	

- c) A review of the Risk Assessment Management System had been carried out by the Clerk. It was agreed that the requirement for contractors to provide copies of their public liability insurance and risk assessments should be added. **Action: Clerk**
- d) The grant application from Chesham Bois Cricket Club had been circulated to Council with the agenda papers. Council commented on the excellent condition the cricket club keep the pitch and the benefit such an asset was to the village. **It was resolved that** a grant of £760 be awarded towards the purchase of a refurbished outfield mower. **Action: Clerk**

13.9 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:* The contractor has rectified the problem with the path through Tenterden Spinney when it had been left in a poor state after being used by heavy machinery to clear a fallen tree.

b) Burial Grounds

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

- i. *Update on Current Work:* The renovation to the chapel and railings is complete.
- ii. *Next Steps:* To produce updated marketing material for circulation to local funeral directors, complete the digital mapping of the Woodland Burial Ground, install a new sign at the entrance to the burial ground and establish a 'Friends of Chesham Bois Burial Grounds' group. **Action: Cllr Thomas**

c) Transport

Cllr King's presented his report to Council.

- i. *Data from the MVAS Signs* located on North Road and Amersham Road was presented. It was evident from the data that there is a significant speeding problem along Amersham Road. The data has been forwarded to the Police with the suggestion that speed enforcement on Amersham Road be carried out. Cllr King will discuss traffic calming options with Transport for Bucks. **Action: Cllr King**
- ii. *LAF:* The minutes of the January LAF meeting had been circulated to Council. Matched funding is available for projects in 2017/18. Council agreed that an application towards the provision of an all-weather surface to the path in Tenterden Spinney be submitted before the 1st May deadline. **Action: Cllr King/Clerk**

- iii. *Street Lighting*: Shields have been fitted to two street lights following complaints from residents. Three quotes have been received for the 2017/18 replacement programme. A formal request to approve a contractor will be sought at the next Council meeting.
- iv. *2017/18 Grass Verge Contract*: The contract with Toolshed for the grass cutting, strimming, weedkilling and sign cleaning has been signed.

d) Communications

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

- i. *Media*: The Facebook post on the new path across the common reached 500 people. Cllr Buckingham asked that Councillors to inform him of newsworthy posts. **Action: All**
- ii. *Bois Own*: The new edition has been delivered to 1250 households and feedback has been positive.
- iii. *Parish Questionnaire*: The questionnaire has gone to print. Mayo Brothers butchers have provided the prize draw. An online version will be available.

Date of next Council Meeting: Monday 8th May 2017