

Chairman's Report 13/03/2017

Due to my absence for this meeting Clive Thomas will chair the meeting.

I would like to thank John Bailey and Sam for the preparation and operation of the Chesham Bois Great British Spring Clean along with all of you who were able to attend. It was a great success and I am sure that John will cover the matter in the meeting.

28 Bois Lane

We have attempted to meet with Sagal the owner of the new retail outlet, but were not able to do so now for the next ten days. I had a long conversation with him yesterday and progress has stopped due to a problem with Miss Joyce in the leasehold flat above the shop. Miss Joyce and her brother, I believe had the original agreement between the shop and flat drawn up, but it would appear that Miss Joyce is now arguing against this. The fire exit for the shop has been blocked from the outside and Miss Joyce has indicated that the matter should be dealt with via solicitors now. (this is not our issue)

Points from our discussion:-

The shop will possibly open within two weeks of settling the legal matter.

Sagal has indicated that he is likely to follow the Council's request for alcohol sale hours.

The Shop will be much more up market than previously indicated in the notices around the community at the start of this matter, and will be very much in keeping with that which our community would like.

Memorial for Martin Philips

I spoke to Martin's wife with regard to putting a memorial plarc on the new seat at the top of the formal burial ground. Karen was very pleased with the offer. The question for this meeting is – do we do the wording from the council or do we allow Karen to do the wording from her family? I am happy to go back to Karen after the matter is considered.

Council Committee's

The Committee structure is still in the development stages, so please raise any concerns or possibilities so that we can get this as efficient and practical as possible.

Thanks

Ray Hartley

Chairman , Chesham Bois Parish Council

Council Meeting 13th March 2017

Clerk's Report & Correspondence

Draft Social Media Policy

Attached to this report is a draft Social Media Policy. Can you please let me have your comments on this document by 27th March so that a re-draft can be presented to the April Council meeting.

Thames Valley Policy Local Area Restructuring

David King attended this meeting on 6th March on behalf of Council and circulated his notes to Councillors.

Storm Doris Damage (23 Feb 17)

A large sycamore tree on our Common land fell across Bois Avenue (Amersham Road end); causing damage to a TfB street-light and a small brick wall belonging to 2 Bois Avenue. The tree was cleared from the road by TfB. I will be contacting our insurers regarding the damage caused to the wall and tree surgeons regarding clearing the remaining stump and canopy debris.

Boards on Common

Hadland Estates were granted a licence to erect a sales board on Common Land near Great Bois Wood.

The Chiltern Society Magazine & The ICCM Magazine

Copies of the spring issues of the above magazines are available in the office

Correspondence

- Bucks & Milton Keynes Assoc of Local Councils have requested that Parish Councils respond to the current Airspace Management Policy which is currently out to consultation. Once this policy has been approved the Civil Aviation Authority are looking to improve their Airspace Change Procedures to give communities a greater say. The link is <http://www.gov.uk/government/consultations/reforming-policy-on-the-design-and-use-of-uk-airspace>
- Campaign to Protect Rural England are holding a **Planning Roadshow for Parish and Town Councils** on Saturday 6th May in Bledlow Village hall at 11am until 2.00pm. Please let me know if you wish to attend.

Chesham Bois Parish Council

Social Media Policy

The aim of this policy is to:

- set out a Code of Practice to provide guidance to staff and Parish Councillors in the use of online communication, collectively referred to as social media;
- ensure that the Parish Council is not exposed to legal and governance risks; and
- ensure that the reputation of the Parish Council is not adversely affected.

This policy sits alongside relevant existing policies which need to be taken into consideration.

Social media is a collective term used to describe methods of publishing on the internet. The policy covers all forms of social media and social networking sites which include (but are not limited to):

- + Parish Council Website
- + Facebook, Myspace and other social networking sites
- + LinkedIn
- + Twitter and other micro blogging sites
- + Parish Council Emails
- + Media sharing services e.g. YouTube
- + Blogs and discussion forums

Use of Social Media

The use of social media will not replace existing forms of communication. The website and other forms of social media will be used only to enhance existing communication.

The Chesham Bois Parish Council website, Twitter feed and Facebook page intend to:

Provide information and updates regarding activities and opportunities within Chesham Bois Parish and promote the provision of positive input and comments from residents within the parish.

The Policy

1. The Council will appoint the **Parish Clerk and a Councillor as moderator(s)**. They will be responsible for posting and monitoring of the content and ensuring it complies with the social media policy. The moderator(s) will have authority to remove any posts made by third parties from our social media pages which are deemed to be of a defamatory, libel nature. Such posts will also be reported to the hosts (i.e. Facebook).
2. The Council will appoint the **Parish Clerk** as a nominated “webmaster” to maintain and update the Parish Council website.

The website may be used to:

- Post minutes and dates of meetings.
- Advertise parish events and activities.
- Announce new information from the Parish Council.
- Advertise staff and councillor vacancies and provide contact details for Parish Officers and Councillors.
- Retweet or ‘share’ information from partner agencies such as Principal Authorities, Police, Health etc.
- Post or share information from other parish related community groups such as schools, sports clubs, community groups and charities.
- Refer resident queries to the Parish Clerk and all other Parish Councillors.

Facebook will be used to support the website information above.

Emails will be used to distribute information of Council business. They will however not replace traditional methods of notifying residents about Council business. Councillors and staff must be mindful in all communication of those residents who do not have internet access.

3. Individual Parish Councillors are responsible for what they post and should be mindful that their personal posts may be viewed as indicating their opinions as Councillors.
4. Councillors are personally responsible for any online activity conducted via their published email address which is used for Council business. Councillors are strongly advised to have separate Council and personal email addresses and to adhere to The Parish Council's Code of Conduct.
5. Councillors should bear in mind that information they share through social media are subject to Copyright, Data Protection and Freedom of Information legislation.
6. All social media sites in use should be checked and updated on a regular basis by the moderator(s) to ensure that security settings are in place.
7. When participating in any online communication Parish Councillors and staff must not:
 - a) hide their identity using false names or pseudonyms;
 - b) present personal opinions as that of the Parish Council;
 - c) present themselves in a way that might cause embarrassment to the Parish Council;
 - d) post content that is contrary to the democratic decisions of the Parish Council;
 - e) post controversial or potentially inflammatory remarks;
 - f) engage in personal attacks, online fights and hostile communications;
 - g) use an individual's name unless given written permission to do so;
 - h) publish the email address of any other Parish Councillor without their written permission;
 - i) publish photographs or videos of minors without parental permission (see note below);
 - j) post any information that infringes the copyright of others;
 - k) post any information that may be deemed libellous;
 - l) post online activity that constitutes bullying or harassment;
 - m) bring the Parish Council into disrepute, including through content posted in a personal capacity;
 - n) post offensive language relating to race, sexuality, disability, gender, age, religion or belief;
 - o) conduct any online activity that violates laws, regulations or that constitutes a criminal offence.
8. Residents and Councillors should note that it may not always be appropriate for electronic communication to receive a response, either immediately or at all.
 - a) Communication received by the Clerk or the Council will be assessed as to whether it is a request for information which the Clerk can respond to directly, or whether it is a communication that will need to be discussed by the Parish Council.
 - b) Where communication from residents and other third parties is required to be discussed at a Parish Council meeting, the item will be placed on the next available agenda, and a common response agreed by the Parish Council. Any response will then be included in the minutes of the meeting, and placed on the appropriate website or social media platform. The original communicant shall be informed of the Council response directly, via the social media platform, or by direct message.
 - d) **The Parish Clerk** will be responsible for all final published responses.

- e) If the moderator(s) feel unable to answer a post, for example of a contentious nature, this shall be referred to the Parish Clerk. The communicant will be informed by way of response to this fact and be invited to correspond with the Parish Clerk directly.
9. The nominated moderator(s) shall remove any negative posts which may contain personal and inflammatory remarks, libellous or defamatory information without further comment or notification.
10. Councillors or residents who have any concerns regarding content placed on social media sites should report them to the Parish Clerk. Misuse of such sites in a manner that it contrary to those and other policies could result in action be taken.
11. This Policy will be reviewed annually.

Approved at Council Meeting: _____

Additional Information:

Libel

If an untrue statement is published by a Councillor or a Council employee about a person which is damaging to that person's reputation they may take a libel action. This will apply also if someone else is allowed to publish something libellous on a Council website if a Councillor or Council employee knows about it and does not take prompt action to remove it.

Copyright

Placing images or text on any of the Council's websites from a copyrighted source (for example extracts from publications or photos) without first seeking permission is likely to breach copyright. Councillors and Council employees should avoid publishing anything they are unsure about.

Data Protection and Confidentiality.

Avoid publishing the personal data of individuals unless their written permission has first been obtained.

The Data Protection Act 1998 affects our use of photography. This is because an image of a child is personal data for the purpose of the Act and it is a requirement that consent is obtained from the parent of a child or young person under the age of 18 years for any photographs or video recordings for the purposes beyond the activity of the organisation.

If the child is named avoid using their photograph. If the photograph is used, avoid naming the child.

If you are taking images at an event attended by large crowds, such as, the village fete, Remembrance Parade this is regarded as a public area so you do not need to get the permission of everyone in a crowd shot. People in the foreground are also considered to be in the public are. However, it is good practice to state when taking the image that it may be published and giving them the opportunity to move away.

In addition, some information Councillors receive in their role as Councillors will be subject to confidentiality. This sort of material should not be published online.

Obscene or Offensive Material

Avoid publishing anything that people would consider obscene or offensive. Publication of obscene material (and some types of offensive material) is a criminal offence.

1. Update on current work

Three trees were blown down across roads in the parish in recent Storm Doris and cleared by Transport for Bucks. One of them, across Bois Avenue, had been already earmarked by us for felling and we will be clearing the debris where it was left at the roadside. No trees appear to have been affected on the Common.

Clearance of leaning and fallen trees by the cricket pitch and in the corner of Tenterden Spinney has been completed also.

Work on the replacement of two footpath gates, already approved by the Council, has not yet commenced. A second 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 final work day with them has been scheduled for Tuesday 14th March .

2. Management Plan for the Common and Woodlands

A meeting on site with John Morris, Director of the Chiltern Woodlands Project, and Rod Morrison of the Forestry Commission took place on Monday 20th February. There was a general consensus on the need to intervene in the wooded areas to thin out overcrowded areas and poor specimens in order to give more light and space to new growth and also to increase the species diversity of trees to create a more balanced and resilient woodland for the future. John has been asked to give more detail and additional sub-compartments to his draft plan, which he is now working on. The Forestry Commission want to see as much public consultation as possible, so we will have to work on a communication plan to be ready when the draft plan is approved by the Council. At present, if we can finalise details in the next month or so, it should be possible to get approval by September or October and start work in Winter 2017.

3. Heatherton House School

A meeting was held on 1st March at the school and they are very keen to find any solutions to the parking difficulties outside the school and eager to explore further the idea of increasing the size of their car park on our Common land. They will try and assess the actual parking need in order to estimate the size of area required. It is likely that we will have to de-list this area from being common land and offer up an equivalent area to be designated as common; since Tenterden Spinney is the most suitable, we will contact the Woodland Trust, from whom we lease the wood on a 999-year lease, to obtain their approval. We will also have to contact CDC and Transport for Bucks to gauge their views before we start any application.

Cllr C Thomas

1. Update on current work

Work continues on painting the railings and the Chapel, but completion will depend on the weather. We have finally managed to cut the hedge between the Old and New Formal Burial Grounds and have fitted a new bench at the top of the New Formal Burial Ground.

A safety “topple” test has been carried out on all headstones and those that appeared unsafe have been laid down and where possible, their owners informed.

2. Maintenance Contract

Tenders have been received from 3 companies for the Maintenance Contract for both the Burial Ground and the Common for the next three years and a considerable saving of over £3000 per year on our current contractor looks achievable by switching to First Grounds Maintenance. We have taken up references on them from two other parishes and so propose that the Council approves the award of the contract to them.

3. Pet Cemetery

On further examination of the process to establish and run a pet cemetery, it appears that the administrative workload is quite high. Since a dead pet is regarded as animal waste in the same way as a farm animal, we would be accountable to DEFRA and the Environment Agency. As well as needing planning permission from CDC, the Council would need a Waste Management Licence and those involved would have to undergo a waste management course at a cost of £2700 each. Each pet buried has to be documented with type of animal, weight and even the registration number of the vehicle it was carried in and a return has to be sent to the Environment Agency monthly. In addition, pet burials are usually required on the same day as death so there are difficulties in digging graves in time. On balance, I feel that the potential gain is unlikely to be sufficient to justify expense on all the above and so recommend that we don't pursue this further.

4. Finances

Summarising the year to date – receipts have been disappointing and we are down £6,500 on predicted sale of plots with only a few anticipated in March. This has been offset by slightly more income from memorials and interments but the overall effect is £4,500 less income, totalling £14,000 to date.

Expenditure has been as predicted, reflecting the work that needed doing, and is expected to be close to budget, excluding any major contingency items.

The increase in pricing of burial plots has not yet come through as there was a delay implementing the changes. It should be noted however that it is difficult to predict income for this area, so no conclusions can be drawn regarding results for next year.

Renewed advertising now that suitable photographs can be taken is to be investigated.

Cllr C Thomas & Cllr C Woolveridge

Transport Working Group Report for 13 March 17 Council Meeting

Portable Speed Sign (MVAS)

The MVAS was relocated to North Road on 10 December at the junction of Long Park & North Road.

It was moved to its current position in North Road, next to the Common, on 26 February 2017

MVAS data for the period 4 Jan to 3rd March is summarised below.

The good news is that compliance with speed below 34 mph is 96.1%. However we still have instances of some vehicles travelling at speeds of up to 59 mph between 0800 and 18.00

	Number of Movements	
5 - 9 mph	1,339	2.90%
10 - 14 mph	991	2.20%
15 - 19 mph	2,894	6.30%
20 - 24 mph	12,752	27.70%
25 - 29 mph	18,945	41.10%
30 - 34 mph	7,354	16.00%
35 - 39 mph	1,461	3.20%
40 - 44 mph	268	0.60%
45 - 49 mph	51	0.10%
50 - 54 mph	15	0.00%
55 - 59 mph	4	0.00%
60 - 64 mph	-	0.00%
65 - 69 mph	-	0.00%
Total Movements	46,074	100.00%

Two new MVAS signs were delivered on Thursday 9 March and will be placed outside the Beacon covering traffic on the main Amersham Road in both directions for the time being. We need to have LAT approval to place signs on Copperkins, Holloway Lane and the lower end of Bois Lane. A survey needs to be conducted by our LAT at a cost of £350 which the Council is asked to approve. A number of 30mph signs need to be extended to hold the MVAS.

Residents of Copperkins Lane have requested funding for new planting by the gates at a cost of £264 which the council is asked to approve. We have also agreed to repaint the gates which will be done before the end of March.

Footpath across the Common

Thompson Gardening will commence work on the footpath across the Common on Monday 13 March and will complete the work by the end of March. The cost of the work is £4000 and is funded by a grant from the LAF.

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 1st May deadline.

Street Lighting

UKPN have finally transferred the power from the old concrete lamp post at the end of Stubbs Wood to the new column. 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 will be fitted during March.

Our contract with Sparkx for street light maintenance has now expired and we have been advised by Sparkx that we do not require a maintenance contract due to the investment we have made in new lighting during 2016/17.

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

We also 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

The Council agreed at the last meeting to enter into a 1 year agreement 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. It has also been agreed to transfer responsibility for the verges at the end of Copperkins lane/Amersham Road from Buckland to SEA Tool Shed. Sam is updating the maps accordingly.

Cllr David King

12 March 2017

WEBSITE

The Spring Common Clear Up has been added, plus a gallery of photos. If you have anything which needs adding, again, contact me or Sam.

MEDIA

I've been in contact with the Bucks Examiner to get the Clean-up in this week's edition. As yet, they have not confirmed if they will. Our Your Amersham council report was featured in the March edition. If you have anything you would like me to mention in the April edition, please let me know before the deadline of 16th March.

SOCIAL MEDIA

Our Facebook page continues to gain more followers. We regular reach more than 300 people with posts. The Clean Up post reached 430 people and generated 14 likes, which is good progress. I believe this is contributing to an improved turnout at events. Several volunteers at the Clean-up said they read about it on social media.

Facebook has 66 likes

Twitter account has 77 followers.

BOIS OWN

A new edition of Bois Own has gone to print. It includes a Parish Council News section and an advert for the Burial Grounds. I would like to combine distribution with the questionnaire to save on delivery. The cost of delivery would be around £150. Therefore, I will be asking for a contribution from the Communications budget. I hope that future editions will generate enough advertising to cover costs.

PARISH QUESTIONNAIRE

Third draft attached for approval to be issued in March. I've added a prize draw, as suggested, to help generate interest. Hopefully, someone like Mayos will offer a prize for the publicity.

I am working on an online version that visitors to the website can complete and submit automatically. I plan to combine delivery with Bois Own. The cost of delivery would be around £150 and printing £100. Therefore, I will be asking for a contribution from the Communications budget of £300, but hoping for it to be less.

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.

****Any member of the household is welcome to complete the questionnaire***

We are offering a £50 voucher to spend at xxxxxxxx

Many thanks to xxxxxxxx for supporting the Parish Council and this survey

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, Bricky Pond, 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 and Bois Own. 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 for the Good Neighbours Volunteer Scheme (support for elderly/vulnerable residents in winter). Please indicate if you can help.

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

To have a chance of winning the prize draw, please complete below:

Name:Address:

.....

Email address:or

Telephone:.....

Please return this form to the Parish Centre in Glebe way or drop in the box in Mayos, 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**