

CHESHAM BOIS PARISH COUNCIL

Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 8th May 2017

PRESENT: Cllr R Harrison (Acting Chairman), Cllr J Bailey, Cllr D Buckingham, Cllr J Harbottle, Cllr R Heath, Cllr D King, Cllr J Large, Cllr C Thomas and Cllr C Woolveridge
Mrs S Payne – Clerk

14.1 Questions and Comments from the Public. None.

14.2 To Elect a Chairman of Chesham Bois Parish Council.

In the absence of a councillor prepared to take on the role of Chairman and as Cllr Hartley was willing to remain Chairman for one more year it was resolved that Cllr Hartley be elected Chairman. The Clerk would arrange for Cllr Hartley to sign the Statutory Declaration of Office. It was noted that Standing Order 10 states that the Chairman may not hold the same office during more than three consecutive Council years and as such this would be Cllr Hartley's final year as Chairman.

Action: Cllr Hartley/Clerk

14.3 Apologies for Absence: Cllr R Hartley.

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

14.5 To Elect a Vice-Chairman of Chesham Bois Parish Council.

In the absence of a councillor prepared to take on the role of Vice-Chairman and as Cllr Harrison was willing to remain Vice-Chairman for one more year it was resolved that Cllr Harrison be elected Vice-Chairman. It was noted that Standing Order 10 states that the Vice-Chairman may not hold the same office during more than three consecutive Council years and as such this would be Cllr Harrison's final year as Vice-Chairman.

14.6 To Agree Committee and Working Group Membership. The following committee and working groups were elected:

- a) *Planning Committee:* Cllr Harbottle (Chair), Cllr Bailey, Cllr Buckingham, Cllr Hartley, Cllr Thomas
- b) *Common, Woodlands & Burial Grounds Maintenance Working Group:* Cllr Thomas (Chair), Cllr Bailey, Cllr Buckingham, Cllr Harrison, Cllr King.
- c) *Finance Working Group:* Cllr Woolveridge (Chair), Cllr Hartley, Cllr Heath, Cllr King.
- d) *Burial Ground Management Working Group:* Cllr Large (Chair), Cllr King, Cllr Thomas, Cllr Woolveridge.
- e) *Village Community Working Group:* Cllr Bailey (Chair), Cllr Buckingham, Cllr Harrison, Cllr Heath, Cllr Harrison.
- f) *Transport Working Group:* Cllr King (Chair), Cllr Bailey, Cllr Woolveridge.
- g) *Communications Working Group:* Cllr Buckingham (Chair), Cllr Bailey, Cllr Large, Cllr Woolveridge.

14.7 To Agree Representatives to Outside Bodies. The following appointments were made:

- a) *Local Area Forum:* Cllr King.
- b) *Duke of Bedford's Trustees:* Cllr Bailey, Cllr Hartley, Cllr Woolveridge.
- c) *Chiltern & South Bucks Strategic Partnership:* Cllr Harbottle.

14.8 To Review the Members Register of Interests. Councillors confirmed that they had reviewed their Register of Interests and that they were up to date.

14.9 To Approve Minutes of Council Meeting held on 10th April 2017.

The minutes were approved unopposed and signed by the Vice-Chairman.

14.10 Chairman's Report

Cllr Hartley's report had been circulated prior to the meeting and was noted.

- a) *Working Groups*: Working Groups are to develop detailed plans and recommendations before presenting them to Council for approval. **Action: All**
- b) *Annual Parish Meeting (15 May 2017)*: Working Group Chairs are to inform Cllr Hartley of information they would like included in the Chairman's report and are to make themselves available to assist with answering questions from residents. Councillors are to inform the Clerk if they are unable to attend. **Action: All**

14.11 Clerk's Report & Correspondence

The Clerk's report had been circulated prior to the meeting and was noted.

- a) *Internal Audit*: IAC Ltd will carry out the internal audit on 13th June 2017. If an earlier date is not available there will be a need for an Extraordinary Meeting to be called to approve the Annual Return and the internal auditor's report.
- b) *Public Spaces Protection Orders (PSPO)*: Councillors were asked to comment on Chiltern District Council's review of their powers of dog control and anti-social drinking in public spaces. The outcome of the review will inform their plans to convert existing dog control and Designated Public Place Orders (DPPOs) into PSPOs. It was noted that current dog control orders cover all carriageways with a speed limit of 40mph or less and adjoining footpaths and verges. Within Chesham Bois it also covers the land surrounding the Parish Centre, Bois Avenue Green, St Leonard's Churchyard and Paddock and the Burial Grounds.

The Clerk will check the process of adding Tenterden Spinney and the field next to the burial grounds to the areas currently covered by existing dog control orders and subsequently PSPOs. The criteria for having a DPPO for the burial grounds is to be explored. **Action: Clerk**
- c) *Councillor Vacancy*: Chiltern District Council confirmed that the councillor vacancy could be advertised for co-option. The noticeboards and website will be updated. **Action: Clerk**
- d) *Use of the Common & Field Next to the Burial Ground*: Permission had been granted to the 2nd Amersham Common Cubs to use the common for their annual laser-quest session on 12th May.

A resident had been given permission to use the field next to the Woodland Burial Ground to host a party for her young son. All litter is to be removed from the site and due respect given to the burial grounds next door.

A license had been issued to Chesham Bois Lawn Tennis and Squash Club to erect a banner for one week on Common land at the junction of Copperkins Lane and Amersham Road.
- e) *Correspondence*: The Clerk had circulated and Councillors had noted the following:
 - i. Chesham Bois Cricket Club's letter acknowledging the grant towards an outfield mower.
 - ii. BALC's Matters Arising Newsletter.
 - iii. BCC's invitation to workshops to discuss unitary proposals.

14.12 Finance

- a) The financial reports for the year ending 31st March 2017 were noted.
- b) **It was resolved to** approve the Asset Register as at 31st March 2017 which had been circulated to Council prior to the meeting. Proposals to sell or donate assets no longer required will be prepared for the July Council meeting. **Action: Clerk**

- c) **It was resolved to** approve the amendments to the Standing Orders.
- d) **It was resolved that** Cllr Hartley, Cllr Heath, Cllr King and Cllr Woolveridge are signatories for the Unity Trust Bank Accounts. **Action: Clerk**
- It was resolved that** Cllr Heath, Cllr King and Cllr Woolveridge are signatories for the Cambridge Building Society Account. **Action: Clerk**
- e) **It was resolved to** adopt the Reserves Policy.
- f) *Payments for approval to 3rd May 2017:* Council approved the following payments:

Payments	NET	VAT	Amount	Description
Amersham Business Services	£5.04	£1.01	£6.05	A4 Copier Paper
Chesham Bois Cricket Club	£760.00		£760.00	Grant Allocation
DCK Beavers	£25.00	£5.00	£30.00	April 17 Payroll Administration
First Service Company	£1,126.72	£225.34	£1,352.06	April & May 17 Grounds Maintenance
Toolshed	£312.00	£62.40	£374.40	April 17 Grass Verge Maintenance
Southern Electric	£215.69	£39.87	£255.56	April 17 Street Lighting Electricity
Utility Warehouse	£32.64	£6.53	£39.17	April 17 Telephone/Broadband
Staff Salaries	£1,656.40		£1,656.40	May 17 Salaries
Bucks County Council	£357.66		£357.66	May 17 Pension Contributions
			£4,831.30	
Receipts				
Bucks County Council			£4,000.00	LAF Funding towards Common Path
Mr Klinkenborg			£800.00	W90 Plot
Robsons Estate Agents			£80.00	Board on Common Licence
Ms Phillips			£800.00	W89 Plot
Mrs Tamplin			£2,250.00	W133/W134 Plot & Interment
Ms Bagnell			£750.00	H447 Plot & Interment
Cooks Funeral Directors			£750.00	T1332 Plot & Interment
NS&I Savings			£90.88	April 17 interest
Chiltern District Council			£32,044.00	Tranche 1 of Precept
			£41,564.88	

14.13 General Purposes – To Receive Reports from Working Groups

a) Common & Woodland

Cllr Thomas' report had been circulated prior to the meeting and was noted.

- i. *Update on Current Work:* A fallen tree across a footpath on the Common is to be cleared.
- ii. *Management Plan for the Common & Woodlands:* At the Annual Parish Meeting John Morris is going to explain the need to intervene in the wooded areas by thinning out overcrowded areas in order to give more light and space to new growth as well as the need to increase the species diversity of trees to create a more balanced and resilient woodland for the future.

Council need to consider the amenity value of the woodlands and common. Ideas for consideration include the creation of a natural adventure trail, a learning area, a circular walk around the common, the establishment of a wild flower meadow in the field next to the burial grounds and the promotion of bio-diversity. Cllr Thomas suggested councillors view the websites or visit the Little Chalfont Nature Park and Holtspur Bottom Butterfly Reserve which were good examples of such amenities. **Action: All**

The Clerk would check insurance and health and safety requirements for adventure trails and potential maintenance costs. **Action: Clerk**

b) Burial Grounds

There was nothing to report.

c) Transport

Cllr King's presented his report to Council.

- i. *MVAS Signs*: The data from the signs located on North Road and Amersham Road were presented. The data had been forwarded to the Police and Cllr King is enquiring if there is a need for a permanent speed camera. TfB have yet to set a date to carry out the survey of the new locations for the signs. Cllr King will chase this up. **Action: Cllr King**

There had been a complaint regarding the positioning of both the MVAS signs along Amersham Road close to the Beacon School rather than distributed between The Beacon and St Joseph's School. The need to have approval from TfB for additional sites along Amersham Road had been explained and the assurance given that once these had been obtained the signs would be moved closer to St Joseph's School.

It was agreed that both schools should be advised of Council's discussions with the Police regarding their concern about speeding traffic along Amersham Road and the use of the MVAS signs along the road to collect data and help alleviate the problem. **Action: Cllr King**

- ii. *LAF*: An application for £4000 towards the provision of an all-weather surface to the path in Tenterden Spinney has been submitted. The estimated cost of the work is £8000.
- iii. *Street Lighting*: Three quotes have been received for the 20017/18 replacement programme. **It was resolved that** the renewal contract be awarded to the current contractor at a cost of £23,080. **Action: Cllr King/Clerk**

Once the renewal programme is complete, structural and electrical testing of all street lights will be carried out.

- iv. *Cricket Club Dropped Kerb*: Enquiries are being made as to whether planning permission is needed in order to provide a dropped kerb to the gated cricket club access. **Action: Clerk**

d) Communications

Cllr Buckingham's report had been circulated prior to the meeting and was noted

- i. *Parish Questionnaire*: 2000 copies of the questionnaire are expected during the week and will be delivered prior to the Annual Parish Meeting.
- ii. *CPRE Planning Roadshow*: Cllr Buckingham had attended this event and had received information on Neighbourhood Plans.

e) Village Community

Cllr Bailey's report had been circulated prior to the meeting and was noted.

- i. *Beating the Bounds*: Councillors were asked to help on the day. **Action: All**
- ii. *Summer Event on the Common*. The Village Community Working Group would be meeting to discuss the possibility of organising a self-financing event on the Common during the summer.
- iii. *Annual Parish Meeting (15 May 17)*: Cllr Bailey will be arranging the refreshments. Councillors are asked to attend from 7.15pm in order to help set up the hall. **Action: All**

14.14 Planning

- (a) The minutes of the Planning Committee meetings held on 27th March 2017 were noted.

The Meeting closed at 9.22pm

Date of next Council Meeting: Monday 12th June 2017