

Chairman's Report 12/06/2017

Operation of Meetings

As per our previous discussions – all Working Group Reports presented for Council meetings will be treated as read and only matters that fall outside of these reports will be raised.

If decisions are required then please ensure that the information is in the Agenda in time for each meeting.

Annual Parish Meeting

Thanks to Sam and each of our Councillors for making a great success of the Annual Parish Meeting evening. A great deal of effort went into preparation, presentation and delivery of this event. It worked very well with Councillors speaking on matters with regard to their working group and I would encourage more of this in next year's event.

I would also like to thank our guest speaker – John Morris for his presentation on “A Long – Term Management Plan for Chesham Bois Woods & Common” It was a very detailed presentation and gave a great background to the decisions that will be needed in the near future. John managed to deal with a number of interesting questions from parishioners.

This also opens up a range of interesting decisions for this Council.

Heatherton House School

Parking has been a serious issue outside of the Heatherton House School. We have had discussion relating to expanding the car parking area into Common area owned by the Council. I have received an email from the school advising that they are working on a master plan and I have asked Clive Thomas to be the contact person for the School to manage discussions as they develop.

The School are aware that we are open for further discussion and information will be referred back to the Council via Clive as it becomes available.

Ray Hartley

Chairman

Chesham Bois Parish Council

Council Meeting 12th June 2017

Clerk's Report & Correspondence

Public Spaces Protection Orders (PSPO)

I have spoken to the Community Safety Officer at CDC regarding having the field next to the burial ground and Tenterden Spinney added to the new PSPOs. CDC are currently considering having all open spaces automatically covered by PSPOs.

Casual Councillor Vacancy

The three resident's that have declared an interest have been asked to submit in writing their reasons for wishing to be a parish councillor, the skills they can bring and any previous community or council work. Applications need to be received by 18th June 2017 and will be decided at the July Council meeting.

Use of the Common

Cllr Large organised a 'capture the flag' event for her daughter which took place on the Common on 1st June.

Use of GPS System

The GPS systems have the relevant Council's maps installed on them and for this reason Chesham Town Council are unable to lend us theirs. However, they have arranged a training date on 21st June with Pear Technology on the use of their handheld GPS system and have invited me to attend.

Training

I have just enrolled on the Certificate in Local Council Administration (CiLCA) course. The course must be completed within one year. I will be attending the first training day on 29th June.

Annual Leave

I will be on leave from Thursday 20th July until 2nd August inclusive.

Magazines in Office

Outstanding Chilterns 2017/18, the summer issue of The Chiltern Society Magazine and the summer issue of the ICCM Journal are available in the office.

Correspondence

- Letter from Aylesbury Vale, Chiltern & South Bucks and Wycombe District Councils on the Creation of a Parish Charter. (copy attached)
- Letter from Superintendent Yvette Hitch, Area Commander for Chiltern & South Bucks Local Police Area informing Council that she will leaving on 18th June to take up the post of Local Commander for Milton Keynes and her replacement will be Superintendent Vince Grey. (copy attached)

12 June 2017 Council Meeting: Payments & Receipts

PAYMENTS	Ref	Payment	NET	VAT	Amount	Description
Affinity Water		FP	£5.66		5.66	Burial Ground Water Oct 16-May 17
BMKALC		FP	£250.00		£250.00	Clerk Registration for CiLCA
Mr D Buckingham		FP	£131.84		£131.84	Questionnaire Printing
Chiltern Society	4163	FP	£187.50		£187.50	Burial Grounds Advertisement
DCK Beavers	P0538	FP	£25.00	£5.00	£30.00	May 17 Payroll Administration
Mr G Harding		FP	£600.00		£600.00	Refund for 2 Burial Ground Plots W34 & 35a
Manor Estates	150140	FP	£150.00	£30.00	£180.00	Emergency Treework from June 16 at 4 Heatherton Park
Mr S Payne		FP	£64.97		£64.97	Stationery/training mileage/stamps
Pear Technology	117580	FP	£75.00	£15.00	£90.00	Digital Map: Land Registry Layer
Ridgeway Woodlands	22/6/542	FP	£180.00		£180.00	Emergency Treework: o/s 121 Chestnut Lane
Ridgeway Woodlands	22/11/542	FP	£50.00		£50.00	Emergency Treework: remove fallen tree from footpath
Ridgeway Woodlands	22/17/542	FP	£480.00		£480.00	Emergency Treework: Cricket Club Pavilion
SparkX Ltd	1300	FP	£120.00	£24.00	£144.00	Shield for Lamp 65 (Woodside Ave0
Southern Electric		DD	£0.77	£0.16	£0.93	Additional April 17 cost due to increase
Southern Electric		DD	£222.31	£41.15	£263.46	May 17 Street Lighting Electricity
Toolshed	161	FP	£312.00	£62.40	£374.40	May 17 Grass Verge Maintenance
Utility Warehouse	B979313726	DD	£38.69	£7.73	£46.42	May 17 Telephone/Broadband
Staff Salaries		FP	£1,356.40		£1,356.40	June 17 Salaries
Bucks County Council		FP	£357.66		£357.66	June 17 Pension Contributions
					£4,793.24	
RECEIPTS						
Hadland Estates		FP	£180.00		£180.00	Licence Fee for Boards on Common
Mrs Cartwright	17/06	#140	£800.00		£800.00	Plot/Interment T1321
Mrs Jackson	17/07	#140	£100.00		£100.00	Memorial Garden
CB Lawn Tennis Club		FP	£20.00		£20.00	Licence Fee for Banner on Common
Ms Harding	17/08	#141	£532.00		£532.00	Plot H448
Dr Millar	17/09	#141	£250.00		£250.00	Interment P945
NS&I Savings			£85.01		£85.01	Interest
					£1,967.01	

Chesham Bois Parish Council: Income & Expenditure

April & May 2017

	Annual Budget	Current Period	Budget Remaining
INCOME			
Precept	£64,088.00	£32,044.00	£32,044.00
Interest Received	£1,800.00	£175.89	£1,624.11
Burial Ground Plots	£16,400.00	£3,332.00	£13,068.00
Burial Ground Memorials	£1,000.00	£100.00	£900.00
Burial Ground Interments	£4,000.00	£2,000.00	£2,000.00
Wayleaves Income	£700.00		£700.00
Devolution Contribution	£2,700.00	£2,734.82	-£34.82
Licence Income	£5,200.00	£100.00	£5,100.00
Misc. Income	£20.00		£20.00
Total Income	£95,908.00	£40,486.71	£55,421.29
EXPENDITURE			
SALARIES, PAYE & NI			
Clerk Salary	£18,100.00	£2,783.30	£15,316.70
Employers National Insurance	£3,000.00	£196.42	£2,803.58
Employers Pension Scheme	£3,400.00	£553.88	£2,846.12
Total	£24,500.00	£3,533.60	£20,966.40
ADMINISTRATION			
Photocopier Costs	£400.00		£400.00
Stationery & Office Supplies	£100.00	£16.04	£83.96
Telephone & Broadband	£425.00	£78.05	£346.95
Postage	£50.00		£50.00
Office Rent	£500.00		£500.00
Office Electricity	£800.00		£800.00
Wages - Cleaning	£300.00	£50.00	£250.00
Equipment & Software	£3,000.00		£3,000.00
Training - Clerk	£500.00	£380.00	£120.00
Training - Councillors	£150.00		£150.00
Subscriptions	£1,000.00	£544.11	£455.89
Insurance	£1,500.00		£1,500.00
Digital Mapping	£5,000.00	£75.00	£4,925.00
Website	£500.00		£500.00
APM/Elections/Public Meetings	£400.00	£0.60	£399.40
Audit & Accountancy Fees & Bank Charges	£1,200.00	£75.00	£1,125.00
Advertising	£200.00		£200.00
Clerk/Cllr/Sundry Expenses	£125.00	£25.65	£99.35
Total	£16,150.00	£1,244.45	£14,905.55

BURIAL GROUND

Burial Ground Maintenance	£17,000.00	£1,334.49	£15,665.51
Water	£150.00	£5.66	£144.34
Electricity	£60.00		£60.00
Sexton Costs/Wages	£4,300.00	£828.34	£3,471.66
Renovation	£2,000.00		£2,000.00
Chapel Maintenance	£1,000.00		£1,000.00
Advertising	£1,350.00	£700.50	£649.50
Contingency Fund	£2,000.00		£2,000.00
Total	£27,860.00	£2,868.99	£24,991.01

COMMON & WOODLANDS

Ground Maintenance	£10,000.00	£832.71	£9,167.29
Pond Maintenance	£2,200.00		£2,200.00
Tree Inspections	£2,000.00		£2,000.00
Emergency Treework	£10,000.00	£860.00	£9,140.00
Dog Bin Maintenance	£1,800.00		£1,800.00
Seats/Bins/Noticeboards			
Management Plan	£16,000.00		£16,000.00
Chiltern Society Work	£2,500.00		£2,500.00
Sundry Expenses	£150.00		£150.00
Total	£44,650.00	£1,692.71	£42,957.29

TRANSPORT & HIGHWAYS

Streetlights Maintenance	£2,500.00	£120.00	£2,380.00
Streetlights Electricitiy	£3,200.00	£680.38	£2,519.62
General Costs	£1,500.00		£1,500.00
Devolved Services: Grass Cutting/Weed Killing/Sign Cleaning	£2,900.00	£936.00	£1,964.00
Devolved Services: Footpath Maintenance	£1,500.00		£1,500.00
Devolved Services:Hedge Maintenance	£600.00		£600.00
Total	£12,200.00	£1,736.38	£10,463.62

VILLAGE COMMUNITY

Events	£800.00	£21.00	£779.00
ChristmasTree/Lights	£300.00		£300.00
Communications	£500.00	£131.84	£368.16
Total	£1,600.00	£152.84	£1,447.16

Total Expenditure	£126,960.00	£11,228.97	£115,731.03
--------------------------	--------------------	-------------------	--------------------

NET SURPLUS (DEFICIT)	-£31,052.00	£29,257.74	-£60,309.74
------------------------------	--------------------	-------------------	--------------------

CHESHAM BOIS PARISH COUNCIL

Balance Sheet

April & May 2017

YTD

Assets

CURRENT ASSETS	
Debtors	£0.00
Vat to be Claimed	£5,290.54
Total	£5,290.54
MONIES HELD	
Unity Current Account	£7,169.21
Unity Deposit Account	£38,608.29
Cambridge Building Society	£16,495.71
National Savings Account	£107,000.00
Other monies in hand	£3.55
Total	£169,276.76
Total Assets	£174,567.30

Liabilities

MONIES OWED SHORT TERM	
Creditors	£2,688.33
Wages	
Payroll Taxation	£683.42
Payroll Pension	
Total	£3,371.75
Total Liabilities	£3,371.75
Assets less Liabilities	£171,195.55

REPRESENTED BY:

Reserves	B/Forward	Spent	C/Forward
General Reserves	£57,688.00		£57,688.00
Burial Ground Reserve	£5,000.00		£5,000.00
Common & Woodlands Reserve: 10 year Management Plan	£17,000.00		£17,000.00
Streetlighting Reserves: Renewal Programme	£26,250.00		£26,250.00
Grants: Committeed from 2016 fete surplus/similar set aside for 2018 fete	£1,760.00	£760.00	£1,000.00
LAF 50% Match Funding	£5,000.00		£5,000.00
Replacement Office	£30,000.00		£30,000.00
Total Reserves	£142,698.00	£760.00	£141,938.00

Income & Expenditure Account

£29,257.74

£171,195.74

difference

£0.19

Common, Woodlands & Burial Ground Maintenance Working Group Report: 9th June 2017

1. Update on Current Work

Common – a large branch fell from the ash tree on the Meadow area last week leaving a big scar on the tree. This has been cleared but we are consulting the CDC Tree Officer on whether the tree should be felled; this has been complicated by the presence of a bees nest in the trunk. Honey bees are protected and we are now trying to get a local beekeeper to confirm whether they are honey bees – if so, we will have to lower the section of trunk carefully and therefore the cost of felling will rise considerably.

Dead and dangerous branches around the cricket pavilion have been removed and at a meeting with our tree contractor and representatives of the cricket club we have agreed to remove some of the low-hanging branches around the cricket pitch as they have encroached considerably and cause difficulties in keeping the grass. This work will not take place until the Autumn.

2. Management Plan for the Common and Woodlands

No progress this month as John Morris has been away.

3. Footpaths

During the Beating the Bounds walk obstructions were found on the footpath from Hollow Way Lane to Bois Lane, mostly tree and hedge cuttings. BCC's Rights of Way team have been informed and will clear the path and we are writing a letter to residents in the area to inform them that dumping cuttings in this way is an offence under section 130 of the Highways Act 1980.

Please let the Working Group know of any other obstructions, including encroaching vegetation, on any of our footpaths. Once a new councillor has been appointed I intend to review the list for councillors checking footpaths.

4. Proposed Soakaway in South Road

Transport for Bucks are dealing with flooding issues in Grimsdell's Lane and have identified a problem with water coming from South Road. They therefore want to install an additional soakaway on the edge of the Common adjacent to the junction of South Road and Sycamore Road; the only visible presence will be an inspection chamber cover. A meeting has been arranged for Friday 9th June and I will be able to report back to the Council.

5. Burial Ground Maintenance

We have experienced a number of teething difficulties with our new maintenance contractors and some areas have been left too long without grass being cut. Both Sam and I have had numerous phone-calls with the contractors and a site meeting and we are promised the situation will be resolved on Monday 12th June, with the normal schedule being resumed on Wednesday 14th June. The contractors understand that this is a probationary period for the contract and that their work has to improve.

6. Dog Waste Bins

There are no dog waste bins at the cricket pitch/North Road end of the Common and consequently the ordinary bins are often overflowing. We have had requests from residents to provide an additional dog waste bin around the cricket pitch entrance – will the Council approve the expenditure of £281 to purchase a bin plus an additional annual fee of £274 from CDC to clear the extra bin.

7. Bulb Planting

Please see the attached letter from the Chesham Bois Women's Institute offering to plant bulbs around the Common to mark the centenary of the National Confederation of WI's. The Working Group agrees that planting on the main part of the Common would not be suitable; however, other possible sites may be on the triangle with the War Memorial or by the Chesham Bois sign at the junction of Chestnut Lane and Bois Lane?

In addition the WI may *consider* funding a public seat in the parish. We are writing back to inform them of the likely cost of purchasing and installing a seat and that the Parish Council would be prepared to maintain the seat. Possible locations include the main part of the Common facing North Road and another seat around the cricket pitch, but there may be a number of other possibilities which Councillors can suggest to consider at this early stage.

Cllr Clive Thomas

Council Meeting 12th June 2017

Burial Grounds Management Working Group Report

Establishment and Membership

The Burial Grounds Management Working Group was newly established at the Parish Council meeting of 8th May 2017. It is chaired by Councillor Large and its members are Cllrs Woolveridge, Thomas and King. As it is important that all the administrative systems developed by the working group take into account the practicality of operating them, and reflect best practice, the Parish Clerk and the Sexton have been invited to contribute to the working group.

Communication

A dedicated WhatsApp group has been established for members and including the Parish Clerk and Sexton to facilitate sharing views, communication between members, and setting up meeting dates. Meetings will be called as required.

Initial Tasks

The initial priorities of the Working Group have been identified as follows:

- Completion of transfer of information from historic documents held by the Parish relating to the ownership of graves to the new electronic database
- Updating electronic database to reflect best practice and to enable smooth link with data from the digital mapping of the burial ground. Eventually this will enable some information to be searchable by the general public online.
- Agreeing a new numbering system for the New Formal and Woodland Burial Grounds to fit more logically with the database, and make it easier for future plots to be identified, sold and managed.
- Establishing a system, reflecting best practice, to ensure information on plot ownership is kept up to date in particular to ensure that owners can be easily contacted when memorial maintenance is required.
- Establishing a "Friends of the Burial Ground" group of volunteers.
- Establishing a marketing plan for the Burial Ground

It is intended that future Working Group reports to Council will include updates on progress against each of these initiatives.

Current action

It is noted that Agreement of the new Regulations relating to the Burial Ground now fall within the scope of this working Group.

Most of the priorities of the working group reflect a historic opportunity to look again at the administration systems supporting the Burial Ground and ensure that they are future proof, and reflect best practice learned from other Parishes. Cllrs Large and Thomas and the Parish Clerk will be attending a tour and meeting at Brookwood cemetery later this month for this purpose. It makes most sense for the Working Group to next meet after that visit.

Action for Council

- Councillors are invited to note the initial scope of working group
- Councillors are asked to reflect if they know of any parishioners who are already known to them as having specific interest in the Burial Ground (and therefore might be interested in a Friends group)

- **Transport Working Group Report for 12 June 2017 Council Meeting**

- **Portable Speed Sign (MVAS)**

- We have 3 MVAS signs operational in the parish
- MVAS 1 is currently located in Bois lane near the shops at the junction of North Road. The MVAS will be repositioned further down Bois Lane during w/c 12 June.
- MVAS 2 & 3 are located on the Amersham Road outside the Beacon school – one on each side of the road.
- Data for MVAS 1 is summarised below. Data from MVAS 2 & 3 has not been downloaded.

MVAS 1 Bois Lane 18 May to 12 June 2017			
		Number of	
		Movements	
5 - 9 mph		3,944	5.39%
10 - 14 mph		10,486	14.32%
15 - 19 mph		20,952	28.62%
20 - 24 mph		22,421	30.63%
25 - 29 mph		12,080	16.50%
30 - 34 mph		2,686	3.67%
35 - 39 mph		502	0.69%
40 - 44 mph		95	0.13%
45 - 49 mph		29	0.04%
50 - 54 mph		7	0.01%
55 - 59 mph		3	0.00%
60 - 64 mph		1	0.00%
65 - 69 mph		-	0.00%
Total Movements		73,206	100.00%

-
-
- Compliance with speed below 34 mph in Bois Lane for the month is 99.1% however there are still instances of vehicles travelling at speeds in excess of 40 mph between 0700 and 20.00. The highest speed recorded during the monitoring period was 60 to 64 mph at 07.15 on Wed 24 May whilst 3 other vehicles recorded speeds of 55 to 59 mph.
- We are aware of the significant speeding problem on the Amersham Road particularly from vehicles travelling from Chesham to Amersham. I assume this problem is exacerbated as the speed limit changes from 60 mph to 30 mph as the road enters Chesham Bois. I will explore traffic calming options with our LAT assuming he responds to our emails and calls to set up a meeting. This also applies to the survey required for new locations for the MVAS units.

- SWARCO, the supplier of the MVAS signs, has replaced the lock on MVAS 3 and provided a new key – both items were under guarantee.
- **LAF**
- As agreed at the last meeting we have submitted an application to LAF for matched funding for a new all-weather path through Tenterden Spinney. The estimated cost of the work is £8000 for circa 200 metres of path and we have applied for a £4000 grant.
- The outcome of our application should be notified at the rescheduled LAF meeting on 18 July. I am unable to attend this meeting and, as previously requested, would ask for a councillor to attend in my place. Jane has confirmed that she is unable to do so.
- The deadline for any transport proposals for schemes to be delivered by TfB in 2018/19 is **31 August** this year. This is to give time for schemes to be assessed and costed, decisions made and work programmed in by 1 April 2018.
- Proposals are required to provide a minimum of 50% non-BCC funding - for road safety, traffic calming and parking schemes.
- We need to agree which, if any, schemes we would like to put forward for consideration at the July council meeting.
- **Street Lighting**
- As agreed at the last meeting, an order for £23,080 has been placed with Sparkx to upgrade the remaining street lighting to LED. This work should commence during July and August
- We need to agree a new electricity supply contract during this financial year which should be more economical once we have upgraded to LED
- 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.
- We are having a problem with a light fitting in The Farthings due to water ingress and a temporary repair has been made by Sparkx. The cost of replacing the fitting is c£1300 and to repair the unit (replacing the LED controller) is £435. The repair work will not be guaranteed due to potential ongoing water ingress. As the unit has functioned for at least 5 years The Transport Working Group have opted to risk repairing the unit and reducing our expenditure by £865 in the current year. The risk we are taking is that the repair only lasts a few months or a couple of years (although the previous repair lasted at least 5 years).
- **Cricket Club Dropped Kerb**
- We are currently checking that we do not need planning permission to provide a dropped kerb to the gated cricket club access. We will then follow this up with our LAT and hopefully will not have to make a formal application for a Dropped Kerb licence.
- **Devolution**
- Nothing to report
- Cllr David King,
- 12 June 2017
-

Village Community Report – June 2017

i. To report on a successful beating the bounds event; Attended by over 40 people. The event is becoming more popular and the post walk refreshments were greatly enjoyed by the walkers.

ii. The summer village event on the 15 July is in planning; from 4 till 7 pm.

A bring your own picnic, bring your own ground sheet and chairs event.

Toilets provided. Music entertainment provided by local two-piece band. Litter clearance by volunteers. Bunting put up on Common by ourselves on Friday before.

12 Posters supplied and erected by Robsons. Waiting for proposal of Robsons poster for approval by Village Community Group. Also, promotion provided by Council webpage.

Church, WI, local scout and guide groups to be informed of event.

IBB to provide gazebo – waiting response.

Cllr John Bailey