

CHESHAM BOIS PARISH COUNCIL

Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 12th June 2017

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

15.1 Questions and Comments from the Public. None.

15.2 Apologies for Absence: None.

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

15.4 To Approve Minutes of Council Meeting Held on 8th May 2017.

The minutes were approved unopposed and signed by the Chairman.

15.5 Chairman's Report

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

- a) *Annual Parish Meeting (15 May 17):* The meeting was well attended and John Morris was to be thanked for his informative talk on 'the Long-Term Management Plan for Chesham Bois Woods & Common
- b) *Heatherton House School Additional Parking.* Cllr Thomas is to be the Council's point of contact for the school regarding this issue. **Action: Cllr Thomas**
- c) It was noted that within the owner of the land next to the original burial ground had recently contacted the Chairman regarding its future ownership.

15.6 Clerk's Report & Correspondence

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

- a) *Public Spaces Protection Orders (PSPO):* Chiltern District Council are currently considering having all open spaces automatically covered by PSPOs.
- b) *Casual Councillor Vacancy:* The closing dates for applications is 18th June 2017. Applications will be considered at the 10th July Council meeting.
- c) *Use of the Common:* A 'capture the flag' event had taken place on the Common on 1st June.
- d) *Use of GPS Systems:* The Clerk is to attend a training day, organised by Chesham Town Council, on the use of hand-held GPS devices to carryout surveys.
- e) *Training:* The Clerk has enrolled onto a one year Certificate in Local Council Administration (CiLCA) course
- f) *Correspondence:* A letter from Aylesbury Vale, Chiltern & South Bucks and Wycombe District Councils on the Creation of a Parish Charter was noted.
- g) *Correspondence:* A Letter from Superintendent Yvette Hitch, Area Commander for Chiltern & South Bucks Local Police Area informing Council that she will leaving on 18th June and her replacement will be Superintendent Vince Grey was noted.

- h) **It was resolved to** hold an Extraordinary Meeting of Council on Monday 26th June 2017 to consider issues arising from the internal audit and to approve the 2016/17 Annual Return.

15.7 Finance

- a) The income and expenditure and balance sheets for April & May 2017 were noted. Future reports will show the NI payments for the Sexton within Burial Grounds expenditure.

Action: Clerk

- b) *Payments for approval to 7th June 2017:* Council approved the following payments:

PAYMENTS	NET	VAT	Amount	Description
Affinity Water	£5.66		5.66	Burial Ground Water Oct 16-May 17
BMKALC	£250.00		£250.00	Clerk Registration for CiLCA
Mr D Buckingham	£131.84		£131.84	Questionnaire Printing
Chiltern Society	£187.50		£187.50	Burial Grounds Advertisement
DCK Beavers	£25.00	£5.00	£30.00	May 17 Payroll Administration
Mr G Harding	£600.00		£600.00	Refund for 2 Burial Ground Plots W34 & 35a
Manor Estates	£150.00	£30.00	£180.00	Emergency Tree work from June 16 at 4 Heatherton Park
Mr S Payne	£64.97		£64.97	Stationery/training mileage/stamps
Pear Technology	£75.00	£15.00	£90.00	Digital Map: Land Registry Layer
Ridgeway Woodlands	£180.00		£710.00	Emergency Tree work:
SparkX Ltd	£120.00	£24.00	£144.00	Shield for Lamp 65 (Woodside Ave0
Southern Electric	£0.77	£0.16	£0.93	Additional April 17 cost due to increase
Southern Electric	£222.31	£41.15	£263.46	May 17 Street Lighting Electricity
Toolshed	£312.00	£62.40	£374.40	May 17 Grass Verge Maintenance
Utility Warehouse	£38.69	£7.73	£46.42	May 17 Telephone/Broadband
Staff Salaries	£1,356.40		£1,356.40	June 17 Salaries
Bucks County Council	£357.66		£357.66	June 17 Pension Contributions
			£4,793.24	
RECEIPTS				
Hadland Estates	£180.00		£180.00	Licence Fee for Boards on Common
Mrs Cartwright	£800.00		£800.00	Plot/Interment T1321
Mrs Jackson	£100.00		£100.00	Memorial Garden
CB Lawn Tennis Club	£20.00		£20.00	Licence Fee for Banner on Common
Ms Harding	£532.00		£532.00	Plot H448
Dr Millar	£250.00		£250.00	Interment P945
NS&I Savings	£85.01		£85.01	Interest
			£1,967.01	

- c) **It was resolved that** as Cllr J Harris and Cllr M Smith were no longer members of Council they were to be removed from the Cambridge Building Society Bank Mandate. **Action: Clerk**
- d) **It was resolved that** Cllr C Woolveridge, Cllr R Hartley, Cllr R Heath and Cllr D King are to become signatories for the National Savings & Investments Account. **Action: Clerk**
- e) **It was resolved to** approve the Annual Governance Statement for 2016/17.

15.8 General Purposes – To Receive Reports from Working Groups

a) *Common, Woodland & Burial Grounds Maintenance*

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

- i. *Current Work:* A large branch had fallen from the ash tree on the meadow. The branch had been cleared away and the area taped off. The tree shows signs of rot and also has a bee's nest in an upper branch. CDC's Tree Officer has inspected the tree and agreed that as it posed an immediate risk to the public it could be felled without CDC planning consent. It was noted that when a tree is removed, Section 213 of the Town and Country Planning Act

1990 requires the owner to replace it, as close to the original site, with a tree of an appropriate size and species.

Dead and dangerous branches around the cricket pavilion have been removed. Following a meeting with the cricket club it has been agreed that some of the low-hanging branches around the cricket pitch will be removed. Planning permission will be sought and if successful the work will be carried out in the Autumn. **Action: Clerk**

ii. *Footpaths:* Obstructions found on footpath CSB 18 which links Hollow Way Lane and Bois Lane, have been reported to BCC's Rights of Way team. The Clerk will write to the residents of properties backing onto this section of the footpath informing them that the dumping of cuttings in this way is an offence under section 130 of the Highways Act 1980. **Action: Clerk**

Cllr Thomas informed councillors that he will be reviewing the delegate footpath list for councillors. **Action: Cllr Thomas**

iii. *Proposed Soakaway in South Road:* Cllr Thomas had met with Transport for Bucks (TfB) to discuss the location of an additional soakaway they propose to install on the edge of the Common adjacent to the junction of South Road and Sycamore Road. The soakaway would be 4 metres deep and the proposed location would have no impact on trees. Council were in agreement that the soakaway could be installed and TfB. **Action: Cllr Thomas**

iv. *Burial Grounds Maintenance:* There have been a number of teething difficulties with the new maintenance contractors with some areas being missed or left too long before they are cut. The contractors are aware that there is a probationary period for the contract and that the quality of work needs to improve.

v. *Dog Waste Bins:* There is a need for a dog bin on the Common between the cricket pitch and North Road. A review of the need for dog bins in other areas will take place. **It was resolved that** a dog bin be purchased at a cost of £281 and an annual maintenance cost of £274.

Action: Clerk/Cllr Thomas

vi. *Bulb Planting:* Cllr Thomas had circulated a letter from Chesham Bois Women's Institute offering to plant bulbs around the Common to mark the centenary of the National Confederation of WI's. Council agreed that planting on the main part of the Common would not be suitable and would prefer planting by the Chesham Bois sign at the junction of Chestnut Lane and Bois Lane. **Action: Cllr Thomas**

The WI were also considering funding a public seat in the parish. It was agreed that if a seat was purchased by the WI Council would take responsibility for its maintenance. The WI would be informed of this decision and potential purchasing and installation costs. Should the WI wish to proceed Council would need to agree the location. **Action: Cllr Thomas**

b) Burial Grounds Management

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

i. *Membership of the Working Group:* As well as the elected Councillors the Clerk and Sexton have been invited to contribute to the group.

ii. *Initial Tasks:* The tasks presented included linking the updated database to the digital mapping software, a review of current management systems, devising a marketing plan for the burial grounds and the establishment of a 'Friends of the Burial Grounds' group of volunteers. Councillors were asked to inform Cllr Large if they knew of any residents who would be interested in joining the 'Friends' group. **Action: All**

iii. *Current Action:* The administrative systems supporting the burial ground will be reviewed and updated to reflect best practice. Cllrs Large, Cllr Thomas and the Clerk will be attending a ICCM Branch meeting at Brookwood Cemetery in Woking.

c) Transport

Cllr King's presented his report to Council.

- i. *MVAS Signs*: Data from the sign located on Bois Lane was presented. The MVAS supplier had carried out a repair to the lock on one of the new signs.
- ii. *LAF*: An application has been submitted for funding towards the provision of an all-weather surface to the path in Tenterden Spinney. The outcome of applications should be reported at the 18th July LAF meeting. Cllr Bailey agreed to attend this meeting as Cllr King is unavailable. **Action: Cllr Bailey**

The closing date for applications for match-funding towards transport schemes in 2018/19 is 31st August 2017. This early date is to allow TfB time to assess the proposals. Cllr King asked councillors to inform him of any potential schemes. **Action: Cllr King/All**

- iii. *Street Lighting*: The renewal programme work will commence in July. A street light in the Farthings has an ongoing problem due to water ingress. A temporary repair has been made. A replacement fitting would cost £1300 or a repair £435. The repair work will not be guaranteed due to the ongoing water ingress. The last repair lasted 5 years, with this in mind the contractor has been asked to carry out a repair.
- iv. *Cricket Club Dropped Kerb*: TfB's LAT is to confirm if planning permission is required.
- v. *Footways*: It was noted that the footway at the bottom of St Leonards is obstructed by overhanging hedges. The Clerk had written to owners of the hedges earlier in the year asking them to cut them back. A further letter will be sent. **Action: Clerk**

d) Village Community

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

- i. *Beating the Bounds*: The event had been attended by over 40 people and is becoming more popular each year.
- ii. *Picnic on the Common 15th July*: It is proposed that residents bring their own food and refreshments and music will be provided by a local two-piece band. Robsons had agreed to advertise the event on 10 boards.

e) Communications

Cllr Buckingham presented his report.

- i. *Parish Questionnaire*: There was a 10% response rate with 108 questionnaires completed. The responses will be presented at the next Council meeting. **Action: Cllr Buckingham**

15.9 Planning

(a) The minutes of the Planning Committee meetings held on 24th April 2017 were noted.

The Meeting closed at 8.45pm

Date of next Council Meeting: Monday 10th July 2017