

# Chairman's Report 10/07/2017

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## **AUDIT**

The audit process has concluded for another year with a very good outcome. I would like to thank Sam for her great work in managing this process after a couple of more difficult years from previous accounting systems and Clerks. Thanks also to Cathy Woolveridge for her great support and effort in this process.

## **WORKING GROUPS**

I have asked Sam to copy all matters relating to individual working Groups to all members of each group. It is important that the workload and decision making is a group matter to take some of the load from the Chairs.

As with our last meeting – all Working Group Chair reports will be taken as read and should include all relevant information to keep the council updated. I would ask Working Group Chairs to ensure that their Working Group team are updated before meetings also.

## **FETE PLANNING**

The Fete for next year is still a long way off, but I would encourage all Councillors to get behind John Bailey's team with ideas and suggestions. Moving forward on the planning process now should make a difference and avoid some of the problems from last time.

## **SUMMER OFFICE COVER**

Sam will be away on leave from 20<sup>th</sup> July to 2<sup>nd</sup> August. Cathy will be managing any incoming emails and I will be dropping in to check on phone messages. If any of you are around over the Summer – can you let Sam and I know in case there are matters that need dealing with.

Thanks

Ray Hartley

Chairman

Chesham Bois Parish Council

# **Council Meeting 10<sup>th</sup> July 2017**

## **Clerk's Report & Correspondence**

### **Office Cover**

I will be on leave from Thursday 20<sup>th</sup> July until Wednesday 2<sup>nd</sup> August inclusive. **Action:**  
**Council to agree system to manage emergency calls and emails**

### **Correspondence**

- eNewsletters from the Chiltern Conservation Board and Chiltern Magazine have been forwarded to Councillors.
- Email from the Treasurer of Chesham Bois Cricket Club advising Council that the club will be purchasing the outfield mower at the end of the season. (email attached.)
- Email from the owner of Fern Villas requesting confirmation that his property has been granted easement to allow vehicular access over Common land where his drive is currently located. I am looking at the original easement for this property along with the others along this track and will prepare a report for the next Council meeting.
- Email from resident objecting to Council's plans for a permanent path through Tenterden Spinney: **Action: Council to agree a response**
- Email from resident requesting clarification on the increase in expenditure and precept over the past 7 years and its sustainability. **Action: Cllr Woolveridge is drafting a response for Council approval.**

# Chesham Bois Parish Council: Income & Expenditure

**JUNE 2017**

	Annual Budget	Current Period	Current YTD	Budget Remaining
<b>INCOME</b>				
Precept	£64,088.00		£32,044.00	£32,044.00
Interest Received	£1,800.00	£72.08	£247.97	£1,552.03
Burial Ground Plots	£16,400.00	£1,600.00	£4,932.00	£11,468.00
Burial Ground Memorials	£1,000.00		£100.00	£900.00
Burial Ground Interments	£4,000.00	£1,300.00	£3,300.00	£700.00
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	£120.00	£120.00	-£100.00
<b>Total Income</b>	<b>£95,908.00</b>	<b>£3,092.08</b>	<b>£43,578.79</b>	<b>£52,329.21</b>

EXPENDITURE

SALARIES, PAYE & NI

Clerk Salary	£18,100.00	£1,391.65	£4,174.95	£13,925.05
Employers National Insurance	£3,000.00	£98.21	£294.63	£2,705.37
Employers Pension Scheme	£3,400.00	£276.94	£830.82	£2,569.18
Total	£24,500.00	£1,766.80	£5,300.40	£19,199.60

ADMINISTRATION

Photocopier Costs	£400.00	£123.64	£123.64	£276.36
Stationery & Office Supplies	£100.00	£50.36	£66.40	£33.60
Telephone & Broadband	£425.00	£32.17	£110.22	£314.78
Postage	£50.00			£50.00
Office Rent	£500.00			£500.00
Office Electricity	£800.00			£800.00
Wages - Cleaning	£300.00	£25.00	£75.00	£225.00
Equipment & Software	£3,000.00			£3,000.00
Training - Clerk	£500.00	£250.00	£630.00	-£130.00
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 Charge	£1,200.00	£393.00	£468.00	£732.00
Advertising	£200.00			£200.00
Clerk/Cllr/Sundry Expenses	£125.00	£20.55	£46.20	£78.80
Total	£16,150.00	£894.72	£2,139.17	£14,010.83

BURIAL GROUND

Burial Ground Maintenance	£17,000.00	£363.33	£1,697.82	£15,302.18
Water	£150.00		£5.66	£144.34
Electricity	£60.00			£60.00
Sexton Costs/Wages	£4,300.00	£226.67	£1,055.01	£3,244.99
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	£590.00	£3,458.99	£24,401.01

COMMON & WOODLANDS

Ground Maintenance	£10,000.00	£200.03	£1,032.74	£8,967.26
Pond Maintenance	£2,200.00			£2,200.00
Tree Inspections	£2,000.00			£2,000.00

Emergency Treework	£10,000.00	£1,220.00	£1,600.00	£8,400.00
Dog Bin Maintenance	£1,800.00			£1,800.00
Seats/Bins/Noticeboards				£0.00
Management Plan	£16,000.00			£16,000.00
Chiltern Society Work	£2,500.00			£2,500.00
Sundry Expenses	£150.00			£150.00
<b>Total</b>	<b>£44,650.00</b>	<b>£1,420.03</b>	<b>£2,632.74</b>	<b>£42,017.26</b>
<b>TRANSPORT &amp; HIGHWAYS</b>				
Streetlights Maintenance	£2,500.00		£120.00	£2,380.00
Streetlights Electrictiy	£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
<b>Total</b>	<b>£12,200.00</b>	<b>£0.00</b>	<b>£1,736.38</b>	<b>£10,463.62</b>
<b>VILLAGE COMMUNITY</b>				
Events	£800.00		£21.00	£779.00
ChristmasTree/Lights	£300.00			£300.00
Communications	£500.00		£131.84	£368.16
<b>Total</b>	<b>£1,600.00</b>	<b>£0.00</b>	<b>£152.84</b>	<b>£1,447.16</b>
<b>Total Expenditure</b>				
	<b>£126,960.00</b>	<b>£4,671.55</b>	<b>£15,420.52</b>	<b>£111,539.48</b>
NET SURPLUS (DEFICIT)	<b>-£31,052.00</b>	<b>£1,579.47</b>	<b>£28,158.27</b>	

# CHESHAM BOIS PARISH COUNCIL

## Balance Sheet

**June 2017**

Current  
YTD

### **Assets**

<b>CURRENT ASSETS</b>	
Debtors	£1,450.00
Vat to be Claimed	£1,143.64
<b>Total</b>	<b>£2,593.64</b>
<b>MONIES HELD</b>	
Unity Current Account	£13,720.15
Unity Deposit Account	£33,612.21
Cambridge Building Society	£16,495.71
National Savings Account	£107,000.00
Other monies in hand	£3.55
<b>Total</b>	<b>£170,831.62</b>
<b>Total Assets</b>	<b>£173,425.26</b>
<b><u>Liabilities</u></b>	
<b>MONIES OWED SHORT TERM</b>	
Creditors	£2,341.35
Payroll Taxation	£987.83
<b>Total</b>	<b>£3,329.18</b>
<b>Total Liabilities</b>	<b>£3,329.18</b>
<b>Assets less Liabilities</b>	<b>£170,096.08</b>

<b>REPRESENTED BY:</b>			
<b>Reserves</b>		<b>Spent YTD</b>	<b>Remaining</b>
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 Reserve: Renewal Programme		£26,250.00	£26,250.00
Grants: Committed 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
<b>Total Reserves</b>	<b>£142,698.00</b>	<b>£760.00</b>	<b>£141,938.00</b>
	Income & Expenditure Account		£28,158.27
			<b>£170,096.27</b>
		difference	£0.19

<b>Chesham Bois Parish Council : Proposed items to be removed from Fixed Assets Register</b>					
	<b>Purchase Value</b>	<b>Date Purchased</b>	<b>Location</b>	<b>Date Checked</b>	<b>Comments</b>
<b>Donate</b>					
Acer Computer	£420.00	2008	Office	16/06/2017	Clean hardisk and donate
HP 17" Monitor	£150.00	2004	Office	16/06/2017	Donate no long required
Toshiba A 200 Lap Top Computer	£442.00	2007	Safe	16/06/2017	Clean hardisk and donate
HP OfficeJet Printer/Scanner/ Copier / Fax	£100.00	2011	Office	16/06/2017	Donate no long required
Brother Phone/Fax/Ansaphone	£155.00	2000	Office	16/06/2017	Donate no long required
3 Stihl 15"Chainsaws	£909.00	1999/2003		16/06/2017	Donate no long required
Tirfor Winch and attachments	£362.00	1999	Container	16/06/2017	Donate no long required
Brushcutter	£389.00		Container	16/06/2017	Donate no long required
Chainsaw gear/safety wear	£389.00	1997/2004	Container	16/06/2017	Donate no long required
Pond Waders and Tools	£155.00	1997	wadders in office	16/06/2017	Donate no long required
<b>Sell</b>					
Dinghy	£153.00		Container	16/06/2017	No longer required: sell if possibel or donate
Epson EMP x 3 multimedia projector	£795.00	2006	Safe	16/06/2017	No longer required: Sell
Office Shredder			Office	16/06/2017	Broken - Remove



<b>10 July 2017 Council Meeting: Payments &amp; Receipts</b>							
<b>PAYMENTS</b>	Ref	Payment	NET	VAT	Amount		
Amersham Business Services	65845	FP	£30.13	£6.03	£36.16		Office Stationery
Clarity Copiers Ltd	361954	FP	£123.64	£24.73	£148.37		Photocopier usage/maintenance Mar- June 17
DCK Beavers	P0567	FP	£25.00	£5.00	£30.00		June 17 Payroll Administration
First Service Company	401709	FP	£563.36	£112.67	£676.03		June 17 Grounds Maintenance
IAC Audit & Consultancy Ltd		FP	£350.00	£70.00	£420.00		Year ending 31/3/17 Internal Audit Services
JRB Tree work		FP	£740.00		£740.00		Emergency Tree Work (Common/BG/Amersham Rd)
New Meaning Centre Bucks Ltd	179	FP	£312.00	£62.40	£374.40		Grass Verge Maintenance June 2017
Mr S Payne		FP	£40.78		£40.78		Stationery/training mileage/parking
Southern Electric		DD	£235.87	£43.79	£279.66		June 17 Street Lighting Electricity
Utility Warehouse		DD	£32.17	£6.43	£38.60		June 17 Telephone/Broadband
Staff Salaries		FP	£1,296.60		£1,296.60		July 17 Salaries
Bucks County Council		FP	£357.66		£357.66		July 17 Pension Contributions
					<b>£4,438.26</b>		
<b>RECEIPTS</b>							
HMRC		FP			£4,371.76		VAT Repayment 1 Jan to 31 Mar 17
Ms Arpa	17/11	FP			£1,450.00		Plot & Internment W80
NS&I Savings		FP			£68.16		Interest
Unity Trust Bank		FP			£3.92		Interest
Robsons		FP			£120.00		Donation towards Picnic on the Common
					<b>£6,013.84</b>		

# **Common, Woodlands & Burial Ground Maintenance Working Group Report**

## **4<sup>th</sup> July 2017**

### **1. Update on current work**

*Common* –the large ash tree on pond meadow has been felled (it proved to be hollow inside so potentially dangerous) and the stump has been ground out. The bees were eventually transferred successfully.

*2, Bois Lane* – rectification work has been carried out where the large tree fell across the road leaving a large hole on our Common land adjacent to the property.

*Common* – the large-scale construction works of BMX jumps and ramps in the dips by the pond have been flattened and the community police officer informed in case of any repeat.

### **2. Management Plan for the Common and Woodlands**

John Morris has produced an initial draft of the Management Plan, which has been circulated to the CWWG for comment, although there still some details and some maps missing. I am pushing him for a completed version to put before the Council.

I have progressed the idea for creating a wildflower meadow in the field beside the Woodland Burial Ground by contacting the Berks, Bucks, Oxon Wildlife Trust and their Reserves Manager has been in touch to arrange a date to visit the site and offer advice.

### **3. Footpaths**

Once a new councillor has been appointed, I intend to review the list for councillors checking the parish Rights of Ways and footpaths.

### **4. Burial Ground Maintenance**

The new maintenance contractors have caught up with work that they missed in June but still have to trim the hedges in the Memorial Garden and spray weed-killer on all the tracks in the Burial Ground. This is being carried out now and we have impressed upon them the need for a reliable service going forwards.

### **5. Disposal of power tools**

We introduced a policy of using only certified and insured contractors for tree work and scrub clearance work on our land and so the three chainsaws and one brush-cutter that the Council owns are now redundant. These are quite old tools and so I propose to offer them free of charge to The Chiltern Society volunteers, who have been helping us with work on the Common. If the tools are not serviceable, they will offer them to the WorkAid Project in Chesham.

Cllr Clive Thomas

# Council Meeting 10<sup>th</sup> July 2017

## Burial Grounds Management Working Group Report

### Progress Against Defined Tasks

Ongoing Task for Working Group	Details of Latest Progress
Completion of transfer of information from historic documents held by the Parish relating to the ownership of graves to the new electronic database	Records transferred covering period from 1927 – current. Period of 1924 – 1927 Burial Record complete, details of ownership still to complete.
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.	Action required once electronic database completed with raw data.  Cllr Hartley is taking forward the digital mapping of the burial ground.
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.	Meetings being organised with other key burial grounds locally, to identify best practice.  Visit by Clerk and Cllr Large to Chesham Town Council Visit by Clerk, and Cllrs Large and Thomas to Brookwood cemetery Visit being arranged for and Councillors Large and Thomas to Greenacres
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.	Visit by Clerk and Cllr Large to Chesham Town Council secured details of their Memorial licence scheme
Establishing a marketing plan for the Burial Ground	Former Burial Grounds Working Group established a draft text for leaflet for Funeral Directors, discussed by Council in April 2017. A revised draft is required – but will need to fit with broader marketing plan established.
Establishing a “Friends of the Burial Ground” group of volunteers	This action point has been taken on by Burial Grounds Maintenance Working Group by agreement with Councillor Thomas, as Friends’ input will more directly involve the burial ground maintenance.
Preparation of new Regulations relating to the Burial Ground for agreement by main Council	Draft previously circulated in November. Clerk and Cllr Large have been jointly working on Regulations, including updating them to reflect any new lessons from training. The final version of the regulations will need to incorporate any reference to memorial licence scheme once established.

## **Other Items**

Cllrs Large and Thomas and the Parish Clerk attended a tour and meeting at Brookwood cemetery on 22<sup>nd</sup> June. Cllr Thomas prepared a detailed report of the visit to be submitted to the ICCM, which will be available for working group members if interested. Brookwood is a large and complex site, but which offers many lessons for our smaller burial ground and both our Working Groups – both in terms of the way that the site is administered, and in the maintenance challenges of managing historic buildings and memorials, valuable wildlife and arboretum, diverse plot owners etc.

Some initial points and questions that arose, that the Burial Grounds Management Working Group might wish to return to when it next meets to discuss its key tasks are:

- **Marketing.** Current views are that cemeteries' marketing campaigns should target the wider public, not just local Funeral Directors. The bereaved family and friends are often making more independent decisions about location. This means not just thinking about how advertising material is drawn up, used and targeted, but also:
  - thinking about the effectiveness of signage to the Burial Grounds to improve community awareness of the facility,
  - holding a community open day (perhaps Heritage Day?) for the site with a tour/stories about some of the more interesting people buried (e.g. Wargraves – we have 3, other interesting stories?)
  - ensuring Google searches for Woodland burial continue to find Chesham Bois grounds coming high up in the list.
- **Muslim Burial** There are particular requirements for Muslim burial with, for example, plot owners looking for reassurance that soil around body will never be waterlogged. With an increasing Muslim population in local area, perhaps could consider whether a dedicated area approved for Muslim burial could be established, alongside already nominated consecrated and non-consecrated ground?
- **Family Plots** Family plots (double width as well as depth) are part of the sales plan at Brookwood, and sold at a premium to ensure that future occupants can be all together. Is this something to consider for our price list in future?

## **Action for Council**

- Councillors are invited to note the report

## **MEDIA**

Our Your Amersham council report was featured in the July edition, including a mention of the Picnic on the Common.

## **SOCIAL MEDIA**

The Facebook & Twitter reach continues to grow. The bee hive post on Facebook reached 775 people. I have advertised the Picnic on the Common on both platforms

Facebook now has 84 likes

Twitter account now has 103 followers

## **PARISH QUESTIONNAIRE**

I have been through all the surveys and put them on an excel sheet. In summary,

- We had 110 completed copies of the questionnaire. 38 via the online survey on the website and 72 written versions. This was a return of almost 10%.
- 67 respondents left a comment. Most were positive and constructive. A few were critical.
- 20 people said they were interested in joining a common & woodland working group. 32 offered to help at community events and 29 would join the Good Neighbour Volunteer Scheme.
- We have gained 81 email addresses and 6 people without email left their phone number.

Council Services Rating:

1. Commons & Woodland: Good 75, Ok 24, Need to Improve 11.
2. Transport & Lighting: Good 53, Ok 39, Need to Improve 18.
3. Community Events: Good 81, Ok 24, Need to Improve 3, Not known 2
4. Burial Grounds: Good 73, Ok 26, Need to Improve 2, Not known 9.
5. Communication: Good 55, Ok 38, Need to Improve 16, Not known 1.
6. Planning: Good 43, Ok 43, Need to Improve 15, Not known 9

It would be good to put the above data into a graphical format to publish on the website. I suggest we look at some of the comments and see if we need to respond to any of the specific issues, e.g. Milton Lawns street lighting. We also need to draw a winner for the £50 Mayo voucher.

The next step is to file the volunteers in an appropriate way for future use. Also, does anyone know how to do an email capture?

Cllr Buckingham

# **Transport Working Group Report for 10 July 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 10 July.

MVAS 2 & 3 are located on the Amersham Road outside the Beacon school – one on each side of the road.

Data for MVAS 2 & 3 is summarised below. Data from MVAS 1 has not been downloaded.

There was 92.5% compliance with speeds below 34 mph from the 391,473 vehicles travelling from Amersham to Chesham. This does mean that 29,511 vehicles travelled at speeds greater than 35 mph with 50 recording speeds greater than 60 mph.

438,914 vehicles travelled from Chesham to Amersham achieving 90% compliance with speeds below 34 mph. 43,899 vehicles travelled at speeds greater than 35 mph with 167 exceeding 60 mph.

All data has been sent to the local community police for their follow up.

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 have explored traffic calming options with our LAT which involves painting 'Dragon Teeth' lining on the road just before the speed limit changes from 60mph to 30 mph and changing the style of 30 mph sign from a traditional roundel to a square yellow day glow sign with a 30 mph roundel. This might be considered for matched LAF funding which we need to apply for by 31 August 2017. I have asked our LAT to provide a cost estimate for the work.

I will liaise with Thames Valley Police (TVP) regarding the feasibility of providing a permanent penalty speed camera on Amersham Road however our LAT informs me that no additional speed cameras have been installed in Bucks during the past 10 years.

Following a survey with the LAT, 3 new MVAS locations in Copperkins Lane and one in Holloway Lane have been agreed. Existing 30 mph sign poles will be extended by TfB but at our cost and am awaiting their estimate for the work.

MVAS 2 Facing Amersham 3 May to 7 July 2017			
		<b>Number of</b>	
		<b>Movements</b>	
5 - 9 mph		7,794	2.0%
10 - 14 mph		14,301	3.7%
15 - 19 mph		36,190	9.2%
20 - 24 mph		68,901	17.6%
25 - 29 mph		145,601	37.2%
30 - 34 mph		89,175	22.8%
35 - 39 mph		23,346	6.0%
40 - 44 mph		4,667	1.2%
45 - 49 mph		1,040	0.3%
50 - 54 mph		304	0.1%
55 - 59 mph		104	0.0%
60 - 64 mph		32	0.0%
65 - 69 mph		15	0.0%
70 - 74 mph		2	0.0%
75 - 79 mph		1	0.0%
80 - 84 mph		-	0.0%
85 - 89 mph		-	0.0%
<b>Total Movements</b>		<b>391,473</b>	<b>100.0%</b>

MVAS 3 Facing Chesham 3 May to 7 July 2017				
		<b>Number of</b>		
		<b>Movements</b>		
5 - 9 mph		12,353.0		2.8%
10 - 14 mph		17,123.0		3.9%
15 - 19 mph		30,476.0		6.9%
20 - 24 mph		72,145.0		16.4%
25 - 29 mph		161,994.0		36.9%
30 - 34 mph		100,924.0		23.0%
35 - 39 mph		31,762.0		7.2%
40 - 44 mph		8,673.0		2.0%
45 - 49 mph		2,328.0		0.5%
50 - 54 mph		709.0		0.2%
55 - 59 mph		260.0		0.1%
60 - 64 mph		100.0		0.0%
65 - 69 mph		41.0		0.0%
70 - 74 mph		16.0		0.0%
75 - 79 mph		10.0		0.0%
80 - 84 mph		0		0.0%
84 - 89 mph		0		0.0%
<b>Total Movements</b>		<b>438,914</b>		<b>100.0%</b>



## **LAF**

John Bailey has agreed to represent CBPC at the next meeting on the 18 July.

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**

I have looked at the street lighting provision in Milton Lawns following comments from residents and would agree that lighting should be improved. I have asked the LAT to confirm if we need planning permission to install new lighting and will liaise with Sparkx regarding feasibility and cost.

## **Cricket Club Dropped Kerb**

The LAT confirmed that we do not need planning permission to provide a dropped kerb to the gated cricket club access as North Road is not a classified road. I will liaise with the TfB Street Works team regarding cost and timing.

## **Devolution**

The transport group needs to review siding out requirements for walkways and made-up footpaths. Weed killing needs to be carried out by Tool Shed urgently – Sam to follow up please.

Cllr David King,

10 July 2017