

# CHESHAM BOIS PARISH COUNCIL

## Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 10<sup>th</sup> July 2017

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

**17.1 Questions and Comments from the Public.** None.

**17.2 Apologies for Absence.** Cllr J Harbottle.

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

**17.4 To Approve Minutes of Council Meeting held on 12<sup>th</sup> June & Extra Ordinary Council Meeting held on 26<sup>th</sup> June 2017.** The minutes were approved unopposed and signed by the Chairman.

**17.5 To Consider the Application for the Current Casual Vacancy for a Parish Councillor.**

A copy of Deborah Conway Read's application letter had been circulated to Council prior to the meeting. **It was resolved by a majority that** Deborah Conway Read be co-opted as a councillor. The Clerk would arrange for Deborah Conway Read to sign a Declaration of Office and complete a Register of Interest Form. **Action: Clerk**

The Clerk would draft a procedure for voting by Council on casual vacancies. **Action: Clerk**

**17.6 Chairman's Report**

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

a) *Working Groups:* In order to aid the distribution of work within the groups, the Clerk will copy all matters relating to individual working groups to all members of the group. **Action: Clerk**

All Working Group Chair reports will be taken as read. Where a decision is to be made reports need to be sent out at least 3 days before a meeting and contain all relevant information required for Council to make an informed decision. **Action: All**

b) *Fete Planning.* Councillors were asked to inform the Village Community Working Group of any ideas they may have for the 2018 Village Fete. **Action: All**

c) *Office Cover:* During the Clerk's leave between 20<sup>th</sup> July and 3<sup>rd</sup> August, emergency calls will be managed by Cllr Hartley and emergency emails by Cllr Woolveridge.

**Action: Cllr Hartley/Cllr Woolveridge**

**17.7 Clerk's Report & Correspondence**

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

a) *Correspondence - Chesham Bois Cricket Club Grant:* Council noted an email from the Cricket Club Treasurer detailing the reason for the delay in purchasing the out-field mower.

b) *Correspondence - Easement over the Common:* The owner of Fern Villas had emailed requesting confirmation that his property had been granted easement to allow vehicular access over Common Land where the driveway is currently located. The Clerk will look at the original easement document and report back to Council. .... **Action: Clerk**

- c) *Correspondence- Objection to proposed all-weather path through Tenterden Spinney.* Council noted the resident's concern that the proposed path did not provide any intrinsic benefit as the current wood chip path provided a sufficient path for walking. Council discussed the increased amenity value to providing an all-weather path as the existing path is currently used by the local residents and school children as a short-cut, as well as forest schools. It was agreed that the proposed all-weather path would provide all year-round safe access to a much-used path and open up the spinney to families with children in buggies and disabled access. The resident would be informed of Council's response. **Action: Clerk**
- d) *Correspondence: Request from resident on clarification on the increase in expenditure and precept over the past seven years and its sustainability.* A draft response had been circulated to Council for their consideration. With some minor amendments, the response was approved and would be sent to the resident. **Action: Clerk**
- e) *Correspondence: eNewsletters from the Chiltern Conservation Board and Chiltern Magazine had been forwarded to Councillors.*

## 17.8 Finance

- a) The income and expenditure and balance sheets for June 2017 were noted.
- b) *Payments for approval to 5<sup>th</sup> July 2017:* Council approved the following payments:

PAYMENTS	NET	VAT	Amount	Description
Amersham Business Services	£30.13	£6.03	£36.16	Office Stationery
Aon UK Ltd	£1,403.27		£1,403.27	Council Insurance Renewal
Clarity Copiers Ltd	£123.64	£24.73	£148.37	Photocopier usage/maintenance Mar-June 17
DCK Beavers	£25.00	£5.00	£30.00	June 17 Payroll Administration
First Service Company	£563.36	£112.67	£676.03	June 17 Grounds Maintenance
IAC Audit & Consultancy Ltd	£350.00	£70.00	£420.00	Year ending 31/3/17 Internal Audit Services
JRB Tree work	£740.00		£740.00	Emergency Tree Work (Common/BG/Amersham Rd)
New Meaning Bucks Ltd	£312.00	£62.40	£374.40	Grass Verge Maintenance June 2017
Mr S Payne	£40.78		£40.78	Stationery/training mileage/parking
Southern Electric	£235.87	£43.79	£279.66	June 17 Street Lighting Electricity
Utility Warehouse	£32.17	£6.43	£38.60	June 17 Telephone/Broadband
Staff Salaries	£1,296.60		£1,296.60	July 17 Salaries
Bucks County Council	£357.66		£357.66	July 17 Pension Contributions
			<b>£5,841.53</b>	
RECEIPTS				
HMRC			£4,371.76	VAT Repayment 1 Jan to 31 Mar 17
Ms Arpa			£1,450.00	Plot & Internment W80
NS&I Savings			£68.16	Interest
Unity Trust Bank			£3.92	Interest
Robsons			£120.00	Donation towards Picnic on the Common
			<b>£6,013.84</b>	

- c) **It was resolved to** approve the circulated list of fixed assets for disposal. **Action: Clerk**
- d) Following the Clerk's annual appraisal **it was resolved to** increase her pay scale to the NALC and SLCC's LC2 level 29 with effect from 1<sup>st</sup> June 2017. **Action: Clerk**

## 17.9 General Purposes – To Receive Reports from Working Groups

### a) Common, Woodland & Burial Grounds Maintenance

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

- i. *Current Work:* The large ash tree on the meadow has been felled and the stump ground out. The beehive in an upper branch has been transferred.

The hole left by the felled tree adjacent to 2 Bois Avenue has been filled and levelled.

The BMX ramps constructed on the Common have been flattened and the Police informed.

- ii. *Common & Woodlands Management Plan:* The first draft of the management plan has been circulated to the working group for comment.

- iii. A meeting has been arranged with the Reserves Manager of the Berks, Bucks, Oxon Wildlife Trust to discuss the creation of a wildflower meadow in the field next to the Burial Ground.

- iv. *Burial Grounds Maintenance:* The contractors have carried out the work missed in June and will trim the Memorial Garden hedges and spray weed-killer on the tracks during July.

- v. *Disposal of Power Tools:* The power tools approved for disposal will be offered to the Chiltern Society Volunteers and those which are not serviceable will be offered to the Work Aid Project in Chesham.

**Action: Cllr Thomas**

### b) Burial Grounds Management

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

- i. *Transfer of Data from Historic Documents:* The transfer of data to the new electronic database is almost complete.

**Action: Cllr Large**

- ii. *Updating Electronic Database:* Once all the raw data has been entered into the database the data will be checked for anomalies and formatted to ensure a smooth link with the burial grounds digital maps.

**Action: Cllr Large/Clerk**

Cllr Hartley is co-ordinating the Digital Mapping of the burial grounds.

- iii. *New Formal and Woodland Burial Grounds Numbering Systems:* Meetings are being arranged with local burial grounds to identify best practice.

**Action: Cllr Large/Clerk**

- iv. *Maintaining Plot Ownership Data:* Cllr Large and the Clerk had had visited Chesham Town Council to look at the administrative processes they have in place to ensure information on plot ownership is kept up to date.

**Action: Cllr Large/Clerk**

- v. *Establishing a Marketing Plan:* The plan will look at ways to improve community awareness of the facility, the effectiveness of signage and ensuring internet searches for woodland burial grounds continue to place Chesham Bois Woodland Burial ground near the top. A draft marketing leaflet is to be designed which will target the wider public as well as local Funeral Directors.

**Action: Cllr Large**

- vi. *Establishing a Friends of the Burial Ground Group:* This will be undertaken by the Common, Woodlands and Burial Grounds Maintenance Working Group.

**Action: Cllr Thomas**

- vii. *Regulations Update:* An initial draft was circulated to Council in November 2016. The Clerk has recently received training on 'Exclusive Rights of Burial' and Cllr Large is to attend a Cemetery Management Course in October. The draft regulations will be updated to reflect any new lessons from these training sessions.

**Action: Cllr Large/Clerk**

- viii. *Muslim Burial:* Consideration is to be given to the establishment of a dedicated area for Muslim burials.

**Action: Cllr Large**

- ix. *Family Plots:* Consideration is to be given to the provision of these double depth and double width plots, which could be sold at a premium.

**Action: Cllr Large**

### **c) Transport**

Cllr King's presented his report to Council.

- i. *MVAS Signs & Speeding*: Data from the two signs located on Amersham Road was presented.

Three sites in Copperkins Lane and one in Hollow Way Lane have been approved by TfB as MVAS locations. The Existing 30mph sign poles will need to be extended at an additional cost. TfB are to provide costings.

Traffic calming options for Amersham Road have been discussed with TfB. These include painting 'dragon teeth' linings on the road before the speed change from 60mph to 30mph and changing the 30mph sign to a square yellow day glow sign. These options can be considered for matched LAF funding. TfB have been asked to provide costings.

Cllr King will liaise with Thames Valley Police regarding the feasibility of providing a permanent penalty speed camera on Amersham Road. **Action: Cllr King**

- ii. *LAF*: **It was resolved that** matched funding for 'dragon teeth' lining and a replacement square yellow day glow 30mph sign for Amersham Road should be sought. Cllr King will complete the application. **Action: Cllr King**

- iii. *Street Lighting*: Following a request from residents for improved lighting in Milton Lawns, Cllr King has visited the site and agrees that there is a need for additional lighting. Cllr King will look at the feasibility and cost of providing a new streetlight. **Action: Cllr King**

- iv. *Cricket Club Dropped Kerb*: TfB's LAT has confirmed that planning permission is not required as North Road is not a classified road. TfB are to provide costings.

- v. *Footways*: The working group will be reviewing the footways siding out requirements. ToolShed will carry out weed killing. **Action: Cllr King/Cllr Bailey/Cllr Woolveridge**

### **d) Village Community**

Cllr Bailey presented his report.

*Picnic on the Common 15<sup>th</sup> July*: Councillors had been emailed copies of the jobs to be carried leading up to and on the day of the event **Action: All**

### **e) Communications**

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

- i. *Media*: *Your Amersham* included a mention of *Picnic on the Common* and the Council's Facebook and Twitter accounts continue to grow.
- ii. *Parish Questionnaire*: Information collected from the questionnaires had been entered onto a spreadsheet and will be put on the website.

The working group will meet to go review the data and draft responses to comments made by residents. **Action: Cllr Buckingham/Cllr Bailey/Cllr Large/Cllr Woolveridge**

The Draw for the £50 voucher has to take place. **Action: Cllr Buckingham**

## **17.10 Planning**

The minutes of the Planning Committee meetings held on 22<sup>nd</sup> May and 12<sup>th</sup> June 2017 were noted.

The Meeting closed at 8.55pm

Date of next Council Meeting: Monday 11<sup>th</sup> September 2017