

# CHESHAM BOIS PARISH COUNCIL

## Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 11<sup>th</sup> September 2017

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

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

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

**18.3 To Receive Declarations of Interest Relating to this Meeting.** Cllr Woolveridge declared an interest in agenda item 18.8av as she is a member of the Chalfonts Beekeepers' Society. Cllr Harrison and Cllr Woolveridge declared an interest in planning application CH/2017/1529/TP which relates to neighbouring land.

**18.4 To Approve Minutes of Council Meeting held on 10<sup>th</sup> July 2017.** The minutes were approved unopposed and signed by the Chairman.

### **18.5 Chairman's Report**

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

- a) *Digital Mapping:* A digital receiver is to be purchased. **Action: Cllr Hartley**
- b) *Working Groups:* Each working group is to discuss their budget requirements the 2018/19 financial year. **Action: All**

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

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

- a) *Bank Mandates:* The mandates for the Unity Trust Bank accounts and the National Savings and Investments Bank account had been updated. The Cambridge Building Society required further information before the mandate could be updated. **Action: Clerk**
- b) *VAT Registration:* HMRC had confirmed in writing that there was not a requirement to register for VAT at this time due to the small value and infrequent nature of Council's vatable supplies.
- c) *Insurance Cover:* Council's current insurance providers will not be providing renewal cover as they are leaving the Local council's market. This will not have an impact on the current policy.
- d) *Training:* Cllr Conway Read is to attend Councillor Induction training on 19<sup>th</sup> October 2017. **Action: Cllr Conway Read**
- e) *Magazines:* Council were advised that the Autumn issues of the Institute of Cemetery and Crematorium Management Journal and The Chiltern Society's Magazine were available in the office.
- f) *Correspondence – Berks Bucks & Oxford Wildlife Trust:* A letter of thanks for the donation of a small plastic boat which will be used at their Collate Lake Nature Reserve was noted.
- g) *Correspondence – Chiltern District Council's Community & Wellbeing Plan 2017-20:* A link to the recently agreed plan had been circulated to Council and was noted.
- h) *Correspondence- Chilterns Conservation Board:* A letter requesting nominations for the appointment of a Parish Member on the Board to fill a casual vacancy had been received. **It was resolved to nominate Cllr Thomas.** **Action: Clerk/Cllr Thomas**

## 18.7 Finance

- a) The income and expenditure and balance sheets for July and August 2017 were noted.
- b) Payments for approval to 6<sup>th</sup> September 2017: Council approved the following payments:

	NET	VAT	Amount	
Amersham Business Svs	£13.60	£2.75	£16.32	Office Stationery
BMKALC	£31.85		£31.85	Councillor Induction Training
Bucks County Council	£776.49		£776.49	Aug & Sept 17 & incl Back Pay Pension Contributions
Clearwater Pond Mgmt	£495.00	£99.00	£594.00	Pond Maintenance Visit
DCK Beavers	£68.75	£13.75	£82.50	July & Aug 17 Payroll Admin & Adjustments
First for Trophies	£6.00	£1.20	£7.20	Engraving Woodland Burial Discs x 2
First Service Company	£1,126.72	£225.34	£1,352.06	July & Aug 17 Grounds Maintenance
JRB Treework	£1,900.00		£1,900.00	Emergency Treework: Ash on Common/7 The Ridings
J Large	£33.30		£33.30	Mileage for ICCM Meeting
MT Loos	£205.00	£41.00	£246.00	Loos for Picnic on the Common
Mrs S Payne	£45.88		£45.88	stamps/training mileage/parking
Ridgeway Woodlands	£355.00		£355.00	Emergency Treework: Common
Sage (UK) Ltd	£120.00	£24.00	£144.00	Sage Accounts Subscription
Southern Electric	£215.69	£39.87	£255.56	July 17 Street Lighting Electricity
SparkX Ltd	£15,000.00	£3,000.00	£18,000.00	Streel Lighting Renewal Programme Deposit
St Leonards Church			£156.15	Office Electricity: April - June 2017
C Thomas	£34.20		£34.20	Mileage for ICCM Meeting
TinLin	£200.00		£200.00	Band for Picnic on the Common 15/7/17
Toolshed	£912.00	£182.40	£1,094.40	July 17 Grass Verge Maint/Weed-spraying
Utility Warehouse	£66.94	£13.38	£80.32	July & Aug 17 Telephone/Broadband
Staff Salaries	£3,208.08		£3,208.08	Aug & Sept 17 Salaries
			<b>£28,613.31</b>	

- c) **It was resolved to** vire £400 to 'Clerk Training' from 'APM/Public Meetings' to allow for CiLCA training.  
**Action: Clerk**
- d) Working Group budget figures for 2018/19 are to be forwarded to Cllr Woolveridge during October. The first draft of the budget will be reviewed at the November Council meeting.  
**Action: ALL**

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

### a) *Common, Woodlands & Burial Grounds Maintenance*

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

- i. *Current Work:* A fallen tree in Great Bois Wood and a fallen branch on the Common near South Road have been cleared from footpaths.

Manor Drive residents raised concerns about trees leaning over their front gardens. Following a tree inspection an application for some tree work has been made to Chiltern District Council.

- ii. *Common & Woodlands Management Plan:* The working group have discussed the third draft of the management. A copy of the draft vision statement which will preface the plan and the draft objectives and management strategy were circulated to Council for approval. **It was resolved to** approve the draft Common and Woodlands Management Plan Vision Statement and Objectives and Management Strategy.

Once a more defined timeline has been established a Parish Meeting will be organised.

**Action: Cllr Thomas**

- iii. *Burial Grounds Maintenance:* A review for the contractor's standard of work and reliability will be undertaken and the end of the season.  
**Action: Cllr Thomas/Clerk**

- iv. *Commemorative Bench in Burial Ground*: A request for a teak bench with a memorial plaque has been approved by the working group. It will be situated in the Original Formal Burial Ground.
- v. *Chalfont Beekeepers' Society request for an Apiary*: The proposal to use part of the field adjacent to the woodland burial ground to house an apiary was considered and approved in principal with a £10 quarterly fee. A licence will be drafted for approval by Council.

**Action: Clerk**

#### **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 is complete.
- ii. *Updating Electronic Database*: The data has been shared with Pear to identify formatting issues. **Action: Clerk**
- iii. *New Formal and Woodland Burial Grounds Numbering Systems*: The working group will be discussing this issue at their 13<sup>th</sup> October meeting. **Action: Burial Management WG**
- iv. *Maintaining Plot Ownership Data*: The use of a memorial licence scheme to help keep plot ownership details up-to-date is being considered. **Action: Cllr Large/Clerk**
- v. *Establishing a Marketing Plan*: The working group will be discussing this issue at their 13<sup>th</sup> October meeting. **Action: Burial Management WG**
- vi. *Regulations Update*: The working group will be discussing this issue at their 13<sup>th</sup> October meeting. **Action: Burial Management WG**
- vii. *Tour of Greenacres Woodland Burial Ground*: Cllr Thomas, Cllr King and the Clerk visited the site to discuss the system they use to mark woodland burial plots. Greenacres also provide the opportunity to sponsor bird/insect boxes.
- viii. *Out of Hours Access*: A member of the public has requested easier access for those with mobility problems. The working group will consider the whether the use of a padlock with an access code, shared with mourners, should be made available. **Action: Burial Management WG**

#### **c) Transport**

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

- i. *MVAS Signs & Speeding*: Data from the two signs located on Amersham Road and the sign on Bois Lane were presented. All data has been sent to the local Community Police.  
  
Thames Valley Police informed Cllr King that they do not have the funds to provide a permanent penalty speed camera on Amersham Road and suggested that Transport for Bucks (TfB) be approached. TfB's response was that the county council have not installed a permanent camera in the last 10 years and are not considering installing any new ones. Cllr King will pursue the matter with Cllr Shaw the BCC Cabinet Member responsible for transport. **Action: Cllr King**
- ii. *LAF*: The application for traffic calming measures on Amersham Road has been submitted.
- iii. *Street Lighting*: The renewal programme is almost complete. An inspection with the contractor will be carried out next month. **Action: Cllr King**  
  
Planning permission is not required for the installation of street lights. Cllr King will produce a proposal for the additional lighting at Milton Lawns. **Action: Cllr King**
- v. *Footways*: Cllr Woolveridge has almost completed an inspection of all the footways in the parish. The working group will meet to discuss her report. **Action: Transport WG**

**d) Village Community**

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

- i. *2018 Village Fete: **It was resolved that*** the village fete will be held on Saturday 9<sup>th</sup> June 2018.  
An application for a RAF flyby will be submitted. **Action: Clerk**
- ii. *Autumn Commons Clear Up (Sat 14 Oct 17):* Posters will be designed and displayed around the parish. Local groups will be contacted. **Action: Clerk**
- iii. *Remembrance Day Parade (Sun 12 Nov 17):* Cllr Bailey informed Council that he will be unable to attend this event. The remaining members for the working group will carry out the tasks leading up to the event. **Action: Village Community WG**
- iv. The possibility of purchasing a personalised gazebo for use at events was discussed. Council agreed that this was a good idea and that the cost should be included in the 2018/19 Village Community Working Group budget. **Action: Cllr Bailey**
- v. The increase in burglaries and low-level vandalism in the village over the summer months was discussed. It was agreed that communication with the local Neighbourhood Watch Groups should be established and a representative should be invited to attend a Council Meeting. **Action: Village Community WG/Clerk**
- vi. *Picnic on the Common:* Given the success of the event it was agreed that it will be repeated next year. **Action: Cllr Bailey**
- vii. The use of banners and promotional flags within the Conservation Area was discussed following a complaint by a resident. It was agreed that the resident be advised to contact Chiltern District Council who manage the Conservation Area. **Action: Clerk**

**e) Communications**

Cllr Buckingham presented his report to Council.

- i. *Future of Communications.* Cllr Buckingham presented ideas on ways Council can improve communications with residents. It was agreed that these ideas be considered further by the working group and any recommendations presented to Council. **Action Communications WG**
- ii. *Parish Questionnaire:* The draw for the £50 voucher took place. The winner will be notified. **Action: Clerk**

## 18.9 Planning

a) The minutes of the Planning Committee meetings held on 10<sup>th</sup> July 2017 was noted.

b) Planning applications for consideration to 6<sup>th</sup> September 2017

Ref Number	Detail	Address	PARISH COUNCIL COMMENT
CH/2017/1479/HB	Replacement of 19 windows	Manor Lodge, North Road HP6 5NA	No Objection
CH/2017/1536/KA	Felling of a pear tree and a crab apple tree both within a Conservation Area	White Cottage, 88 Bois Lane HP6 6BZ	No Objection
CH/2017/1529/TP	Crown reduction of an oak tree protected by a Tree Preservation Order	Field Adjacent To St Leonards Church, Bois Lane	No Objection
CH/2017/1531/FA	Subdivision of plot to form a self-contained one-bedroom property from the ancillary building at Heatherset, Copperkins Grove	Heatherset, Copperkins Grove HP6 5QD,	No Objection
CH/2017/1580/KA	Removal of a birch, a conifer and a cypress - all trees within a Conservation Area	Woodside, North Road, HP6 5NB	No Objection
CH/2017/1585/KA	Removal of two ash, a maple, a hornbeam and a cypress, and crown reduction and shaping of a beech - all within a Conservation Area	92 & 94 Bois Lane, HP6 6BZ	Objection as application does not give reasons why the trees are being removed or for the crown reduction.
CH/2017/1610/KA	Crown reduction of a cedar tree within a Conservation Area	Sirusa, 2 Long Park HP6 5JX	No Objection
CH/2017/1493/KA	Work to trees around cricket field in accordance with a submitted schedule - all within a Conservation Area.	Chesham Bois Common, North Road	No Objection
CH/2017/1565/FA	Single storey rear, first floor side extensions	28 Green Lane HP6 5LQ	No Objection
CH/2017/1602/SA	Application for a Certificate of Lawfulness for a proposed operation relating to a single storey rear extension and side rooflight	Copperfields 60 Long Park HP6 5LF	Noted

Date of next Council Meeting: Monday 9<sup>th</sup> October 2017.

Cllr R Harrison and Cllr Woolveridge Informed Council that they would be unable to attend October's Council meeting.