

# CHESHAM BOIS PARISH COUNCIL

## Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 9<sup>th</sup> October 2017

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

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

**19.2 Apologies for Absence.** Cllr J Harbottle, Cllr R Harrison, Cllr D King and Cllr Woolveridge.

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

**19.4 To Approve Minutes of Council Meeting held on 11<sup>th</sup> September 2017.** The minutes were approved unopposed and signed by the Chairman.

### **19.5 Chairman's Report**

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

a) *Bucks & Milton Keynes Association of Local Councils* (BMKALC) are organising Parish Liaison meetings with Bucks County Council which will take place every 3 months. BMKALC's AGM is to be held on 10<sup>th</sup> November Councillors are to inform the Clerk if they wish to attend.

**Action: All/Clerk**

b) *Digital Mapping:* Once the digital receiver arrives the Clerk will arrange training. **Action: Clerk**

c) Cllr Conway Read is to join the Village Community Working Group and will be responsible for the Good Neighbourhood Scheme and liaison with Neighbourhood Watch. **Action: Cllr Conway Read**

d) *New Chairman & Vice Chairman:* Councillors interested in standing for either position were asked to contact Cllr Hartley. **Action: All/Cllr Hartley**

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

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

a) *Bank Mandates:* The mandate for The Cambridge Building Society has been updated.

b) *Memorial Applications:* Between April and September 2017 there have been three memorial applications.

c) *eMagazines:* Council had been emailed the Bucks County Council October eNewsletter and The Chiltern Conservation Board's September eNewsletter.

d) *Correspondence – The Bucks Branch of the Campaign to Protect Rural England:* An Invitation to their AGM on 24<sup>th</sup> November was circulated to Council.

### **19.7 Finance**

a) The income and expenditure and balance sheets for September 2017 were noted.

b) The External Auditor's comments on the 2016/17 Annual Return were read out by the Chairman and noted.

c) Payments for approval to 4<sup>th</sup> October 2017: Council approved the following payments:

PAYMENTS	NET	VAT	Amount	Description
HMRC	£987.83		£987.83	Qtr 1 NI/PAYE
Reynolds Parry Jones LLP	£600.00		£600.00	Refund Harding W34/35a plots
Mr J Bailey	£50.00			Picnic on the common: Magician
BMKALC	£250.00		£250.00	CiLCA Training
Chiltern Society	£187.50		£187.50	Burial Grd Advert in 'The Chiltern News'
Clarity Copiers Ltd	£86.43	£17.29	£103.72	Printer usage/maintenance June- Sept 17
DCK Accounting Solutions Ltd	£25.00	£5.00	£30.00	Sept 17 Payroll Administration
First Service Company	£563.36	£112.67	£676.03	Sept 17 Grounds Maintenance
First for Trophies	£3.00	£0.60	£3.60	Burial Grd W86 inscription
HMRC	£1,110.51		£1,110.51	Qtr 2 NI/PAYE
Mazars	£425.00	£85.00	£510.00	External Auditors Fees
New Meaning Centre Bucks Ltd	£624.00	£124.80	£748.80	Aug & Sept 17 Grass Verge Maintenance
Mrs S Payne	£99.09	£13.33	£112.42	Mileage/Stationery/Software
Pear Technology Services Ltd	£3,220.00	£644.00	£3,864.00	GPS Receiver/Software/Annual Support
Ridgeway Woodlands	£425.00		£425.00	Burial Grd Treework/Flailing
Southern Electric	£196.69	£9.80	£206.49	Aug 15 to Aug 17 Burial Ground Electricity
Southern Electric	£458.18	£84.94	£543.12	Aug & Sept 17 Street Lighting Electricity
SparkX Ltd	£9,580.00	£1,916.00	£11,496.00	Steele Lights Renewal Final Payment
Utility Warehouse	£34.71	£6.94	£41.65	Aug 17 Telephone/Broadband
Staff Salaries	£1,400.96		£1,400.96	Oct 17 Salaries
Bucks County Council	£375.58		£375.58	Oct 17 Pension Contributions

## 19.8 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 meeting has been arranged with the Chiltern Society to discuss laurel and holly clearance on the Common and Tenterden Spinney.

The Chiltern Society have agreed to carry out the urgently needed repair to Jacobs Ladder.

- ii. *Common & Woodlands Management Plan:* John Morris is to contact The Forestry Commission to request that they look through the current draft. An article will be published in the Bois Own informing residents of the management plan objectives. **Action: Cllr Thomas**

- iii. *Burial Grounds Maintenance:* The contractor will complete the hedge work and cut the hay in the field. Council's concerns regarding the standard of the work have been expressed, the contractor explained that they had underestimated the number of man-hours needed to complete the tasks.

Brambles and nettles in the hedge lines have been removed and the area around the entrance to the Woodland Burial Ground has been cleared and an ash tree removed from a grave.

Following complaints, temporary notices have been put up around the burial grounds requesting dogs are kept on leads. Once Chiltern District Council have approved Public Space Protection Orders (PSPOs) for all public land, permanent signs will be installed detailing the fixed penalty notice of £100.

- iv. *Footpaths & Rights of Way:* Councillors were given a list of footpaths and Rights of Ways to inspect throughout the year and report problems to the Clerk. **Action: All**

## **b) Burial Grounds Management**

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

- i. The working group are to meet on 13<sup>th</sup> October where the regulations, numbering systems, plot ownership records and marketing and publicity plans will be discussed. **Action: Cllr Large**
- ii. Cllr Large had attended a Cemetery and Crematorium Management course which provided good examples of best practice.

## **c) Transport**

Cllr King's presented his report.

- 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.

Earlier in the year Cllr King had made a request to the police for enforcement activity to take place on Amersham Road given the high number of vehicles travelling above the speed limit.

Cllr King will contact them again for an update.

**Action: Cllr King**

Transport for Bucks have yet to quote to supply and install the four extension posts for the MVAS locations in Copperkins Lane and Holly Bush Lane.

- ii. *LAF*: Councillors had been forwarded the minutes of the LAF meeting held on 20<sup>th</sup> September 2017. At this meeting BCC announced that in October 2016 a policy to install parking machines in all waiting bays in villages and towns across Buckinghamshire was adopted.

The LAF agreed to purchase a Community Speed Watch Camera. Cllr King proposed that Chesham Bois be the custodian of the equipment, which would need to be insured and would be made available to other parish councils.

Council discussed the need to monitor the increasing traffic congestion caused by the parking around The Beacon School during school pick up and drop off. Cllr King would raise the issue with Transport for Bucks.

**Action: Cllr King**

- iii. *Street Lighting*: An inspection of all streetlights was carried out with the contractor and additional work is currently being priced.

- iv. *Footways*: Following the working group's review of Cllr Woolveridge's footways inspection report, additional areas are to be added to Toolshed's schedule.

**Action: Clerk**

## **d) Village Community**

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

- i. *Autumn Commons Clear Up (Sat 14 Oct)*: Councillors were encouraged to attend.
- ii. *Remembrance Day Parade (Sun 12 Nov)*: Cllr Heath and Cllr Buckingham would be co-ordinating the collection of the PA system and cones. **Action: Cllr Heath/Cllr Buckingham**

Cllr Hartley has spoken to a local historian about the activities of the local Girl Guiding and Scouting groups during the First and Second World Wars, which he will incorporate into his address at the parade.

**Action: Cllr Hartley**

## **e) Communications**

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

- i. *Media*: The Your Amersham article included an update on the parish questionnaire, the review of streetlight provision in Milton Lawns, the autumn litter pick and the donation of the dinghy to a local wildlife group.

ii. *Parish Questionnaire*: Council received copies of the responses to the questionnaire. These included comments on lack of street lighting, the need for greater communication with residents, the need to highlight the division of services between county, district and parish councils, speeding and the provision of children play areas.

It was agreed that the issues raised from the questionnaire and the possible actions Council could take forward should be made available to residents during an open event in conjunction with the Woodland & Common Management Plan during December or January.

**Action: Communications WG**

A leaflet could be produced to identify the areas of responsibility for each tier of local government together with a poster board display for the Fete.

**Action: Clerk**

A draft response to all residents who had completed the questionnaire and had left their contact details was discussed. With the addition of information on Council's current and planned activities the draft response was approved and would be circulated.

**Action: Cllr Buckingham/Clerk**

## **19.9 Planning**

The minutes of the Planning Committee meetings held on 14<sup>th</sup> August 2017 were noted.

### **19.10 Report on Connections Support Launch**

Cllr Conway Read's report on the launch of this service had been circulated to Council prior to the meeting and was noted.

The meeting closed at 9.05pm.

Date of next Council Meeting: Monday 13<sup>th</sup> November 2017.