

CHESHAM BOIS PARISH COUNCIL

Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 13th November 2017

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 Woolveridge.
Mrs S Payne – Clerk

20.1 Questions and Comments from the Public. None.

20.2 Apologies for Absence. Cllr J Harbottle.

20.3 To Receive Declarations of Interest Relating to this Meeting. Cllr Thomas declared an interest in agenda item 20.6b as he is one of the candidates. Cllr Buckingham declared an interest in agenda item 20.8eii as he is the editor of Bois Own.

20.4 To Approve Minutes of Council Meeting held on 9th October 2017. The minutes were approved unopposed and signed by the Chairman.

20.5 Chairman's Report

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

a) *New Chairman & Vice Chairman:* Currently, Cllr Woolveridge has declared an interest in the position of Chairman and Cllr King in the position of Vice-Chairman. Cllr Hartley asked all interested councillors to contact him. **Action: All/Cllr Hartley**

20.6 Clerk's Report & Correspondence

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

- a) *To Agree 2018 Meeting & Event Dates:* The 2018 meeting and events dates had been circulated to Council. The Clerk will confirm the availability of the Parish Centre on 21st May for the Annual Parish Meeting and 13th May for Beating the Bounds. **It was resolved that** with these amendments the dates be approved. **Action: Clerk**
- b) *Election of Parish Members to Chilterns AONB Conservation Board:* Council agreed to vote for Cllr Clive Thomas. **Action: Clerk**
- c) *General Data Protection Regulation (GDPR):* Council were informed that data protection law will change significantly from 25th May 2018 when the 2016 EU Directive known as General Data Protection Regulation (GDPR) takes effect. Council will need to make sure it is compliant. The Clerk is to attend training on 11th April 2018 and will carry out the Information Commissioner's Office's GDPR self-assessment compliance exercise and will report back to Council. **Action: Clerk**
- d) *Office Closure during Christmas Period:* The Clerk informed Council that she will be on leave from 20th December until 2nd January.
- e) *Correspondence:* The Clerk had circulated and Councillors had noted the following:
- i. a letter from Chesham Bois Women's Institute confirming that the bulb planting had been completed and the purchase of a bench is still under consideration;
 - ii. an email from Chiltern & South Bucks District regarding their new lottery;
 - iii. a notice of a public consultation BCC are carrying out on the future of mobile library services;
 - iv. a notice of a public consultation BCC are carrying out on their budget priorities for next year.

20.7 Finance

- a) The income and expenditure and balance sheets for October 2017 were noted.
- b) Payments for approval to 7th November 2017: Council approved the following payments:

Payments	NET	VAT	Amount	
Amersham Business Services	£27.33	£5.47	£32.80	Office Stationery/Hazard Tape
Affinity Water	£17.76		£17.76	Burial Grd Water May-Oct 17
British Red Cross	£116.00	£23.20	£139.20	First Aid Training: Cllr Bailey
Clearwater Pond Management	£495.00	£99.00	£594.00	Pond Maintenance Nov 17
DCK Beavers	£25.00	£5.00	£30.00	Oct 17 Payroll Administration
Mrs J Large	£13.50		£13.50	Mileage for ICCM Training
More to Death	£288.00		£288.00	Woodland BG Advert in Edition 11
Mrs S Payne	£21.17		£21.17	Stamps/Mileage/Car Parking
Royal British Legion	£50.00		£50.00	Remembrance Wreath
SparkX Ltd	£435.00	£87.00	£522.00	Repair to Street Light 63
SparkX Ltd	£120.00	£24.00	£144.00	Shield for Streetlight 73
Toolshed	£312.00	£62.40	£374.40	Oct 17 Grass Verge Cutting
Staff Salaries	£1,340.56		£1,340.56	Nov 17 Salaries
Bucks County Council	£375.58		£375.58	Nov 17 Pension Contributions
Southern Electric	£221.69	£41.15	£263.46	Oct 17 Street Lighting Electricity
Utility Warehouse	£34.66	£6.93	£41.59	Sept 17 Telephone/Broadband
			£4,248.02	

- c) *Draft 2018/19 Budget:* A draft budget had been circulated to Council for consideration. Councillors discussed each expenditure area and agreed amendments. The need to raise the precept was discussed and an increase of 12%, agreed by the majority of councillors, was added to the budget. An updated budget would be circulated to Council for approval at the December Council meeting together with the 2018/2019 precept figure. **Action: Clerk**

A draft request for funds from reserves for 2018/2019 had been circulated to Council for consideration. Council discussed the requests and agreed amendments. An updated document would be circulated to Council for approval. **Action: Clerk**

20.8 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:* The Chiltern Society will carry out the laurel and holly clearance on the Common and repair to Jacobs Ladder during November.
- ii. *Common & Woodlands Management Plan:* The Forestry Commission have forwarded comments on the first draft of the plan. Once the plan has been updated the Forestry Commission will arrange a site visit.

An article was published in the Autumn issue of Bois Own informing parishioners of the plan and asking for feedback. The owner of the property which retains commoner's rights has also been contacted.

- iii. *Designation of the Burial Ground as a Local Wildlife Site:* A report from Bucks County Council's Local Wildlife Site's surveyor on the flora and fauna of the burial ground was circulated to Council. The grassland field adjacent to the woodland burial ground has been identified as an area BCC would like designated as a Local Wildlife Site. **It was resolved that** the grassland field be put forward for consideration by Bucks County Council as a Local Wildlife Site.

Action: Cllr Thomas/Clerk

b) Burial Grounds Management

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

- i. The updated regulations and fees had been circulated to Council for consideration. Given the possible designation of the field adjacent to the woodland burial ground as a local wildlife site, Appendix 3 of the regulations will no longer include a list of wildflowers, instead plot owners will be asked to contact the office for the current list of wildflowers acceptable for planning. With this amendment **it was resolved to** approve the updated regulations and fees.
Action: Clerk
- ii. **It was resolved to** renumber the New Formal and Woodland burial grounds in line with best practice. The Clerk will reissue grants to those plot owners affected.
Action: Clerk
- iii. A memorial licence scheme has been established and will apply to new memorial applications. Existing memorials will be added to the scheme once they have been safety tested. The scheme will be kept under review by the working group to ensure that the benefits are proportionate to the administrative time involved.
Action: Clerk
- iv. The need for an area of consecrated ground in the new formal burial was considered by the working group who agreed that as it was possible to consecrate individual plots on a case by case basis a new consecrated area was not required. The demand for Muslim burial plots will be monitored as well as other faiths.
Action: BGM WG
- v. Promotional material is to be developed aimed at both funeral businesses and the public. Cllr Large will visit local funeral directors to establish their needs. The organising of a Burial Ground open day is also being explored.
Action: Cllr Large

c) Transport

Cllr King presented his report.

- i. *MVAS Signs & Speeding*: Data from the three signs was presented. All data has been sent to the local Community Police.

The four extension posts for the MVAS locations in Copperkins Lane and Holly Bush Lane will be fitted shortly.
- ii. *LAF*: **It was resolved to** purchase a LAF funded community speed watch sentinel camera. The Council will insure the equipment and make it available to other parish councils. Community speed watch training will be organised for residents and councillors. **Action: Transport WG**
- iii. *Street Lighting*: There are four remaining streetlights that need updating as part of the renewal programme.

It was agreed that a public consultation be carried out regarding the provision of additional street lighting in the parish.
Action: Transport WG

d) Village Community

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

- i. *Christmas Lights & Carols (Fri 9 Dec)*: The local schools had been invited to sing at the event and a Christmas tree has been ordered.
- ii. *Good Neighbourhood Scheme*: Cllr Conway Read's report on a recent Good Neighbourhood meeting will be presented at the next meeting of Council.
Action: Cllr Conway Read

e) Communications

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

- i. *Media*: Articles in Your Amersham and Bois Own promoted the Remembrance Service and Parade.
- ii. *Bois Own*: The Autumn issue had been delivered. Council had purchased advertising space for the burial grounds and the front page had been given over to an article on the Woodland Management Plan which had asked for resident's feedback.

Councillors discussed the request for £60 by the Bois Own editor to cover the Autumn Issue shortfall. Given that the shortfall was due in part to the provision of a free advert to Mayo Brothers Butchers for providing the £50 voucher for the Parish Questionnaire, and that the Autumn Issue had been used as part of the Common and Woodland Management Plan consultation process **it was resolved to** in this instance to provide £60 funding to Bois Own.

Action: Clerk

20.9 Planning

The minutes of the Planning Committee meetings held on 25th September 2017 were noted.

The meeting closed at 10.00pm.

Date of next Council Meeting: Monday 11th December 2017.