

CHESHAM BOIS PARISH COUNCIL

Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 11th December 2017

PRESENT: Cllr R Harrison (Acting Chairman), Cllr J Bailey, Cllr D Buckingham, Cllr D Conway Read, , Cllr R Heath, Cllr D King, Cllr J Large, Cllr C Thomas and Cllr Woolveridge.

21.1 Questions and Comments from the Public. None.

21.2 Apologies for Absence. Cllr J Harbottle, Cllr R Hartley.

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

21.4 To Approve Minutes of Council Meeting held on 13th November 2017. The minutes were approved unopposed and signed by the Acting-Chairman.

21.5 Chairman's Report

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

a) *To approve the change of date of the January Council meeting:* **It was resolved to** reschedule the next Council and Planning Committee Meetings from 8th to 15th January 2018. **Action: All**

21.6 Clerk's Report & Correspondence

The Clerk was unable to attend the meeting due to adverse weather conditions. The Clerk's report will be presented at the January Council meeting. **Action: Clerk**

21.7 Finance

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

b) Payments for approval to 6th December 2017: Council approved the following payments:

PAYMENTS	NET	VAT	Amount	Description
Amersham Business Services	£32.27	£6.45	£38.72	Office Stationery
Bois Own	£140.00		£140.00	BG Advert/Woodland Mgmt Plan
Chesham Town Council	£350.00	£70.00	£420.00	MVAS posts Extensions
Chiltern District Council	£621.43	£112.99	£734.45	Dog Bin Maintenance April - Sept 17
DCK Beavers	£25.00	£5.00	£30.00	Nov 17 Payroll Administration
First for Trophies	£3.00	£0.60	£3.60	Burial Grd W269 inscription
HMRC	£1,006.40		£1,006.40	Qtr 3 NI/PAYE
Mrs S Payne	£90.65		£90.65	Mileage/Parking/Xmas Refreshments
Ridgeway Woodlands	£1,050.00		£1,050.00	Manor Drive Treework
Mr E Russell	£162.11		£162.11	Chiltern Society Materials for Repair
JGF Schneiders	£400.00	£80.00	£480.00	Ground Work Bois Ave/Common
St Leonard's Church	£78.12		£78.12	Office Electricity June-Sept 17
SWARCO	£558.00	£111.60	£669.60	MVAS batteries/brackets/clips
Unipar Services LLP	£3,362.00	£672.40	£4,034.40	Sentinal Camera & Kit
Staff Salaries	£1,460.56		£1,460.56	Dec 17 Salaries
Bucks County Council	£375.58		£375.58	Dec 17 Pension Contributions
Southern Electric	£27.38	£1.36	£28.74	Q3 Electricity to Burial Ground
Southern Electric	£200.38	£40.07	£240.45	Nov 17 Street Lighting Electricity
Utility Warehouse	£33.58	£6.71	£40.29	Oct 17 Telephone/Broadband
			£11,083.67	

- c) *To approve the 2018/2019 Budget:* The updated 2018/2019 budget had been circulated to Council prior to the meeting. **It was resolved to** approve the 2018/2019 budget. **Action: Clerk**

An updated draft of Council's reserves allocation had been circulated to Council for consideration it was agreed that this be discussed at the January Council meeting. **Action: Clerk**

- d) *2018/2019 Precept:* The need to raise the precept by 12% had been discussed while setting the 2018/19 budget. **It was resolved by a majority vote to** set the precept at £71,778, an increase of 12%. The Clerk was authorised to request this sum from Chiltern District Council. **Action: Clerk**

21.8 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 have completed the repair to Jacobs Ladder and will return to complete the removal of laurel from the northern part of the common.

Tree work in Manor Drive is complete and the work to the trees surrounding the cricket pitch is to take place shortly.

The Guido's site building contractors have been offered a licence to use the lay-by opposite the site for a monthly fee of £150 and on condition they restore the area to common land with turf and a line of bollards to prevent future parking.

- ii. *Common & Woodlands Management Plan:* A date for The Forestry Commission site visit has to be set. There has been no feedback from the Bois Own article.

- iii. *Burial Ground Maintenance:* All outstanding hedge work has been carried out. Quotes are being sought to (i) construct a path from the original to the new burial grounds on the northern side of the chapel; (ii) screen the eco-toilet; and (iii) supply and install a new A1 sign at the main entrance to the burial ground with a 'Welcome to Chesham Bois Burial Ground' header.

- iv. *Heatherton House Parking:* The school have taken planning advice which considers the likelihood of getting permission to extend the car park to be slim. They have expressed an interest in improving the amenity value of this part of the common and a meeting has been arranged to discuss these issues. **Action: Cllr Thomas**

b) Burial Grounds Management

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

- i. *Updating the Electronic Database & Digital Mapping:* The digital mapping of the Woodland and New Formal burial grounds will be given priority. **Action: Clerk**

- ii. *Establishing a Marketing Plan:* Cllr Large will visit local funeral directors to research their needs. The working group will meet in February to agree what skills are available in-house and agree what should be included in a commissioning document. **Action: Cllr Large/BGM WG**

- iii. Cllr Large is to meet with a local historian to discuss notable stories arising from the burial ground records. **Action: Cllr Large**

- iv. *Association of Natural Burial Grounds Updated Code of Conduct:* It was noted that Council's current burial ground policies and practices meet the updated code of conduct's requirements.

c) Transport

Cllr King presented his report.

- i. *MVAS Signs & Speeding:* Data from the three signs was presented. The data shows that speeding along Amersham Road remains an issue.

The four extension posts for the MVAS locations in Copperkins Lane and Holly Bush Lane have been fitted and the MVAS units will be relocated to these new locations. **Action: Cllr King**

ii. *LAF*: The LAF funded community speed watch sentinel camera has been ordered.

iii. *Street Lighting*: A letter to the residents of Milton Lawns regarding the need for additional lightening will be drafted. **Action: Cllr King**

iv. *Dropped Kerb*: A quote for the work has been agreed.

d) Village Community

Cllr Bailey's presented his report.

i. *Christmas Lights & Carols (Fri 9 Dec)*: There had been a good turnout. The need for a new PA system and an electricity supply to light the tree and war memorial was highlighted.

ii. *Good Neighbourhood Scheme*: Cllr Conway Read's report on the 7th November Good Neighbourhood Scheme meeting had been circulated to Council with the agenda papers and was noted.

e) Communications

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

i. *Website*: The proposed website hosting and maintenance agreement with the current website provider was circulated to Council with the agenda papers and was noted. **It was resolved that the** agreement be approved at a cost of £100 per quarter which will include 2-hours of editing or assistance each quarter. **Action: Clerk**

21.9 Planning

The minutes of the Planning Committee meetings held on 13th November 2017 had not been made available to Council. They will be presented at the next Council Meeting. **Action: Clerk**

Date of next Council Meeting: Monday 15th January 2018.