

Council Meeting 15th December 2018

Clerk's Report & Correspondence

Correspondence

- Letter of thanks from Amersham and District Royal British Legion to Council for helping with the road closure during the Remembrance Parade. To note
- Email from The Chilterns Conservation Board confirming that Cllr Thomas and Cllr C Hussey of Hambleden Parish Council have been elected as Buckinghamshire Parish Council members. To note
- Email from NALC confirming that the government intends to defer the setting of council tax referendum principles for town and parish councils. To note
- Email inviting Councillors to the Chesham Masterplan Consultation Meeting on Wednesday 24th January 2018. Councillors wishing to attend should follow the instructions on the email.

Chesham Bois Parish Council: Income & Expenditure

December 2017

	Annual Budget	Current Period	Current YTD	Budget Remaining
INCOME				
Precept	£64,088.00		£64,088.00	
Interest Received	£1,800.00	£76.72	£664.45	£1,135.55
Burial Ground Plots	£16,400.00		£9,517.00	£6,883.00
Burial Ground Memorials	£1,000.00		£2,650.00	
Burial Ground Other income	£4,000.00	£40.00	£6,040.00	
Wayleaves Income	£700.00		£40.54	£659.46
Devolution Contribution	£2,700.00		£2,734.82	
Licence Income	£5,200.00		£2,700.00	£2,500.00
Misc. Income	£20.00		£123.00	
Total Income	£95,908.00	£116.72	£88,557.81	£7,350.19
EXPENDITURE				
SALARIES, PAYE & NI				
Clerk Salary	£18,100.00	£1,461.42	£13,042.27	£5,057.73
Employers National Insurance	£3,000.00	£107.83	£955.26	£2,044.74
Employers Pension Scheme	£3,400.00	£290.82	£2,595.41	£804.59
Total	£24,500.00	£1,860.07	£16,592.94	£7,907.06
ADMINISTRATION				
Photocopier Costs	£400.00	£155.16	£365.23	£34.77
Stationery & Office Supplies	£100.00	£5.00	£174.57	-£74.57
Telephone & Broadband	£425.00	£36.53	£316.64	£108.36
Postage	£50.00		£22.56	£27.44
Office Rent	£500.00		£200.00	£300.00
Office Electricity	£800.00		£234.27	£565.73
Wages - Cleaning	£300.00	£25.00	£225.00	£75.00
Equipment & Software	£3,000.00	£96.85	£1,076.84	£1,923.16
Training - Clerk	£900.00		£630.00	£270.00
Training - Councillors	£150.00	£116.00	£263.85	-£113.85
Subscriptions	£1,000.00		£544.11	£455.89
Insurance	£1,500.00		£1,403.27	£96.73
Digital Mapping	£5,000.00		£2,740.00	£2,260.00
Website	£500.00			£500.00
APM/Elections/Public Meetings	£0.00		£0.60	-£0.60
Audit & Accountancy Fees & Bank Charges	£1,200.00	£43.00	£1,097.75	£102.25
Advertising	£200.00			£200.00
Clerk/Cllr/Sundry Expenses	£125.00	£14.45	£191.00	-£66.00
Total	£16,150.00	£491.99	£9,485.69	£6,664.31
BURIAL GROUND				
Burial Ground Maintenance	£17,000.00	£1,320.00	£4,532.81	£12,467.19
Water	£150.00		£23.42	£126.58
Electricity	£60.00		£85.09	-£25.09
Sexton Costs/Wages	£4,300.00	£301.67	£2,715.03	£1,584.97
Renovation	£2,000.00			£2,000.00

Chapel Maintenance	£1,000.00			£1,000.00
Advertising	£1,350.00		£1,256.00	£94.00
Contingency Fund	£2,000.00		£150.98	£1,849.02
Total	£27,860.00	£1,621.67	£8,763.33	£19,096.67
COMMON & WOODLANDS				
Ground Maintenance	£10,000.00		£2,842.83	£7,157.17
Pond Maintenance	£2,200.00		£990.00	£1,210.00
Tree Inspections	£2,000.00			£2,000.00
Emergency Treework	£10,000.00	£2,547.40	£6,402.40	£3,597.60
Dog Bin Maintenance	£1,800.00		£621.46	£1,178.54
Seats/Bins/Noticeboards				£0.00
Management Plan	£16,000.00			£16,000.00
Chiltern Society Work	£2,500.00		£162.11	£2,337.89
Sundry Expenses	£150.00			£150.00
Total	£44,650.00	£2,547.40	£11,018.80	£33,631.20
TRANSPORT & HIGHWAYS				
Streetlights Maintenance	£2,500.00		£675.00	£1,825.00
Streetlights Electricity	£3,200.00	£222.31	£2,034.74	£1,165.26
General Costs	£1,500.00	£558.00	£1,258.00	£242.00
Devolved Services: Grass Cutting/Sign Cleaning	£2,900.00		£2,496.00	£404.00
Devolved Services: Footpath Maintenance	£1,500.00		£600.00	£900.00
Devolved Services:Hedge Maintenance	£600.00			£600.00
Total	£12,200.00	£780.31	£7,063.74	£5,136.26
Transport Expenditure Funded Reserve		£3,362.00	£27,942.00	
VILLAGE COMMUNITY				
Events	£800.00	£71.20	£597.20	£202.80
Christmas Tree/Lights	£300.00	£350.00	£350.00	-£50.00
Communications	£500.00		£191.84	£308.16
Total	£1,600.00	£421.20	£1,139.04	£460.96
GRANTS				
Funded from Grants Reserve			£760.00	
Total	£0.00	£0.00	£760.00	
Total Expenditure				
	£126,960.00	£11,084.64	£82,765.54	
NET SURPLUS(DEFICIT) Before Reserve Transfer				
	-£31,052.00	£10,967.92	£5,792.27	
Reserve Transfers		£3,362.00	£28,702.00	
NET SURPLUS(DEFICIT) After Reserve Transfer		-£7,605.92	£34,494.27	

LAF Fully Funded
Camera

CHESHAM BOIS PARISH COUNCIL

Balance Sheet

December 2017

Current
YTD

Assets

CURRENT ASSETS	
Debtors	£3,359.00
Vat to be Claimed	£2,198.49
Total	£5,557.49
MONIES HELD	
Unity Current Account	£10,290.89
Unity Deposit Account	£20,667.40
Cambridge Building Society	£16,495.71
National Savings Account	£107,000.00
Other monies in hand	£4.56
Total	£154,458.56
Total Assets	
	£160,016.05

Liabilities

MONIES OWED SHORT TERM	
Creditors	£8,166.97
Payroll Taxation	£0.00
Total	£8,166.97
Total Liabilities	
	£8,166.97
Assets less Liabilities	
	£151,849.08

REPRESENTED BY:

Reserves		Spent YTD	Remaining
General Reserves	£57,687.81		£57,687.81
Burial Ground Reserve	£5,000.00		£5,000.00
Common & Woodlands Reserve: 10 year Management Plan	£17,000.00		£17,000.00
Streetlighting Reserve: Renewal Programme	£26,250.00	£24,580.00	£1,670.00
Grants: Committed from 2016 fete surplus/similar set aside for 2018 fete	£1,760.00	£760.00	£1,000.00
LAF 50% Match Funding	£5,000.00	£3.00	£4,997.00
Replacement Office	£30,000.00		£30,000.00
Total Reserves	£142,697.81	£25,343.00	£117,354.81

Income & Expenditure
Account

£34,494.27

£151,849.08

15 January 2018 Council Meeting: Payments & Receipts

PAYMENTS	Ref	Payment	NET	VAT	Amount	
British Red Cross	N1165175	FP	£116.00	£23.20	£139.20	First Aid Training : Cllr Conway Read
Cllr D Buckingham		FP	£300.97		£300.97	Xmas Tree/Tree Lights/Timer
Buckland Landscape Ltd	31185	FP	£1,320.00	£264.00	£1,584.00	Burial Ground hedge work
Chesham Town Council	12373	FP	£850.00	£170.00	£1,020.00	Dropped Kerb near Cricket Pavilion
Clarity Copiers Ltd	368763	FP	£155.16	£31.03	£186.19	Printer/Copier usage/maintenance
DCK Beavers	P0736&P0763	FP	£50.00	£10.00	£60.00	Dec 17 & Jan 18 Payroll Administration
First Service Company	402082	FP	£810.00	£162.00	£972.00	Outstanding Grounds Maintenance
Ridgeway Woodlands	22/119/542	FP	£1,497.40		£1,497.40	Emergency Tree Work Chestnut Lane/Burial Grd/Common
Pear Technology	119401	FP	£225.00	£45.00	£270.00	Annual Technical Support Cover
Printerland.co.uk	332713	FP	£1,364.00	£272.80	£1,636.80	Xerox Versalink A3 Printer/Copier
Don Ruffles Ltd	470975	FP	£96.85	£19.37	£116.22	Deskside Shredder & oil
SLCC		Chq	£165.00		£165.00	SLCC Membership
SparkX Ltd	1491	FP	£350.00	£70.00	£420.00	Xmas Lights: Install/Remove/Store
Staff Salaries		FP	£1,340.96		£1,340.96	Jan 18 Salaries
Bucks County Council		FP	£375.58		£375.58	Jan 18 Pension Contributions
Southern Electric		DD	£235.87	£43.79	£279.66	Dec 17 Street Lighting Electricity
Utility Warehouse		DD	£36.53	£7.30	£43.83	Nov 17 Telephone/Broadband
					£10,407.81	
RECEIPTS						
St Leonards Church					£40.00	Chapel Hire
Unit Trust Bank					£7.83	Q3 Bank Interest
NS&I Savings					£68.89	Nov 17 interest
					£116.72	

CHESHAM BOIS PARISH COUNCIL : 2017/18 RESERVES **[DRAFT]**

Reserves	2017/18	Spent YTD	Expected YTD	Remaining	Draft 2018/19
General Reserves: used to smooth the impact of uneven cash flows, unexpected events/emergencies	£57,687.81			£57,687.81	£59,627.37
Burial Ground Reserve: for unforeseen events	£5,000.00			£5,000.00	£5,000.00
Common & Woodlands Reserve: Build up funds for 10 year Management Plan	£17,000.00			£17,000.00	£33,000.00
Streetlighting Reserve: Capital spend identified as necessary to replace street lightening	£26,250.00	£24,580.00	£26,130.00	£120.00	£15,000.00
Grants: Committeed from 2016 fete surplus/similar set aside for 2018 fete	£1,760.00	£760.00		£1,000.00	£1,000.00
LAF 50% Match Funding (enable LAF applications to be made)	£5,000.00		£4,000.00	£1,000.00	£3,000.00
Replacement Office (current lease ends 2019)	£30,000.00			£30,000.00	£30,000.00
Total Reserves	£142,697.81	£25,340.00		£111,807.81	£146,627.37

Allocation from GR Reserve in 2018/19 does not include War Memorial Supply to be agreed.

2018/19 Requests	Amount	Agreed
Wildlife Boxes in Burial Ground	£1,000.00	from I&E
New gravel Footpath from Original to New Formal BGs	£1,200.00	BR
2 additional Dog Bins	£600.00	GR
Street Light Renewal	£5,800.00	GR
Additional Street Lights	£10,000.00	SL
LAF Match Funding	£3,000.00	LAF 2018/19 updated
Additional MVAS	£3,000.00	GR
Seating on Common	£2,000.00	fete
Community Gazebo	£1,000.00	GR
Community Sound System	£2,000.00	GR
Provision of Power to War Memorial for lights	£6,500.00	GR To be Agreed
	£36,100.00	
2017/18 Underspend (£17,939.56 estimated)		
Management plan	£16,000.00	to be added to current reserve
Balance	£1,939.56	to general reserve
	£17,939.56	

Defibrillators

On my Emergency First Aid at Work training on 9 Jan, I had the opportunity to practise using a defibrillator. It seems very straightforward. The one we used had a voice message that talked you through the process. We were told that it detects a regular or irregular heart rhythm, and will not administer a shock unless an irregular heartbeat is detected.

This website details the reasons in favour of having more defibrillators available <https://firstaidforlife.org.uk/why-defibrillators-save-lives/>.

My suggestion is that the Village and Community Working Group should investigate the feasibility of getting one installed at a suitable site in the village, looking at cost, sources of funding, insurance, and any other issues associated with the provision of defibrillators.

As an initial guide, they seem to cost around £100 to purchase, but I have not yet investigated other costs.

http://www.stjohnsupplies.co.uk/products/Defibrillators/Defibrillators/?gclid=Cj0KCQiAs9zSBRC5ARIsAFMtUXEz-jD2KIsZh0QmnfCPwP2cJqIU2UcY6zSFoxpRvSKIXOI-7VJxQIAaAraQEALw_wcB

Cllr Deborah Conway Read

11 Jan 18

1. Update on current work

The Chiltern Society volunteers have completed another day of holly and laurel clearance in the section of common north of North Road.

The heavy snow in December caused a lot of tree branches to break under the weight and we undertook emergency clearance work in about ten locations on the Common and in Chestnut Lane, where a tree trunk was blocking a driveway.

Building work has just started on the Guido's site and we have agreed a deal with the building company to the use of the lay-by opposite during construction with an undertaking to restore the area to common land with turf and a line of bollards when they have finished.

2. Management Plan for the Common and Woodlands

A site visit from Rod Morrison, the Forestry Commission Officer for Bucks and E Berks, took place on 4th January 2018 and amendments to the draft Management Plan have been made accordingly. The main changes concerned increasing the density of re-planting in the two main areas where felling will be significant, namely the strip of Bois Wood adjacent to the bridle path by the Burial Ground and a small part of Tenterden Spinney adjacent to 67, Bois Lane. In both areas there are a large number of unhealthy trees. In addition, a timetable of works has been proposed with the main work in Year 1 (commencing Autumn 2018) being the two areas mentioned above together with safety work around the glade on the main Common in order for it to be used by Forest Schools. Year 2 would see thinning on the Common starting, though of course safety work would be scheduled as necessary.

Please see attached Work Programme and Re-stocking (note that compartments listed as number 1 are the Common, 2 is Tenterden Spinney and 3 is Bois Wood)

When the final version is approved by the Forestry Commission, hopefully in the next few weeks, it would be a good time to arrange a public meeting to communicate our plans as widely as possible. This would be best before the plan went to Chiltern District Council. John Morris has agreed to attend such a meeting if we can fix a date at the end of February or early March and I propose the Council agree that such a meeting takes place.

3. Burial Ground Maintenance

A large oak tree in the hedge on the boundary of the Old Burial Ground lost some large limbs under the weight of snow in December. We have cleared where it fell on gravestones and no damage to them appears to have occurred; we are aiming to clear the large amount of debris and attend to the safety of the remaining tree as soon as possible.

We are waiting on quotes from contractors for the other works listed last month.

4. Heatherton House

The school is shelving any plans for extending their car park at present but is very interested in developing a Forest School facility in the woods on the Common adjacent to the school. At present this area of the Common is fairly overgrown and offers very little amenity value apart from screening the main road.

Heatherton House will put forward a proposal for our consideration and have suggested that they could contribute to the costs involved. I explained that any development could not be for the exclusive use of the school as public access must be maintained on all of our common land and any fencing or enclosure is expressly forbidden.

Council Meeting 15th January 2018

Burial Grounds Management Working Group Report

Progress Against Defined Tasks

Ongoing Task for Working Group	Details of Latest Progress
Updating electronic database to reflect best practice and to enable smooth link with data from the digital mapping of the burial ground. Eventually this will enable some information to be searchable by the general public online.	<p>Clerk working through identified anomalies.</p> <p>Agreed Clerk will use Pear to create accurate map of Woodland Burial Ground and New Formal grave plots prior to FY end.</p> <p>Summary maps of the Grounds will be available on the public noticeboard once installed, in line with best practice.</p>
Agreeing a new numbering system for the New Formal and Woodland Burial Grounds to fit more logically with the database, and make it easier for future plots to be identified, sold and managed.	<p>Agreed by Full Council in November 2017</p> <p>Clerk will reissue grants for those plots in Original Formal(2), New Formal(14) and Woodland Burial Ground (82) that are affected.</p> <p>Position of ashes caskets within plots will be uniquely identified by a lettering system agreed. It has been discussed with gravedigger and sexton, and will be reflected in the records and admin system going forward.</p>
Establishing a system, reflecting best practice, to ensure information on plot ownership is kept up to date, in particular to ensure that owners can be easily contacted when memorial maintenance is required.	<p>COMPLETED</p> <p>The Clerk will take this scheme forward.</p>
Establishing a marketing plan for the Burial Ground	<p>Full Council in November 2017 agreed an additional budget in 2018-19 to develop a new marketing and advertising strategy and series of promotional material aimed at both local Funeral businesses and the public.</p> <p>Cllr Large will visit local Funeral Directors and other local leads to research their needs. Working Group will meet in February 2018 to agree what skills are available “in-house”, and what should be included in the commissioning document.</p> <p>Working Group will also consider what the advertising strategy should be in the meantime, including presenting any adverts to local news sheets.</p> <p>Working towards Burial Ground Open Day in late 2018</p>
Preparation of celebration of centenary of Burial Grounds in 2024.	Working Group in February 2018 to consider.

Other Items

Cllr Large met local history Alison Bailey on 15th December, to assess the information available within the historic burial records, that might support a narrative of “interesting locals” to be part of any proposed Burial Ground Open day. Several notable figures – including two artists (one exhibiting in National Portrait Gallery), a senior Labour Party baronet, two sisters known for their local philanthropy, and a Guide mistress who played a key part in the war effort are all buried in the grounds. We also have several War Graves, and stories to spring from other locals such as watercress growers etc. Alison found helpful new information in the records which she will use for the basis of additional research, and also provided links to good sources of information from which we can develop our own narrative. It is intended to build on this contact further.

Action for Council

Councillors are invited to note the progress made.

Jane Large
8th January 2018

Transport Working Group Report for 15 January 2018 Council Meeting

Portable Speed Sign (MVAS)

We have 3 MVAS signs operational in the parish and 11 locations to display the signs as detailed below:

- Amersham Road 2
- North Road 3
- Copperkins Lane 3
- Bois Lane 2
- Holloway Lane 1

MVAS 1 was relocated to Holloway Lane from North Road on Friday 12 January 2018. During the monitoring period 6 November to 12 January 2018 there was a 97% compliance with speeds below 35 mph which is a brilliant result.

MVAS 2 was relocated to Copperkins Lane at the junction of Deep Acres on Friday 12 January 2018.

MVAS 3 remains located on the Amersham Road outside the Beacon school facing Chesham.

Data for MVAS units 2 & 3 which were located on the Amersham Road for the period 10 March to 12 January 2018 is summarised below.

1.606 million vehicle movements were monitored in the direction from Amersham to Chesham and there was a 92.7% compliance with speeds below 35 mph. This does mean that 117,401 vehicles exceeded the speed limit during the period.

2.01 million vehicle movements were monitored in the direction from Chesham to Amersham and there was a 90.1% compliance with speeds below 35 mph. 198,917 vehicles exceeded the speed limit during the period.

Speeding on the Amersham Road remains a problem, more so in the Chesham to Amersham direction. Hopefully the traffic calming measures we will implement April with approved matched LAF funding will improve the situation.

This summary information has been sent to the police as the numbers demonstrate a need for enforcement activity and a permanent speed camera although BCC has already stated they are not investing in any new cameras.

MVAS 1 North Road 6 Nov to 12 Jan 2018			
		Number of	
		Movements	
5 - 9 mph		2,492	3.8%
10 - 14 mph		2,067	3.2%
15 - 19 mph		6,103	9.4%
20 - 24 mph		19,813	30.4%
25 - 29 mph		23,569	36.1%
30 - 34 mph		9,260	14.2%
35 - 39 mph		1,673	2.6%
40 - 44 mph		217	0.3%
45 - 49 mph		39	0.1%
50 - 54 mph		10	0.0%
55 - 59 mph		3	0.0%
60 - 64 mph		1	0.0%
65 - 69 mph		0	0.0%
70 - 74 mph		0	0.0%
75 - 79 mph		0	0.0%
80 - 84 mph		0	0.0%
85 - 89 mph		0	0.0%
Total Movements		65,247	100.0%

MVAS 2 Facing Amersham 10 March to 12 Jan 2018

		Number of		
		Movements		
5 - 9 mph		30,317		1.9%
10 - 14 mph		53,459		3.3%
15 - 19 mph		122,313		7.6%
20 - 24 mph		291,357		18.1%
25 - 29 mph		625,186		38.9%
30 - 34 mph		366,548		22.8%
35 - 39 mph		93,098		5.8%
40 - 44 mph		18,037		1.1%
45 - 49 mph		4,228		0.3%
50 - 54 mph		1,288		0.1%
55 - 59 mph		488		0.0%
60 - 64 mph		173		0.0%
65 - 69 mph		62		0.0%
70 - 74 mph		13		0.0%
75 - 79 mph		9		0.0%
80 - 84 mph		5		0.0%
85 - 89 mph		-		0.0%
Total Movements		1,606,581		100.0%

MVAS 3 Facing Chesham 10 March to 12 Jan 2018				
		Number of		
		Movements		
5 - 9 mph		44,336		2.2%
10 - 14 mph		56,122		2.8%
15 - 19 mph		114,495		5.7%
20 - 24 mph		334,807		16.7%
25 - 29 mph		785,894		39.1%
30 - 34 mph		475,523		23.7%
35 - 39 mph		146,186		7.3%
40 - 44 mph		37,841		1.9%
45 - 49 mph		10016		0.5%
50 - 54 mph		3031		0.2%
55 - 59 mph		1146		0.1%
60 - 64 mph		414		0.0%
65 - 69 mph		172		0.0%
70 - 74 mph		70		0.0%
75 - 79 mph		30		0.0%
80 - 84 mph		8		0.0%
85 - 89 mph		3		0.0%
Total Movements		2,010,094		100.0%

LAF

The Sentinel Camera equipment for the community speed watch activity was received on Friday 12 January. BCC will now be invoiced for £3359 + VAT to reclaim the expenditure.

The next task is to establish a Community Speed Watch team and liaise with the police regarding training.

The next LAF meeting is scheduled for Tuesday 27 February.

The Council needs to agree a project to put forward for matched funding in 2018/19.

Street Lighting

A number of maintenance items remain outstanding which will be complete by the end of March.

I am still to write to the residents of Milton Lawns regarding their views on additional street lighting.

Cricket Club Dropped Kerb

Chesham Town Council has completed the work to the dropped kerb and I will write to the Cricket Club to let them know.

Devolution

Some minor work is still required by Toolshed on the Amersham road to finalise the 2017/18 programme and we need to agree their contract/scope of works for 2018/19

Other Activities/Actions

Obtain quotes from contractors for the new all-weather path through Tenterden Spinney. Chesham Town Council has been shown the proposed route of the path and Thompsons Gardening Services will visit the site next week.

Cllr David King,

12 January 2018

CBPC Village Community Report: January 2018

- 1: 2018 Village Fete. To establish a 2018 summer fete committee. The WG are meeting on 23rd January.
2. Xmas Lights switch on: The WG are considering improvements for next year.
- 2: WW1 Battle Over. To consider whether the Council with to take part in the nationwide initiative to commemorate the centenary of the end of WW1..Papers attached.

John Bailey

MEDIA

Your Amersham is back on track and I submitted reviews of the Christmas Lights event and mentioned the Good Neighbour Scheme and the Parish Centre consultation. The January edition will be delivered next week.

SOCIAL MEDIA

Facebook now has 101 likes.

Twitter account now has 125 followers.

A Little Missenden Parish Councillor has asked us to look at highways signage on Coperkins Lane, but it is probably outside our boundary and a Bucks CC responsibility:

Replying to [@CheshamBoisPari](#) [@MimiHarker](#)

On copperkins lane, the speed changes from 30 to 40 and then 60 MPH with the latter ONLY for about 250 Yrds before a sudden T Junction facing a hedge ...

WEBSITE

I added a gallery of some photos of snow scenes from the mid-December snowfall. We need more content for the website, so please supply some words and photos.

Cllr Buckingham