

# Chairman's Report 12/02/2018

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Over the past few weeks there has been a lot of community discussion with regard to the proposed re-development of the Parish Centre. A community consultation was held at the Parish Centre on 28<sup>th</sup> Jan 2018, but this does not appear to have fully addressed community concerns. It was mentioned that Architects would be briefed within eight weeks and a lot of people have been left with the view that most of the plans for this re-development have been finalised. This is not the case, but a lot of local residents remain very concerned.

I have had a long discussion with David Clare the Project Manager for this proposed re-development.

David has advised that they are compiling a list of possible uses for the site and that Architects would not be appointed before April or May at the earliest. The current suggestions are:-

- New church hall with up to 300 seats with flexible adjoining spaces
- Community Café/Kitchen
- Reprovided accommodation for Maryland Nursery
- Outdoor play space and gardens
- Appropriate parking (subject to planners requirements)
- Explore reprovisioning of existing rectory home
- Explore potential for further housing
- Explore other possible community-based uses

David has made himself available to meet with the Council to discuss any aspect of the process.

There are no fixed plans for the development in place at this time and it is important that this Council engage in the process to ensure that this site is developed in a way that works for the community as a whole and addresses residents concerns.

I would encourage each of you to consider possibilities for this site so that we can discuss further.

Thanks

Ray Hartley

Chairman

Chesham Bois Parish Council

# Council Meeting 12<sup>th</sup> February 2018

## Clerk's Report & Correspondence

### Damage to a Memorial

The large oak which fell in the Original Formal burial ground prior to Christmas has damaged one of the memorials. The plot owner has contacted the office and is in the process of obtaining quotes for its replacement.

### GPS Training

Four Councillors, the Sexton and Clerk attended a training session on the use of the GPS device and surveys on 8<sup>th</sup> February.

### Office

The new A3 printer/copier/scanner has been set up.. Following discussions with the supplier over the numerous delays in the delivery of the printer they have offered, as a form of compensation, to return the delivery fee plus an additional £50 together with 20% off the next 3 orders for consumables.

A PAT test has been carried out of all relevant electrical appliances.

### Correspondence

- Email inviting councillors to the opening of The Beech House in Amersham which has been circulated to all Councillors
- Email from a Laurel Court resident requesting a grit bin. This has been passed to the Transport Working Group for consideration.
- Email from a resident complaining about the extension of the dogs on leads policy to the entire burial ground rather than just the formal burial ground. This has been passed to the Commons, Woodlands & Burial Grounds Working Group for consideration.
- Email from a resident informing Council of suspected fly-tipping of garden waste next to the footpath in the woods behind Clifton Road. Letters have been sent to the owners who back onto this part of the woods.
- Email from a resident informing Council that they will be holding a laser tag party on the common on the afternoon of Saturday 24<sup>th</sup> February which will take one hour. They have been reminded of the bylaws and have agreed to remove all litter.

## Chesham Bois Parish Council: Income & Expenditure

January 2018	Annual Budget	Current Period	Current YTD	Budget Remaining
<b>INCOME</b>				
Precept	£64,088.00		£64,088.00	
Interest Received	£1,800.00	£90.88	£755.33	£1,044.67
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		£6,040.00	
Wayleaves Income	£700.00	£700.00	£740.54	
Devolution Contribution	£2,700.00		£2,734.82	
Licence Income	£5,200.00		£2,700.00	£2,500.00
Misc. Income	£20.00	£6.00	£129.00	
<b>Total Income</b>	<b>£95,908.00</b>	<b>£796.88</b>	<b>£89,354.69</b>	<b>£6,553.31</b>
<b>EXPENDITURE</b>				
<b>SALARIES, PAYE &amp; NI</b>				
Clerk Salary	£18,100.00	£1,461.42	£14,503.69	£3,596.31
Employers National Insurance	£3,000.00	£107.83	£1,063.09	£1,936.91
Employers Pension Scheme	£3,400.00	£290.82	£2,886.23	£513.77
<b>Total</b>	<b>£24,500.00</b>	<b>£1,860.07</b>	<b>£18,453.01</b>	<b>£6,046.99</b>
<b>ADMINISTRATION</b>				
Photocopier Costs	£400.00		£365.23	£34.77
Stationery & Office Supplies	£100.00		£174.57	-£74.57
Telephone & Broadband	£425.00	£31.95	£348.59	£76.41
Postage	£50.00		£22.56	£27.44
Office Rent	£500.00	£200.00	£400.00	£100.00
Office Electricity	£800.00		£234.27	£565.73
Wages - Cleaning	£300.00	£25.00	£250.00	£50.00
Equipment & Software	£3,000.00	£1,338.00	£2,414.84	£585.16
Training - Clerk	£900.00	£75.00	£705.00	£195.00
Training - Councillors	£150.00		£263.85	-£113.85
Subscriptions	£1,000.00	£165.00	£709.11	£290.89
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	£25.00	£1,122.75	£77.25
Advertising	£200.00			£200.00
Clerk/Cllr/Sundry Expenses	£125.00	£32.85	£223.85	-£98.85
<b>Total</b>	<b>£16,150.00</b>	<b>£1,892.80</b>	<b>£11,378.49</b>	<b>£4,771.51</b>

<b>BURIAL GROUND</b>				
Burial Ground Maintenance	£17,000.00		£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	£151.67	£2,866.70	£1,433.30
Renovation	£2,000.00			£2,000.00
Chapel Maintenance	£1,000.00			£1,000.00
Advertising	£1,350.00	£187.50	£1,443.50	-£93.50
Contingency Fund	£2,000.00		£150.98	£1,849.02
<b>Total</b>	<b>£27,860.00</b>	<b>£339.17</b>	<b>£9,102.50</b>	<b>£18,757.50</b>

<b>COMMON &amp; WOODLANDS</b>				
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		£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	£828.00	£990.11	£1,509.89
Sundry Expenses	£150.00			£150.00
<b>Total</b>	<b>£44,650.00</b>	<b>£828.00</b>	<b>£11,846.80</b>	<b>£32,803.20</b>

<b>TRANSPORT &amp; HIGHWAYS</b>				
Streetlights Maintenance	£2,500.00		£675.00	£1,825.00
Streetlights Electricity	£3,200.00	£235.87	£2,270.61	£929.39
General Costs	£1,500.00	£850.00	£2,108.00	-£608.00
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
<b>Total</b>	<b>£12,200.00</b>	<b>£1,085.87</b>	<b>£8,149.61</b>	<b>£4,050.39</b>

Transport Expenditure Funded Reserve £27,942.00

<b>VILLAGE COMMUNITY</b>				
Events	£800.00	£300.97	£898.17	-£98.17
Christmas Tree/Lights	£300.00		£350.00	-£50.00
Communications	£500.00		£191.84	£308.16
<b>Total</b>	<b>£1,600.00</b>	<b>£300.97</b>	<b>£1,440.01</b>	<b>£159.99</b>

<b>GRANTS</b>				
Funded from Grants Reserve			£760.00	
<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£760.00</b>	

**Total Expenditure** £0.00 £6,306.88 £89,072.42

**NET SURPLUS(DEFICIT) Before Reserve Transfer** - £31,052.00 - £5,510.00 £282.27

**Reserve Transfers** £28,702.00

**NET SURPLUS(DEFICIT) After Reserve Transfer** - £5,510.00 £28,984.27

January 2018

Current  
YTD

## Assets

<b>CURRENT ASSETS</b>	
Debtors	£0.00
Vat to be Claimed	£2,706.27
<b>Total</b>	<b>£2,706.27</b>
<b>MONIES HELD</b>	
Unity Current Account	£16,024.51
Unity Deposit Account	£5,667.40
Cambridge Building Society	£16,495.71
National Savings Account	£107,000.00
Other monies in hand	£10.56
<b>Total</b>	<b>£145,198.18</b>
<b>Total Assets</b>	<b>£147,904.45</b>

## Liabilities

<b>MONIES OWED SHORT TERM</b>	
Creditors	£1,245.17
Payroll Taxation	£320.20
<b>Total</b>	<b>£1,565.37</b>
<b>Total Liabilities</b>	<b>£1,565.37</b>
<b>Assets less Liabilities</b>	<b>£146,339.08</b>

### REPRESENTED BY:

<b>Reserves</b>		<b>Spent YTD</b>	<b>Remaining</b>
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	£26,250.00	£24,580.00	£1,670.00
Grants: Committed fete surplus	£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
<b>Total Reserves</b>	<b>£142,697.81</b>	<b>£25,343.00</b>	<b>£117,354.81</b>

Income & Expenditure  
Account

£28,984.27

**£146,339.08**

<b>PAYMENTS</b>	<b>Payment</b>	<b>NET</b>	<b>VAT</b>	<b>Amount</b>	
Chiltern District Council	FP	£280.85		£280.85	Supply/Install Dog Bin near Pavillion
Chiltern Society	FP	£187.50		£187.50	Burial Grd Advert in Winter Chiltern News
Chiltern Society	FP	£828.00		£828.00	Winter Volunteer work
Fitzpatric Woolmer	FP	£2,414.00	£482.80	£2,896.80	BG Noticeboard
Samantha Payne	FP	£32.85		£32.85	Mileage to SLCC Regional Conference
Printerland.co.uk	FP	£89.00	£17.80	£106.80	Xerox Versalink A3 Paper Tray
SLCC	FP	£75.00	£15.00	£90.00	SLCC Regional Training Conference
Staff Salaries	FP	£1,340.96		£1,340.56	Feb 18 Salaries
Bucks County Council	FP	£375.58		£375.58	Feb 18 Pension Contributions
Southern Electric	DD	£222.31	£41.15	£263.46	Jan 18 Street Lighting Electricity
St Leonards	DD	£200.00		£200.00	6 month office rental
Utility Warehouse	DD	£31.95	£6.39	£38.34	Dec 17 Telephone/Broadband
UKSafety Management Ltd	FP	£125.99	£25.20	£151.19	Equipment PAT testing
				<b>£6,791.93</b>	
<b>RECEIPTS</b>					
Bucks CC				£3,359.00	LAF Funding for Sentinal Camera
Wayleaves				£700.00	4 wayleaves payments
Resident				£6.00	2 History of Chesham Bois books
NS&I Savings				£90.88	Dec 17 interest
Printerland.co.uk				£138.00	Refund of delivery costs for xerox printer
				<b>£4,293.88</b>	

1. Update on current work

A tree safety survey was carried out on 9<sup>th</sup> Feb 2018 and over 20 trees were identified as problematic, mostly in need of felling. The new GPS system was used successfully in mapping the trees and producing a spreadsheet of work required; once planning permission has been obtained, we aim to complete the necessary work in this financial year.

Trees have been removed from the Common adjacent to 113, Chestnut Lane and two residents have complained about the change in character of this area. There is some tidying up of logs still to do (in hand) and we will consider planting 2 or 3 new trees.

2. Management Plan for the Common and Woodlands

A public meeting has been arranged for Wed 28<sup>th</sup> Feb at 7.30pm in the Parish Centre to communicate our Management Plans as widely as possible. John Morris has agreed to attend the meeting and do a presentation and councillors are invited to attend. It is important to publicise the event and notices and flyers are being produced.

The draft plan has been circulated to the Council for approval. In addition it has been sent to CDC's Tree Officer for initial comments, as well as to The Woodland Trust, from whom we lease Tenterden Spinney and parts of Bois Wood.

3. Burial Ground Maintenance

Debris from the large oak tree in the hedge on the boundary of the Old Burial Ground has not yet been cleared and work on a new gravel path, our new sign and screening for the eco-toilet has not yet started.

We have finished our relationship with the maintenance contractor who gave us so many problems last year and a meeting has been arranged with our new contractor to confirm details of the maintenance contract for 2018.

Councillor Thomas

# Council Meeting 12<sup>th</sup> February 2018

## Burial Grounds Management Working Group Report

### Progress Against Defined Tasks

<b>Ongoing Task for Working Group</b>	<b>Details of Latest Progress</b>
<p>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>	<p>Clerk working through identified anomalies.</p> <p>Clerk will commission Pear to create accurate map of Woodland Burial Ground prior to FY end. Pear are mapping New Formal grave plots on 8<sup>th</sup> February. Councillors are receiving training in digital mapping on that date.</p> <p>Summary maps of the Grounds will be available on the public noticeboard once installed, in line with best practice.</p>
<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>	<p><b>Agreed by Full Council in November 2017</b></p> <p>Clerk will reissue grants for those plots in Original Formal(2), New Formal(14) and Woodland Burial Ground (82) that are affected. Position of ashes caskets within plots will be uniquely identified by a lettering system agreed and will be reflected in the records and admin system going forward.</p>
<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>	<p><b>COMPLETED</b></p> <p>The Clerk will take this scheme forward.</p>
<p>Establishing a marketing plan for the Burial Ground</p>	<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 is taking forward initial discussions with local Funeral Directors to research their, and their clients', needs.</p> <p>Working Group will meet on 23 February 2018 to agree what skills are available "in-house", and to draw up the specification for new publicity material and the wider marketing approach.</p> <p>Working Group will develop marketing activity to increase the profile of the Burial Grounds, including working towards Burial Ground Open Day in late 2018</p>
<p>Preparation of celebration of centenary of Burial Grounds in 2024.</p>	<p>Working Group in February 2018 to consider.</p>



### **Other Items**

Councillors will be pleased to note the universal appreciation expressed by local Funeral Directors in their discussions with Cllr Large for the approachable and efficient service currently provided by Katie Flory (Sexton) and Sam Payne (Clerk) when dealing with funeral preparations. There was also a general view expressed that the existence of the Burial Grounds was not widely known amongst locals – but that it had a unique and attractive offering for their clients. It was clear that an open day would be welcomed and supported by Funeral Directors. The full findings of these discussions will be covered in the Working Group meeting of 23<sup>rd</sup> February and will inform the production of publicity leaflets and the wider marketing strategy.

In the meantime, the Working Group approved (by email consensus) renewing the agreement to place an advert with Outstanding Chilterns 2018/19 for a heavily discounted rate of £269 + VAT. This will be available in both paper and digital format (with a link provided to our own website), and the publication will also acknowledge CBPC support by placing our logo on its supporters/partners webpage.

### **Action for Council**

Councillors are invited to note the progress made.

Jane Large  
8<sup>th</sup> January 2018

## **Transport Working Group Report for 12 February 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.

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.

At the time of writing no data is available from the MVAS.

The police have confirmed that they will be conducting enforcement speed checks during the next few weeks on the Amersham Road.

### **LAF**

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. Councillors have been requested to put forward any agenda items.

The proposal for a defibrillator and power supply for matched funding in 2018/19 was not submitted as we were advised that LAF funding does not cover the provision of emergency equipment.

The contract for the new all-weather footpath in Tenterden Spinney has been awarded and will be completed before the end of March. We have achieved a saving against budget of c£2500. LAF have agreed that we can use the remaining funds to purchase an additional MVAS unit which will be delivered before the end of March.

### **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.

### **Devolution**

We need to agree Toolshed's contract/scope of works for 2018/19.

Cllr David King, 10 February 2018

## Defibrillators Update February 2018

There seemed to be general support for the idea of installing a Publicly Accessible Defibrillator (PAD) somewhere in the village at the last meeting, if funding could be found.

I have been told by Martin Render of <https://www.communityheartbeat.org.uk/> that a complete package of defibrillator and governance and training could be arranged for about £2,400 plus installation costs (which would depend on site chosen and ease of access to mains electricity). That is using a heavy-duty cabinet and a recent model of defibrillator. Total probably less than £3,000. As a PAD is expected to last 10-15 years, there seems little point in installing a model that is already 5-6 years old in design just to save perhaps £30-40 p.a. over the lifespan of the PAD

### Possible Funding

1. Martin Render says most applications for lottery funding are successful. He has sent model forms which I have forwarded to Sam
2. South Central Ambulance Service (SCAS) offer advice on funding. We could link to Community First Responders Scheme run by South Central Ambulance Service

From their website [<http://www.scas.nhs.uk/our-services/community-and-co-responders/>]

**Public Access Defibrillators:** Sudden cardiac arrest remains the UK's single biggest killer, Public Access Defibrillators (PADs) are lifesaving machines and very easy to use. SCAS has worked with many parish councils and community groups who wish to install a PAD in their neighbourhoods. We can help with giving advice about possible locations for a PAD site through to giving training using training defibrillators and helping your local community raise the funds for a PAD.

If you want a defibrillator in your community or want some training for your local community on how to use a defibrillator contact 0800 587 0207

Or want to know where your nearest defibrillator is then download our 'Save a life' locator app (I downloaded this, my nearest is at Robert Dyas on Sycamore Road).

I have contacted them and am waiting for a call back about funding, choice of site, training and governance.

3. If we need to raise more money, then possibly any profit from fete/separate fundraising at fete? Possibly a contribution from shops if it is sited there?
4. The British Heart Foundation is inviting applications <https://www.bhf.org.uk/heart-health/how-to-save-a-life/defibrillators/applying-for-a-public-access-defibrillator>.

However, we may not meet their criteria:

*"We can only award funding to applicants who meet the following criteria:*

- i. the defibrillator will be freely accessible to the public 24/7 and it will be placed externally in an unlocked and un-coded cabinet*

- ii. *there is a clear need for the device (e.g. a high footfall or a rural location)*
- iii. *there is a commitment to train the local community using the CPR training kit provided.*

*If your application is successful you'll be required to provide a donation of £600 towards the cost of the PAD. Please don't begin to fundraise until your application has been approved as applications are sometimes declined."*

It would depend whether or not we wanted to have an unlocked and uncoded cabinet, which in turn depends on our perception of the risk of vandalism and theft. (have been told that one location in rural Wales had its defibrillator stolen, and then the replacement was stolen. After that they put in a locked cabinet)

- 5. I looked at <https://www.start-a-heart.org.uk> but they seem only to operate in South Yorkshire.

### **Possible Problems**

1. There has to be a system for checking the machine and for recording any incidents. <https://www.communityheartbeat.org.uk/> can provide a governance system and training. SCAS can provide training – not sure about recording system. Someone would have to take on the relevant checks.
2. Choosing a site. The Parish Centre is the obvious place, but difficult when we don't know what will be happening. On the triangle might be possible if we can also arrange electricity. Outside the shops might be suitable, if one of them would either sponsor the cost of the electricity bill or we could pay them for it.
3. Mains electricity is preferable as otherwise someone needs to keep checking the battery. Martin Render told me of an incident in Peterborough where the machine was needed and accessed but found to have a flat battery, and someone died. Such an incident could result in legal action against the Parish Council.
4. Vandalism and/or theft has been a problem in some places. If machine is outside, then a heavy duty locked cabinet probably best. We could take advice from the SCAS and the Police, but probably best to assume it is better to take all necessary precautions against damage or theft. Again, Martin Render told me of a rural Welsh community that thought there would be no problem – and they had their PAD stolen twice.
5. Training could be an issue, but it only has to be offered, there does not have to be a set person to use the PAD, and the whole point is that it should be able to be used by anyone.

## **BOIS OWN**

A spring edition will be distributed in early/mid-March and I will be collating the content over the next 2-3 weeks. Therefore, if you have any news story you would like featured in the Parish Council section, then please let me know. It may be a good time to do a feature on the Burial Grounds, accompanied by an updated advert.

## **SOCIAL MEDIA**

Facebook now has 102 likes.

Twitter account now has 130 followers.

## **CHESHAM MASTERPLAN**

David King and I attended the consultation hosted by the directors of Chesham Masterplan. They have created a Community Interest Company with the intention of working with Chiltern District Council and Bucks County Council to improve the centre of Chesham. The focus is on residential and commercial development and improving the highways flow. The objectives are:

- Create high density residential accommodation in the central area of Chesham to satisfy demand for residential units and to improve demand for retail units and attract higher quality retail units.
- Retain and attract employment to the town
- Improve public amenity and well-being
- Improve infrastructure and transport.

They are working with private developers and CDC and BCC to create a development strategy that replaces the current plans to build lots of houses on the outskirts of town on Green Belt Land.

It's outside our Parish, but many residents will use the amenities and shops in Chesham and notice the run-down feel of the high street. Many will experience the traffic problems driving through Chesham. Therefore, the Masterplan leaders are encouraging neighbouring parishes to view and support their plans.

<http://www.cheshammasterplan.org/>

Cllr Buckingham