

# Chairman's Report 12/03/2018

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We continue to have a lot of discussion with regard to the Church's proposed redevelopment of the Parish Centre. While this is at a very early stage it is important to continue to listen to community concerns and suggestions so that we can take an active approach to this proposal. There are great possibilities for this Parish, but also great concerns.

John Bailey, Daniel Buckingham and I attended an all day course yesterday on Demystifying Planning at Chiltern District Council. This was a very productive day and should help a great deal with submitting our responses regarding planning applications. Being able to articulate our concerns and residents concerns with planning applications and having Chiltern take these on board in their decisions is most important.

We are again in the planning process for this year's Chesham Bois Parish Council Fete. This is a very large project and I encourage all to support John Bailey and his team in planning and running the Fete.

Thanks

Ray Hartley

# **Council Meeting 12<sup>th</sup> March 2018**

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

### **Damage to a Common**

On 9<sup>th</sup> February two school buses caused damage to the common near the junction of North Road and Glebe Way. The bus company have been contacted and have agreed to re-level and re-turf.

### **Purchase of Mowers from Parish Council Grant**

Chesham Bois Cricket Club have purchased a scarifier and rotary mower with the grant received from Council and have sent a letter of thanks.

### **Correspondence**

- February eNewsletter from Bucks County Council circulated to Councillors for information
- February eNewsletter from the Thames Valley Deputy Police & Crime Commissioner. Circulated to Councillors for information.
- Thames Valley Policy Amersham Quarterly update email circulated to Councillors for information.
- Following on from their public consultation last year Thames Valley Police have chosen four priorities. They are keen to know if they are still important or need to be changed and are asking the public to carrying out a short survey <https://www.research.net/r/safeinbucks>. Circulated to Councillors for information.
- Spring issues of both the Chiltern Society's Magazine and the Institute of Cemetery and Crematoria Management's magazine are available in the office.

# CHESHAM BOIS PARISH COUNCIL

## Balance Sheet

February 2018

Current  
YTD

### Assets

<b>CURRENT ASSETS</b>	
Debtors	£3,005.00
Vat to be Claimed	£1,146.69
<b>Total</b>	<b>£4,151.69</b>
<b>MONIES HELD</b>	
Unity Current Account	£11,781.16
Unity Deposit Account	£5,667.40
Cambridge Building Society	£16,581.80
National Savings Account	£107,000.00
Other monies in hand	£11.90
<b>Total</b>	<b>£141,042.26</b>
<b>Total Assets</b>	<b>£145,193.95</b>

### Liabilities

<b>MONIES OWED SHORT TERM</b>	
Creditors	£2,051.70
Payroll Taxation	£640.80
<b>Total</b>	<b>£2,692.50</b>
<b>Total Liabilities</b>	<b>£2,692.50</b>

<b>Assets less Liabilities</b>	<b>£142,501.45</b>
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### **REPRESENTED BY:**

<b>Reserves</b>		<b>Spent YTD</b>	<b>Remaining</b>
General Reserves	£57,687.81	£280.85	£57,406.96
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>£25,623.85</b>	<b>£117,073.96</b>

Income & Expenditure Account	£25,427.49
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<b>£142,501.45</b>
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# Chesham Bois Parish Council: Income & Expenditure

**February 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	£932.30	£867.70
Burial Ground Plots	£16,400.00	£1,600.00	£11,117.00	£5,283.00
Burial Ground Memorials	£1,000.00	£25.00	£2,675.00	£1,675.00
Burial Ground Other income	£4,000.00	£1,350.00	£7,390.00	£3,390.00
Wayleaves Income	£700.00		£740.54	£40.54
Devolution Contribution	£2,700.00		£2,734.82	£34.82
Licence Income	£5,200.00		£2,700.00	£2,500.00
2018 Fete Income		£80.00	£80.00	£80.00
Misc. Income	£20.00	£56.00	£185.00	£165.00
<b>Total Income</b>	<b>£95,908.00</b>	<b>£3,201.88</b>	<b>£92,642.66</b>	£3,265.34
<b>EXPENDITURE</b>				
<b>SALARIES, PAYE &amp; NI</b>				
Clerk Salary	£18,100.00	£1,461.42	£15,965.11	£2,134.89
Employers National Insurance	£3,000.00	£107.83	£1,170.92	£1,829.08
Employers Pension Scheme	£3,400.00	£290.82	£3,177.05	£222.95
<b>Total</b>	<b>£24,500.00</b>	<b>£1,860.07</b>	<b>£20,313.08</b>	£4,186.92
<b>ADMINISTRATION</b>				
Photocopier Costs	£400.00		£365.23	£34.77
Stationery & Office Supplies	£100.00	£20.40	£194.97	-£94.97
Telephone & Broadband	£425.00	£33.19	£375.06	£49.94
Postage	£50.00	£3.36	£32.64	£17.36
Office Rent	£500.00		£400.00	£100.00
Office Electricity	£800.00	172.76	£407.03	£392.97
Wages - Cleaning	£300.00	£25.00	£275.00	£25.00
Equipment & Software	£3,000.00	£125.99	£2,540.83	£459.17
Training - Clerk	£900.00		£705.00	£195.00
Training - Councillors	£150.00		£263.85	-£113.85
Subscriptions	£1,000.00	£71.00	£780.11	£219.89
Insurance	£1,500.00		£1,403.27	£96.73
Digital Mapping	£5,000.00	£350.00	£3,090.00	£1,910.00
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	£1,147.75	£52.25
Advertising	£200.00			£200.00
Clerk/Cllr/Sundry Expenses	£125.00		£223.85	-£98.85
<b>Total</b>	<b>£16,150.00</b>	<b>£826.70</b>	<b>£12,205.19</b>	£3,944.81

<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	£3,018.37	£1,281.63
Renovation	£2,000.00	£2,414.00	£2,414.00	-£414.00
Chapel Maintenance	£1,000.00			£1,000.00
Advertising	£1,350.00		£1,443.50	-£93.50
Contingency Fund	£2,000.00		£150.98	£1,849.02
<b>Total</b>	<b>£27,860.00</b>	<b>£2,565.67</b>	<b>£11,668.17</b>	<b>£16,191.83</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	£300.00	£300.00	£1,700.00
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	£1,070.00	£1,070.00	£14,930.00
Chiltern Society Work	£2,500.00		£990.11	£1,509.89
Sundry Expenses	£150.00			£150.00
<b>Total</b>	<b>£44,650.00</b>	<b>£1,370.00</b>	<b>£13,216.80</b>	<b>£31,433.20</b>
General Reserves Expenditure Funded Reserve		£280.85	£280.85	
<b>TRANSPORT &amp; HIGHWAYS</b>				
Streetlights Maintenance	£2,500.00		£675.00	£1,825.00
Streetlights Electricity	£3,200.00	£222.31	£2,492.92	£707.08
General Costs	£1,500.00		£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>£222.31</b>	<b>£8,371.92</b>	<b>£3,828.08</b>
Transport Expenditure Funded Reserve			£27,942.00	
<b>VILLAGE COMMUNITY</b>				
Events	£800.00		£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>£0.00</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>	
<b>Total Expenditure</b>	<b>£126,960.00</b>	<b>£7,125.60</b>	<b>£96,198.02</b>	
<b>NET SURPLUS(DEFICIT) Before Reserve Transfer</b>	<b>-£31,052.00</b>	<b>£3,923.72</b>	<b>-£3,555.36</b>	
<b>Reserve Transfers</b>			£28,982.85	
<b>NET SURPLUS(DEFICIT) After Reserve Transfer</b>		<b>£3,923.72</b>	<b>£25,427.49</b>	

<b>PAYMENTS</b>	<b>NET</b>	<b>VAT</b>	<b>Amount</b>	
Amersham Business Services	£19.10	£3.82	£22.92	Office Stationery
Campaign to Protect Rural England	£35.00		£35.00	Annual Membership
Chiltern Woodlands Project	£1,370.00		£1,370.00	Woodland Mgmt Plan/Tree Safety Inspection
Cllr D Conway Read	£6.50		£6.50	Car Park Fees for First Aid Course
DCK Beavers	£25.00	£5.00	£30.00	Feb 18 Payroll Administration
First for Trophies	£3.00	£0.60	£0.06	Woodland Burial Disc engraving
Information Commissioners' Office	£35.00		£35.00	Data Protection Annual Registration
HMRC	£976.20		£976.20	Qtr 4 NI/PAYE
Mrs S Payne	£88.65		£88.65	Padlocks& Chains
Pear Technology	£350.00	£70.00	£420.00	GPS Device Training
St Leonard's Church	£172.76		£172.76	Office Electricity Oct-Dec 18
Staff Salaries	£1,400.76		£1,400.76	March 18 Salaries
Bucks County Council	£375.58		£375.58	March 18 Pension Contributions
Southern Electric	£276.54		£328.19	Feb 18 Street Lighting Electricity
Utility Warehouse	£33.19	£6.63	£39.82	Jan 18 Telephone/Broadband
			<b>£5,301.44</b>	
<b>RECEIPTS</b>				
HMRC	£2,194.18		£2,194.18	VAT Refund Q3 2018
Stall Holders	£50.00		£50.00	2018 Fete Stallholders fees
Printerland.co.uk	£50.00		£50.00	Compensation for Printer Delivery Delay
NS&I Savings	£90.88		£90.88	Jan 18 interest
			<b>£2,385.06</b>	

1. Update on current work

Work identified during the tree safety survey is out for tender.

A meeting took place with our maintenance contractor in 2016, to detail changes to the contract specification for 2018 – the main change is to flail or cut the New Formal Burial Ground seven times a year instead of three times.

2. Management Plan for the Common and Woodlands

A public meeting took place on Wed 28<sup>th</sup> Feb at 7.30pm in the Parish Centre to communicate our Woodland Management Plan as widely as possible. 41 people attended and there was a general understanding of the need for intervention to improve the woodland and Common for the future. A number of questions were raised as detailed on the attached sheet and issues raised will be followed up.

The draft plan has been sent to The Woodland Trust, from whom we lease Tenterden Spinney and parts of Bois Wood, and comments received in return. A site meeting has been arranged with Chiltern District Council's Tree Officer for 20<sup>th</sup> March

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 should start on 12<sup>th</sup> March.

4. Use of Tenterden Spinney

We have received a request from an Amersham resident to use Tenterden Spinney for creative activities for children, starting with a trial in the May Half Term (letter attached). The Council is asked to consider if this should be permitted and if so whether a charge should be made by the Council. For information, we have allowed the Montessori School to hold a Forest School every Thursday morning in term time in Tenterden Spinney for the past couple of years with no charge and we have also been approached by the nursery in the Parish Centre about holding forest school classes on the Common.

5. Easement across the Common at Great Bois Wood

The owner of 18, Long Park Close has obtained outline planning permission to subdivide his plot and build a new detached house and he has written to the Council seeking an easement to allow the new house access to the track across the Common to the Chesham Road (letter attached). Council is asked to consider if this should be permitted.

# Council Meeting 12<sup>th</sup> March 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 made an initial map of the New Formal grounds on 8<sup>th</sup> February, over which a grid with plots will be laid to construct a full map.</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 presented findings from her interviews with all Funeral Directors who have used the Burial Grounds in the last 4 years to the Working Group on 23<sup>rd</sup> February 2018. The Working Group have established a list of key selling points, and key desired outputs, from that. Cllr Large is preparing a commissioning brief to develop both paper and electronic materials within a coherent brand identity, which will be sent to local providers for quotes.</p> <p>Working Group will continue develop marketing activity to increase the profile of the Burial Grounds, including working towards running a Burial Ground Open Day in summer 2018.</p>
<p>Preparation of celebration of centenary of Burial Grounds in 2024.</p>	<p>Working Group in February 2018 noted the centenary and discussed various ideas for future work. Further detailed work can be taken forward after the initial marketing exercise is complete.</p>



## **Other Items**

Cllrs Thomas and Large, and Katie Flory (Sexton) met Jason Brown on 23<sup>rd</sup> February 2018. Jason is a new independent Funeral Director in Amersham and had not previously visited the site before. He was very impressed and particularly appreciated our calm, tranquil spot, and hopes to bring new business to us in future.

During discussions of the working group on 23<sup>rd</sup> February about points of historical importance within the Burial Grounds, Katie Flory (Sexton) noted that a time capsule had been installed under the flooring of the Chapel in 1995, as part of celebrations marking the centenary of the Parish Council (1894-94). Historic practice had been to raise this annually on the Council agenda in order to ensure that Councillors remain aware of the time capsule and its location, but this has for several years now fallen into abeyance. It was agreed that the next full Council meeting would be notified.

Preparations for a woodland burial on 6<sup>th</sup> March gave an opportunity for both Clerk and Sexton to demonstrate the benefits of the new GPS digital mapping system for the first time in relation to the burial grounds, in locating the correct grave plot.

Cllr Large has agreed to prepare a 500 word article covering latest developments in the Burial Ground, and trailing the forthcoming Open Day for Bois Own. The timing of this article should be later in the year, so that full information can be given, and new branding and flyers referred to.

## **Action for Council**

Councillors are invited to note the progress against objectives made.

Councillors' attention is drawn to the existence of the Time Capsule, buried under the Chapel entrance mat, which was installed in 1995 to celebrate the centenary of the Parish Council.

Jane Large  
7<sup>th</sup> March 2018

## **Transport Working Group Report for 12 March 2018 Council Meeting**

### **Portable Speed Sign (MVAS)**

We have 3 MVAS signs operational in the parish as detailed below:

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.

Below is a summary of the speed data from each sign.

MVAS 1 - There was 94% compliance with speeds below 34mph during the monitoring period with the maximum speed recorded being 65 to 69 mph.

MVAS 2 – There is only 82.3% compliance with speeds below 34mph with the maximum speed recorded being 70 to 74 mph. The sign is currently located quite close to the 40 mph zone so we may see better compliance when I relocate to sign further into the 30mph zone.

MVAS 3 – Compliance with speeds below 34 mph was 92.2% and 98% below 40 mph. The highest speed recorded was 80 to 84 mph on Friday 12 Jan at 23.45. More than 7000 vehicles exceeded 40 mph during the period.

The police have committed to conducting enforcement checks on the Amersham Road but I'm not aware if they have done so as yet.

Details of current MVAS data have been sent to the police for their information follow up as appropriate.

MVAS 1 Holloway Lane 12 January to 9 March 2018

56 Day monitoring period & 56 days data

	Number of Movements	
5 - 9 mph	779	1.30%
10 - 14 mph	1,446	2.40%
15 - 19 mph	5,140	8.60%
20 - 24 mph	14,181	23.80%
25 - 29 mph	23,862	40.00%
30 - 34 mph	10,632	17.80%
35 - 39 mph	2,817	4.70%
40 - 44 mph	566	0.90%
45 - 49 mph	140	0.20%
50 - 54 mph	29	0.00%
55 - 59 mph	9	0.00%
60 - 64 mph	2	0.00%
65 - 69 mph	1	0.00%
70 - 74 mph	-	0.00%
75 - 79 mph	-	0.00%
80 - 84 mph	-	0.00%
85 - 89 mph	0	0.00%
<b>Total Movements</b>	<b>59,604</b>	<b>100%</b>

MVAS 2 Copperkins Lane 12 January to 9 March 2018

56 Day monitoring period & 55 days data			
	Number of		
	Movements		
5 - 9 mph	1,838		1.80%
10 - 14 mph	1,590		1.50%
15 - 19 mph	2,184		2.10%
20 - 24 mph	8,163		8.00%
25 - 29 mph	37,767		36.80%
30 - 34 mph	32,922		32.10%
35 - 39 mph	13,133		12.80%
40 - 44 mph	3,772		3.70%
45 - 49 mph	938		0.90%
50 - 54 mph	201		0.20%
55 - 59 mph	56		0.10%
60 - 64 mph	17		0.00%
65 - 69 mph	4		0.00%
70 - 74 mph	1		0.00%
75 - 79 mph	-		0.00%
80 - 84 mph	-		0.00%
85 - 89 mph	-		0.00%
<b>Total Movements</b>	<b>102,586</b>		<b>100%</b>

MVAS 3 Facing Chesham 12 January to 9 March 2018

56 Day monitoring period & 43 days data			
	Number of		
	Movements		
5 - 9 mph	10,552		2.70%
10 - 14 mph	10,774		2.80%
15 - 19 mph	22,648		5.90%
20 - 24 mph	71,864		18.60%
25 - 29 mph	158,357		41.10%
30 - 34 mph	81,447		21.10%
35 - 39 mph	22,243		5.80%
40 - 44 mph	5,529		1.40%
45 - 49 mph	1,399		0.40%
50 - 54 mph	463		0.10%
55 - 59 mph	162		0.00%
60 - 64 mph	59		0.00%
65 - 69 mph	23		0.00%
70 - 74 mph	7		0.00%
75 - 79 mph	2		0.00%
80 - 84 mph	1		0.00%
85 - 89 mph	0		0.00%
<b>Total Movements</b>	<b>385,530</b>		<b>100%</b>

## **LAF**

A LAF meeting was held on Tuesday 27 February and I'm pleased to report that our matched funding of £2057 for traffic calming on The Amersham Road was approved.

I will provide a short verbal update of LAF activities at the meeting.

The contract for the new all-weather footpath in Tenterden Spinney has been awarded. The start has been delayed due to adverse weather conditions but I'm informed that the work will be completed by 31 March deadline.

## **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 still need to agree Toolshed's contract/scope of works for 2018/19.

Cllr David King,

11 March 2018

## **Village Community Report for March 2018:**

Note the revised date of the Village and Commons Clear Up which is 17 March. Please confirm if you can be available to help on the morning from around 9.30 to 11.00.

Regards the Village Fete would those who are involved in sourcing sponsorship and getting stall holders onboard let me know who has committed - so we can update where we all are. I am proposing a meeting for Fete Committee for evening of 22 March at the Parish Centre. Let me know if you can make this.

Regards

John Bailey

## **Communications Report March 2018**

### **BOIS OWN**

A spring edition will be distributed in late-March and I am working on the content this week. The front page story will be the forthcoming Fete, outlining the theme, the events and the stalls. It will include an appeal for volunteers to assist on the day and preparation. I will continue with the normal Burial Grounds Advert. Jane is hoping that the marketing revamp will be ready for publicising in a later edition; perhaps in the autumn.

### **SOCIAL MEDIA**

Over the past month, the Management Plan and the Common Clear-up have been publicised on Twitter, Facebook and the website.

Facebook now has 102 likes and 115 followers.

Twitter account now has 130 followers.

Regards.

Danny