

CHESHAM BOIS PARISH COUNCIL

Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 12th March 2018

PRESENT: Cllr R Harrison (Acting-Chairman), Cllr J Bailey, Cllr D Buckingham, Cllr D Conway Read, Cllr J Harbottle, Cllr R Heath, Cllr D King, Cllr J Large, Cllr C Thomas and Cllr C Woolveridge.
Mrs S Payne – Clerk

In Attendance: Derek Flink and Simon Appleby, a First Responder from South Central Ambulance Service

24.1 Presentation by South Central Ambulance Service (SCAS) on Defibrillators.

Mr Flint demonstrated how to use a defibrillator, discussed potential sources of funding, registration of devices with SCAS and benefits to the community. The role of First Responders was also explained.

24.2 Questions and Comments from the Public. None.

24.3 Apologies for Absence. Noted from Cllr R Hartley.

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

24.5 To Approve Minutes of Council Meeting held on 12th February 2018. The minutes were approved unopposed and signed.

24.6 Chairman's Report.

The Chairman's report was noted.

Demystifying Planning Course: Cllr Bailey, Cllr Buckingham and Cllr Hartley attended the informative one-day course on planning hosted by Chiltern District Council.

24.7 Clerk's Report & Correspondence

The Clerk's report was noted.

- a) *Damage to Common:* In early February two school buses caused damage to the Common at the junction of North Road and Glebe Way. The bus company have agreed to make good the damage by re-turfing the area.
- b) *Chesham Bois Cricket Club:* The cricket club have purchased a mower and scarifier with the grant received from Council. It was noted that the purchases made from the grant and the amount of contribution from the cricket club differed from that detailed on their grant application. It was agreed that the Grant Policy be reviewed to ensure that changes to the use of grants is approved by Council prior to purchases being made. **Action: Clerk**
- c) *Correspondence:* The Clerk had circulated and Council noted the following:
 - i. the February eNewsletter from Bucks County Council;
 - ii. the February eNewsletter from the Thames Valley Deputy Police & Crime Commissioner;
 - iii. the Thames Valley Policy Amersham Quarterly update email;
 - iv. a request from Thames Valley Police to complete a survey on their current four priorities;
 - v. the Spring issues of the Chiltern Society's Magazine and the Institute of Cemetery and Crematoria Management's magazine are available from the Clerk.

24.8 Finance

- a) The February 2018 income and expenditure and balance sheets were noted.
- b) Payments for approval to 7th March 2018: Council approved the following payments:

	Net	VAT	Amount	Description
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 Disk 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
			£5,301.44	

24.9 General Purposes – To Receive Reports from Working Groups

a) Common, Woodlands & Burial Grounds Maintenance

Cllr Thomas' report was noted.

- i. *Current Work:* Cllr Thomas met with the new grounds maintenance contractor to detail changes to the contract specification for 2018.
- ii. *Common & Woodlands Management Plan & Public Meeting:* The public meeting on 28th February was attended by 41 local residents. There was a general understanding of the need for intervention to improve the woodland and Common. Cllr Thomas circulated to Council a list of the issues raised which will be followed up. **Action: Cllr Thomas**
A site meeting has been arranged with Chiltern District Council's Tree Officer for 20th March.
- iii. *Burial Ground Maintenance:* Debris from the large oak tree in the hedge on the boundary of the original formal burial ground has not yet been cleared. Work on the new path, installation of the new sign and screening of the eco-toilet commenced this week.
- iv. To consider a *request from a local company to use Tenterden Spinney for children's creative activities:* The company wish to hold a trial theatrical outdoor adventure workshop for 2-6 years olds during the week commencing 28th May. **It was resolved to approve the use of Tenterden Spinney for one workshop during the week commencing 28th May.** **Action: Clerk**
The need to charge commercial organisations for the use Council amenities was discussed and it was agreed that a policy on the use of Council amenities and charges be prepared. **Action: Clerk**
- v. *To consider whether a request from the owner of 18 Long Park Close to grant an easement over common land at Great Bois Wood to allow access to a proposed new house should be approved.* The request had been circulated to Council prior to the meeting. The outline planning permission for a new property, approved by Chiltern District Council, has the access from Long Park Close therefore the residents of Great Bois Wood are currently unaware of the proposal.

Cllr Thomas met with the owner to discuss the request. The Highways Agency have advised the owner that the first 10 meters of the track from Amersham Road would need to be widened to 4.8 metres in order for them not to object to the application. It was noted that the land over which the proposed drive from the property to the existing track was not part of the Common land.

It was resolved that Council would consider the request once a formal planning application had been lodged with Chiltern District Council and the views of the residents of Great Bois Wood had been considered. Action: Clerk

- vi. *To consider whether a request from the owner of Fern Cottage (previously known Fern Villa) to amend the existing easement to take into account the location of the current driveway should be approved.* **It was resolved to amend the Fern Cottage easement to include the current access from the property across Common land directly onto North Road and to relinquish the right to access the property across Common land onto the track, as detailed in the original 1963 easement document. All legal fees are to be met by the owner.** Action: Clerk

b) Burial Grounds Management

Cllr Large's report was noted.

- i. *Marketing Plan:* A list of key selling points and desired formats have been agreed. Cllr Large is preparing a commissioning brief for both paper and electronic material. Action Cllr Large
Later in the year Cllr Large will prepare a 500-word article on the latest burial ground developments and the forthcoming Open Day for Bois Own. Action Cllr Large
- ii. *Time Capsule:* The existence of a time capsule, buried in the Chapel entrance, containing memorabilia dating from the Parish Council's centenary in 1994 was noted.

c) Transport

Cllr King's report was noted.

- i. *MVAS Signs & Speeding:* The data from the MVAS signs on Holloway Lane, Copperkins Lane and Amersham Road were circulated to Council.
- ii. *LAF:* The LAF have approved match funding of £2057 for traffic calming on Amersham Road. At the recent LAF meeting Thames Valley Police reported on an increase in burglaries in the area and a growing problem with groups of youths. Thames Valley Police organise online community forums where residents can log on and raise issues directly with their local police station, the next online forum will take place on 29th March between 7pm and 9pm. Cllr King will circulate details. Action: Cllr King
The Buckinghamshire Adult Learning team run day and evening courses throughout Chiltern and South Bucks. Information sheets on their services were tabled. It was agreed to advertise the course on the noticeboards and website. Action: Clerk
- iii. *Street Lighting:* The streetlight in Hollybush Lane has been moved, all the street lights have been cleaned and the electrical testing will take place within the next week.

d) Village Community

Cllr Bailey's report was noted.

- i. *Great British Spring Clean (Sat 17 March):* Due to the snow the date for the spring litter pick was rescheduled.
- ii. *2018 Village Fete (Sat 9 June):* The next meeting of the working group is on 22nd March. Focus has been on sponsorship and stall sales. Stall booking forms to will be circulated to Councillors. Action: Clerk

c) Communications

CLlr Buckingham's report was noted.

- i. *Media:* The spring issue of Bois Own will be distributed in late March and will feature the village fete and appeal for volunteers to assist on the day. CLlr Buckingham will ensure that all Chesham Bois households are included in the distribution list.

Facebook has 115 followers and the Twitter account 130.

24.10 Planning

The minutes of the Planning Committee meetings held on 15th and 29th January were noted.

24.11 Consultations

- (a) *Buckinghamshire County Council's Minerals and Waste Local Plan Proposed Submission*
Consultation closes on 19th April. A copy of the plan was circulated to Council and noted.

The meeting closed at 9.40pm

Date of next Council Meeting: Monday 9th April 2018.