

CHESHAM BOIS PARISH COUNCIL

Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 9th April 2018

PRESENT: Cllr R Hartley (Chairman), Cllr J Bailey, Cllr J Harbottle, Cllr D King, Cllr J Large, Cllr C Woolveridge.
Mrs S Payne – Clerk

In Attendance: David Clare from Habitat for Humanity Homes

25.1 Presentation by Habitat for Humanity Homes on proposals to redevelop the Parish Centre site.

Following consultations with the community and different partners a brief is being finalised which will be sent to architects for quotes in May/June 2018. A community meeting is to be organised to present the final brief. The aim is to submit a planning application during the winter of 2018/19.

It was noted that David Clare, Revd L Clow, Cllr Hartley and Cllr Wooveridge had met to discuss the office requirements for the Council within the planned redevelopment.

8.25pm David Clare left the meeting.

25.2 Questions and Comments from the Public. None.

25.3 Apologies for Absence. Noted from Cllr D Buckingham, Cllr D Conway Read, Cllr R Harrison, Cllr R Heath and Cllr C Thomas.

25.4 To Receive Declarations of Interest Relating to this Meeting. Cllr Woolveridge declared an interest in agenda item 25.10diii as she has a working relationship with Theatre Shed.

25.5 To Approve Minutes of Council Meeting held on 12th March 2018. The minutes were approved unopposed and signed by the Chairman.

25.6 To Review Outstanding Actions

Council went through the list of outstanding issues, received updates and removed items which had been completed or were no longer required.

It was noted that the Communications Working Group had not met to discuss ways in which Council could improve communications with residents or present the results of the Parish Questionnaire. Cllr Hartley would discuss this issue with Cllr Buckingham. **Action: Cllr Hartley\Cllr Buckingham**

The residents of the properties whose hedges are obstructing the footway at the bottom of St Leonard's Road will be asked once more to arrange for the hedges to be cut back. **Action: Clerk**

It was agreed that outstanding actions would be reviewed by Council every quarter. **Action: Clerk**

25.7 Chairman's Report.

The Chairman's report was noted.

Annual Parish Meeting Speaker: It was agreed that local historian, Alison Bailey be asked to give a talk on local suffragettes. **Action: Clerk**

25.8 Clerk's Report & Correspondence

The Clerk's report was noted.

a) *Bois Lane: Temporary Closure Notice:* Buckinghamshire County Council (BCC) will be carrying out resurfacing work on Bois Lane, between Woodside Avenue and the railway bridge. Work is expected to begin on 9th April.

b) *Expired Substation Wayleaves:* Three leases for UKPN substations on common land at Amersham Road, The Grove and North Road have expired. The Wayleaves Business Support Team at UKPN are

processing the renewal and have confirmed that the payment of wayleaves will continue during the renewal process.

- c) *Emptying of Litter Bins*: A complaint was raised with the Chiltern District Council (CDC) as the litter bins within the parish were regularly overflowing and were not being emptied regularly. CDC's Waste Management Contract Monitoring Officer will review the service. Councillors were asked to inform the Clerk if there were any further issues. **Action: All**
- d) *Field Adjacent to the Woodland Burial Ground*: BCC's Historic & Natural Environment Team wish to hold an event on the site to gather more information on the grassland. Members of the Chesham Natural History Society, the Butterfly Conservation and the Bucks Invertebrate Group have been invited to take part. They will contact Council with a proposed date.
- e) *Correspondence*: The Clerk had circulated and Council noted the following:
- i. An email invitation from BCC to parish councillors to a meeting on 10th April on the proposed new single council for Buckinghamshire.
 - ii. A letter from a resident of The Ridings asking if it was possible to purchase the piece of Tenterden Spinney adjacent to their property. The residents have been advised to contact The Woodlands Trust who are the owners of Tenterden Spinney.
 - iii. The March eNewsletter from Bucks County Council;
 - iv. The March eNewsletter from Campaign to Protect Rural England (CPRE);
 - v. The Spring issue of CPRE's 'Countryside Voice' magazine is available from the Clerk.

25.9 Finance

- a) The March 2018 income and expenditure and balance sheets were noted.
- b) **It was resolved to** vire £350 from sexton costs to burial ground advertising.
- c) **It was resolved to** allocate unspent chapel maintenance, digital mapping and burial ground contingency budgets to the burial ground reserves. **Action: Clerk**
- d) *Payments for approval to 4th April 2018*: Council approved the following payments:

| PAYMENTS | NET | VAT | Amount | Description |
|------------------------------|-----------|---------|-------------------|--|
| Bucks Asoc of Local Councils | £456.52 | | £456.52 | 2018/19 Annual Membership BMKALC& NALC |
| Chiltern District Council | £734.45 | £133.54 | £867.99 | Dog Bin Maintenance Oct 17 - March 18 |
| Chiltern Society | £187.50 | | £187.50 | Burial Grounds Advert in Spring Chiltern News |
| DCK Beavers | £20.00 | £5.00 | £30.00 | Mar 18 Payroll Administration |
| DCK Beavers | £20.00 | £5.00 | £30.00 | Year End Payroll Administration |
| Dovedale Design | £100.00 | | £100.00 | Website Hosting/Maintenance Jan-Mar 18 |
| JRB Treework | £3,400.00 | | £3,400.00 | Treework: Chestnut Lane/Amersham Rd/Grt Bois Wood |
| More to Death | £288.00 | | £288.00 | Burial Grounds Advert in Edition 12 |
| Mrs S Payne | £56.39 | | £56.39 | Expenses: Litter Pick Refreshments/keys/Archives Visit |
| Qwerty | £269.00 | £53.80 | £322.80 | Qtr Page BG Advert in Outstanding Chilterns |
| HGF Schneiders | £3,540.00 | £708.00 | £4,248.00 | Burial Grd Path/Fencing/Install Noticeboard |
| SparkX Ltd | £2,950.00 | £590.00 | £3,540.00 | Hollybush Lamp/safety check/Cleaning |
| St Leonard's Church | £312.53 | | £312.53 | Office Electricity Jan-March |
| SWARCO | £2,714.01 | £542.80 | £3,256.81 | MVAS batteries/brackets/clips |
| Thompsons Garden Svs | £5,310.00 | | £5,310.00 | Tenterden Spinney Path |
| Woodland Trust | £21.00 | | £21.00 | Annual Subscription |
| Staff Salaries & Pensions | £1,904.98 | | £1,904.98 | April 18 Salaries & Pension Contributions |
| Southern Electric | £242.52 | £45.07 | £287.59 | March 18 Street Lighting Electricity |
| Utility Warehouse | £32.26 | £6.45 | £38.71 | March 18 Telephone/Broadband |
| | | | £24,658.82 | |

- e) The Risk Management System had been circulated to Council for review. **It was resolved to** approve the Risk Management System in its present form.
- f) **It was resolved to** approve the Asset Register as at 31st March 2018.

- g) The Annual Governance Statement 2017/18 was read to Council. **It was resolved to** approve the statement which was signed by the Chairman and Clerk.

25.10 General Purposes – To Receive Reports from Working Groups

a) Common, Woodlands & Burial Grounds Maintenance

Cllr Thomas' report was noted.

- i. *Current Work:* Due to recent weather conditions some tree work, including the tree work resulting from the recent tree survey, will take place in the new financial year. The pond maintenance visit due in March will take place in April.
- ii. *Management Plan for the Common and Woodlands:* A site meeting took place on 20th March with Keith Musgrave, Chiltern District Council's Tree Officer, John Morris and Cllr Thomas. The Management Plan was explained in detail to Mr Musgrave. Following this meeting some small adjustments will be made to the draft plan before the final submission to the Forestry Commission. **Action: Cllr Thomas**
- iii. *Burial Ground Maintenance:* The gravel path from the chapel to the new formal burial ground is complete, the screening around the eco-toilet has been erected and the noticeboard has been installed. The fallen tree in the original formal burial ground has been cleared.

b) Burial Grounds Management

Cllr Large's report was noted.

- i. *Marketing Plan:* A commissioning brief has been prepared and is currently being refined by the working group. It will be forwarded to marketing companies for quotes during April.
- ii. *Advertising:* An advert is to be placed in the April issue of Bois Own at a cost of £50.

c) Transport

Cllr King's report was noted.

- i. *MVAS Signs & Speeding:* Since January 2018 an MVAS has been located on Copperkins Lane at the junction with Deep Acres and another on Holloway Lane. The third MVAS remains on the Amersham Road.
- ii. *LAF:* A fourth MVAS, matched funded by the LAF, was delivered on 2nd April 2018 and will be deployed shortly.
- iii. *Street Lighting:* The residents of Milton Lawns have been written to asking for their views on additional lighting. The deadline for response is 27th April 2018.

d) Village Community

Cllr Bailey's report was noted.

- i. *Great British Spring Clean:* The 21st April has been provisionally set for the rescheduled litter pick.
- ii. *2018 Village Fete (Sat 9 June):* The RAF have confirmed that Spitfires will flyby, the exact time will be given nearer the date. The next meeting of the working group will confirm sponsorship, raffle prizes and agree the programme.
- iii. Council considered nominating Theatre Shed as the main beneficiary of the fete surplus. **It was resolved that** any fete surplus be given out as grants; following the process detailed in the Council's Grants Policy. Theatre Shed would be advised to apply for a grant. **Action: Clerk**
- iii. **It was resolved to** have Chestnut Lane & Elangeni PTA run the bar stall at the Village Fete with Council receiving 20% of the profits.
- iv. **It was resolved to** offer the running of the bar stall at future event to interested local charities, school PTAs and sports clubs with Council receiving 20% of the profits.

25.11 Planning

The minutes of the Planning Committee meetings held on 26th February and 12th March were noted.

24.12 Consultations

- (a) The Secretary of State's statement that he is 'minded' to implement proposals to replace the county council and four district councils with one new unitary council for Buckinghamshire was noted. Council will not make representation to the Secretary of State on this issue.
- (b) The National Association of Local Councils have requested councils to complete a survey on the Local Government Ethical Standards for Councils as part of The Committee on Standards in Public Life's review. Council agreed that Clerk would complete the survey. **Action: Clerk**
- (c) South Bucks & Chiltern District Council's Open Spaces Strategy had been circulated to Council for comment. Cllr Harbottle would forward any comments. **Action: Cllr Harbottle**

The meeting closed at 9.20pm

Date of next Council Meeting: Monday 14th May 2018.