

CHESHAM BOIS PARISH COUNCIL

Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 10th December 2018

PRESENT: Cllr C Woolveridge (Chairman), Cllr J Bailey, Cllr D Buckingham, Cllr D Conway Read, Cllr J Harbottle, Cllr R Harrison, Cllr R Hartley, Cllr R Heath, Cllr J Large and Cllr C Thomas.

In Attendance: Mrs S Payne (Clerk)
Cllr G Harris, Chiltern District Council

32.1 Questions and Comments from the Public. District Cllr Harris reported that the establishment of the new Unitary Council will be overseen by an interim Executive Board. A meeting between the County and District Councils is to be held in the coming weeks to agree the membership of the board. The Secretary of State is expected to make a decision on 14 January 2019 on the need to hold district and parish elections currently scheduled for May 2019.

The Planning application for the Chiltern Lifestyle Centre has been submitted.

The planning application to establish a dog kennel business at Rowan Farm, Hollow Way Lane has been 'called in' and will be considered at the next District Planning Committee meeting, it is recommended for refusal.

8.10pm Cllr Harris left

32.2 Apologies for Absence. Noted from Cllr D King.

32.3 To Receive Declarations of Interest Relating to this Meeting. None were received.

32.4 To Approve the Minutes of the Council Meeting held on 12th November 2018. The minutes were approved unopposed and signed.

32.5 Chairman's Report.

Cllr Woolveridge's report was noted.

a) *Parish Centre Redevelopment:* Councillors were circulated a copy of the St Leonards Parish Centre Redevelopment Consultation document. Representatives of St Leonards will attend the January Council Meeting to present and discuss their proposals.

32.6 To consider adopting the updated Complaints Procedure. It was resolved that the updated Complaints Procedure be adopted.

32.7 GDPR & Councillor Email Addresses. Following the latest recommendations relating to GDPR the need for dedicated email addresses for all councillors was discussed. **It was resolved that dedicated councillor email addresses be provided from the cheshamboispc.org.uk account. If this was not possible alternative email hosting sites would be considered.** Action: Clerk

32.8 Clerk's Report & Correspondence.

The Clerk's report was noted.

a) *Office Cover during Clerk's Annual Leave:* It was agreed that Cllr Woolveridge would take emergency calls during this period. Action: Cllr Woolveridge

b) *Training:* The Clerk is to attend Health & Safety and Wellbeing training in the next week and in February will take part in a webinar on how to manage elections.

c) *Expired Sub-Station Leases:* The three expired leases are being considered by UK Power Network. It is likely that only two leases will be renewed.

- d) *Correspondence:* A resident has complained about traffic in Bois Lane during school drop off and pick up times. The Transport WG are considering a response. **Action: Transport WG**
- e) *Correspondence:* A resident has complained about the state of the cycle path along Amersham Road. The Transport WG are considering a response. **Action: Transport WG**
- f) *Correspondence:* A resident has complained about a constant high pitch sound heard by residents of St Leonards Close and Hollow Way Lane. The Clerk reported the incidence to the Environmental Section of CDC who sourced to noise to the Thames Water Sewage Treatment Works in Latimer Road. Thames Water have repositioned the mechanical plant which is believed to be the source of the noise. The residents have been informed.
- g) *Correspondence:* A letter from The Royal British Legion thanking the Parish Council for helping with the Remembrance Parade was noted.
- h) *Correspondence:* Council noted an email from BCC Cllr Martin Tett regarding the setting up of the new Unitary Council.
- i) *Correspondence:* A resident has complained about the state of the Common and Manor Road track following recent tree work near 1 Manor Drive. The CWBGM WG are considering a response. **Action: CWBGM WG**

32.9 Finance

- a) The financial reports for November 2018 were noted.
- b) **It was resolved to vire £2400 from the Burial Ground Maintenance budget to the Burial Ground Marketing and Advertising budget.** **Action: Clerk**
- c) *Payments for approval to 5th December 2018:* Council approved the following payments.

	NET	VAT	Gross	
Buckland Landscapes	£852.87	£170.57	£1,023.44	Nov 18 Grounds Maintenance
Clearwater Pond Management	£495.00	£99.00	£594.00	Pond Maintenance Nov 18
DCK Beavers	£25.00	£5.00	£30.00	Nov 18 Payroll Administration
CPRE	£36.00		£36.00	Annual Subscription
DP GREEN	£2,765.00	£553.00	£3,318.00	Manor Drive & Great Bois Wood Treework
HMRC	£1,616.36		£1,616.36	Qtr 3 NI/PAYE
Cllr D King	£15.50		£15.50	TfB Meeting mileage/parking
The Log Depot	£597.00	£119.40	£716.40	Rustic Bench for Woodland Burial Ground
MacIntyre Trees	£450.00		£450.00	Tenterden Spinney Tree Survey
Mrs S Payne	£145.11		£145.11	Toner/Leaflet Dispenser/Xmas Light Refreshments
Printerland	£333.70	£66.74	£400.44	Magenta/Yellow Toner
Quest Electrical	£238.87	£47.77	£286.64	Heating Elements for Chapel
Ridgeway Woodlands	£530.00		£530.00	Treework 127 Chestnut Lane/Storm Damaged Oak
The Sign Maker	£137.85		£137.85	Martyr's sign
SMILE Publishing	£535.00	£107.00	£642.00	BG Advertising in Local Hospitals' Handbook
Staff Salaries & Pensions	£2128.18		£2,128.18	Dec 18 Payroll and Pensions
SSE	£326.13	£53.65	£379.78	Q3 BG Electricity & Nov Streetlights Electricity
Utility Warehouse	£37.35	£7.47	£44.82	Oct 18 Telephone/Nov 11 Broadband
Your Amersham	£351.00		£351.00	3 BG Adverts in Your Amersham Nov-Jan 19
Your Chesham	£354.00		£354.00	3 BG Adverts in Your Chesham Nov-Jan 19
			£12,176.08	

- d) *2019/20 Budget:* The draft budget had been circulated to Council for consideration. Council agreed amendments to the burial plot income, and the management plan and communications expenditure budgets. The need to raise the precept to reduce the deficit in the budget was discussed and an increase of 8.8% was added to the budget. **It was resolved to approve the 2019/20 budget.** **Action: Clerk**

32.10 General Purposes – To Receive Reports from Working Groups

a) **Common, Woodlands & Burial Grounds Maintenance Working Groups**

Cllr Thomas' report was noted.

- i. *Burial Ground Maintenance:* **It was resolved that a rustic bench for the top of the Woodland Burial Ground be purchased from the Burial Ground Reserves at a cost of £597.** Action: Clerk
- ii. *Common Maintenance:* A tree survey of Tenterden Spinney has taken place and has identified two trees for immediate removal and a number of other trees which require monitoring.
The trees adjacent to 1 Manor Drive have been felled with a pile of large logs left in the woodland. Two cherry trees on the Common near Great Bois wood have also been felled. Planning permission is being sought to fell a further three trees overhanging 8 Manor Drive.
- iii. *Replacement Seat by the Pond:* The 'wave' seat favoured by Council at the last meeting would cost approximately £2000. It was felt that this was excessive and Cllr Thomas provided suggestions for alternative styles. A style was selected at a cost of £420 plus delivery. Cllr Thomas would confirm if the suggested bench was made from hard or soft wood. Action: Cllr Thomas

b) **Burial Grounds Management**

Cllr Large's report was noted.

- i. *Improving Burial Ground Profile:* Cllr Large has adapted the open day leaflet into a Burial Ground Visitor Guide which will be available from a leaflet box near the burial ground gate. Action: Clerk
- ii. *Improving Burial Ground as a Community Amenity:* Councillor Woolveridge has confirmed with Tiggywinkles that there is currently no need for additional hedgehog release sites in the County.
- iii. *Improving Site Amenities:* An initial electrical check of the Chapel has been carried out and will be completed when the elements for the heaters are available to fit. Action: Clerk
The Working Group has been approached by the Beautiful Burial Grounds project which aims to support Burial Grounds to evaluate and improve bio-diversity. Cllr Large will take forward work with them to see if there are areas for collaboration. Action: Cllr Large

c) **Transport**

Cllr King's report was noted.

- i. *Milton Lawns Street Lighting:* Since the last Council meeting a further 3 positive responses have been received; giving an overall total of 12 for and 3 against. As agreed, Cllr King, Cllr Hartley, Cllr Woolveridge and Cllr Buckingham will carry out a door to door survey to ascertain views before making a final recommendation to Council. Action: Cllrs King/Hartley/Woolveridge/Buckingham
- ii. *Grit Bins:* Following a site survey carried out by TfB on the four proposed sites, three have been approved: the verge between Pioneer Hall and Chesham Bois School; outside number 33 Woodside Avenue, and the Junction of Hollybush Lane and Chestnut Lane. The third site is just outside Chesham Bois Parish and permission will need to be sought from Amersham Town Council prior to the grit bin installation. **It was resolved to purchase two grit bins at a cost of £900 for Bois Lane between Chesham Bois School and the Pioneer Hall and outside 33 Woodside Avenue.** Action: Clerk
- iii. *TfB Steering Group Meeting:* Cllr King had attended a meeting held on 28th November where the main agenda items were the BCC budget, Unitary and a parking enforcement pilot. The minutes will be circulated to Council when they are issued. Action: Cllr King

d) **Village Community**

Cllr Bailey's report was noted.

- i. *Defibrillators:* It was noted that The Beacon School had installed a defibrillator which was available for general public use.

- ii. *Spring Arts & Craft Fair*: A proposal to hold an indoor event during the Spring or Autumn of 2019 to showcase local arts and crafts was presented. Possible dates and venues will be sought. **It was resolved to hold an Arts and Crafts Fair in 2019.** **Action: VC WG**
- iii. *Village Walks Leaflet*: A proposal to produce a leaflet promoting two walks of different lengths through Chesham Bois and the burial ground was considered. The leaflet would provide information on local points of interest, local history and the fauna and flora of the parish. The estimated cost would be approx £500. The potential for grant funding would be explored. **It was resolved that a Village Walks Leaflet be produced.** **Action: Cllr Conway Read**

32.11 Planning

The minutes of the Planning Committee meetings held on 24th September and 8th October were noted.

32.12 Consultations

ANOB Draft Management Plan: **It was resolved to approve Council's response to the Chiltern Conservation Board AONB Draft Management Plan** **Action: Clerk**

The meeting closed at 9.25pm

Date of next Council Meeting: Monday 14th January 2019.