

# Chairman's Report 14/1/2019

---

Happy New Year, and I hope you all had a good Christmas break.

We start the year with a presentation from the team at St Leonard's setting out their proposals for redeveloping the Parish Centre and I would ask that all Councillors take the time to look at the documents circulated by Sam last week. Understandably, the redevelopment has caused concern amongst those who live in the immediate locality and we must ensure that we fully understand what the Church is asking of the Parish Council. There has been some suggestion that the Parish Council is in favour of this development, which is incorrect as nothing has been debated or decided. Until an application is made to the Council, and subsequently debated, obviously no decision will be made. To this end I propose setting up a working group comprising Councillors from different areas to manage the process and report back to the Council with recommendations.

Thanks to John and the team for a successful Christmas Lights event, and a very popular tree!

Thanks

Cathy Woolveridge,

Chair

Chesham Bois Parish Council



## DISCIPLINARY PROCEDURE

### 1. PURPOSE & SCOPE

This procedure is designed to help and encourage all Parish Council employees to achieve and maintain high standards of conduct whilst at work or representing the Parish Council. The aim is to ensure consistent and fair treatment for all. It sets out the actions which will be taken in the event that an employee fails to meet the Parish Council's standards of attendance, behaviour and performance or any breach of any of the terms and conditions of employment.

This procedure is prepared in accordance with the dismissal and dispute resolution procedures as set out in the Employment Act 2008 and the ACAS Code of Practice 2017.

### 2. PRINCIPLES

- a) No disciplinary action will be taken against an employee until the case has been fully investigated.
- b) Informal action will be considered, where appropriate to resolve problems.
- c) At every stage in the procedure the employee will be advised of the nature of the complaint against him/her and will be given the opportunity to state his/her case before any decision is made.
- d) At all formal stages the employee will have the right to be accompanied by a trade union representative or work colleague.
- e) No employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty of dismissal without notice or payment in lieu of notice may be applied.
- f) An employee will have the right to appeal against any disciplinary penalty imposed.
- g) The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

### 3. PROCEDURE

#### 3.1 Informal Procedure

- 3.1.1 If your work or conduct is considered unsatisfactory, an informal meeting may be arranged to explain any shortcomings and suggest ways of correcting them.
- 3.1.2 If the informal procedure is adopted the Parish Council or Clerk may write to you confirming the nature of problem, agree objectives to remedy it, the timescale within which any breaches must be rectified and detailing the right to appeal. The informal warnings will be kept on your file for a period of six months and any further breaches may lead to the formal procedure being implemented.
- 3.1.3 The formal procedure will only be initiated if the informal procedure fails to result in the desired change or improvement or in the case of any matter that is considered sufficiently serious.

#### 3.2 Formal Procedure

3.2.1 The level of warning you may receive will depend on how serious the Parish Council considers the alleged actions to be and your previous conduct in all the circumstances. In the event of alleged gross misconduct, the formal procedure may commence at Stage 4 (see 3.3.4 below).

3.2.2 **Establish the Facts:** The Parish Council will carry out investigations of potential disciplinary matters without unreasonable delay to establish the facts of the case. In some instances, this will require the Parish Council to hold an investigatory meeting with the employee before proceeding to any disciplinary hearing. In others, the investigatory stage may just be the collation of evidence to use at any disciplinary meeting. If the matter concerns potential misconduct, different people will carry out the investigation and disciplinary hearing where practicable.

In some instances, the employee may be suspended (with pay and without prejudice) pending the investigatory and any following disciplinary meeting. Where this occurs, the period will be as brief as possible, be kept under review and will never be considered a disciplinary action. (see 3.5 below)

3.2.3 **Disciplinary Letters:** If there is a concern about conduct or behaviour then a letter will be given to the employee advising him/her of the allegation(s) and reasons why this is unacceptable. The letter will invite the employee to attend a meeting at which the alleged misconduct will be discussed and will inform the employee of their right to be accompanied to the meeting. The letter will specify at which stage the disciplinary procedure is being invoked (see 3.3 below) and if invoked at Stage 4 for Gross Misconduct the letter will warn that a potential outcome could be dismissal. The time, date and venue of the meeting will be advised. Any documents to be produced at the meeting will also be provided.

3.2.4 **Disciplinary Meetings:** The time and location of a disciplinary meeting should be agreed with the employee and it should be held in a private location with no interruptions. This will normally be without undue delay but allowing the employee to prepare their case e.g. within 5 days of the letter being sent, where practically possible.

At the meeting the manager (or in the case of the Clerk being disciplined, the Chair of the Hearing Panel) will state the complaint against the employee and go through the evidence which has been gathered. The employee will also be allowed to ask questions, present evidence and call witnesses if advance notice has been given that they will do so.

If the employee is unable to attend the meeting due to unforeseeable reasons out of their control (e.g. illness) then the Parish Council will reasonably rearrange the meeting. However, if the employee fails to attend the meeting without good reason the meeting can be held in the employee's absence.

3.2.5 **Decide on Action to be Taken:** Only after the meeting will a decision be made regarding disciplinary action to be taken. Once this has taken place the employee will be informed in writing as soon as possible after the meeting.

### 3.3 **Outcomes & Penalties**

3.3.1 **Stage 1 - Verbal Warning:** In the case of minor offences, the employee will normally be given a formal VERBAL WARNING. He or she will be advised of;

- the reason for the warning,
- that it is the first stage of the disciplinary procedure,
- the improvement that is required and the timescales for achieving this improvement,
- together with a review date and any support available (where applicable) and
- his or her right of appeal.

A brief note of the verbal warning will be kept but it will be spent after 6 months, subject to satisfactory conduct.

3.3.2 **Stage 2 - Written Warning:** If the offence is a serious one, or if further to previous formal disciplinary action, a WRITTEN WARNING will be given to the employee. This will give details of the complaint, the improvement required and the timescale. It will warn that action under Stage 3 will be considered if there is no satisfactory improvement and will advise of the right of

appeal. A copy of this written warning will be kept on file, but it will be disregarded for disciplinary purposes after 12 months subject to satisfactory conduct.

3.3.3 **Stage 3 – Final Written Warning:** If there is still a failure to improve and conduct or performance is still unsatisfactory, or the misconduct is sufficiently serious, a FINAL WRITTEN WARNING will be given to the employee. This will give details of the complaint, will warn that dismissal will result if there is no satisfactory improvement and will advise of the right of appeal. A copy of this final written warning will be kept by the Clerk (or in the case of the Clerk being disciplined by the Chair of the Hearing Panel) but it will be spent after 12 months (in exceptional cases the period may be longer) subject to satisfactory conduct.

3.3.4 **Stage 4 – Dismissal or Other Sanctions:** If conduct is still unsatisfactory and the employee still fails to reach the prescribed standards, or where the Parish Council reasonably believes Gross Misconduct has occurred, DISMISSAL may result. Only the appropriately convened Hearing Panel can take the decision to dismiss an employee. The employee will be given a written statement of allegations against him/her, be invited to a meeting and then be notified in writing of the reasons for the decision taken at the hearing. Penalties at this stage may include dismissal with notice or summary dismissal (i.e. without any notice), Final Written Warning with/without demotion, loss of pay or loss of seniority. If dismissal is the outcome, the employee will be advised of the date on which employment will terminate. In all cases the employee has a right of appeal.

Very exceptionally, if an offence of Gross Misconduct is extremely serious an employee can be dismissed immediately without a meeting. In this situation a letter setting out reasons for dismissal would be sent to the employee offering the opportunity for an Appeal Hearing.

#### 3.4 **Appeal**

3.4.1 If you do not agree with the result of any disciplinary decision, you have a right to appeal. An employee who wishes to appeal against a disciplinary decision should inform the Chairman within five working days, in writing, giving reasons for the appeal. An appeal may be raised if:

- The employee thinks the finding or penalty is unfair
- New evidence has come to light
- The employee thinks that the procedure was not applied properly.

3.4.2 The Chairman will appoint 3 Councillors who were not involved in the initial hearing to form an Appeal Panel.

3.4.3 On receipt of notice of your appeal, the Appeals Panel shall be entitled to seek such other submissions, verbally or in writing, from you or such other persons as appropriate.

3.4.4 You have the right to a hearing, which will be by way of a review of the decision and not a full re-hearing. You have the right to have a companion present at the appeal hearing as you did with the original disciplinary hearing.

3.4.5 The outcome of the appeal and reasons for it will be advised to the employee as soon as possible after the meeting and be confirmed in writing.

3.4.6 At the Appeal Hearing any disciplinary penalty imposed will be reviewed but it cannot be increased. The decision taken at the Appeal Hearing will be final.

3.4.7 Where you have been dismissed, the date of your dismissal will stand if the appeal is rejected and the date of the termination of your employment will not be the date that your appeal was rejected.

#### 3.5 **Suspension**

3.5.1 If you are accused of an act of gross misconduct, you may be suspended from work on full pay while the Parish Council investigates the alleged offence.

3.5.2 Only the appropriately convened committee has the power to suspend. This enables a swift and thorough investigation to occur.

- 3.5.3 Whilst suspended pending disciplinary investigation regular contact with a nominated person at the Parish Council will be maintained although access to premises, equipment or systems may be denied.
- 3.5.4 The investigator who compiles evidence for the Disciplinary Hearing must play no part in the subsequent decision-making to ensure impartiality.

### 3.6 **The Right to be Accompanied**

- 3.6.1 Employees can choose to be accompanied at any disciplinary or appeal meeting that could result in a formal warning or some other disciplinary action. The companion may be a fellow worker, a trade union representative or an official employed by a trade union.
- 3.6.2 The employee must make their request to be accompanied clear. The person must not be someone whose presence would prejudice the hearing.
- 3.6.3 The companion will be allowed to address the hearing to put and sum up the employee's case, respond on their behalf to any views expressed at the meeting and confer with the employee. The companion cannot however answer questions on the employee's behalf or address the hearing if the employee does not wish him/her to or prevent the employee explaining their case.

## 4. **MISCONDUCT & GROSS MISCONDUCT**

- 4.1.1 The following list provides examples of MISCONDUCT which will normally give rise to formal disciplinary action:

- Unauthorised absence from work
- Persistent short-term and/or frequent absences from work without a medical reason
- Lateness for work or poor time keeping
- Inappropriate standard of dress
- Minor breaches of Health and Safety or other rules or procedures
- Failure to perform your job to the standard expected or in line with your job description/objectives
- Time wasting
- Disruptive behaviour
- Misuse of the Parish Council's facilities (e.g. telephones, computers, email or the internet)
- Refusal to carry out reasonable requests or instructions
- Smoking in unauthorised areas
- Failure to follow an agreed Parish Council procedure.

This list is not exhaustive, and offences of a similar nature will result in disciplinary action being instigated.

- 3.1.2 GROSS MISCONDUCT is generally any conduct which places extreme pressure on the mutual trust which exists in an employment relationship. The following list provides examples of offences which are normally regarded as GROSS MISCONDUCT:

- Theft, fraud, deliberate falsification of records, or other acts of dishonesty
- Fighting, assault on another person
- Deliberate damage to property of the Parish Council, its workers or Parish Councillors
- Gross incompetence in the conduct of work
- Gross negligence which results in the Parish Council or employees being put at risk
- Conviction for any offence that is incompatible with your employment, which may place the Parish Council in disrepute or which causes the Parish Council to lose trust and confidence in you

- Being under the influence of illegal drugs or excessive alcohol
- Acts of incitement towards or actual acts of discrimination, harassment or victimisation including on the grounds of sex, race, colour, ethnic origin, disability, sexual orientation, age, religion or belief
- Serious acts of insubordination
- Misuse of any confidential information belonging to the Parish Council or information that the Parish Council considers may cause the Parish Council harm or bring it into disrepute
- Serious breach of the Parish Council's policies
- Serious negligence which causes or might causes significant loss, damage or injury
- Accepting bribes or incentive payments from suppliers
- Unauthorised use of Parish Council funds or credit

This list is not exhaustive and other offences of a similar gravity will result in disciplinary action being instigated at Gross Misconduct level which carries a potential penalty of dismissal.



# Chesham Bois Parish Council

## Training & Development Policy

---

### 1. INTRODUCTION

---

- 1.1 Chesham Bois Parish Council [CBPC] is committed to ensuring its councillors and employees fully understand their roles, duties and responsibilities; are trained to the highest standard and are kept up-to-date with all new legislation in order to assist CBPC in achieving its aims and objectives.
- 1.2 CBPC is committed to ensuring equality of learning opportunity, hence no employee or councillor will be excluded from learning on grounds of gender, age, marital status, disability, racial grounds, sexual orientation, religion or belief, responsibility for dependants, trade union membership or employment status.

### 2. IDENTIFICATION OF TRAINING & DEVELOPMENT NEEDS

---

- 2.1 Training requirements will usually be identified by the individual, the Chairman or the Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of Council.
- 2.2 The Clerk is expected to keep up-to-date with developments in the sector, such as new legislation and best practice, and highlight to CBPC any training required for employees and councillors.

#### **Employees**

- 2.3 Employees are encouraged to identify and discuss their training needs with their line manager and acquire qualifications appropriate to their post.
- 2.4 A newly appointed Clerk will be expected to hold or be working toward the CiLCA qualification and CBPC will provide appropriate training and support to achieve this.
- 2.5 Opportunities to attend courses will be investigated by the Clerk and be brought to the attention of CBPC.
- 2.6 Training needs will be discussed through annual appraisals and meetings and be brought to the attention of CBPC.

#### **Councillors**

- 2.7 Newly elected councillors will be provided with a Councillor Pack which will include sufficient information to allow them to undertake their duties upon election. This will include the Code of Conduct, Standing Orders, Financial Regulations, Committee and Working Group membership, Year Planner and councillor contact details.
- 2.8 Newly elected councillors must attend BMKALC's 'Councillor Induction Training' within 6 months of being elected/co-opted.

- 2.9 All councillors are encouraged to attend on-going development training and attend courses to support any particular subjects or projects being undertaken by CBPC or attend refresher training when the need arises.
- 2.10 The Clerk will notify councillors of any courses or training events, as well as relevant briefings, newsletters and magazines.

### **3. TRAINING BUDGET**

---

- 3.1 Funds will be allocated to a training budget each year to enable reasonable training and development.
- 3.2 CBPC will meet the annual subscription to the Society of Local Council Clerks (SLCC), Bucks & Milton Keynes Association of Local Councils (BMKALC) to enable employees and Councillors to take advantage of their training courses and conferences.
- 3.3 Purchases of relevant resources such as publications will be considered on an ongoing basis.
- 3.4 CBPC will reimburse reasonable travel costs to training events.

### **4. RECORDING & EVALUATION OF TRAINING**

---

- 4.1 As part of the CBPC's continuing commitment to training and development, employees and councillors will be asked to provide feedback on the value and effectiveness of the training and development undertaken. This information will be used to assess and improve the training process.
- 4.2 The Clerk will maintain a record of training attended by employees and councillors.

### **5. RESPONSIBILITIES**

---

#### **Councillor's Role**

- 5.1 To demonstrate a commitment to train and develop employees in relation to CBPC's objectives.
- 5.2 To demonstrate a commitment to support fellow councillors who wish to develop their role and understanding.
- 5.3 To ensure training and development plans are focussed on CBPC's needs and to provide adequate resources.

#### **Clerk's Role**

- 5.4 Induct new councillors and employees.
- 5.5 Identify training needs.
- 5.6 Keep up to date with changes to legislation, policies and practices affecting CBPC.
- 5.7 Be aware of training and development opportunities.
- 5.8 Evaluate the effectiveness of training events.



# Council Meeting 14<sup>th</sup> January 2019

## Clerk's Report & Correspondence

### Thomas Harding Plaque Replacement

The replacement plaque has been received and will be attached to the existing post.

### Manor Drive Track

Following a complaint from a resident about the state of the Common and track during recent tree work adjacent to 1 Manor Drive, members of the CWBG WG inspected the area. A letter was sent to the resident informing them that the contractors had not damaged the track and that some disturbance to the common land had occurred due to the heavy rain at the time of tree felling. It was explained that this area of woodland would return to a natural state in a short space of time and that the logs would remain as it is good practice to leave deadwood for habitat for insects and fungi.

### New Unitary Council

BCC issued an update on the new unitary council which was circulated to councillors. The Secretary of State is to lay a Structural Changes Order in Parliament later this month, to take effect in March 2019.

These Orders will set out how the transition will take place and the details of the new council. The details of the Order are being considered by the county and district councils at their respective cabinet meetings during the week commencing 7<sup>th</sup> January. Providing that at least one of the existing councils formally accepts the terms then the Orders will be laid before Parliament on 14 January and are expected to be approved by the end of March 2019.

### Bois Avenue Road Sign Damage

The damage to the road sign at the junction of Bois Avenue and Amersham Road has been reported to CDC who will arrange for the repair to be carried out.

### Correspondence

- Email from CDC inviting members to the rescheduled an Open Space & Playing Pitch Strategy Meeting on Tuesday 22<sup>nd</sup> January 10am-noon at CDC's offices. Please let me know if you wish to attend.
- Email from BCC detailing the main changes being introduced at household recycling centres following the recent public consultation and analysis of current operations. This was forwarded to all Councillor.
- Digital Copy of More to Death issue 13 has been circulated to members of the Burial Ground Management Working Group.

# CHESHAM BOIS PARISH COUNCIL

## Balance Sheet

December 2018

Actual  
YTD

### Assets

<b>CURRENT ASSETS</b>	
Debtors	£1,650.00
Vat to be Claimed	£2,238.28
<b>Total</b>	<b>£3,888.28</b>
<b>MONIES HELD</b>	
Unity Current Account	£9,544.16
Unity Deposit Account	£34,873.38
Cambridge Building Society	£16,581.80
National Savings Account	£100,000.00
Other monies in hand	£1.79
<b>Total</b>	<b>£161,001.13</b>
<b>Total Assets</b>	<b>£164,889.41</b>

### Liabilities

<b>MONIES OWED SHORT TERM</b>	
Creditors	£2,201.47
Payroll Taxation	£0.00
Wages	£0.01
<b>Total</b>	<b>£2,201.48</b>
<b>Total Liabilities</b>	<b>£2,201.48</b>
<b>Assets less Liabilities</b>	<b>£162,687.93</b>

### **REPRESENTED BY:**

<b>Reserves</b>		<b>Spent YTD</b>	<b>Remaining</b>
General Reserves	£28,346.34	£2,338.04	£26,008.30
Burial Ground Reserve	£9,635.00	£2,608.35	£7,026.65
Common & Woodlands Reserve: 10 year Management Plan	£32,397.00		£32,397.00
Streetlighting Reserve	£21,500.00		£21,500.00
Grants: Committed fete surplus	£1,000.00		£1,000.00
Devolved Services Reserve	£1,904.00		£1,904.00
LAF 50% Match Funding	£3,000.00		£3,000.00
Replacement Office	£30,000.00		£30,000.00
<b>Total Reserves</b>	<b>£127,782.34</b>	<b>£4,946.39</b>	<b>£122,835.95</b>

Income & Expenditure  
Account

£39,851.98

**£162,687.93**

## Chesham Bois Parish Council: Income & Expenditure

December 2018	Annual Budget	Current Period	Current YTD	Budget Remaining
<b>INCOME</b>				
Precept	£71,778.00		£71,778.00	0.00
Interest Received	£1,000.00	£94.52	£806.14	193.86
Burial Ground Plots	£16,400.00	£800.00	£17,733.00	1,333.00
Burial Ground Memorials	£2,000.00		£1,800.00	200.00
Burial Ground Other income	£10,000.00	£700.00	£7,780.00	2,220.00
Wayleaves Income	£700.00	£600.00	£600.00	100.00
Devolution Contribution	£2,734.82		£2,734.82	0.00
Licence Income	£5,340.00		£3,710.00	1,630.00
2018 Fete Income			£4,341.99	4,341.99
Misc. Income	£150.00		£328.50	178.50
<b>Total Income</b>	<b>£110,102.82</b>	<b>£2,194.52</b>	<b>£111,612.45</b>	<b>1,509.63</b>
<b>EXPENDITURE</b>				
<b>SALARIES, PAYE &amp; NI</b>				
Clerk Salary	£18,500.00	£1,684.07	£14,569.39	£3,930.61
Employers National Insurance	£1,650.00	£135.52	£1,138.67	£511.33
Employers Pension Scheme	£3,700.00	£360.39	£3,073.99	£626.01
<b>Total</b>	<b>£23,850.00</b>	<b>£2,179.98</b>	<b>£18,782.05</b>	<b>£5,067.95</b>
<b>ADMINISTRATION</b>				
Photocopier Costs	£300.00	£35.23	£734.35	-£434.35
Stationery & Office Supplies	£250.00	£27.30	£240.72	£9.28
Telephone & Broadband	£425.00	38.99	£308.73	£116.27
Postage	£200.00		£42.41	£157.59
Office Rent	£400.00		£200.00	£200.00
Office Electricity	£750.00		£236.50	£513.50
Wages - Cleaning	£300.00	£25.00	£225.00	£75.00
Equipment & Software	£1,265.00	£225.00	£661.56	£603.44
Training - Clerk	£200.00	£125.00	£125.00	£75.00
Training - Councillors	£320.00		£168.20	£151.80
Subscriptions	£1,000.00		£702.52	£297.48
Insurance	£1,600.00		£1,280.53	£319.47
Digital Mapping	£300.00			£300.00
Website	£400.00		£200.00	£200.00
APM/Elections/Public Meetings	£400.00			£400.00
Audit & Accountancy Fees & Bank Charges	£1,200.00	£56.83	£951.16	£248.84
Advertising	£200.00			£200.00
Clerk/Cllr/Sundry Expenses	£150.00		£48.80	£101.20
S137 Grants			£50.00	
<b>Total</b>	<b>£9,660.00</b>	<b>£533.35</b>	<b>£6,175.48</b>	<b>£3,484.52</b>
<b>BURIAL GROUND</b>				
Burial Ground Maintenance	£12,800.00	£625.63	£6,101.06	£6,698.94
Water	£40.00		£95.95	-£55.95
Electricity	£120.00		£122.64	-£2.64

Sexton Costs/Wages	£4,000.00	£376.57	£2,714.93	£1,285.07
Memorial Safety	£2,000.00			£2,000.00
Chapel Maintenance	£500.00		£747.20	-£247.20
Advertising & Marketing	£7,000.00		£8,586.50	-£1,586.50
<b>Total</b>	<b>£26,460.00</b>	<b>£1,002.20</b>	<b>£18,368.28</b>	<b>£8,091.72</b>
Burial Grd Reserves Expenditure Funded Reserve			<b>£2,608.35</b>	
<b>COMMON &amp; WOODLANDS</b>				
Ground Maintenance	£3,000.00	£227.23	£2,164.48	£835.52
Pond Maintenance	£2,200.00		£1,780.00	£420.00
Consultancy & Tree Inspections	£2,700.00	£450.00	£450.00	£2,250.00
Emergency Treework	£15,000.00	£3,715.00	£14,920.00	£80.00
Dog Bin Maintenance	£2,200.00		£734.45	£1,465.55
Management Plan	£10,000.00			£10,000.00
Chiltern Society Work	£1,600.00			£1,600.00
Sundry Expenses	£150.00			£150.00
<b>Total</b>	<b>£36,850.00</b>	<b>£4,392.23</b>	<b>£20,048.93</b>	<b>£16,801.07</b>
<b>TRANSPORT &amp; HIGHWAYS</b>				
Streetlights Maintenance	£500.00			£500.00
Streetlights Electricity	£3,000.00	£277.97	£1,685.28	£1,314.72
General Costs	£600.00	£900.00	£900.00	-£300.00
Devolved Services	£3,600.00		£2,869.50	£730.50
MVAS	£2,900.00			£2,900.00
<b>Total</b>	<b>£10,600.00</b>	<b>£1,177.97</b>	<b>£5,454.78</b>	<b>£5,145.22</b>
Transport Expenditure Funded Reserve				
LAF Funded Reserve				
<b>VILLAGE COMMUNITY</b>				
Events	£1,800.00	£352.57	£1,228.75	£571.25
Fete	£1,500.00		£1,662.20	-£162.20
Christmas Tree/Lights	£400.00			£400.00
Good Neighbourhood Scheme	£300.00			£300.00
Communications	£750.00		£40.00	£710.00
<b>Total</b>	<b>£4,750.00</b>	<b>£352.57</b>	<b>£2,930.95</b>	<b>£1,819.05</b>
General Reserves Expenditure Funded Reserve			<b>£2,488.04</b>	
<b>GRANTS</b>				
Funded from Grants Reserve				
<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>Total Expenditure</b>	<b>£112,170.00</b>	<b>£9,638.30</b>	<b>£76,856.86</b>	
<b>NET SURPLUS(DEFICIT) Before Reserve Transfer</b>	<b>-£2,067.18</b>	<b>£7,443.78</b>	<b>£34,755.59</b>	
<b>Reserve Transfers</b>		£0.00	£5,096.39	
<b>NET SURPLUS(DEFICIT) After Reserve Transfer</b>		<b>£7,443.78</b>	<b>£39,851.98</b>	

<b>January 2019 Council Meeting: Payments &amp; Receipts</b>						
<b>PAYMENTS</b>	<b>Ref</b>	<b>Payment</b>	<b>NET</b>	<b>VAT</b>	<b>Amount</b>	
Cllr D Buckingham	Expenses	FP	£269.99		£269.99	Xmas Tree/Tree Lights
Bucks County Council	2206025851	FP	£900.00	£180.00	£1,080.00	Two Grit Bins
Buckland Landscape Ltd	33744	FP	£1,752.87	£350.57	£2,103.44	Dec 18 Grounds Maintenance/Additional Leaf Clearance
DCK Beavers	P1195	FP	£10.00	£2.00	£12.00	Jan 19 Payroll Administration less HMRC interest amount
Ridgeway Woodlands	23/111/542	FP	£670.00		£670.00	Supply & Plant 5 Trees/Burial Ground Flail Mowing
Pear Technology	122314	FP	£225.00	£45.00	£270.00	Annual Technical Support Cover
SLCC	127349	FP	£125.00	£25.00	£150.00	Health, Safety & Wellbeing Training
SLCC	40149	FP	£196.00		£196.00	SLCC Membership
SparkX Ltd	1966	FP	£350.00	£70.00	£420.00	Xmas Lights: Install/Remove/Store
St Leonards Church	901	FP	£203.59		£203.59	Office Electricity usage Oct-Dec 18
Staff Salaries		FP			£1,550.21	Jan 19 Salaries
Bucks County Council		FP			£458.07	Jan 19 Pension Contributions
Utility Warehouse		DD	£38.99	£7.79	£46.78	Nov 18 Telephone/Dec 18 Broadband
<b>HMRC</b>		<b>FP</b>			<b>£1,054.47</b>	<b>Q1 HMRC Payment + Interest</b>
					<b>£8,484.55</b>	
<b>RECEIPTS</b>						
Resident	18/44	#169	£200.00		£200.00	T1321 Memorial
Non-Resident	18/43	#169	£800.00		£800.00	Plot W109
Berkhamstead School	18/30	FP	£2,600.00		£2,600.00	Parking Licence: 11 June - 24 Sept 18
Non-Resident	18/45	FP	£1,500.00		£1,500.00	Plot/Interment W85
UKPN	Wayleaves	#170	£600.00		£600.00	Wayleaves x 3
NS&I Savings					£94.52	Nov 17 interest
					<b>£5,794.52</b>	

**CBPC: 2019/2020 Budget: DRAFT**

2016/17 Actual	2017/18 Actual		2018/2019			2019/2020 Budget	
			Budget	Current @ 31/9/18	Estimated to 31/3/19		
<b>INCOME</b>							
£55,729.00	£64,088.00	Precept	£71,778.00	£71,778.00	£71,778.00	£78,094.00	increase by 8.8% from £71778
£1,277.84	£1,018.08	Interest Received	£1,000.00	£530.11	£1,134.00	£1,100.00	
£10,700.00	£10,967.00	Burial Ground Plots	£16,400.00	£5,200.00	£19,533.00	£18,400.00	increased from £16400
£2,916.32	£3,175.00	Burial Ground Memorials	£2,000.00	£1,300.00	£2,300.00	£2,200.00	
£4,426.00	£7,940.00	Burial Ground Other	£10,000.00	£2,780.00	£9,080.00	£10,000.00	
£789.83	£790.54	Wayleaves Income	£700.00		£790.00	£790.00	
£2,734.82	£2,734.82	Devolution Contribution	£2,734.82	£2,734.82	£2,734.82	£2,734.82	
£5,500.00	£5,600.00	Licence Income	£5,340.00	£510.00	£7,210.00	£5,600.00	
£4,551.50	£4,185.00	Misc. Income	£150.00	£328.50	£330.00	£200.00	
£2,945.98		Fete Income		£4,341.99	£4,341.99		
<b>£91,571.29</b>	<b>£100,498.44</b>	<b>Total Income</b>	<b>£110,102.82</b>	<b>£89,503.42</b>	<b>£119,231.81</b>	<b>£119,118.82</b>	
<b>EXPENDITURE</b>							
<b>SALARIES, PAYE &amp; NI</b>							
£14,314.97	£17,426.53	Clerk Salary	£18,500.00	£8,942.58	£19,627.98	£22,608.00	Assume 1 increment increase in June 19.
£1,326.50	£1,278.75	Employers National Insurance	£1,650.00	£652.81	£1,402.81	£1,520.00	
£2,922.58	£3,467.87	Employers Pension Scheme	£3,700.00	£1,869.86	£4,156.22	£4,840.00	
<b>£18,564.05</b>	<b>£22,173.15</b>	<b>Total</b>	<b>£23,850.00</b>	<b>£11,465.25</b>	<b>£25,187.01</b>	<b>£28,968.00</b>	
<b>ADMINISTRATION</b>							
£368.30	£365.23	Photocopier Costs	£300.00	£365.42	£450.00	£300.00	
£259.95	£194.97	Stationery & Office Supplies	£250.00	£172.88	£250.00	£250.00	
£395.11	£407.32	Telephone & Broadband	£425.00	£193.71	£400.00	£400.00	use of 0800 and call divert increases costs
£45.16	£32.64	Postage	£200.00	£42.41	£150.00	£100.00	BG numbering/memorial permit letters
£400.00	£400.00	Office Rent	£400.00	£200.00	£400.00	£400.00	static figure
£836.06	£719.56	Office Electricity	£750.00	£149.60	£750.00	£750.00	given previous usage
£300.00	£300.00	Wages - Cleaning	£300.00	£150.00	£300.00	£300.00	static figure
£2,174.39	£2,540.83	Equipment & Software	£1,265.00	£436.56	£761.56	£900.00	
£265.10	£705.00	Training - Clerk	£200.00		£120.00	£200.00	
£95.55	£263.85	Training - Councillors	£320.00		£280.00	£320.00	8 training sessions
£869.55	£801.11	Subscriptions	£1,000.00	£666.52	£1,000.00	£1,200.00	subs to outside bodies
£1,371.95	£1,403.27	Insurance	£1,600.00	£1,280.53	£1,280.53	£2,000.00	may increase due to recent claims
	£3,090.00	Digital Mapping	£300.00		£300.00	£300.00	online Refresher training.
£916.78	£100.00	Website	£400.00	£100.00	£500.00	£400.00	Website Maintenance Agreement £100 per qtr.
	£0.60	APM/Elections/Public Meetings	£400.00		£0.00	£400.00	Reduced by £4,400
£1,036.50	£1,215.75	Audit & Accountancy Fees & Bank Charges	£1,200.00	£836.00	£1,200.00	£1,200.00	given previous usage
		Advertising	£200.00			£200.00	public meeting notices /recruitment
	£253.85	Clerk/Cllr/Sundry Expenses	£150.00	£33.30	£150.00	£150.00	mileage/parking
<b>£9,334.40</b>	<b>£12,793.98</b>	<b>Total</b>	<b>£9,660.00</b>	<b>£4,626.93</b>	<b>£8,292.09</b>	<b>£9,770.00</b>	

		<b>BURIAL GROUND</b>					
£14,794.13	£8,072.81	Burial Ground Maintenance	£12,800.00	£4,221.15	£9,800.00	£12,000.00	contract £8k plus tree survey, remedial work meadow grass cut and undergrowth clearance
£46.30	£23.42	Water	£40.00	£74.94	£120.00	£120.00	
	£85.09	Electricity	£120.00	£82.72	£165.00	£170.00	
£2,620.04	£3,245.04	Sexton Costs/Wages	£4,000.00	£1,585.02	£3,095.02	£4,000.00	training in burial mgmt/safety included
	£2,414.00	Renovation					
£1,052.41		Chapel Maintenance	£500.00	£508.33	£859.00	£500.00	
		Memorial Safety	£2,000.00		£1,895.00	£1,000.00	
£1,347.00	£1,631.00	Advertising & Marketing	£7,000.00	£6,406.00	£8,800.00	£4,000.00	
£2,433.59	£274.43	General Costs				£100.00	incl metal disc inscriptions
<b>£22,293.47</b>	<b>£15,745.79</b>	<b>Total</b>	<b>£26,460.00</b>	<b>£12,878.16</b>	<b>£24,734.02</b>	<b>£21,890.00</b>	
		<b>COMMON &amp; WOODLANDS</b>					
£5,596.15	£2,842.83	Ground Maintenance	£8,000.00	£1,136.20	£4,800.00	£8,750.00	Contract £8k plus tree survey, tree planting, north road path repair
£2,160.00	£990.00	Pond Maintenance	£2,200.00	£1,285.00	£1,780.00	£2,000.00	includes additional visit if invasive plant
	£300.00	Tree Inspections	£2,700.00		£1,440.00	£2,500.00	
£9,440.00	£9,802.40	Emergency Treework	£10,000.00	£11,205.00	£16,000.00	£16,000.00	
£1,204.06	£1,355.91	Dog Bin Maintenance	£2,200.00		£1,340.00	£1,958.64	8 bins x 4.28 x 52 + 10%
£1,800.00	£1,100.00	Management Plan	£10,000.00		£10,000.00	£9,400.00	increased by £4,400 from Elections Budget
£924.00	£990.11	Chiltern Society Work	£1,600.00		£250.00	£1,000.00	
£4,575.00		Footpath Maintenance (LAF Fund)					
		Sundry Expenses	£150.00		£150.00	£300.00	noticeboard repairs/bench repairs.
<b>£25,699.21</b>	<b>£17,381.25</b>	<b>Total</b>	<b>£36,850.00</b>	<b>£13,626.20</b>	<b>£35,760.00</b>	<b>£41,908.64</b>	
		<b>TRANSPORT &amp; HIGHWAYS</b>					
£585.00	£2,325.00	Streetlights Maintenance	£2,500.00	£2,500.00	£2,500.00	£1,000.00	
£2,538.39	£3,011.98	Streetlights Electricity	£3,000.00	£1,170.97	£3,000.00	£3,150.00	
£195.00	£2,108.00	General Costs	£1,000.00		£1,000.00	£1,000.00	
£1,534.00	£3,474.25	Devolved Services:	£3,600.00	£2,113.00	£3,600.00	£4,200.00	
£5,790.17		MVAS	£500.00		£500.00	£3,200.00	
<b>£10,642.56</b>	<b>£10,919.23</b>	<b>Total</b>	<b>£10,600.00</b>	<b>£5,783.97</b>	<b>£10,600.00</b>	<b>£12,550.00</b>	
		<b>VILLAGE COMMUNITY</b>					
£178.11	£910.81	Events	£1,800.00	£726.61	£1,000.00	£2,800.00	Picnic/BG Event/Arts&Crafts/Xmas
£2,574.08		Fete	£1,500.00	£1,662.20	£1,662.20		
£481.50	£350.00	Christmas Tree/Lights	£400.00	£380.00	£400.00		included in events budget
£133.99		Good Neighbourhood Scheme	£300.00				
		Walking Map				£500.00	
	£191.84	Communications	£750.00	£40.00	£150.00	£750.00	
<b>£3,367.68</b>	<b>£1,452.65</b>	<b>Total</b>	<b>£4,750.00</b>	<b>£2,808.81</b>	<b>£3,212.20</b>	<b>£4,050.00</b>	
<b>£89,901.37</b>	<b>£80,466.05</b>	<b>Total Expenditure</b>	<b>£112,170.00</b>	<b>£51,189.32</b>	<b>£107,785.32</b>	<b>£119,136.64</b>	
		<b>NET SURPLUS(DEFICIT) Before Reserve Transfer</b>	<b>-£2,067.18</b>	<b>£38,314.10</b>	<b>£11,446.49</b>	<b>-£17.82</b>	

1. Management Plan for the Common and Woodlands

At last we have some progress from the Forestry Commission – they have judged that the plan is complete and it will be put on the Public Register on 14<sup>th</sup> Jan. This is a list on the FC website which gives local authorities and others the chance to comment before consent is given for the felling licence. The closing date for any submissions is 11<sup>th</sup> Feb, so all being well we should get an agreement letter by mid-Feb. If this is the case we may also be able to claim a grant for some of the costs.

With this likely completion date it will be difficult to start any actual work this winter – we have to identify individual trees for thinning, for example, and then get tenders for felling; however, it will give us time to prepare thoroughly during the year to be able to start work in late September and we can then better inform the public of the detailed implications of the Management Plan.

2. Burial Ground Maintenance

The new rustic seat has now been installed at the top of the Woodland Burial Ground and looks really good. The cast iron seat has been moved to the bottom of the New Formal Burial Ground. We have also completed the annual clearance of brambles, blackthorn and nettles from the Woodland Burial Ground.

We had a meeting with Fiona Everingham, Wildlife Sites Surveyor for Bucks CC, about managing the burial ground, particularly the meadow area, and she has delivered a draft report. I will circulate the finished version when we receive it but key elements are:

Objectives

- Maintain the existing species and habitat diversity and where possible further enhance through sympathetic targeted management.
- Promote understanding of the site through educational and interpretive opportunities
- Enhance the recreational potential of the site
- Encourage the active involvement of the local community and interest groups

Action plan for the grassland

- Create structural diversity of tall and short grasses through a targeted mowing regime – this is likely to be a rotational cut of approx a third of the area each year.
- Maintain the chalk grassland area as open and scrub free – we will remove some of the invading hawthorn scrub
- Remove alien species – goldenrod
- Reduce the shading impact of trees on the grassland, particularly the planted lime avenue and elms. Some poorly growing specimens further up the slope may be removed and other trees pollarded.



- Manage the grassland margins to produce “softer” edges in selected locations, allowing some brambles, nettles etc to remain as this is valuable habitat.

#### Burial Ground and hedgerows

- Cut hedges in rotation, approx a third in each year, to ensure a supply of berries and flowers each year
- Create additional nectar and pollen sources by allowing species such as hawthorn to attain a natural shape above the hedge. This will have an impact on the hedge between the Old and New Formal Burial Grounds.
- Manage the borders to create a softer transition between habitats
- Leave deadwood, leaf litter and debris under hedges where possible.

#### Recreation and community involvement.

Fiona has already contacted Chiltern Rangers to see if we can arrange a date for them to assist with scrub clearance and also a local expert on bats who may be able to run a guided bat walk, for example, later in the year. She suggests we could hold regular recording events with local interest groups such as Chiltern Natural History Society , Butterfly Conservation etc, and create leaflets or school worksheets to encourage more educational visits to the site.

In summary, the chalk grassland area is a particularly valuable landscape which we can manage better to improve its biodiversity. Being an open, green space within a largely urban environment, it has significant potential for informal recreation and experiencing nature for all our residents.

### 3. Common Maintenance

No emergency tree work this month.

Missing or rotten wooden posts along the perimeter of the Common have now been replaced and a new gate for the cricket pitch entrance has been installed.

Danny has been in touch with a local chainsaw carver who may be able to assist with the bench by the pond, either in copying the rustic design the Council saw at the last meeting or in coming up with something original. This may be an economic answer (rather than shipping a bench from Scotland) if he can use some existing felled timber of ours, so we are going to arrange a meeting.

We have had discussions with Heatherton House School about improving the Common area on the school side of the main road. This area is fairly unmanaged, with fallen trees tangled with laurel and holly, and they have some funds available to help improve it for possible use as a Forest School resource. We have clearly stressed that common land must remain open for access by anybody and that any sort of fencing or division of the land would not be allowed and we are waiting to receive more detail of their ideas before putting any proposal to the Council.

# Council Meeting 14<sup>th</sup> January 2019

## Burial Grounds Management Working Group Report

### Progress Against Defined Objectives

Objective for Working Group	Details of Latest Progress
Implementation of the Marketing plan for the Burial Ground	<p><b>Nearing Completion</b> A new brochure has been produced with an initial print run of 500 copies. Various advert formats, consistent with the brochure style, have been provided for use both in electronic and printed media.</p> <p>The Burial Ground section of the website has been updated. This work is nearing completion, with only some photos and a link to the pdf brochure download to add. The Clerk is taking this forward with support from our IT consultant</p>
Improving Burial Ground Profile	<p><b>Ongoing</b> The new Burial Ground advert has been placed for a further 3 consecutive months with Your Amersham and Your Chesham magazines, given early sales generation and other leads. The Clerk will be asking BG clients where they heard about CBBG to try to evaluate the impact of the new marketing.</p> <p>Cllr Large has produced a standalone Visitor Guide to the Burial Ground, which is available in paper photocopied leaflet form freely from a newly installed leaflet box near front entrance.</p> <p>Work on a Village Walk which includes the Burial Ground is now being rolled into the wider initiative taken forward by the Village Community WG. Cllr Large and Cllr Thomas will be involved with this WG.</p>
Evaluating impact of advertising and marketing initiatives to inform future decisions	<p><b>Ongoing</b> Whilst several burials have taken place this month, all purchasers were local, with none quoting the adverts as their lead.</p>
Developing plans for future Burial Ground events	<p><b>Ongoing</b> Work will be taken forward to:</p> <ul style="list-style-type: none"> <li>• Continue the collaboration with Alison Bailey at Amersham Museum. Cllr Large is meeting Alison Bailey on 11<sup>th</sup> January.</li> <li>• Develop a Meadow event – perhaps alongside the Beating of the Bounds walk which features the wildflowers of the Meadow at their best and show off grounds as a community amenity.</li> <li>• Repeat the Remembrance Service together with Family History/BG queries information point for Heritage Day</li> </ul>

	<p>This item will also include longer term planning for the Burial Ground centenary in 2024, as plans develop.</p>
<p>Improving Burial Ground as Community amenity</p>	<p><b>Ongoing</b> Working Group has identified a variety of possible developments over time, which would raise the profile of the Burial Ground more generally. Latest progress is as follows:</p> <ul style="list-style-type: none"> <li>• Clerk has registered BG details with Lavish Locations; the details are not yet live but will allow the BG to be searchable by location scouts once they are.</li> <li>• Offering the Chapel as a possible wedding venue. WG has requested Cllr Large to approach local wedding planners to discuss this further.</li> </ul>
<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><b>Ongoing</b> Clerk working through identified anomalies. Cllr Large has identified a list of anomalies between the map and digital record of the Original Formal burial ground.</p> <p>Clerk will commission Pear to create accurate map of Woodland Burial Ground. Pear made an initial map of the New Formal grounds on 8<sup>th</sup> February 2018, over which a grid with plots will be laid to construct a full map. The budget for this work has been rolled forward to the current financial year. Clerk is chasing Pear for completion.</p> <p>Summary maps of the Grounds will be available on the public noticeboard once installed, in line with best practice.</p>
<p>Implementing 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><b>Implementation Ongoing</b> 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>Improving the Site Amenities (requiring collaboration with CWBGMWG)</p>	<p><b>Ongoing</b> Working Group identified the following items to take forward:</p> <ul style="list-style-type: none"> <li>• Electrical safety check of Chapel – work commissioned and awaiting completion</li> <li>• Infill of unsafe Memorials (<b>taken forward by CWMWG</b>)</li> <li>• Replacement of any lavender required and topdressing of Garden of Remembrance this</li> </ul>

	<p>financial year</p> <ul style="list-style-type: none"> <li>• Rustic seating for Woodland Burial Ground (and current seating to replace broken seat in New Formal) this financial year (<b>taken forward by CWMWG</b>)</li> <li>• Develop plans to improve planting and seating near entrance/toilet/Chapel area</li> </ul>
--	--

**Other Items**

Cllrs Large and Thomas met the BCC wildlife officer on 14<sup>th</sup> December to discuss the management of the Meadow, and potential wildlife surveys – as well as to get examples of best practice from other community meadows. WG will continue to liaise, in particular in relation to potential wildlife talks, and bat walks.

The Working Group has been approached by the Beautiful Burial Grounds project (a lottery funded organisation), which aims to support Burial Grounds to evaluate and improve bio-diversity. WG have been asked to consider how to take forward work with them to see how they might best be able to collaborate with CBBG, in particular for the Meadow event that may link to Beating the Bounds day, as this coincides with National Love Your Burial Ground week.

**Action for Council**

Councillors are invited to note the progress against objectives made.

Jane Large  
December 2018

## Transport Working Group Report for 14 January 2019 Council Meeting

### Mobile Vehicle Activated Sign (MVAS)

We have 4 MVAS signs operational in the parish as detailed below:

MVAS 1 was relocated from Bois Lane at the junction of North Road to Bois Lane near the Church on Friday 30 November. No data available due to flat batteries at time of download.

MVAS 2 remains located in Copperkins Lane at the junction of Deep Acres.

MVAS 3 remains located on the Amersham Road outside the Beacon school facing Chesham.

MVAS 4 remains located on the Amersham Road outside the Beacon school facing Amersham.

See charts below for details of the speed data from each MVAS and a summary of the compliance data for speeds below 35 mph.

745,911 vehicle movements were monitored during the period 6 November to 8 Jan 2019 with 92.4% of all vehicles monitored travelling at less than 35 mph.

Last period overall compliance was 93.1%.

<b>Compliance rate at speeds below 35 mph</b>		
MVAS 1		0.0%
MVAS 2		80.6%
MVAS 3		92.7%
MVAS 4		96.5%

<b>Total vehicles monitored</b>		
MVAS 1		0
MVAS 2		107,659
MVAS 3		369,463
MVAS 4		277,789
<b>Total</b>		<b>754,911</b>
<b>Compliance</b>		<b>92.4%</b>

<b>MVAS 2 Copperkins Lane</b>			
<b>6 November 2018 to 8 January 2019</b>			
<b>63 Day monitoring period &amp; 61 days data</b>			
		Number of Movements	
5 - 9 mph		1,733	1.6%
10 - 14 mph		1,760	1.6%
15 - 19 mph		2,636	2.4%
20 - 24 mph		7,603	7.1%
25 - 29 mph		37,787	35.1%
30 - 34 mph		35,220	32.7%
35 - 39 mph		14,813	13.8%
40 - 44 mph		4,536	4.2%
45 - 49 mph		1,173	1.1%
50 - 54 mph		306	0.3%
55 - 59 mph		68	0.1%
60 - 64 mph		17	0.0%
65 - 69 mph		5	0.0%
70 - 74 mph		2	0.0%
75 - 79 mph		-	0.0%
80 - 84 mph		-	0.0%
85 - 89 mph		-	0.0%
<b>Total Movements</b>		<b>107,659</b>	<b>100.0%</b>

<b>MVAS 3 Amersham Road Facing Chesham</b>			
<b>6 November 2018 to 8 January 2019</b>			
<b>63 Day monitoring period &amp; 41 days data</b>			
		Number of Movements	
5 - 9 mph		8,958	2.4%
10 - 14 mph		10,799	2.9%
15 - 19 mph		25,525	6.9%
20 - 24 mph		76,251	20.6%
25 - 29 mph		149,891	40.6%
30 - 34 mph		71,021	19.2%
35 - 39 mph		19,220	5.2%
40 - 44 mph		5,328	1.4%
45 - 49 mph		1,660	0.4%
50 - 54 mph		515	0.1%
55 - 59 mph		190	0.1%
60 - 64 mph		59	0.0%
65 - 69 mph		27	0.0%
70 - 74 mph		6	0.0%
75 - 79 mph		9	0.0%
80 - 84 mph		3	0.0%
85 - 89 mph		-	0.0%
90-94 mph		1	0.0%
<b>Total Movements</b>		<b>369,463</b>	<b>100.0%</b>

<b>MVAS 4 Amersham Road Facing Amersham</b>			
<b>6 November 2018 to 8 January 2019</b>			
<b>63 Day monitoring period &amp; 37 days data</b>			
		Number of Movements	
5 - 9 mph		3,204	1.2%
10 - 14 mph		9,716	3.5%
15 - 19 mph		36,320	13.1%
20 - 24 mph		73,137	26.3%
25 - 29 mph		102,820	37.0%
30 - 34 mph		42,894	15.4%
35 - 39 mph		7,774	2.8%
40 - 44 mph		1,607	0.6%
45 - 49 mph		275	0.1%
50 - 54 mph		38	0.0%
55 - 59 mph		4	0.0%
60 - 64 mph		-	0.0%
65 - 69 mph		-	0.0%
70 - 74 mph		-	0.0%
75 - 79 mph		-	0.0%
80 - 84 mph		-	0.0%
85 - 89 mph		-	0.0%
<b>Total Movements</b>		<b>277,789</b>	<b>100.0%</b>

The highest speed recorded was 90 to 94 mph on the Amersham Road in the direction of Chesham to Amersham on Saturday 5 January at 08.15.



## **LAF**

The LAF/CBPC funded traffic calming proposal for Amersham Road commenced on Wednesday 5 December but changes to the signs still remains outstanding.

### **Street Lighting**

As agreed, I will arrange for the residents on the left hand side of Milton Lawns impacted by the installation of new street lighting to be visited by councillors to ascertain residents' views before making a final recommendation to Council. I plan to achieve this before the next meeting

2018 street lamp replacements have been ordered by Sparkx but not yet received. I have chased Sparkx but still no installation date confirmed.

Sparkx have not yet been successful in gaining access to the vicarage in order to carry out repairs to the street lamp in Glebe Way despite our discussions with the vicar and a member of his team. The power supply to this street light runs from the vicarage. I have chased Sparkx yet again.

Cllr David King

12 January 2019

## **Report for VC Working Group January 2019**

### **Christmas Carols & Tree**

The tree was successfully erected at the beginning of December and posters were put up to advertise this event.

The December carol service was well attended this year and enjoyed by those who were present. The new position of the Christmas tree was met with general approval and the lighting from a mains supply of electric greatly improved the look of the tree.

The tree was taken down on the 5th of January and responsibly disposed of.

The lights have been packed up and stored in the containers.

### **Walking Map**

A meeting was held at the Parish Centre on the 14th December to discuss the “walking map leaflet”. Present were Debra, Jane, Alison Bailey and John Bailey. We are to meet again this month to further the project.

Cllr John Bailey