

# CHESHAM BOIS PARISH COUNCIL

## Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 14<sup>th</sup> January 2019

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**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 D King, Cllr J Large and Cllr C Thomas.

**In Attendance:** Mrs S Payne (Clerk), District Councillor G Harris, Rev L Clow (St Leonard's Church), Mr D Clare (Habitat for Humanity Homes), Mr P Southouse (Paul Southouse Architects) and 5 North Road residents.

**33.1 Presentation by Habitat for Humanity Homes on the Proposed Redevelopment of the Parish Centre Site.** Over the past few weeks a consultation proposal explaining the proposed design has been presented to various groups and local residents. The main issues highlighted during these meetings have been concerning the size of the hall, parking and increased traffic. Following these consultations design changes are being considered, including parking provision, positioning of the houses, a reduction in square footage of the hall and removing the need for a Common land swap. An updated design will be presented at an open consultation meeting to be held on 24<sup>th</sup> February.

**33.2 Questions and Comments from the Public.** The North Road residents welcome the development of the parish centre but did not agree with the justification for a large and overbearing hall within a conservation area. They had concerns that the proposed redevelopment will lead to increased noise, overflow parking and traffic in the adjoining roads.

Concerns were also raised that St Leonard's Church would become redundant with the new hall offering improved facilities for worship. Rev Clow confirmed that the church will continue to be used for weekly services and the hall is planned to be used only for family services.

8.50pm Cllr Harris, Rev Clow, Mr Clare, Mr Southouse and all members of the public left.

**33.3 Apologies for Absence.** None.

**33.4 To Receive Declarations of Interest Relating to this Meeting.** Cllr Thomas declared an interest in agenda item 33.10f (Grant Applications) as he was a volunteer with Carers Bucks.

**33.5 To Approve the Minutes of the Council Meeting held on 10<sup>th</sup> December 2018.** The minutes were approved unopposed and signed.

**33.6 Chairman's Report.**

Cllr Woolveridge's report was noted.

a) *Formation of a Parish Centre Redevelopment Working Group:* The proposal to form a working group to process information on the redevelopment, gather resident's views and report back to Council with recommendations was discussed. Council requested more information on the membership and remit of the working group before making a decision. **It was resolved that the decision on the formation of a Parish Centre Redevelopment Working Group be deferred to the next Council meeting.**

**Action: Clerk**

It was agreed that Council would help advertise the open consultation meeting being organised by St Leonard's Church on 24<sup>th</sup> February to ensure that it reaches as many parishioners as possible and encourage residents to attend

**Action: Clerk**

**33.7 To Consider Adopting the Disciplinary Procedure.** It was noted that there was a typo in paragraph 3.1.2 'procured' should read 'procedures'. With this amendment **it was resolved that the Disciplinary Procedure be adopted.**

**33.8 To Consider Adopting the Training & Development Policy. It was resolved that the Training & Development Policy be adopted.**

**33.9 Clerk's Report & Correspondence.**

The Clerk's report was noted.

- a) *Thomas Harding Plaque:* The replacement plaque had been received and will be fitted to the existing pole.
- b) *Manor Drive Track:* A complaint has been received from a resident about the state of the Common and track following recent tree work adjacent to 1 Manor Drive. Following an inspection of the area by the CWBGM working group a letter was sent to the resident informing them that the tree work contractors had not caused excessive damage to the track, the disturbance to the common land had occurred due to the heavy rain at the time of tree felling and the logs would remain as habitat for insects and fungi.
- c) *New Unitary Council:* 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.
- e) *Bois Avenue Road Sign Damage:* The damage to the sign has been reported to CDC who will arrange a repair.
- e) *Correspondence:* Council noted an email from CDC inviting members to a rescheduled Open Space & Playing Pitch Strategy meeting on Tuesday 22<sup>nd</sup> January. Cllr Buckingham will be attending.
- f) *Correspondence:* Council noted an email from BCC detailing the main changes being introduced at household recycling centres following a recent public consultation and analysis of current operations.

**33.10 Finance**

a) The financial reports and analysis for December 2018 were noted.

b) *Payments for approval to 9<sup>th</sup> January 2019:* Council approved the following payments.

Payments	NET	VAT	Amount	Description	
Cllr D Buckingham	£269.99		£269.99	Xmas Tree/Tree Lights	
Bucks County Council	£900.00	£180.00	£1,080.00	Two Grit Bins	
Buckland Landscape	£1,752.87	£350.57	£2,103.44	Dec 18 Grds Maint/extra leaf clearance	
DCK Beavers	£10.00	£2.00	£12.00	Jan 19 Payroll Admin less HMRC interest	
Ridgeway Woodlands	£670.00		£670.00	Supply/Plant 5 Trees/Burial Grd Flail Mowing	
Pear Technology	£225.00	£45.00	£270.00	Annual Technical Support Cover	
SLCC	£321.00	£25.00	£346.00	SLCC Membership/Health & Safety Training	
SparkX Ltd	£350.00	£70.00	£420.00	Xmas Lights: Install/Remove/Store	
St Leonards Church	£203.59		£203.59	Office Electricity usage Oct-Dec 18	
Staff Salaries	£2,008.28		£2,008.28	Jan 19 Payroll	
Utility Warehouse	£38.99	£7.79	£46.78	Nov 18 Telephone/Dec 18 Broadband	
HMRC			£1,054.47	Q1 HMRC Payment + Interest	Paid 19 Dec
			<b>£8,484.55</b>		

c) The special motion (as defined in section 7 of the Council's Standing Orders) bearing the names of Cllr Heath, Cllr King and Cllr Woolveridge to rescind the following resolution made on 10<sup>th</sup> December 2018 (minute 32.9d) was considered.

It was resolved to approve the 2019/20 budget. **It was resolved to rescind this motion.**

d) *Amended 2019/20 Budget:* Following the suspension of local elections in Buckinghamshire in 2019 the budget was amended with the allocation of £4400 of the elections budget to the Woodland Management Plan budget. **It was resolved to approve the amended 2019/20 budget.**

e) *2019/2020 Precept:* The need to raise the precept by 8.8% had been discussed while setting the 2019/20 budget. **It was resolved by a vote of 10 to 1 to set the precept at £78,094, an increase of 8.8%.** The Clerk was authorised to request this sum from Chiltern District Council. **Action: Clerk**

- f) *Grant Applications*: Six grant applications had been received and were considered. **It was resolved that £400 be granted to 2204 (Chesham) Squadron Air Training Corps; £600 be granted to Carers Bucks; and £981 be granted to Chiltern Dial-a-Ride.** Action: Clerk

### 33.11 General Purposes – To Receive Reports from Working Groups

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

Cllr Thomas' report was noted.

- i. *Woodland Management Plan*: The Forestry Commission have confirmed that the plan will be put on the Public Register on 14<sup>th</sup> January. The register allows other bodies to comment before consent is given for the felling licence. The closing date for comments is 11<sup>th</sup> February. Given this timeline it is unlikely that any tree work will take place this winter.
- ii. *Burial Ground Maintenance*: The rustic bench has been installed at the top of the woodland burial ground and the cast iron bench has been moved to the new formal burial ground.  
Fiona Everingham the Wildlife Sites Surveyor for BCC met with Cllr Thomas and Cllr Large to discuss the management of the field next to the burial ground and potential wildlife surveys. She has provided a draft report on the management of the area and has made recommendations on recreation and community involvement.
- iii. *Common Maintenance*: Missing and rotten posts along the perimeter of the Common have been replaced and a new gate to replace the damaged gate has been installed near the pavilion.
- iv. *Replacement Seat by the Pond*: Cllr Buckingham has contacted a local chainsaw carver who may be able to create a seat for the pond. Action: Cllr Thomas/Cllr Buckingham
- v. *Common Land near Heatherton House School*: Heatherton House School are interested in creating a forest school resource in the area of Common near the school and have provided outline proposals to the working group. The school have been informed that the improvement of this neglected area of Common would be favourable but any form of division of land will not be allowed. A detailed proposal will be circulated to Council as soon as it has been received.

#### b) **Burial Grounds Management**

Cllr Large's report was noted.

- i. *Improving Burial Ground Profile*: A Visitor Guide to the Burial Ground is now available from a newly installed leaflet box next to the main gates.

#### c) **Transport**

Cllr King's report was noted.

- i. *MVAS Signs & Speeding*: The data from the four MVAS was noted and showed overall compliance was 93.1%.
- ii. *LAF*: The traffic calming work along for Amersham Road commenced on 5 December.

#### d) **Village Community**

Cllr Bailey's report was noted.

- i. *Christmas Tree & Carols (7 Dec 18)*: The event was well attended and the position of the tree in front of St Anne's Corner was met with approval. Council thanked the residents who allowed their mains supply to be used to power the lights which improves the look of the tree.
- ii. *Village Walks Leaflet*: An initial meeting has taken place and included Cllr Bailey, Cllr Conway Read, Cllr Large and Mrs A Bailey.
- iii. *Council's Facebook Page*. Council thanked Cllr Buckingham for running a Council Facebook page from his own account. In order to develop Council's Facebook offering it was agreed that a stand-alone account needs to be created and a Social Media Policy drafted for its use. **It was resolved to set up a Facebook page for the Council, linked to the Council's Instagram account, with the Clerk set up as administrator.** Action: Clerk

### 33.12 Planning

The minutes of the Planning Committee meetings held on 12<sup>th</sup> November were noted.

The meeting closed at 10.05pm

Date of next Council Meeting: Monday 11<sup>th</sup> February 2019.

DRAFT