

# CHESHAM BOIS PARISH COUNCIL

## Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 11<sup>th</sup> March 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 Hartley, Cllr R Heath, Cllr J Large (from 8.02pm to 8.40pm) & Cllr C Thomas.

**In Attendance:** Mrs S Payne (Clerk)

**35.1 Questions and Comments from the Public.** None.

**35.2 Apologies for Absence.** Cllr R Harrison and Cllr D King.

8.02pm Cllr Large joined the meeting

**35.3 To Receive Declarations of Interest Relating to this Meeting.** None received.

**35.4 To Approve the Minutes of the Council Meeting held on 11<sup>th</sup> February 2019.** The minutes were approved unopposed and signed by the Chairman.

**35.5 Chairman's Report.**

- a) *Speaker for the Annual Parish Meeting (20 May 19):* It was agreed that the Clerk will invite Fiona Everingham, BCC's Local Wildlife Site Surveyor, to talk about the plans for the Burial Ground Meadow. In addition, Cllr Buckingham will contact the Chess Valley Society and Cllr Thomas the Chiltern Conservation Board's Chalk Stream Project co-ordinator to find out if they are available to give a talk. **Action: Clerk/Cllr Buckingham/Cllr Thomas**
- b) *Fly Tipping:* There had been a case of fly tipping near the burial ground; BCC will be prosecuting the fly-tipper. Council wished to express their thanks to the owners of the land next to the burial ground for their support in clearing the area.
- c) *Parish Centre Redevelopment Working Group:* A report on progress against the agreed terms of reference was noted. Following a meeting with representatives of the St Leonards Parish Centre Redevelopment team to discuss their consultation process and communication with residents, it was agreed that Council would be represented at the consultation sessions on 24<sup>th</sup> March. The Clerk has agreed to read out a statement clarifying Council's support of the consultation process and its role as a statutory consultee on planning matters. The statement will also confirm that a working group has been established to keep abreast of the details of the development and to support engagement by Chesham Bois residents. Information on the consultations has been placed on the Council's social media sites and Council has agreed to distribute posters around Chesham Bois. **Action: All**

**35.6 To Consider Adopting the Grievance Policy and Procedures.** It was resolved that the Grievance Policy and Procedures be adopted. **Action: Clerk**

**35.7 To Consider Adopting the Dignity at Work/Bullying and Harassment Policy.** It was resolved that the Dignity at Work/Bullying and Harassment Policy be adopted. **Action: Clerk**

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

The Clerk presented her report.

- a) *Memorial Applications:* It was noted that between November 2018 and February 2019 four memorial applications were processed.
- b) *The Public Sector Bodies (Websites & Mobile Applications) Accessibility Regulations 2018:* It was noted that this regulation came into force on 23<sup>rd</sup> September 2018 with websites published before that date having until 23<sup>rd</sup> September 2020 to comply. The Clerk will liaise with the website

developer to draw up a timetable for implementing the required amendments to the Council's website.

**Action: Clerk**

- c) *Thomas Harding Plaque*: The replacement plaque has been attached to the existing post.
- d) *Correspondence*: A letter from St Leonard's Church informing Council that the proposed June Fun Day has been cancelled was noted.
- e) *Correspondence*: An email from a resident complaining about the increase in traffic along Bois Lane and the need for parking restrictions or yellow lines has been forwarded to the Transport Working Group for their consideration.
- f) *Correspondence*: An email from a Green Lane resident highlighting the need for yellow lines on the junction of Green Lane and Bois Lane has been forwarded to the Transport Working Group for their consideration.

**Action: Transport WG**

**Action: Transport WG**

### 35.9 Finance

- a) The financial reports for January and February 2019 were noted.
- b) **It was resolved to vire £2100 from Administration Costs to Salary Costs to cover the salary shortfall**
- c) *Payments for approval to 6<sup>th</sup> March 2019*: Council approved the following payments:

**Action: Clerk**

Payments	NET	VAT	Amount	Description
2204 Sqdn (Chesham & Amersham)	£400.00		£400.00	Grant towards purchase of flight simulator
Buckland Landscapes	£852.87	£170.57	£1,023.44	Feb 19 Grounds Maintenance
Carers Bucks	£600.00		£600.00	Grant award
Clearwater Pond Management	£790.00	£158.00	£948.00	Pond Maint Feb 19 & Aquatic Chalk application
Chiltern District Council	£561.70		£561.70	Supply Fit 2 x Dog Bins Bois Lane & Stubbs End
Chiltern Society	£187.50		£187.50	BG Advert in Spring 19 Chiltern Magazine
First for Trophies	£3.00	£0.60	£3.60	Burial Disc Engraving 151
Information Commissioners' Office	£35.00		£35.00	Data Controller Annual Fee
Heritage Tree Services	£1,280.00	£256.00	£1,536.00	Tenterden Spinney Treework following Survey
HGF Schneiders	£775.00	£155.00	£930.00	War Memorial Post/BG Railings /Lollard Sign
HMRC	£1,314.91		£1,314.91	Qtr 4 NI/PAYE
Ridgeway Woodlands	£60.00		£60.00	Remove Fallen Tree over Path near Pond
Staff Salaries	£2,068.48		£2,068.48	March 19 Payroll
Southern Electric	£43.88	£2.19	£46.07	Q4 Burial Ground Electricity
Utility Warehouse	£36.99	£7.36	£44.38	Jan 19 Tele/Feb 19 Broadband
			<b>£9,759.08</b>	

### 35.10 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 added some conditions relating to re-stocking in Bois Wood and Tenterden Spinney. With this amendment the plan will be approved by The Forest Commission. **It was resolved that with this amendment the Woodland Management Plan be adopted.**
- ii. *Burial Ground Maintenance*: On 9<sup>th</sup> April the Chiltern Rangers will start work in the Burial Ground Meadow. **It was resolved that the Chiltern Rangers supply and fix an owl box in the vicinity of the meadow at a cost of £70.**
- iii. *Chestnut Lane*: Following a recent survey four trees in Chestnut Lane have been identified as a safety risk and are to be felled.
- iv. *Replacement Pond Seat*: Council considered and approved the design of the seat. The quote included the installation of the seat and the removal of the existing seat to the side of the meadow. **It was resolved that the seat be purchased at a cost of £1206.**
- v. *18 Long Park Close Easement*: The working group have considered a request from the owner of 18 Long Park Close for an easement over Common Land at Great Bois Wood for a proposed new dwelling. They recommend that the request is denied for two reasons; the property has an

**Action: CWBGM WG**

**Action: Cllr Thomas**

**Action: Clerk**

**Action: Clerk**

alternative access to the highway via Long Park Close and the Highways Authority have stated that the existing Great Bois Wood track would need to be widened at the Chesham Road junction if an additional property used the track, necessitating more tarmac being laid on Common Land which would harm the rural setting of the Great Bois Wood and the Conservation Area. **It was resolved that the request by 18 Long Park Close for an easement over Common Land at Great Bois Wood be denied as an alternative access point is available and the Highways Authority requirement to widen the existing track to accommodate the new dwelling would harm the rural setting of the Conservation Area and Common.** Action: Clerk

**b) Burial Grounds Management**

Cllr Large's report was noted.

- i. *Evaluating Impact of Advertising:* Of the five plot purchases made last month all were from non-residents and were for the woodland burial ground with two resulting from internet searches.
- 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.

8.40pm Cllr Large left the meeting

**c) Transport**

Cllr King's report was noted.

- i. *MVAS Signs:* The MVAS sign on Copperkins Road has developed a fault which has been reported to SWARCO.
- ii. *Milton Lawns Street Lights:* The two streetlights have been installed but not commissioned. One of the streetlights has been installed in the wrong position. The contractor has been contacted in order to rectify the error. Action: Transport WG

**d) Village Community**

Cllr Bailey's report was noted.

- i. *Annual Report:* Council considered producing an annual report detailing its activities and achievements over the year. Council agreed that an Annual Report should be produced as long as it could be delivered to every household in the parish with Chesham Bois Walking Leaflet to reduce costs. Action: Cllr Buckingham
- ii. *Chesham Bois Walking Leaflet:* **It was resolved that the Chesham Bois tree Logo used for the burial ground can be used on the Chesham Bois Walking Leaflet.** Action: VC Working Group

**35.11 Planning**

The minutes of the Planning Committee meetings held on 14<sup>th</sup> January 2019 were noted.

The meeting closed at 9.00pm

Date of next Council Meeting: Monday 8<sup>th</sup> April 2019.