

Chesham Bois Parish Council Risk Assessment Management

A Risk Assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable Council to identify any and all potential inherent risks. Council will take all practical and necessary steps to reduce or eliminate risks, in so far as is practically and reasonably possible. This document has been produced to enable Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them.

Financial

Subject	Risk Identified	Level	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept requirements	Low	Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget is reported to Council monthly.	Existing procedures are adequate
	Requirements not submitted to Chiltern District Council in time	Low	Precept should be considered by Council before the deadline – deadline should be ascertained from CDC asap.	
	Amount not received by CBPC	Low	The Clerk informs Council when the monies are received.	
Financial Records	Inadequate records & financial irregularities	Low	The Council has Financial Regulations which sets out the requirements.	Reviewed annually
Bank & Banking	Inadequate Checks	Low	The Council has Financial Regulations which sets out the requirements for banking, cheques and reconciliation of accounts.	Existing procedures are adequate
	Bank Errors	Low	The Clerk reconciles the bank accounts once a month when the statement arrives; any problems/irregularities are dealt with immediately by informing the bank and awaiting their correction.	
	Loss	Low	Losses would result from a bank error and these would be immediately reported to the bank. Possible losses from unauthorised access to the Council's bank account are minimal.	
	Charges	Low	Bank statements are monitored and irregular bank charges queried.	
	Security	Medium	The Council has Financial Regulations which sets out the requirements.	
Cash	Loss through theft or dishonesty	Low	The Council has Financial Regulations which set out the requirements. Cash is banked within 6 working days, access to petty cash is only open to the Clerk and is regularly accounted for and balanced, receipts are provided for any expenditure.	Existing procedures are adequate
Reporting & Auditing	Information communication	Low	A budget monitoring statement is produced before each Council meeting with the agenda and discussed and approved at the meeting. Financial information is a regular Council agenda item.	Existing procedures are adequate
	Compliance	Low	Auditing takes place on an annual basis.	

Direct Costs Overheads Expenses Debts	Goods not supplied but billed	Low	The Council has Financial Regulations which set out the requirements.	Existing procedures are adequate and Financial Regulations reviewed annually
	Incorrect Invoicing	Low	Prior to each Council meeting invoices are checked by the Clerk and allocated a cost code. A payments schedule is circulated to Councillors prior to the Council meeting and any Councillor can query an invoice with the Clerk. If satisfactory the schedule is approved at the Council Meeting.	
	Cheque payable incorrect	Low	The Clerk prepares the cheques. After the Council meeting at which the payments are approved two Councillors will sign the cheque and initial the cheque stub.	
	Electronic payment incorrect	Low	The Clerk uploads the online payments and provides a copy of the payments to be authorised online together with the invoices. After the meeting at which the payments are approved two Councillors will sign the initial the online payment list and log in to the banking system and authorise the payments.	
	Loss of Stock	Low	The Council has only minimal stocks and these are monitored by the Clerk.	
	Unpaid Invoices	Low	Unpaid invoices due to Council are pursued by the Clerk on a regular basis.	
CPBC Run Activities	Risk of financial loss	Low	Activities previously held, such as the Village Fete, have been financed by stall sales and sponsorship prior to the event. A maximum exposure is ascertained and agreed prior to the event. If finance is not secured in advance there may be some financial risk which would need to be covered by the Council's reserves.	Existing procedures are adequate
Grants & Support – Payable	Power to pay /Authorisation of Council to pay	Low	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using S137 power of expenditure. A grant application form has been devised to keep up to date records of applications.	Existing procedures are adequate
Grants – receivable	Receipts of grants	Low	The Council does not presently receive any regular grants. One off grants come with terms and conditions to be satisfied and are monitored by the Clerk.	Existing procedures are adequate
Charges /Rentals Payable	Payments of charges, leases, rentals	Low	The Council rents an office from St Leonards Parish Church; rent is paid bi-annually in advance by standing order. Payments are reported to Council as made.	Existing procedures are adequate
Charges /Rentals Receivable	Receipts of charges, leases	Low	Invoices for leases are issued in advance of rental period. The lease with The Berkhamsted School for car parking on Common land off Copperkins Lane requires submission of insurance details to Council on an annual basis. A schedule of wayleaves payments is kept, updated and monitored by the Clerk.	Existing procedures are adequate. Leases are reviewed periodically
Best Value/ Accountability	Work awarded incorrectly	Low	The Council has Financial Regulations which set out the requirements for awarding contracts.	Existing procedures are adequate
	Overspend on services	Medium	If a problem was encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report the matter to the Council.	

Salaries & Associated Costs	Salary paid incorrectly Wrong hours paid Wrong rate paid/ False employee Wrong deductions of NI or Tax Unpaid Tax & NI Contributions to HM Revenue	Low Low Low Low Low Low Low	Payments of salaries are made by BACS methods provided that the instruction for each payment is signed by two authorised bank signatories and are retained and any payments are reported to Council as made. The Council authorises the appointment of all employees. Council assess Salary rates annually. Salary analysis and payslips are produced by the Clerk on a monthly basis and are inspected at the Council meetings and signed. Tax and NI is worked out by the external payroll administrators. Payments are made quarterly to the HM Revenue by the Clerk and are reported to Council as made. The payroll administrators produce the Inland Revenue Annual Return which is checked and approved by the Clerk and submitted by the payroll administrators. Internal auditor carries out annual checks.	Existing procedures are adequate
Employees	Fraud by staff Health & safety	Low Low	Financial risks are low as only the Clerk has access to the petty cash. The requirements of Fidelity Guarantee insurance are adhered to with regards to fraud. All employees to be provided with adequate direction and safety equipment needed to undertake their roles. Regular risk assessment checks of workplace carried out.	Existing procedures are adequate
Election Costs	Risk of an election cost	Low	Risk is higher in an election year. Estimated costs to be obtained from Chiltern District Council and included in the budget if insufficient reserves in General reserves.	Existing procedures are adequate
VAT	Reclaiming/Charing	Low	The Council has Financial Regulations that set out the requirements.	Existing procedures are adequate
Annual Returns	Submit within time limits	Low	Employer's Annual return is completed and submitted online to HM Revenue by the payroll administrators, having been approved by the Clerk. The Financial Annual Return is completed by the internal auditor and Clerk, approved by the Council and submitted to the External Auditor within the time limits.	Existing procedures are adequate
Legal Powers	Illegal activity of payments	Low	All activity and payments within the powers of the Council to be resolved and minuted at Council meetings.	Existing procedures are adequate

BUSINESS CONTINUITY

Subject	Risk Identified	Level	Management/Control of Risk	Review/Assess/Revise
Loss of key personnel	Inability to conduct Council business	Medium	In the event of the Clerk being indisposed the Chairman is to contact the Buckinghamshire & Milton Keynes Association of Local Councils for advice.	Existing procedure adequate Member of SLCC /NALC
Council Records – Paper	Loss through: Theft Fire Damage	Low Medium Low	The Council's records are stored at the Council office. Records include historical correspondences, minutes, insurance, and bank records. The documents are stored in a lockable fireproof safe.	Existing procedures are adequate
Council Records - Electronic	Loss through: Theft Fire damage Corruption of Computer	Low Low Medium	The Council's electronic records are stored in the iCloud. Minutes, agendas and policies are held on the Council's website. Data backup on an external hard drive is made monthly and is kept offsite by the Clerk.	Existing procedures are adequate

Councillors	Failure to retain or secure the necessary number of members for the Council	Low	When a vacancy arises the Clerk is to follow correct legal processes and ensure appropriate actions is taken to try and co-opt members onto Council.	Existing procedures are adequate
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LEGAL

Subject	Risk Identified	Level	Management/Control of Risk	Review/Assess/Revise
Members Interests	Register of Members interests	Medium	Completed register of members' interest forms are submitted to the Monitoring Officer at CDC and regularly reviewed. Any change in a Councillor's register of interests must be notified to the Clerk.	Existing procedures are adequate
	Conflict of interest	Low	Councillors are required to declare an interest in any item of business and this is recorded in the minutes.	
Data Protection	Policy Provision	Low	The Council is registered with the Information Commissioner	Existing procedures are adequate
Freedom of Information Act	Policy Provision	Low	The Council conforms to the Freedom of Information Act and responds to individual requests in accordance with it.	Existing procedures are adequate

GOVERNANCE & MANAGEMENT

Subject	Risk Identified	Level	Management/Control of Risk	Review/Assess/Revise
Compliance	Lack of knowledge of regulations and codes	Low	Ensure that all Councillors have available relevant Acts; that a Code of Conduct, Standing Orders and Financial Regulations are in place. Highlight essential parts and provide training where relevant	Existing procedures are adequate
	Absence of Standing Orders	Low	Ensure that Standing Orders are produced and adopted by the Council, understood by Councillors and reviewed annually.	
	Council acting outside its powers laid down by Parliament	Low	Clerk to monitor relevant legislation and report to Council. Legal advice to be sought where necessary.	
Agendas/ Minutes/ Notices/ Statutory Documents	Accuracy and legality	Low	Agendas and minutes are produced in the prescribed method by the Clerk and adhere to the legal requirements. Agendas are displayed and minutes are available in accordance with the legal requirements. Minutes are approved and signed at the following Council meeting.	Existing procedures are adequate. Members to adhere to Code of Conduct.
	Business conduct	Low	Business conducted at Council meetings should be managed by the Chairman.	
Insurance	Adequacy	Low	An annual review is undertaken of all insurance arrangements.	Existing procedures are adequate. Risk Assessment carried out.
	Public Liability: risk to third party and or property.	Medium	Insurance is in place for £10million. Risk assessments regularly carried out to comply with requirements.	
	Employer Liability: non-compliance with employment law	Low	Clerk and Council to undertake adequate training and seek advice from the Buckinghamshire and Milton Keynes Association of Local Councils.	

Litigation	Risk of legal action being taken against the Council	Medium	<p>Public Liability Insurance covers general personal injury claims where the Council is found to be at fault. Open spaces and burial grounds are checked regularly. There is a rolling programme of tree reviews in accordance with specialist advice. Trees are investigated when damage reported. Risk Assessments carried out for all Council events. Burial Ground memorial tests carried out.</p> <p>All contractors are to sign declarations confirming that they will: comply with their Health and Safety responsibilities, provide a copy of their public liability insurance cover (£5m minimum) and risk assessments, ensure their employees use protective and well-maintained equipment, receive adequate training and supervision and report all accidents. An up to date register is kept by the Clerk.</p>	Existing procedures are adequate
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ASSETS & PROPERTY

Subject	Risk Identified	Level	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or damage to third parties/properties	Low	An annual review of assets is undertaken for insurance provision.	Asset Register reviewed annually
Maintenance	Poor maintenance of assets or amenities,	Low	All assets owned by the Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Council. Assets are insured.	Existing procedures are adequate
Notice Board	Risk of damage	Low	The Council currently has five noticeboards. No formal inspection procedure is in place but any report of damage and faults are reported to Council and dealt with in accordance with the correct procedures of the Council.	Existing procedures are adequate
Street Lighting	Risk/injury to third party	Low	Insurance is in place. Maintenance contract with SparkX who undertake inspections and repairs.	Existing procedures are adequate
Meeting Location	Adequacy Health & safety	Low Low	The Council meetings are held in the Council Office. The premises and facilities are considered to be adequate for the Clerk, Councillors and Public who attend.	Existing procedures are adequate

First Adopted: November 2016

Last Reviewed: April 2018

Next Review: April 2019

8 April 2019 Council Meeting: Payments & Receipts UPDATED

PAYMENTS	Ref	Payment	NET	VAT	Amount	
BALC		FP	£454.31		£454.31	2019/20Annual Membership BMKALC& NALC
Bucks County Council	1067	FP	£1,678.49		£1,678.49	LAF Match Funding for Amersham Road Traffic Calming
Buckland Landscapes	34449	FP	£852.87	£170.57	£1,023.44	March 19 Grounds Maintenance
Buckland Landscapes	34498	FP	£1,895.00	£379.00	£2,274.00	Original BG earth remedial work
C&R Caine	CC1419	FP	£167.00		£167.00	Repair to Chapel Roof
DCK Beavers	P0818	FP	£20.00	£5.00	£30.00	Mar 19 Payroll Administration
DCK Beavers	P1307	FP	£20.00	£5.00	£30.00	Year End Payroll Administration
Dovedale Design	19-Jan	FP	£100.00		£100.00	Website Maint/Hosting Jan-March 19
ICCM	4522	FP	£95.00		£95.00	Annual Membership
Just Gloves	1983623	FP	£27.60	£5.52	£33.12	Vinyl gloves for Litter Pick/1st Aid Vest
Natural Death Centre	107	FP	£180.00		£180.00	2019/20 Assoc of Natural BGs Membership
Mrs S Payne	Expenses	FP	£64.32		£64.32	Litter Pick Refreshments/keys/Urn
HGF Schneiders	217	FP	£525.00	£105.00	£630.00	Reinstatement of GBW footpath barrier
Staff Salaries		FP	£1,694.05		£1,694.05	April 19 Salaries
Bucks County Council		FP	£527.19		£527.19	April 19 Pension + June 18 Employers adjustment
Southern Electric		DD	£248.30	£44.27	£292.57	March 19 Street Lighting Electricity
Utility Warehouse		DD	£39.55	£7.91	£47.46	March 19 Telephone/Broadband
					£9,320.95	
RECEIPTS						
Non Resident		18/58	£400.00		£400.00	Memorial G411
Berkhamstead School		18/59	£2,600.00		£2,600.00	Parking Licence: 25 Sept 18 - 24 Mar 19
Mark Scott Construction		18/60			£600.00	Parking Licence South Road 11 Oct 18-10 Feb
Non Resident		18/61	£1,450.00		£1,450.00	Plot Interment W151
Arnold Funeral Svs		18/65	£1,500.00		£1,500.00	Plot Interment W185
Non Resident		18/66	£400.00		£400.00	Memorial P946
Resident		18/67	£291.66		£291.66	Memorial Bench Original FBG
Resident		18/68	£40.00		£40.00	Licence Fee: North Road Common
SLCC		Refund	£36.00		£36.00	Part Refund for Elections Webinar
NS&I Savings			£88.22		£88.22	Feb 19 Interest
					£7,405.88	

CHESHAM BOIS PARISH COUNCIL

Reserves DRAFT V2 **UPDATED**

Reserves	2018/19	Expected YTD	Remaining	Draft 2019/20	
General Reserves: used to smooth the impact of uneven cash flows, unexpected events/emergencies	£28,346.34	£4,449.74	£23,896.60	£50,523.68	There is £3590 of 2018/19 accruals to be taken from this figure
Burial Ground Reserve: spend identified as necessary for Burial Ground improvements	£9,635.00	£2,608.35	£7,026.65	£15,000.00	Increased to provide for future track improvements
Common & Woodlands Reserve: Build up funds for 10 year Management Plan	£32,397.00	£0.00	£32,397.00	£42,397.00	2019/20 figure includes 2018/19 surplus
Streetlighting Reserve: spend identified as necessary for streetlighting & lighting	£21,500.00	£6,060.00	£15,440.00	£15,440.00	Expenditure invoice expected for Milton Lawns Street Lights
Grants: Committed from 2016 fete surplus/similar set aside for 2018 fete	£1,000.00	£1,000.00	£0.00		
Devolved Services: spend identified as necessary for devolved services	£1,904.00	£0.00	£1,904.00	£2,634.50	2019/20 figure includes 2018/19 surplus
LAF 50% Match Funding (enable LAF applications to be made)	£3,000.00	£1,678.49	£1,321.51		Expenditure LAF Invoice rec'd 5/4/19
Replacement Office (current lease ends 2019)	£30,000.00	£0.00	£30,000.00	£30,000.00	
Total Reserves	£127,782.34		£111,985.76	£155,995.18	

2019/20 Requests

Construction of Woodland Adventure Play Area on Common	£4,000.00
Nature info board in BG Meadow	£1,500.00
Power/Lighting to War Memorial	£10,000.00

£15,500.00

Council to consider if the above requests are to be agreed, which reserves they should be drawn from.

1. Management Plan for the Common and Woodlands

Final approval of the Woodland Management Plan has been obtained from the Forestry Commission. We will put the approved plan on our website and send a copy to Chiltern District Council as confirmation. I have already been in touch with John Morris and he has offered time during the summer to identify trees to be thinned in the Year 1 stage of the plan, which principally involves Tenterden Spinney and Bois Wood. Our hope is that we can get quotes and start work in late September 2019.

2. Burial Ground Maintenance

As mentioned before, we will be doing some initial improvement work on the meadow field on Tuesday 9th April with the Chiltern Rangers.
Regular maintenance and grass cutting of all the burial ground areas will commence shortly.

3. Common Maintenance

Work has been completed on the upper Bois Wood footpath and the large beech tree near the burial ground car park.
A plank of the fence on Bois Lane along Tenterden Spinney has been vandalised and will need to be replaced.

4. Bucks CC Rights of Way Improvement Survey

Council is asked to approve the suggested responses to this survey (attached).

Buckinghamshire Rights of Way Improvement Plan Survey

Key questions as follows:

How satisfied are you with the following aspects of public rights of way in your parish?

Vegetation clearance of paths/paths not being overgrown - dissatisfied

Reinstatement and demarcation of paths through crops - satisfied

Waymarking – very satisfied

The condition of stiles and gates – very satisfied

The condition of bridges – not applicable

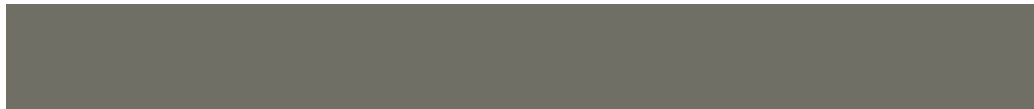
Surface condition – very dissatisfied

Accessibility for less mobile users – extremely dissatisfied

Promotional material/circular walks – very dissatisfied

Which of the issues listed below do you think are the top 5 priorities to improve public rights of way maintenance in your parish?

Rank 1 is your highest priority.



Lack of fingerpost sign showing the start of public rights of way from the road

Lack of waymarking along routes (directional signs showing you where to go once on the route)

Overgrown paths

Routes blocked by crops

Fallen trees or other obstructions on the route

Paths deliberately blocked

Bridges in poor condition

Stiles in poor condition

Aggressive dogs

Dog fouling

Issues with livestock

Threatening behaviour by landowners

Threatening behaviour by other path users

Please tell us whether you agree or disagree with the following statements.

I think the public rights of way network in our parish is an important asset for residents – strongly agree

I think the public rights of way network in our parish is important to support the health and wellbeing of residents – strongly agree

I think the public rights of way network in our parish is important for travelling to work and school – strongly agree

I think the public rights of way network in our parish is important for tourism and the visitor economy - agree

I think the public rights of way network in our parish is important for enjoying and exploring nature – strongly agree

How could the public rights of way network in your parish be improved to support the health and wellbeing of residents?

Better promotion of walks in the parish through printed leaflets, on-line guides and marketing through organisations such as the Chiltern Society and the Chilterns AONB.

How could the public rights of way network in your parish be improved for travelling to work and school?

Improvements in the surface condition of the most used ROWs connecting to Amersham Station and local schools. Some work has already been carried out by the Parish Council.

How could the public rights of way network in your parish be improved for tourism and the visitor economy?

Promotion of walks and places of interest starting from accessible points such as car parks and stations both in and adjacent to the parish, plus coordination with adjoining councils to illustrate the wider benefits of the area.

How could access to the public rights of way network in your parish be improved for people with visual impairments or those with mobility difficulties?

Improvements in the condition of all ROWs – this means firstly, surface condition, which on some paths is extremely poor with mud, tree roots and ruts caused by water all providing obstacles, secondly overgrown vegetation causing problems, particularly in the summer, and thirdly, a review of the need for stiles and gates.

Is there anything that would encourage residents of your parish to use public rights of way more? (please choose all that apply)

- Public rights of way in better condition
- Public rights of way which are more accessible e.g. fewer stiles
- Information on public rights of way in the parish
- Printed guides for walks
- Online guides for walks
- Organised walks led by guides
- Information on walking groups in the area
- Information on places that can be visited using public rights of way
- Nothing would encourage residents to use public rights of way more

How satisfied were you with the service provided by Buckinghamshire County Council when you reported a public rights of way issue?

Issues reported through the internet - satisfied

Response to maintenance issues - satisfied

Response to enforcement issues - satisfied

Given that the population of Buckinghamshire will grow considerably in future years, what improvements do you think need to be made to improve the public rights of way to accommodate future needs?

Maintenance of existing ROWs in better condition and consideration to expand the network.

Council Meeting 8th April 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>Nearing Completion The Burial Ground section of the website has been updated. This work is nearing completion, with only a link to the pdf brochure download to add. The Clerk has commissioned this from our IT consultant for completion this financial year.</p>
Improving Burial Ground Profile	<p>Ongoing The new Burial Ground advert has been placed in various publications. The Clerk will be asking BG clients where they heard about CBBG to try to evaluate the impact of the new marketing.</p> <p>The Burial Ground and Meadow will feature in the new Village Walk leaflet which is being produced by the Village Community WG.</p>
Evaluating impact of advertising and marketing initiatives to inform future decisions	<p>Ongoing Three purchases were made in the Burial Ground last month (2 burials and 1 reserve). The reserved plot resulted from attending a funeral and being impressed by the Burial Ground.</p>
Developing plans for future Burial Ground events	<p>Ongoing Work will be taken forward to:</p> <ul style="list-style-type: none"> • Repeat the Remembrance Service together with Family History/BG queries information point for Heritage Day. Perhaps link with Bat Walk. • The Village Walk leaflet will be launched on 18th May, and will include the Burial Ground and Meadow, and will feature stories of local interest. There are already five bookings for this walk on the Chiltern Society walk festival website. • The Working Group has decided to defer a specific Meadow event this year, owing to competing projects. <p>This item will also include longer term planning for the Burial Ground centenary in 2024, as plans develop.</p>
Improving Burial Ground as Community amenity	<p>Ongoing 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"> • 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. Clerk is chasing. • Offering the Chapel as a possible wedding venue. Cllr Large has attended two local wedding fairs to discuss with wedding planners. Most are used to dealing with registered venues, and a creative approach will be required to encourage individual couples to seek their own approval.
Updating electronic database to reflect best practice and to enable	<p>Ongoing 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>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>Clerk has commissioned Pear to create accurate map of Woodland Burial Ground. Pear made an initial map of the New Formal grounds on 8th 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, and will be rolled forward again if required. 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>Agreed by Full Council in November 2017</p> <p>Implementation Ongoing 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>Ongoing Working Group identified the following items to take forward:</p> <ul style="list-style-type: none"> • Electrical safety check of Chapel – work awaiting completion – new contractor to be selected • Infill of unsafe Memorials (taken forward by CWMWG) • Replacement of any lavender required and topdressing of Garden of Remembrance as weather allows, preferably this financial year • Rustic seating for Woodland Burial Ground and update seating in New Formal(complete – thanks to CWMWG) • Develop plans to improve planting and seating near entrance/toilet/Chapel area

Other Items

The advertising budget for 2018-19 has now been spent. The Working Group declined an advert in Buckinghamshire Life, as not offering value for money given the demographic covered.

Action for Council

Councillors are invited to note the progress against objectives made.

Jane Large

April 2019

Transport Working Group Report for 8 April 2019 Council Meeting

Mobile Vehicle Activated Sign (MVAS)

We now have 5 MVAS signs operational in the parish as detailed below:

MVAS 1 remains located in Bois Lane near the Church.

MVAS 2 remains located in Copperkins Lane at the junction of Deep Acres. This sign has a fault which has been reported to SWARCO. The cost of the call out is c £550. It may be worth considering a service contract with SWARCO now that we have 5 units in operation and quotes are being obtained.

MVAS 3 was relocated from the Amersham Road to North Road on 4 April 2019

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

MVAS 5 is located on the Amersham Road outside the Beacon school facing Chesham

No MVAS data has been downloaded at the time of writing

LAF

The LAF meeting was held on Tuesday 26 March and a separate briefing note and minutes were circulated on 4 April.

I also attended a TfB focus Group meeting on 26 March in preparation for the TfB annual Parish Council conference being held on 26 June 2019.

TfB confirmed that FixMyStreet has significantly improved communication and efficiencies in carrying out repairs and reduced admin costs as follows:

Email = £8.23 each

Phone Call = £6.23 each

On-line Reporting 9p each

The site has been operational for 12 months and has now had Street Lights, Gullies and Fly Tipping added to the functionality; more will follow. It has also been entered for a Public Service Innovation Award.

It's also worth noting that BCC have an area on their website entitled Don't Pay Twice which enables the council to recover costs from an individual who has caused damage to council assets.

<https://www.buckscc.gov.uk/services/transport-and-roads/report-a-highways-problem/dont-pay-twice/>

Devolution

Nothing to report

Street Lighting

The new street lighting has been installed but not commissioned in Milton Lawns. The light that was incorrectly positioned outside number 25 has been relocated to the end of the road as originally agreed.

2018 street lamp replacements have been ordered by Sparkx but due to a problem with the supplier have not yet been received. I will keep council informed.

Sparkx have been successful in gaining access to the vicarage but have been unable to identify the power supply source to the street light in Glebe Way which has not working for at least 5 months. I have made contact with previous councillors to see if they have any further insight but they thought the light was powered from the rectory. I have asked Sparkx to provide a quote to connect the light to the nearest street power supply. No progress to report

Cllr David King

4 April 2019

Village Community Working Group Report_ April 2019 Council Meeting

Common Clear Up was well supported and 18 bags of rubbish were cleared from the Common and Village. There was coverage of this event in The Daily Mail on the Monday following this event. Thanks to our local Brownies and Guides for their continued support. More families and younger residents were in evidence this year which is encouraging.

Our Village Map Walk launch of 18th May will require help to make coffee and tea while the walk is progressing. Volunteers for this would be appreciated. Would involve 2 hours on the 18th May. If no councillors are available could councillors recommend volunteers ?

The date of Friday 12th was agreed for a meeting between residents of North Road and members of the Parish Development WG to hear their points of view.

Could we agree for the VCWG to meet up week commencing 15 April to discuss the CBPC Common Picnic event this summer. To discuss entertainment and the running of this event.

Cllr J Bailey

Council Meeting 8th April 2019

Parish Centre Redevelopment Working Group

Report

Progress Against Terms of Reference

Terms of Reference	Details of Latest Progress
To collate and disseminate information on St Leonard's Church proposals to redevelop the Parish Centre.	Ongoing The Clerk reported good attendance at the Parish Centre consultation (some 100-150 at both events), mostly formed from immediate neighbours and the church congregation. Specific queries addressed to the Parish Council included queries about granting the new easements for the development, and whether the WG meetings would be open to the public or would co-opt non Councillors.
To ensure residents are aware of the proposals and promote attendance at consultation events.	Ongoing Councillors distributed 43 posters about the Parish Centre Consultation meeting around the village using the usual Council distribution walks to inform residents about the Consultation agreements. The meeting was also covered in several posts on the various Parish social media outlets.
To engage with the community to gather views.	Ongoing The Council was represented by the Clerk at the Church consultation sessions on 24 th March. The Clerk's statement made clear the Council's support for all residents to be fully engaged in the consultation process, whilst clarifying (as it will be both a Planning Consultee and a tenant at later stages of the process) that the Council was currently adopting a neutral stance and would not make particular comments on the development. Cllrs King and Bailey were also in attendance. The Working Group has received an invitation to meet North Road residents (this includes the chance to discuss specific Parish related issues such as the granting of easements across Common land). Cllrs Bailey, Harbottle, Hartley, Large, and Woolveridge have agreed to meet on 12 th April. Further opportunities to engage with residents from other parts of Chesham Bois will be sought.
To liaise with St Leonards on requirements for Parish Council office within the Centre.	Ongoing The WG will seek the most up-to-date architects plans of the development.

Action for Council

Councillors are invited to note the progress against objectives made.
Councillors should also ensure that any out-of-date posters are now removed on the walks that they covered.

Cathy Woolveridge , April 2019