

# 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> May 2018

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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 and Cllr C Thomas.

**In Attendance:** Cllr G Harris, District Councillor and Mrs S Payne – Clerk

- 26.1 Questions and Comments from the Public.** Cllr Harris reported that the Local Plan timetable had been delayed and the next public consultation would be during September 2018.  
Cllr Harris informed Council of the District Council's view of the proposed creation of a unitary Council for Buckinghamshire.
- 26.2 To Elect a Chairman and Declaration of Acceptance of Office. It was resolved that Cllr C Woolveridge be elected Chairman.** Cllr Woolveridge signed the Declaration of Acceptance of Office.
- 26.3 Apologies for Absence.** Noted from Cllr R Harrison and Cllr D King.
- 26.4 To Receive Declarations of Interest Relating to this Meeting.** None were received.
- 26.5 To Elect a Vice-Chairman and Declaration of Acceptance of Office. It was resolved that Cllr D King be elected Vice-Chairman.** The Clerk would arrange for Cllr King to sign the Declaration of Acceptance of Office.  
**Action: Clerk**
- 26.6 To Agree Committee and Working Group Membership. The following committee and working groups were elected:**
- a) *Planning Committee:* Cllr Harbottle (Chairman), Cllr Bailey, Cllr Conway Read, Cllr Hartley, Cllr Thomas, Cllr Woolveridge.
  - b) *Common, Woodlands & Burial Grounds Maintenance Working Group:* Cllr Thomas (Chairman), Cllr Bailey, Cllr Buckingham, Cllr Harrison, Cllr King.
  - c) *Finance Working Group:* Cllr Heath (Chairman), Cllr Hartley, Cllr King. Cllr Woolveridge
  - d) *Burial Ground Management Working Group:* Cllr Large (Chairman), Cllr King, Cllr Thomas, Cllr Woolveridge, the Sexton, the Clerk.
  - e) *Village Community Working Group:* Cllr Bailey (Chairman), Cllr Buckingham, Cllr Conway Read, Cllr Harrison, Cllr Heath, Cllr Large.
  - f) *Transport Working Group:* Cllr King (Chairman), Cllr Bailey, Cllr Hartely.
  - g) *Communications Working Group:* Cllr Buckingham (Chairman), Cllr Bailey, Cllr Heath, Cllr Large.
- 26.7 To Agree Representatives to Outside Bodies.** The following appointments were made:
- a) *Local Area Forum:* Cllr King.
  - b) *Duke of Bedford's Trustees:* Cllr Bailey, Cllr Conway Read, Cllr Woolveridge.
  - c) *Chiltern & South Bucks Strategic Partnership:* Cllr Harbottle.
- 26.8 To Review the Members Register of Interests.** Councillors confirmed that they had reviewed their Register of Interests. Cllr Bailey, Cllr Buckingham, Cllr Conway Read, Cllr Thomas, and Cllr Woolveridge would amend their register of interests and return them to the Clerk.  
**Action: Cllr Bailey/Cllr Buckingham/Cllr Conway Read/Cllr Thomas/Cllr Woolveridge**

**26.9 To Approve Minutes of Council Meeting held on 9<sup>th</sup> April 2018.** The minutes were approved unopposed and signed by the Chairman.

**26.10 Chairman's Report.**

Cllr Hartley's Chairman's report was noted.

**26.11 Clerk's Report & Correspondence**

The Clerk's report was noted.

a) *Data Protection:* Councillors noted the Clerk's report on impact on Council of the General Data Protection Regulations which were coming into force on 25<sup>th</sup> May 2018. The report included draft Privacy Notices for approval. **It was resolved to adopt the Privacy Notices and, should the proposed amendment to the Data Protection Bill to exempt all parish and town councils in England from the requirement to appoint a Data Protection Officer not be approved or the Bill not be in force by 25<sup>th</sup> May 2018, appoint IAC Ltd as Council's Data Protection Officer at a fee of £75 per annum.** Action: Clerk

b) *Standing Orders:* **It was resolved to review Council's standing orders to incorporate new legislation and the National Association of Local Council's 2018 Model Standing Orders.**

c) *Chesham Bois Cricket Ground Licence:* The current Chesham Bois Cricket Club licence to use the Common expires in 2021. The cricket club Chairman has written requesting a 50-year extension to the licence. Council agreed that a 50-year licence was too long and would consider a 25-year licence. Action: Clerk

d) *Memorial Application for plot O936:* The proposed memorial design was approved.

e) *Correspondence:* A Freedom of Information request had been received from an insurance company regarding Council's tree policies, inspections and maintenance to the area of common land in front of 129 Chestnut Lane. The Clerk had forwarded the relevant information.

f) *Correspondence:* The 1<sup>st</sup> Chesham Bois Rangers had emailed Council to inform them that they would be using the common for 1.5 hours on the evening of 25<sup>th</sup> May for a wide game.

**26.12 To Approve the Suggested Street and Property Names for Five New Properties on Clifton Road.** The proposed name of 'Clifton Grove' for the new access road was considered by Council to be too similar to the existing road and would lead to confusion. It was proposed that the access road be named after a local historical figure. Action: Clerk

**26.13 Finance**

a) The financial reports for the Year Ended 31<sup>st</sup> March 2018 were approved.

b) The April 2018 income and expenditure and balance sheets were noted.

c) **It was resolved to allocate the unspent £1,500 2017/18 devolved services budget to a devolved services reserve.**

d) **It was resolved to approve the Asset Register at 31<sup>st</sup> March 2018 which had been updated following the internal audit.**

e) **It was resolved to approve the Annual Governance & Accountability Return's Accounting Statement for the year ending 31<sup>st</sup> March 2018.**

f) The internal auditor's report and observations were noted and the issues raised acted upon.

g) It was noted that the period during which interested electors may inspect the accounts will run from 4<sup>th</sup> June to 13<sup>th</sup> July 2018.

h) **It was resolved to adopt the ALCC and SLCC pay scales for 2018-2019.**

i) Payments for approval to 9<sup>th</sup> May 2018: Council approved the following payments.

	NET	VAT	Amount	
Amersham Business Services	£13.60	£2.72	£16.32	A4 Copier Paper
Bois Own	£90.00		£90.00	Burial Ground Advert & Village Fete Promotion
Buckland Landscapes Ltd	£852.87	£170.57	£1,023.44	April 18: Grounds Maintenance
Clearwater Pond Mgmt	£790.00	£158.00	£948.00	April 18 Pond Maintenance Visit + Chalk Application
DCK Beavers	£50.00	£10.00	£60.00	April & May 18 Payroll Administration
D P Green Countryside	£5,040.00	£1,008.00	£6,048.00	Treework following Feb 18 Tree Inspection
IAC Audit & Consultancy LTD	£250.00	£50.00	£300.00	Internal Audit April 18
ICCM	£90.00		£90.00	Annual Membership
Instant Promotions (UK) Ltd	£777.50	£155.50	£933.00	Events: Gazebo
JRB Treework	£750.00		£750.00	Emergency Treework: Burial Grd & Common
Mrs S Payne	£14.99		£14.99	Wireless Mouse for laptop
The Record Shop	£840.00	£140.00	£986.00	Events: Speakers & wireless microphone system
Ridgeway Woodlands	£210.00		£210.00	Emergency Treework: Manor Drive
Southern Electric	£203.10	£38.60	£247.70	April 18 Street Lighting Electricity
St Leonards Church	£30.00		£30.00	Parish Centre Hire for Management Plan Consultation
Toolshed	£378.25	£75.65	£453.90	April 18 Grass Verge Maintenance
Utility Warehouse	£33.38	£6.67	£40.05	April 18 Telephone/Broadband
Staff Salaries & Pensions	£1,724.78		£1,724.78	May 18 Salaries & Pension Contributions
Petty Cash	£700.00		£700.00	Float for 2018 Fete
			<b>£14,666.18</b>	

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

### a) Common, Woodlands & Burial Grounds Maintenance

Cllr Thomas' report was noted.

- i. *Current Work:* The tree work resulting from the recent tree survey has been completed. The majority of the work to the trees surrounding the cricket pitch has been carried out the remainder will be completed at the end of the current cricket season.

Planning permission has been granted to fell three ash trees and one sycamore tree on common land adjacent to 129 Chestnut Lane. Replanting trees in areas where a number of trees have been felled or died will be considered.

- ii. *Management Plan for the Common and Woodlands:* A final draft has been submitted to the Forestry Commission.
- iii. *Burial Ground Maintenance:* The Apiary is fenced off; a hedge has been planted and a path from the shed created.

**It was resolved to provide a bench at a cost of £400 on an existing plinth half way up the original formal burial from the burial ground reserves.**

### b) Burial Grounds Management

Cllr Large's report was noted.

- i. *Marketing Plan:* Five quotes were received and a company was appointed on 3<sup>rd</sup> May with project completion scheduled for 6<sup>th</sup> July 2018.
- ii. *Improving the Burial Ground Profile:* Plans for a burial ground open day in the summer are progressing.

The clerk is looking at ways to improve burial ground signage from the village. **It was resolved to provide additional burial ground signage from burial ground reserves.**

### c) Communications

Cllr Buckingham informed Council that in his capacity as Editor of Bois Own he was finding it difficult to source content and sponsorship.

**d) Village Community**

- i. *Fete*: Cllr Bailey reported that a gazebo and PA system has been ordered and arrangements were progressing well.
- ii. *Defibrillator*: It was agreed that the practicality of purchasing and installing a defibrillator be investigated.

**Action: Cllr Conway Read**

**26.15 Planning**

The minutes of the Planning Committee meetings held on 26<sup>th</sup> March 2018 were noted.

**26.16 Future of Local Government in Buckinghamshire**

Chiltern and South Bucks District Council had contacted Councillors asking them to take part in a poll about the future of local government in Buckinghamshire.

The meeting closed at 9.30pm

Date of next Council Meeting: Monday 11<sup>th</sup> June 2018.