

CHESHAM BOIS PARISH COUNCIL

Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 9th July 2018

PRESENT: Cllr C Woolveridge (Chairman), Cllr J Bailey, Cllr D Buckingham, Cllr D Conway Read, Cllr R Harrison (from 8.10pm), Cllr R Hartley and Cllr J Large (from 8.25pm).

In Attendance: Mrs S Payne (Clerk)

28.1 Questions and Comments from the Public. None.

28.2 Apologies for Absence. Noted from Cllr J Harbottle, Cllr R Heath, Cllr D King and Cllr C Thomas.

28.3 To Receive Declarations of Interest Relating to this Meeting. None were received.

28.4 To Approve Minutes of Council Meetings held on 14th May and 11th June 2018. The minutes were approved unopposed and signed.

28.5 Chairman's Report.

Cllr Woolveridge's report was noted.

a) *Burial Ground Open Day:* Councillors were asked to help with the preparations.

b) *Office Cover During Clerk's Annual Leave:* It was agreed that Cllr Woolveridge would take emergency calls.

Action: Cllr Woolveridge

8.10pm Cllr Harrison joined the meeting.

28.6 Clerk's Report & Correspondence

The Clerk's report was noted.

a) *GDPR Training for Councillors:* BMKALC are running a GDPR training session for smaller councils on 25th September, with further sessions will be organised throughout the year. Councillors are to inform the Clerk if they are able to attend.

Action: All

b) *Damaged Memorial:* Following further discussions with Council's insurers it was agreed that as the oak tree had not been surveyed in over 18 months, Council were liable for the damage to the memorial. The insurers have agreed to pay the £1106 less £250 excess. A tree inspection of the burial ground has been organised.

c) *Internal Auditor's Year End Observations:* The five observations and recommendations following the internal audit in April 2018 have been addressed.

d) A Manor Drive resident has informed Council that a fallen branch has damaged his fence. The tree is being inspected and Council's insurers will be informed.

e) *Correspondence:* Our Lady's School have purchased a defibrillator and have emailed Council asking if they would fund the additional cost of fitting it outside the school. Once the additional cost figure and details on who would maintain the defibrillator have been received Council will consider the request.

f) *Correspondence:* A resident emailed to request that wooden posts been installed on the grass verge near the shops to stop the damaged caused by vehicles parking on the verge. The email has been forwarded to the Transport Working Group for their consideration.

Action: Transport WG

g) *Correspondence:* North Road track residents emailed requesting a meeting to discuss the damaged caused to the track by refuse collectors and delivery vans. Cllr Thomas has agreed to arrange a meeting.

Action: Cllr Thomas

h) *Correspondence*: Email from a Bois Lane resident requesting further information on the Woodland Management Plan. Cllr Thomas will arrange to meet. **Action: Cllr Thomas**

i) *Correspondence*: Email from The Ridings resident regarding overhanging trees from Tenterden Spinney. Cllr Thomas will arrange to meet. **Action: Cllr Thomas**

28.7 Finance

a) The financial reports for the June 2018 were noted.

b) Payments for approval to 4th July 2018: Council approved the following payments.

	NET	VAT	Amount	Description
Affinity for Business	£74.94		£74.97	Burial Grd Water Oct 17 to June 18
Amersham Business Services	£28.99	£5.80	£34.79	Office Stationery
J Bailey	£65.96		£65.96	Fete Gifts for Helpers
Buckland Landscapes Ltd	£852.87	£170.57	£1,023.44	June 18 Grounds Maintenance
Chiltern Society	£187.50		£187.50	Burial Grd Advert in Summer 18 Chiltern News
Cyan	£291.66	£58.33	£349.99	Burial Ground Bench
DCK Beavers	£25.00	£5.00	£30.00	June 19 Payroll Administration
D P Green Countryside	£2,695.00	£539.00	£3,234.00	Treework 129 Chestnut Lane
GD Landscapes	£175.00	£35.00	£210.00	Lavender Shrubs for Burial Ground
R Heath	£30.96		£30.96	Cables & Batteries for PA System
MT Loos	£205.00	£41.00	£246.00	Fete Loos
S Payne	£25.00		£25.00	Internet Safety Software
Printerland.co.uk	£241.90	£48.38	£290.28	2 colour toners for printer
HGF Schneiders	£75.00		£75.00	Installation of Burial Ground Bench
Southern Electric	£38.38		£38.38	Burial Ground Electricity Aug 17 to May 18
Southern Electric	£229.30	£42.52	£271.82	June 18 Street Lighting Electricity
Tamarind Painting & Decorating	£819.69		£819.69	Chapel Ceiling & Doors Decoration & Graffiti removal
Toolshed	£378.25	£75.65	£453.90	June 18 Grass Verge Cutting
Utility Warehouse	£30.48	£6.09	£36.57	May 18 Telephone/June 18 Broadband
Staff Salaries	£1,607.84		£1,607.84	July 18 Salaries
Bucks County Council	£405.40		£405.40	July 18 Pension Contributions
			£9,511.49	

c) **It was resolved that Cllr Woolveridge and Cllr Hartley would carry out the Clerk's annual appraisal.**

Action: Cllr Woolveridge/Cllr Hartley

d) Council considered three quotes for insurance cover from 14th July 2018. **It was resolved that the quote for £1280.53 from BHIB Insurance Brokers be accepted.**

Action: Clerk

28.8 General Purposes – To Receive Reports from Working Groups

a) Transport

Cllr King's report was noted.

i. *MVAS Signs & Speeding*: The data from the MVAS signs on Holloway Lane, Copperkins Lane, Amersham Road and North Road were noted.

ii. *TfB Stakeholder Conference (4 July 18)*: Cllr King attended the conference which had been informative. Cllr King had signed up to be a member of TfB's Transport Focus Group.

iii. *Devolved Services*: The current devolved services agreement with BCC comes to an end in March 2019. BCC have written to Council asking if they wish to renew the agreement for a further 4 years and confirming that funding will be available. Council currently receive £2734.82 from BCC and expenditure for this service during 2017/18 was £3,475. **It was resolved to enter into a further 4-year delivery agreement with BCC for devolved services.**

Action: Cllr King/Clerk

iv. *Bois Lane Parking & Speeding*. Following concerns raised at the last Council meeting. A MVAS will be positioned along Bois Lane. The last data taken from Bois Lane showed a 98.2% compliance, with speeds below 34mph. Cllr King will arrange a visit by a member of the BCC parking team to provide advice on a parking scheme and adding yellow lines to busy junctions.

Action: Cllr King

8.25pm Cllr Large joined the meeting.

b) Burial Grounds Management

Cllr Large's report was noted.

- i. *Marketing Plan:* The burial ground brochure is being printed. The marketing contractor is currently producing draft adverts in various formats.
- ii. *Improving the Burial Ground Profile:* The Burial Ground Open Day will take place on Saturday 8th September 2018 and has been registered as a National Heritage Day event. Posters will be circulated around the village including Bois Moor Road and Waterside, and an article will be placed in Your Amersham magazine.

A new sign is to be installed by the traffic lights on Bois Lane.

Councillors are to indicate their availability during the event and in the week leading up to it.

Action: All

c) Village Community

Cllr Bailey presented his report which was noted.

- i. *Picnic on the Common:* The event will be promoted on social media.
- ii. *Use of Volunteers:* It was agreed that volunteers should be used more to help at large events. The Clerk will ensure that the current data held on volunteers is compliant with data protection legislation.

Action: Clerk

- iii. Cllr Bailey asked councillors to consider ways in which residents on the west side of Amersham Road can be encouraged to take part in Chesham Bois activities.

Action: All

- iv. *Good Neighbour Scheme:* Cllr Conway Read reported that Amersham Good Neighbour Scheme would no longer be providing the Good Neighbour Service for Chesham Bois. Cllr Conway Read will be exploring the possibility of collaborating with local churches to provide the service.

d) Communications

Cllr Buckingham presented his report which was noted.

- i. *Social Media:* The twitter account is now jointly managed by Cllr Buckingham and Cllr Conway Read.

28.9 Planning

The minutes of the Planning Committee meetings held on 14th May 2018 were noted.

The meeting closed at 8.45pm

Date of next Council Meeting: Monday 10th September 2018.