

Chairman's Report 09/10/2018

Firstly I would like to thank Sam for all her work over the last year and congratulate her on completing her final CiLCA paper – hopefully we will know the outcome by the time of the meeting.

Obtaining this qualification enables our Council to apply for NALC Foundation status, once we have put in place the necessary policies (which Sam has prepared) – this will be done over the next few months. Once the next election has taken place and there are more than 2/3 of the Councillors elected (rather than co-opted) we will be able to become a Quality Council.

Passing CiLCA earns an additional SCP point but the appraisal also highlighted the changes to the role of the Clerk and as a result I am recommending it is reclassified as LC2 on a pay scale of 32 (middle of the range) with effect from 1st June.

The Review raised a few issues

- Time to manage large projects – despite additional hours this is still proving problematic and it was suggested that the Clerk notifies Councillors that she will only be attending to urgent matters (as labelled in the subject line of emails) whilst involved in such a project. Not expected to occur more than a few times a year
- Feedback – the Clerk agreed to provide more feedback to Councillors when matters had been actioned – by either ccing on emails or brief acknowledgement.
- Response times – there is concern that response times are delayed when matters arising are not covered by Council policies. These queries which are forwarded to Chairs/Working Groups so please bear this in mind.

BUCKS & MILTON KEYNES ASSOCIATION OF LOCAL COUNCILS [BMKALC]

Parish Liaison meeting took place on 26th September and covered a review of the challenges facing Adult Social Care in our area. A transformation programme is in place and Deborah has agreed to investigate whether the 'Simply Walks' element could be introduced into our area.

The Consultation over waste strategy was also discussed and in our area the recycling plants at Amersham and Chesham will both remain although there will be reductions in opening hours. There is also most likely to be charging for 'non-statutory' waste for residents and possibly charging for non residents. The role of Parish Councils in clearing fly tipping and verge/hedge clipping where services have been devolved was discussed – Councils concluded that they should respond requesting exemption for any such charges for work carried out under devolved services. This is on the Agenda under 30.12 and the link to the consultation can be found there.

BUDGET PLANNING

I would remind Working Groups that next month we will be focusing on Budget planning and would encourage each group to have met and finalised your draft budget requirements.

WEBSITE

Please could working groups take the time to review the excerpt from the website relating to their area and update it as necessary.

Finally, please let John Bailey and his team know if you are able to support the following upcoming events in any way:-

Litter Pick	13 th October 10am
Remembrance Service	11 th November 11.45am
Christmas Lights	7 th December 4pm

Many thanks

Cathy Woolveridge, Chair

1. Responsible Financial Officer

- a The Council shall appoint appropriate the Clerk to undertake the work of the Responsible Financial Officer.

2. Accounts & Accounting Statements

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's income and expenditure for each quarter;
 - ii. the Council's aggregate income and expenditure for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of **Section 2** of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

3. Financial Controls & Procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).** Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. When Council is to enter into a contract of less than £25,000 and above £5000 in value for the supply of good or materials or for the execution of works or specialist services the clerk shall obtain a minimum of two estimates (priced descriptions of the proposed supply).
- e. Where the value is below £5000 and above £250 the Clerk shall strive to obtain a minimum of 1 estimate and obtain value for money at all times.
- f. The clerk has delegated authority for items of normal expenditure up to £250. In an emergency, authority is granted up to the sum of £1000 but the clerk is expected to consult with the Chairman and one other member in advance or as soon as reasonably possible.
- g. Council may award a contract for a maximum of three years without obtaining comparative quotes if the contract price per annum is below £2000 even though the aggregate value over the period exceeds that sum.
- h. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- i. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

Chesham Bois Parish Council

Grant Awarding Policy and Application Form

Policy Statement

A grant or subsidy for these purposes is any payment made by Chesham Bois Parish Council (hereinafter referred to as CBPC) to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community, either generally, or for a specific purpose and which is not directly controlled or administered by CBPC. The intent of any grant or subsidy given by CBPC is that it should support initiatives in the local community and help create opportunities for the residents of Chesham Bois that are not, as a matter of course, funded by CBPC.

Guidelines for Grant Applications:

- 1) It is a prerequisite of any grant application that the group or project must bring direct benefit to at least some of the residents of Chesham Bois. All applications must clearly demonstrate how this will be achieved.
- 2) Grant application forms are available from the Clerk or from the Parish Council website. Application forms must be submitted along with the latest set of the group's accounts. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.
- 3) Grant applications cannot be made retrospectively.
- 4) Applications WILL NOT be considered from:
 - Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
 - Private organisations operated as a business to make a profit or surplus.
 - Upward funders; i.e. local groups whose fund raising is sent to their central HQ for redistribution.
 - Individuals.
- 5) Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
- 6) Schools will only be grant aided for environmental purposes or if, in the opinion of CBPC, their application is for the benefit of the wider community.
- 7) Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.

- 8) It must be understood that any grant must only be used for the purpose for which it was awarded and that any unspent portion of the grant must be returned to CBPC by the end of the financial year in which it was awarded unless a firm financial commitment has been entered into which will be met within the following year.
- 9) If the grant is being made to purchase a capital item CBPC must be provided with a copy of the invoice before the grant payment is made.
- 10) Although CBPC will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.
- 11) CBPC reserves the right to request any further information that it deems necessary to assist the decision making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured or is anticipated from other sources or own fund-raising activities (which must be declared).
- 12) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 13) The size of any grant awarded is at the sole discretion of CBPC.
- 14) CBPC may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
- 15) CBPC reserves the right to refuse any grant application which is considered to be inappropriate or does not fall within the objectives of CBPC.
- 16) Grant applications will be decided by the full Council.
- 17) Applicants must acknowledge CBPC in any publicity relating to the grant and agree to CBPC publicizing details of any grants it makes.
- 18) This policy may be amended at any meeting of CBPC following a motion having been published on the agenda for that meeting beforehand.

Council Meeting 8th October 2018

Clerk's Report & Correspondence

Trespassing on Common

On 3rd October a resident reported finding a man camped on the common near the pond. The police and the homeless team at Chiltern District Council were informed and on 5th November the clerk served an eviction notice. On Monday 8th October Cllr Thomas and the Clerk will check that the man has moved on.

Manor Drive Insurance Claim Update

Following a site visit with Mr K Musgrave, CDC's Tree Officer, on 20th September it was agreed that the beech tree and two adjacent trees should be felled. A planning application has been made to CDC to carry out the work and is pending a decision.

Chapel Asbestos Removal

Two sheets of asbestos found at the end of 2 pews in the chapel have been professionally removed and disposed of.

Data Protection Training

BMKALC have announced another date for the general data protection training for Councils. It will take place on Friday 23rd November in Aylesbury at 10.00am. **ACTION: Please let the Clerk know if you can attend**

Correspondence

- Email from a resident reporting an owner obstructing footpath CSB/11 behind their property in Oakway. The Rights of Way Team at BCC have been notified and the owner has been asked to remove the obstruction.
- Letter from Chesham Town Council wishing to open a discussion on the possibility of becoming a partner in the future development and expansion of cemetery provisions for Chesham. This is being discussed at the next Burial Ground Management WG meeting.
- Letter for a resident congratulating the Council on the recent Burial Ground Open Day. This has been forwarded to the Burial Ground Management WG for their information.

1. Management Plan for the Common and Woodlands

Still no progress from the Forestry Commission. I am getting worried that we may run out of time to get started on the plan during the Autumn/Winter as we will have to get at least 2 quotes for some of the initial treework before anything can commence.

2. Burial Ground Maintenance

The hedge between the New Formal Ground and the Woodland Ground has now been cut and we have arranged for a contractor to clear brambles and nettles in the Woodland Ground soon – there are 3 main areas: at the top behind the seat, on the right of the track near the entrance and alongside the hedge to the meadow field. We did the same last year in order to keep these weeds down and to enable us to use these areas for potential plots.

3. Common Maintenance

After a Summer with little emergency treework, the recent high winds produced two serious incidents – firstly, a large fallen oak branch which blocked North Road by the entrance to the cricket pitch and secondly, a large fallen beech from Tenterden Spinney which blocked Bois Lane. In both cases Bucks CC cleared the highway and we may have to pay them the cost of doing so as the trees were our responsibility. We were extremely fortunate that both incidents happened early in the morning as loss of life could have occurred. The beech tree damaged the fence by the footpath in Tenterden Spinney and also the white railings by the road – the latter are the responsibility of Bucks Highways.

A fallen branch at the end of Great Bois Wood by the main road has been cleared and a leaning tree over a path on the Common between North Road and Greta Bois Wood has been felled. In addition we are getting quotes to plant 5 new trees where we have agreed with residents that we would do so – Autumn is the best time to do this work.

The working group has agreed the locations for two new dog waste bins – one on Bois Lane where the path goes across the field to St Leonard's Church and one at the far end of Stubbs Wood – please see attached map. The budget for these has already been approved.

Council Meeting 8 October 2018

Burial Grounds Management Working Group Report

Progress Against Defined Tasks

Ongoing Task for Working Group	Details of Latest Progress
Marketing plan for the Burial Ground	<p>Complete A new brochure has been produced with an initial print run of 500 copies. The brochure includes a new bespoke location and site map and will also be available to download in pdf format from CBPC website. Various advert formats, consistent with the brochure style, have been provided for use both in electronic and printed media.</p> <p>The Burial Ground section of the website is to be updated by the Clerk with support from our IT consultant consistent with the new brochure and ensuring SEO (search engine optimisation).</p>
Improving Burial Ground Profile	<p>Ongoing A Burial Ground Open Day was held on 8 September 2018, co-ordinated with the national Heritage Open Days festival. It received entirely positive feedback, and 60% of those responding had not previously visited the site. Two firm orders for plots were made on the day, with another three leads to pursue. Following CBPC press notices, the event was trailed and a full page report of the day featured in the 6th and 13th September editions of the Bucks Examiner.</p> <p>A new Burial Ground advert has been placed for 3 consecutive months with Your Amersham and Your Chesham magazines. This has already triggered one new request for a plot. New adverts are also in More to Death, and the Chiltern Society magazine, with an enquiry for a Woodland plot resulting from the More to Death advert. The Clerk will be asking new BG clients where they heard about CBBG to try to evaluate the impact of the new marketing.</p> <p>Cllr Large has worked on the links which arise from a Google search for Chesham Bois Burial Ground – identifying where photographs or details need to be updated on third party websites and supplying these where possible.</p> <p>Working Group will consider further options for developing the profile of the Burial Ground at its meeting on 11th October.</p>
Updating electronic database to reflect best practice and to enable smooth link with data from the digital mapping of the burial ground. Eventually this will enable some information	<p>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>Clerk will commission Pear to create accurate map of Woodland Burial Ground. Pear made an initial map of the New Formal grounds on 8th February, over which a</p>

<p>to be searchable by the general public online.</p>	<p>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. 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. In the interim, an overall map of the grounds, taken from the map produced for the new brochure, has been installed.</p>
<p>Agreeing 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>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>Preparation of celebration of centenary of Burial Grounds in 2024.</p>	<p>Working Group in February 2018 noted the centenary and discussed various ideas for future work. Further detailed work can be taken forward as part of the ongoing work on Burial Ground Profile.</p>

Commonwealth War Graves Signage

The Burial Ground is the site of four Commonwealth War Graves. There is ongoing interest both locally and amongst researchers further afield in CWG, evidenced most recently at our Burial Ground Open Day. As part of ongoing work to improve the Burial Ground profile, the Working Group asked the Clerk to contact the Commonwealth War Graves Commission (CWGC) to ask to be included in the national scheme of CWGC signage to indicate where cemeteries include war graves.

The information sheet produced by CWGC is attached, showing the process by which the sign can be acquired and answering key questions. Our preferred location for a small sign (210mm x 150mm) is illustrated in the attached photo. The sign will be installed and maintained by CWG, at no expense to the Council.

The Working Group recommends that Council approves an application to CWGC to install a sign at this location.

Other Items

The year 2018 marks the 25th anniversary of Natural Burials in the UK. Cllr Large attended the Good Funeral Guide celebrations at Brookwood cemetery on 9th September. Contact was made with Ken West, who is the founder of the Natural Burial movement in the UK (and who might be a potential speaker at future Burial Ground events), as well as giving the Burial Ground details and brochures to other industry professionals.

Following the collaboration with Amersham Museum to develop the historical tours of the Burial Ground, some additional family history queries have been referred to the Clerk and Cllr Large. Help has been given by email, and visits are expected from two contacts (one Staffordshire, one Merseyside) in the coming year.

Council has received an informal approach from Chesham Town Council as to the possibility of taking space for its residents in the Burial Ground once its own cemetery is full (projected 2028). The Working Group has asked Chesham Town Council to provide additional figures and will consider this at its next meeting on 11th October, before reporting back to full Council.

Action for Council

Councillors are requested to approve the application to CWGC for a sign to be installed at the site indicated.

Councillors are invited to note the progress against objectives made.

Jane Large
October 2018

Transport Working Group Report for 8 October 2018 Council Meeting

Mobile Vehicle Activated Sign (MVAS)

We have 4 MVAS signs operational in the parish as detailed below:

MVAS 1 was relocated from Holloway Lane to Bois Lane at the junction of North Road on Friday 27 July 2018.

MVAS 2 remains located in Copperkins Lane at the junction of Deep Acres.

MVAS 3 remains located on the Amersham Road outside the Beacon school facing Chesham.

MVAS 4 was relocated from Copperkins Lane to Amersham Road outside the Beacon school facing Amersham on Thursday 4 October 2018.

See charts below for details of the speed data from each MVAS and a summary of the compliance data for speeds below 34 mph.

849,000 vehicle movements were monitored during the period 6 July and 5 October with 91.9% of all vehicles travelling at less than 34 mph.

Compliance rate at speeds below 34 mph		
MVAS 1		99.40%
MVAS 2		78.30%
MVAS 3		91.20%
MVAS 4		94.50%

The worst compliance is in Copperkins Lane at the junction of Deep Acres (MVAS 2) at 78.3%. During the period MVAS 4 was located 500m further along Copperkins and recorded compliance of 94.5%. Perhaps this demonstrates the positive impact the MVAS are having on driver speed awareness.

The best compliance is in Bois Lane at 99.4%.

As always, there are a number of inconsiderate drivers significantly exceeding the speed limit especially in Copperkins Lane/Deep Acres and Amersham Road.

A copy of this information will be sent to our new police contact PC 6633 Carson.

MVAS 1 Bois Lane at Junction of North Road Facing			
Amersham 27 July to 5 October 2018			
70 Day monitoring period & 70 days data			
	Number of		
	Movements		
5 - 9 mph	12,399		5.5%
10 - 14 mph	25,633		11.3%
15 - 19 mph	49,692		22.0%
20 - 24 mph	84,731		37.5%
25 - 29 mph	44,645		19.8%
30 - 34 mph	7,505		3.3%
35 - 39 mph	998		0.4%
40 - 44 mph	199		0.1%
45 - 49 mph	52		0.0%
50 - 54 mph	8		0.0%
55 - 59 mph	2		0.0%
60 - 64 mph	1		0.0%
65 - 69 mph	-		0.0%
70 - 74 mph	-		0.0%
75 - 79 mph	-		0.0%
80 - 84 mph	-		0.0%
85 - 89 mph	-		0.0%
Total Movements	225,865		100.0%

MVAS 2 Copperkins Lane 6 July to 5 October 2018			
91 Day monitoring period & 75 days data			
		Number of Movements	
5 - 9 mph		2,530	2.0%
10 - 14 mph		2,727	2.2%
15 - 19 mph		4,242	3.4%
20 - 24 mph		7,561	6.0%
25 - 29 mph		40,075	32.0%
30 - 34 mph		40,769	32.6%
35 - 39 mph		18,548	14.8%
40 - 44 mph		6,359	5.1%
45 - 49 mph		1,622	1.3%
50 - 54 mph		444	0.4%
55 - 59 mph		113	0.1%
60 - 64 mph		39	0.0%
65 - 69 mph		15	0.0%
70 - 74 mph		2	0.0%
75 - 79 mph		4	0.0%
80 - 84 mph		2	0.0%
85 - 89 mph		1	0.0%
Total Movements		125,053	100.0%

MVAS 3 Amersham Road Facing Chesham			
6 July to 5 October 2018			
91 Day monitoring period & 41 days data			
	Number of		
	Movements		
5 - 9 mph	6,751		1.8%
10 - 14 mph	11,502		3.0%
15 - 19 mph	23,970		6.2%
20 - 24 mph	68,535		17.8%
25 - 29 mph	154,899		40.2%
30 - 34 mph	86,072		22.3%
35 - 39 mph	24,999		6.5%
40 - 44 mph	6,274		1.6%
45 - 49 mph	1,767		0.5%
50 - 54 mph	529		0.1%
55 - 59 mph	196		0.1%
60 - 64 mph	63		0.0%
65 - 69 mph	18		0.0%
70 - 74 mph	6		0.0%
75 - 79 mph	1		0.0%
80 - 84 mph	2		0.0%
85 - 89 mph	1		0.0%
Total Movements	385,585		100.0%

MVAS 4 Copperkins Lane			
27 July to 4 October 2018			
69 Day monitoring period & 58 days data			
	Number of		
	Movements		
5 - 9 mph	471		0.4%
10 - 14 mph	3,881		3.4%
15 - 19 mph	10,870		9.7%
20 - 24 mph	17,554		15.6%
25 - 29 mph	49,817		44.2%
30 - 34 mph	23,856		21.2%
35 - 39 mph	5,038		4.5%
40 - 44 mph	921		0.8%
45 - 49 mph	168		0.1%
50 - 54 mph	19		0.0%
55 - 59 mph	6		0.0%
60 - 64 mph	-		0.0%
65 - 69 mph	-		0.0%
70 - 74 mph	-		0.0%
75 - 79 mph	-		0.0%
80 - 84 mph	-		0.0%
85 - 89 mph	-		0.0%
Total Movements	112,601		100.0%

LAF

The LAF/CBPC funded traffic calming proposal for Amersham Road is on the works schedules but no date has been set for the work to commence.

Street Lighting

A letter to residents has been drafted regarding the proposal to install two new street lights in the road which will be circulated during week commencing 7 October.

2018 street light replacements have been ordered but are yet to be installed by Sparkx.

Devolution

Nothing to report

General

Please see attached quote for works to the grass verge in Bois Lane. Prices range from £160.60 to £433.80 + VAT.

I would welcome guidance from Council about what we are trying to achieve:

Do we want to prevent vehicles from parking on the verge in which case we install bollards or are we encouraging parking on the verge in which case we install 'Grasscrete'? Budget is available for either solution.

Cllr David King

5 October 2018