

# Chairman's Report 10/09/2018

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Thank you to all involved in organising the Picnic on the Common event in July – from the pictures it seems to have been well supported and a great success.

Thank you also to all of those who have worked so hard on preparations for the Burial Ground Open Day – at the time of writing I have my fingers crossed for a continuation of the fine weather.

From a review of the agenda items this month, it appears to be fairly quiet. As the budgeting process will need to start next month, could working groups please take the time to consider what they wish to achieve over the period 2019/20 as this will make it more straightforward when considering what levels of funding are required.

I would also draw your attention to the outstanding actions list which Sam has reissued for September – if an item has been removed it should mean that it has been completed so if you are in any doubt please ask the Clerk. Conversely if you have a number of old outstanding actions against your name, please discuss with the Clerk as to whether they still need actioning.

Finally Sam's appraisal has been delayed until after she completes CiLCA – which should be finalised this week. I have had feedback from some Councillors, but if anyone else wishes to contribute views, please let me know.

Apologies that I am unable to join you on Monday, and thanks to David for taking my place.

Cathy Woolveridge  
Chairman  
Chesham Bois Parish Council

# **Council Meeting 10<sup>th</sup> September 2018**

## **Clerk's Report & Correspondence**

### **Proposed Amendments to Council's Standing Orders**

The National Association of Local Councils (NALC) have made some amendments to their model standing orders to change some minor mistakes. We used their standing orders model as a basis for our own so will need to incorporate the proposed amendments where they are relevant. I attached NALC's briefing note and will present the updated Standing Orders to Council at the October meeting.

**ACTION: Council to note intention to amend Standing Orders**

### **Manor Drive Insurance Claim**

Following damage to a fence and vehicle by fallen branches in two separate incidents Council's insurers have responded recommending liability is accepted for the vehicle damage as it was the second incident in a relatively short space of time. They have suggested that a future scheme of works on the tree would be to cut back the limbs overhanging the claimant's property as this would mitigate the chance of another incident.

Following this recommendation, a tree surgeon was instructed to quote for the work; their report is attached. The report states that although it is technically possible to remove all branches from the tree back to the plane of the boundary this course of action would not be recommended as it is beyond what is considered good arboricultural practice and would result in a very unbalanced tree. The stress to the tree and potential for rot entry would inevitably make it more of a hazard than if it was left untouched.

They have provided details of a company which could carry out more detailed safety assessment.

**ACTION: Council to agree a course of action**

### **Citizens Advice Chiltern: AGM**

The AGM is to be held on Friday 26<sup>th</sup> October at 5.30pm in the CDC offices. Rt. Hon. Cheryl Gillan MP is the guest speaker. Copy of invite is attached

**ACTION: Council to nominate a Councillor to attend**

### **2017/18 Annual Governance & Accountability Return (AGAR)**

The external auditors have provided a notice of the conclusion of the audit together with their report and certificate which forms Section 3 of the AGAR. The external auditors reported that based on the review of Sections 1 & 2 of the AGAR it is their opinion that the information provided in these sections is in accordance with Proper Practices and no other matter have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Sections 1, 2 and 3 and the notice of conclusion are attached.

**ACTION: Council are asked to note the auditor's report**

### **Case Law Update: Harvey v Ledbury Town Council**

There was an issue between a councillor and two employees at Ledbury Town Council. Although the Town Council dealt with the issue of bullying under its grievance policy the councillor took the decision to the High Court for Judicial Review and the High Court found in favour of the councillor.

This decision impacts all local councils as most councils will not be able to use their grievance procedures if the subject of the grievance is a complaint about a councillor. It confines most complaints about councillors to the code of conduct process and in doing so places additional burdens on Monitoring Officers.

Both NALC and SLCC have called for urgent discussions to try and find a way forward to ensure quick and fair resolution to disputes. The briefing note produced by NALC on the topic is attached..

## **Budgeting & Precept Setting**

The Government has published a “technical consultation” on the draft local government finance settlement. This contains the following paragraphs about referendum principles and English town and parish councils:

- 4.3.1** In 2018-19, the Government decided to defer the setting of referendum principles for town and parish councils for three years. However, this was conditional upon:
- the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or for “invest to save” projects which will lower ongoing costs; and
  - the Government seeing clear evidence of restraint in the increases set by the sector
- 4.3.2** In 2018-19, the average Band D parish precept increased by 4.9% (£3.02). This compares to a 6.3% increase (£3.63) in 2017-18 and is the lowest year on-year increase in parish precepts since 2015-16.
- 4.3.3** In view of this, the Government intends to continue the deferral of setting referendum principles for town and parish councils, but encourages parish councils to continue this downward trend, and will keep this area under active review.

## **District & Parish Elections: May 2019**

District & parish elections are scheduled to take place on 2<sup>nd</sup> May 2019. CDC’s Returning Officer is seeking clarity on how the Secretary of State’s decision on unitary governance in Buckinghamshire will impact these elections. Based on previous local government re-organisation in other parts of the country it is possible that an Order may be made changing the timing of the district elections or both the district and parish elections.

CDC are currently planning for all possible scenarios and are working on the basis that both district and parish elections will take place on 2<sup>nd</sup> May 2019.

To aid the setting of next year’s budget CDC’s Electoral Services Team have provided the costings for a combined elections (£110 approx) and a parish only election (£4,500 approx).

## **Unity Trust Bank: Changes to Interest Rates wef 3 Aug 2018**

Unity Trust Bank have confirmed the following the announcement by the Bank of England that the base rate will be increased to 0.75% the interest rate Council will receive for their Instant Access Account will be increased to 0.40% with effect from 3 August 2018.

## **Memorial Applications**

Eight memorial applications have been approved between November 2017 and August 2018.

## **Correspondence**

- Email from resident reporting an incident of fly-tipping in Tenterden Spinney. Cllr Bailey has removed the item.
- Letter from the Chiltern Society thanking Council for the donation of power tools and equipment.
- Invite to an event at Brookwood Cemetery run by The Good Funeral Guide to celebrate 25 years of natural burials. Cllr Large has agreed to attend.
- NALC Autumn 2018 survey on Councillor Training: Survey was forwarded to Council.
- Email from resident reporting finding small cartridges around a bench near the cricket pavilion. The cartridges have been removed. The PCSO will add this area to his patrol.
- Email from BCC informing Council of the Household Recycling Centres Public Consultation. The email was forwarded to Council and the consultation will be promoted on the website.
- Chiltern Woodlands Project 2017/18 Annual Report – forwarded to Councillors
- Copy of Autumn 2018 copy of Chiltern magazine is available in the office.

# Council Meeting 10 September 2018

## Burial Grounds Management Working Group Report

### Progress Against Defined Tasks

Ongoing Task for Working Group	Details of Latest Progress
Establishing a marketing plan for the Burial Ground	<p><b>Complete</b> Full Council in November 2017 agreed an additional budget in 2018-19 to develop a new marketing and advertising strategy.</p> <p>A new brochure has been produced with an initial print run of 500 copies. An initial batch have been sent to local funeral directors, local churches and other celebrants, District and County Councillors and other interested groups. The brochure includes a new bespoke location and site map and will also be available to download in pdf format from CBPC website.</p> <p>Various advert formats, consistent with the brochure style, have been provided for future use both in electronic and printed media. The Burial Ground section of the website is being 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>Working Group will continue develop activity to increase the profile of the Burial Grounds.</p> <p>There will be a Burial Ground Open Day on 8 September 2018, which has been co-ordinated with the national Heritage Open Days festival and has been given a dedicated link on the HOD website, which will enhance the scope of publicity.</p> <p>The Open Day will include a Service of Reflection and Remembrance officiated by Peter Flory of St Leonard's church, together with guided walks sharing the history of some of the notable people buried in the grounds (Alison Bailey) and with descriptions of the local wildlife and the bees (Cllr Woolveridge). Texts of an appropriate Order of Service and Walks Leaflet have been agreed.</p> <p>The Chapel has been cleared of rubbish, received a deep clean, a full electrical check and had the entrance carpet replaced. Access to the storage shed has been improved by pruning nearby trees, and bulky items stored there.</p> <p>A new Burial Ground advert has been placed for 3 consecutive months with Your Amersham magazine (including weekly profile in the associated Facebook Forum). Further coverage in social media, as well as local posters (for which councillors are thanked for putting up). New adverts are also in More to Death, and the Chiltern Society magazine. 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>Working Group has asked the Clerk to contact the Commonwealth War Graves Commission to ask to be included in the national scheme of CWGC signage to indicate where cemeteries include war graves. CBBG includes 4 registered CWGC graves.</p>
Updating electronic database to reflect best practice and to enable smooth link with data	Clerk working through identified anomalies.

from the digital mapping of the burial ground. Eventually this will enable some information to be searchable by the general public online.	<p>Clerk will commission Pear to create accurate map of Woodland Burial Ground. Pear made an initial map of the New Formal grounds on 8<sup>th</sup> February, 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. 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>
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><b>Agreed by Full Council in November 2017</b></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>
Preparation of celebration of centenary of Burial Grounds in 2024.	Working Group in February 2018 noted the centenary and discussed various ideas for future work. Further detailed work can be taken forward after the initial marketing exercise is complete.

### **Other Items**

Clerk has sent copies of a brochure along with an invitation to the Open Day to 48 recipients (FDs, celebrants, Councillors etc).

Cllr Large and Alison Bailey have continued to take forward research on some of the notable “residents” of the burial ground to develop a practical walking route through the grounds to tell their stories. A leaflet has been produced to share with those Open Day visitors who are unable to join the walking tour, which covers both a summary of the historical research, and also includes a section by Cllr Woolveridge on the flora and fauna of the Burial Ground. This will be updated to include any new wildlife found by the BCC survey conducted in early August.

Cllr Large has developed plans with Peter Flory for the Service of Reflection and Remembrance including an agreed Order of Service, which is being printed by St Leonard’s staff. Cllr Woolveridge has kindly agreed to give the secular reading, and Katie Flory (as both Sexton and member of St Leonard’s church) will give the bible reading. Music will be provided by the St Leonard’s organist.

The year 2018 marks the 25<sup>th</sup> anniversary of Natural Burials in the UK. Cllr Large has agreed to attend the Good Funeral Guide celebrations at Brookwood cemetery on 9<sup>th</sup> September (which will ensure a name check for CBPC in all the associated publicity), and the Clerk has issued an invitation to the Association of Natural Burial Grounds to use Chesham Bois Burial Ground for their own celebratory meeting.

### **Action for Council**

Councillors are invited to note the progress against objectives made.

Recognising that the working group report will be circulated prior to the open day weekend, all Councillors are requested to indicate their availability to support the Burial Ground Open Day on 8<sup>th</sup> September to the Clerk if they have not already done so. This includes (a) being part of the tidy-up team in the week before the Open day as requested by Cllr Thomas at the last Council meeting (b) being available on the morning of the Open Day to help erect the Gazebo and prepare the Chapel for the service and local history exhibition and tours, (c) supporting visitors on the day as stewards, parking wardens etc.

Jane Large, September 2018

## **Transport Working Group Report for 10 September 2018 Council Meeting**

### **Portable Speed 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 North Road to Copperkins lane on Friday 27 July. This will be relocated to The Amersham Road during September.

At the time of writing no data had been downloaded from the signs due to holidays.

### **LAF**

I attended the postponed July LAF meeting on Wednesday 8 August and subsequently circulated details of the outcome of the 'Amersham Decides' funding programme for local good causes.

The police reported that 8 individuals had been identified relating to multiple counts of anti-social behaviour; all were arrested and 5 charged with 15 offences.

Our new police contact is PC 6633 Carson

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**

I have written to the residents of Milton Lawns confirming the result of the consultation and advising them that we will consult again once we have received a costed proposal for the additional street lighting.

I met with Sparkx on Friday 17 August and they will send a proposal in due course.

### **Devolution**

Nothing to report

CLlr David King,

31 August 2018

## **MEDIA**

An advert for the Burial Grounds Open Day was placed in recent editions of Your Amersham and Our Chesham. The fees were charged to the Burial Grounds marketing budget.

## **SOCIAL MEDIA**

Deborah has been added to the Twitter account to increase the volume of tweets and Jane has been added as an editor on the Facebook page, where she has been busy promoting the BG Open Day.

Facebook now has 113 likes and 133 followers.

Twitter account now has 153 followers.

## **FUTURE EVENTS**

We need to start promoting the Autumn Clear Up, followed by the Armistice Day Centenary Remembrance Parade.