

CHESHAM BOIS PARISH COUNCIL

Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 8th October 2018

PRESENT: Cllr C Woolveridge, Cllr J Bailey, Cllr D Buckingham, Cllr D Conway Read, Cllr J Harbottle, Cllr R Hartley, Cllr R Heath, Cllr D King, Cllr J Large and Cllr C Thomas.

In Attendance: Mrs S Payne (Clerk)

30.1 Questions and Comments from the Public. None.

30.2 Apologies for Absence. Noted from Cllr R Harrison.

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

30.4 To Approve the Minutes of the Council Meeting held on 10th September 2018. The minutes were approved unopposed and signed.

30.5 Chairman's Report.

Cllr Woolveridge's report was noted.

a) *Reclassification of Clerk's role within SLCC guidelines:* Currently the Clerk's role is classified as LC2 below substantive level within pay scales 26-29. Following a review of the role by Cllr Woolveridge it is recommended that the role be reclassified as LC2 substantive level within pay scales 30-34. **It was resolved that the Clerk's role be reclassified as LC2 Substantive Level within pay scales 30-34 with effect from 1st June 2018.**

The Clerk would review the current job description.

Action: Clerk

b) **It was resolved that following the annual appraisal the Clerk's pay be increased to LC2 scale 32 with effect from 1st June 2018.**

It was noted that the Clerk had been awarded the CiLCA in October. **It was resolved that following the completion of CiLCA the Clerk's pay be increased to LC2 scale 33 with effect from 1st October 2018.**

c) Following a presentation on Adult Social Care at a recent BMKALC Parish Liaison Meeting it was agreed that Cllr Conway Read would investigate whether the Simply Walks element of the transformation programme could be introduced within Chesham Bois. **Action: Cllr Conway Read**

c) Working Groups were asked to review and update the website content relevant to areas under their remit. **Action: All**

30.6 To consider adopting the amended Standing Orders to include NALC's suggested amendments to standing orders 17(d)(ii) and 18(c). It was resolved that the amended Standing Orders be approved.

30.7 To consider adopting the amended Grants Policy: It was resolved that the amended Grants Policy, which includes additional conditions for capital items and advertising be adopted.

30.8 Clerk's Report & Correspondence

The Clerk's report was noted.

a) *Trespassing on Common:* A resident had reported finding a man camped on the common. The police and CDC homeless team were informed, and the Clerk served an eviction notice.

b) *Manor Drive Insurance Claim:* Following a site visit from CDC's Tree Officer it was agreed that the beech tree and two adjacent trees be felled. A planning application has been made to CDC to carry out this work.

c) *Chapel Asbestos Removal:* Two sheets of asbestos have been removed and disposed of.

- d) *Data Protection Training*: Councillors are to inform the Clerk if they are able to attend the BMKALC Data Protection training on 23rd November. **Action: All**
- e) *Correspondence*: Email from a resident reporting an obstruction to footpath CSB/11 behind a property in Oakway. The Rights of Way team at BCC have been informed and the owner of the property has been asked to remove the obstruction.
- f) *Correspondence*: Letter from the Chiltern Town Council regarding the possibility of using part of Chesham Bois Burial ground in the future when their burial ground is full. This is being considered by the Burial Ground Management Working Group.
- g) *Correspondence*: Letter from a resident congratulating Council on the recent burial ground open day. This has been forwarded to the Burial Ground Management Working Group for their information.

30.9 Finance

- a) The financial reports for September 2018 were noted.
- b) **It was resolved to vire £5000 from the Common Ground Maintenance budget to the Emergency Treework budget.** **Action: Clerk**
- c) Payments for approval to 3rd October 2018: Council approved the following payments.

	NET	VAT	Amount	Description
Amersham Business Services	£57.14	£11.43	£68.57	Stationery
Buckland Landscapes Ltd	£852.87	£170.57	£1,023.44	August 18 Grounds Maintenance
DCK Accounting Solutions Ltd	£50.00	£10.00	£60.00	Sept & Oct 18 Payroll Administration
Foster Memorials	£1,106.00		£1,106.00	Insurance Claim: Memorial Damage
GP Asbestos & Maintenance	£175.00	£35.00	£210.00	Chapel Asbestos Removal
JRB Treework	£950.00		£950.00	Emergency Treework
Pear Technology Services Ltd	£100.00	£20.00	£120.00	PocketGIS annual Support
Mrs S Payne	£135.44		£135.44	Postage/Stationery/Software
Ridgeway Woodlands	£1,936.59		£1,936.59	Treework cricket pitch/127 Chestnut Ln/Fence
Royal British Legion	£500.00		£500.00	2 x WWI Tommy Silhouettes
Southern Electric	£261.74	£47.02	£308.76	Aug 18 Streetlight Electricity
Toolshed	£378.25	£75.65	£453.90	Sept 18 Grass Verge Cutting
Utility Warehouse	£28.45	£5.69	£34.14	Aug 18 Telephone/Sept 18 Broadband
Yerrell Flooring	£183.33	£36.67	£220.00	Aug 18 Telephone/Sept 18 Broadband
Staff Salaries			£1,893.04	Oct 18 Salaries & Pensions
			£9,019.88	

- d) As there had been a delay in receiving quotes for the replacement bench at the pond, it was agreed that grant applications be invited and once both the cost of the bench and the grant requests were known a decision would be made on allocation of the fete surplus. **Action: Clerk**

30.10 General Purposes – To Receive Reports from Working Groups

a) ***Common, Woodlands & Burial Grounds Maintenance Working Groups***

Cllr Thomas' report was noted.

- i. *Woodland Management Plan*: The Forestry Commission have yet to respond to the plan.
- ii. *Burial Ground Maintenance*: The hedge between the New Formal and Woodland burial grounds had been cut and the brambles are to be cleared. Uneven ground in the pathways between plot rows are to be filled.
- iii. *Common Maintenance*: The recent high winds had resulted in two fallen trees which had caused damage to property, one to the gate leading to the cricket pavilion and the other to the fence and railings in front of Tenterden Spinney.

The damaged pond bench will be removed.

Action: Clerk

The location of two new dog bins has been agreed one on Bois Lane near the gate to footpath 2 and the other at the end of Stubbs Wood where footpaths 3 and 4 merge.

Action: Clerk

- iv. *To approve the purchase of six bat boxes*. Council agreed that the purchase and installation of bat boxes be delayed until the management plan tree work has been finalised to avoid bat boxes being installed on trees that may need to be felled.

b) Burial Grounds Management

Cllr Large's report was noted.

- i. *Improving Burial Ground Profile:* The new burial ground advert has been placed for three consecutive months in Your Amersham and Your Chesham magazines. New adverts are also in More to Death and The Chiltern Society magazine.

Third party websites have been identified where photographs and details need to be updated and the process of updating these is ongoing.

- iii. *Commonwealth War Graves Commission (CWGC):* **It was resolved that that an application for the installation of a small Commonwealth War Grave Commission sign on the railings to the right of the burial ground pedestrian gate be made.** It was noted that the installation and maintenance of the sign is carried out by the Commonwealth War Graves Commission **Action: Clerk**

- iv. 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, which is projected in 2028. The Working Group have requested additional figures and will consider this at their next meeting and make a recommendation to Council in November. **Action: BGMWG**

c) Transport

Cllr King's report was noted.

- i. *MVAS Signs & Speeding:* The data from the four MVAS signs was noted. The worst compliance occurred in Copperkins Lane with 78.3%. It was noted that during the period when two MVAS signs were positioned on Copperkins Lane the second sign recorded compliance of 94.5% which may demonstrate the positive impact MVAS have on driver speed awareness.

- ii. *LAF:* The Amersham Road traffic calming work is on Transport for Bucks work schedule, but a commencement date has not been set.

- iii. *Milton Lawns Street Lighting:* A letter to the residents has been drafted regarding the proposed location of the two new street lights. It will be circulated during the next week. **Action: Cllr King**

- iv. *Bois Lane Parking:* A quote for installing posts or a grass creete on the verge was circulated to Council for consideration. It was agreed that that posts be installed along the verge to prohibit parking. **Action: Clerk**

d) Village Community

Cllr Bailey presented his report which was noted.

- i. **It was resolved that the one solidier silhouette be erected at the War Memorial and the other on the common land at the junction of Copperkins Lane and Amersham Road.**

e) Communications

Cllr Buckingham presented his report which was noted.

30.11 Planning

The minutes of the Planning Committee meeting held on 10th September 2018 were noted.

30.12 Consultations

BCC's public consultation on household recycling centres was considered. There are proposals to reduce opening times as well as the possibility of charging for 'non-statutory' waste at both the Chesham and Amersham recycling centres. The role of parish councils in clearing fly-tipping and verge/hedge clippings where services have been devolved needs to be established. **It was resolved that Council should respond stating that parish councils should be exempt from charges for works carried out under devolved services.** **Action: Clerk**

The meeting closed at 9.20pm

Date of next Council Meeting: Monday 12th November 2018.