

CHESHAM BOIS PARISH COUNCIL

Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 12th November 2018

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

In Attendance: Mrs S Payne (Clerk)

31.1 Questions and Comments from the Public. None.

31.2 Apologies for Absence. Noted from Cllr J Bailey.

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

31.4 To Approve the Minutes of the Council Meeting held on 8th October 2018. The minutes were approved unopposed and signed.

31.5 Chairman's Report.

Cllr Woolveridge's report was noted.

a) *Chiltern Liaison Meeting:* The Secretary of State's approval of the establishment, in April 2020, of a Unitary Council for Buckinghamshire was discussed and its impact on elections scheduled for May 2019. Chiltern District Council will seek clarity on this issue. There was also a request that a workshop be organised to explain changes to the Local plan and the impact on parish and town councils.

b) **It was resolved that the Communications Working Group be amalgamated with the Village Community Working Group with immediate effect.**

31.6 To consider adopting the updated Code of Conduct for Members. It was resolved that the updated Code of Conduct for Members be approved.

31.7 Clerk's Report & Correspondence

The Clerk's report was noted.

a) *2019 Meeting & Event Dates:* The Clerk is to confirm that the Parish Centre is available on 20th May for the Annual Parish Meeting and 9th June for Beating the Bounds; with these amendments the 2019 dates were approved. **Action: Clerk**

b) *Grants:* An invitation for grant applications has been widely promoted. The closing date for applications is 31st December 2018.

c) *Memorials:* Three memorial applications had been approved between 1st September and 7th November 2018.

e) *Correspondence:* Emails from BMKALC, BCC and CDC on the Government's decision on a Single Unitary Council for Buckinghamshire had been forwarded to Council

f) *Correspondence:* Email from CDC inviting members to an Open Space & Playing Pitch Strategy Meeting on 13th December. Cllr Buckingham will be attending. Councillors wishing to attend were asked to inform the Clerk. **Action: All**

g) *Correspondence:* Email from a resident regarding parking on the Common at Manor Drive and the track off North Road. The Clerk will write to these properties reminding them of the bylaws. **Action: Clerk**

g) *Correspondence:* Email from CDC informing members that the CDC Community Forum will take place on 21 November at 7.30pm at Rossetti Hall, Holmer Green.

31.8 Finance

- a) The financial reports for October 2018 were noted.
- b) **It was resolved to vire £2400 from the Streetlight Maintenance and General Costs budgets to the MVAS budget.** **Action: Clerk**
- c) Payments for approval to 7th November 2018: Council approved the following payments. Council approved the donation of £50 to the Royal British Legion as a S137 expenditure and were satisfied that the benefit was commensurate with the expenditure.

	NET	VAT	Amount	Description
Amersham Business Services	£40.54	£8.11	£48.65	Paper/Laminates/Card
Affinity for Business	£21.01		£21.01	Burial Grd Water June-Oct 18
B&MKALC	£98.20		£98.20	Training: Code of Conduct (DCR)/GDPR (JL)
Buckland Landscapes Ltd	£1,965.74	£393.14	£2,358.88	Sept/Oct 18 Grounds Maint/Bus Damage Repair
Chiltern District Council	£734.45	£133.54	£867.99	Dog Bin Maintenance April-Sept 18
Chiltern Society	£187.50		£187.50	BG Advert Winter 18 Chiltern News Magazine
DCK Beavers	£33.33	£6.67	£40.00	Nov 18 Payroll & Adjustments Administration
Dovedale Design	£100.00		£100.00	Q3 Website Hosting/Maintenance
First for Trophies	£3.00	£0.60	£3.60	Woodland BG Disc engraving
Mr R Heath	£244.29		£244.29	PA Mic/mixer/cover/cables/CDplayer/WWI Music
Royal British Legion	£50.00		£50.00	Remembrance Wreath*
St Leonards PCC	£86.90		£86.90	Office Electricity July-Sept 18
Studio Portobello	£70.00		£70.00	Instagram for Business Training Cllr Large
Toolshed	£378.25	£75.65	£453.90	Oct 18 Grass Verge Cutting
Staff Salaries & Pension	£2,217.11		£2,884.13	Nov 18 Salaries & Pension Contributions
Southern Electric	£228.10	£40.49	£268.59	Sept 18 Streetlight Electricity
Utility Warehouse	£38.68	£7.73	£46.41	Sept 18 Telephone/Oct 18 Broadband
			£7,830.05	

31.9 General Purposes – To Receive Reports from Working Groups

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

Cllr Thomas' report was noted.

- i. *Burial Ground Maintenance:* The uneven ground in the pathways between plot rows have been filled. A more rustic seat has been sourced at a cost of £499 plus delivery for the top of the Woodland Burial Ground. The seat it replaces will be moved the bottom of the New Formal Burial Ground.
- ii. *Common Maintenance:* BCC have confirmed that they will be invoicing for the removal of the tree that fell across Bois Lane in September.

A tree survey of Tenterden Spinney will take place during November and one is planned for Bois Wood.

Action: Clerk

The design of the replacement seat next to the pond is being considered with a 'wave seat' design being favoured. Costings are being sought.

Action: Cllr Thomas

b) **Burial Grounds Management**

Cllr Large's report was noted.

- i. *Implementation of the Marketing Plan:* the burial ground section of the Council's website contains the updated content but requires further formatting.
- ii. *Future Planning:* An action plan is being developed; some of the objectives going forward include: implementing the marketing plan and administrative reforms, running the Burial Ground with an aim to cover costs; continuing the current advertising strategy and improving the Burial Grounds' profile and maintaining and improving user experience.
- iii. *Commonwealth War Graves Commission (CWGC):* The CWGC sign has been installed and an A3 map is displayed on the noticeboard identifying the location of the graves. The CWGC website has still to update the photos of the burial ground.

iv. Chesham Town Council's request for provision of burial plots in the future on preferential terms and operating in a partnership in administering those burials once its own cemetery is full (projected in 2028) was considered by the working group. The working group concluded that there would be no benefit to current or future parish residents or the burial ground management in accepting the proposal and recommend that Council decline the request. **It was resolved that Chesham Town Council's request for the provision of burial plots in the future on preferential terms be declined.** Action: Clerk

v. Cllr Large will meet with local historian Alison Bailey to discuss developing plans for a history walk.

c) Transport

Cllr King's report was noted.

i. *MVAS Signs & Speeding:* The data from the four MVAS signs was noted.

Residents of Hollow Way Lane have expressed an interest in forming a Community Speed Watch team. The Clerk is arranging the necessary training. Action: Clerk

An additional MVAS would enable two to be placed permanently on Amersham Road with the remaining three circulated between Copperkins Lane, North Road, Bois Lane and Hollow Way Lane. **It was resolved that a MVAS be purchased at a cost of £2700** Action: Clerk

ii. *Milton Lawns Street Lighting:* All Milton Lawns residents have been written to regarding the proposed locations of the two streetlights with feedback requested by 9th November. Of the 55 letters posted there were 12 responses; 9 in favour and 3 against. It was agreed that a greater response should be sought. Cllr King, Cllr Hartley, Cllr Woolveridge and Cllr Buckingham agreed to carry out a door to door survey. Action: Cllrs

King/Hartley/Woolveridge/Buckingham

iii. *Bois Lane Parking:* Four posts have been installed along the Bois Lane.

iv. *Electric Car Charging Points:* BCC have requested nominations of sites to locate electric car charging points. The points are to be in areas where residents do not have off-street parking and be connected to a lamp post next to a kerb. Chesham Bois does not have lamp posts located next to kerbs and so cannot submit nominations.

v. *Grit Bins:* Following a review of grit bin provisions within the parish the working group recommend should the locations be approved by TfB and funding be available, the purchase of an additional four grit bins to be located on the junction of Hollow Way Lane and Bois Lane; the junction of Bois Lane and Woodside Avenue; the verge between Pioneer Hall and Chesham Bois School and the entrance to Hollybush Lane. A site survey will be arranged with TfB and a full proposal and costing will be prepared for the next Council meeting. Action: Clerk/Cllr King

d) Village Community

Cllr Bailey's report was noted.

i. *Remembrance Service:* A trumpeter from Amersham Brass Band will play the Last Post at the War Memorial at 8.30am on Remembrance Day and again at sunset.

ii. *Defibrillator:* **It was resolved that a Lottery grant application for the purchase of a defibrillator be sought. Should only part funding be offered then the purchase of a defibrillator will be reconsidered.** Action: Cllr Conway Read

iii. It was agreed that a map of Chesham Bois indicating footpaths and historical points of interest be produced and distributed to all Chesham Bois properties. Action: VC WG

31.10 Consultations

ANOB Draft Management Plan. One of the main proposals of the plan is to turn the ANOB into a National Park, with one of the main benefits being greater input on planning proposals. A response supporting this will be submitted. Action: Cllr Thomas

The meeting closed at 9.15pm

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