

CHESHAM BOIS PARISH COUNCIL

Balance Sheet

MAY 2019

Actual
YTD

Assets

CURRENT ASSETS	
Debtors	£2,466.50
Vat to be Claimed	£2,186.81
Total	£4,653.31
MONIES HELD	
Unity Current Account	£9,358.20
Unity Deposit Account	£53,985.42
Cambridge Building Society	£16,706.16
National Savings Account	£100,000.00
Other monies in hand	£1.79
Total	£180,051.57
Total Assets	£184,704.88

Liabilities

MONIES OWED SHORT TERM	
Creditors	£7,810.49
Payroll Taxation	£854.58
Total	£8,665.07
Total Liabilities	£8,665.07

Assets less Liabilities	£176,039.81
--------------------------------	--------------------

REPRESENTED BY:

Reserves		Spent YTD	Remaining
General Reserves	£33,780.29	£1,050.00	£32,730.29
Burial Ground Reserve	£16,500.00		£16,500.00
Common & Woodlands Reserve: 10 year Management Plan	£42,397.00		£42,397.00
Streetlighting Reserve	£15,484.00		£15,484.00
Grants: Committeed fete surplus	£0.00		£0.00
Devolved Services Reserve	£2,634.50		£2,634.50
LAF 50% Match Funding	£3,000.00		£3,000.00
Replacement Office	£30,000.00		£30,000.00
Total Reserves	£143,795.79	£1,050.00	£142,745.79

Income & Expenditure Account		-
---------------------------------	--	---

£33,294.10

£0.08

£176,039.89

Chesham Bois Parish Council: Income & Expenditure (£)

APRIL & MAY 2019	Annual	Current	Current	Budget	Over /	Target
17% through year	Budget	Period	YTD	Remaining	Under	17%
INCOME						
Precept	78,094	39,047	39,047	39,047	26,031	50%
Interest Received	1,100	192	192	908	-9	17%
Burial Ground Plots	18,400	2,000	2,000	16,400	1,067	11%
Burial Ground Memorials	2,200	1,600	1,600	600	-1,233	73%
Burial Ground Other income	10,000	1,550	1,550	8,450	117	16%
Wayleaves Income	790			790	132	0%
Devolution Contribution	2,735	2,735	2,735	-	-2,279	100%
Licence Income	5,600	40	40	5,560	893	1%
2018 Fete Income						
Misc. Income	200			200	33	0%
Total Income	119,119	47,164	47,164	71,955	27,311	40%
EXPENDITURE						
					Over /	
					Under	
SALARIES, PAYE & NI						
Clerk Salary	22,608	3,369	3,368	19,240	400	15%
Employers National Insurance	1,520	266	266	1,254	-13	18%
Employers Pension Scheme	4,840	771	771	4,069	35	16%
Total	28,968	4,407	4,406	24,562	422	15%
ADMINISTRATION						
Photocopier Costs	300	152	152	148	-102	51%
Stationery & Office Supplies	250	23	23	228	19	9%
Telephone & Broadband	400	77	77	323	-10	19%
Postage	100	37	37	63	-20	37%
Office Rent	400			400	67	0%
Office Electricity	750			750	125	0%
Wages - Cleaning	300	50	50	250	0	17%
Equipment & Software	900			900	150	0%

Training - Clerk	200			200	33	0%
Training - Councillors	320			320	53	0%
Subscriptions	1,200	729	729	471	-529	61%
Insurance	2,000			2,000	333	0%
Digital Mapping	300			300	50	0%
Website	400			400	67	0%
APM/Elections/Public Meetings	400			400	67	0%
Audit & Accountancy Fees & Bank Charges	1,200	50	50	1,150	150	4%
Advertising	200			200	33	0%
Clerk/Cllr/Sundry Expenses	150			150	25	0%
S137 Grants						
Total	9,770	1,118	1,118	8,652	511	11%

BURIAL GROUND

Burial Ground Maintenance	12,000	70	70	11,930	1,930	1%
Water	120	11	11	109	9	9%
Electricity	170	39	39	131	-11	23%
Sexton Costs/Wages	4,000	753	753	3,247	-87	19%
Memorial Safety	1,000			1,000	167	0%
Chapel Maintenance	500			500	83	0%
Advertising & Marketing	4,000	437	437	3,563	230	11%
General Costs	100	9	9	91	8	9%
Total	21,890	1,319	1,319	20,571	2,330	6%

Burial Grd Reserves Expenditure
Funded Reserve

COMMON & WOODLANDS

Ground Maintenance	8,750	0	0	8,750	1,458	0%
Pond Maintenance	2,000			2,000	333	0%
Consultancy & Tree Inspections	2,500			2,500	417	0%
Emergency Treework	16,000	4,380	4,380	11,620	-1,713	27%
Dog Bin Maintenance	1,959			1,959	326	0%
Management Plan	9,400	487	487	8,913	1,080	5%

Chiltern Society Work	1,000			1,000	167	0%
Sundry Expenses	300			300	50	0%
Total	41,909	4,867	4,867	37,042	2,118	12%
TRANSPORT & HIGHWAYS						
Streetlights Maintenance	1,000	345	345	655	-178	35%
Streetlights Electricity	3,150	267	267	2,883	258	8%
General Costs	1,000			1,000	167	0%
Devolved Services	4,200	419	419	3,782	282	10%
MVAS	3,200	1,005	1,005	2,195	-472	31%
Total	12,550	2,035	2,035	10,515	56	16%
Transport Expenditure Funded Reserve						
LAF Funded Reserve						
VILLAGE COMMUNITY						
Events	2,800	15	15	2,785	451	1%
Walking Map	500	50	50	450	33	10%
Communications	750	60	60	690	65	8%
Total	4,050	125	125	3,925	550	3%
General Reserves Expenditure Funded Reserve		1,050	1,050			
Total Expenditure	119,137	14,921	14,920		4,936	13%

PAYMENTS	NET	VAT	Amount	Description
a2b Flyers	£60.00		£60.00	Delivery of Annual Review
Amersham Business Services	£22.50	£4.50	£27.00	Office Stationery
Buckland Landscapes	£969.62	£193.92	£1,163.54	May 19 Grounds Maintenance
Chesham Town Council	£125.00	£25.00	£150.00	Supply & Installation Extension Post in Hollow Way Lane
Chiltern Woodlands Project	£380.00		£380.00	Woodland Management Plan: Writing Plan
DCK Beavers	£25.00	£5.00	£30.00	June 19 Payroll Administration
First for Trophies	£12.00	£2.40	£14.40	Woodland BG Disc engraving
Hawkes Design & Publishing	£915.00		£915.00	Printing Walking Map & Annual Review
HMRC	£1,297.17		£1,297.17	Qtr1 NI/PAYE
Mrs S Payne	£36.45		£36.45	Village Walk/Beating Bounds Refreshments
Printerland	£152.22	£30.44	£182.66	Cyan toner for printer
SparkX Ltd	£345.00	£69.00	£414.00	Street light Repairs #56 #64
Toolshed	£418.50	£83.70	£502.20	May 19 Grass Verge Cutting
SSE	£38.87	£1.94	£40.81	Qtr1 BG Electricity
Utility Warehouse	£36.78	£7.35	£44.13	April 19 Telephone/May 19 Broadband
Staff Salaries	£1,753.65		£1,753.65	June 19 Salaries
Bucks County Council	£483.33		£483.33	June19 Pension Contributions
			£7,494.34	

1. Management Plan for the Common and Woodlands

No further progress this month. We are putting together a specification for the two sets of work, Bois Wood and Tenterden Spinney, to go out to potential contractors.

2. Burial Ground Maintenance

Nothing to report.

3. Common Maintenance

David King recently came across two young children swimming in the pond, apparently without supervision. This is obviously potentially very dangerous and there is a byelaw (15(i)) prohibiting swimming; however, there is only a small "No swimming" sign located on the information board, so the Council is asked to consider erecting a separate "No swimming" sign around the pond. This could be combined with other warnings such as "Beware – thin ice".

There was a meeting with Mark Scott Construction, the builders responsible for the new houses on the Guidos site in South Road, on 3rd June to outline our requirements for the unofficial lay-by on common land opposite the site. We have requested that the lay-by is dug up, topsoil replacing the gravel, and a line of wooden posts is erected along the line of the road to prevent cars parking on the Common in future. They said that they would plant a few bushes in this area as well.

Cllr C Thomas

Council Meeting 10th June 2019

Burial Grounds Management Working Group Report

Progress Against Defined Objectives

Objective for Working Group	Details of Latest Progress
Improving Burial Ground Profile	<p>Ongoing The Annual Village meeting included a presentation from Fiona Everingham, outlining the variety of wildlife in the Meadow which was well received.</p> <p>A funeral was held in the Woodland Burial Ground with a horse-drawn hearse. The family permitted the Council to take some photos which were uploaded to CBBG Facebook page and the website.</p> <p>The clerk is sending copies of the Burial Ground brochure to the ANBG so that they are available for the forthcoming National Funeral Exhibition and will also update them on the ashes plots available in our Woodland Burial Ground so as to be included in the new Cremated Remains Information Bureau initiative.</p>
Evaluating impact of advertising and marketing initiatives to inform future decisions	<p>Ongoing Three woodland burial plots were purchased by non-residents following online searches, including on the Natural Death website, and a further plot chosen following receipt of the CBBG brochure from a local funeral director. One plot was purchased in the Original Formal burial ground following local knowledge.</p> <p>The Village Walk leaflet was launched on 18th May; the route included the Burial Ground and Meadow. Around 40 walkers attended and there were many questions from walkers who were unaware e.g. ashes plots could be purchased or that non-residents could be catered for.</p>
Developing plans for future Burial Ground events	<p>Ongoing Work will be taken forward to repeat the Remembrance Service together with Family History/BG queries information point for Heritage Day. Perhaps link with Bat Walk.</p> <p>This item will also include longer term planning for the Burial Ground centenary in 2024, as plans develop.</p>
Improving Burial Ground as Community amenity	<p>Ongoing Working Group has identified a variety of possible developments over time, which would raise the profile of the Burial Ground more generally. Latest progress is as follows:</p> <ul style="list-style-type: none">• Clerk has registered BG details with Lavish Locations; the details are not yet live but will allow the BG to be searchable by location scouts once they are. Clerk is chasing.

<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 to be searchable by the general public online.</p>	<p>Ongoing 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 has commissioned Pear to create accurate map of Woodland Burial Ground. Pear made an initial map of the New Formal grounds on 8th February 2018, over which a grid with plots will be laid to construct a full map. The budget for this work has been rolled forward again to FY19-20. 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.</p>
<p>Implementing 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>Implementation Ongoing 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>Improving the Site Amenities</p>	<p>Ongoing Working Group identified the following items to take forward:</p> <ul style="list-style-type: none"> • Electrical safety check of Chapel – work awaiting completion – Cllr King chasing contractor • Replacement of any lavender required and topdressing of Garden of Remembrance: Complete – many thanks to Cllrs Woolveridge, Harrison and Thomas • Develop plans to improve planting and seating near entrance/toilet/Chapel area

Other Items

HS2 exhumations: The Clerk has responded to the project team, allowing CBBG to be considered as a site, on the understanding that no formal commitment has yet been made. No response has yet been received.

Action for Council

Councillors are invited to note the progress against objectives made.

Jane Large

June 2019

Transport Working Group Report for 10 June 2019 Council Meeting

Mobile Vehicle Activated Sign (MVAS)

We now have 5 MVAS signs operational in the parish as detailed below:

MVAS 1 remains located in Bois Lane near the Church.

MVAS 2 remains located in Copperkins Lane at the junction of Deep Acres. This sign has a fault which has been reported to SWARCO.

MVAS 3 was relocated from the Amersham Road to North Road on 4 April 2019.

MVAS 4 remains located on the Amersham Road outside the Beacon school facing Amersham. The lock mechanism is broken on this sign so I'm unable to change the batteries. This has been reported to SWARCO.

MVAS 5 is located from 4 April on the Amersham Road outside the Beacon school facing Chesham.

No data has been downloaded this month.

The Council has entered into a maintenance contract with SWARCO from 1 April which covers 4 units out of warranty at a cost of £220pa per unit giving an annual cost of £880 for 2019/20. SWARCO are not providing their contracted service to CBPC as both signs are still out of action. I have phoned and written to the sales director but without success. This will now be escalated to the MD and TfB as SWARCO are the only company authorised to supply MVAS signs in Bucks.

LAF

Nothing to report

Devolution

As agreed, the grass cutting map was circulated to councillors with a request to review and suggestions for areas to be added to the schedule.

Street Lighting

The new street lighting has been installed but not commissioned in Milton Lawns. The delay is with UKPN.

2018 street lamp replacements have now been received by Sparkx and should be installed during the next 2 weeks.

I reported last month, based upon information received from Sparkx, that we may be able to provide a supply to both the war memorial and the Glebe Way street light for c £9000. A subsequent quote from Sparkx confirmed the cost as £13,991.80. This level of expenditure cannot be justified and I'm therefore withdrawing the request for funding from the agenda.

We still have the problem of providing a supply to the Glebe Way street light and I have asked for a quote to connect it to the nearest available street supply.

Cllr Buckingham asked if Sparkx had attempted to establish if the street light was supplied from the Parish Centre. They have not. I'm informed that if we wish to conduct a tracing survey it will cost c£400. Given the proposed development of the Parish Centre I suggest we regularise the supply through the normal UKPN process.

Yellow Lines at Junctions

As we are all aware, parking is becoming an increasing safety problem in Chesham Bois especially near junctions.

The cost of applying to have yellow lines and parking schemes is very high due to the legal process that has to be adhered to.

Following discussions with Cllr Gareth Williams of BCC, he advised that there may be a process we could follow, based upon Highway Code safety requirements, to get what we need quickly and at a reduced cost.

Apparently a standalone project would be in the region of £10,000 and would need to be requested via the PACs Co-Ordinator request process (Network Improvement Team), which Cllr Williams can do.

If we can combine our requirements with another scheme it could be around £4,000 to £5,000 as the majority of costs would be the legal side of things. There might be a scheme in Beaconsfield starting very soon to which ours could be linked to as there will be amendments to the Chiltern District Traffic Regulation Order.

I am therefore asking Council to give me authority to respond to Cllr Williams confirming that CBPC is willing to join with the scheme in Beaconsfield and commit £5000 of funding.

The junctions I have put forward to Cllr Williams are detailed below.

- 1) Chiltern Road and Amersham Road near the Beacon – school pick up parking. The other end of Chiltern Avenue has yellow lines.
- 2) Clifton Road and Amersham Road near the Beacon – school pick up parking. The other end of Clifton Road has yellow lines.
- 3) The Limes and Amersham Road – school pick up parking.
- 4) Bois Lane and Glebe Way – this road is used for commuter parking
- 5) Woodside Avenue and Bois Lane – this is a busy junction due to the school traffic
- 6) Green Lane and Bois Lane – thoughtless parking too close to the junction.
- 7) The Leys and Amersham Road - school pick up parking.

Cllr Large corresponded with Cllr Williams following the CBPC annual meeting regarding the parking and access problem in Chestnut Lane. Cllr Williams advised that this is not within the scope of the Highway Code requirements and would therefore be included in the 2020 parking study.

Cllr Hartley has highlighted a problem at Bois Lane and High Bois Lane. I believe this should also be considered during the 2020 parking study.

Cllr David King 8 June 2019

Village Community Working Group report: June 2019

To note the success of the CB village map walk and thank Deborah and Jane who worked so hard on putting the map together and making it such a success. Thank you for everyone who helped to make the day such an enjoyable event. It has been widely suggested that we should hold this event yearly and I think we should discuss adding it to our calendar.

The Beating the Bounds walk is this Sunday 9th June. Attending on the day at the moment are Danny, Deborah, Clive, Richard and Cathy. Danny has volunteered to lead the party with Clive following as the sweeper. Deborah has volunteered for the catering. Richard and Cathy are helping as needed. Note that we do not have use of the Parish Centre so location will be as the Village Walk. Sam will leave all the essentials that are needed on a table in the office. Contributions of cake are welcome.

Cllr John Bailey

Defibrillator update June 2019

Our application for National Lottery funding was unsuccessful.

Another possibility has arisen:

Defibrillator Appeal for Chiltern Parish Councils

I am writing to introduce you to London Hearts, the heart charity for England. Since 2013, the heart brand has played a leading role in improving heart health in England and Wales; vitally important work, since a third of all deaths in the country are the result of cardiovascular disease.

London Hearts would like to work with you the Parish Council in an attempt to make sure that there plenty of functional public access defibrillators available at all times. The stats are alarming - If a defibrillator is used and effective CPR is performed within 3-5 minutes of cardiac arrest, their chance of survival increases from 6% to over 74%, whilst studies have shown that to give a person the best chance in a cardiac arrest they should be within 200m of a defibrillator.

As a charity London Hearts is dedicated to improving the health of communities in England and to date have supplied over 1300 public access defibrillators in England and Wales, provided free CPR and Defibrillator training to over 48,000 people. In 2016 our very own heart screening sessions were introduced and to date have screened over 2,000 young hearts to detect heart abnormalities. Most importantly, many lives have been saved as a result of our work.

London Hearts provides life-saving defibrillators and equipment not just to London but all over the UK and is currently working with the London Taxi Drivers Association, Transport for London and Mayor of London's office to name a few to supply this lifesaving equipment.

Could you possibly let me know whether you have any defibrillators at present to cover your area. It is unlikely that you will have anywhere near sufficient to ensure that all of your public areas are adequately catered for. If you would care to discuss your present coverage in your borough, any questions that you have relating to all defibrillator related matters then perhaps we can arrange the telephone conversation and possibly thereafter a meeting to help you acquire these life-saving pieces of equipment. We currently have a £200 grant to help with this equipment.

<https://www.londonhearts.org/apply-online>

I have enquired about this – here is the reply

I would advise that as a charity we do not as such charge for products but we do request minimum donations be made to cover the cost of the equipment obtained. I hereby attach our charity profile for your consideration.

The usual cost for a Defibrillator is £1195.00 however at present due to our having received a small legacy, we are currently able to donate £200 towards the cost of a defibrillator supplied by ourselves, this meaning the present required minimum donation is £995.00.

Additional products include external & internal cabinets and internal wall brackets. I would advise that if a defibrillator is to be kept outside, it must be housed in a heated locked or unlocked cabinet (minimum donation £525.00) – it is entirely your preference as to whether you would like a locked or unlocked cabinet. If kept inside then you do not require any other equipment however some people have preferences for it to be kept either in an indoor unlocked cabinet (minimum donation £135.00) or on a wall hanger/bracket (minimum donation £85.00).

We do not install any products however the defibrillator itself does not require a power source but the external cabinet does for the heating and light purpose – this being a simple standard plug socket so costs from any electrician should be low.

All defibrillators we supply come with a 7 year Warranty which can be extended to 10 years when signing up with Guardian (this is not linked to ourselves). We also arrange registration of your defibrillator with the Ambulance Service.

As a charity we are fortunate enough to work alongside a team of ambulance service trained first aid responders which means we are able to provide a FREE CPR & Defibrillator Awareness Training session with the defibrillators we supply. This is usually a high hidden additional cost when procuring a defibrillator through other companies.

London Hearts seems significantly cheaper than our National Lottery bid included, which included the following costs.

AED plus Cabinet £1,999
Guardian monitoring/recording £49
Electrical Installation/Connection £250
Awareness Training £100
Total £2,398

Running costs were not included. The cabinet needs to be kept frost free, so a low level of heating would be required. The pads would need to be replaced if used – again at low cost.

I ask councillors to consider whether to go ahead with purchasing a defibrillator under the London Hearts scheme, or to decide definitely that we do not wish to proceed with any defibrillator purchase.

Deborah Conway Read
Councillor

Council Meeting 10th June 2019

Parish Centre Redevelopment Working Group Report

Progress Against Terms of Reference

Terms of Reference	Details of Latest Progress
To collate and disseminate information on St Leonard's Church proposals to redevelop the Parish Centre.	Ongoing The latest draft plans and proposals, which were presented at the Consultation meetings in March, have been uploaded to the Church website. Links to this website are on the Parish Council website and on its social media outlets.
To ensure residents are aware of the proposals and promote attendance at consultation events.	Ongoing The CBPC Annual Review, which was sent for delivery to all Chesham Bois residents outlined the aims of the redevelopment, and provided links for residents to engage with the Church consultation process and feedback to the Parish Council. Similar wording has been posted on the Parish Social Media outlets. The Development was also discussed at the Annual Parish Meeting on 20 th May.
To engage with the community to gather views.	Ongoing Councillors accepted the invitation from Mr and Mrs Booth of the Old Rectory on 4 th June, as the nearest neighbours, to understand their views of the development site. The Working Group has received 12 emails from residents expressing views on the development (both positive and negative) this month. Replies have been sent. Councillor Harbottle is exploring the possibility of establishing a Development Consultation Forum in correspondence with Cllr Harris of Chiltern District Council. Correspondence has recently been received from the Protect Chesham Bois Common Action Group outlining its concerns, and a response offering a meeting has been sent. Further opportunities to engage with residents from other parts of Chesham Bois will be sought.
To liaise with St Leonards on requirements for Parish Council office within the Centre.	Ongoing

Action for Council

Councillors are invited to note the progress against objectives made.

Cathy Woolveridge

June 2019