

# CHESHAM BOIS PARISH COUNCIL

## Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 8<sup>th</sup> July 2019

**PRESENT:** Cllr C Woolveridge (Chairman), Cllr J Bailey, Cllr D Buckingham, Cllr D Conway Read, Cllr J Harbottle, Cllr R Heath, Cllr D King, Cllr J Large & Cllr C Thomas

**39.1 Questions and Comments from the Public.** None.

**39.2 Apologies for Absence.** Received from Cllr R Harrison and Cllr R Hartley.

**39.3 To Receive Declarations of Interest Relating to this Meeting.** None received.

**39.4 To Approve the Minutes of the Council Meeting held on 13<sup>th</sup> May & 10<sup>th</sup> June 2019.** The minutes were not available for consideration. This item will be deferred to the next Council meeting. **Action: Clerk**

**39.5 Clerk's Report & Correspondence.**  
In the Clerk's absence there was no report available.

**39.6 To Approve Council's Response to the Chiltern & South Bucks Local Plan and the Chiltern & South Bucks Community Infrastructure Levy (CiL) Draft Charging Schedule.** Cllr Harbottle reported on the details of the plans. There were no significant housing or other land use allocations proposed for Chesham Bois however there were some minor Green Belt boundary changes proposed notably at the end of High Bois Lane. The CiL draft charging policy would mean that Parish Councils would receive funds from housing developments within their parish. **It was resolved that no formal Council response was considered necessary.**

### **39.7 Finance**

a) The Internal Auditor's report and observations were considered and noted. A system for signing off bank reconciliations will be agreed with the Clerk. **Action: Clerk/Cllr Heath**

b) The financial reports for June 2019 were noted.

c) *Payments for approval to 3<sup>rd</sup> July 2019:* Council approved the following payments:

	NET	VAT	Amount	Description
Amersham Business Services	£27.81	£5.56	£33.37	Office Stationery
Buckland Landscapes Ltd	£969.62	£193.92	£1,163.54	June 19 Grounds Maintenance
Chiltern Society	£187.50		£187.50	Burial Grd Advert in Summer 19 Chiltern News
DCK Beavers	£25.00	£5.00	£30.00	July 19 Payroll Administration
MT Loos Ltd	£205.00	£41.00	£246.00	Loos for Picnic on the Common
Mrs S Payne	£49.99		£49.99	Bitdefender Internet Security Software
Platinum Press Ltd	£320.00	£64.00	£384.00	Chesham Bois Walk Leaflet Printing.
Mr R Rollins	£850.00		£850.00	Refund of Interment/Plot Fees P958 18/42
Southern Electric	£289.25	£52.23	£341.48	Burial Ground Electricity Aug 17 to May 18
St Leonards Church	£30.00		£30.00	Hire of Parish Centre for APM
SWARCO	£2,714.01	£542.80	£3,256.81	Solar MVAS
TM Arborcare	£2,500.00		£2,500.00	Chestnut Lane Treework
Toolshed	£837.00	£167.40	£1,004.40	April & June 19 Grass Verge Cutting
Utility Warehouse	£35.03	£7.00	£42.03	May 19 Telephone/June 19 Broadband
Cllr C Woolveridge	£191.73		£191.73	APM Refreshments/Garden of Rest Plants/Gravel
Staff Salaries & Pension	£2,117.18		£2,117.18	July 19 Salaries
			<b>£12,428.03</b>	

- d) **It was resolved to approve the Council's Insurance Renewal**. Additional cover for data breach and online fraud is to be investigated and quotes sought. **Action: Clerk**

### 39.8 General Purposes – To Receive Reports from Working Groups

#### a) **Common, Woodlands & Burial Grounds Maintenance**

Cllr Thomas' report was noted.

- i. *Management Plan*: The tender specifications for the work in Bois Wood and Tenterden Spinney have been circulated to contractors. Work is expected to begin in late September. The potential use of cameras to protect contractor's equipment in remote locations was discussed. There will be a need to inform local residents as there will be large equipment.

**Action: CWBGM WG**

- ii. *Common Maintenance*: An ash tree at the junction of Chestnut Lane and Sycamore Road was felled as it was considered dangerous by the Bucks Highways Inspector. The inspector's survey identified additional tree work that needs to be carried out.

- iii. *Burial Ground Maintenance*: The chapel had a water leak in the roof. The Clerk will inform the insurers. A bat walk is to be arranged through the meadow with the assistance of Fiona Everingham.

#### b) **Burial Grounds Management**

Cllr Large's report was noted.

- i. The working group will be meeting on 12<sup>th</sup> July to review progress over the past year against defined objectives and reset targets for the coming year. The internal auditor's comments regarding the review of fees has been noted and the fees will be reviewed.
- ii. *Advertising & Marketing*: One recent woodland burial ground plot purchase resulted from a local funeral director which stocks our brochure; a formal burial ground plot purchase was purchased by someone with local knowledge. The Council received excellent feedback on the services of our Sexton and the Woodland Burial Ground. The Clerk will request the permission of the family to quote this testimonial on the website and Facebook pages. **Action: Clerk**

#### c) **Transport**

Cllr King's report was noted.

- i. *Parking*: Funding has been made available for a parking survey in Amersham and Chesham Bois with a meeting being held on 11<sup>th</sup> July.
- ii. *Devolution*: The grass cutting map has been circulated to councillors to review. No amendments have been requested. The contractors will be siding out both sides of the footways along Amersham Road and will carry out weed killing on all roads and footways in the parish.

- iii. *Streetlights*: The new streetlights installed in Milton Lawns are still not commissioned; the delay is with UKPN.

*Glebe Way*: BCC have provided the names of three contractors that could carry out the work. Quotes will be sought. **Action: Cllr King**

*Bois Avenue*: A resident has requested additional streetlighting along the road. The provision of an additional streetlight will cost approx. £4,300. Cllr King will contact all residents with the proposal and proposed site and seek their response. **Action: Cllr King**

- iv. *Long Park Close Parking*: The Long Park & Woodlands Court Estate Group have written to Council regarding their concern that inconsiderate parking may pose a safety issue as it may hinder access by fire engines. It was agreed that the Clerk would relay these concerns to the Fire Service. **Action: Clerk**

#### d) **Village Community**

- i. *Noticeboards*: It was agreed that the working group would propose recommendation regarding the use of parish Council noticeboards. **Action: VC WG**

e) **Parish Centre Redevelopment**

Cllr Woolveridge's report was noted.

- i. Quotes have been received for an independent review of both the heritage and traffic implications and have been circulated to Council for consideration. **It was resolved to commission a independent review in respect of the Parish Centre Redevelopment and appoint CgMs to do the heritage review at a maximum cost of £1500 (or Orion if this was not possible) and iTransport to do a transport review at a maximum cost of £1500 with expenditure coming from the General Reserve.**

St Leonard's Church will be asked for their data as a starting point.

**Action: PCR WG**

- ii. Cllr Large will put a Facebook message correcting an inaccurate post on the Protect Chesham Bois Common Action Group Facebook page

**Action: Cllr Large**

**39.9 Planning**

The minutes of the Planning Committee meetings held on 13<sup>th</sup> May and 10<sup>th</sup> June 2019 were noted.

The meeting closed at 9.30pm

Date of next Council Meeting: Monday 9<sup>th</sup> September 2019.