

# Council Meeting 9<sup>th</sup> December 2019

## Clerk's Report & Correspondence

### Memorial Applications

During November one memorial application was processed.

### Litter Bins outside Londis :

I have contacted CDC waste team regarding changing the existing bin for a twin bin which takes general waste and recycling waste. The response was that in October they had instructed the contractors to change the existing bin for a larger one and that they will chase this up. I have asked if this request can be changed to a bin that has a recycling element. I am awaiting a response.

### Turn off Engine Signs

Council agreed that a turn off engine or no idling sign be displayed at the North Road layby. I have sourced some signs and need to agree on a design.

### Cyber Risk Insurance

Our current insurance broker BHIB provide this cover at a cost of £299 per annum (the same price for all councils regardless of size) and includes 10 free anti-virus licence and data breach alter software. The cost of this cover can be shared with three other councils, I have contacted our local Councils to find out if they are interested in sharing the cost of the policy, so far Penn Parish Council have expressed an interest. I will have a proposal ready for January Council.

### Community Speed Watch

The equipment has been tested by TVP and a faulty part has been replaced. Protocols have been drafted jointly with TVP and all sites have been risk assessed. TVP are planning a training session during January to be held on a Saturday.

**Correspondence *BCC Proposed Parking Controls in Amersham & Chesham Bois.*** A copy of the letter BCC are sending to residents was emailed to Councillors. Information on the review will be put on the website and social media platforms.

**Correspondence *Letter from the Residents of Hilbury Close.*** Waste trucks over the past few months have been unable to access Hilbury Close due to parking on the junction of Long Park Close. The residents have asked for Council's assistance in arrange for white lines to be installed on Long park opposite Hilbury Close and on the junction. This letter has been forwarded to the Transport WG for their consideration. I have also contact CDC Waste Team to find out how often the waste teams have been unable to access the Close.

**Correspondence *Letter from the Royal British Legion.*** Thanking Council for providing volunteers to help manage the road closure for the Remembrance Parade. The mentioned that they had received a great many comments from people saying how well organised the parade was. .

Mon 13 Jan	Planning Committee	7.30pm	Council Office
Mon 13 Jan	Parish Council	8.00pm	Council Office
Mon 27 Jan	Planning Committee	7.30pm	Council Office
Mon 10 Feb	Planning Committee	7.30pm	Council Office
Mon 10 Feb	Parish Council	8.00pm	Council Office
Mon 24 Feb	Planning Committee	7.30pm	Council Office
Mon 9 March	Planning Committee	7.30pm	Council Office
Mon 9 March	Parish Council	8.00pm	Council Office
Mon 23 March	Planning Committee	7.30pm	Council Office
21 March	Great British Spring Clean	10am	War Memorial
Mon 6 or 20 April	Parish Council	8.00pm	Council Office
Mon 6 or 20 April	Planning Committee	7.30pm	Council Office
Mon 18 May*	Planning Committee	7.30pm	Council Office
Mon 18 May*	Parish Council	8.00pm	Council Office
Sun 17 May	Beating the Bounds	2.00pm	Parish Centre
Mon 11 May or 1 June	Annual Parish Meeting	8.00pm	Parish Centre
Mon 8 June	Planning Committee	7.30pm	Council Office
Mon 8 June	Parish Council	8.00pm	Council Office
Sat 13 June	Village Fete	11.30am	North Road Common
Mon 22 June	Planning Committee	7.30pm	Council Office
Sat 11 July	Picnic & Music on the Common	4pm	Common
Mon 13 July	Planning Committee	7.30pm	Council Office
Mon 13 July	Parish Council	8.00pm	Council Office
Mon 27 July	Planning Committee	7.30pm	Council Office
Mon 14 Sept	Planning Committee	7.30pm	Council Office
Mon 14 Sept	Parish Council	8.00pm	Council Office
Mon 21 Sept	Planning Committee	7.30pm	Council Office
Sat 10 Oct	Autumn Common Clear Up	10.00	War Memorial
Mon 12 Oct	Planning Committee	7.30pm	Council Office
Mon 12 Oct	Parish Council	8.00pm	Council Office
Mon 26 Oct	Planning Committee	7.30pm	Council Office
Sun 8 Nov	Remembrance Day Service	11.45am	War Memorial
Mon 9 Nov	Planning Committee	7.30pm	Council Office
Mon 9 Nov	Parish Council	8.00pm	Council Office
Mon 23 Nov	Planning Committee	7.30pm	Council Office
Fri 4 Dec	Christmas Lights & Carols	4.00pm	War Memorial
Mon 14 Dec	Planning Committee	7.30pm	Council Office
Mon 14 Dec	Parish Council	8.00pm	Council Office

**Dates in Red to be agreed \* Unitary Elections on Thurs 7<sup>th</sup>. unlikely results of PC elections known until Monday...therefore need to have Annual Council Meeting on 18 May**

<b>PAYMENTS</b>	<b>NET</b>	<b>VAT</b>	<b>Amount</b>	
Amersham Business Services	£36.41	£7.28	£43.69	Stationery
Buckland Landscapes	£969.62	£193.92	£1,163.54	Nov 19 Grounds Maintenance
Chiltern Society	£120.00		£120.00	Removal of laurel from Common
Clearwater Pond Mgmt	£495.00	£99.00	£594.00	Pond Maintenance Nov 19
DCK Beavers	£25.00	£5.00	£30.00	Nov 19 Payroll Administration
DP Green Countryside	£5,000.00	£1,000.00	£6,000.00	50% payment for Management Plan work in Bois Wood
Greengate Bio Packaging	£81.49	£16.30	£97.79	500 Hot cups & 1000 cold cups
Clr R Heath	£74.11		£74.11	Leads for PA System
Highflow Services	£120.00		£120.00	Chapel Gutter Clearance and Repair
HMRC	£1,402.75		£1,402.75	Qtr 3 NI/PAYE
JollyBrolly	£100.00	£20.00	£120.00	10 Umbrellas for BG
Clr J Large	£13.50		£13.50	Mileage for attending BMKALC Conference
Mrs S Payne	£167.35		£167.35	Keys/Cups/Speedwatch Equip/Event Licence
SparkX	£65.00	£13.00	£78.00	Call out to Lamp 18 Chiltern Road
SSE	£37.96	£1.89	£39.85	Q3 Electricity to Burial Ground
SSE	£328.43	£59.98	£388.41	Nov 19 Street Lighting Electricity
Utility Warehouse	£37.79	£7.55	£45.34	Oct 19 Telephone/Nov 19 Broadband
Payroll	£2396.55		£2396.55	Dec 19 Payroll
			<b>£12,885.43</b>	
<b>RECEIPTS</b>				
Resident	£200.00		£200.00	Memorial P978b
Resident	£200.00		£200.00	Memorial P993
Non-Resident	£1,450.00		£1,450.00	Plot/Interment W63
Non-resident	£1,450.00		£1,450.00	Plot/Interment W279
Non-resident	£400.00		£400.00	Memorial U1375
Non-resident	£250.00		£250.00	Interment H441
Non-resident	£100.00		£100.00	Memorial H441
NS&I Savings	£97.67		£97.67	Oct 19 interest
			<b>£4,147.67</b>	

1. Management Plan for the Common and Woodlands

We have confirmed delivery of a pack of free trees from The Woodland Trust for replanting in Tenterden Spinney in March; however, in order to comply with the species mix required by the Forestry Commission we will have to purchase some trees such as small-leaved lime as well.

Work in Bois Wood is nearly completed. There are a few more difficult trees to fell near the bridle path and car park still to do and logs to clear. John Morris visited the site today and is very happy with the work, particularly the opening up of the upper path. The Woodland Trust have advised that their allocation of trees for this winter is complete so we will not get any free trees from them (a pack consisting of 450 mixed species) until November 2020. This will give us a chance to tidy the site and maybe construct some dead hedging from the cut branches during the Spring.

2. Burial Ground Maintenance

The design of a more attractive entrance to the burial ground with raised beds and seating has not progressed this month.

A fallen tree at the top of the Woodland Burial Ground will be cleared as it blocks the route of the village walk.

3. Common Maintenance

The Autumn pond maintenance visit has taken place and the pond is now full and looking tidy.

Planting new trees at the junction of Chestnut Lane and Sycamore Road has not yet taken place.

The tenders for work resulting from the recent full safety check of all trees on the Common near roads, paths or properties have resulted in a contractor appointed to carry out the work at a cost of £7690 excl VAT.

Cllr C Thomas



# Council Meeting 9th December 2019

## Burial Grounds Management Working Group Report

### Progress Against Defined Objectives

Objective for Working Group	Details of Latest Progress
<p>Improving <b>Burial Ground Profile</b></p>	<p><b>Ongoing</b> Cllrs Large and Conway-Read and Clerk attended training on social media techniques on 29<sup>th</sup> November. Lessons and best practice learned will be reflected in future social media strategies to raise the BG profile.</p> <p>Cllr Large and Clerk have drawn up a short article about the BG winning CYA award for “The Clerk” magazine.</p> <p>The WG has approved the use of the Burial Ground as a location by a small independent film maker. Filming took place on 30<sup>th</sup> July. Links to the film will be made available for social media/website use. 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>
<p>Evaluating <b>Impact of Advertising</b> and marketing initiatives to inform future decisions</p>	<p><b>Ongoing</b> WG met on 12<sup>th</sup> July to agree an advertising strategy in various publications. 10% budget remains uncommitted to enable new approaches to be evaluated if affordable later in the financial year.</p> <p>There have been 2 burials since the last report, but both were second interments in existing plots, so no new purchases.</p>
<p>Developing plans for future <b>Burial Ground Events</b></p>	<p><b>Ongoing</b> Burial Ground Open Days will be continued as a valued annual event. The Clerk is liaising with the “Beautiful Burial Ground” group to see if it would be able to offer a “fungus foray” during the 2020 Open Day.</p> <p>WG has expressed interest in further events associated with the meadow and its wildlife (including a bat walk).</p> <p>This item will also include longer term planning for the Burial Ground centenary in 2024, as plans develop.</p>
<p><b>Review Fees and Charges</b> as appropriate. ICCM best practice is that fees and charges are formally reviewed every 3-5 years. WG should also review informally annually alongside budget setting exercise.</p>	<p><b>Ongoing.</b> Cllr Large carried out an initial benchmarking exercise to compare our current fees schedule with those of other local, and competitor, burial grounds – both formal and natural. Her findings were discussed and proposals for revised fees agreed by WG meeting on 22<sup>nd</sup> November. A summary table of the findings is available for Council, which underpins the proposed changes to the fees schedule to be considered by Council.</p>
<p><b>Burial Ground Administration:</b> Updating electronic and paper database to reflect best practice and to enable smooth link with data from the digital mapping of the burial ground.</p>	<p><b>Ongoing</b> 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 8<sup>th</sup> February 2018, over which a grid with plots will be laid to construct a full map. The budget for</p>

	<p>this work has been rolled forward again to FY19-20. This work requires time-consuming input from the Clerk to support Pear's work. The Clerk is currently researching alternative providers for this work.</p> <p>Clerk will reissue grants for those plots in Original Formal (2), New Formal (14) and Woodland Burial Ground (82) that are affected by Council decision of November 2017 to renumber the plots. 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. Those plots in the Woodland Burial Ground which require renumbering are dependent on the revised digital map to be produced.</p> <p>Summary maps of the Grounds will be available on the public noticeboard once installed, in line with best practice. In time, a limited database will also be searchable online.</p>
<p><b>Evaluate Land Usage and Future Land Needs</b></p>	<p><b>Complete</b> Application from HS2 exposed the need for WG to have good information about current BG capacity, and future land and maintenance requirements.</p> <p>Cllr Large and the Clerk have drawn together the figures, which were discussed by the WG on 22<sup>nd</sup> November. Their findings are reflected in the fees paper submitted to Council.</p> <p>The Council may wish to retain and increase Burial Ground reserves to enable the future purchase of adjoining land.</p>
<p><b>Improving the Site Amenities</b></p>	<p><b>Ongoing</b> The following items are being taken forward (in collaboration with CWBGMWG):</p> <ul style="list-style-type: none"> <li>• Damp has been discovered in the internal Chapel walls at the rear lhs. Blocked gutters and downpipes have been cleared, and damp walls now being left to dry out, following which the affected areas will be redecorated.</li> <li>• Develop plans to improve planting and seating near entrance/toilet/Chapel area. The diseased ash and prunus have now been removed, so site is clear for landscaping.</li> <li>• Plan (including providing appropriate reserves) for the upgrading and improvement of the access tracks in the Original and New Formal Burial Ground.</li> <li>• Consider installing a new shelter for the Woodland Burial Ground mourners where large shed currently stands. In the meantime, provide 10-15 umbrellas, with appropriate stand, to be stored in Chapel.</li> </ul>

### Other Items

ICCM has arranged a Memorial Inspection Training which will take place at Chesham TC on Monday 17<sup>th</sup> Feb 2020. The Council has a duty of care to make Memorials safe, though it cannot repair them or remove them, as they are the property, and responsibility, of the plot owner. Clerk, Sexton and Cllr Large will be attending this training.

The WG meeting of 22<sup>nd</sup> November, having taken a view of the modest changes being proposed to the fees structure, together with projected burial ground use and improvement projects planned, agreed figures to propose for Burial Ground items for the 2020-21 Budget. This will be considered by Council elsewhere in the agenda.

## **Action for Council**

Councillors are invited to note the progress against objectives made.

Councillors are invited to note the findings of the fees and land usage reviews conducted by the WG (paper attached), and to approve the updated schedule of fees attached.

The modest changes to the fees proposed seek:

- to keep our fees and charges in line with those charged by other local burial grounds, without incurring large increases for our residents,
- to reflect the central government policy of June 2019 that the costs of burying children under 18 should now be free to parents (reclaimed from central government by the burial providers),
- to streamline the recovery of fees relating to the Chapel and the Sexton, so that they more fairly reflect the costs attached, and are more easily explained to prospective burial ground users.
- No increases are proposed to the Memorial fees schedule.

Jane Large  
December 2019

# Fees and Terms & Conditions

## Plot Purchase and Burial Fees

The scale of fees charged for plot purchase or reservation are the same for the Original Formal, New Formal and Woodland Burial Grounds. The Council requests that, where plots are reserved by purchasers for their own use, they are notified of the contact details for the next of kin, or the person to which ownership of the plot will transfer, if known.

### Different scales of fees are charged as follows:

a. If the residence of the deceased or the plot owner is in the Civil Parish of Chesham Bois at the date of death or at the date of reservation; or where a resident has passed away in a nursing home or hospice outside of the parish having moved from the civil parish in the previous 24 months, or longer at the Clerk's discretion. **Single Fees**

b. If the residence of the deceased or the plot owner is in the Ecclesiastical Parish but outside the civil boundary at the date of death or at the date of reservation: **Single Fees + ½**

c. If neither the deceased nor the plot owner is a resident of the Parish: **Double Fees**

#### 1. For the exclusive right of burial for 99 years (maximum 4 owners at any one time)

A full-size burial plot	£450 [was £400]
A small plot for an ashes casket	£300
A family plot (double width, double depth)	£850 [was £750]

*Family plots are only available within the Original and New Formal Burial Grounds. Plots in the Woodland Burial Ground are only single depth, those in the Original and new Formal are double depth*

#### 2. For the interment of coffins and caskets of ashes

For burial in a full-sized plot	£350 [the £50 Sexton fee has been added]
For burial of a casket of ashes	£125 [the £50 Sexton fee has been added]
For scattering of ashes	No charge

Please discuss with the Sexton prior to scattering ashes.

*Since July 2019, the costs of burials for children under 18, including stillborn babies, are free to parents. The associated costs are reclaimed from the government by the funeral provider. Further information is available from the Clerk, or from your Funeral Director.*

<b>3. Gravedigger's Fee</b>	<b>paid directly</b>
<b>4. Minister's Fee</b>	<b>paid directly</b>
<b>5. Hire of the Chapel</b>	£75 [was £50]

The Council must approve gravediggers. All fees due to the Council are payable in advance of the burial.

## Burial Records Fees

Fees associated with Burial Records should be paid as specified by the Clerk of the Council.

<b>Search Fees for copies of Burial Record</b>	£10 per hour or part thereof
<b>Transfer of Exclusive Right of Burial</b>	Free

The Council reserve the right to charge an appropriate administration fee (£10 per hour or part thereof) for frequent, or non-standard transfers.

## **Transport Working Group Report for 9 December 2019 Council Meeting**

### **Mobile Vehicle Activated Sign (MVAS)**

We have 6 MVAS signs operational in the parish as detailed below:

MVAS 1 is relocated in Bois Lane near the Zebra Crossing.

MVAS 2 is relocated in Holloway Lane. The fault with this sign has been rectified by SWARCO. The Clerk needs to adjust the display lighting level as it is not bright enough currently.

MVAS 3 remains located in North Road at the junction of Long Park.

MVAS 4 is relocated in Copperkins at the junction of Deep Acres.

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

MVAS 6 is a solar powered unit and is located on the Amersham Road, outside the Beacon school, facing Amersham. This sign appears not to be working and requires a service call.

No data has been downloaded this month.

The Police conducted enforcement activity in Bois Lane and Chesham Road on 3 December and several speeding tickets were issued. See email circulated to all councillors on 3 December for details.

### **LAF**

Martin Tett confirmed in an email dated 3 December which was circulated to councillors that all LAFs will be disbanded by the end of December 2019. The email described the new Community Board regime that will come into being from May 2020.

The Amersham Parking survey commenced on 3rd December and please refer to email circulated to all councillors on 7 December for further details

### **Devolution**

It is confirmed that the current Devolution programme has been extended to March 2022. Please note for budgeting purposes.

### **Street Lighting**

The Clerk to confirm that all orders for the replacement of the Glebe Way Street light have been placed with Sparkx

### **Meetings Attended**

None this month

**Cllr David King 7 December 2019**

## **VCWG report 2 Dec 19**

At our recent VCWG meeting we discussed proposing a new notice board by either Heatherton School or Bois Avenue. We proposed discussing this with residents of both roads to gauge their views on locations and effectiveness and will get back to the Council with their views.

We agreed the following dates for 2020:

21 March for the Village Clear Up  
17 May for Beating the Bounds  
13 June for the Village fete  
11 July for the Picnic on the Common  
8 November for the Remembrance Day service

We decided against participating in the VE Day celebrations of 8-10 May.

Regarding the fete this year we agreed:

To keep the stall costs the same as previous years for individual traders and review the costs bigger companies attending.

We agreed to use as many local companies as possible and with our initial correspondence to participants we would underline our commitment to improving our environmental and green aspirations.

We agreed that we could contact Serco or similar if they would be prepared to attend the fete and offer recycling facilities on the day.

I have spoken to Ines DeItufo and she and her family would like a tree planted somewhere on the Common in memory of Anthony.

The Chesham Bois map should have been delivered to every household by same deliveries as Church Xmas service sheet.

We are awaiting installation cost of defibrillator but it is our aim for PC agree to buy one from London Heart and install at the Parish Centre.

Roadside verge flower seeding possibilities are ongoing. We are investigating different mowing regimes and seed collecting and spreading.

During this years Xmas Light switch on we have agreed to ask for volunteers for future village events. While being mindful of our GDPR responsibilities.

Cllr John Bailey

# Parish Centre Redevelopment Working Group Report

## Progress Against Terms of Reference

Terms of Reference	Details of Latest Progress
<p>To collate and disseminate information on St Leonard's Church proposals to redevelop the Parish Centre.</p>	<p><b>Ongoing</b> The draft plans and proposals, which were presented at the Consultation meetings in March, have been uploaded to the Church website together with FAQs, and an update on the latest developments following the Church's pre-planning meetings with Chiltern District Council. Links to this website are on the Parish Council website and have been repeated on its social media outlets.</p> <p>WG has commissioned independent analysis regarding the Transport and Heritage impact of the development from specialist consultants. This work will take account of data and plans provided by the Church, as well as any data shared by Protect Chesham Bois Common and Surrounding Areas Action Group. PC website and social media have been updated to encourage traffic to the new outline plan.</p>
<p>To ensure residents are aware of the proposals and promote attendance at consultation events.</p>	<p><b>Ongoing</b> The Church held a pre-planning presentation event for the Village on 3<sup>rd</sup> November to present the most recent plans which consolidate any changes resulting from the pre-planning meetings that they have had with CDC. CBPC publicised this event electronically, and by supporting distribution of the Church posters. Councillors attended the event to learn more, and to hear residents' reactions. The Church requested feedback regarding the event which was provided on 24<sup>th</sup> November, in line with Council discussion.</p>
<p>To engage with the community to gather views.</p>	<p><b>Ongoing</b> Members of the WG met representatives of the PCBCSA action group on 21<sup>st</sup> November, to hear their latest thinking on the impact of the development on three specific areas of concern: heritage, conservation area and traffic/parking. The Action Group is in the process of developing a report on the local heritage, which is being prepared by Alison Bailey, and which will be shared with CBPC when complete.</p> <p>Once any formal planning application is made CBPC will hold an Extraordinary Council Meeting (anticipated to last no longer than 90 minutes). This will be advertised with at least 3 clear days' notice, so that any interested parties can attend. Presentations of views will be encouraged. CBPC announced this approach, via a published statement at the Village pre-planning event on 3<sup>rd</sup> November. This included a reminder of the specific planning criteria framework within which any response to a planning application must be made. This information will also be made available on the PC website, and via the usual social media channels, once the formal planning application timescale is known. The full Council will then meet subsequently to formulate its own response to the planning application, where confidential voting will be accepted if requested by two Councillors or more.</p>
<p>To liaise with St Leonards on requirements for Parish Council office within the Centre.</p>	<p><b>Ongoing</b> – There has been ongoing liaison between the Church and the Council, including the Clerk, to ensure that the developing design for the Council offices are fit for purpose, in particular to provide appropriate privacy, security and storage. It should be noted that under the proposed design the Council will need to book meeting rooms for Council and other Meetings. However, no discussions about potential rent rates or any specific commitments have been made, consistent with the Council's neutral stance as planning consultee.</p>

### Action for Council

To note progress against the WG objectives.

Cathy Woolveridge December 2019