

Council Meeting 10th February 2020

Clerk's Report & Correspondence

NALC Foundation Award Scheme

Council are to consider a draft Action Plan for 2020/21, the adoption of an Action Plan and the Clerk achieving 12 CPD points in the last year are the final criteria Council require to apply for Foundation Status.

The Action Plan is a document which lists Council's objectives for the current year in response to community views. It shows specific projects/initiatives that Council will pursue throughout the year in response issues raised by the community.

NALC see this document as a representation of a Council's role in the community and how it engages with the community.

Action: To comment on the Draft 2020/21 Action Plan

Memorial Applications

Between December 2019 and January 2020 six memorial applications have been processed.

Community Speed Watch

The training session organised by TVP in January was very well attended. I am awaiting a list of those who attended from TVP so that I can contact the volunteers and set up the teams. TVP are waiting for their volunteer to be fully trained before sending out that data.

SLCC's Practitioner's Conference 26/27 Feb 20:

The second day of this conference includes sessions on GDPR, climate change and general power of competence all relevant to Chesham Bois Parish Council moving forward.

Action: To approve the attendance of the Clerk to the second day of the conference at a day rate of £105.

Correspondence email from Buckinghamshire and Milton Keynes Environmental Records Centre inviting Councillors to a Records Seminar on Saturday 14th March at The Gateway, Aylesbury. Councillors have been forwarded the information and booking form.

Objective	Action	Budget	Timescale	Completed Y/N
Common & Woodlands				
10 Year Common & Woodland Management Plan: Sustainable management of woodlands & Common	<ul style="list-style-type: none"> • Carry out Y2 requirements of the Plan • Planting in Bois Wood 	£6,000	Spring 21 Autumn 2020	
Tenterden Spinney Natural Play Area: Promote use of Spinney	<ul style="list-style-type: none"> • Identify site for play area • Establish Costs • Seek residents' views. 		Spring 2020 Summer 2020	
Paths over Common: maintain accessibility	<ul style="list-style-type: none"> • Identify paths that need siding out • Identify paths that may require resurfacing. • Cost work & instruct contractor 		Spring 2020 Spring 2020 Summer 2020	
Highways				
Speeding: Reduce speeding throughout the parish.	<ul style="list-style-type: none"> • Maintain and Rotate existing MVAS. • Set up Speed Watch Teams and liaise with TVP. • Secure funding for installation of permanent VAS on Amersham Road. 	£1,000 £3,000	Ongoing Spring 2020 Spring 2020	
Parking: Improve road safety within the parish.	• Completion of Amersham / Chesham Bois Parking Review.		Autumn 2020	
Wildflower Verges: Encourage the growth of wildflowers	<ul style="list-style-type: none"> • Liaise with TfB and BCC to identify sites and agree wildflower species • Agree cutting schedule • Organise system of logging fauna & flora with local schools/groups. 		Spring 2020 Spring 2020 Summer 2020	
Burial Ground				
Data Management: Improve mapping and data records.	<ul style="list-style-type: none"> • Complete digital mapping and link to database. • Produce maps for display on BG noticeboard. • Complete Renumbering of BGs. • Action database audit anomalies. 	£2,210	May 2020 Autumn 2020 May 2020 Summer 2020	
Memorial Safety: Ensure safety of visitors	<ul style="list-style-type: none"> • Create memorial safety inspection schedule • Carry out Y1 inspections. • Liaise with owners and manage remedial work. • Inform existing owners of Memorial Permits expiry dates. 	£1,000	Spring 2020 Summer 2020 Ongoing Ongoing.	
Site Amenities Improve entrance area	• Provide additional seating /flower beds at entrance	£2,500	Spring 2021	
Chalk Grassland: Improve management and wildlife information	<ul style="list-style-type: none"> • Provide Nature Info Board • Liaise with BCC surveyor to establish a management plan 	£1,500	Spring 2021 Summer 2020	

<i>Village Community</i>				
Village Fete: Promote community engagement	<ul style="list-style-type: none"> • Organise the Biennial Village Fete. • Encourage local groups, artisans, charities to take part • Promote recycling 	£1,500	June 2020 June 2020 June 2020	
Wildflower Identification Event: Promote value of local wildlife sites	<ul style="list-style-type: none"> • Organise in collaboration with the Beautiful Burial Ground Project organise . • Encourage participation with schools and residents 		June 2020 June 2020	
Defibrillator:	<ul style="list-style-type: none"> • Install a defibrillator at the Parish Centre. • Arrange training 	£1,532	April 2020 Spring 2020	
<i>Council</i>				
Communication: Improve communication with parishioners :	<ul style="list-style-type: none"> • Provide an Annual Review • Seek resident's views on the installation of a Community Noticeboard on the west side of Amersham Road 	£600 £1,500	May 2020 Spring 2020	
Local Government Award Scheme: Ensure Council working to highest standards	<ul style="list-style-type: none"> • Seek NALC Foundation level status 	Nil	May 2020	
Local Elections: Administer 2020 Local Parish elections	<ul style="list-style-type: none"> • Promote participation in the democratic process. • Encourage residents to stand as Parish Councillors • Provide Councillor training 	£4,800	May 2020 April 2020 June 2020	

This Action Plan was adopted by the Parish Council on (agenda item:.....)

CHESHAM BOIS PARISH COUNCIL

Balance Sheet

December 2019

Actual
YTD

Assets

CURRENT ASSETS	
Debtors	£2,400.00
Vat to be Claimed	£4,660.83
Total	£7,060.83
MONIES HELD	
Unity Current Account	£5,859.79
Unity Deposit Account	£33,165.81
Cambridge Building Society	£16,706.16
National Savings Account	£100,000.00
Other monies in hand	£1.79
Total	£155,733.55
Total Assets	£162,794.38

Liabilities

MONIES OWED SHORT TERM	
Creditors	£8,726.38
Payroll Taxation	
Total	£8,726.38
Total Liabilities	£8,726.38

Assets less Liabilities	£154,068.00
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REPRESENTED BY:

Reserves		Spent YTD	Remaining
General Reserves	£33,780.29	£3,563.00	£30,217.29
Burial Ground Reserve	£16,500.00		£16,500.00
Common & Woodlands Reserve: 10-year Management Plan	£42,397.00	£14,800.00	£27,597.00
Streetlighting Reserve	£15,484.00	£5,700.00	£9,784.00
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	£24,063.00	£119,732.79

Income & Expenditure
Account

£34,335.29

-£0.08

£154,068.08

Chesham Bois Parish Council: Income & Expenditure

January 2020 83% through year	Annual Budget	Current Period	Current YTD	Budget Remaining	Should be 83%
INCOME					
Precept	£78,094.00		£78,094.00	0.00	100%
Interest Received	£1,100.00	£97.67	£1,222.79	122.79	111%
Burial Ground Plots	£18,400.00	£600.00	£14,400.00	4,000.00	78%
Burial Ground Memorials	£2,200.00	£650.00	£5,249.83	3,049.83	239%
Burial Ground Other income	£10,000.00	£1,700.00	£11,250.00	1,250.00	113%
Wayleaves Income	£790.00	£153.26	£753.26	36.74	95%
Devolution Contribution	£2,734.82		£2,734.82	0.00	100%
Licence Income	£5,600.00		£2,660.00	2,940.00	48%
Misc. Income	£200.00		£1,000.00	800.00	500%
Total Income	£119,118.82	£3,200.93	£117,364.70	1,754.12	99%
EXPENDITURE					
SALARIES, PAYE & NI					
Clerk Salary	£22,608.00	£1,717.74	£17,177.40	£5,430.60	76%
Employers National Insurance	£1,520.00	£137.83	£1,378.27	£141.73	91%
Employers Pension Scheme	£4,840.00	£393.36	£3,933.61	£906.39	81%
Total	£28,968.00	£2,248.93	£22,489.28	£6,478.72	78%
ADMINISTRATION					
Photocopier Costs	£300.00	£152.00	£304.22	-£4.22	101%
Stationery & Office Supplies	£250.00		£120.47	£129.53	48%
Telephone & Broadband	£400.00	£39.33	£376.46	£23.54	94%
Postage	£100.00		£73.20	£26.80	73%
Office Rent	£400.00	£200.00	£400.00	£0.00	100%
Office Electricity	£750.00	250.58	£525.68	£224.32	70%
Wages - Cleaning	£300.00	£25.00	£250.00	£50.00	83%
Equipment & Software	£900.00		£622.98	£277.02	69%
Training - Clerk	£200.00	£270.00	£270.00	-£70.00	135%
Training - Councillors	£320.00	£176.55	£176.55	£143.45	55%
Subscriptions	£1,200.00		£729.31	£470.69	61%
Insurance	£2,000.00		£1,320.52	£679.48	66%
Digital Mapping	£300.00			£300.00	0%
Website	£400.00			£400.00	0%
APM/Elections/Public Meetings	£400.00		£105.03	£294.97	26%
Audit & Accountancy Fees & Bank Charges	£1,200.00	£25.00	£1,054.00	£146.00	88%
Advertising	£200.00			£200.00	0%
Clerk/Cllr/Sundry Expenses	£150.00		£22.95	£127.05	15%
S137 Grants			£50.00		
Total	£9,770.00	£1,138.46	£6,401.37	£3,368.63	66%
BURIAL GROUND					
Burial Ground Maintenance	£12,000.00	£653.77	£6,966.86	£5,033.14	58%
Water	£120.00		£22.03	£97.97	18%
Electricity	£170.00		£138.73	£31.27	82%
Sexton Costs/Wages	£4,000.00	£301.67	£3,616.70	£383.30	90%
Memorial Safety	£1,000.00			£1,000.00	0%
Chapel Maintenance	£500.00		£500.00	£0.00	100%
Advertising & Marketing	£4,000.00	£662.50	£3,527.93	£472.07	88%
General Costs	£100.00		£206.50	-£106.50	207%
Total	£21,890.00	£1,617.94	£14,978.75	£6,911.25	68%

COMMON & WOODLANDS					
Ground Maintenance	£8,750.00	£315.85	£2,526.80	£6,223.20	29%
Pond Maintenance	£2,000.00		£990.00	£1,010.00	50%
Consultancy & Tree Inspections	£2,500.00		£2,157.00	£343.00	86%
Emergency Treework	£16,000.00	£10,050.00	£22,515.00	-£6,515.00	141%
Dog Bin Maintenance	£1,958.64		£997.57	£961.07	51%
Management Plan	£9,400.00	£450.00	£9,450.00	-£50.00	101%
Chiltern Society Work	£1,000.00		£120.00	£880.00	12%
Sundry Expenses	£300.00			£300.00	0%
Total	£41,908.64	£10,815.85	£38,756.37	£3,152.27	92%
C&W Expenditure Funded Reserve		£14,800.00			
TRANSPORT & HIGHWAYS					
Streetlights Maintenance	£1,000.00		£660.00	£340.00	66%
Streetlights Electricity	£3,150.00	£328.43	£2,608.21	£541.79	83%
General Costs	£1,000.00		£54.12	£945.88	5%
Devolved Services	£4,200.00		£3,989.50	£210.50	95%
MVAS	£3,200.00		£3,719.01	-£519.01	116%
Total	£12,550.00	£328.43	£11,030.84	£1,519.16	88%
Transport Expenditure Funded Reserve		£5,700.00			
LAF Funded Reserve					
VILLAGE COMMUNITY					
Events	£2,800.00	£80.00	£1,399.68	£1,400.32	50%
Walking Map	£500.00		£920.00	-£420.00	184%
Communications	£750.00		£600.00	£150.00	80%
Total	£4,050.00	£80.00	£2,919.68	£1,130.32	72%
General Reserves Expenditure Funded Reserve		£2,582.00			
GRANTS					
Funded from General Reserve			£981.00		
Total	£0.00	£0.00	£981.00		
Suspense Account		-£200.00	-£200.00		
Total Expenditure	£119,136.64	£16,029.61	£120,439.29		101%
Excluding reverse funded	£119,136.64	£99,939.29		84%	
NET SURPLUS(DEFICIT) Before Reserve Transfer	-£17.82	£12,828.68	-£3,074.59		
Reserve Transfers		£0.00	£24,063.00		
NET SURPLUS(DEFICIT) After Reserve Transfer		£12,828.68	£20,988.41		

February 2020 Council Meeting					
PAYMENTS	Ref	NET	VAT	Amount	
BMKALK	1617	£41.55		£41.55	Chairing Skills Training
Buckland Landscapes	36818	£80.00	£16.00	£96.00	Installation of Christmas Tree
DCK Beavers	P1672/1696	£50.00	£10.00	£60.00	Jan & Feb 20 Payroll Administration
Mr Simon Horwood	Refund	£200.00		£200.00	Refund of overcharge for plot/Interment fees
Local Directory	25619	£427.50	£85.50	£513.00	BG Advert March Issue of Local Directory for 3 areas
Pear Technology	125538	£225.00	£45.00	£270.00	Digital Mapping Tech Support & Software update
Printerland	616377	£152.00	£30.40	£182.40	Black printer toner & waste cartridge
Ridgeway Woodlands	115/117/124	£1,210.00		£1,210.00	Chestnut Lane Planting/BG Fallen Tree/Common Fallen tree
South Bucks Tree Surgeons	8108	£9,970.00	£1,994.00	£11,964.00	Common Remedial Work following Safety Survey
SWARCO	90014618	£1,150.00	£230.00	£1,380.00	MVAS Maintenance Contract April 20-March 21
Toolshed	866	£418.50	£83.70	£502.20	Oct 19 Grass Cutting
Staff Payroll		£2208.12		£2208.12	Feb 20 Payroll
Utility Warehouse	150159754	£39.33	£7.86	£47.19	Dec 19 Tele/Jan 20 Broadband
Your Amersham	3710	£117.00		£117.00	BG Advert in Your Amersham Jan/ 20
Your Chesham	6907	£118.00		£118.00	BG Advert in Your Chesham Jan 20
				£18,909.46	
RECEIPTS					
Resident	19/46	£200.00		£200.00	Memorial: T1285/86
Non-Resident	19/47	£250.00		£250.00	Interment S1193
Non-Resident	19/45	£900.00		£900.00	interment W1498b/99
Non-Resident	19/50	£1,100.00		£1,100.00	Interment W235
Non-Resident	18/64	£800.00		£800.00	Plot 2R
Resident	19/48	£50.00		£50.00	Memorial: T1277
Non-Resident	19/49	£250.00		£250.00	Interment Z1669
UKPN		£53.26		£53.26	Wayleaves x 2
OpenWorld		£100.00		£100.00	Wayleaves
NS&I Savings		£97.67		£97.67	Dec 19 interest
HMRC		£4,656.51		£4,656.51	Q3 Vat Refund
				£8,457.44	

1. Management Plan for the Common and Woodlands

We do not yet have a confirmed date for delivery of a pack of free trees from The Woodland Trust for replanting in Tenterden Spinney, but we are still tentatively looking at either 14/15th March or Sun 29th March for doing the job.

The stack of logs in Bois Wood will be removed by the contractor shortly and some tidying of the site will take place.

2. Burial Ground Maintenance

Three companies have now been contacted to quote for the design of a more attractive entrance to the burial ground with raised beds and seating and meetings on site with Jane and I are being arranged. Any input from councillors is welcomed.

The fallen tree at the top of the Woodland Burial Ground has been cleared.

3. Common Maintenance

Five new trees have now been planted at the junction of Chestnut Lane and Sycamore Road.

Danny and I met a local company called Wildwood on site in Tenterden Spinney to discuss ideas for a natural play area being constructed in conjunction with planting new trees. This company has worked with the National Trust and Chalfont Nature Park on similar schemes; they are going to propose a small layout to fit our budget, which will be put to Council in due course.

Cllr C Thomas



Council Meeting 13th January 2020

Burial Grounds Management Working Group Report

Progress Against Defined Objectives

Objective for Working Group	Details of Latest Progress
Improving Burial Ground Profile	<p>Ongoing 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 film location, with appropriate safeguards. Filming by a small independent maker took place in July 2019, and 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>
Evaluating Impact of Advertising and marketing initiatives to inform future decisions	<p>Ongoing WG met on 12th July to agree an advertising strategy in various publications. The remaining budget for FY 2019-20 has been committed to some advertising in the Local Directory for some adjacent neighbourhoods, and one additional month in Your Amersham/Your Chesham.</p> <p>There have been two Woodland, and one New Formal plot purchases in the last period, all by non-residents, and two as a result of our internet/ANBG website presence.</p>
Developing plans for future Burial Ground Events	<p>Ongoing Burial Ground Open Days will be continued as a valued annual event.</p> <p>VCWG has expressed interest in further events associated with the meadow and its wildlife and has agreed 10th June for a wildflower identification morning under the auspices of the Beautiful Burial Ground initiative.</p> <p>This item will also include longer term planning for the Burial Ground centenary in 2024, as plans develop.</p>
Review Fees and Charges 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.	Complete for 2019/20. Council approved a new schedule of fees at the December meeting, which came into effect on 1 st January 2020.
Burial Ground Administration: Updating electronic and paper database to reflect best practice and to enable smooth link with data from the digital mapping of the burial ground.	Ongoing Clerk working through identified anomalies. The Woodland and New Formal BG are now complete, and the Original Formal is in progress. This work will also make the data compatible for linking with the mapping and software.

	<p>WG has asked Clerk to arrange for creation of an accurate digital map of Woodland Burial Ground, reflecting the new numbering system. In addition, an initial digital map of the New Formal grounds was drawn up on 8th February 2018, over which a grid with plots will need to be laid to construct a full map. The budget for this work has been rolled forward again to FY19-20. Clerk has identified cemetery management software which as part of the offer will liaise with Pear to link the data to the map. Their charge to do this is part of the software set up fee and they are just waiting for a figure from Pear to produce a detailed quote. Clerk is dealing.</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 once complete, in line with best practice. In time, a limited database will also be searchable online.</p>
Evaluate Land Usage and Future Land Needs	<p>Complete Council considered Cllr Large's review at its meeting of December 2019.</p> <p>The Council may wish to retain and increase Burial Ground reserves to enable the future purchase of adjoining land.</p>
Improving the Site Amenities	<p>Ongoing The following items are being taken forward (in collaboration with CWBGMWG):</p> <ul style="list-style-type: none"> • 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. • Develop plans to improve planting and seating near entrance/toilet/Chapel area. Funds for this work have been approved in 2020/21 budget, and a meeting with contractors capable of design and build will be arranged. • Plan (including providing appropriate reserves) for the upgrading and improvement of the access tracks in the Original and New Formal Burial Ground. • 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.

Other Items

The BG was approached with a request for the possibility of payment by instalments for a plot in the Original Formal. The BGWG considered and wished to take a helpful line if possible. As a Council, we have no 'authority' to offer credit. The best that we can offer this resident is to pay for it in instalment during one financial year with the full payment being made before 31st March 2021. Council would need to make it clear that the purchase of the EROB would not be complete until full payment has been received, and thus the grant could only be issued once the full sum was received.

ICCM has arranged a Memorial Inspection Training which will take place at Chesham TC on Monday 17th 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.

Action for Council

Councillors are invited to note the progress against objectives made.

Jane Large
February 2020

Council Meeting 10th February 2020

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 Parish Council website gives to the latest plans and drawings as listed on the St Leonard's Church website. These links have been repeated on its social media outlets. WG has commissioned independent analysis regarding the Transport and Heritage impact of the development from specialist consultants. Initial responses have been received and further information sought. This work will inform the Council's response to any formal planning application. Our latest information is that a formal planning proposal is expected imminently.
To ensure residents are aware of the proposals and promote attendance at consultation events.	Ongoing CBPC have publicised Church consultation events electronically, and by supporting distribution of the Church posters. Council was represented at these events to learn more, and to hear residents' reactions.
To engage with the community to gather views.	Ongoing 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 and will be considered in relation to the specific planning criteria framework. 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.
To liaise with St Leonards on requirements for Parish Council office within the Centre.	Ongoing – 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. However, no discussions about potential rent rates or any specific commitments have been made, consistent with the Council's neutral stance as planning consultee.

Action for Council

To note progress against the WG objectives.