

Council Meeting 9th March 2020: Clerk's Report & Correspondence

Parish Council Elections: Thursday 7 May 2020

The Notice of Election will be published on 31st March and this is when the first nomination forms can be submitted. The closing date for nominations is 8th April. A call for candidates has been made on the Council's website, social media platforms and posters around the village.

Candidate Packs have been sent to the office and are available for collection. The Clerk can provide elector numbers for proposers and seconders.

Nominations papers must be submitted by hand. In Bucks the electoral departments would prefer the Clerk to deliver all nominations. Therefore, can all nomination papers be forwarded to the Clerk at your earliest convenience.

Pre-Election or 'Purdah' Period: This begins on the Notice of Election date (31st March) and ends at the end of the polling day (7th May). During this period Council should be mindful not to publicise controversial issues or report views or proposals in such a way that identifies individual councillors or group of councillors. This includes in newsletters, publications, website and social media. Any quotes made during this period should come from the Clerk.

Action of Council: To note the contents of SLCC's advice note on 'Election 'Purdah' and NALC's advice note 'Code of Recommended practice on Local Authority Publicity'.

Appointment of an Internal Auditor

Over the past few months, I have been looking to instruct another Internal Auditor as it is good practice to change internal auditors every 3-4 years. I have not been successful in securing a new internal auditor for 2019/20 period but have been added to a waiting list on one company and will continue to seek some more.

Action of Council: To approve the appointment of IAC Audit & Consultancy Ltd as the 2019/20 internal auditor.

Future Meetings During the Containment Phase of Covid-19

BMKALC have confirmed that the procedures to be adopted during the containment phase of the Corona Virus. It is currently business as usual. It is **not** possible to substitute online meetings or teleconferencing at this time. Any decisions made in this way would be ultra vires and not binding and the public would have grounds for complaint and challenge. It may be that as we move into subsequent phases, government will issue emergency legislation to permit alternative ways for the safe and efficient delivery of local government. Until then please adopt sensible hygiene procedures as outlined by on <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>.

Community Speed Watch

TVP confirmed last week that their volunteer is fully trained, and the Speedwatch Teams can start collecting data. I have contacted the trained Speedwatch volunteers and am in the process of organising the volunteers into teams.

Berks, Bucks & Oxon Wildlife Trust: Wild Parishes Event (Sat 4 April 10.30-14.30 Tring):

Two tickets have been booked for this event, the theme for the day include grass verge and meadow management, pollinators, hedgerow management and community engagement. Cllr Conway Read has agreed to attend and either Cllr Thomas or the Clerk will take the other ticket.

Correspondence: Freedom of Information request: Overhanging Hedge Complaints

On 16th February a resident requested for copies of complaints on overhanging hedges and inspections reports following these complaints. The Clerk will forward this information onto the resident.

Chesham Bois Parish Council: Income & Expenditure

February 2020

| | Annual Budget | Current Period | Current YTD | Budget Remaining |
|---|--------------------|-------------------|--------------------|---------------------|
| INCOME | | | | |
| Precept | £78,094.00 | | £78,094.00 | 0.00 |
| Interest Received | £1,100.00 | £97.67 | £1,320.46 | 220.46 |
| Burial Ground Plots | £18,400.00 | £3,300.00 | £17,700.00 | 700.00 |
| Burial Ground Memorials | £2,200.00 | £100.00 | £5,349.83 | 3,149.83 |
| Burial Ground Other income | £10,000.00 | £1,025.00 | £12,275.00 | 2,275.00 |
| Wayleaves Income | £790.00 | | £753.26 | 36.74 |
| Devolution Contribution | £2,734.82 | | £2,734.82 | 0.00 |
| Licence Income | £5,600.00 | £2,600.00 | £5,260.00 | 340.00 |
| Misc. Income | £200.00 | £250.00 | £1,250.00 | 1,050.00 |
| Fete Income | | £405.00 | £405.00 | |
| Total Income | £119,118.82 | £7,777.67 | £125,142.37 | 6,023.55 |
| EXPENDITURE | | | | |
| SALARIES, PAYE & NI | | | | |
| Clerk Salary | £22,608.00 | £1,717.74 | £18,895.14 | £3,712.86 |
| Employers National Insurance | £1,520.00 | £137.83 | £1,516.10 | £3.90 |
| Employers Pension Scheme | £4,840.00 | £393.36 | £4,326.97 | £513.03 |
| Total | £28,968.00 | £2,248.93 | £24,738.21 | £4,229.79 |
| ADMINISTRATION | | | | |
| Photocopier Costs | £300.00 | | £304.22 | -£4.22 |
| Stationery & Office Supplies | £250.00 | | £120.47 | £129.53 |
| Telephone & Broadband | £400.00 | £35.54 | £412.00 | -£12.00 |
| Postage | £100.00 | | £73.20 | £26.80 |
| Office Rent | £400.00 | | £400.00 | £0.00 |
| Office Electricity | £750.00 | | £525.68 | £224.32 |
| Wages - Cleaning | £300.00 | £25.00 | £275.00 | £25.00 |
| Equipment & Software | £900.00 | £174.70 | £797.68 | £102.32 |
| Training - Clerk | £200.00 | -£108.45 | £161.55 | £38.45 |
| Training - Councillors | £320.00 | -£120.00 | £56.55 | £263.45 |
| Subscriptions | £1,200.00 | £237.00 | £966.31 | £233.69 |
| Insurance | £2,000.00 | | £1,320.52 | £679.48 |
| Digital Mapping | £300.00 | | | £300.00 |
| Website | £400.00 | | | £400.00 |
| APM/Elections/Public Meetings | £400.00 | | £105.03 | £294.97 |
| Audit & Accountancy Fees & Bank Charges | £1,200.00 | £25.00 | £1,079.00 | £121.00 |
| Advertising | £200.00 | | | £200.00 |
| Clerk/Cllr/Sundry Expenses | £150.00 | £66.50 | £89.45 | £60.55 |
| S137 Grants | | | £50.00 | |
| Total | £9,770.00 | £335.29 | £6,736.66 | £3,033.34 |

| | | | | |
|---|--------------------|------------------|--------------------|------------------|
| BURIAL GROUND | | | | |
| Burial Ground Maintenance | £12,000.00 | £1,333.77 | £8,300.63 | £3,699.37 |
| Water | £120.00 | | £22.03 | £97.97 |
| Electricity | £170.00 | £40.27 | £179.00 | -£9.00 |
| Sexton Costs/Wages | £4,000.00 | £376.67 | £3,993.37 | £6.63 |
| Memorial Safety | £1,000.00 | | | £1,000.00 |
| Chapel Maintenance | £500.00 | | £500.00 | £0.00 |
| Advertising & Marketing | £4,000.00 | | £3,527.93 | £472.07 |
| General Costs | £100.00 | | £206.50 | -£106.50 |
| Total | £21,890.00 | £1,750.71 | £16,729.46 | £5,160.54 |
| COMMON & WOODLANDS | | | | |
| Ground Maintenance | £8,750.00 | £315.85 | £3,292.65 | £5,457.35 |
| Pond Maintenance | £2,000.00 | | £990.00 | £1,010.00 |
| Consultancy & Tree Inspections | £2,500.00 | £650.00 | £2,807.00 | -£307.00 |
| Emergency Treework | £16,000.00 | £660.00 | £23,175.00 | -£7,175.00 |
| Dog Bin Maintenance | £1,958.64 | | £997.57 | £961.07 |
| Management Plan | £9,400.00 | | £9,450.00 | -£50.00 |
| Chiltern Society Work | £1,000.00 | | £120.00 | £880.00 |
| Sundry Expenses | £300.00 | | | £300.00 |
| Total | £41,908.64 | £1,625.85 | £40,832.22 | £1,076.42 |
| C&W Expenditure Funded Reserve | | | £14,800.00 | |
| TRANSPORT & HIGHWAYS | | | | |
| Streetlights Maintenance | £1,000.00 | | £660.00 | £340.00 |
| Streetlights Electricity | £3,150.00 | | £2,608.21 | £541.79 |
| General Costs | £1,000.00 | | £54.12 | £945.88 |
| Devolved Services | £4,200.00 | | £3,989.50 | £210.50 |
| MVAS | £3,200.00 | | £3,719.01 | -£519.01 |
| Total | £12,550.00 | £0.00 | £11,030.84 | £1,519.16 |
| Transport Expenditure Funded Reserve | | | £5,700.00 | |
| VILLAGE COMMUNITY | | | | |
| Events | £2,800.00 | | £1,399.68 | £1,400.32 |
| Walking Map | £500.00 | | £920.00 | -£420.00 |
| Communications | £750.00 | | £600.00 | £150.00 |
| Total | £4,050.00 | £0.00 | £2,919.68 | £1,130.32 |
| General Reserves Expenditure Funded Reserve | | | £3,337.00 | |
| GRANTS | | | | |
| Funded from General Reserve | | | £981.00 | |
| Total | £0.00 | £0.00 | £981.00 | |
| Suspense Account | | £200.00 | | |
| Total Expenditure | £119,136.64 | £6,160.78 | £127,805.07 | |
| NET SURPLUS(DEFICIT) Before Reserve Transfer | -£17.82 | £1,616.89 | -£2,662.70 | |
| Reserve Transfers | | £0.00 | £24,818.00 | |
| NET SURPLUS(DEFICIT) After Reserve Transfer | | £1,616.89 | £22,155.30 | |

CHESHAM BOIS PARISH COUNCIL

Balance Sheet

FEBRUARY 2020

Actual
YTD

Assets

CURRENT ASSETS

| | |
|-------------------|-------------------|
| Debtors | £6,845.00 |
| Vat to be Claimed | £3,467.65 |
| Total | £10,312.65 |

MONIES HELD

| | |
|----------------------------|--------------------|
| Unity Current Account | £9,210.11 |
| Unity Deposit Account | £8,165.81 |
| Cambridge Building Society | £16,831.46 |
| National Savings Account | £100,000.00 |
| Other monies in hand | £1.79 |
| Total | £134,209.17 |

| | |
|---------------------|--------------------|
| Total Assets | £144,521.82 |
|---------------------|--------------------|

Liabilities

MONIES OWED SHORT TERM

| | |
|------------------|------------------|
| Creditors | £2,518.85 |
| Payroll Taxation | £869.76 |
| Wages | £0.20 |
| Total | £3,388.81 |

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|--------------------------|------------------|
| Total Liabilities | £3,388.81 |
|--------------------------|------------------|

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|--------------------------------|--------------------|
| Assets less Liabilities | £141,133.01 |
|--------------------------------|--------------------|

REPRESENTED BY:

| Reserves | | Spent YTD | Remaining |
|--|--------------------|----------------------|--------------------|
| General Reserves | £33,780.29 | £4,318.00 | £29,462.29 |
| 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 | £24,818.00 | £118,977.79 |

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

£22,155.30

-£0.08

£141,133.09

| March 2020 Council Meeting: Payments & Receipts | | | | | | |
|--|------------|----------------|------------|------------|------------------|---|
| Payments | Ref | Payment | NET | VAT | Amount | |
| Buckland Landscapes | 37301 | FP | £696.62 | £193.92 | £890.54 | Feb 20 Grounds Maintenance |
| BMKALK | 1722 | FP | £41.55 | | £41.55 | Website Accessibility Webinar |
| Chesham Town Council | 265 | FP | £450.00 | £90.00 | £540.00 | Siding out Common footpath |
| Current Electrical | 1204 | FP | £315.00 | £63.00 | £378.00 | Electrical Installation of Defibrillator Outer Case |
| DCK Beavers | P1733 | FP | £25.00 | £5.00 | £30.00 | March 20 Payroll Administration |
| DP Green Countryside | 467 | FP | £630.00 | £126.00 | £756.00 | Clear windblown Trees from BG |
| ICO | | DD | £35.00 | | £350.00 | Data Controller Annual Fee |
| HMRC | | FP | £1,300.64 | | £1,300.64 | Qtr 4 NI/PAYE |
| NALC | 14011 | FP | £50.00 | £10.00 | £60.00 | Local Council Awards Scheme |
| The Natural Death Centre | 148 | FP | £198.00 | | £198.00 | Assoc of Natural Burial Grounds Membership Subscription |
| MacIntyre Trees Ltd | 19/23 | FP | £650.00 | | £650.00 | Detailed Stem investigations of 4 trees |
| Orion Heritage Ltd | 2337 | FP | £450.00 | £90.00 | £540.00 | Review of PCR Heritage Statement (first tranche) |
| Samantha Payne | Expenses | FP | £104.79 | | £104.79 | Travel to SLCC Conference/Cable ties/Wild Parishes Mtg |
| Red Box | 65878 | FP | £174.70 | £34.94 | £209.64 | Fire Extinguisher inspections & one new extinguisher |
| Ridgeway Woodlands | 24/127/542 | FP | £30.00 | | £30.00 | Remove fallen tree for Parish Centre Car Park |
| SLCC | 130924 | FP | £105.00 | £21.00 | £126.00 | SLCC Practitioners conference day rate |
| Southern Electric | 23 | FP | £40.27 | £2.01 | £42.28 | Q4 Burial Ground Electricity |
| Staff Payroll | | FP | £1,666.93 | | £1,666.93 | March 20 Payroll |
| Bucks County Council | | FP | £492.99 | | £492.99 | March 20 Pension Contributions |
| Utility Warehouse | 151248813 | DD | £35.54 | £7.10 | £42.64 | Jan 20 Tele/J Broadband |
| Your Amersham | 3754 | FP | £117.00 | | £117.00 | BG Advert in Your Amersham March 20 |
| Your Chesham | 6954 | FP | £118.00 | | £118.00 | BG Advert in Your Chesham March 20 |
| | | | | | £8,335.00 | |
| Receipts | | | | | | |
| Non-Resident | 19/51 | FP | £400.00 | | £400.00 | Memorial |
| Non-Resident | 19/53 | | £900.00 | | £900.00 | Plot Woodland BG |
| Non-Resident | 19/23 | | £800.00 | | £800.00 | Plot Woodland BG |
| Resident | 19/55 | | £250.00 | | £250.00 | Contribution to removal of fallen tree in BG |
| Arnold Funeral Ltd | | FP | £1,675.00 | | £1,675.00 | Plot Interment Woodland BG |
| NS&I Savings | | FP | £97.67 | | £97.67 | Jan 20 interest |
| Village Fete | | | | | £365.00 | Fete Stalls |
| | | | | | £4,487.67 | |

1. Management Plan for the Common and Woodlands

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

The stack of logs in Bois Wood has now been removed by the contractor. We aim to schedule a couple of days work with the Chiltern Society to remove the branchwood left on the ground so that tree planting will be easier in the Autumn.

2. Burial Ground Maintenance

Three companies met with Jane and I on site this week to quote for the design of a more attractive entrance to the burial ground with new flowerbeds and seating.

3. Common Maintenance

We have not yet had proposals back from Wildwood for a small natural play area in Tenterden Spinney.

The recent storms caused a few trees to fall on the Common – we are dealing with one by Laurel Court off North Road, two along the path parallel to South Road and one cherry in the dips opposite Long Park. But the pond is full!

Cllr C Thomas



Council Meeting 9th March 2020

Burial Grounds Management Working Group Report

Progress Against Defined Objectives

| Objective for Working Group | Details of Latest Progress |
|---|---|
| <p>Improving Burial Ground Profile</p> | <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.</p> |
| <p>Evaluating Impact of Advertising and marketing initiatives to inform future decisions</p> | <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 one Woodland, and two New Formal plot purchases in the last period, all by non-residents, and two as a result of our internet/ANBG website presence.</p> |
| <p>Developing plans for future Burial Ground Events</p> | <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> |
| <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.</p> | <p>Complete for 2019/20. Council approved a new schedule of fees at the December meeting, which came into effect on 1st January 2020.</p> |
| <p>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.</p> | <p>Ongoing Clerk working through identified anomalies. The Woodland and New Formal BG are now complete, and the Original Formal is in progress.</p> <p>Clerk has agreed an action plan with Pear for developing accurate mapping for all three areas of the BG.</p> <ul style="list-style-type: none"> • The Original Formal map will be amended to take account of what the Clerk finds when her review of anomalies is complete. • New Formal: Clerk will GPS the existing graves and provide data to Pear who can then complete an accurate new grid. |

| | |
|---|--|
| | <ul style="list-style-type: none"> • Woodland Burial – Clerk will GPS the existing graves. Another contractor will GPS the trees. These can then be combined in a new grid by Pear which reflects the new numbering system. <p>The budget for this work has been rolled forward again to FY19-20. Clerk has identified three providers of 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. Clerk is waiting for detailed quotes.</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> |
| <p>Evaluate Land Usage and Future Land Needs</p> | <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> |
| <p>Improving the Site Amenities</p> | <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. Clerk is liaising with a contractor to identify the source of the problem and its solution. • Funds to improve planting and seating near entrance/toilet/Chapel area have been approved in 2020/21 budget. Cllrs Thomas and Large met contractors for landscaping ideas and to establish quotes on 27th February, and 5th March with the remit to achieve an attractive, low-maintenance and long-lasting solution. Quotes are expected. • 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, 10 large umbrellas, with appropriate stand, are provided in the Chapel. |

Other Items

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. The ICCM training session scheduled for February has been postponed. Clerk, Sexton and Cllrs Thomas and Large will look for future training opportunities.

A Fire Extinguisher for electrical fires has been added to the Chapel.

Action for Council: Councillors are invited to note the progress against objectives made.

Jane Large

March 2020