

Dispensation Request from Cllr King for 11th & 18th March 2020 Council Meetings

Just prior to the 11th March 2020 Extra-ordinary Council meeting Cllr King's made a request for a dispensation as a resident of North Road and as a member of Protect Chesham Bois Common & Surrounding Area for both the 11th and 18th March Extra-ordinary Council meetings which had been convened to discuss planning application PL/20/0401/FA for the redevelopment of St Leonard's Parish Centre.

The request was not approved by The Clerk and Cllr King remained in the meeting as a member of the public.

Procedure for Dispensation Requests

Council's Standing Order 13 sets out the procedure Council has put in place to deal with requests for dispensations.

Section 13c state that 'Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.

Standing Order 13e states 'A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of council or committee or sub-committee for which the dispensation is required, and that decision is final'.

Reasons for Granting a Dispensation

These are detailed in Standing Order 13h :

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business.*
- ii. granting the dispensation is in the interests of persons living in the Council's area; or*
- iii. it is otherwise appropriate to grant a dispensation.*

Reasons the Request for a Dispensation was not given

The Clerk did not issue a dispensation as all Councillors were in attendance and the Clerk was not satisfied that criteria ii or iii were met as :

Cllr King's membership of Protect Chesham Bois Common & Surrounding Area, a pressure group set up in response to the proposed development of the St Leonards Parish Centre, meant that Cllr King had a Personal Interest and therefore a Prejudicial Interest in agenda item 48.5.

The relevant section within the Council's Code of Conduct are:

Section 5 1(a)cc : You have a personal interest in any business of the council where either: (a) it relates to or is likely to affect(ii) any body: (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management.

Section 7(1) : where you have a personal interest in any business of the council you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

Response from Cllr King's legal advisor

A letter to the Clerk dated 15th March was received from Cllr King's legal advisor (copy attached) which requested that the decision to bar Cllr King from voting on this issue is contrary to S25 of the Localism Act 2011 which states that

A decision-maker is not to be taken to have had, or to have appeared to have had, a closed mind when making the decision just because—

- (a) the decision-maker had previously done anything that directly or indirectly indicated what view the decision-maker took, or would or might take, in relation to a matter, and*
- (b) the matter was relevant to the decision*

Legal Advice Sought

Following receipt of the letter of 15th March the Clerk contacted Joanna Swift, Head of Legal & Democratic Services at CDC and Bucks & Milton Keynes Assoc of Local Councils for their legal advice who in turn forwarded the request to the legal department of the National Association of Local Councils:

Response from CDC Monitoring Officer: Whether a councillor has and declares a code interest is entirely a matter for them, as they hold the relevant information about their interests.....But a councillor could be the subject of a formal complaint if they fail to declare an interest at the meeting.

Response from NALC's Legal Department: Their response is attached for consideration.

Chesham Bois Parish Council Risk Assessment Management

A Risk Assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable Council to identify any and all potential inherent risks. Council will take all practical and necessary steps to reduce or eliminate risks, in so far as is practically and reasonably possible. This document has been produced to enable Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them.

Financial

Subject	Risk Identified	Level	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept requirements	Low	Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget is reported to Council monthly.	Existing procedures are adequate
	Requirements not submitted to Chiltern District Council in time	Low	Precept should be considered by Council before the deadline – deadline should be ascertained from CDC asap.	
	Amount not received by CBPC	Low	The Clerk informs Council when the monies are received.	
Financial Records	Inadequate records & financial irregularities	Low	The Council has Financial Regulations which sets out the requirements.	Reviewed annually
Bank & Banking	Inadequate Checks	Low	The Council has Financial Regulations which sets out the requirements for banking, cheques and reconciliation of accounts.	Existing procedures are adequate
	Bank Errors	Low	The Clerk reconciles the bank accounts once a month when the statement arrives; any problems/irregularities are dealt with immediately by informing the bank and awaiting their correction.	
	Loss	Low	Losses would result from a bank error and these would be immediately reported to the bank. Possible losses from unauthorised access to the Council's bank account are minimal.	
	Charges	Low	Bank statements are monitored and irregular bank charges queried.	
	Security	Medium	The Council has Financial Regulations which sets out the requirements.	
Cash	Loss through theft or dishonesty	Low	The Council has Financial Regulations which set out the requirements. Cash is banked within 6 working days, access to petty cash is only open to the Clerk and is regularly accounted for and balanced, receipts are provided for any expenditure.	Existing procedures are adequate
Reporting & Auditing	Information communication	Low	A budget monitoring statement is produced before each Council meeting with the agenda and discussed and approved at the meeting. Financial information is a regular Council agenda item.	Existing procedures are adequate
	Compliance	Low	Auditing takes place on an annual basis.	

Direct Costs Overheads Expenses Debts	Goods not supplied but billed	Low	The Council has Financial Regulations which set out the requirements.	Existing procedures are adequate and Financial Regulations reviewed annually
	Incorrect Invoicing	Low	Prior to each Council meeting invoices are checked by the Clerk and allocated a cost code. A payments schedule is circulated to Councillors prior to the Council meeting and any Councillor can query an invoice with the Clerk. If satisfactory the schedule is approved at the Council Meeting.	
	Cheque payable incorrect	Low	The Clerk prepares the cheques. After the Council meeting at which the payments are approved two Councillors will sign the cheque and initial the cheque stub.	
	Electronic payment incorrect	Low	The Clerk uploads the online payments and provides a copy of the payments to be authorised online together with the invoices. After the meeting at which the payments are approved two Councillors will sign the initial the online payment list and log in to the banking system and authorise the payments.	
	Loss of Stock	Low	The Council has only minimal stocks and these are monitored by the Clerk.	
	Unpaid Invoices	Low	Unpaid invoices due to Council are pursued by the Clerk on a regular basis.	
CPBC Run Activities	Risk of financial loss	Low	Activities previously held, such as the Village Fete, have been financed by stall sales and sponsorship prior to the event. A maximum exposure is ascertained and agreed prior to the event. If finance is not secured in advance there may be some financial risk which would need to be covered by the Council's reserves.	Existing procedures are adequate
Grants & Support – Payable	Power to pay /Authorisation of Council to pay	Low	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using S137 power of expenditure. A grant application form has been devised to keep up to date records of applications.	Existing procedures are adequate
Grants – receivable	Receipts of grants	Low	The Council does not presently receive any regular grants. One off grants come with terms and conditions to be satisfied and are monitored by the Clerk.	Existing procedures are adequate
Charges /Rentals Payable	Payments of charges, leases, rentals	Low	The Council rents an office from St Leonards Parish Church; rent is paid bi-annually in advance by standing order. Payments are reported to Council as made.	Existing procedures are adequate
Charges /Rentals Receivable	Receipts of charges, leases	Low	Invoices for leases are issued in advance of rental period. The lease with The Berkhamsted School for car parking on Common land off Copperkins Lane requires submission of insurance details to Council on an annual basis. A schedule of wayleaves payments is kept, updated and monitored by the Clerk.	Existing procedures are adequate. Leases are reviewed periodically
Best Value/ Accountability	Work awarded incorrectly	Low	The Council has Financial Regulations which set out the requirements for awarding contracts.	Existing procedures are adequate
	Overspend on services	Medium	If a problem was encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report the matter to the Council.	

Salaries & Associated Costs	Salary paid incorrectly Wrong hours paid Wrong rate paid/ False employee	Low Low Low Low	Payments of salaries are made by BACS methods provided that the instruction for each payment is signed by two authorised bank signatories and are retained and any payments are reported to Council as made. The Council authorises the appointment of all employees. Council assess Salary rates annually. Salary analysis and payslips are produced by the Clerk on a monthly basis and are inspected at the Council meetings and signed.	Existing procedures are adequate
	Wrong deductions of NI or Tax Unpaid Tax & NI Contributions to HM Revenue	Low Low Low	Tax and NI is worked out by the external payroll administrators. Payments are made quarterly to the HM Revenue by the Clerk and are reported to Council as made. The payroll administrators produce the Inland Revenue Annual Return which is checked and approved by the Clerk and submitted by the payroll administrators. Internal auditor carries out annual checks.	
Employees	Fraud by staff	Low	Financial risks are low as only the Clerk has access to the petty cash. The requirements of Fidelity Guarantee insurance are adhered to with regards to fraud.	Existing procedures are adequate
	Health & safety	Low	All employees to be provided with adequate direction and safety equipment needed to undertake their roles. Regular risk assessment checks of workplace carried out.	
Election Costs	Risk of an election cost	Low	Risk is higher in an election year. Estimated costs to be obtained from Chiltern District Council and included in the budget if insufficient reserves in General reserves.	Existing procedures are adequate
VAT	Reclaiming/Charing	Low	The Council has Financial Regulations that set out the requirements.	Existing procedures are adequate
Annual Returns	Submit within time limits	Low	Employer's Annual return is completed and submitted online to HM Revenue by the payroll administrators, having been approved by the Clerk. The Financial Annual Return is completed by the internal auditor and Clerk, approved by the Council and submitted to the External Auditor within the time limits.	Existing procedures are adequate
Legal Powers	Illegal activity of payments	Low	All activity and payments within the powers of the Council to be resolved and minuted at Council meetings.	Existing procedures are adequate

BUSINESS CONTINUITY

Subject	Risk Identified	Level	Management/Control of Risk	Review/Assess/Revise
Loss of key personnel	Inability to conduct Council business	Medium	In the event of the Clerk being indisposed the Chairman is to contact the Buckinghamshire & Milton Keynes Association of Local Councils for advice.	Existing procedure adequate Member of SLCC /NALC
Council Records – Paper	Loss through: Theft Fire Damage	Low Medium Low	The Council's records are stored at the Council office. Records include historical correspondences, minutes, insurance, and bank records. The documents are stored in a lockable fireproof safe.	Existing procedures are adequate
Council Records - Electronic	Loss through: Theft Fire damage	Low Low	The Council's electronic records are stored in the iCloud. Minutes, agendas and policies are held on the Council's website.	Existing procedures are adequate

	Corruption of Computer	Medium	Data backup on an external hard drive is made monthly and is kept offsite by the Clerk.	
Councillors	Failure to retain or secure the necessary number of members for the Council	Low	When a vacancy arises the Clerk is to follow correct legal processes and ensure appropriate actions is taken to try and co-opt members onto Council.	Existing procedures are adequate

LEGAL

Subject	Risk Identified	Level	Management/Control of Risk	Review/Assess/Revise
Members Interests	Register of Members interests	Medium	Completed register of members' interest forms are submitted to the Monitoring Officer at CDC and regularly reviewed. Any change in a Councillor's register of interests must be notified to the Clerk.	Existing procedures are adequate
	Conflict of interest	Low	Councillors are required to declare an interest in any item of business and this is recorded in the minutes.	
Data Protection	Policy Provision	Low	The Council is registered with the Information Commissioner	Existing procedures are adequate
Freedom of Information Act	Policy Provision	Low	The Council conforms to the Freedom of Information Act and responds to individual requests in accordance with it.	Existing procedures are adequate

GOVERNANCE & MANAGEMENT

Subject	Risk Identified	Level	Management/Control of Risk	Review/Assess/Revise
Compliance	Lack of knowledge of regulations and codes	Low	Ensure that all Councillors have available relevant Acts; that a Code of Conduct, Standing Orders and Financial Regulations are in place. Highlight essential parts and provide training where relevant	Existing procedures are adequate
	Absence of Standing Orders	Low	Ensure that Standing Orders are produced and adopted by the Council, understood by Councillors and reviewed annually.	
	Council acting outside its powers laid down by Parliament	Low	Clerk to monitor relevant legislation and report to Council. Legal advice to be sought where necessary.	
Agendas/ Minutes/ Notices/ Statutory Documents	Accuracy and legality	Low	Agendas and minutes are produced in the prescribed method by the Clerk and adhere to the legal requirements. Agendas are displayed and minutes are available in accordance with the legal requirements. Minutes are approved and signed at the following Council meeting.	Existing procedures are adequate. Members to adhere to Code of Conduct.
	Business conduct	Low	Business conducted at Council meetings should be managed by the Chairman.	
Insurance	Adequacy	Low	An annual review is undertaken of all insurance arrangements.	Existing procedures are adequate. Risk Assessment carried out.
	Public Liability: risk to third party and or property.	Medium	Insurance is in place for £10million. Risk assessments regularly carried out to comply with requirements.	
	Employer Liability: non-compliance with employment law	Low	Clerk and Council to undertake adequate training and seek advice from the Buckinghamshire and Milton Keynes Association of Local Councils.	

Litigation	Risk of legal action being taken against the Council	Medium	<p>Public Liability Insurance covers general personal injury claims where the Council is found to be at fault. Open spaces and burial grounds are checked regularly. There is a rolling programme of tree reviews in accordance with specialist advice. Trees are investigated when damage reported. Risk Assessments carried out for all Council events. Burial Ground memorial tests carried out.</p> <p>All contractors are to sign declarations confirming that they will: comply with their Health and Safety responsibilities, provide a copy of their public liability insurance cover (£5m minimum) and risk assessments, ensure their employees use protective and well-maintained equipment, receive adequate training and supervision and report all accidents. An up to date register is kept by the Clerk.</p>	Existing procedures are adequate
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ASSETS & PROPERTY

Subject	Risk Identified	Level	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or damage to third parties/properties	Low	An annual review of assets is undertaken for insurance provision.	Asset Register reviewed annually
Maintenance	Poor maintenance of assets or amenities,	Low	All assets owned by the Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Council. Assets are insured.	Existing procedures are adequate
Notice Board	Risk of damage	Low	The Council currently has five noticeboards. No formal inspection procedure is in place but any report of damage and faults are reported to Council and dealt with in accordance with the correct procedures of the Council.	Existing procedures are adequate
Street Lighting	Risk/injury to third party	Low	Insurance is in place. Maintenance contract with SparkX who undertake inspections and repairs.	Existing procedures are adequate
Meeting Location	Adequacy Health & safety	Low Low	The Council meetings are held in the Council Office. The premises and facilities are considered to be adequate for the Clerk, Councillors and Public who attend.	Existing procedures are adequate

First Adopted: November 2016

Last Reviewed: April 2019

Next Review: April 2020

CHESHAM BOIS PARISH COUNCIL

Balance Sheet

March 2020			
	Actual		
	YTD		
<u>Assets</u>			
CURRENT ASSETS			
Debtors	£1,799.55		
Vat to be Claimed	£4,509.49		
Total	£6,309.04		
MONIES HELD			
Unity Current Account	£9,034.48		
Unity Deposit Account	£25,042.72		
Cambridge Building Society	£0.00		
National Savings Account	£100,000.00		
Other monies in hand	£1.79		
Total	£134,078.99		
Total Assets	£140,388.03		
<u>Liabilities</u>			
MONIES OWED SHORT TERM			
Creditors	£6,666.65		
Payroll Taxation	£0.00		
Wages	£0.80		
Total	£6,667.45		
Total Liabilities	£6,667.45		
Assets less Liabilities	£133,720.58		
REPRESENTED BY:			
Reserves		Spent YTD	Remaining
General Reserves	£33,780.21	£5,083.00	£28,697.21
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	£143,795.71	£25,583.00	£118,212.71
	Income & Expenditure Account		£15,507.87
			£133,720.58

Chesham Bois Parish Council: Income & Expenditure

March 2020	Annual	Current	Current	Budget
	Budget	Period	YTD	Remaining
INCOME				
Precept	£78,094.00		£78,094.00	0.00
Interest Received	£1,100.00	£136.82	£1,457.28	357.28
Burial Ground Plots	£18,400.00	£2,600.00	£20,300.00	1,900.00
Burial Ground Memorials	£2,200.00	£400.00	£5,749.83	3,549.83
Burial Ground Other income	£10,000.00	£400.00	£12,675.00	2,675.00
Wayleaves Income	£790.00	£50.00	£803.26	13.26
Devolution Contribution	£2,734.82		£2,734.82	0.00
Licence Income	£5,600.00		£5,260.00	340.00
Misc. Income	£200.00		£1,250.00	1,050.00
Fete Income		-£405.00	£0.00	
Total Income	£119,118.82	£3,181.82	£128,324.19	9,205.37
EXPENDITURE				
SALARIES, PAYE & NI				
Clerk Salary	£22,608.00	£1,717.74	£20,612.88	£1,995.12
Employers National Insurance	£1,520.00	£137.83	£1,653.93	-£133.93
Employers Pension Scheme	£4,840.00	£393.36	£4,720.33	£119.67
Total	£28,968.00	£2,248.93	£26,987.14	£1,980.86
ADMINISTRATION				
Photocopier Costs	£300.00		£304.22	-£4.22
Stationery & Office Supplies	£250.00	£15.42	£135.89	£114.11
Telephone & Broadband	£400.00	£37.04	£449.04	-£49.04
Postage	£100.00		£73.20	£26.80
Office Rent	£400.00		£400.00	£0.00
Office Electricity	£750.00	286.57	£812.25	-£62.25
Wages - Cleaning	£300.00	£25.00	£300.00	£0.00
Equipment & Software	£900.00		£797.68	£102.32
Training - Clerk	£200.00	£3.45	£195.00	£5.00
Training - Councillors	£320.00	-£15.00	£41.55	£278.45
Subscriptions	£1,200.00	£50.00	£1,016.31	£183.69
Insurance	£2,000.00		£1,320.52	£679.48
Digital Mapping	£300.00			£300.00
Website	£400.00	£200.00	£200.00	£200.00

APM/Elections/Public Meetings	£400.00	£100.00	£205.03	£194.97
Audit & Accountancy Fees & Bank Charges	£1,200.00	£68.00	£1,147.00	£53.00
Advertising	£200.00			£200.00
Clerk/Cllr/Sundry Expenses	£150.00	£1.50	£90.95	£59.05
S137 Grants			£50.00	
Total	£9,770.00	£771.98	£7,538.64	£2,231.36
BURIAL GROUND				
Burial Ground Maintenance	£12,000.00	£1,307.54	£10,233.39	£1,766.61
Water	£120.00	£20.00	£42.03	£77.97
Electricity	£170.00		£179.00	-£9.00
Sexton Costs/Wages	£4,000.00	£316.67	£4,310.04	-£310.04
Memorial Safety	£1,000.00			£1,000.00
Chapel Maintenance	£500.00		£500.00	£0.00
Advertising & Marketing	£4,000.00	£235.00	£3,762.93	£237.07
General Costs	£100.00		£206.50	-£106.50
Total	£21,890.00	£1,879.21	£19,233.89	£2,656.11
Burial Grd Reserves Expenditure Funded Reserve				
COMMON & WOODLANDS				
Ground Maintenance	£8,750.00	£631.70	£4,152.00	£4,598.00
Pond Maintenance	£2,000.00		£990.00	£1,010.00
Consultancy & Tree Inspections	£2,500.00		£2,807.00	-£307.00
Emergency Treework	£16,000.00	£1,230.00	£24,405.00	-£8,405.00
Dog Bin Maintenance	£1,958.64	£997.57	£1,995.14	-£36.50
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	£2,859.27	£43,919.14	-£2,010.50
C&W Expenditure Funded Reserve			£14,800.00	
TRANSPORT & HIGHWAYS				
Streetlights Maintenance	£1,000.00	£370.00	£1,030.00	-£30.00
Streetlights Electricity	£3,150.00	£589.38	£3,197.59	-£47.59
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	£959.38	£11,990.22	£559.78
Transport Expenditure Funded Reserve			£5,700.00	
LAF Funded Reserve				

VILLAGE COMMUNITY				
Events	£2,800.00	£223.29	£1,622.97	£1,177.03
Walking Map	£500.00		£920.00	-£420.00
Communications	£750.00		£600.00	£150.00
Total	£4,050.00	£223.29	£3,142.97	£907.03
General Reserves Expenditure Funded Reserve		£765.00	£4,102.00	
GRANTS				
Funded from General Reserve			£981.00	
Total	£0.00	£0.00	£981.00	
Depreciation/Bad Debt	£4.32		£4.32	
Total Expenditure	£119,136.64	£9,707.06	£138,399.32	
NET SURPLUS(DEFICIT) Before Reserve Transfer	-£17.82	-£6,525.24	-£10,075.13	
Reserve Transfers		£765.00	£25,583.00	
NET SURPLUS(DEFICIT) After Reserve Transfer		-£5,760.24	£15,507.87	

PAYMENTS	Ref	Payment	NET	VAT	Amount	
Amersham Business Services	91523	FP	£48.91	£9.78	£58.69	Copier Paper/Lever Arch Files
Cllr J Bailey	Expenses	FP	£215.00		£215.00	Covid-19 Volunteer Leaflet printing
BMKALC	1817	FP	£497.79		£497.79	BALC & NALC Annual Subscriptions
Buckland Landscapes	37565	FP	£969.62	£193.92	£1,163.54	March 20 Grounds Maintenance
Buckland Landscapes	34732	FP	£852.87	£170.57	£1,023.44	April 19 Grounds Maintenance (late invoice)
Chiltern District Council	226289	FP	£997.57	£181.38	£1,178.95	Oct 19-March 20 Dog Bin Emptying
DCK Beavers	P1785	FP	£25.00	£5.00	£30.00	April 20 Payroll Administration
DCK Beavers	P1762	FP	£25.00	£5.00	£30.00	2019/20 Year End Payroll Administration
Dovedale Design	20/3	FP	£100.00		£100.00	Website Maint/Hosting Oct-Dec 19
ICCM	4522	FP	£95.00		£95.00	Annual Membership
i-Transport LLP	26208	FP	£752.50	£150.50	£903.00	Final Tranche: PCR Transport Report
Orion Heritage Ltd	2473	FP	£450.00	£90.00	£540.00	Review of PCR Heritage Statement (final tranche)
Mrs S Payne	Expenses	FP	£54.71		£54.71	Cleaning Products/Zoom sub/stamps
Ridgeway Woodlands	24/135/146&25/1	FP	£599.75		£599.75	Clear storm damaged trees/Spinney Trees
Shaw & Shaw Ltd	275463	FP	£103.00	£20.60	£123.60	Grant of EROB Book
SLCC	131184/131106	FP	£90.00	£18.00	£108.00	Accessible Docs Webinar/Climate Emergency Webinar
South Bucks Tree Surgeons	8247	FP	£890.00	£178.00	£1,068.00	Pollard Ash Tree Amersham Rd/Bois Ave
SparkX		FP	£370.00	£74.00	£444.00	Shield lamp 56/Photocell Lamp 26 & Milton Lawns
St Leonards Church	2011	FP	£286.57		£286.57	Office Electricity usage Jan-March 20
Staff Salaries		FP	£1,726.49		£1,726.49	April 20 Salaries
Bucks County Council		FP	£518.76		£518.76	April 20 Pension +
Southern Electric	1	DD	£260.38	£49.89	£310.27	Feb 20 Streetlight Electricity
Utility Warehouse		FP	£37.04	£7.40	£44.44	March 20 Telephone/Broadband
					£11,120.00	
RECEIPTS						
Openreach			£50.00		£50.00	Wayleave
Berkhamsted School	19/54		£2,600.00		£2,600.00	Parking Licence: 25 Sept 19 - 24 Mar 20
Non-Resident	19/56		£900.00		£900.00	Plot NF 70
Non-Resident	19/57		£850.00		£850.00	Ashes Plot Interment NF 20Ra
Non-Resident	19/61		£400.00		£400.00	Memorial NF 2bO
Resident	19/59		£125.00		£125.00	Ashes Interment T1277
Non-Resident	19/60		£1,675.00		£1,675.00	Plot Interment 8N
Non-Resident	19/62		£1,700.00		£1,700.00	Family Plot NF 45H/45I
Village Fete			£60.00		£60.00	Fete stalls
NS&I Savings			£91.37		£91.37	Feb 20 Interest
					£8,451.37	

CHESHAM BOIS PARISH COUNCIL

Reserves DRAFT V1

Reserves	Opening Balance 1 April 19	2019/20 Expenditure	Draft Closing Balance at 31 March 20	Draft 2020/21	Notes
General Reserves: used to smooth the impact of uneven cash flows, unexpected events/emergencies	£33,780.21	£5,083.00	£28,697.21	£44,205.08	ASSUMPTION THAT ALL 2019/20 SURPLUS ADDED TO GENERAL RESERVE Council to agree if some of this surplus is to be added to an 'earmarked' reserve account.
Burial Ground Reserve: spend identified as necessary for Burial Ground	£16,500.00		£16,500.00	£16,500.00	2019/20 Agreed to purchase Nature Board (£1500)
Common & Woodlands Reserve: Build up funds for 10-year Management Plan	£42,397.00	£14,800.00	£27,597.00	£27,597.00	
Streetlighting Reserve: spend identified as necessary for streetlighting & lighting	£15,484.00	£5,700.00	£9,784.00	£9,784.00	
Devolved Services: spend identified as necessary for devolved services	£2,634.50		£2,634.50	£2,634.50	
LAF 50% Match Funding (enable LAF applications to be made)	£3,000.00		£3,000.00	£3,000.00	
Replacement Office	£30,000.00		£30,000.00	£30,000.00	
Total Reserves	£143,795.71	£25,583.00	£118,212.71	£133,720.58	
2019/20 Surplus Expected = £15,507.84					

CHESHAM BOIS PARISH COUNCIL: 31st March 2020 Asset Register (Items in red have been added this year)

	Purchase Value	Date Purchased	Insurance Value	Location	Comments
	£		£		
1 Land & Buildings excluding Contents					
Woodland north west of High Bois Lane	£5,500.00				
Land within Chesham Bois Wood	£800.00				
Chapel	£160,000.00				
Woodland Burial Store	£12,000.00				
Burial Ground Shed	£400.00				
Locked Metal Container on the Common	£2,000.00	Mar 06			
	£180,700.00		£251,389.00		
2 Street Furniture (excluding Streetlights)					
4 Heavy Duty Seats @ £350	£1,400.00				
Heavy duty Stamford Seat @ £827	£827.00	Mar 12		Burial Ground	
Tribute Wooden Bench	£291.66	June 18		Original Burial Grnd (circle)	
14 Metal Seats (in equal proportions)	£2,800.00				
7 Wooden Benches (in equal proportions)	£1,400.00				
1 x Solid Oak Rustic Bench	£597.00	Dec 18		Woodland Burial Grd	
1 x Cast Iron Framed Eastgate Seat	£530.00	Feb 17		Burial Ground	
Circular Tree Seat	£2,000.00	May 08		Common	
Chainsaw Milled Cedar Bench	£750.00	May 19		Common near Pond	
5 Vandal Resistant Noticeboards @ £800	£4,000.00			Commonx2/Bois Lane x2/Amersham Road	
Cavalier A1 Burial Ground Notice Board	£2,414.00	Feb 18		Entrance to Burial Ground	
Two wooden Noticeboards in the Burial Ground	£1,000.00			Burial Ground	
Pond Display Lectern	£650.00			Common	
Victorian heavy duty 150 litre litter bin - Wybone	£500.00	Oct 99		Burial Ground	
		2005/2018/2019		Pavilion/Long Park/Common/Burial Ground	Feb 18 additional bin @ Pavilion £280.85. Feb 19 2 additional bins at Bois Lane & Stubbs End Close £561.70
7 Dog Waste Bins	£1,442.55	Nov 11/Dec 18		North Road	Dec 18 2 Grit Bins at Bois Lane & Woodside Ave £900
3 x Grit Bin	£1,160.00	May 06		Office	
Bronze burial discs	£1,442.44	Aug 18		Office	
22 Bronze burial discs	£561.00			Office	
7 Tree Plaques (fixed in the ground)	£1,610.00			Common	
Video entry system at office	£755.00	Mar 04		office	
Metal Storage Boxes in the Container	£800.00	July 07		Container	
Christmas Lighting/Decorations	£995.00	Dec 11		Stored by SparkX	
1 x Swarco MVAS Sign	£2,306.69	Dec 15		Various Sites	
2 x Swarco MVAS Sign	£5,790.00	Jan 17		Various Sites	
MVAS Batteries/Brackets	£558.00	Nov-17		Various Sites	
1 x MVAS sign	£2,672.55	Mar-18		Various Sites	
1 x MVAS sign	£2,614.01	Jan-19		Amersham Road	
1 x Solar MVAS Sign	£2,714.01	Jun-19		Amersham Road	
1 x Defibrillator	£995.00	Dec-19		Front Parish Centre	
1 x External Defibrillator Heated Cabinet	£525.00	Dec-19		Front Parish Centre	
		Sep-18		War Memorial/Copperkins Lane	
2 x Royal British Legion Silhouettes	£500.00				
Burial Ground Directional Sign	£264.00	Jul-18		Bois Lane	
	£46,864.91		£72,000.00		
3 Gates & Fences					
Metal gates for Woodland burial ground	£1,750.00	Jan 11		Burial Ground	
Wooden Kissing Gate in Burial Ground	£545.00	July 16		Burial Ground	
Wood Fencing around Eco Loo in Burial Ground	£750.00	Mar 18		Burial Ground	
Wooden Gate & 50 Wooden Posts	£1,525.00	Jan-19		North Road, near Pavilion	
	£4,570.00		£36,000.00		

4	War Memorial (impact only)	£26,500.00		£48,000.00	
5	Playground Equipment	£0.00			
6	Office & Chapel Contents (Excluding VAT)				
	Chapel Contents	£16,000.00			Chapel
	Desk, Bookcase & 2 x 4-drawer filing cabinets, wooden table	£920.00	Feb 95		Office
	16 chairs@ £40 & Typists Chair	£730.00	Mar 95		Office
	4 Tables	£200.00	1995		Office
	Window Blinds	£133.33	Sept 95		Office
	Carpet Tiles	£1,300.00	July 94		Office
	Framed Aerial Photo	£252.00	June 95		Office
	Framed Parish Map, Duke of Bed's Map, Pond Map	£252.00			Office
	Vista Plan Chest	£560.00	Nov 99		Office
	Fire Safe - Double Door	£650.00	Mar 99		Office
	Fire Safe/filing cabinet	£300.00	Jan 95		Office
	Steel case 3 door side filer	£165.00	Nov 15		Office
	4 Fire Extinguishers ,2 @ chapel, 2 @ office	£312.77	additional Feb 20		Office & Chapel Feb 20 1 x Co2 added to chapel
	HP 17" Monitor	£150.00			Office
	Computer Software	£400.00			Office
	Dell Inspiron 3650 Desktop and Monitor	£602.00	Sept 16		Office
	Dell Inspiron 17 5000 laptop	£649.00	Sept 16		Clerk's Home
	Toshiba A 200 Lap Top Computer	£442.00	Jul 07		Safe
	Dell Latitude 3540 Laptop	£475.00	Mar 14		Office
	Display equipment	£593.00	Sept 01		Office
	Panasonic KX-TG	£60.00	Mar 13		Office
	Myers Guillotine	£162.00	Nov 99		Office
	Laminator	£269.00	May 02		Office
	Epson EMP x 3 multimedia projector	£795.00			Safe
	Olympus Digital Camera	£200.00	May 10		Safe
	c-Scope Metal Detector	£150.00	Dec 07		Office
	Leica Laser Distance Meter	£390.00	Oct 12		Safe
	Eco Loo - toilet facilities	£6,000.00	Jan 14		Burial Ground
	Parish Council Archives on CD Rom & microfiche	£0.00			safe
	Trimble TDC GPS Device	£995.00	Sept 17		Safe
	Juniper Geode GPS Receiver	£1,650.00	Sept 17		Safe
	Sentinel Camera/Tripod	£3,300.00	Dec 17		Safe
	Xerox VersaLink C7020DN MFA3 Printer	£1,338.00	Jan 18		Office
	2 x Behringer B115W speakers & stands	£575.00	Nov 18		Office
	Behringer Radio Mic & Mixer/CD player & Leads	£232.57	Nov 18		Office
	CBPC Gazebo	£765.00	May 18		Container
		£41,967.67		£56,040.00	
7	Sports Equipment	£0.00		£18,000.00	
8	Other Property				
	Chairman's Regalia	£599.00	Feb 02	£848.00	Safe
	Uninsured Items under £301				
	Extending Ladders	£101.00			Office
	Canon Copier Stand				Office
	Miscellaneous Office Items	£100.00			Office
	Event Equipment - Gazebo	£101.00			Container
	50 Litter Pickers	£300.00			Container
	Thomas Harding Sign	£137.85	Nov 18		Bois Wood
	2 Litter Bins on the Common	£101.00			Common

20l Stainless Steel Catering Urn	£44.97	Mar 19	Office
10 x Bottle Green Umbrellas	£120.00	Nov 19	Chapel
8" x 8" Wooden Post	£300.00	Mar 19	War Memorial
	£1,305.82		

Streetlights

44 Streetlights on Columns (1/2/3/4/7/8/10/11/12/15/16/18/19/20/22/23/26/27/28/ 29/ 31/32/33/34/35/37/39/43/44/46/47/48/49/50/51/53/54 /56/ 58/61/62/63/64/65)	41,766.00
14 Streetlights on Poles (5/14/17/21/27/36/38/40/41/42/52/55/57/59)	6,097.00
Conversion to LED February 13 of 11 lamps (5/14/17/36/21/27/40/41/57/59/60)	9,176.00
3 standard LED lamps - March 2016 (46/47/48)	1,080.00
1 Heritage LED lamp - March 2016 (2)	1,600.00
1 Heritage LED lamp- March 2016 (1)	1,450.00
2 LED Heritage lamps Sept 2016 (54/61)	3,100.00
3 Heritage LED lamps Sept 2016 (50/51/53)	4,650.00
Heritage & Steel Column - Feb 2017 addition (9)	2,150.00
2 standard LED Lamps- March 2017 (64/65)	720.00
16 standard LED Lamps Renewal Aug 17 (18,19,20,21,22,23,26, 28,29,30,31,32,33,34,43,44)	5,760.00
9 Heritage LED Lamps Renewal (3,4,8,10,11,12,15,16,35,) Aug 17	11,700.00
1 Standard LED Streetlight March 18 addition (24)	1,500.00
1 Heritage LED Streetlight March 18 addition (60)	2,000.00
1 Standard LED Streetlight March 18 addition (45)	1,050.00
1 Heritage LED Streetlight March 18 addition (13)	2,000.00
1 Column March 18 addition (30)	550.00
2 Standard LED Streetlight March 19 addition (66 & 67)	2,100.00
2 x Standard LED Streetlight Oct 19 addition (Milton Lawns)	2,100.00
1 x Standard LED Streetlight Aug 19 (25)	1,350.00
3 Heritage LED Streetlight Aug 19 addition (56/49/52)	4,350.00
	£106,249.00

2015/16: disposal value £1800; **2016/17:** disposal value £3,744; **2017/18:** disposal value: £13,176; **2019/20:** disposal Value £720

2012/13: disposal value £7,260; **2017/18:** disposal value £1,584; **2019/20:** disposal Value £360

Total

**£408,756.4
0**

£482,277.00

NB: Values shown, with the exception of the Chapel, reflect the purchase price

Disposal List

	Purchase Value	Date Purchased	Date Disposed	
11 lamps & brackets from poles (5/14/17/36/21/27/40/41/57/59/60) 11x £660	<u>£7,260.00</u>	Feb-13	Feb-13	
2012/13 TOTAL	<u>£7,260.00</u>			
1 lamp (2)	£360.00	Mar-16	Jun-15	
3 lamps (46/47/48) 3 x £360	£1,080.00	Mar-16	Mar-16	
1 lamp (1)	<u>£360.00</u>	Jun-15	Mar-16	
2015/16 TOTAL	<u>£1,800.00</u>			
2 lamps (64/65) 2 x £360	£720.00	Mar-17	Sep-16	
1 streetlight (9)	£1,224.00	Feb-17	Sep-16	
3 lamps(50/51/53) 3x £360	£1,080.00	Sep-16	Feb-17	
2 lamps - (54/61) 2 x £360	<u>£720.00</u>	Sep-16	Mar-17	
2016/17 TOTAL	<u>£3,744.00</u>			
Brother Phone/Fax/Ansaphone	£155.00	2000	July 17	Disposed to Resolve IT Recycling Ltd
Office Shredder			July 17	Disposed to Resolve It Recycling Ltd
Dinghy	£153.00		July 17	Donated to Berk Bucks & Oxford Wildlife Trusts
Pond Waders and Tools		1997	July 17	Donated to charity
3 Stihl 15"Chainsaws	£909.00	1999/2003	July 17	Donated to Chiltern Society Volunteers
Tirfor Winch and attachments	£362.00	1999	July 17	Donated to Chiltern Society Volunteers
Brush cutter	£389.00		July 17	Donated to Chiltern Society Volunteers
Chainsaw gear/safety wear		1997/2004	July 17	Donated to Chiltern Society Volunteers
Acer Computer	£420.00	2008	Nov 17	Disposed to Resolve IT Recycling Ltd
HP Officejet Printer / Scanner / Copier / Fax	£100.00	2011	Nov 17	Disposed to Resolve IT Recycling Ltd
Sharp MX2300N Photocopier	£1,600.00	Nov 11	Jan 18	Disposed for scrap
Wooden Gates in the burial ground extension	£405.00	June 06	Feb 18	Post/Gates Rotten removed for safety reasons
24 lamps (3,4,8,10,11,12,15,16,18,19,20,22,23,26,28,29,30,31,32,33,34,35,43,44) 24x£360	£8,640.00		Aug-17	
3 streetlights (13/24/45) 3x £1224	£3,672.00		Aug-17	
1 lamp on pole (21)	£360.00		Aug-17	
1 lamp & the Pole (60)	£1,224.00		Mar-18	
1 column (30)	<u>£864.00</u>		Mar-18	
2017/18 TOTAL	<u>£19,253.00</u>			
3 lamps (56/49/25) x £360	<u>£1,080.00</u>		Aug-19	
2019/20 TOTAL	<u>£1,080.00</u>			

1. Management Plan for the Common and Woodlands

The replanting in Tenterden Spinney obviously had to be postponed because of the shutdown; the new trees we obtained from The Woodland Trust are being kept, planted in soil, by one of our contractors and we hope that a sufficient number will survive until October, which would be the next planting season.

A request for a large batch of trees, some 430 young trees, has been acknowledged by The Woodland Trust for delivery in November, when we hope to be able to plant in Bois Wood.

2. Burial Ground Maintenance

No progress yet on designs for a more attractive entrance to the burial ground with new flowerbeds and seating. Quotes are expected.

Our maintenance contractors are continuing to work during the current crisis, fortunately, and the maintenance regime started this week.

There continues to be instances of dog owners allowing their dogs off the lead in the burial ground so new signs have been placed on the entrance gates and at the top of the formal and woodland burial grounds emphasising that dogs MUST be kept on a lead in all areas and that this is a byelaw with a potential fine of £100 for disobedience.

3. Common Maintenance

Nothing to report.

Cllr C Thomas



Council Meeting 20th April 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 which was published in “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>
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. It will be reviewed after a year.</p> <p>There have been two New Formal plot purchases, one Original Formal, and one Woodland plot purchased in the last period, all by non-residents, two being family plots. One lead resulted from a Funeral Director recommendation, one from the Chiltern Society magazine, one from an internet search, and one resulted from local knowledge.</p>
Developing plans for future Burial Ground Events	<p>Ongoing Planning of events will be dependent upon the timing of any government announcements lifting the current social distancing guidelines.</p> <p>VCWG had previously agreed 10th June for a wildflower identification morning under the auspices of the Beautiful Burial Ground initiative. This event was advertised by the BBG organisation – but must currently be in question.</p> <p>The WG will support future Burial Ground open days linked to the national heritage festival, as appropriate within government guidelines.</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.	<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>
Burial Ground Administration: Updating electronic and paper database to reflect best practice and to enable smooth link	<p>Ongoing Clerk working through identified anomalies. The Woodland and New Formal BG are now complete, with the appropriate amendments also being made to the electronic database, and the Original Formal is in progress, with four sections completed.</p>

<p>with data from the digital mapping of the burial ground.</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. • 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>This physical mapping work is impacted by the Covid19 crisis. The budget for this work has been rolled forward again to FY20-21. 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. 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>Improving the Site Amenities</p>	<p>Ongoing The following items will be taken forward (in collaboration with CWBGMWG) once social distancing restrictions have lifted:</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. • The tap in the Burial Ground is leaking and needs repair. Clerk identifying a contractor. • 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.

Impact of Covid19 on Burial Ground Operation

General Access

Working Group considered the impact of the latest Government guidance following the publication by the ICCM on 6th April which confirmed that cemeteries can, in general, stay open to members of the public. The only ones which need to shut are those which are part of a crematorium complex, or where particular view of circumstances and risk mean that a local decision to close is made.

Working Group noted that the Burial Ground does not receive visitors in any numbers which would cause concern or exceed the government social distancing or gathering guidelines. It also recognised the solace that being able to tend a loved one's grave offers at a difficult time. The Burial Ground, including its meadow, also provides part of the routes which are being used by residents for daily exercise.

Therefore, WG concluded that Council should try to retain limited access to the BG for as long as possible in line with our statutory duty, whilst we don't believe we have any problems with overcrowding, and consistent with doing our best for the more general health and well-being of our Chesham Bois residents.

Some additional measures have been put in place to manage risk for both BG staff and visitors:

- Notices have been put on the pedestrian gate, noticeboard, and other strategic points around the BG, reminding people of the basic government advice – in particular social distancing, staying home (except for the four exceptions) and washing hands. Also, reminder that dogs strictly on lead.
- Vehicle gates will remain locked, except for funerals or other specific purpose, until further notice.
- Visitor leaflets have been removed from the holder by the noticeboard – this is both to avoid an unnecessary point of physical contact, and BG tourism is not consistent with current Government restrictions anyway.

WG also considered any further actions that might be required, should the Government issue a future instruction to close access to cemeteries:

- WG have identified the points which might need to be sealed off with hazard tape to deter access, and also the places where notices informing visitors of closure would be placed. It is recognised that with so many informal boundaries, it would not be possible to physically "lock" the Burial Ground to all access.
- WG will also consider whether there is anything Council could do to help mitigate the concerns of those who worry about a loved one's grave being left untended. There may be best practice from other cemeteries that have already had to close.

Funerals

Additional measures have been taken to promote safety of staff and visitors for funerals. The full regulations have been posted to the BG Facebook page and made available on the website.

- Limitations have been placed on the numbers of people attending funerals with detailed guidance covering the use of the Chapel.
- Following an initial deep clean, additional cleaning specifications are in place for the Chapel and Toilet, together with the provision of additional hand sanitiser during services.
- Measures are in place to ensure appropriate social distancing, both for the handling and generation of paperwork, and for the presence of our sexton to witness the burial. There are also working practices established and designated alternates in place should any BG staff require a period of self-isolation.
- Clerk and Sexton already have appropriate authority to further limit access to toilet and Chapel should that be required to ensure safety with an increased throughput of Burials.
- Buckinghamshire Council is monitoring numbers of funerals to assess any increase in burials in the County. Clerk is making weekly returns as part of this exercise.

Natural Burials in the Woodland Burial Ground

WG also considered the impact of current revised burial practices relating to those who have died of Covid-19. For the protection of NHS and funeral staff concerned about viral loading – the bodies of those who die following Covid-19 infection are being released in body bags. These bags are non-biodegradable, biodegradable alternatives to body bags are not freely available. A Funeral Director taking charge of a body therefore must decide whether they will keep the bodies in in the body bags in preparation for burial. To do so, avoids infection, but can prevent some services for families such as viewings. As there are currently no hard and fast rules in place, each Funeral Director will be deciding on the basis of their own judgement of risk, whether they will remove the body bag or not, prior to placing in a coffin, shroud or casket.

In order to maintain the Woodland Burial Ground accredited status as a Natural Burial Ground, we cannot allow burial in any material that will not decompose. Our current regulations make this clear – and have always done so – and the wish to be able to return completely to nature without leaving any lasting remains is the reason why so many make our Woodland Burial Ground their choice.

The logic of so many WG decisions in relation to the Burial Ground is to support families with individual choices wherever possible, and to enhance and preserve the unique nature of our different burial ground areas.

On that basis, WG have confirmed that we will not unilaterally prevent burials in our Woodland Burial Ground, as other members of ANBG have done. Instead WG agreed the following protocol:

- Although FDs are already given a copy of our terms and conditions when dealing with funerals, those booking a burial in the WBG will be explicitly reminded of the rule that all burial materials should be biodegradable.
- It will then be for a FD handling a particular burial whether they feel they can comply with our regulations. If they can, then the burial can take place in the Woodland Burial Ground plot as planned. If they cannot, then the family will be offered an alternative plot in the New Formal Burial Ground (which can offer similar views and is nearest to WBG).
- If a family has to switch from a pre-reserved Woodland Burial Ground plot to one in the New Formal as a result of this restriction – they will not incur any additional cost. The Woodland plot will be released and the Formal plot allocated without further charge.

Action for Council

Councillors are invited to note the progress against objectives made.

Jane Large
April 2020

VCWG Report – Coronavirus

13 March I invited PC to agree to meet to react to the Coronavirus situation.

15 March David, Clive and I met at David's house. The three of us discussed what our response should be and agreed it should be a leaflet drop which we would put together and get approval from the Council.

Rob set up an email "cheshamboishelp@outlook.com" and we put the contact details of 3 councillors to deal with requests. We established a Microsoft "Teams" App which is available to all PC members and provides an up to date list of helpers and a current list of requests from residents and responses.

By 18 March with help from Ana María Harbottle to design the leaflet we agreed the final version and an order was placed with Orbit Press in Chesham (£215).

The printing was complete on the 19th March and collected for distribution in the village. We started delivering leaflets on the 20th and this was completed by the Tuesday 21.

Our first request for assistance was on 20 March from Laurel Court and over the next three weeks we have had over 20 requests for assistance - namely for food shopping, prescriptions and also for help with plumbing problems. And we have been able to provide assistance in all cases. We also had a request to find support for a vulnerable relative in Yeovil ! This we were able to that day via social media and we received a follow up call 3 days later from the Yeovil Council.

The establishment of YourAmersham Coronavirus Help page on Facebook has put together a network of helpers and the platform has spread to CB with great success. The Bucks Free Press published a short article on Friday 3rd April about local community support groups written by Alison Bailey which included the CBPC initiative. The existence of our leaflet has been an asset to the elderly and vulnerable who are not on social media and Facebook in particular. And we have been using the list of SPOC from the YourAmersham page to provide volunteers along with doing our own deliveries and pick-ups.

The local supermarkets are now more aware of prioritising the self-isolating and vulnerable residents and have improved their home delivery service. We are getting fewer requests for help but are still picking up calls and emails. In addition to providing genuine help to vulnerable people the leaflet has also shown the council to be proactive and supportive and reinforced the important role of the Parish Council within the community.

Cllr John Bailey 15 April 2020

Council Meeting 20th April 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.	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. Independent analysis regarding the Transport and Heritage impact of the development has been received from specialist consultants and concerns raised by Protect have been considered and form part of the papers for this meeting.
To ensure residents are aware of the proposals and promote attendance at consultation events.	CBPC 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: Extraordinary Council Meeting was held at the Beacon on 11 th March with 125 attendees. All who wished to speak were given the opportunity and the minutes of this meeting are available on our website. The full Parish Council was expected to meet subsequently to formulate its own response to the planning application, but this meeting on 18 th March had to be cancelled in the light of the Covid 19 restrictions. A holding response explaining the position and attaching reports, minutes above and a summary of public responses was submitted to planning prior to the deadline. We have now had advice that the Parish Council view can be submitted within the next few weeks to be incorporated in the planning officers report – if later it will be presented to the full Unitary Council as the decision has been called in. As we are now able to hold virtual meetings, Council is asked to agree a date for a virtual EM to formulate a response to application PL/20/0401/FA.
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 Parish Council, including the Clerk, to ensure that the developing design for the PC 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

Agree a date for a virtual EM to formulate Council's response to application PL/20/0401/FA.

Cathy Woolveridge

April 15 2020