

Council Meeting 18th May 2020: Clerk's Report & Correspondence

18 Long Park Close Easement over Great Bois Wood: Appointment of Solicitor to act on Council's Behalf

At the November 2019 meeting of Council it was agreed in principle to grant an easement over common Land at Great Bois Wood with legal advice being sought on the terms and all costs being met by the applicant.

Following recommendations from town and parish clerks within Buckinghamshire who have used the services of solicitors for the granting of easements two firms, who have been extensively used, were approached. I attach their responses.

Action of Council: To approve the appointment of a solicitor to act on Council's behalf with regard to the granting of an Easement over Common Land at Great Bois Wood for the property to be built at the rear of 18 Long Park Close

Correspondence: *Letter from Leader of Buckinghamshire Council regarding COVID-18 Emergency Funding.* Letter attached. Council to note contents.

Chesham Bois Parish Council: Income & Expenditure

| Year Ending 31 March 2020 | 2019/2020 Budget | Actual YTD | Remaining Budget |
|--|---------------------|--------------------|---------------------|
| INCOME | | | |
| Precept | £78,094.00 | £78,094.00 | 0.00 |
| Interest Received | £1,100.00 | £1,457.28 | 357.28 |
| Burial Ground Plots | £18,400.00 | £19,600.00 | 1,200.00 |
| Burial Ground Memorials | £2,200.00 | £5,749.83 | 3,549.83 |
| Burial Ground Other income | £10,000.00 | £13,375.00 | 3,375.00 |
| Wayleaves Income | £790.00 | £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 |
| Total Income | £119,118.82 | £128,324.19 | 9,205.37 |
| EXPENDITURE | | | |
| SALARIES, PAYE & NI | | | |
| Clerk Salary | £22,608.00 | £20,612.88 | £1,995.12 |
| Employers National Insurance | £1,520.00 | £1,653.93 | -£133.93 |
| Employers Pension Scheme | £4,840.00 | £4,720.33 | £119.67 |
| Total | £28,968.00 | £26,987.14 | £1,980.86 |
| ADMINISTRATION | | | |
| Photocopier Costs | £300.00 | £304.22 | -£4.22 |
| Stationery & Office Supplies | £250.00 | £135.89 | £114.11 |
| Telephone & Broadband | £400.00 | £449.04 | -£49.04 |
| Postage | £100.00 | £73.20 | £26.80 |
| Office Rent | £400.00 | £400.00 | £0.00 |
| Office Electricity | £750.00 | £812.25 | -£62.25 |
| Wages - Cleaning | £300.00 | £300.00 | £0.00 |
| Equipment & Software | £900.00 | £797.68 | £102.32 |
| Training - Clerk | £200.00 | £195.00 | £5.00 |
| Training - Councillors | £320.00 | £41.55 | £278.45 |
| Subscriptions | £1,200.00 | £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 |
| APM/Elections/Public Meetings | £400.00 | £205.03 | £194.97 |
| Audit & Accountancy Fees & Bank Charges | £1,200.00 | £1,147.00 | £53.00 |
| Advertising | £200.00 | | £200.00 |
| Clerk/Cllr/Sundry Expenses | £150.00 | £90.95 | £59.05 |
| S137 Grants | | £50.00 | |
| Total | £9,770.00 | £7,538.64 | £2,231.36 |
| BURIAL GROUND | | | |
| Burial Ground Maintenance | £12,000.00 | £10,233.39 | £1,766.61 |
| Water | £120.00 | £42.03 | £77.97 |
| Electricity | £170.00 | £179.00 | -£9.00 |
| Sexton Costs/Wages | £4,000.00 | £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 | £3,762.93 | £237.07 |
| General Costs | £100.00 | £206.50 | -£106.50 |
| Total | £21,890.00 | £19,233.89 | £2,656.11 |
| Burial Grd Reserves Expenditure Funded Reserve | | | |

| | | | |
|---|--------------------|--------------------|-------------------|
| | | | |
| COMMON & WOODLANDS | | | |
| Ground Maintenance | £8,750.00 | £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 | £24,405.00 | -£8,405.00 |
| Dog Bin Maintenance | £1,958.64 | £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 | £43,919.14 | -£2,010.50 |
| C&W Expenditure Funded Reserve | | £14,800.00 | |
| | | | |
| TRANSPORT & HIGHWAYS | | | |
| Streetlights Maintenance | £1,000.00 | £1,030.00 | -£30.00 |
| Streetlights Electricity | £3,150.00 | £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 | £11,990.22 | £559.78 |
| Transport Expenditure Funded Reserve | | £5,700.00 | |
| LAF Funded Reserve | | | |
| | | | |
| VILLAGE COMMUNITY | | | |
| Events | £2,800.00 | £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 | £3,142.97 | £907.03 |
| General Reserves Expenditure Funded Reserve | | £4,102.00 | |
| | | | |
| GRANTS | | | |
| Funded from General Reserve | | £981.00 | |
| Total | £0.00 | £981.00 | |
| Depreciation/Bad Debt | £4.32 | £4.32 | |
| | | | |
| Total Expenditure | £119,136.64 | £138,399.32 | |
| | | | |
| NET SURPLUS(DEFICIT) Before Reserve Transfer | -£17.82 | -£10,075.13 | |
| Reserve Transfers | | £25,583.00 | |
| NET SURPLUS(DEFICIT) After Reserve Transfer | | £15,507.87 | |

| | | | | | |
|--------------------------------------|--|---|---|--------------------|---|
| Chesham Bois Parish Council | | | | | |
| Financial Year 2019-20 | | | | | |
| Year End Internal Audit Observations | | | | Visit date: | 17 April 2020 |
| F | Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for. | | | | |
| No. | Audit Conclusion | Observation | Recommendation | Priority | Comments |
| 1 | The Council has petty cash balances although petty cash is no longer in use. | <i>The Council did use petty cash up to July 2018. The balance is £1.79.</i> | The Council to review the petty cash balance and consider closing the account on the Council Financial System. | Medium | CLERK: If the Finance WG agree I can close the petty cash a/c and transfer funds to Unity Trust Account. |
| H | Asset and investments registers were complete and accurate and properly maintained. | | | | |
| No. | Audit Conclusion | Observation | Recommendation | Priority | Comments |
| 1 | Continuing existence of assets is not checked on a regular basis | <i>It is understood that the Council do not carry out physical checks on Council assets. It is also understood that the Clerk was assigned this duty.</i> | The Council should put in place arrangements for the regular physical verification of its assets. The date the verification was carried out should be recorded. | High | CLERK: Council need to agree a method to do this. Internal Auditor suggested using SharePoint which is a Microsoft Tool. With Councillors and staff taking a photo on their phone of the asset whenever they pass it and noting if there is any damage etc. In this way all assets are checked without it becoming an onerous task. Alternative way is to break Village into areas and allocate an area for checking to each Councillor similar to the system we use for the Footpaths. |
| I | Periodic and year-end bank account reconciliations were properly carried out. | | | | |
| No. | Audit Conclusion | Observation | Recommendation | Priority | Comments |
| 1 | Reviews of bank reconciliation have not been dated. | <i>The bank reconciliation have been initialized as reviewed but have not been dated.</i> | When bank reconciliations have been subject to review the date of the review should be written on the supporting voucher. | Medium | CLERK: Next time I will ensure they are dated |
| | | | | | |

| No. | Audit Conclusion | Observation | Recommendation | Priority | Comments |
|-----|--|--|--|----------|--|
| 2 | Year End Bank Reconciliations proforma has not been completed. | <p><i>The Council National Savings & Investment statement April 2019. The latest bank reconciliation is based on April 2019. It is understood that the Council has not received the latest statement.</i></p> <p><i>The Council carries out bank reconciliations by updating the accounting system with the latest bank statement figures. The Council does not use the standard bank reconciliation format as required by External Audit.</i></p> | <p>The Council must review the Year End Bank Reconciliations prior to signing off the Accounting Statements to ensure that they agree to the bank balances as at 31st March 2020.</p> <p>The Council must use the standard bank reconciliations format as recommended by External Audit.</p> <p>A copy has been provided for the Council to use.</p> | High | <p>CLERK: NSIB statements are not issued until Mid April. Current one has just arrived and will get a member of the Finance WG to check that it reconciles with our accounts and then sign and <u>date</u> it.</p> <p>CLERK: I spoke to the Internal Auditor regarding this as the Balance Sheets presented to Council monthly reconcile with the accounts and this would just be another document needing to be created. They insist that best practice is to produce this style of reconciliation and we agreed that this could be done quarterly rather than monthly.</p> |

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

CHESHAM BOIS PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

| | Agreed | | |
|---|--------|-----|--|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | | | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | | | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | | | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i> |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | | | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i> |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | | | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i> |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | | | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | | | <i>responded to matters brought to its attention by internal and external audit.</i> |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | | | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i> |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A |
| | | | <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i> |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

cheshamboispc.org.uk

Section 2 – Accounting Statements 2019/20 for

CHESHAM BOIS PARISH COUNCIL

RESTATED

| | Year ending | | Notes and guidance |
|---|---------------------|--------------------|--|
| | 31 March 2019 £ | 31 March 2020 £ | |
| 1. Balances brought forward | 127,782 | 143,796 | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i> |
| 2. (+) Precept or Rates and Levies | 71,778 | 78,094 | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> |
| 3. (+) Total other receipts | 60,391 | 50,230 | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> |
| 4. (-) Staff costs | 29,286 | 31,597 | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i> |
| 5. (-) Loan interest/capital repayments | 0 | 0 | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | 86,870 | 106,802 | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i> |
| 7. (=) Balances carried forward | RESTATED 143,796 | 133,721 | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i> |
| 8. Total value of cash and short term investments | 151,031 | 134,079 | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i> |
| 9. Total fixed assets plus long term investments and assets | 396,860 | 408,756 | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i> |
| 10. Total borrowings | 0 | 0 | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | <i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> |
| | | ✓ | |

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Signature Required
Date 29/04/2020

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

| Payments | NET | VAT | Amount | Description |
|---|------------|------------|-------------------|--|
| Affinity | £12.94 | | £12.94 | Burial Ground Water Oct 19 - March 20 |
| Amersham Business Services | £50.81 | £10.16 | £60.97 | Sellotape/laminating pouches |
| ArtisAnne | £20.00 | | £20.00 | Fete Stall Refund F20/06 |
| Buckland Landscapes | £969.62 | £193.92 | £1,163.54 | April 20 Grounds Maintenance |
| Café Africa | £50.00 | | £50.00 | Fete Stall Refund F20/09 |
| Mr A Cantrell | £50.00 | | £50.00 | Refund of overpayment of Invoice 20/03 |
| Centaur | £1,300.00 | £260.00 | £1,560.00 | H&S Treework on Common |
| DCK Beavers | £25.00 | £5.00 | £30.00 | May 20 Payroll Administration |
| Farewells | £257.50 | | £257.50 | Half Page BG Advert in Farewells Mag Edition 2 |
| Fit Club Amersham | £20.00 | | £20.00 | Fete Stall Refund F20/15 |
| Nick Gammage Books & Postcards | £20.00 | | £20.00 | Fete Stall Refund F20/03 |
| IAC Audit & Consultancy | £350.00 | £70.00 | £420.00 | 2019/20 Internal Audit |
| Just Gloves | £65.70 | £4.90 | £70.60 | Vinyl Gloves/Face Masks/Hand Sanitising Gel |
| WoodDude | £20.00 | | £20.00 | Fete Stall Refund F20/05 |
| Love Veggie | £60.00 | | £60.00 | Fete Stall Refund F20/11 |
| Mayo Brothers | £85.00 | | £85.00 | Fete Stall Refund F20/10 |
| Mrs S Payne | £14.39 | | £14.39 | Monthly Zoom Fee May 20 |
| B Philpott | £20.00 | | £20.00 | Fete Stall Refund F20/07 |
| St Leonards Church | £20.00 | | £20.00 | Fete Stall Refund F20/08 |
| St Leonards Church women's Evening Fellowship | £10.00 | | £10.00 | Fete Stall Refund F20/04 |
| Staff Salaries | £2,244.76 | | £2,244.76 | May 20 Payroll |
| Utility Warehouse | £43.57 | £8.71 | £52.28 | March 20 Telephone/April 20 Broadband |
| | | | £6,261.98 | |
| RECEIPTS | | | | |
| Buckinghamshire Council | | | £2,734.90 | Devolved Services Contract |
| HMRC | £4,509.49 | | £4,509.49 | Q4 VAT refund |
| Resident (ECC) | £542.00 | | £542.00 | Interment 7N |
| Non-Resident | £1,700.00 | | £1,700.00 | Family Plot :L676/L682 |
| Non-Resident | £1,600.00 | | £1,600.00 | Plot/Interment G35 |
| Non-Resident | £1,800.00 | | £1,800.00 | Plots x2 W177 & W178 |
| NS&I Savings | £97.67 | | £97.67 | interest |
| | | | £12,984.06 | |

1. Management Plan for the Common and Woodlands

No progress this month

2. Burial Ground Maintenance

Full maintenance of all burial ground areas has taken place this week to a good standard.

After the first signs were torn down within days, the new signs to remind owners to keep their dogs on a lead are still in place.

3. Common Maintenance

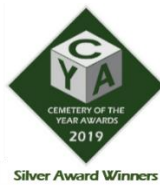
A fallen ash tree across the bridle path behind the Old Rectory is being dealt with, as is a large branch which came down recently on the Triangle by Glebe Way.

A car has repeatedly been parked on the Common in Manor Drive, so our parish clerk is writing to the owners.

The working group has agreed that we will leave the Triangle “wild” this year so that we can judge whether its appearance is acceptable. We would normally mow the whole area once the cow parsley has finished but now we intend to mow just the perimeter and the pathways across it. Obviously, the area around the war memorial will continue to be closely mown fortnightly.

Please note that the agenda item concerning also leaving the frontage in North Road wild has not been considered by the working group as yet.

Cllr C Thomas



Council Meeting 18th May 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 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 when available.</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 Original Formal plot purchases (family plot and ashes plot), and one Woodland plot purchased in the last period, two by non-residents. The website is proving very helpful in bringing additional enquiries, as is the membership of ANBG.</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>A wildflower identification morning had been planned for 10th June under the auspices of the Beautiful Burial Ground initiative. This has, with the agreement of the organisers, been postponed until next summer.</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 with data from the digital mapping of the burial ground. | <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 seven sections completed.</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. |

| | |
|---|--|
| | <ul style="list-style-type: none"> • 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 New Formal and Woodland Burial Ground which require renumbering are dependent on the revised digital maps 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. |

Action for Council

Councillors are invited to note the progress against objectives made.

Jane Large
May 2020

Transport Working Group Report for 18 May 2020 Council Meeting

Mobile Vehicle Activated Sign (MVAS)

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

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

MVAS 2 is relocated in Holloway Lane.

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

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

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

MVAS 6 is a solar powered unit and is located on the Amersham Road, outside the Beacon school, facing Amersham. This sign has not to be working for several months apparently; the fault has now been rectified by SWARCO under guarantee.

No data has been downloaded from MVAS 4 and 5 since 2018.

No data has been downloaded from MVAS 2 since Jan 2019

No data has been downloaded from MVAS 1 & 3 since November 2019

No data has ever been downloaded from MVAS 6.

The Police conducted enforcement activity in Bois Lane and Chesham Road on 3 December 2019 and several speeding tickets were issued. The police will support us in helping to reduce speeding in our community but they do rely upon us to provide regular summarised speeding data from our MVAS units.

The display lighting levels need to be adjusted on several units along with the speed activation indicators. All units should be set to display speeds between 25mph to 40 mph. This saves battery power at the lower level and prevents speeding motorists trying to display a high number on the unit.

LAF

As confirmed by Martin Tett in an email dated 3 December 2019, all LAFs were disbanded at the end of December 2019. The new Community Board regime came into being in May 2020.

The Amersham Parking survey commenced on 3rd December 2019 and is still progressing through various consultation stages. I provided a response to an enquiry relating to proposed parking restrictions in Bois Lane between North Road and Glebe Way.

Devolution

To remind Councillors that current Devolution programme has been extended to March 2022.

Our contractor for several years, Toolshed, gave notice at the end of 2019 that they were no longer able to maintain our grass verges and we therefore issued a tender to 3 new contractors during April 2020.

Responses to the tender were received on 14 May from 2 contractors and details of the tender have been circulated to Councillors.

Council are asked to approve the award of our grass cutting contract to **Contractor 2** from 22 May 2020 to 30 March 2021.

The annual value of the contract is £5,170 plus hourly rates for additional adhoc duties including street furniture cleaning, weed control and siding out of footpaths etc.

The devolved services budget for 2020/21 is £5000 plus a reserve of £2634.50.

Street Lighting

We are still waiting for the replacement street light and power supply for the damaged light in Glebe way to be provided and installed by Sparkx. The value of this work is approximately £11,500 and was approved and ordered in November 2019. I have asked Cllr Heath to confirm how this has been treated in our annual accounts and or 2020/21 budget.

Salt Bin

The salt bin in Woodside Avenue will be relocated to the junction of Woodside and Milton Lawns. Apparently the salt is starting to cause damage the wall and garden of the premises by its current location. Thank you Cllr Buckingham for bringing this to our attention.

Meetings Attended

None since January 2020.

Cllr David King 17 May 2020

| Company | Public Liability Cover | All Verges (some of which are Wildflower) | ALL Verges (no wildflower) | Strim Footpaths | Weed Control | siding out paths | Cleaning Traffic Signs | Hedge Maintenance | Street Furniture Maintenance | Cleaning Noticeboards |
|----------------|-------------------------------|--|-----------------------------------|------------------------|---------------------|-------------------------|-------------------------------|--------------------------|-------------------------------------|------------------------------|
| Contractor 1 | £10m | £6,600.00 | £6,120.00 | included in costs | £27.50 per man hour | £20 per man hour | £20 per man hour | £20 per man hour | £20 per man hour | £20 per man hour |
| Contractor 2 | £10m tbc | £4,070.00 | £4,320.00 | £850.00 | £50 per man hour | £30 per man hour | £30 per man hour | £30 per man hour | £30 per man hour | £30 per man hour |
| Contractor 3 | | - | DID NOT RESPOND- | - | - | - | - | - | - | - |
| | | | | | | | | | | |
| Toolshed | £5m | | £3,348.00 | included in costs | £600.00 | | included in cost | | | Included in cost |