

Chesham Bois Parish Council

Minutes of the Council Meeting held remotely at 8.00pm on Monday 13th July 2020

PRESENT: Cllr C Woolveridge (Chairman), Cllr J Bailey, Cllr D Buckingham, Cllr Conway Read, Cllr J Harbottle, Cllr R Harrison, Cllr R Hartley, Cllr R Heath, Cllr D King, Cllr J Large & Cllr C Thomas.

IN ATTENDANCE: Mrs S Payne (Clerk), Cllr G Harris (Bucks Council) & 1 member of the public.

52.1 Questions and Comments from the Public.

A member of the public asked why the grass on the triangle had not been cut. Cllr Thomas reported that Council agreed to leave the triangle area 'wild' and would review the management of the area throughout the year.

Cllr Harris reported that the Amersham Parking Review closing date was 17th July 2020 and that he was Chairman of the Amersham Community Board whose first meeting would take place on 16th July. The board would have approximately £100,000 to support community events and Cllr Harris would encourage Council attendance. It was noted that Council will be agreeing their Board representative later on during the meeting.

52.2 Apologies for Absence. None received.

52.3 To Receive Declarations of Interest or Dispensations Relating to this Meeting. None received.

52.4 To Approve the Minutes of the Council Meetings held on 8th June 2020.

The minutes were approved unopposed and will be signed by the Chairman at the earliest opportunity.

Action: Clerk/Chair

52.5 To Review Outstanding Actions.

Council reviewed the outstanding actions. It was noted that a number of actions had been delayed due to the Covid-19 pandemic restrictions. Cllr Conway Read has contacted Fiona Everingham at Buckinghamshire Council regarding wildlife surveys and is awaiting a response. An updated actions list will be forwarded to Council.

Action Clerk

52.6 To Review Progress Against the 2020/21 Action Plan.

Council reviewed progress and noted that a number of actions have been delayed due to Covid-19 pandemic restrictions. It was agreed that Cllr Bailey would arrange a meeting with representatives of Copperkins Lane to discuss the location of Council noticeboards on the westside of Amersham Road.

Action: Clerk/Cllr Bailey

52.7 To Consider Council's Response to the Final Consultation Phase of the Amersham Parking Review 2020.

It was agreed that Council support the proposals for Chestnut Lane, Chiltern Road, Clifton Road, Copperkins Lane, Green Lane, Hollybush Lane, North Road and Woodside Avenue. Council disagree with the current proposal for Bois Lane but would support the original Bois Lane proposal.

Action: Clerk

52.8 To Receive the Clerk's Report & Correspondence.

a) *NALC Foundation Award.* **It was resolved that all the criteria listed in the application for the Foundation Level of the Local Council Award Scheme were in place.** The Clerk would forward Council's application for consideration.

Action: Clerk

b) *The Public Sector Bodies (Websites & Mobile Application) Accessibility Regulation 2018:* Council has until 23rd September 2020 to comply. The Clerk and the website administrator have tested the website and have identified remedial work. A Website Accessibility Statement, available on the Council's website, sets out to what extent Council meet the regulation's requirements and the alternative arrangements in place when those requirements cannot be met. Council noted the content of the Statement.

Action: Clerk

- c) *Bucks Council's Amersham Community Board: **It was resolved that Cllr D King represent Council on the Amersham Community Board and Cllr D Buckingham act as his deputy.***

Action Cllr King/Cllr Buckingham

- d) *Dept for Transport's Emergency Active Travel Fund Amersham/Chesham Bois Proposal: Council was asked by Bucks Council for their views on the initial design of the proposed scheme. As it was not possible to consider the design at a full meeting, councillors were asked for their individual comments which were forwarded to Bucks Council. The application was successful, with the Amersham/Chesham Bois scheme being further developed during the summer.*

Bucks Council will be contacting Council to seek its involvement in the design process.

- e) *War Memorial: The War Memorial Trust have been contacted for their guidance on cleaning and restoration work as well as the availability of grant funding. They have requested that a visual survey with photos be submitted so that they can provide advice.*

Action: Clerk

52.9 Finance

- a) The financial reports for June 2020 were noted. The bank reconciliation at 30th June 2020 was noted and Council viewed the bank statements at 30th June 2020 for the Unity Trust current and deposit accounts, the NS&I account and petty cash.
- b) **It was resolved to approve the BHIB Insurance renewal at a cost of £1339.01.**
- c) The following payments were approved:

	NET	VAT	Amount	Description
Avant Garde Damp Solutions	£80.00	£16.00	£96.00	Damp survey of Chapel
Buckland Landscapes Ltd	£1,219.62	£243.92	£1,463.54	June 20 Grounds Maint/Common verge repair
BHIB Insurance Brokers	£1,339.01		£1,339.01	Insurance Cover
Castle Water	31.64		£31.64	BG Water: April - Sept 2020
Chesham Town Council	£1,034.00	£206.80	£1,240.80	June + July 20 Grass Verge/Footpath Cuttings
DCK Beavers	£25.00	£5.00	£30.00	July 20 Payroll Administration
Ridgeway Woodlands	£230.00		£230.00	Clear Triangle branch/remove waste Chestnut Lane
Mrs S Payne	£52.21		£52.21	Postage/Stationery/Zoom Software
SLCC	£30.00	£6.00	£36.00	Common Land Webinar Training
South Bucks Tree Surgeons	£301.58	£60.32	£361.90	Emergency Tree Work Manor Drive Common
Cllr C Thomas	£26.95		£26.95	Grappling hook for the pond
Southern Electric	£259.87	£49.79	£309.66	Streetlight Electricity May 2020
Utility Warehouse	£36.87	£7.37	£44.24	May 20 Telephone/ Broadband
Payroll	£2,113.05		£2,113.05	July 20 Payroll
		Total	£7,375.00	

Cllr Harris and the member of the public left the meeting.

52.10 General Purposes – To Receive Reports from Working Groups

- a) ***Common, Woodlands and Burial Grounds Maintenance:*** Cllr Thomas' report was noted.
- i. ***Management Plan:*** Cllr Thomas will meet with John Morris later in the week to discuss Year 2 requirements. **Action: Cllr Thomas**
- ii. ***Pond:*** Cllr Thomas will meet the pond maintenance contractors to discuss the increased need to top-up the pond water and the requirement for weed and grass clearance. **Action: Cllr Thomas**
- iii. ***Bois Lane Railings:*** In an attempt to speed up the repair a quote for between £1,300 and £1,500 has been received and will be forwarded to Bucks Council for their consideration. **Action: Clerk**
- iv. ***Tenterden Spinney Play Trail:*** The design and quote of £4,900 for the play trail was circulated to Council for consideration. It was noted that once the installation was complete an independent check of the installation would need to be carried out by a qualified inspector. The work would be carried out in conjunction with the woodland replanting during October/ November 2020. **It was resolved that a play trail be erected in Tenterden Spinney at a cost of £4,900 from General Reserves.** **Action: Clerk/Cllr Thomas**
- v. ***Benches on the Common:*** The bench at the Old Rectory end of the Common needs replacing. It was agreed that memorial benches would be considered if requested but their number would be limited. The style of bench to be permitted and the procedure for processing memorial bench requests will be agreed by Council at its next meeting. **Action: Clerk/Cllr Thomas**

vi. *Litter*: The amount of litter being left on the Common has increased. Representatives from Bucks Council waste team had been invited to the meeting to discuss the procedure for reviewing current collections and the number and type of bins but had not been able to attend. Cllr King will raise this issue at the Amersham Community Board meeting. **Action: Cllr King**

b) Burial Ground Management: Cllr Large's report was noted.

i. *Impact of Covid-19*: Council has issued guidance to cover the Burial Ground, in particular to cover the attendance at funeral services and the use of the chapel, in line with the latest change of regulations announced by Government on 9th July 2020.

ii. *Site Amenities*: The damp in the chapel has been surveyed and will need 12 months to dry before redecoration. Quotes for minor repairs to the external wooden pillars and repointing work are being sought. **Action: Clerk**

The contractor who installed the taps has been in contact and will arrange the tap repairs and provide a map of the pipework. **Action: Clerk**

iii. *Digital Mapping*: The physical mapping has been impacted by the Covid-19 crisis.

iv. *Burial Ground Events*: A burial ground open day, linked to the national heritage festival in September 2020 is currently being planned as appropriate within Government guidelines.

v. *2020 Cemetery of the Year*: Entries have been submitted for the Parish Council and Natural Burial ground categories of the 2020 ICCM Cemetery of the Year competition.

vi. *Time Capsule*: Council was reminded of the existence of a time capsule, buried in the Chapel entrance, containing memorabilia dating from the Parish Council's centenary in 1994.

c) Transport: Cllr King's report was noted.

i. *MVAS*: The data for three of the signs was circulated to Council, it was noted that compliance on Copperkins Lane was low at 91%. The two MVAS on Amersham Road and one on Hollow Way Lane have faults which have been reported to the contractor. **Action: Clerk**

ii. *Woodside Avenue Salt Bin*: Bucks Council will be moving this salt bin to the junction of Woodside Avenue and Milton Lawns.

iii. *Bois Lane Kerbside Posts*: Council agreed that kerb side posts should be installed to protect the verge between the shops if the cost does not exceed £500. **Action: Clerk**

d) Village Community: Cllr Bailey's report was noted.

i. **It was resolved to adopt the Social Media and Electronic Communication Policy.**

ii. **It was resolved that a working group be established to consider environmental and wildlife issues with Cllr Conway Read as Chairman and Cllrs Bailey, Heath and Thomas as members.**
Terms of Reference will be drafted for approval at the next meeting of Council. **Action: Clerk**

iii. *Disposal of Rotten Fruit on the Triangle*: Council was informed that last week the Londis shop had disposed of rotten fruit on the triangle. Following a call from Cllr Hartley to the shop owner informing them that this was fly tipping the owner arranged for the fruit to be removed; but some debris still remains. It was agreed that Council would write a letter stating that such action would not be tolerated and suggest that excess and out of date stock should, where possible, be donated to Chesham Community Fridge or local food banks. **Action: Clerk/Cllr Woolveridge**

iv. *Picnic on the Common*: Council agreed that it would not be holding this event in September.

v. *Village Fete*: The decision on when to hold the next Village Fete is deferred to the next meeting.

52.11 Planning Committee

a) The minutes of the Planning Committee meetings held on 8th June 2020 was noted.

The meeting closed at 9.30pm