

Chesham Bois Parish Council: Income & Expenditure

July & August 2020

42% through year

INCOME

	Annual Budget	Current Period	Current YTD	Budget Remaining	Should be 42%
Precept	£83,650.18		£41,825.09	£41,825.09	50%
Interest Received	£1,300.00	£192.19	£534.98	£765.02	41%
Burial Ground Plots	£18,000.00	£9,600.00	£21,300.00	-£3,300.00	118%
Burial Ground Memorials	£4,000.00	£1,400.00	£1,400.00	£2,600.00	35%
Burial Ground Other income	£10,000.00	£3,600.00	£7,042.00	£2,958.00	70%
Wayleaves Income	£790.00		£0.00	£790.00	0%
Devolution Contribution	£2,734.82		£2,734.90	-£0.08	100%
Licence Income	£5,200.00	£40.00	£40.00	£5,160.00	1%
Fete Income			£70.00		
Misc. Income	£100.00		£0.00	£100.00	0%
Total Income	£125,775.00	£14,832.19	£74,946.97	50828.03	60%

EXPENDITURE

SALARIES, PAYE & NI

Clerk Salary	£21,650.00	£3,435.48	£8,588.70	£13,061.30	40%
Employers National Insurance	£1,565.00	£272.06	£680.15	£884.85	43%
Employers Pension Scheme	£4,960.00	£838.26	£2,095.65	£2,864.35	42%
Total	£28,175.00	£4,545.80	£11,364.50	£16,810.50	40%

ADMINISTRATION

Photocopier Costs	£650.00		£0.00	£650.00	0%
Stationery & Office Supplies	£300.00	£23.10	£245.56	£54.44	82%
Telephone & Broadband	£450.00	£85.94	£201.47	£248.53	45%
Postage	£100.00		£41.48	£58.52	41%
Office Rent	£400.00	£200.00	£200.00	£200.00	50%
Office Electricity	£740.00	150.01	£150.01	£589.99	20%
Wages - Cleaning	£300.00	£50.00	£125.00	£175.00	42%
Equipment & Software	£900.00	£28.78	£78.77	£821.23	9%
Training - Clerk	£250.00	£110.00	£586.55	-£336.55	235%
Training - Councillors	£320.00	£5.00	£155.00	£165.00	48%
Subscriptions	£1,200.00		£790.79	£409.21	66%
Insurance	£1,600.00		£1,339.01	£260.99	84%
Website	£400.00		£0.00	£400.00	0%
APM/Elections/Public Meetings	£4,800.00		£28.78	£4,771.22	1%
Audit & Accountancy Fees & Bank Charges	£1,200.00	£450.00	£899.00	£301.00	75%
Advertising	£200.00		£0.00	£200.00	0%
Clerk/Cllr/Sundry Expenses	£100.00		£0.00	£100.00	0%
Total	£13,910.00	£1,102.83	£4,841.42	£9,068.58	35%

BURIAL GROUND

Burial Ground Maintenance	£14,000.00	£1,437.54	£2,745.08	£11,254.92	20%
Water	£60.00		£24.58	£35.42	41%
Electricity	£180.00	£62.75	£106.23	£73.77	59%
Sexton Costs/Wages	£4,200.00	£453.34	£1,748.35	£2,451.65	42%
Memorial Safety	£1,000.00			£1,000.00	0%
Chapel Maintenance	£1,000.00		£80.00	£920.00	8%
Advertising & Marketing	£4,000.00	£382.50	£620.00	£3,380.00	16%
General Costs	£300.00		£15.50	£284.50	5%

Total	£24,740.00	£2,336.13	£5,339.74	£19,400.26	22%
COMMON & WOODLANDS					
Ground Maintenance	£4,500.00	£681.70	£1,563.40	£2,936.60	35%
Pond Maintenance	£2,500.00	£26.95	£521.95	£1,978.05	21%
Consultancy & Tree Inspections	£2,000.00	£187.00	£187.00	£1,813.00	9%
Emergency Treework	£20,000.00		£1,861.58	£18,138.42	9%
Dog Bin Maintenance	£2,000.00			£2,000.00	0%
Management Plan	£6,000.00		£259.75	£5,740.25	4%
Chiltern Society Work	£1,500.00			£1,500.00	0%
Sundry Expenses	£300.00			£300.00	0%
C&W Capital Fund	£1,000.00			£1,000.00	0%
Total	£39,800.00	£895.65	£4,393.68	£35,406.32	11%
TRANSPORT & HIGHWAYS					
Streetlights Maintenance	£1,000.00			£1,000.00	0%
Streetlights Electricity	£3,400.00	£527.77	£962.52	£2,437.48	28%
General Costs	£650.00	£335.00	£335.00	£315.00	52%
Devolved Services	£5,000.00	£1,034.00	£1,551.00	£3,449.00	31%
MVAS Maintenance	£1,000.00		£1,150.00	-£150.00	115%
MVAS Capital Fund	£1,000.00			£1,000.00	0%
Streetlight Capital Fund	£2,000.00			£2,000.00	0%
Total	£14,050.00	£1,896.77	£3,998.52	£10,051.48	28%
VILLAGE COMMUNITY					
Events	£2,000.00		£50.20	£1,949.80	3%
Village Fete	£1,500.00			£1,500.00	0%
Communications	£600.00			£600.00	0%
Community Grants	£1,000.00			£1,000.00	0%
Total	£5,100.00	£0.00	£50.20	£5,049.80	1%
General Reserves Expenditure Funded Reserve			£1,202.50		
Total Expenditure	£125,775.00	£10,777.18	£31,190.56		25%
NET SURPLUS(DEFICIT) Before Reserve Transfer	£0.00	£4,055.01	£43,756.41		
Reserve Transfers		£0.00	£1,202.50		
NET SURPLUS(DEFICIT) After Reserve Transfer		£4,055.01	£44,958.91		

Assets

CURRENT ASSETS

Debtors	£6,575.00
Vat to be Claimed	£955.58
Total	£7,530.58

MONIES HELD

Unity Current Account	£7,414.20
Unity Deposit Account	£66,920.74
Cambridge Building Society	£0.00
National Savings Account	£100,000.00
Other monies in hand	£1.79
Total	£174,336.73

Total Assets	£181,867.31
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Liabilities

MONIES OWED SHORT TERM

Creditors	£3,607.28
Payroll Taxation	£783.04
Wages	£0.00

Total	£4,390.32
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Total Liabilities	£4,390.32
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Assets less Liabilities	£177,476.99
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REPRESENTED BY:

Reserves

		Spent YTD	Remaining
General Reserves	£33,205.08	£1,202.50	£32,002.58
Burial Ground Reserve	£25,500.00		£25,500.00
Common & Woodlands Reserve: 10 year Management Plan	£27,597.00		£27,597.00
Streetlighting Reserve	£11,784.00		£11,784.00
Grants: Committed 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	£133,720.58	£1,202.50	£132,518.08

Income & Expenditure Account	
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£44,958.91

£177,476.99

September 2020						
Payment	Ref	Payment	NET	VAT	Amount	Description
Buckland Landscapes Ltd	38478	FP	£969.62	£193.92	£1,163.54	July 20 Grounds Maintenance
Payroll		FP	£2,153.05	£0.00	£2,153.05	Aug 20 Payroll
Amersham Business Services	92569	FP	£23.10	£4.62	£27.72	Copier & Yellow paper
Ms T Bees	Refund	FP	£40.00	£0.00	£40.00	Fete Stall Refund F20/14
Buckland Landscapes Ltd		FP	£969.62	£193.92	£1,163.54	Aug 20 Ground Maintenance
Chesham Town Council	389/390/ 387/383	FP	£852.00	£170.40	£1,022.40	Aug 20 Grass Verge/Footpath Cuttings/Bois Lane Posts
DCK Beavers	P1974 & P2010	FP	£50.00	£10.00	£60.00	Aug & Sept 20 Payroll Administration
Don Ruffles Ltd	525502	FP	£172.19	£26.46	£198.65	Sanitising Station/masks/hand sanitiser
Farewells	1717	FP	£237.50	£0.00	£237.50	BG Advert in Farewells Mag Edition 3
HMRC	Q2	FP	£1,240.76	£0.00	£1,240.76	Q2 PAYE & NI Contributions
ICCM	12599	FP	£80.00	£16.00	£96.00	Sexton Duties Training Course (Clerk)
Cllr J Large	Expenses	FP	£31.50	£0.00	£31.50	BG Open Day Flowers
Macro Media Ltd	GPO23119	FP	£145.00	£29.00	£174.00	BG Advert Chesham GP Health Guide
John Morris Woodland Consultancy	JM/2020/08	FP	£187.00	£0.00	£187.00	Y2 Woodland Mgmt Plan Tree Selection
Mrs S Payne	Expenses	FP	£54.38	£0.00	£54.38	Postage/Wild Parishes Webinar/Zoom
PKK Littlejohn	SB20200040	FP	£400.00	£80.00	£480.00	2019/20 External Audit
Ridgeway Woodlands	25/48/542	FP	£1,630.00	£0.00	£1,630.00	Treework Chestnut Lane/Amersham Rd/North Rd/Long Park Close
Sage	0024880	FP	£168.00	£33.60	£201.60	Sage S50 Accounts Software Support
H G F Schneiders	260	FP	£180.00	£36.00	£216.00	Repair Spinney Fence/BG Kissing Gate /Taps
SLCC Enterprises Ltd	131843	FP	£55.00	£11.00	£66.00	Accessible Docs/National Conference
SparkX Ltd	2851	FP	£80.00	£16.00	£96.00	Call out to Lamp 33 Madeley Close
St Leonards Church	2013	FP	£150.01	£0.00	£150.01	Office Electricity usage April - June 20
Your Amersham	3862	FP	£117.00	£0.00	£117.00	BG Advert Sept Issue Your Amersham
Your Chesham	7069	FP	£118.00	£0.00	£118.00	BG Advert Sept Issue Your Chesham
Southern Electric	005/006	DD	£527.77	£101.13	£628.90	Streetlight Electricity June/July 2020
Southern Electric	0025	DD	£62.75	£3.13	£65.88	BG Electricity Q2
Utility Warehouse	156765395/ 157876113	DD	£70.34	£14.06	£84.40	June/July 20 Telephone/ Broadband
Payroll		FP	£2,336.85	£0.00	£2,336.85	Sept 20 Payroll
					£14,040.68	

RECEIPTS						
NS&I Savings					£192.19	Interest
HMRC					£1,742.95	Q1 Vat Refund
Non-Resident	20/16				£250.00	Ashes Interment NF 02b
Non-Resident	20/19				£1,600.00	Plot & Interment W190
Licence	20/14				£40.00	Apiary
Non-Resident	20/20				£900.00	Plot W189
Non-Resident	20/23				£1,675.00	Plot & Interment G27
Non-Resident	20/24	#207			900	Plot G26
Non-Resident	20/15				£900.00	Plot NF 3R
Non-Resident	20/26				£1,800.00	2 x Plots W304 & W305
					£10,000.14	

Common, Woodlands & Burial Ground Maintenance WG Report 9th Sept 2020

1. Management Plan for the Common and Woodlands

A meeting took place with John Morris on 16th July to discuss Year 2 of the Management Plan. The focus was on thinning trees on the main Common; however, the evidence of ash dieback in quite a significant number of trees has necessitated more intervention and 53 trees have been marked for felling this Autumn. The majority are ash with dieback close to roads or the main bridle path through the common, including 3 very large ash trees close to the war memorial that could get brittle and drop branches. We will now seek quotes for this work.

The Woodland Trust has confirmed that we will receive a pack of 420 woodland saplings at the beginning of November for planting in Bois Wood. I have agreed with the Chiltern Society that we can get two dates before then for volunteers to help clear the site of debris.

I am hoping that replanting can take place in Tenterden Spinney in October; we are checking the state of the saplings that we had to hold over from March. After confirmation of the expenditure on the play trail for Tenterden Spinney in July's council meeting we are hoping for installation at a similar time.

2. Burial Ground Maintenance

A full programme of maintenance was carried out before the burial ground open day, including attention to hedges and trimming of the trees overhanging all the tracks. The box hedges in the memorial garden have been irreparably damaged by box tree caterpillar and we will have to consider their removal and replacement.

The Chiltern Rangers have agreed to undertake this year's rotational mowing of the meadow next to the Woodland Burial Ground. About a third of the area will be cut. The work will be done shortly and cuttings will be raked up and placed in the woodland fringes.

3. Common Maintenance

I met the MD of our pond contractors to ascertain whether our low water level is typical of village ponds this year or whether we have a leak. It seems that there is a leak, probably in the higher part of the bank, as water is lost quite rapidly when the pond is nearly full but more slowly as the level drops. The clay lining has probably dried and cracked at some stage and we may need to do some remedial work. An extra maintenance visit has also been booked to clear weed and grass invasion.

Debris in the pond has been cleared with the newly purchased grapple hook (stored in the container).

Tenterden Spinney fence repairs have been carried out but there is still one broken section to be done.

Bois Lane iron railing repair – a quote has been submitted to TfB and we are awaiting a reply.

The protection of common land from cars in Chestnut Lane was discussed at previous Council meetings and quotes have been obtained from 2 sources for the erection of an anti-park bund along the northern section for about 100 metres from the junction with Sycamore Road, as installed on the Common. The bund will be around 18" high and around 2ft wide and consist of soil and stone and to be grass seeded when finished. Council are asked to approve the expenditure of £2125 from General Reserves to carry out this work.

The principle of allowing memorial benches on the Common was agreed at the July council meeting and Council are now asked to consider what type of bench should be permitted – see attachment.

Cllr C Thomas

Memorial bench designs for the Common



Queensbury 3-seat £321
Memorialbenchesgb.com



Oxford £388
Memorialbenchesgb.com



Balmoral 5ft £330
Corido London



Scotney 3-seat £395
Memorial benches UK



Ripon £445
Broxap



Blackburn £436
Broxap



Lakeside £436
Broxap

Council Meeting 14th September 2020

Burial Grounds Management Working Group Report

Progress Against Defined Objectives

Objective for Working Group	Details of Latest Progress
Improving Burial Ground Profile	Ongoing As last year, the Clerk submitted entries to the Parish Council and Natural Burial Ground categories of the 2020 ICCM Cemetery of the Year competition. We have been informed that CBBG is once more one of three finalists in the Parish Council category, and hope to hear whether we have achieved Silver or Gold next month.
Evaluating Impact of Advertising and marketing initiatives to inform future decisions	Ongoing WG agreed in July 2020 an initial allocation of the annual budget which covers both national and regional online advertising, together with local print media and inclusion in the Bucks Registrar's bereavement pack. The strategy will be reviewed again in 12 months. In August, WG additionally approved a quarter page advert in a GP Health Guide which will be distributed to every household in Chesham, for a cost of £145. There have been 5 plot reservations and 5 interments in the Woodland Burial Ground (all non-resident), 1 plot reservation in the Original Formal and 1 plot reservation and 1 ashes interment in the New Formal. Our internet presence is the most frequently quoted source of information.
Developing plans for future Burial Ground Events	Ongoing Planning of events will be dependent upon the prevalent social distancing guidelines. The WG authorised a modest Burial Ground open day linked to the national heritage festival to be held on 13 th September 2020. The Clerk was available to assist with family history/plot purchase queries and the event also enabled visitors to use the Chapel (with the updated book of remembrance on view) as a space for remembrance and reflection. Cllr Large and Pauline Kearney have donated a new pulpit fall, with the BG logo appliquéd on it, to the Chapel, and this was installed at the Open Day. This item will also include longer term planning for the Burial Ground centenary in 2024, as plans develop.
Review Fees and Charges as appropriate. ICCM best practice is that fees and charges are formally reviewed every 3-5 years. WG should also review informally annually alongside budget setting exercise.	Complete for 2019/20. Council approved a new schedule of fees at the December 2019 meeting, which came into effect on 1 st 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>	<p>Ongoing Clerk is 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 eight sections completed. 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 has measured the existing graves and provided a draft grid to Pear who will then complete an accurate new GPS grid. • Woodland Burial – Clerk and Sexton have mapped basic coordinates of the existing graves. Pear will GPS the burial ground and the trees. These can then be combined in a new grid by Pear which reflects the new numbering system. <p>This physical mapping work has been 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 (needs updating)</p>	<p>Ongoing The following items are being taken forward (in collaboration with CWBGMWG):</p> <ul style="list-style-type: none"> • Damp in the Chapel has been surveyed, and confirmed to result from the blocked downpipe, which has already been cleared. The damp will need 12 months to dry before redecoration. In the meantime, contractors are being contacted for quotes for some minor repointing and repair to the external wooden pillars. Further damp in the roof is being investigated. • The tap in the Burial Ground is leaking and needs repair. The line of the run of the supply pipe has been identified and a repair arranged. • Funds to achieve a low maintenance, long lasting scheme by improving planting and seating near entrance/toilet/Chapel area have been approved in 2020/21 budget. Two stumps have been removed from

	<p>the area to facilitate new landscaping. Cllrs Thomas and Large have requested further quotes from two of the three contractors invited and have received advice and the possibility of a further quote. In the meantime, the formal topiary of the Garden of Remembrance has suffered an irreversible attack of Box Caterpillar. The diseased shrubs are planned for removal and replacement with more disease-resistant varieties. This work will be included in the wider plans for the Burial Ground entrance landscaping.</p> <ul style="list-style-type: none"> • Plan (including providing appropriate reserves) for the upgrading and improvement of the access tracks in the Original and New Formal Burial Ground.
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The latest amendments to Government regulations, and the associated advice from ICCM are regularly reviewed to ensure that BG operating arrangements are compliant and as helpful to mourners and visitors as possible. A new hand sanitiser station has been purchased for the Chapel, which will be more convenient for mourners attending services to use on entrance and exit.

Action for Council

Councillors are invited to note the progress against objectives made.

Jane Large
September 2020

Transport Working Group Report for 14 September 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.

Vehicles Complying with Speeds below 35mph					
between 14 July & 4 September 2020					
		Vehicles	Compliance		Vehicles
			Rate		Monitored
MVAS 1		No data	No data		0
MVAS 2		No data	No data		0
MVAS 3		No data	No data		0
MVAS 4		No data	No data		0
MVAS 5		203,139	91.7%		221,483
MVAS 6		No Data	No data		0
Total		203,139	91.7%		221,483

Data was not downloaded from units 2, 3, 4 & 6 due to continued faults which have been reported by the Clerk to SWARCO on 9 September. The Clerk will accompany SWARCO engineers when they visit to ensure faults are properly rectified. MVAS 1 was out of power at time of download.

Compliance with speeds below 34mph on Amersham Road travelling from Chesham was 91.7%. The top speeds recorded were 65 to 69 mph on Friday 24 July at 19.06 and Tuesday 28 July at 20.00.

All speed data collected in July was sent to Sgt Darren Walsh in order to support the enforcement campaign Operation Glare. Enforcement activity was carried out on the A416 in Chesham Bois on 8th September and 4 drivers were reported.

MVAS 5 Amersham Road Facing Chesham			
14 July 2020 to 4 September 2020			
52 Day monitoring period & 35 days data			
		Number of	
		Movements	
5 -9 mph		2,422	1.1%
10 - 14 mph		3,304	1.5%
15 - 19 mph		14,188	6.4%
20 - 24 mph		43,419	19.6%
25 - 29 mph		90,446	40.8%
30 - 34 mph		49,360	22.3%
35 - 39 mph		14,032	6.3%
40 - 44 mph		3,331	1.5%
45 - 49 mph		762	0.3%
50 - 54 mph		169	0.1%
55 - 59 mph		41	0.0%
60 - 64 mph		7	0.0%
65 - 69 mph		2	0.0%
70 - 74 mph		-	0.0%
75 - 79 mph		-	0.0%
80 - 84 mph		-	0.0%
85 - 89 mph		-	0.0%
Total Movements		221,483	100.0%

Community Board

The first meeting was held on Thursday 16 July and the second on Thursday 10 September (both virtually). Cllr Graham Harris is chair of the board which does have its own budget of c£100k for 2020/21.

4 sub-groups have been set up to deal with identified priorities in detail and make recommendations to the board. They are:

- Village/Town Centre Revival
- Health and Wellbeing of Young People
- Communications
- Coronavirus recovery

The board is continuing to support jointly funded projects (50/50) with Parish Councils similar to the process used under the LAF regime.

The board agreed on 10 September matched funding of £3001.15 for the purchase of a Vehicle Activated Sign (VAS) for Amersham Road to be situated just before Clifton Road facing Chesham. It will warn vehicles that the speed limit is 30mph.

Council is requested to approve matched funding of £3001.15 from matched funding reserves.

The Amersham Parking survey commenced on 3rd December 2019 and concluded on 18 August 2020 and all CBPC comments were taken into consideration. Implementation should be by the end of 2020.

Consultation has been taking place regarding the potential introduction of new cycle lanes in and around Amersham. Cllr Buckingham made a comprehensive response to the proposals.

Devolution

Our new grass cutting contract with Chesham Town Council continues to operate well and work is of a high standard.

Chesham TC have quoted for clearing the leaf mulch build up along the paths on Amersham Road and North Road between Long Park and Amersham Road and path cleaning in Cheyne Close and St Leonards Road.

The total cost is £820 and Council is asked to approve the expenditure from the Devolved Services reserve.

The TWG agreed to defer weed-killing treatment until next May as it is now late in the season and will have limited impact. This will save £810.

Street Lighting

Installation of the replacement street light for Glebe Way was initially delayed due to a hitch with permits which was resolved. Work was then expected to commence on 3 August 2020 but has been deferred until w/c 14 September due to a delay in obtaining site specific permission from UK Power Networks. Frustratingly it has taken 10 months to achieve very little so let's hope work progresses as planned next week.

Salt Bin

The salt bin in Woodside Avenue is still to be relocated to the junction of Woodside and Milton Lawns.

Meetings Attended

Initial Community Board 16 July 2020 *Minutes circulated 2 Sept*

2nd Community Board 10 September 2020 *Notes circulated 11 Sept*

Young People sub group 19 August 2020 *Minutes circulated 2 Sept*

Village Town Centre Regeneration sub Group 24 August 2020 *Minutes circulated 2 Sept*

Village Town Centre Regeneration sub Group 8th September 2020 *Notes circulated 11 September*

Cllr David King 11 September 2020

ENVIRONMENTAL & SUSTAINABILITY

WORKING GROUP

Accountability

The Working Group reports to Council.

Purpose

- Protect and enhance biodiversity including habitats and protected species
- Survey Parish Council land and develop a plan to improve biodiversity and ecology.
- Identify neglected areas of land (such as verges) that could be managed differently to promote biodiversity
- Encourage further actions on Parish Council land such as locating bird, bee and bat boxes
- Promote a sustainable environment in the parish.
- Encourage the reduction of waste by promoting the message: Reduce, Reuse, Recycle.
- Aim to go 'single use plastic free'.
- Engage the community in green initiatives and improve environmental awareness.
- Consider environmental and sustainability implications of Council decisions

Membership

- Membership shall comprise of at least 3 Councillors.
- The Chairman shall be appointed by Council and be maintained for the duration of the lifespan of the working party, subject to availability to maintain consistency throughout the process. Subsequent appointments will be made at the next available Council meeting following the post becoming vacant.
- Co-opted members may join the Working Group if authorised by Council.
- Quorate: Minimum of 2 Councillors at each meeting.
- The Working Group must meet at least three times a year.
- All Members of Council are to be informed of any meetings of any Working Group; and are able to attend and ask for any relevant Working Group documentation.

2020 Membership: Cllr Deborah Conway Read Chairman
 Cllr J Bailey
 Cllr R Heath
 Cllr C Thomas

WORKING PARTIES

The Role of a Working Party

- To tackle issues as directed by the Council.
- To be task specific and time limited.
- To examine an issue in detail, read reports and related materials, examine options, get advice for the Council.
- To act as experts and/or liaise with experts.
- To make recommendations to Council and explaining reasons and options to Council by way of a written report.
- To answer questions from the Council.
- No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement.

Working Party Relationship

- Council must direct the Working Party and set clear terms of reference for them regarding objectives, scope and outcome.
- The role of Council is to question and challenge the recommendations, in order to be satisfied of the correct decision.
- The Working Party must facilitate Council with as much information as it requires to ensure it can make a properly informed decision on its recommendation.

Operations of the Working Party

- The number of Councillors on a Working Party to be decided on at time of the Working Party appointment.
- The leader of the Working Party to be appointed by the Council at the time of the Working Party appointment.
- A Working Party must consist of at least 3 Councillors.
- Quorate: Minimum of 2 Councillors at each meeting.
- Work priorities and co-options to be approved by Council.
- A Working Party does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies.
- All Members of Council are to be informed of any meetings of any Working Party; and are able to attend and ask for any relevant Working Party documentation.

Environmental and Sustainability Working Group Report

September 2020

The very new WG had its first meeting in August with Fiona Everingham of BMKERC, to walk the Common and look at the biodiversity of plant species. Her recommendation was to select some areas for trialling mowing at a height of 75mm, and removing the cuttings, as even this would allow more plant species to flower. This would provide more food for insect life, and thus more food for birds and small mammals. It is a relatively small change which should help to make it more acceptable to residents. The Clerk has identified some suitable areas.

The Clerk and Cllr Conway Read attended the BBOWT webinars in August and September on the Wild Parishes initiatives about managing areas to increase biodiversity, looking at grasslands, woodlands and ponds. Some of these webinars have been shared with the other members of the ESWG and all will be available in due course.

As a result, Cllr Conway Read and the Clerk met Cllr Jane MacBean of Chesham Town Council and Buckinghamshire Council to learn more about biodiversity initiatives in Chesham. We hope to be able to work more closely with Chesham and other local parishes to create more contiguous wildlife corridors and share ideas on engaging and educating the public.

Chesham used simple laminated signs attached to small wooden posts in the trial areas to inform the public of the biodiversity-friendly approach to managing mowing. We could do this first, while we investigate better and more permanent signage.

Cllr MacBean suggested we contact Trevor Brawn at Chesham & District Natural History Society to discuss the possibility of setting up a volunteer group who could assist in surveying and recording flora and fauna. Cllr Conway Read will pursue this. Eventually we could consider linking our website to <https://www.brc.ac.uk/irecord/> so residents can upload their photos to create permanent records of the flora and fauna of the village:

The goal of iRecord is to make it easier for wildlife sightings to be collated, checked by experts and made available to support research and decision-making at local and national levels. Join iRecord now to share your sightings with the recording community, explore dynamic maps and graphs of your data and make a real contribution to science and conservation.

Cllr MacBean also informed us of Can Collect - a recycling scheme in Chesham where aluminium cans are collected and taken to the Household Recycling Centre, with special bins for collection. We could promote this by asking for appropriate bins outside the shops and by the cricket pavilion. We could also promote it on our website and on social media. Cllr Macbean has offered to help with sourcing suitable bins.

Cllr Deborah Conway Read

Cllr Conway Read