

# Chesham Bois Parish Council

## Minutes of the Council Meeting held remotely at 8.00pm on Monday 14<sup>th</sup> September 2020

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**PRESENT:** Cllr C Woolveridge (Chairman), Cllr J Bailey, Cllr D Buckingham, Cllr D 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) & 2 representatives from Chesham Bois Cricket Club.

### **53.1 Presentation by Chesham Bois Cricket Club on Proposed Changes to the Area around the Pavilion.**

David Burton, the Cricket Club's Treasurer, presented the proposal which had been circulated to Council prior to the meeting. The club are in the process of making a number of improvements which include the proposal to re-concrete the existing 0.9 metre wide pathway which surrounds the pavilion, replace the existing door threshold and create a new step and to extend the concrete area at the front of the pavilion to create a 3 metre concrete seating area which would run the width of the pavilion.

It was noted that an agreement with Chesham Cricket Club is in place which permits them to use the grounds and in turn Chesham Cricket Club grounds staff will help maintain the pitch at Chesham Bois. This would result in an additional 12 games a year between late April to mid-September.

Council will consider the proposal at their next meeting.

**Action: Clerk**

The representatives from Chesham Bois Cricket Club left the meeting.

### **53.2 Questions and Comments from the Public.**

Cllr Harris reported that the Amersham Community Board had approved funding for the Amersham Road VAS and he will inform the Clerk when the funds will be released. The Board is currently focusing on contingency plans in case of future Covid-19 lockdowns.

As a member of the public Cllr Harris would like to inform Council that due to all the undergrowth on the War Memorial triangle it is difficult to pick up litter and it is looking unsightly.

Cllr Harris left the meeting.

### **53.3 Apologies for Absence.** None received.

### **53.4 To Receive Declarations of Interest or Dispensations Relating to this Meeting.**

Cllr Woolveridge declared an interest in agenda item 53.6 as she is a member of The Chalfonts Beekeepers' Society.

### **53.5 To Approve the Minutes of the Council Meetings held on 13<sup>th</sup> July 2020.**

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

**Action: Clerk/Chair**

### **53.6 To Approve the Renewal, for a Further Two Years, the Agreement with The Chalfonts Beekeepers' Society to Keep an Apiary on the Field Next to the Woodland Burial Ground.**

**It was resolved that the agreement be renewed with no amendments for a further two years to 31<sup>st</sup> January 2022.**

**Action Clerk**

### **53.7 To Agree to Investigate the Practicality of Siting a Book Recycling Box Within the Village.**

Council agreed that the siting of a waterproof book recycling box within the village was an excellent idea. The possibility of positioning the box outside the shops on Bois Lane and other alternative locations will be investigated.

**Action: Cllr Conway Read**

### 53.8 To Receive the Clerk's Report & Correspondence.

- a) *Anti-Social Behaviour*: During August there was an issue with large groups meeting on the common and anti-social behaviour. Thames Valley Police were informed and increased their patrols in the area which has had an impact.
- b) *The Public Sector Bodies (Websites & Mobile Application) Accessibility Regulation 2018*: All active documents and minutes from September 2018 have been updated so they comply with the regulations. All application forms on the website will be updated before the 23<sup>rd</sup> September 2020 deadline. The website will then be compliant. **Action: Clerk**

### 53.9 Finance.

- a) The financial reports for July and August 2020 were noted.
- b) The National Joint Council for Local Government Services pay scales for 2020/21 which will be implemented from 1<sup>st</sup> April 2020 were noted.
- c) The completion of the 2019/2020 Annual Governance & Accountability Return (AGAR) was noted. The external auditor's report which states that in their opinion the information in Sections 1 & 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention given cause for concern that relevant legislation and regulatory requirements have not been met, was noted.

The Notice of Conclusion of the Audit has been published on the Council's website and noticeboards.

- d) The following payments were approved:

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

## 53.10 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 met with John Morris to discuss year 2 tree work. 53 trees have been identified for felling on the common. Quotes will be sought. **Action: Clerk**

The Woodland Trust tree pack of 420 woodland saplings will be delivered at the beginning of November. The Chiltern Society will clear the Bois Wood site of debris ready for planting. Tenterden Spinney will also be replanted this autumn.

- ii. *Tenterden Spinney Play Trail:* Arrangements are being made for the installation to take place at the same time as the replanting.

- iii. *Burial Ground Maintenance:* The memorial garden box hedges have suffered irreparable damage by the box tree caterpillar and will be replaced. **Action: CWBGM WG**

The Chiltern Ranges will undertake the rotational mowing of the meadow next to the Woodland Burial Ground in the next few days.

- iv. *Pond:* Following a meeting with the pond maintenance contractors it is suspected that the pond's clay lining has dried and cracked which is causing a leak. Due to the amount of vegetation around the pond it is difficult to establish the exact location of the leak. Quotes will be sought for remedial work as well as refurbishment. The possibility of funding from the Community Board will be investigated. **Action: CWBGM WG**

An additional maintenance visit has been scheduled to remove invasive weeds and grass.

- v. *Chestnut Lane Anti-Park Mound:* Two quotes have been obtained for the installation of an anti-park bund along the northern section for about 100 metres from the junction with Sycamore Road, in order to protect the common from vehicle damage. It was agreed that the installation should be carried out once the new parking restrictions are in place following the Amersham Parking Review. The local residents will be informed of Council's decision. **It was resolved to accept the quote for £2125 to construct an anti-park bund along the north section of common land at Chestnut Lane. The expenditure will be paid from General Reserves. The installation will be delayed until the new parking restrictions for Chestnut Lane are in place.** **Action: Clerk**

- vi. *Benches on the Common:* Council considered which style of bench should be permitted on the Common from the selection provided by Cllr Thomas. Council agreed that the benches should be three-seater and constructed of wood only. It was agreed that Cllr Thomas would provide further information on the sustainability of the wood used and include both teak and oak options.

**Action: Cllr Thomas**

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

- i. *Impact of Covid-19:* The latest amendments to Government regulations are regularly reviewed to ensure operating arrangements are compliant. A foot operated hand sanitiser station has been purchased for use at the chapel.

- ii. *Burial Ground Open Day 13th September 2020:* Approximately 50 people attended the event. The Clerk was available to assist with queries and Cllr Large and Pauline Kearney donated a new pulpit fall which includes a burial ground logo appliqué. It was noted that the grounds maintenance contractor, Buckland Landscapes, had done an excellent job in preparing the grounds.

- iii. *New Formal Burial Ground Track:* It was noted that the track will need to be replaced as it is no longer fit for purpose. A specification for a replacement will be drafted to support an early application for matched funding from the Amersham Community Board. **Action: CWBG WG**

- iv. *2020 Cemetery of the Year:* The formal burial ground is one of the three finalists in the Parish Council category.

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

- i. *MVAS:* Data from the sign on Amersham Road facing Chesham was circulated to Council, it was noted that compliance with speeds below 34mph was 91.7% and top speeds of between 65-69mph were recorded on two occasions. Four MVAS have faults which have been reported to

the maintenance contractor. The Clerk will accompany the engineer when they visit to ensure the faults are property rectified. All speed data collected in July has been sent to Thames Valley Police.

**Action: Clerk**

- ii. *Amersham Community Board:* The Board has met twice, is Chaired by Cllr Graham Harris and has a budget for 2020/21 of £100,000. Four sub-groups have been set up to deal with identified priorities these are (a) Village/Town Centre Revival, (b) Health and Wellbeing of Young People, (c) Communications and (d) Coronavirus Recovery.

The Board agreed matched funding of £3001.15 for the purchase of a mains powered VAS for Amersham Road to be situated just before Clifton Road facing Chesham.

**It was resolved to approve match funding of £3000 from the LAF 50% Match Funding Reserves for the Amersham Road mains powered VAS.**

**Action: Clerk/Cllr King**

- iii. *Devolved Services:* **It was resolved that the footpaths on Amersham Road and North Road be cleared of leaf mulch build up and sections of the footpaths on Cheyne Close and St Leonards Road be cleared at a cost of £820 from Devolved Services Reserves.**

**Action: Clerk**

#### **d) Village Community**

- i. *Litter Pick:* **It was resolved to organise a Socially Distanced Common Litter Pick on Saturday 10<sup>th</sup> October 2020.**

**Action: VC WG**

- ii. *Remembrance Parade:* It was noted that The Royal British Legion will not be organising a Remembrance Sunday parade this year.

- iii. *Village Fete:* **It was resolved to hold the Village Fete in 2021 on the same day as Trooping the Colour.** The Clerk will request a RAF flyby.

**Action: Clerk**

#### **e) Environmental & Sustainability:** Cllr Conway Read's report was noted.

- i. *Working Group Remit:* Council discussed the content of the remit. **It was resolved by 10 votes to 1 to approve the Environmental & Sustainability Working Group Remit.**

- ii. *Biodiversity of Plant Species:* Cllr Conway Read and the Clerk have attended a number of webinars entitled 'Wild Parishes' run by Berks, Bucks & Oxon Wildlife Trust and have met with Chesham Town Cllr MacBean to discuss their biodiversity initiatives. Cllr MacBean suggested contacting the 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 and using iRecord to record wildlife sightings.

**Action: ES WG**

- iii. *Grass Mowing on Verges & Common Land:* Fiona Everingham of Bucks and Milton Keynes Environmental Records Centre, met members of the working group at the Common and looked at the biodiversity of plant species. Her recommendation is to select areas for trialling mowing at a height of 75mm, with cuttings removed, as this would allow more plant species to flower. Three trial areas have been identified (a) the triangle of Common Land opposite the entrance to the cricket pavilion (b) the verge at Milton Lawns and (c) the Common Land at Chestnut Lane.

Additional areas for consideration could also include the common meadow and common land on the northern section of North Road.

Council agreed that this issue be deferred to the next Council meeting so that additional information and costs can be considered.

**Action: EW WG/Clerk**

### **53.11 Planning Committee**

- a) The minutes of the Planning Committee meetings held on 22<sup>nd</sup> June 2020 was noted.

The meeting closed at 9.58pm