

Council Meeting November 2020: Clerk's Report

Ashes Interment Fee Query

A request has been made as to the cost of interring 3 sets of ashes in the same plot at the same time for a non-resident.

The current fee for the interment of ashes for a non-resident is £250 (this cost includes an element to cover the Sexton fees). The cost for three sets of ashes would be £750.

The Sexton will only be required to attend once to oversee the interments and therefore Council will only be charged a fee for one attendance.

For Council Consideration:

To reduce the interment cost in this instance to take account of the reduced Sexton fees. It is suggested that the Sexton fee element within the interment fees of £750 be reduced by half.

Chesham Bois Parish Council: Income & Expenditure

October 2020	Annual Budget	Current Period	Current YTD	Budget Remaining	Should be 58%
58% through year					
INCOME					
Precept	£83,650.18	£0.00	£83,650.18	£0.00	100%
Interest Received	£1,300.00	£94.52	£727.17	£572.83	56%
Burial Ground Plots	£18,000.00	£300.00	£25,500.00	-£7,500.00	142%
Burial Ground Memorials	£4,000.00	£0.00	£1,900.00	£2,100.00	48%
Burial Ground Other income	£10,000.00	£500.00	£9,917.00	£83.00	99%
Wayleaves Income	£790.00	£0.00	£0.00	£790.00	0%
Devolution Contribution	£2,734.82	£0.00	£2,734.90	-£0.08	100%
Licence Income	£5,200.00	£2,680.00	£2,800.00	£2,400.00	54%
Fete Income		£0.00	£30.00		
Misc. Income	£100.00	£0.00	£0.00	£100.00	0%
Total Income	£125,775.00	£3,574.52	£127,259.25	-£1,484.25	101%
EXPENDITURE					
SALARIES, PAYE & NI					
Clerk Salary	£21,650.00	£2,048.40	£12,354.84	£9,295.16	57%
Employers National Insurance	£1,565.00	£181.66	£997.84	£567.16	64%
Employers Pension Scheme	£4,960.00	£499.81	£3,014.59	£1,945.41	61%
Total	£28,175.00	£2,729.87	£16,367.27	£11,807.73	58%
ADMINISTRATION					
Photocopier Costs	£650.00	£365.56	£365.56	£284.44	56%
Stationery & Office Supplies	£300.00	£0.00	£245.56	£54.44	82%
Telephone & Broadband	£450.00	£41.28	£276.57	£173.43	61%
Postage	£100.00	£0.00	£41.48	£58.52	41%
Office Rent	£400.00	£0.00	£200.00	£200.00	50%
Office Electricity	£740.00	£0.00	£150.01	£589.99	20%
Wages - Cleaning	£300.00	£25.00	£175.00	£125.00	58%
Equipment & Software	£900.00	£0.00	£397.98	£502.02	44%
Training - Clerk	£250.00	£0.00	£616.55	-£366.55	247%
Training - Councillors	£320.00	£0.00	£281.00	£39.00	88%
Subscriptions	£1,200.00	£0.00	£790.79	£409.21	66%
Insurance	£1,600.00	£250.00	£1,589.01	£10.99	99%
Website	£400.00	£0.00	£0.00	£400.00	0%
APM/Elections/Public Meetings	£4,800.00	£14.39	£86.34	£4,713.66	2%
Audit & Accountancy Fees & Bank Charges	£1,200.00	£25.00	£967.00	£233.00	81%
Advertising	£200.00	£0.00	£0.00	£200.00	0%
Clerk/Cllr/Sundry Expenses	£100.00	£0.00	£2.00	£98.00	2%
Total	£13,910.00	£721.23	£6,184.85	£7,725.15	44%

BURIAL GROUND					
Burial Ground Maintenance	£14,000.00	£653.77	£4,402.62	£9,597.38	31%
Water	£60.00	£0.00	£24.58	£35.42	41%
Electricity	£180.00	£0.00	£106.23	£73.77	59%
Sexton Costs/Wages	£4,200.00	£440.42	£2,685.44	£1,514.56	64%
Memorial Safety	£1,000.00	£0.00	£0.00	£1,000.00	0%
Chapel Maintenance	£1,000.00	£0.00	£80.00	£920.00	8%
Advertising & Marketing	£4,000.00	£235.00	£1,449.20	£2,550.80	36%
General Costs	£300.00	£0.00	£34.00	£266.00	11%
Total	£24,740.00	£1,329.19	£8,782.07	£15,957.93	35%
COMMON & WOODLANDS					
Ground Maintenance	£4,500.00	£665.85	£2,545.10	£1,954.90	57%
Pond Maintenance	£2,500.00	£0.00	£1,016.95	£1,483.05	41%
Consultancy & Tree Inspections	£2,000.00	£0.00	£187.00	£1,813.00	9%
Emergency Treework	£20,000.00	£0.00	£3,491.58	£16,508.42	17%
Dog Bin Maintenance	£2,000.00	£0.00	£0.00	£2,000.00	0%
Management Plan	£6,000.00	£0.00	£259.75	£5,740.25	4%
Chiltern Society Work	£1,500.00	£0.00	£0.00	£1,500.00	0%
Sundry Expenses	£300.00	£0.00	£0.00	£300.00	0%
C&W Capital Fund	£1,000.00	£0.00	£0.00	£1,000.00	0%
Total	£39,800.00	£665.85	£7,500.38	£32,299.62	19%
TRANSPORT & HIGHWAYS					
Streetlights Maintenance	£1,000.00	£0.00	£80.00	£920.00	8%
Streetlights Electricity	£3,400.00	£251.70	£1,471.36	£1,928.64	43%
General Costs	£650.00	£0.00	£335.00	£315.00	52%
Devolved Services	£5,000.00	£0.00	£2,213.00	£2,787.00	44%
MVAS Maintenance	£1,000.00	£0.00	£1,150.00	£-150.00	115%
MVAS Capital Fund	£1,000.00	£0.00	£0.00	£1,000.00	0%
Streetlight Capital Fund	£2,000.00	£0.00	£0.00	£2,000.00	0%
Total	£14,050.00	£251.70	£5,249.36	£8,800.64	37%
Transport Expenditure Funded Reserve			£9,761.80		
VILLAGE COMMUNITY					
Events	£2,000.00	£804.00	£1,484.64	£515.36	74%
Village Fete	£1,500.00	£0.00	£0.00	£1,500.00	0%
Communications	£600.00	£741.74	£741.74	£-141.74	124%
Community Grants	£1,000.00	£0.00	£0.00	£1,000.00	0%
Total	£5,100.00	£1,545.74	£2,226.38	£2,873.62	44%
General Reserves Expenditure Funded Reserve		£0.00	£1,202.50		
GRANTS					
Funded from General Reserve					
Total	£0.00	£0.00	£0.00		
Total Expenditure	£125,775.00	£7,243.58	£57,274.61	£68,500.39	46%
NET SURPLUS(DEFICIT) Before Reserve Transfer	£0.00	£3,669.06	£69,984.64		
Reserve Transfers		£0.00	£10,964.30		
NET SURPLUS(DEFICIT) After Reserve Transfer		£3,669.06	£80,948.94		

Liabilities

MONIES OWED SHORT TERM

Creditors	£3,251.49
Payroll Taxation	£594.03
Wages	£0.00

Total	£3,845.52
-------	-----------

Total Liabilities	£3,845.52
--------------------------	------------------

Assets less Liabilities	£203,705.22
--------------------------------	--------------------

REPRESENTED BY:

Reserves		Spent YTD	Remaining
General Reserves	£33,205.08	£1,202.50	£32,002.58
Burial Ground Reserve	£25,500.00	£0.00	£25,500.00
Common & Woodlands Reserve: 10-year Management Plan	£27,597.00	£0.00	£27,597.00
Streetlighting Reserve	£11,784.00	£9,761.80	£2,022.20
Grants: Committed fete surplus	£0.00	£0.00	£0.00
Devolved Services Reserve	£2,634.50	£0.00	£2,634.50
LAF 50% Match Funding	£3,000.00	£0.00	£3,000.00
Replacement Office	£30,000.00	£0.00	£30,000.00
Total Reserves	£133,720.58	£10,964.30	£122,756.28

Income & Expenditure Account

£80,948.94

£203,705.22

Payments & Receipts					
Payments	Payment	NET	VAT	Amount	Description
Buckland Landscapes Ltd	FP	£969.62	£193.92	£1,163.54	Oct 20 Grounds Maintenance
Chesham Town Council	FP	£662.00	£132.40	£794.40	Sept 20 Grass Verge Cutting/Footpath strimming/Clear footpath
Cipher Graphics Ltd	FP	£591.74	£0.00	£591.74	2020 Annual Report Printing
iTransport LLP	FP	£804.00	£160.80	£964.80	Additional Transport Report on PCR proposals
Printerland	FP	£365.56	£73.11	£438.67	Magenta&Cyan Printer Toner
Royal British Legion Poppy Appeal	FP	£50.00	£0.00	£50.00	Remembrance Wreath*
SLCC Enterprises Ltd	FP	£30.00	£6.00	£36.00	Rights of Way Webinar Training (Clerk)
Your Amersham	FP	£117.00	£0.00	£117.00	BG advert in Oct issue of Your Amersham
Your Chesham	FP	£118.00	£0.00	£118.00	BG advert in Oct issue of Your Chesham
Southern Electric	DD	£268.05	£51.38	£319.43	Oct 20 Streetlight Electricity
Utility Warehouse	DD	£41.28	£8.25	£49.53	Sept 20 Telephone/S Broadband
Staff Salaries	FP	£1,752.32	£0.00	£1,752.32	Nov 20 Payroll/Pension Contributions
				£6,395.43	
Receipts	Payment	Net	Vat	Amount	Description
Licence Holder	FP	£2,600.00	£0.00	£2,600.00	Parking Licence March - Sept 2020
Licence Holder	FP	£80.00	£0.00	£80.00	Agents Board Licence
Non-Resident	FP	£425.00	£0.00	£425.00	Ashes Plot_interment W28b
Non-Resident	#214	£775.00	£0.00	£775.00	Interment W60
Non-Resident	#213	£1,600.00	£0.00	£1,600.00	Plot_Interment W276
Non-Resident	#213	£900.00	£0.00	£900.00	Plot W275
Non-Resident	FP	£250.00	£0.00	£250.00	Ashes Interment C120
NS&I Savings		£94.52	£0.00	£94.52	Sept 20 interest
				£6,724.52	

Common, Woodlands & Burial Ground Maintenance Working Group Report

6th Nov 2020

Management Plan for the Common and Woodlands

Our free woodland saplings from The Woodland Trust arrived on 30th Oct, but because of the new lockdown restrictions it was not possible for the Chiltern Society volunteers to help in planting; however, with great support from councillors, we have been able to plant approx 250 trees to cover the area in Bois Wood that had been cleared. The remaining trees have been put in the soil to help them survive until a further area of the wood has been cleared of branch debris, hopefully over the winter.

Replanting in Tenterden Spinney will likely take place later in November by one of our tree contractors. A site visit for the builder of the play trail for Tenterden Spinney has been arranged for Monday 9th Nov to finalise the location.

Burial Ground Maintenance

I am arranging a meeting with the head of Chesham Town Council's work department to discuss methods and specifications for surfacing the track in the New Formal Burial Ground.

Common Maintenance

We have so far received one quote for refurbishment of the pond, which involves completely draining it and re-puddling the clay lining. This comes to £30000 excl VAT plus an additional £3000 if we wanted to build a pond dipping platform while the workmen are on site. I am waiting for another quote to come in but as the pond is such a community asset it may be an item that we could obtain a grant towards part of the cost.

Tenterden Spinney fence repairs and Bois Lane iron railing repairs are still outstanding.

We have been offered about 25 trees for planting this winter by a nearby resident who helped supply trees for the woodland burial ground. They are indigenous trees that are quite well established at between 1mtr and 4mtrs in height. Since we don't need more trees in the burial ground, as they will limit the grave spaces available, I have suggested that other sites in the parish may be suitable, particularly where we have had to fell trees in the past – for example, Chestnut Lane and at the end of Manor Drive. Councillors are asked to let me know of any sites (on our land) they wish to consider.

Cllr C Thomas

ESWG November 2020

Survey Parish Council land and develop a plan to improve biodiversity and ecology.

Cllr Conway Read has contacted Chesham Natural History Society. Their advice is to survey monthly the area where the mowing regime has changed, from February to October 2021. The CNHS is unable to help with this, as they are already heavily committed. Cllr Conway Read has contacted Chiltern Rangers for possible assistance. More below

Engage the community in green initiatives and improve environmental awareness.

John Shaw from Chiltern Rangers informed us that they are bidding to Amersham Community Board for funding to support work with pupils from local schools (Our Lady's, Heatherton House and Dr Challoners Grammar) to do some practical conservation work. They are bidding for £3500 to fund 1 ranger for 4 sessions with Heatherton House and Dr Challoners and 1 ranger for 1 session with Our Lady's, plus two experts for a day. They have asked for a contribution of £350 match funding to strengthen their bid. This conservation work could include some surveying of areas we identify. Councillors would be welcome to attend the sessions, and we could use suitable photographs on our website, respecting pupil privacy. Cllr. Thomas says this could come from the Common and Woodlands budget.

John Shaw also asked for £135 for building bird and bat boxes with the pupils. Cllr Bailey says this could come from the Village Community Budget, as it is an event for people within the village.

John Shaw has also offered to put us in touch with Nick Marriner from the Chilterns Conservation Board, who may be able to help us find volunteers. We have not yet heard from him.

Cllr Conway Read

Burial Grounds Management Working Group Report

Progress Against Defined Objectives

Objective for Working Group	Details of Latest Progress
Improving Burial Ground Profile	Ongoing
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 and the Chesham GP Health Guide. The strategy will be reviewed in July 2021.
Developing plans for future Burial Ground Events	<p>Ongoing Planning of events will be dependent upon the prevalent social distancing guidelines.</p> <p>The Wildlife identification day for the Meadow, organised with the Beautiful Burial Ground, has been postponed to June 2021.</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	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.</p> <p>An amendment to the structure of the database, to split out some data to better sit alongside the eventual digital map, is required. A volunteer has been identified to take forward this laborious work.</p> <p>The 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. This work will also enable the identification and mapping of formal bench plots. This work will now be expedited.

	<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</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. 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 and a quote for remedial work sought. • The tap in the Burial Ground has been repaired • 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. Cllrs Thomas and Large have requested further quotes from two of the three contractors invited. In addition, the diseased box hedging in the Garden of Remembrance is planned for removal and replacement with more disease-resistant varieties. • Plan (including providing appropriate reserves) for the upgrading and improvement of the access tracks in the Original and New Formal Burial Ground. Cllr Thomas has met contractors to specify the requirements of the track in the New Formal, in order to support a possible early application for matched funding from the new Amersham Community Board funds.

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.

Action for Council

Councillors are invited to note the progress against objectives made.

Cllr Jane Large November 2020

Transport Working Group Report for 9 November 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.

No data downloads this month.

The brightness levels on MVAS 1 have been adjusted but the battery life is still too short. Could the clerk reduce by a further 25% please?

Community Board

Totally Amersham Facebook page has been launched. Its aim is to improve both actual and digital footfall in Amersham in order to support local businesses. The page already has more than 200 followers within a week of launch; all businesses in Amersham and Chesham Bois will have been visited by 13 November and encouraged to participate in promoting their activities free of charge.

Devolution

Nothing to report.

Street Lighting

Nothing to report.

Salt Bin.

The salt bin in Woodside Avenue has been relocated to the junction of Woodside and Milton Lawns.

Meetings Attended

Community Board 4 November 2020 – Minutes will be circulated when available.

TfB Focus Group 27 October 2020

Cllr David King