

Chairman's Report 8/2/2021

I attended the Town and Parish Liaison meeting on 27th January, which covered updates in respect of Bucks Council COVID response and ordinary business.

Summaries are provided below for information only, but a key request was that Parish Councils respond to the draft Town and Parish Charter by the 7th March.

We need to agree our response and I would ask all Councillors to read the draft Charter distributed by the Clerk. Below is a summary with some of my comments and attached are the questions Council are being asked to consider.

Little Missenden Parish Council have invited us to join an alliance of councils set up to deal with issues arising from the construction of HS2. Council is to consider this invitation.

Thanks,

Cathy Woolveridge, Chair Chesham Bois Parish Council

Draft Town and Parish Charter

The charter is an attempt to define the relationship between Buckinghamshire Council (BC) and Parish/Town Councils (local councils). BMKALC and 10 local councils have been involved in its development.

Sets out role of local councils and that of BC noting greater strategic role within Government constraints of the latter.

Identifies communication as key to working together with first point of contact being local BC councillors. Operational matters can be dealt with directly with council officers and Clerks will be given key contacts, dedicated phone lines and parish liaison officers. Community boards will be key forum for BC to connect with local groups. BMKALC Parish and Clerks' liaison forums will continue on a quarterly basis. There will also be an annual local council conference.

Aims to encourage local democracy by facilitating the exchange of ideas between BC and local councillors, via joint attendance at both Community board and local council meetings. Support and training to be given for neighbourhood and emergency plans.

Identifies further areas of possible collaboration – devolving services as appropriate for the size of local council and developing local solutions to issues.

Commits to consulting with local councils over proposed changes to services in a timely manner.

BC will provide advice and service support in terms of training. **'Think local think parish' – confused message reiterating consultation commitments.**

Shared commitments – to equality, safeguarding and ethical standards. **Paragraph in here about review and operation of the charter.**

Planning – recognising the local council role as statutory consultee with the need for training on planning matters.

Making it happen – emphasises joint responsibility of BC and local councils. Will be monitored and reviewed annually. **(Most detailed part of the review process is addressed in shared commitments section?)**

For info only:

COVID update

- Vaccinated 55k residents by 26th Jan
- Expect to have vaccinated all over 70 years by mid Feb (120k people)
- Opening mass vaccination centre in Aylesbury in mid Feb
- Subject to adequate supply of vaccine, will be summer before program concludes.
- Spent £20.9m on business support since Nov – targeted at rateable businesses. Allocated a further £5m to other businesses that can show a drop in turnover of more than 30%
- Using voucher system for school meals as less wasteful. 10k children eligible

Other business

- HS2 bulk of earthworks to start Spring 21. BC have a dedicated team to hold contractors to account, so issues with mud on roads etc should be reported. Funding increased by £.5m to deal with volume of HS2 applications and increase in complaints.
- Floods impacted Buckingham.
- Budget based only on 1 year as predictions difficult with little recent data.
- Awarded £11.7m from Future High Streets Fund – will be targeted at High Wycombe.
- Waste collection impacted by level of cardboard with online shopping – up 20%
- Consulting on Public Space Protection Order for car parks in Chiltern area
- Mega prison proposed for .

Council Meeting 8th February 2021

Clerk's Report & Correspondence

Memorial Applications

Between February 2020 and January 2021 six memorial applications have been processed.

Clerk & Councillor Training:

Councillors were emailed (21st Jan 2021) information on a Data Protection Essentials & Refresher webinar training session being organised by BMKALC on 9th February.

The Clerk will attend a similar training session for Council Officers being held on 4th February.

The Clerk has started 'The Basics of Cybersecurity' eCourse being organised jointly by SLCC and Kaspersky Labs. The course is run over 6 months (20 minutes a week) at a cost of £49.

Correspondence. Email from Protect Chesham Bois Common & Surrounding Areas campaign organisers requesting that Councillors, (a) agree to refuse any request from St Leonards to extend access over Common Land to facilitate the proposed redevelopment or the Parish Centre and (b) reject any similar development proposals applied for by St Leonards.

In addition, they request that those Councillors who initially voted against the development in April 2020 but supported the amended application in October 2020 consider if they fulfil their representative role.

This email was circulated to Council together with a copy of the sections of the NALC publication Local Councils Explained on 'What Councillors Do', 'Pre-Determination' and 'Individual Accountability'.

These extracts were circulated in order to highlight the danger of Councillors participating at meetings with closed minds and reinforced the need for all Councillors to give open and fair consideration of the information and arguments presented at a meeting when considering a motion and voting.

With that in mind I would recommend that Council's response to Protect Chesham Bois Common & Surrounding Areas campaign organisers is that their views on this matter are noted and Council will decide on requests to extend access over Common Land and future planning applications as and when they arrive and not in advance. Council should also confirm that all Councillors are aware of their obligations under the Council's Code of Conduct in particular section 3.8 which states that Councillors must

- (8) *exercise your own independent judgement, taking decisions for good and substantial reasons:*
 - i. *attaching appropriate weight to all relevant considerations including, where appropriate, public opinion and the views of political groups*
 - ii. *paying due regard to the advice of officers, and*
 - iii. *stating the reasons for your decisions where those reasons are not otherwise apparent*

Mrs S Payne, Clerk to Chesham Bois Parish Council

CHESHAM BOIS PARISH COUNCIL

Balance Sheet

January 2021

Actual YTD

Assets

CURRENT ASSETS	
Debtors	£1,750.00
Vat to be Claimed	£4,167.21
Total	£5,917.21
MONIES HELD	
Unity Current Account	£7,108.28
Unity Deposit Account	£63,745.83
National Savings Account	£100,000.00
Other monies in hand	£1.79
Total	£170,855.90
Total Assets	£176,773.11

Liabilities

MONIES OWED SHORT TERM	
Creditors	£4,750.36
Payroll Taxation	£427.71
Wages	£0.00
Total	£5,178.07
Total Liabilities	£5,178.07

Assets less Liabilities	£171,595.04
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REPRESENTED BY:

Reserves		Spent YTD	Remaining
General Reserves	£33,205.08	£6,952.50	£26,252.58
Burial Ground Reserve	£25,500.00	£0.00	£25,500.00
Common & Woodlands Reserve: 10 year Management Plan	£27,597.00	£6,565.00	£21,032.00
Streetlighting Reserve	£11,784.00	£9,761.80	£2,022.20
Grants: Committeed fete surplus	£0.00	£0.00	£0.00
Devolved Services Reserve	£2,634.50	£820.00	£1,814.50
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	£24,099.30	£109,621.28

Income & Expenditure Account

£61,973.76

£171,595.04

Chesham Bois Parish Council: Income & Expenditure

January 2021	Annual Budget	Current Period	Current YTD	Budget Remaining
INCOME				
Precept	£83,650.18	£0.00	£83,650.18	£0.00
Interest Received	£1,300.00	£0.85	£885.85	£414.15
Burial Ground Plots	£18,000.00	£900.00	£29,550.00	£11,550.00
Burial Ground Memorials	£4,000.00	£0.00	£2,000.00	£2,000.00
Burial Ground Other income	£10,000.00	£1,075.00	£11,767.00	-£1,767.00
Wayleaves Income	£790.00	£100.00	£700.00	£90.00
Devolution Contribution	£2,734.82	£0.00	£2,734.90	-£0.08
Licence Income	£5,200.00	£120.00	£3,000.00	£2,200.00
Fete Income		£0.00	£30.00	
Misc. Income	£100.00	£0.00	£0.00	£100.00
Total Income	£125,775.00	£2,195.85	£134,317.93	-£8,542.93
EXPENDITURE				
SALARIES, PAYE & NI				
Clerk Salary	£21,650.00	£1,764.98	£17,649.78	£4,000.22
Employers National Insurance	£1,565.00	£142.55	£1,425.49	£139.51
Employers Pension Scheme	£4,960.00	£430.66	£4,306.57	£653.43
Total	£28,175.00	£2,338.19	£23,381.84	£4,793.16
ADMINISTRATION				
Photocopier Costs	£650.00	£0.00	£365.56	£284.44
Stationery & Office Supplies	£300.00	£41.97	£320.23	-£20.23
Telephone & Broadband	£450.00	£37.61	£378.11	£71.89
Postage	£100.00	£0.00	£80.48	£19.52
Office Rent	£400.00	£200.00	£400.00	£0.00
Office Electricity	£740.00	£0.00	£385.93	£354.07
Wages - Cleaning	£300.00	£25.00	£250.00	£50.00
Equipment & Software	£900.00	£23.37	£646.35	£253.65
Training - Clerk	£250.00	£49.00	£695.55	-£445.55
Training - Councillors	£320.00	£0.00	£281.00	£39.00
Subscriptions	£1,200.00	£0.00	£790.79	£409.21
Insurance	£1,600.00	£0.00	£1,589.01	£10.99
Website	£400.00	£0.00	£0.00	£400.00
APM/Elections/Public Meetings	£4,800.00	£14.39	£129.51	£4,670.49
Audit & Accountancy Fees & Bank Charges	£1,200.00	£25.00	£1,060.00	£140.00
Advertising	£200.00	£0.00	£0.00	£200.00
Clerk/Cllr/Sundry Expenses	£100.00	£0.00	£2.00	£98.00
Total	£13,910.00	£416.34	£7,374.52	£6,535.48
BURIAL GROUND				
Burial Ground Maintenance	£14,000.00	£1,293.77	£7,003.93	£6,996.07
Water	£60.00	£0.00	£57.29	£2.71
Electricity	£180.00	£0.00	£329.16	-£149.16
Sexton Costs/Wages	£4,200.00	£241.67	£3,530.45	£669.55
Memorial Safety	£1,000.00	£0.00	£0.00	£1,000.00
Chapel Maintenance	£1,000.00	£0.00	£80.00	£920.00
Advertising & Marketing	£4,000.00	£237.50	£2,156.70	£1,843.30
General Costs	£300.00	£0.00	£34.00	£266.00
Total	£24,740.00	£1,772.94	£13,191.53	£11,548.47
COMMON & WOODLANDS				
Ground Maintenance	£4,500.00	£315.85	£3,492.65	£1,007.35

Pond Maintenance	£2,500.00	£0.00	£1,511.95	£988.05
Consultancy & Tree Inspections	£2,000.00	£300.00	£487.00	£1,513.00
Emergency Treework	£20,000.00	£800.00	£4,291.58	£15,708.42
Dog Bin Maintenance	£2,000.00	£0.00	£0.00	£2,000.00
Management Plan	£6,000.00	£5,800.00	£6,059.75	-£59.75
Chiltern Society Work	£1,500.00	£0.00	£720.00	£780.00
Sundry Expenses	£300.00	£0.00	£70.00	£230.00
C&W Capital Fund	£1,000.00	£0.00	£0.00	£1,000.00
Total	£39,800.00	£7,215.85	£16,632.93	£23,167.07
C&W Expenditure Funded Reserve		£6,565.00	£6,565.00	
TRANSPORT & HIGHWAYS				
Streetlights Maintenance	£1,000.00	£580.00	£660.00	£340.00
Streetlights Electricity	£3,400.00	£287.67	£2,273.56	£1,126.44
General Costs	£650.00	£0.00	£335.00	£315.00
Devolved Services	£5,000.00	£1,034.00	£4,136.00	£864.00
MVAS Maintenance	£1,000.00	£0.00	£1,150.00	-£150.00
MVAS Capital Fund	£1,000.00	£0.00	£0.00	£1,000.00
Streetlight Capital Fund	£2,000.00	£0.00	£0.00	£2,000.00
Total	£14,050.00	£1,901.67	£8,554.56	£5,495.44
Transport Expenditure Funded Reserve		£0.00	£9,761.80	
Devolved Services Funded Reserve		£0.00	£820.00	
VILLAGE COMMUNITY				
Events	£2,000.00	£100.00	£2,417.05	-£417.05
Village Fete	£1,500.00	£0.00	£0.00	£1,500.00
Communications	£600.00	£0.00	£741.74	-£141.74
Community Grants	£1,000.00	£0.00	£0.00	£1,000.00
Total	£5,100.00	£100.00	£3,158.79	£1,941.21
General Reserves Expenditure Funded Reserve		£4,900.00	£6,952.50	
GRANTS				
S137		£0.00	£50.00	
Total	£0.00	£0.00	£50.00	
Total Expenditure	£125,775.00	£25,209.99	£96,443.47	
NET SURPLUS(DEFICIT) Before Reserve Transfer		-		
Transfer	£0.00	£23,014.14	£37,874.46	
Reserve Transfers		£11,465.00	£24,099.30	
NET SURPLUS(DEFICIT) After Reserve Transfer		£11,549.14	£61,973.76	

Payments	NET	VAT	Amount	Description
Buckland Landscapes	£1,939.24	£387.84	£2,327.08	Dec 20 & Jan 21 Grounds Maintenance
Buckland Landscapes	£100.00	£20.00	£120.00	Remove Christmas Tree & back fill hole
Chesham Town Council	£1,034.00	£206.80	£1,240.80	Dec 20 & Jan 21 Grass Verge Cutting/Footpath strimming
Chiltern Rangers	£400.00	£80.00	£480.00	Cut & Collet Burial Ground Field
DCK Beavers	£25.00	£5.00	£30.00	Feb 21 Payroll Administration
Dovedale Design	£212.59		£212.59	Q3/Q4 Website Hosting/Maint & domain name renewal
Mrs S Payne	£282.73	£0.00	£282.73	Zoom Software/Office Stationery/Webcam/SLCC subscription
The Play Inspection Company	£300.00	£60.00	£360.00	Spinney Activity Trail Post Installation Inspection
Ridgeway Woodlands	£440.00	£0.00	£440.00	Brush cutting BG/South Rd leaning trees
SLCC Enterprises Ltd	£49.00	£9.80	£58.80	Cyber Awareness eCourse (Clerk)
SparkX	£500.00	£100.00	£600.00	Lamp 24: Repair as badly leaning
Utility Warehouse	£37.61	£7.52	£45.13	Dec 20 Telephone/ Broadband
Payroll	£2,205.15		£2,205.15	Feb 21 Payroll
			£8,402.28	
RECEIPTS	NET	VAT	Amount	Description
Resident	£425.00		£425.00	Ashes Plot & Interment P18a
Non-Resident	£850.00		£850.00	Ashes Plot & Interment N6a
Non-Resident	£700.00		£700.00	Interment T1308
Estate Agents	£40.00		£40.00	Licence for Board at 6 Manor Drive
Openreach	£100.00		£100.00	Wayleaves
HMRC	£1,877.05		£1,877.05	Q3 VAT Return
Estate Agents	£80.00		£80.00	Licence for Board at 117 Chestnut Lane
NS&I Savings	£0.85	£0.00	£0.85	Dec 20 interest
			£4,072.90	

1. Management Plan for the Common and Woodlands

The woodland trail in Tenterden Spinney has been completed and, after an independent safety inspection was carried out, it has been open for use. Some favourable comments have been received. Permanent signage showing the council details is a legal requirement and this is being prepared; a temporary sign has been erected in the meantime.

We received a couple of emails complaining about tree removal on the common, to which we have replied outlining the need to amend our management plan in the light of ash dieback in this area. We aim to plant some new young native trees in key areas such as behind the war memorial, where the soakaway was installed on South Road and where trees were removed in Chestnut Lane.

2. Burial Ground Maintenance

Meetings have taken place with two contractors for repair of the track in the New Formal Burial Ground and we are awaiting detailed quotes.

Clearance of brambles and dogwood has taken place in the Woodland Ground so that we could complete mapping of graves.

The contractor who installed the water taps in the burial ground has confirmed that the water pipe leading to the tap at the top of the Woodland Ground actually goes diagonally down the hillside under about 12 potential graves. Our gravedigger has also confirmed that he has hit and damaged this pipe a few times. To prevent this in future and to allow us to sell the grave plots affected we propose to remove the tap at the top and cap off the water supply by the hut. Since this tap is only used by dog-walkers it seems only a small inconvenience for them to walk down the hill to the other taps if dogs need a drink.

3. Common Maintenance

Tenterden Spinney fence repairs and Bois Lane iron railing repairs are still outstanding. The section 38 application for the bund along Chestnut Lane is also pending.

4. Heatherton School proposal

I have confirmed with Sam that we will use solicitors to draw up a formal licence agreement between Heatherton School and CBPC for their development of an outdoor education area on the common. A draft list of terms and conditions has been circulated to the Working Group for comment before further discussions take place with the school.

Cllr C Thomas

Council Meeting 8th February 2021

Burial Grounds Management Working Group Report

Progress Against Defined Objectives

Objective for Working Group	Details of Latest Progress
Improving Burial Ground Profile	Ongoing Key quotes from the public, received via ANBG have been included in the testimonials section of the Council website, and a link provided from the BG FB page.
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. The strategy will be reviewed in July 2021. Sales were of 2 New Formal ashes plots (one resident, one non-resident – found by local print media).
Developing plans for future Burial Ground Events	Ongoing Planning of events will be dependent upon the prevalent social distancing guidelines. The Wildlife identification day for the Meadow, organised with the Beautiful Burial Ground, is planned for June 2021. The WG has also provided for an Open Day in September. 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 2020/21.
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.	Ongoing 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 completed the first two sections of this work and is continuing to make good progress. Following initial site marking by the Clerk and Sexton, a surveyor from Pear has made a first visit to map the three Burial Grounds. The locations of plots (both empty and filled), trees and assets such as benches will all be mapped. A first draft of the map is expected from Pear shortly which will include: <ul style="list-style-type: none"> • Original Formal: map to take account of the anomalies found by the Clerk. • New Formal: Updated map to include new grid references to be more consistent with the format used in the Original Formal, together with proposed plots for additional memorial benches. • Woodland Burial: Updated map which will include new grid references (underpinned by physical grid markers which are to be sourced and sunk at regular intervals), to support the new numbering system agreed. This work will also enable the identification and mapping of appropriate memorial bench plots.

	<p>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 taking advice on best practice, from others that already operate similar systems, and will seek quotes for WG consideration.</p> <p>The survey work revealed the need to upgrade the metal detector used to confirm the presence of burial discs in the Woodland Burial Ground. Expert advice has been sourced to establish an appropriate specification. The Clerk is also working to confirm a local supplier for the specialist metal grid markers which are required – she has received advice on specification from a fellow winner of the CYA; if possible it is hoped to work with a local community not-for-profit organisation.</p> <p>Once the mapping and database work is complete, the Clerk will be able to reissue grants for those plots in the New Formal and Woodland Burial Ground that require renumbering.</p> <p>Summary maps of the Grounds will be available online once complete, in line with best practice. A list of names of those buried to end November 2020, with plot numbers, is already available on the website.</p>
<p>Evaluate Land Usage and Future Land Needs</p>	<p>Complete</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"> • The Sexton has reported problems with the guttering/downpipe at the front left wall of the Chapel, and there are also continuing problems with damp caused by a leak in the roof. Contractors are being chased for repair of both. Once repaired, 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. • The diseased box hedging in the Garden of Remembrance will be replaced, with RHS recommended species. Our maintenance contractor has been asked to quote. • WG wishes to achieve a low maintenance, long lasting scheme by improving planting and seating near entrance/toilet/Chapel area. Cllrs Thomas and Large met a second contractor in January to discuss options, and a quote is awaited. • Plan (including providing appropriate reserves) for the upgrading and improvement of the access tracks in the Original and New Formal Burial Ground. Cllr Thomas is exploring possible specifications and costs for the track in the New Formal, and he is identifying suitable contractors for this work. This is a time critical project now that plots are being sold at the top of the hill, and as a significant expense BG reserves will need to continue to be built up, and any possible sources of grants explored.

Work on mapping the pipelines supplying the various standpipes across the BG site have revealed the line to the tap at the top of the Woodland Burial Ground has been laid across areas which will

eventually be dug for burial plots. The tap was originally installed when the Woodland Burial Ground was established to help water the new young trees but is no longer used for this purpose. It is, however, used regularly by the dogs of local walkers, and a water bowl is left there for that purpose.

The pipeline has proved regularly faulty and rerouting will be expensive for no operational benefit, and limited use by Burial Ground visitors, so the WG have agreed this tap should be capped and the tap removed. The Woodland Burial Ground is still served by a tap next to the "Beekeepers" shed. A regular site contractor will carry out this work. When the tap is removed, the water bowl will be moved down to the tap by the shed, and a temporary notice will be placed near the old location, advising walkers of the new location, and welcoming them and their dogs to use it (on leads of course).

Consideration has also been given to recycling Green waste in the Burial Ground. The imbalance between large amounts of grass cuttings and limited other plant matter means that composting is unlikely to provide a useful product. The Clerk has requested from Bucks Council a recycling bin that can sit alongside the general waste bin provided for visitors and which can take dead floral tributes etc. Clerk is also talking to the maintenance contractor to establish a more permanent and appropriate site for the grass clippings which are gathered so that the area next to the Garden of Remembrance can be kept clear.

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.

Jane Large
February 2021

Transport Working Group Report for 8 February 2021 Council Meeting

Mobile Vehicle Activated Sign (MVAS)

SWARCO is scheduled to carry out the annual MVAS maintenance inspection on 8 February. The Clerk will accompany the maintenance engineer.

All MVAS should be set to display speeds between 25mph and 40mph only. This preserves battery life and prevents motorists from triggering higher speed displays. All speeds are recorded.

The brightness levels on MVAS 1 (Bois Lane) need to be reduced by a further 25% to preserve battery life

There still appears to be problems with downloading data from the MVAS units which will be followed up on the 8th Feb

The installation of the new VAS unit on Amersham Road is delayed because TfB have not provided infrastructure information to SWARCO which was requested pre-Christmas. This has been chased up with Bucks Council.

Street Lighting

Street light repairs have been agreed and ordered as follows:

1. Junction of Green Lane and Long Park – New LED tray set required. Cost £650
2. Lighting Column leaning dangerously in Deep Acres. Cost £550

A request from the resident of 11a St Leonards Road to have a shield fitted to the street light outside 2a has been declined by the working group.

Amersham Parking Survey

Implementation of the agreed schemes is delayed until mid-February as confirmed in the note from Bucks Council circulated to all Councillors on 3 February.

Meetings Attended

Town Centre and Village Revitalisation Sub Group 21 January and 5 February 2021.

Cllr David King 7 February 2021