

# Chesham Bois Parish Council

## Minutes of the Council Meeting held remotely at 8.00pm on Monday 8<sup>th</sup> February 2021

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

**IN ATTENDANCE:** Mrs S Payne (Clerk), Bucks Cllr Graham Harris and 8 Members of the Public.

### 60.1 Questions and Comments from the Public.

A member of the public asked if the activity trail recently installed in Tenterden Spinney would be extended. Cllr Thomas stated that there are no plans to extend the trail in the spinney, however if the trail proved popular a similar installation would be considered in the future on the common. It was agreed that the name 'trail' should be reconsidered given there is only one piece of equipment. **Action: CWBGM WG**

A member of the public commented on their relief when the Planning Authority refused the Parish Centre Redevelopment planning application. He welcomed Council's consideration of the email from Protect Chesham Bois Common & Surrounding Area campaign group under agenda item 60.6 as he felt it was important for Councillors to consider their position as representatives of residents.

Bucks Council Councillor Graham Harris informed Council that the Amersham Community Board are to meet next week and its proposed budget for the coming year would be the same as the current year. Cllr Harris encouraged Council to consider applying for match funding for any new projects they are considering that meet the Boards' requirements.

### 60.2 Apologies for Absence. Cllr J Harbottle.

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

### 60.4 To Approve the Minutes of the Council Meetings held on 11<sup>th</sup> and 25<sup>th</sup> January 2021.

The clerk reported that the minutes for the meeting held on 25<sup>th</sup> January were unavailable and would be presented at the next Council meeting. **Action: Clerk**

The minutes for the meeting held on 11<sup>th</sup> January 2021 were approved and will be signed by the Chairman at the earliest opportunity. The recording of the meeting will be held for a year as the minutes were not approved unanimously. **Action: Clerk**

### 60.5 To Receive the Chairman's Report.

- a) Council noted the Chairman's report on the recent Buckinghamshire Council's Town and Parish Liaison meeting held in January.
- b) Council discussed their response to Buckinghamshire Council's online questionnaire regarding the draft Town and Parish Council Charter.

**It was resolved that the Council's response to question 4 which asked to what degree the draft charter met Council's expectations was that the charter was a sensible way of setting out what would ideally happen but whether it happened in reality should be tested by a review after a period of time. Council's response to question 5 which asked if each section of the charter contained the correct information would be 'unsure'. Council's response to question 6 requesting additional comments would be that there should be a review of communication channels and day to day operations after 6 months and a further review of all operations after one year. It was noted that subsequent reviews every three years were not frequent enough.** **Action: Clerk**

- c) **It was resolved to accept the invitation from Little Missenden Parish Council to join an alliance of councils to deal with issues arising from the construction of HS2.** Action: Clerk

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

- a) *Memorial Applications:* Council noted that between February 2020 and January 2021 six memorial applications had been processed.
- b) *Councillor & Clerk Training:* It was noted that the Clerk attended a Data Protection Refresher webinar and details of a similar refresher course for Councillors had been circulated to Council. The clerk had enrolled on a six-month cybersecurity eCourse being organised jointly by the SLCC and Kaspersky Labs.
- c) *Correspondence: Email from Protect Chesham Bois Common & Surrounding Areas campaign organisers* had been circulated to Council for their consideration. The campaign group were requesting Council to agree to refuse any request from St Leonards to extend access over common land and to reject any similar development proposals applied for by St Leonards. They also asked for those Councillors who had initially voted against the development in April 2020 but supported the amended application in October 2020 to consider if they are representing their community.

The clerk reminded Councillors of the dangers of participating at meetings with closed minds and proposed that in order to be compliant with the Code of Conduct Council's response should be that the group's views on this matter are noted, that Council will decide on any requests to extend access over common land and future planning applications when they are presented and not in advance and that all Councillors are aware of their obligations under the Council's Code of Conduct and in particular Section 3.8.

**Council voted 8 to 2 to accept the clerk's proposed response to Chesham Bois Common & Surrounding Areas campaign organisers. Cllr Bailey and Cllr King voted against.**

## 60.7 Finance.

- a) The financial reports and analysis for January 2021 were noted.
- b) The following payments were approved:

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 & Jan 21 Grass Verge/Footpath Maintenance
Chiltern Rangers	£400.00	£80.00	£480.00	Cut & Collect Burial Ground Field
DCK Beavers	£25.00	£5.00	£30.00	Feb 21 Payroll Administration
Dovedale Design	£212.59	0.00	£212.59	Q3/Q4 Website Hosting/ domain name renewal
Mrs S Payne	£282.73	£0.00	£282.73	Zoom Software/ Stationery/Webcam/SLCC subs
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	0.00	£2,205.15	Feb 21 Payroll
			<b>£8,402.28</b>	

It was noted that Cllr King had been unable to access the online bank accounts for some time and would be contacting the bank to rectify this.

**Action: Cllr King**

## 60.8 General Purposes – To Receive Reports from Working Groups

### a) **Common, Woodlands and Burial Grounds Maintenance:** Cllr Thomas' report was noted.

- i. *Management Plan:* A couple of complaints had been received about the recent tree felling on the common. The response explained the need to amend the Woodland Management plan in light of ash dieback in the eastern area of the common.

Young native trees will be planted where the soakaway was installed along South Road, on the Common at Chestnut Lane and behind the War Memorial.

- ii. *Tenterden Spinney Woodland Activity Trail:* Permanent signage is being prepared and a temporary sign has been erected in the meantime.

**Action: Clerk**

- iii. *Heatherton School Proposal for an Outdoor Learning Environment on the Common:* Draft terms and conditions are being considered by the working group.

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

- i. *Burial Ground Administration:* The digital map surveyor completed his first visit and mapped the location of plots, trees and benches. The first draft of the map is expected shortly.

The survey revealed the need to install grid markers in the woodland burial ground which will be used when plotting graves. It also revealed the need to update the metal detector which will be used to detect the grid markers and burial discs.

The clerk has identified three providers of cemetery management software which will link with the digital map and is seeking advice from organisations already operating similar systems and will seek quotes.

**Action: Clerk**

- ii. *Improving the Site Amenities:* The mapping of the water pipelines supplying the burial ground taps have revealed that the pipe to the tap at the top of the woodland burial ground has been laid across areas which will be used as burial plots. Rerouting will be expensive and for no operational benefits, the tap will therefore be removed. A temporary notice will be placed near the old location advising walkers where the nearest tap is located.

A request to Buckinghamshire Council for a green waste bin has been made.

The maintenance contractor has been asked to establish an alternative site for the grass clippings which are currently kept next to the Garden of Remembrance.

### c) **Village Community:**

- i. **It was resolved to cancel the 2021 Village Fete.**

- ii. **It was resolved to postpone the 6<sup>th</sup> March common litter pick until April. Council will agree the date at their March meeting.**

**Action: VC WG**

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

- i. *MVAS:* All signs will have their annual maintenance inspection this week. The new VAS unit on Amersham Road has been delayed as TfB have not provided infrastructure data to the supplier.
- ii. *Street Lighting:* Two streetlights have required repairs. A request from a resident of St Leonards Road to have a shield fitted to a streetlight has been declined by the working group.
- iii. *Amersham Parking Survey:* The implementation of the agreed schemes has been delayed until mid-February.

## 60.9 Planning Committee

- a) The minutes of the Planning Committee meeting held on 14<sup>th</sup> December 2020 was noted.

The meeting closed at 9.15pm