

Chesham Bois Parish Council

Minutes of the Council Meeting held at the Kings Church, Raans Road, Amersham at 8.00pm on Monday 14th June 2021

PRESENT: Cllr D Conway Read (Chair), Cllr J Bailey, Cllr C Baldwin, Cllr D Buckingham, Cllr P Eckersall, Cllr R Heath, Cllr D King & Cllr S Staite.

IN ATTENDANCE: Mrs S Payne (Clerk)

64.1 Questions and Comments from the Public. None.

64.2 Apologies for Absence. Noted from Cllr Harris.

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

64.4 To Approve the Minutes of the Annual Council Meeting held on 17th May 2021.
The minutes were approved unanimously and were signed by the Chair.

64.5 Chair's Report.

- a) *Councillor Vacancies:* Council noted that Cllr Thomas did not take up the Office of Councillor and that Cllr Woolveridge had resigned. Council thanked them and Cllr Harbottle, Cllr Hartley, Cllr Harrison and Cllr Large for their years of service and dedication to the parish.

A notice dated 25th May 2021 notifying residents of the two councillor vacancies has been posted on the Council's noticeboards. Residents have 14 days from the date of the notice to contact the Returning Office at Buckinghamshire Council to request an election. If an election is not called Council can make arrangements to co-opt to fill the vacancies. **Action: Clerk**

- b) **It was resolved to adopt the draft Co-option Policy.**

- c) *Parish Centre Redevelopment Update:* It was noted that St Leonards Church plan to appeal against Buckinghamshire Council's decision to refuse planning application PL/20/0401/FA. Should the appeal be successful the Parish Centre Redevelopment Working Group would need to be reconvened. **Action: Clerk**

- d) **It was resolved that Cllr Bailey, Cllr Conway Read and Cllr Staite join the Burial Ground Management Working Group.**

64.6 To Consider the Draft Action Plan for 2021/2022.

Council considered the draft action plan for 2021/2022 which identifies specific projects/initiatives Council will pursue throughout the year. **It was resolved that the action plan be adopted with the addition to the plan of the maintenance of the pond, the development of an outdoor education area with Heatherton School, the restoration/cleaning of the war memorial and the promotion of sustainability.**

64.7 To Review the Council's Updated Risk Management System.

Council reviewed the updated Risk Management system. **It was resolved that the updated Risk Management System be adopted.**

64.8 Finance.

- a) **It was resolved to approve the accounts for the year ending 31st March 2021.**

- b) The bank reconciliation at 31st March 2021 was noted.

- c) *To approve the 2021/22 Reserves Allocation:* Council considered the draft 2021/22 reserves allocation. **It was resolved that with the following additions the 2021/22 Reserves Allocation be adopted. £8,400 to the Burial Ground Reserves; £1000 to the Common & Woodland**

Reserves, £2,000 to the Streetlighting Reserves; £600 to the Devolved Services Reserves; £6,000 to the Pond Refurbishment Reserves; £1000 to the MVAS Replacement Reserves and £5,000 to the ACB Match Funding Reserves. Half of the backdated burial ground business rates will come from the Burial Grounds Reserves and half from the General Reserves.

- d) **It was resolved to approve the Annual Governance & Accountability Return's Accounting Statement for the year ending 31st March 2021.**
- e) Council noted that the period during which interested electors may inspect the unaudited accounts will run from 23rd June until 30th July 2021.
- f) **It was resolved that Cllr R Heath, Cllr P Eckersall and Cllr D Conway Read become signatories for the Council's National Savings and Investments account and that Cllr C Woolveridge, Cllr R Hartley and Cllr D King are removed as signatories.** **Action: Clerk**
- g) Council noted the current direct debit and standing order payments from Council's bank accounts.
- h) The following payments were approved:

Payments	NET	VAT	Amount	Description
Amersham Business Services	£16.75	£3.35	£20.10	Copier Paper
Buckinghamshire Council	£268.70	£0.00	£264.00	June 21 instalment of 21/22 Office Rates
Buckinghamshire Council	£1,284.25	£0.00	£1,285.00	June 21 instalment of 21/22 BG Rates
Buckland Landscapes	£969.62	£193.92	£1,163.54	May 21 Grounds Maintenance
Castle Water	£46.84	£0.00	£46.84	April - Sept 21 Water to BG
HMRC	£1,401.06		£1,401.06	2021/22 Q1 HMRC Payment
Mrs S Payne	£35.39		£35.39	June 21 Zoom Software/Event Licence
Red Box Fire Control	£106.01	£21.20	£127.21	Fire Extinguishers Maintenance
Ridgeway Woodlands	£800.00	£0.00	£800.00	Removal Fallen Tree at Pond/BG Bridleway/Rectory cottage
SLCC	£45.00	£9.00	£54.00	Clerk attendance at Training Seminar 23/6/21
South Bucks Tree Surgeons	£480.00	£96.00	£576.00	Emergency Treework - North Road
SSE	£91.38	£4.56	£95.94	BG Electricity 17 Feb - 21 May 21
Cllr S Staite	£50.00	£0.00	£50.00	Theatre on the Common: Refreshments
SSE	£278.70	£53.44	£332.14	Streetlight Electricity April 21
Utility Warehouse	£34.14	£6.82	£40.96	May 21 Telephone/ Broadband
Payroll	£2,192.30		£2,192.30	June 21 Payroll
			£8,484.48	

64.9 General Purposes – To Receive Reports from Working Groups

- a) ***Burial Grounds Management:*** Cllr Baldwin's report was noted.
The working group have yet to meet. It was noted that there was one interment during May 2021.
- b) ***Common, Woodlands and Burial Ground Maintenance:*** Cllr Buckingham's report was noted.
- The working group have been provided with a list of regular contractors and a summary of current work in progress.
 - Common & Woodland Management Plan:*** A meeting with John Morris to discuss year 3 tree work is to be arranged. **Action: Cllr Buckingham**
 - Burial Ground Maintenance:*** A meeting with the current contractor is to be arranged to discuss the current scope of work. **Action: Cllr Buckingham**
 - Common Maintenance:*** The fallen section of the willow by the pond has been removed and some logs have been placed to protect the western end of the pond. There was concern that the remaining stems of the willow were unsafe. Two tree surveys were carried out and both confirmed that the remaining willow did not pose a safety risk.

c) **Environment & Sustainability:** Cllr Baldwin's report was noted.

- i. *Protect & Enhance Biodiversity:* The design of the sign to be displayed in the areas where the mowing has been changed were noted. A survey of these areas took place on 14th June with Fiona Everingham and was well attended by a number of volunteers.

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

- i. *ACB match-funded VAS on Amersham Road:* The installation has been further delayed as there is now a need for a longer pole to site the VAS as the footpath is also a cycleway. The cost for the installation is £943.14 which includes traffic management. Cllr King has contacted the Amersham Community Board to request that this additional cost is fully or part covered by the Board or TfB and is awaiting a response. **It was resolved that the installation of a longer pole at a cost of £943.14 be funded in part or fully, dependant on the response from the ACB, from the Match Funded Reserves.**

e) **Village Community:** Cllr Bailey's report was noted.

- i. *Performance of Macbeth on the Common:* The event was well attended by all ages.
- ii. *17th/18th July Theatre Workshop:* Councillors who are able to help at the event will require child safeguarding training prior to the event and should therefore contact the clerk. **Action: ALL**
- iii. *Litter:* Council considered available options to improve waste collection and the provision of litter bins. It was agreed that Cllr King, as a Buckinghamshire Councillor, was best placed to take on this issue and discuss with Buckinghamshire Council the possibility of increasing the frequency of collections, provision of larger bins and it being a devolved service.

64.10 Planning Committee

- a) The minutes of the Planning Committee meeting held prior to this meeting will be circulated shortly.

The meeting closed at 9.50pm