

# Chesham Bois Parish Council

## Minutes of the Council Meeting held at the Kings Church, Raans Road, Amersham at 8.00pm on Monday 12<sup>th</sup> July 2021

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

**IN ATTENDANCE:** Mrs S Payne (Clerk), five councillor candidates and Bucks Cllr L Walsh.

**65.1 Questions and Comments from the Public.** None.

**65.2 Apologies for Absence.** None.

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

**65.4 To Approve the Minutes of the Council Meeting held on 14<sup>th</sup> June 2021.**

The minutes were approved unanimously and were signed by the Chair.

**64.5 Chair's Report.**

- a) **Facebook:** It was resolved that Cllr Baldwin will be co-administrator with the Clerk for the Council's two Facebook pages. **Action: Clerk/Cllr Baldwin**

**65.6 Co-option to Council.**

Five applications for the two councillor vacancies had been received and circulated to Council for consideration. Each candidate addressed Council and took questions.

All candidates and Cllr Walsh left the room.

Voting took place in accordance with Council's Co-option policy and it was resolved by a majority that Aleksandra King and Lesley Winrow be co-opted as Councillors.

All candidates and Cllr Walsh entered the room.

Aleksandra King and Lesley Winrow signed their Declarations of Office and received their Councillor induction packs.

**65.7 To Consider the Draft Health & Safety Policy.**

It was resolved that the Health & Safety Policy be adopted.

**65.8 Finance.**

- a) The financial reports for April to June 2021 were noted.
- b) The bank reconciliation at 30<sup>th</sup> June 2021 was noted.
- c) Council considered two quotes for insurance cover. It was resolved that the quote for £1428.28 from BHIB Insurance Brokers which included the streetlights be accepted.
- d) The following payments were approved:

Payments	NET	VAT	Amount	Description
3 Way Displays	£589.00	£117.80	£706.80	62 Metal Stakes for Woodland BG
Amersham Business Services	£44.45	£8.89	£53.34	Laminating pouches/tapes
BHIB	£1,428.28		£1,428.28	Insurance
Buckinghamshire Council	£264.00		£264.00	monthly instalment 21/22 Office Rates
Buckinghamshire Council	£1,168.00		£1,168.00	monthly instalment 21/22 Burial Ground Rates
Buckinghamshire Council	£214.00		£214.00	monthly outstanding 2018/20 Office Rates
Buckinghamshire Council	£1,542.00		£1,542.00	monthly outstanding 2017/2020 BG Rates
BMKALC	£114.00	£0.00	£114.00	Councillor Skills Training Cllr Eckersall/Cllr Baldwin. Chairmanship Training: Cllr Eckersall

Buckland Landscapes	£969.62	£193.92	£1,163.54	June 21 Grounds Maintenance
Chesham Town Council	£531.10	£106.22	£637.32	June 21 Verge Cutting/Footpath strimming
DCK Accounting Solutions	£25.00	£5.00	£30.00	June 21 Payroll Administration
Ms K Ellis	£30.45		£30.45	Kickback Theatre: Travel Expenses
Farewells	£237.50		£237.50	BG Advert in Farewells Mag Edition 6
FM Training	£75.00		£75.00	First Aid Training: Cllr Eckersall
Highspeed Training	£180.00	£36.00	£216.00	Child Safeguarding Training x 5
Ms E Large	£48.79		£48.79	Kickback Theatre: Materials
Natural Death Centre	£264.00		£264.00	ANBG Membership Subscription
Samantha Payne	£110.54		£110.54	Cable Ties/Batteries/zoom/ Bitdefender
Peculius Stage Ltd	£950.00	£190.00	£1,140.00	Performance Fee for Macbeth
Ridgeway Woodlands	£210.00		£210.00	Removal Fallen willow/Meadow Survey
Utility Warehouse	£40.04	£8.00	£48.04	June 21 Telephone/ Broadband
Mr O Wimbush	£56.40		£56.40	Kickback Theatre: Travel Expenses
Payroll	£2,517.70		£2,517.70	June 21 Payroll
			<b>£12,275.70</b>	

## 65.9 To Receive Reports from Working Groups

### a) **Burial Grounds Management:** Cllr Baldwin's report was noted.

- i. **Entrance Seating Area:** The contractors instructed to carry out the work have informed Council that due to the rise in the cost of materials the quote has increased by £450. **It was resolved to accept the increase of £450 to the initial quote due to an increase in the cost of materials.**
- ii. **Burial Ground Heritage Open Day:** **It was resolved that the Burial Ground Open Day will take place on Saturday 18<sup>th</sup> September between 12 noon and 4pm.** The newly elected MP for Amersham & Chesham will be invited and the local historian, Alison Bailey has agreed to be in attendance. **Action: BGM WG**
- iii. **Burial Ground Maintenance:** The contractors will be asked to remove the diseased box hedges in front of the Garden of Remembrance. **Action: Clerk**  
The current grass cutting schedule will be reviewed to look at ways it could be changed to encourage biodiversity. **Action: BGM WG & CWBGM WG**
- iv. **Burial Fees:** As the burial ground is attracting people from some distance away it was agreed that the possibility of introducing a fourth tier of burial ground fees for people who do not live within Buckinghamshire or the former Chiltern District area be considered. The working group will make a recommendation to Council in time to be considered when setting the 2022/2023 budgets during November 2021 **Action: BGM WG**

### b) **Common, Woodlands and Burial Ground Maintenance:** Cllr Buckingham presented his report.

- i. The procedure for issuing licenses for use of the Common was discussed. The Clerk confirmed that licences are issued for the placement of skips and estate agents boards on the Common. It was agreed that when planning applications for properties boarding Common Land were being considered by the CBPC Planning Committee that reference is made to the need for a licence to be sought should spoil or a skip need to be placed on the Common. **Action: Planning Committee**
- ii. The damage caused to the Common fronting Mayfield, North Road due to building works was discussed. It was agreed that the owners be written to asking how long the works were due to continue, that the Common be repaired once the building works have completed and that all works to the track over the common needs to be approved by Council. **Action: Clerk**
- iii. It was agreed that the review of the outcome of requesting that the owners of properties fronting the Common cut the Common grass at a height of 75mm be deferred until the September Council meeting. **Action: Clerk**
- iv. **Common Maintenance:** A planning application to reduce the limbs of the willow leaning over the pond has been submitted to Bucks Council. It was agreed that Council discuss the need for this work at their September meeting. **Action: Clerk**

- v. Cllr Harris reported that she had met with the owners of Manor House North Road following an email in which they indicated that a tree on the boundary with the Common was causing damage to their wall. It was agreed that the owners be asked to provide evidence that the tree was causing the damage. **Action: Cllr Harris**

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

- i. *Protect & Enhance Biodiversity:* A further survey of the trail areas will be organised for August.
- ii. *Scything Courses:* It was agreed that the possibility of organising a self-funding scything course in the burial ground meadow next year be explored. **Action: E&S WG**

**d) Transport**

- i. *Potential remedial work following installation of Glebe Way Streetlight:* it was noted that the trench dug across North Road had sunk and there was a rut on a section of the Common. It was agreed that the contractor be contacted and asked to make good. **Action: Clerk**

**e) Village Community**

- i. Council discussed the impact on the Conservation Area of the Londis shop frontage. It was agreed that Cllr King would discuss the issue of the use of the litter bin for commercial waste with the Bucks Council officer in charge of waste management. **Action: Cllr King**

**65.10 Planning Committee**

- a) The minutes of the Planning Committee meeting on 14<sup>th</sup> June 2021 were noted.

The meeting closed at 10.15pm