



Minutes of the Council Meeting
held at the Kings Church, Raans Road, Amersham
at 8 p.m. on Monday, 13th September 2021

PRESENT: Cllr D Conway Read (Chair & Acting Clerk pending the recruitment of a new Parish Clerk/RFO); Cllr J Bailey; Cllr C Baldwin; Cllr D Buckingham; Cllr P Eckersall; Cllr J Harris; Cllr R Heath; Cllr A King; Cllr D King; and Cllr L Winrow.

IN ATTENDANCE: No additional attendees

67.1 Questions and comments from the public. None

67.2 Apologies for absence. Cllr S Staite

67.3 To receive declarations of interest or dispensations relating to this meeting

Cllr R Heath declared an interest in relation to participating in the approval of proposed payments because of his role as interim RFO (see item 67.9)

67.4 To approve minutes of the 12th July & 12th August 2021 Council meetings

Motion approved to edit the minutes of the meeting held on 12th for accuracy, relating to Item 65.9 (b) v. at the request of Cllr J Harris.

Action: Chair

The minutes of both meetings were otherwise approved with the exception of Cllr D King who withheld his approval because of a delay in circulation.

67.5 Chair's Report

The administrative cover being provided by the Chair in the absence of a Clerk/RFO and during the recruitment process to find a replacement, was explained and noted.

67.6 Membership of Council's Planning Committee and Working Groups (WG)

It was agreed that:

- a. Cllr S Staite and Cllr L Winrow fill the two gaps on the Finance Working Group

It was resolved that both councillors should be added to the bank mandate.

Action: Cllr Heath

- b. Cllr A King join the Planning Committee
- c. Cllr A King join the Common, Woodlands & Burial Grounds Maintenance WG
- d. Cllr L Winrow join the Village Community WG

67.7 To consider adopting Bucks. Council's Code of Conduct

It was resolved that the Bucks. Council Code of Conduct be adopted.

It was agreed that associated training opportunities should be researched and details circulated to councillors.

Action: Chair

67.8 To consider signing up to the Bucks. Council All Councils Charter

It was agreed that this issue be deferred for further consideration by councillors and added to the agenda for the next council meeting in October.

Action: Chair

67.9 Finance

a. To agree interim measures for the role of RFO until a new Clerk/RFO is in place.

It was agreed that Cllr R Heath, Chair of the Finance Working Group, should act as an interim, unremunerated RFO until a new Clerk/RFO is in place.

In the absence of a Clerk/RFO; the uncertainty of the timescale to hire a replacement; and the potential training period required for any new Clerk/RFO, it was agreed that a quote should be sought from the accountancy company currently providing support to the council to provide additional services up to the financial year end.

Action: Cllr Heath

b. To note the finance reports for July & August 2021.

Noted.

c. To note the completion of the 2020/21 Annual Governance & Accountability Return and the external Auditor's Report.

Noted. No issues were reported.

d. To approve payments.

Outstanding issues with regard to a contractor's invoice have been resolved and payments presented to the council were approved.

It was noted that there are several outstanding tenders for planned tree work during the winter months.

67.10 General Purposes – to receive reports from Working Groups

a. To receive the Burial Grounds Management WG Chair's Report

Noted.

b. To receive the Common, Woodlands & Burial Grounds Maintenance WG Chair's Report

i. To consider reducing the willow tree branches overhanging the pond by 50%

The scope of work has been reviewed and approved by relevant, specialist officers of Bucks. CC.

The proposed plan of action was unanimously approved by councillors.

Action: CWBGM WG

ii. Further discussion was held about the Woodland Management Plan.

It was decided to proceed with the requirement to obtain expert advice about maximising the health of ground cover plants and woodland.

It was decided to review current maintenance contracts for the common land and prioritise work during the winter to manage trees which have already been identified and tagged for attention.

Action: CWBGM WG

c. To receive the Environment & Sustainability WG Chair's Report

Noted.

d. To receive the Recruitment WG Chair's Report

i. To approve an additional payment per burial invoice to the Sexton until a new Clerk/RFO is in post.

It was resolved to make the agreed payments to the Sexton for an interim period in relation to an agreed schedule of work pending the recruitment of a new Parish Clerk/RFO.

Action: Chair

Councillors were requested to help promote the vacancy for a Parish Clerk/RFO and direct interested parties to the Parish Council website for further information and an Application Form.

Action: All

e. To receive the Transport WG Chair's Report

i. To receive an update on grass verge cutting at Milton Lawns

It was resolved that the Chair of the Parish Council write to the registered landowner to seek clarity with regard to maintenance of the verge.

Action: Chair

f. To receive the Village Community WG Chair's Report

It was noted that the organisation of events for the remainder of the calendar year are underway and a meeting will be arranged to start planning events in 2022.

Action: VC WG

67.11 Planning Committee

a. To note the minutes of the 12th and 26th July Planning Committee Meeting

Noted.

Cllr Harris confirmed that Bucks. Council has been formally notified about the concerns of the Planning Committee about proposed car parking on Common Land in relation to planning applications.

The meeting closed at 9.58 p.m.

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