

**Minutes of the Chesham Bois Parish Council Meeting
held at the Kings Church, Raans Road, Amersham
at 8 p.m. on Monday, 11th October 2021**

PRESENT: Cllr D Conway Read; Cllr C Baldwin; Cllr D Buckingham; Cllr J Harris;
Cllr R Heath; Cllr A King; Cllr D King; Cllr S Staite; and Cllr L Winrow.

IN ATTENDANCE: Mrs A Dealey (Clerk) and Bucks Cllr G Harris

69.1 Questions and comments from the public, (limited to 15 minutes in total).

Bucks Cllr G Harris advised that the annual budget planning process for Bucks CC (BCC) will commence this week and informed the Council of the actions being taken by BCC to address concerns about local traffic.

69.2 Apologies for absence. Cllr J Bailey; Cllr P Eckersall

69.3 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 69.7)

69.4 To approve the minutes of the 13th September Council Meeting & 27th September 2021 Extraordinary Council Meeting.

The minutes of the Parish Council meeting held on 13th September were approved and the minutes of the Extraordinary Council Meeting held on 27th September were approved with the exception of Cllr C Baldwin who abstained on the grounds that they did not attend that meeting.

69.5 Chair's Report

The new Chesham Bois Parish Clerk, Annette Dealey, was introduced to Councillors and welcomed.

Cllr D Buckingham was thanked for all his work as Chair of the Common, Woodlands and Burial Grounds Maintenance Working Group.

69.6 To consider signing up to Bucks. Council's All Council Charter

A vote was held and a majority of Councillors abstained, (five of nine); one voted for the motion and three against, so **it was resolved not to adopt the Charter.**

69.7 Finance

a) Payments presented to Council by Cllr R Heath were approved.

b) It was agreed that that Council should enter into a contract to outsource the compilation of CBPC monthly accounts from September 2021 until 31 March 2022 (7 months) subject to the terms and conditions of the contract being reviewed and revised as necessary to protect the interests of the council. It was also agreed that 7 sets of monthly accounts would be produced using Councils existing Sage system, 2021/22 Year End accounts produced in accordance with all audit requirements and training provided to the new Clerk as required at a total cost of no more than £3100. **Action: Finance WG**

c) It was noted that the Finance WG will be working on updating and documenting processes and procedures for payments, to take into account the new outsourced support.

Proposed changes for approving budgeted expenditure were discussed and approved in principle. If required expenditure is not within the planned budget, approval by the Council will be required. Details to be circulated to all Councillors. **Action: Clerk/RFO & Finance WG**

- d) The Council approved the motion to purchase necessary items from local shops in support of local businesses instead of online retailers whenever possible.

69.8 General Purposes – to Receive Reports from Working Groups (WG)

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

Note of thanks to all councillors who helped with the recent Burial Ground Open Day, especially Cllr J Bailey and Cllr P Eckersall.

Options to increase marketing to be explored. **Action: Burial Grounds Management WG**

Match funding for site development to be obtained. **Action: Clerk**

- b. **To receive the Common, Woodlands & Burial Grounds Maintenance WG**

Chair's Report

Report noted. Issues arising listed below:

- a) The recommendation to re-stake rowan trees on Bois Lane triangle was agreed.
- b) The recommended removal of the tree stump on the Common outside Rectory Cottage and associated repair of the damage patch was agreed.
- c) Research to be conducted to replace tree with the same variety or native species and brought to the next Council meeting. **Action: CW&BGM WG**
- d) A tree adjacent to a wall belonging to Manor House at the boundary of the Common has been inspected and a recommendation made to write to the property owner.
Action: Clerk

Agenda items:

- i. Update with regard to renewing the lease for the Cricket Club provided and noted.
Recommendation to be brought to the next Council meeting.
Action: CW&BGM WG
- ii. Update with regard to the scope of work proposed by Heatherton School provided and noted.
Action: CW&BGM WG
- iii. The Council approved the selection of South Bucks Tree Surgeons Ltd to carry out work on trees along Amersham Road; in Bois Wood; along Chestnut Lane and North Road; and in Tenterden Spinney.

Potential overlap of the scope of work with the Woodland Management Plan and the existing budget for the long-term plan is to be reviewed and funding requirements confirmed at the next meeting.
Action: CW&BGM WG

- iv. Cllr J Harris was appointed as the new Chair of the Working Group after Cllr D Buckingham stepped down.

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

The proposal to consider researching the feasibility of a 20 m.p.h. speed limit in

Chesham Bois to improve the local environment in line with a request from Wing Ward.

Council voted by a majority of 8 to 1 to support the proposal.

Research should be conducted, and the output presented at a future meeting.

Action: E&S WG

d. To receive the Transport WG Chair's Report

Report noted.

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

It was resolved that the Chair of the Parish Council follow up the letter sent to the registered landowner to seek clarity with regard to maintenance of the verge.

Action: Clerk

Cllr King informed the meeting that as a result of the Council's decision to support 69.8c his position as Chair of the Transport working Group was now regrettably untenable and that he would step down as chair and member of the group

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

Report noted.

The organisation of events for the remainder of the calendar year is underway and Councillors approved the proposed dates for public events to be held in 2022.

When further details of the Queen's Jubilee are published, the Summer Fete and/or Summer Picnic may have a Jubilee theme, (to be agreed early in 2022).

Action: Village Community WG

f. Recruitment Working Group

It was noted that this WG has been disbanded following the successful completion of the activity to recruit a new Clerk.

69.9 Planning Committee

a. To note the minutes of the 13th and 27th September Planning Committee Meetings

Noted.

A recommended action was approved to notify Bucks. CC about a breach of planning requirements within the Chesham Bois Conservation Area.

Action: Clerk

69.10 General

Cllr R Heath proposed a vote of thanks to Cllr D Conway Read for acting as Clerk for an interim period and to Cllr L Winrow for administrative support.

The meeting closed at 9.45 p.m.