

# CHESHAM BOIS PARISH COUNCIL

Councillors are hereby summoned to attend a **PARISH COUNCIL MEETING**  
to be held on **Monday 14<sup>th</sup> March 2022 at 8pm**  
at **The Parish Office, Glebe Way, Chesham Bois**  
For the purpose of transacting the following business

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Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1974 Section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose. Photographic, recording, broadcasting, or transmitting the proceedings of this meeting is permitted in line with the provisions of the Openness of Local Government Bodies Regulations 2014.

## AGENDA

A Dealey, Parish Clerk. 09/03/2022

### 74.1 Questions and Comments from the Public (limited to 15 minutes)

### 74.2 To Receive Apologies for Non-Attendance

### 74.3 To Receive Declarations of Interest or Dispensations Relating to this Meeting

In accordance with Sections 30-33 of the Localism Act 2011 and CBPC's Code of Conduct, councillors are requested to disclose personal and prejudicial interests on matters to be considered at the meeting.

### 74.4 To Approve the Minutes of the 14<sup>th</sup> February 2022 Council Meeting

### 74.5 Chair's report

- a) Council to resolve to confirm that the Clerk has successfully completed her probationary period and is confirmed in post.

### 74.6 Clerk's report

- (a) To approve the appointment of an internal auditor
- (b) To approve Financial Regulations.
- (c) To approve transfer from Sage to new accounting software package for 2022/23 financial year
- (d) To approve the purchase of Epitaph software package for management of the Burial Ground

### 74.7 Finance

- a) To Receive the Finance WG Chair's Report
- b) To note the financial reports from DCK
- c) To approve payments
- d) The council resolves to increase the clerk's pay and make a payment for back pay in line with the NALC 21-22 National Salary guidance.

### 74.8 General Purposes – to Receive Reports from Working Groups

#### (a) To Receive the Burial Grounds Management WG Chair's Report

1. Resolve to agree the following dates for the calendar:
  - i) 10/09/22 Burial Ground tidy-up
  - ii) 17/09/22 Heritage Open Day in the Burial Grounds
  - iii) 04/12/22 Open Chapel as part of National Grief Awareness week
  - iv) Date tbc (early Feb 2023) Snowdrop event in support of Child Bereavement UK

2. Resolve to remove the offer to purchase bird, bat or insect habitat boxes as part of the Memorial Fees, with immediate effect

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

- i) To review the quotes for repair of the burial ground railings and resolve a course of action
- ii) To consider quote for tree work in Tenterden Spinney and resolve a course of action

**c) To Receive the Environment & Sustainability WG Chair's Report**

- i) To approve a plan for a 'Wild Nature' Photograph Competition to be organised for children attending schools in Chesham Bois.

**d) To Receive the Transport WG Report**

**e) To Receive the Village Community WG Chair's Report**

## **74.9 Planning Committee**

- (a) To note the minutes of the 28<sup>th</sup> February 2022 Planning Committee Meeting.