

Chesham Bois Parish Council

Minutes of the Council Meeting held in the Parish Office, Glebe Way, Chesham Bois at 8.00pm on Monday 11th July 2022

PRESENT: Cllr L Winrow (Chair), Cllr S Staite, Cllr J Harris, Cllr J Bailey, Cllr C Baldwin

IN ATTENDANCE: Ms A Dealey (Clerk)

78.1 Questions and Comments from the Public None received

78.2 Apologies for Absence. Cllr D King, Cllr P Eckersall, Cllr A King, Cllr D Buckingham, Cllr R Heath

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

78.4 To Approve the Minutes of the Council Meeting held on 13th June 2022
Minutes were approved subject to one amendment to 77.12 (a) Bural Ground Management WG Chair's Report. Amendment will be made. Minutes to be approved at the Council Meeting on 12th September 2022.

78.5 Chair's Report
Chair's report was noted. The Chair formally expressed thanks to Deborah Conway Read for her valued contribution to Chesham Bois Parish Council

78.6 Clerk's Report

- i) Councillor vacancy - Bucks Council have confirmed that no requests for an election had been received. It was resolved that the vacancy will be filled by co-option in line with the Co-option Policy. Advertisement will be placed on the noticeboards and on the website with a deadline to respond of 5th September 2022. A budget of £300 was resolved for advertising. Quotes to be obtained from Your Amersham and Your Chesham.
Action: Clerk/Chair
- ii) It was resolved that Parish Council Meetings would continue to be held in the Parish Centre until July 2023.
Action: Clerk
- iii) It was approved that the Clerk should attend the ICCM Course for Cemetery Management and Compliance
Action: Clerk
- iv) It was resolved not to agree to a meeting with internet provider regarding proposed network build on Chesham Bois land. Clerk to write to internet provider.
Action: Clerk
- v) A review to be carried out of Safeguarding policy for approval at the September Council Meeting.
Action: Clerk
- vi) It was agreed that the Finance WG would review the Risk Assessment in relation to recording and processes, electronic payments, business continuity and data protection for review at September Council Meeting.
Action: Finance WG

78.7 Finance

- a) The accounting statements were approved
- b) Payments were approved
- c) It was resolved that the insurance renewal premium would be paid on the renewal date of 14th July. This is the second year of a three-year insurance contract. Additional quotes have been requested for cyber liability and data breach cover. Any subsequent changes to cover can be added at any time during the contract.

Security of the new finance software was raised. Finance WG to review and arrange a meeting with provider to discuss security issues, upgrade of software servers and level of support from Microsoft.

Action: Finance WG

78.8 To Receive Reports from Working Groups

a) Burial Grounds Management WG Chair's Report

Chair's report was noted:

It was resolved to amend the fee structure for burials and plot fees so that Band C includes residents outside of the Chesham Bois Parish but within Buckinghamshire, Band D to cover all areas outside of Buckinghamshire. Resolved with 4 votes and 1 abstention. Revised fee information will be communicated to funeral directors and added to website

Action: Clerk

Repairs to chapel roof are complete. Decorating work now being carried out. Leadwork above front door is degrading and requires painting for aesthetics and protection. Additional cost quoted £500. Once written confirmation of quotation received contractor to be instructed to go ahead.

Action: BGMWG

Burial Ground roadway – BGMWG to review and obtain a quote so that a timetable for issuing a tender and carrying out necessary work can be agreed dependent upon levels of BG reserves.

Action: BGMWG

b) Common, Woodlands and Burial Ground Maintenance:

Chair's report was noted:

Quote has been received for ash die-back survey at a cost of approximately £2,600. Council agreed work should be carried out. Sources of funding are being investigated by the WG. Report on pond restoration will be prepared for September Council Meeting

c) Environment and Sustainability WG Chair's Report

Chair's report was noted:

d) Transport:

The Chair's report was noted

e) Village Community

Working party to be organised prior to the Picnic on the Common on Saturday 16th July to carry out safety check of Common and put up bunting/lay electrical connection for band. Grass cutting to be carried out prior to the event.

Action: Village Community WG

78.9 It was unanimously resolved to increase the funding contribution for the supply and installation of the proposed Vehicle Activated Sign on Amersham Road.

78.10 It was unanimously resolved to approve the grant of a Deed of Easement for access across the Common from a property in North Road subject to satisfactory terms and the inclusion of a plan which will satisfy Land Registry.

78.11 Planning Committee

a) The minutes of the Planning Committee meeting on 27th June 2022 were noted and approved.

The meeting closed at 9.35 pm