

Chesham Bois Parish Council

Minutes of the Council Meeting held in the Parish Office, Glebe Way, Chesham Bois at 8.00pm on Monday 13th November 2023

PRESENT: Cllr L Winrow (Chair), Cllr J Harris, Cllr P Eckersall, Cllr S Staite, Cllr D Buckingham, Cllr V Yadav, Cllr D King, Cllr J Bailey

IN ATTENDANCE: Ms A Dealey (Clerk)

94.1 Questions and Comments from the Public - None received

94.2 Apologies for Absence – None received

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

94.4 To approve the Minutes of the 9th October Council Meeting
Minutes were approved

94.5 Chair's Report
The Chair's report was noted.

94.6 Clerk's Report

- i) Training and Development Policy was reviewed and approved
- ii) Co-option Policy was reviewed and approved
- iii) Meeting dates for 2024 were approved
- iv) Annual rent uplift for Apiary was considered. An increased annual rental of £50 was approved. Rental figure to be reviewed when Agreement is renewed in February 2026.

94.7 Finance

- i) Finance reports were approved.
- ii) Payments were approved.
- iii) 2023/24 Year-end estimate currently shows a shortfall of £17,000. WG Chairs to review year end estimates.
- iv) Meetings to be arranged with WG Chairs before end of November for budget discussions in order for draft budget to be presented at the December Council Meeting. Budget to be finalised and approved at the January Council Meeting. Reserves for 2024/25 to be agreed end March 2024. System for monitoring ownership of reserved plots in Burial Ground to be put in place to reconcile plot fees received. **Action: Clerk/Finance WG**

94.8 To Receive Reports from Working Groups

a) Burial Grounds Management WG Chair's Report

- i) The Chair's report was noted

b) Common and Woodlands WG Chair's Report:

- i) The Chair's report was noted
- ii) Quotation to be obtained from a specialist surveyor to map the boundaries of Parish Council Land.
Action: Cllr Staite
- iii) Ash die-back report has been received. Quotations are awaited for the removal of affected trees.

c) Transport WG Chair's Report:

- i) The Chair's report was noted.
- ii) It was resolved to accept quotation in the sum of £590 plus VAT to clear the verge Amersham Road between junctions with North Road and South Road. Clerk to advise contractor. **Action: Clerk**

d) Environment Working Group Chair's Report

- i) The Chair's report was noted

e) Village Community WG

- i) The Chair's report was noted
- ii) It was agreed that quotes would be obtained for provision of the sound system for the Fete in 2024.
Action: Clerk/Village WG

f) Communications WG

- i) Cllr V Yadav was appointed as a member of the Communications WG.

94.9 Planning Committee

- i) Minutes of 23rd October Planning Committee Meeting were noted

It was unanimously resolved that under Section 1 of the Public Bodies (Admissions to meetings) Act 1960, the public be excluded from the meeting for the following item of business on the grounds that they include the likely disclosure of exempt information, stated to be confidential.

94.10 Following receipt of the Local Government Services Pay Agreement for 1/4/2023 – 31/3/24 the pay award for the Clerk was approved. The rate of pay for Burial Ground Custodian to be brought to the next Council Meeting, pending the outcome of the annual review.

94.11 Alternative offices premises to be researched and options reviewed at the next Council Meeting.
Action Clerk

94.12 Letter to Buckinghamshire Council to be redrafted and circulated to Councillors for review. Further communication to be sent to Buckinghamshire Council once results of traffic survey are received. Budget for report from iTransport report agreed at £2,000. Quotation received for production of Ecological Report approved at a cost of £705.00.
Action: Clerk/Chair

The meeting closed at 9.57 pm