

Chesham Bois Parish Council

Minutes of the Annual Parish Council Meeting held in the Parish Office, Glebe Way, Chesham Bois at 8.00pm on Monday 12th May 2025

PRESENT: Cllr P Eckersall (Chair), Cllr L Winrow, Cllr J Harris, Cllr J Bailey, Cllr K Keen, Cllr D Buckingham, Cllr M Yeomans, A Dealey (Clerk)

116.1 To Elect a Chair and complete Declaration of Office

Cllr P Eckersall was proposed. There being no further nominations Cllr P Eckersall was elected as Chair. The Chair signed the Declaration and Acceptance of Office.

116.2 To Elect a Vice Chair and complete Declaration of Office

Cllr M Yeomans was proposed. There being no further nominations, Cllr M Yeomans was elected as Vice Chair. The Vice Chair signed the Declaration and Acceptance of Office.

116.3 Signed Acceptance of Office documents were received from the elected Councillors present.

116.4 Questions and Comments from the Public - None

116.5 Apologies for Absence – Cllr D King, Cllr S Staite, Cllr C Mellor

116.6 To Receive Declarations of Interest or Dispensations Relating to this Meeting – none received

116.7 To Agree Membership of the Planning Committee and Working Groups

It was resolved that members of the Planning Committee and Working Groups are as follows:

- a) *Planning Committee:* Cllr Staite (Chair), Cllr Bailey, Cllr Eckersall, Cllr Harris, Cllr Mellor
- b) *Burial Ground Management Working Group:* Cllr Winrow (Chair), Cllr Bailey, Cllr Eckersall and the Clerk
- c) *Common and Woodlands Working Group:* Cllr Yeomans (Chair), Cllr Harris, Cllr Bailey, Cllr Eckersall, Cllr Buckingham and Cllr Staite
- d) *Environment Working Group:* Cllr Keen (Chair), Cllr Staite, Cllr Bailey and Cllr Winrow
- e) *Finance Working Group:* Cllr King (Chair), Cllr Eckersall, Cllr Winrow, Cllr Staite and Cllr Mellor
- f) *Transport Working Group:* Cllr Eckersall (Chair), Cllr Buckingham, Cllr Bailey
- g) *Village Community Working Group:* Cllr Bailey (Chair), Cllr Buckingham, Cllr Eckersall, Cllr Harris, Cllr Staite and Cllr Keen
- h) *Communications Working Group:* Cllr Eckersall (Chair), Cllr Winrow, Cllr Keen and the Clerk

116.8 To Agree Representation to Outside Bodies.

It was resolved that members of the following outside bodies are as follows:

- a) *Amersham Community Board:* Cllr Eckersall
- b) *Duke of Bedford's Trust:* Cllr Bailey and Cllr Staite

116.9 Cllr Keen was elected as the Council's Safeguarding Officer

116.10 To approve the Minutes of the 14th April Council Meeting

Minutes were approved and signed by the Chair as a true record

116.11 Clerk's Report

- i) The Clerk's report was noted.
- ii) It was agreed that a more detailed quotation was required from the contractor regarding repairs to the Tenterden Spinney play area. Revised quote to be considered at the next meeting.

Action: Clerk

116.12 Finance

- i) Annual Governance Statement 2024/25 was approved
- ii) Accounting Statements 2024/25 were approved
- iii) Internal Audit 2024/25 was approved
- iv) Finance reports were approved
- v) Payments were approved

116.13 General Purposes - To Receive Reports from Working Groups

a) Burial Grounds Management WG Chair's Report

- i) The Chair's report was noted

It was noted that long term grounds maintenance and gardening contracts in the Burial Ground had been uplifted by 2.6% on 1st April 2025 in line with the published CPI increase.

b) Common and Woodlands WG Chair's Report:

- i) It was resolved to accept the quotation in the sum of £475 for the installation of boundary posts on Glebe Way. It was further resolved to accept the quotation in the sum of £1,800 to mark the parish boundary on land adjoining The Old Rectory. Clerk to instruct both contractors.

Action: Clerk

c) Transport Chair's Report

- i) The Chair's report was noted
- ii) It was resolved to purchased 8 x new longer life batteries for the MVAS units at a cost of £2,600. Cost to be funded from MVAS reserve.

Action: Clerk

d) Communications WG Chair's Report

- i) The Chair's report was noted
- ii) The Annual Report for 2024/25 has been completed. The cost of £54 was approved for the printing of 60 x colour copies. The Report will be available at the Annual Parish Meeting in hard copy and via the website as a pdf download.

116.14 Planning Committee

- i) Minutes of Planning Committee Meeting of 14th April were approved.

116.15 Neighbourhood Plan

- i) The Chair's report was noted
- ii) The Plan is progressing. The next stage is the Regulation 14 consultation stage. A further grant will be applied for once confirmation is received that funding is available.

It was resolved under Section 1 of the Public Bodies (Admissions to meetings) Act 1970, the public be excluded from the meeting for the following items of business on the grounds that they include the likely disclosure of exempt information, stated to be confidential.

116.16 Review of Burial Ground costs and procedures

- i) From 1st July 2025 the fee bands will be simplified from four bands to two. The proposed new fee structure was approved.
- ii) It was agreed that the new Terms and Conditions would be a stand-alone document, separate from the schedule of fees. The changes to the terms and conditions are to be deferred to the June Council Meeting.

116.17 Employee Annual Appraisals

- i) To Clerk's annual appraisal was noted.
- ii) The Burial Ground Custodian's annual appraisal was noted.

The meeting closed at 9.02 pm