

Chesham Bois Parish Council

Minutes of the Council Meeting held in the Parish Office, Glebe Way, Chesham Bois at 8.00pm on Monday 8th April 2024

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

IN ATTENDANCE: Ms A Dealey (Clerk)

100.1 Questions and Comments from the Public - None received.

100.2 Apologies for Absence – Cllr V Yadav

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

100.4 To approve the Minutes of 11th March Council Meeting
Minutes were approved

100.5 Chair's Report

The Chair's report was noted. The Chair represented CBPC at a Local Nature Recovery Strategy Event on 8th April. It was noted that it is now a requirement for Parish Councils to have a Biodiversity Policy in place. Policy will be drafted for approval at the next Council Meeting.

Action: Environment WG/Clerk

100.6 Clerk's Report

The Clerk's report was noted.

- i) The Council approved the course fee of £350 for the clerk to enrol on the CiLCA training course.
- ii) Cllr King and the Clerk met with a representative from Buckinghamshire Council regarding the implementation of a Neighbourhood Plan. Funding is available. More information on funding will be available during the summer. The initial stage would be to designate the Parish as a Neighbourhood Area. Further information is awaited from Buckinghamshire Council. A Working Group will be established to progress the development of the Plan.

The Council agreed in principle to the development of a Neighbourhood Plan.

100.7 Finance

- i) Finance reports were approved. A meeting to be arranged for the Clerk and Cllr King with Edge IT to agree presentation of final budget comparison report for 2023/24.
- ii) Payments were approved.
Payments approved at this meeting to be approved on the bank by Cllr King and Cllr Eckersall
Action: Cllr King/Cllr Eckersall
- iii) Reserve movements were approved.
- iv) It was agreed that all expenditure should be no more than 50% of budget by the half year point. Expenditure above this level must be pre-approved by the Council.
- v) It was noted that CPI index linking should now be used for contracts in place of RPI.
- vi) The VAT reclaim will be reported to the Council on a quarterly basis.

100.8 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. The location of the Coronation Commemorative Tree to be decided as the original position was unsuitable. **Action: Cllr J Harris/Cllr L Winrow**
- ii) The Council considered the quotations for the survey and analysis of the boundary of the Common and Glebe Land. It was resolved to accept the quotation to provide an advisory report with regard to the boundary position in the sum of £1,450 plus VAT. Clerk to advise consultant. **Action: Clerk**
- iii) Resident's request to decorate the green cabinet junction boxes was considered. Further information to be obtained before a decision is made. Clerk to respond to resident. **Action: Clerk**

c) *Transport WG Chair's Report:*

- i) The Chair's report was noted.
- ii) The Council resolved not to accept the quotation for electrical and structural inspection of street lighting assets. Clerk to advise contractor. **Action: Clerk**

d) *Communications Working Group*

- i) The Chair's report was noted. The deadline of 11th April was noted for Chairs of Working Groups to submit reports to be included in the Annual Report 2023/24. A review of the website will be undertaken. Planning Committee and Working Groups to review website content by 1st July 2024.
- ii) The Council resolved to approve the recommendation for the Council to adopt a .gov.uk domain name for the website and the Clerk's email address. Quotes to be obtained from existing website management company and two further approved registrars. **Action: Clerk**
The Council resolved to agree to the purchase of an office mobile phone. Clerk to investigate best contract price. **Action: Clerk**

e) *Environment Working Group*

- i) The Chair's report was noted.
- ii) The Council resolved to participate in the national survey organised by the Bat Conservation Trust. **Action: Environment WG**
- iii) The Council resolved to agree to Buckinghamshire and Milton Keynes Environmental Records Centre to survey land owned by the Council to assess the feasibility of Chesham Bois Common being designed as a Local Wildlife Site. **Action: Environment WG**

100.9 Planning Committee

- i) Minutes of 11th and 25th March Planning Committee Meetings were noted

It was unanimously resolved that under Section 1 of the Public Bodies (Admissions to meetings) Act 11000, 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.

100.10 Review of Burial Ground costs and procedures

It was resolved that this item would be deferred to the April Council Meeting.

The meeting closed at 9.13 pm