

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 13th May 2024

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

IN ATTENDANCE: Ms A Dealey (Clerk)

102.1 To Elect Chair and complete Declaration of Office

It was resolved that Cllr Winrow be elected Chair. The Chair signed the Declaration and Acceptance of Office. Cllr Eckersall was elected as Vice Chair.

102.2 Questions and Comments from the Public - None received

102.3 Apologies for Absence – Cllr D King, Cllr, Cllr D Buckingham. Cllr V Yadav – absent

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

102.5 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 V Yadav
- b) *Burial Ground Management Working Group:* Cllr Winrow (Chair), Cllr Bailey, Cllr Eckersall and the Clerk
- c) *Common and Woodlands Working Group:* Cllr Harris (Chair), 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 S Staite and Cllr Buckingham
- f) *Transport Working Group:* Cllr Eckersall (Chair), Cllr Yadav
- g) *Village Community Working Group:* Cllr Bailey (Chair), Cllr Buckingham, Cllr Eckersall, Cllr Harris and Cllr Staite.
- h) *Communications Working Group:* Cllr Winrow (Chair), Cllr Eckersall, Cllr Yadav, Cllr Keen and the Clerk

102.6 To Agree Representation to Outside Bodies.

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

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

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

102.8 To approve the Minutes of the 8th April Council Meeting

Minutes were approved

102.9 To Approve the Minutes of the EGM held on 30th April 2024

Minutes were approved

102.10 Chair's Report

Chair's report was noted.

102.11 Clerk's Report

The Clerk's report was noted. It was resolved a mobile phone would be purchased for the office. The purchase of an Apple iPhone 12 was approved.

Action: Clerk

102.12 Finance

- i) Annual Governance Statement 2023/24 was approved
- ii) Accounting Statements 2023/24 were approved
- iii) Internal Audit 2023/24 was approved
- iv) Asset Register 2023/24 was approved
- v) Confirmation of the commencement date of the exercise of public rights was noted
- vi) Finance reports were approved
- vii) Payments were approved with the exception of April verges maintenance. Cllr Eckersall to meet with contractor prior to settlement.
- viii) Updated Financial Regulations – deferred to June Council Meeting.

Action: Cllr Eckersall

102.13 General Purposes - To Receive Reports from Working Groups

a) Burial Grounds Management WG Chair's Report

The Chair's report was noted

- i) It was resolved to continue to place advertisements in YourAmersham for a further 3 months.
- ii) It was resolved to amend the scope of work for the ground maintenance contract to remove the annual cost of £945 for hedge works. The revised annual contract value for 2024/25 would be reduced to £7,914.33 per annum excluding VAT. Hedge works to be dealt with separately. Clerk to advise contractor for ground maintenance.

Action: Clerk

Action: Clerk

b) Common and Woodlands WG Chair's Report:

The Chair's report was noted

- i) Following the recent tree survey of the common, three quotes have been received for the high and medium priority tree works which are due within 12 months. It was resolved to divide the works between the three contractors. Clerk to advise contractors.
- Plaque to be ordered for the commemorative oak tree
- Working Group Meeting to be held prior to meeting with the Forestry Commission to discuss the 10 year Woodland Management Plan

Action: Clerk

Action: Clerk

Action: CWWG

c) Transport Chair's Report

The Chair's report was noted

Cllr Eckersall to meet with the contractor cutting the verges as some appear to have been missed.

Action: Cllr Eckersall

Schedule of roadworks/road closures was noted. Information to be added to the website when available.

d) Communications WG Chair's Report

Following the decision made by the Council to adopt a .gov.uk domain name, quotes will be sought from recommended Registrars for review at the next Council Meeting.

- i) It was resolved to accept the quotation in the sum of £563 for the printing of 400 programmes for the Village Fete. Clerk to advise the printing company

Action: Clerk

e) Environment WG Chair's Report

- i) It was resolved adopt the draft Biodiversity Policy.

f) Village Community Chair's Report

Plans for the Village Fete are progressing. Three large advertising boards to be installed on the common week commencing 20th May. A tree safety survey has been arranged for 20th May and the grass will be cut the week before the fete. All paid advertisements to be requested by the end of May for inclusion in the fete programme. A Working Group meeting to be arranged to finalise arrangements.

102.14 Planning Committee

- i) Minutes of Planning Committee Meeting of 23rd April were approved.

102.15 Neighbourhood Plan

- i) Update report was noted. The Neighbourhood Area Plan has been listed on the Buckinghamshire Council website. Meeting to be held 14th May for Councillors and members of the public with a Planning Specialist to provide a timeline and overview of the process.

102.16 Notice of Appeal PL/22/4074/FA

- i) The notice of appeal received on 7th May was reviewed. It was resolved that an acknowledgement letter would be sent from the Council to the representative of the applicant. **Action: Clerk**

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 items of business on the grounds that they include the likely disclosure of exempt information, stated to be confidential.

102.17 Contracts of Employment

- i) It was resolved to adopt the updated contract of employment for the Burial Ground Custodian.
- ii) The outcome of the Clerk's appraisal was noted and approved. The Clerk has enrolled to study for the CiLCA qualification. Two study hours per week during working hours were approved.

102.18 Review of Burial Ground costs and procedures

It was resolved to adopt the proposed terms and investment to adopt new operational processes.

The meeting closed at 9.58 pm