

# Open Spaces Financial Budget Comparison

Comparison between 01/04/14 and 17/12/14 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/14

	2014/2015	Rev 2014/2015	Actual Net	Balance	
<b>Open Spaces</b>					
<b>Income</b>					
20	Allotment Rents	£3,750.00	£3,580.00	£3,720.00	£140.00
21	Grants	£5,800.00	£5,800.00	£6,810.70	£1,010.70
22	Interment Charges	£33,000.00	£33,000.00	£17,527.00	-£15,473.00
23	Memorial Plaques	£24,500.00	£26,500.00	£17,489.15	-£9,010.85
24	Miscellaneous	£250.00	£250.00	£1,457.50	£1,207.50
26	Trade Concessions	£0.00	£0.00	£0.00	£0.00
27	Wayleaves/Easements	£50.00	£50.00	£29.80	-£20.20
28	Allotments Keys	£25.00	£25.00	£5.00	-£20.00
29	Parish Paths Grant	£2,000.00	£2,000.00	£2,039.50	£39.50
30	Common Lettings	£1,500.00	£2,500.00	£2,649.70	£149.70
31	Memorial Benches	£0.00	£600.00	£715.00	£115.00
32	Admin Fees	£25.00	£50.00	£105.00	£55.00
<b>Total Income</b>		<b>£70,900.00</b>	<b>£74,355.00</b>	<b>£52,548.35</b>	<b>-£21,806.65</b>
<b>Expenditure</b>					
200	Salaries	£64,000.00	£63,000.00	£43,444.01	£19,555.99
201	Income Tax & NI	£24,750.00	£22,000.00	£11,096.81	£10,903.19
202	Superannuation	£20,000.00	£24,000.00	£17,948.59	£6,051.41
203	Travelling Expenses	£550.00	£1,550.00	£641.55	£908.45
204	Cemetery Rates	£950.00	£950.00	£551.93	£398.07
205	Allotment Services	£1,500.00	£1,500.00	£673.68	£826.32
206	Allotment Maintenance	£1,200.00	£1,200.00	£0.00	£1,200.00
207	Cemetery Maintenance	£1,200.00	£1,200.00	£560.64	£639.36
208	Cemetery Services	£50.00	£50.00	£27.24	£22.76
209	Christchurch Cemetery	£4,120.00	£6,100.00	£5,039.54	£1,060.46
210	Contribution to Funds	£0.00	£0.00	£0.00	£0.00
211	Dog Bin Maintenance	£3,700.00	£3,700.00	£2,322.80	£1,377.20
212	Equipment & Tools	£1,000.00	£1,000.00	£712.92	£287.08
213	Seats	£0.00	£0.00	£2.16	-£2.16
214	Grass Cutting/Grazing	£6,000.00	£6,000.00	£5,808.32	£191.68
215	Skip Hire	£1,250.00	£1,600.00	£1,200.00	£400.00
216	Tree Surgery & Inspection Reports	£5,000.00	£5,000.00	£0.00	£5,000.00
217	Ground Maintenance	£5,000.00	£5,000.00	£2,005.80	£2,994.20
218	Groewood & Tree Inspection	£1,500.00	£1,500.00	£0.00	£1,500.00
219	Legal fees	£2,000.00	£2,000.00	£75.00	£1,925.00
220	Maintenance of Horse track	£500.00	£500.00	£0.00	£500.00
221	Memorial Plaques	£15,450.00	£15,450.00	£9,156.70	£6,293.30
222	Miscellaneous	£1,500.00	£1,500.00	£691.11	£808.89
223	Refurbishment of Plaques	£0.00	£0.00	£0.00	£0.00
224	Refuse Collection	£860.00	£860.00	£833.58	£26.42
225	Mobile Telephone	£400.00	£400.00	£279.00	£121.00
226	Vehicle Maintenance	£5,250.00	£5,250.00	£2,568.61	£2,681.39
227	Litter Bins	£1,000.00	£1,000.00	£236.99	£763.01
228	Chiltern AONB	£1,900.00	£1,900.00	£958.00	£942.00
229	Health & Safety	£2,000.00	£2,000.00	£1,890.24	£109.76
230	Parish Paths	£500.00	£500.00	£0.00	£500.00
231	Allotment Competition	£350.00	£350.00	£311.25	£38.75
232	Parking Meters	£1,550.00	£1,550.00	£1,110.50	£439.50
<b>Total Expenditure</b>		<b>£175,030.00</b>	<b>£178,610.00</b>	<b>£110,146.97</b>	<b>£68,463.03</b>

**CHORLEYWOOD PARISH COUNCIL**

**OPEN SPACES COMMITTEE MEETING**

**Agenda Item 6**

**Date: TUESDAY 13<sup>th</sup> JANUARY 2015**

**Subject: OPEN SPACES OFFICERS REPORT**

---

**Committee Member:**

**Officer Contributors:** Andrew Goddard, Parish Ranger, Yvonne Merritt Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:**

**Contact for further information:** Parish Rangers, Clerk

**1. RECOMMENDATIONS**

1.1 None Specific

**2. RELEVANT PREVIOUS DECISIONS**

2.1 None Specific

**3. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

3.1 None Specific

**4. LEGAL ISSUES**

4.1 None Specific

**5.BACKGROUND INFORMATION**

**5.1 Cemetery** \_ The Rangers have been busy carrying out the following duties:-

- Clearing molehills.
- Clearing the vases of old flowers.
- Clearing of leaves.
- The roses have been pruned.
- Graves have been topped up.
- The arch between the old and new sections has been trimmed.
- The chains have been painted on the front walls.

The work to create the compound has been finished with the exception of planting the whips around the perimeter which will be done later in the spring.

**Christ Church Cemetery** – The Rangers carried out the stress testing on 176 memorial headstones at Christ Church Cemetery. 22 have failed. The Deputy Clerk will be contacting the Church to ask them to inform the any known relatives. They have the option to either have them repaired or laid down on the grave space. An advert will have to be placed under the public notices in the local press for all those without a known next of kin advising that the headstones are dangerous. An application will then be made to the diocese for permission to lay the failed headstones. As there is a significant number there will be a considerable cost implication as contractors will lifting gear will probably need to be used. More information will come forward to the next meeting.

**Office** - Rangers have been clearing the leaves and have cut back the pampas grass, cleared the flower bed and strimmed the grass.

**Village Halls** – The Rangers have cut back the ivy to side door at WMH and cleared all the leaves

**Common** – Since the last meeting the Rangers have been busy on the Common. Much of the work has been carried out as part of the Stewardship Scheme. Due to the bad weather last year work fell behind and therefore tree work has been carried out in an endeavour to catch up. Detailed below is a brief list of what they have been doing. The Parish Ranger will be available at the meeting to answer any questions, however it is suggested that you visit the sites to see what has been going on.

Strimming work has been carried out in the following areas for the last time this season:-

- The bank opposite The Kennels along the top of Common Road.
- The banks opposite the WMH
- The bank at the Alms Houses
- Round the benches where bracken and brambles have grown.

Other general work around the Common includes the removal of brambles and saplings from around heathers on Common Road and Sladdys Pond

The Parish Ranger and the Clerk attended a meeting with Chorleywood Primary School with regard to a proposed Fun Run and education programme for the Spring/Summer. More information will come forward when known.

The following tree work has been undertaken since the last meeting:-

- Felling of dangerous and windblown trees around the fire rides, logged up and left for the public to take.
- Felling of the dangerous oak and a birch tree near the cricket pitch.
- Felling of windblown birch in woodland paths
- Felling and clearing of trees on west of the Common
- Removal of the dangerous oak near the New Pond
- Removal of the Ash Trees on Chorleywood Bottom Slope and clearing away.

Please note : The remaining timber/brush has been stacked at the woodland edge for ecological purposes.

Catch up work has been carried out at the Maybushes. Many trees have been felled and cleared from the site. This is part of the grassland restoration project set out in the Higher Level Stewardship Scheme. The core timber has been stacked outside the Stewardship area and the remaining brush has been burnt.

Coppicing work on the gorse to the north of the horse track near the Maybushes has been carried out. Firstly because the trees were out shading the gorse – this should let a lot more light into the area and should allow the gorse to recover and grow back thicker. Secondly the Council is unable to burn on Stewardship land and as this area is outside the Stewardship scheme the Council is able to burn all the brush from the top section in this area.

Coppicing work has also taken place on the gorse along Dog Kennel Lane, with 1/3<sup>rd</sup> of the gorse from the grassland being removed.

The gorse has been coppiced and the scrub from the access to Cherry Tree Cottages, the crowns of the trees has also been raised to allow better access.

#### **Other work around the Common includes:-**

The filter bed at Christ Church pond has been cleared, which was full of debris.

The Parish met the contractors regarding the clearance work to Top Common Pond and received a quotation for the clearance. However after discussions with Natural England their view was that the Council may need to obtain a Conservation Licence to carry out the works as at present the Council is unable to guarantee that any newts would not be harmed during this operation. Therefore officers have decided to discuss the proposals with an ecologist during the next few months and make this work a priority for next winter. A report on the information will be forthcoming in the autumn.

The Rangers fitted a new dog bin behind the Lorry permissive parking area.

There was a Fly tip of brush at the War Memorial Hall permissive parking area which was removed and burnt.

The Common Ranger together with the Clerk, Chairman of Open Spaces and Chairman of the Council attended a training course on Common Land Law organised by the Chilterns Conservation board.

The Common Ranger has written up the butterfly list for 2014 which is available in the office and will be forwarded to the Herts Biological Centre, the CMS, Friends of the Common and other interested parties. This list has been compared with one carried out by volunteers for the summer of 2014.

#### **General**

General maintenance work has been carried out on machinery including

- The clean down of the tractor.
- Repairs to a chainsaw.
- Regular sharpening and checking of the chainsaws.
- Cleaning down of the trimmers ready for storage for the winter.
- Browns were called out to repair the hydraulics on the tractor.

#### **Snow & Ice**

Information from the Council's insurers regarding gritting has been received. Their advice states that if councils choose to clear public open spaces employees must be available to clear snow and ice seven days a week including bank holidays. If they are unable to do this notices should be placed in public areas advising that the Council will take no responsibility for gritting. The Council do not have the resources to provide a 24 hour service, and therefore will need to place notices on the website etc advising of this fact. Self-help boxes have been provided at Christ Church School and Church which have been filled by the Rangers, these are available to members of the public should they wish to put down salt without risk of liability.

**Date: TUESDAY 13<sup>th</sup> JANUARY 2015**

**Subject: BEEHIVES**

---

**Committee Member:**

**Officer Contributors:** Laura Hamilton

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:** The British Bee Keepers-Allotments and Beekeeping FAQ's

**Contact for further information:** Finance Officer

## **1. RECOMMENDATIONS**

1.1 That Members consider whether to have two bee hives placed at the Swillett Allotment Site.

## **2. RELEVANT PREVIOUS DECISIONS**

2.1 None

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 None

## **4. RISK MANAGEMENT ISSUES**

4.1 The Bee Keeper will have sole responsibility for the hives and the bees. The Council will acquire a copy of the beekeepers third party liability cover. Signs will be placed on the gate, notice board and by the hives advising of the contact numbers for the beekeepers should they be needed.

## **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 It is not proposed to charge for siting hives as the environmental benefits will enhance the site.

## **6. LEGAL ISSUES**

6.1 A licence agreement will need to be drawn up between the Parish Council and the Beekeeper which covers the legal agreement, insurance and risk assessments.

## **7. BACKGROUND INFORMATION**

**7.1** It has been suggested that Bee Hives are placed at the Swillett Allotment site.

**7.2** The Council has been approached by a local Bee Keeper who wishes to house two bee hives at the Swillett Allotment site. The Finance Officer and one of the Rangers met with the Beekeeper at the Swillett Allotment site at the beginning of December. A potential plot has been found where the Beekeeper believes the bees will be happy, this is a plot at the

far end of the site and it no longer in the use by allotment holders as most of the plot tends to be in shade in the summer months.

**7.3** The bee hives will be placed so they are facing south which will mean they are facing away from the allotments. The Bee Keeper will erect a small rail around the bee hives and a small allotment size shed to keep her tools in.

**7.4** It has been suggested that the bees are in place by the middle of February whilst they are still hibernating.

**7.5** The bees will promote biodiversity on the allotment site by pollinating crops. They will also help allotment productivity and the quality of produce.

**7.6** Attached is a document from The British Beekeepers Association regarding the siting of bees on allotment and should answer most questions.

riets., WLS 3DL.

Dear Sirs,

Re: Chorleywood Memorial Hall

I am writing to you on behalf of Chorleywood Decorative & Fine Arts Society which has held its evening lecture meetings at the Memorial Hall since the Society was founded.

The car parking available opposite the Hall is inadequate for our meetings with the result that members have to park on the road adjacent to the Hall, which is dark and dangerous.

In addition to being too small, the surface of the car park is extremely bad, uneven with holes, and the problem is exacerbated by the lack of any lighting. The entrance and exit, which necessarily slope, are particularly hazardous. The result is that the car park is both unsafe and unable to comply with Health & Safety regulations. The problem of lack of lighting and uneven surfaces exists around the Hall itself and is equally perilous. Many of our members are pensioners and these problems discourage attendance at our meetings, and even membership of the Society.

The problems to which we have referred were raised with the Council in 2008 but this produced no remedial action. My Committee is strongly of the view that something needs to be done, and done now.

Yours faithfully,



Andrew Walker  
Chairman

cc The Clerk

**Date: TUESDAY 13<sup>th</sup> JANUARY 2015**

**Subject: PURCHASE OF A FOUR WHEEL DRIVE DIESEL FRONT MOWER**

---

**Committee Member:**

**Officer Contributors:** Yvonne Merritt

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:**

**Contact for further information:** Clerk, Parish Ranger

## **1. RECOMMENDATIONS**

**1.1** That Members consider the purchase of a four wheel drive diesel front mower for a maximum cost of £13598.00 which includes £3750 in part exchange for the Major Topper. With the money taken from the Open Spaces Capital Budget which currently stands at £25,140.00.

## **2. RELEVANT PREVIOUS DECISIONS**

2.1 None

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 The Council has a capital scheme which enables the committees to save for large pieces of equipment.

## **4. RISK MANAGEMENT ISSUES**

4.1 The size of the new equipment will be easier to use and allow for safer procedures when cutting the grass in the allotments and cemetery area where space is tight. The machinery may also be able to be used on the Common fire rides when preparing for Village Day.

## **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 There is currently £25140 in the capital budget for machinery, if the mower is purchased this will leave a balance of £11542.00, however this committee has budgeted an additional £12450 in the 2015/16 capital budget which will increase the fund to £23992.00 which is considered an adequate balance.

5.2 An additional quotation is currently being obtained but Members are asked to make an in principal decision.

## **6. LEGAL ISSUES**

6.1 None Specific

## **7. BACKGROUND INFORMATION**



**7.1** Currently the Rangers use a Topper mower to cut the grass in the allotments. This is towed by the tractor, and therefore makes manoeuvring very difficult.

**7.2** The Rangers have asked the Committee to consider the purchase of a Kubota F3090-EU 4 wheel drive diesel front Mower.

**7.3** The specification is to include

- Kubota 3 cylinder liquid-cooled 30.6 HP diesel engine
- 61 litre fuel tank
- Hydrostatic transmission with high/low gear shift
- Hydrostatic Power Steering
- Reclining suspension seat
- Fitted with 60" Cutting Deck rear discharge
- Lighting kit
- Beacon Kit
- F80 Accumulator.

**7.4** The price includes a discount of £3750.00 part exchange value for the Major Topper which was purchased in 2011 for a cost of £2500.00

**7.5** If the committee agree to the purchase of this mower it will also be able to be used in the cemetery, the village halls and the Common fire rides.