



**YOU ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL
TO BE HELD ON THURSDAY 13th SEPTEMBER 2018 AT 8PM
IN THE CHURCH ROOM, WEST WYCOMBE**

MEMBERS OF THE PUBLIC and PRESS ARE INVITED TO ATTEND

AGENDA

1. To accept apologies for absence
2. Declaration of disclosable pecuniary interests by Members relating to agenda items
3. To confirm and sign the minutes of the previous meeting
4. Report on progress on items in the previous minutes

MEETING CLOSED FOR PUBLIC QUESTIONS

MEETING RE-OPENED

5. Correspondence – see Appendix 1
6. Planning Applications & decisions:
 - 18/06572/LBC – Myze Farm, Oxford Road, West Wycombe –** listed building application for replacement of three windows (one retrospective) – amended plans **18/07036/FUL-Pedestal Garage, West Wycombe Road** -Raising a roof of existing car repair and service centre
 - 18/07063/CTREE-West Wycombe Conservation Area, West Wycombe Park, West Wycombe** -Tree works as per schedule
 - 18/07064/TPO-West Wycombe Conservation Area, West Wycombe Park, West Wycombe** -Tree works as per schedule
7. To agree to fund the Swingtime Sweethearts at a cost of £250 for the WW1 commemorative dance on 27th October in the Village Hall
8. To agree to donate £500 to the West Wycombe Village Clock restoration
9. To consider quotations and agree to purchase LED street lights
10. To discuss a suitable CCTV scheme at the Pedestal Playing Field
11. To receive the external auditors report
12. To report on a new Environmental Agency requirement to have a Tier 1 Risk Assessment on the water table for the burial ground
13. To report and discuss any Highways issues
14. To approve the accounts for August and September 2018 and signing of cheques and - appendix 2
15. Members questions
16. Date of next meeting - 11th October at 8pm in The Church Room, High Street, West Wycombe

SHARON L. HENSON, CLERK

6.9.2018

**PLEASE REPLY TO: Clerk to the Parish Council, Mrs. Sharon L. Henson,
18, Portway Drive, West Wycombe, Buckinghamshire HP12 4AU
Telephone: 01494 – 448048 Email: clerk@westwycombe.org.uk**

Correspondence Received from 12th July - 13th September 2018

1. Monthly website reports – emailed
2. Chilterns Conservation Board newsletters – emailed
3. Email from a local resident showing interest in becoming a Parish Councillor – Clerk replied and explained the system, suggested he attend future meetings.
4. Chiltern Heritage Festival requesting volunteers – forwarded to Councillors
5. Email re - Consultation on byelaws on SSI's - forwarded to Councillors
6. TRO advising that Bradenham Road will be closed overnight 22/8/8 – 23/8/18 for Network Rail work. Will be Tweeted and on website.
7. Email advising us that BCC will be looking at placing double yellow lines near the bus stop in West Wycombe Road. We also had an email confirming that we will not be contributing to this.
8. Request from Creative Memorials to approve a wedge memorial – not approved, wrong materials.
9. Copy email to the police from local resident complaining about youths on Pedestal Paying Field.
10. TRO advising that Cookshall Lane will be closed on 6th September – residents advised
11. Heart Safe Monitoring and connection with the emergency services now has to be paid for annually.
12. West Wycombe Community Library –set of accounts for the year ending 31st March 2018 – £6941.00
13. HMRC Tax Code change for Clerk
14. Advice from WDC that there are new regulations regarding water tables and burial grounds and that we will have to have a Tier 1 Risk Assessment professionally undertaken and repeated every 5 years.
15. Complaint from a resident of Park Farm Road re the dog waste bin – Clerk attended and there are absolutely no issues and has gone back to the resident – not full up/lid fitting well and no smell.
16. BCC consultation on recycling centres – issued to Councillors and on website
17. The external auditors – Littlejohn have returned our paperwork stating that the audit is complete and there are no issues of concern – on website and on noticeboard
18. Temporary signage request from the West Wycombe Chamber Music Festival –Clerk granted permission for the period 31st August to 17th September.
19. WDC information on dealing with a terrorist attack – issued to Councillors
20. Invitation to the Battle of Britain parade on 16th September
21. WDC notification of the air quality consultation – closing date was before the Parish Council meeting and the deadline would not be extended. A response asking for West Wycombe to be included in the area was met with a 'No' as our levels in the High Street were reducing and that the only way to reduce pollution from standing traffic was to remove on street parking which for the village is impossible as there is nowhere else for residents to park.
22. Notification that 316 West Wycombe Road – Rent a Van – goes to planning committee on 19th September – Councillors asked if anyone can attend.

Clerks report

1. The Clerk, three Councillors and a local resident spent 1 ½ hour clearing up broken strip light tubes from the play area. Asked police to keep an eye on the play area and check that alcohol is not being sold from the Pedestal Garage. Also spoke to Environmental Services at WDC to see if they could help with the lighting tubes being stored at the rear of the Pedestal Garage – nothing they could do.
2. Clerk had an official complaint about rats on the allotments – arranged official, licensed pest control.
3. Clerk reported car parked on bus stop in West Wycombe Road – no MOT.
4. Clerk investigated white van at top of Park Farm Road – taxed and MOT'd
5. Clerk involved with public and police re young mail behaving erratically in the Pedestal Area.
6. Clerk had site visit with another LED lighting company – see enclosed quotation
7. Clerk is investigating CCTV options – see proposal enclosed.
8. After consultation with Chairman, Clerk placed a 4 year contract for electricity with Scottish and Southern Electricity, our current supplier. There were no benefits when we shopped round for alternative prices – most companies did not want to negotiate for an unmetered supply and only wanted to quote for the feeder pillars.
9. Castle Water has refunded the sum of £364.97 into our account – this resolves the dispute over allotment water supplies and being charged for waste water
10. Clerk is communicating with Bucks County Council's road safety team re roadside memorials.

Appendix 2

Cheques paid in August 2018

Mrs S Henson	525.33	July salary
Bucks CC	181.97	August pension
HMRC - online	66.50	Tax
Mrs S Henson	46.01	Mileage/stationery/keyboard
Acorn Landscaping	185.25	4/12 highways grass cutting plus post in Pedestal
TBS Hygiene	77.76	July collections
AED Locator (E.U.) Ltd	117.60	Defibrillator monitoring service – annual fee
James Glasgow – the Handyman	170.00	Supply and install wooden rails on swing dividers
BT	139.84	Phone

Southern Electricity dd	155.34
Total	1665.60

Energy

Cheques for payment in September

Mrs S Henson	520.73
Bucks CC	181.97
HMRC - online	70.20
Mrs S Henson	9.00
Acorn Landscaping	185.25
Acorn Landscaping	67.50
TBS Hygiene	97.20
SSE Contracting	455.68
Chiltern Society	30.00
PFK Littlejohn	240.00
Southern Electric dd	19.63
Southern Electric dd	19.57
Southern Electric dd	170.35
Total	2067.08

August salary
September pension
Tax
Mileage
5/12 highways grass cutting plus post in Pedestal
Replacing 1 post in pedestal/ cutting trees at crossing
August collections
Lighting repairs for 2 lights in Bradenham Road
Annual subscription
External audit fee
Feeder pillar
Feeder pillar
Street light energy

Statement of Account as at 1st September 2018

Opening balance – 1 st July	47270.68
Less July cheques and dd's and cheque adj of 60p	2978.21
Less August cheque's and dd's	1665.60
Plus credit from Castle Water	364.97
Total	42991.84

News from your Parish Council

What a wonderful Summer we have had although I suspect Autumn will come early as we have been picking and eating blackberries since early August and the hazel trees have had ripe nuts since that time as well. We should all have had enough Vitamin D to make us healthier for the coming Winter.

All the sunshine and long warm evenings caused us a few problems on the Pedestal Playing Field. A group of youths caused disturbances into the early morning for residents of Cookshall Lane and several strip light 'bulbs' were deliberately broken over the play equipment. It took four members of the Parish Council and a very kind local resident over one and a half hours to pick up every tiny piece of glass. We are currently costing up a CCTV system as one way of being able to identify the culprits and hopefully reduce the costs incurred on maintaining the play equipment. We know that many people visit the playing field every day and it is a regular venue for children and their families. In an age of concern over childhood obesity we want to be able to provide our community with the opportunity to undertake healthy and fun exercise.

As with all local government authorities we are looking at ways of maintaining our community but also reducing our long term costs. We have been building up a reserve to update to LED lighting, the street lights which we own along Bradenham Road, Chorley Road and some of the heritage lights around the village. We are working with different contractors to get prices for the project. If the quotations are within our budget we will start with the lights in the Bradenham Road. Our energy costs to run the lights currently cost around £155 per month and this will increase from September and we have to be able to reduce this for the future.

The Parish Council continues to work with HS2 and Bucks County Council to ensure that the work undertaken for our presentation to the House of Commons Select Committee in November 2016 was not wasted. We want to ensure that our community is compensated for any disruption caused by the construction traffic for HS2.

Pavement parking is a big issue in our parish. All pavements should have enough available width for a side by side double buggy or wheelchair to pass along freely. There have been issues along the Chorley Road and we have seen people have to walk along the West Wycombe Road where cars are parked on the pavement. Pavements are for pedestrians, roads are for cars, and if parking on the road slows the traffic that is usually a benefit for our residents. The other cause of reducing the available width of a pavement is overgrown hedges and overhanging tree branches. As we prepare our gardens for autumn please check your boundary hedges and trees. Pedestrians should be able to use the full width of the pavement at feet and head level and should not have to duck and dive under branches.

Residents in the High Street need to remember that parking within the marked bays is time restricted and is there for the benefit of our shops. Please park on the other parts of the High Street within the stated hours and ensure that visibility for residents turning out of Church Lane under the arch is as clear as possible. We need all our businesses, especially the Post Office, to thrive and survive.

Our next meeting will be at 8pm on Thursday 13th September in The Church Room. The dates for all the meetings in 2018 are on the Noticeboards and on the website.

Please do not forget to get the latest information on: Parish Council activities; social events; Bucks County Council; Wycombe District Council; Thames Valley Police; Government legislation, footpaths and many other things that may affect our community and could provide information to residents by going to – www.westwycombe.org.uk
The Parish Council has a Twitter account - [@WestWycombePC](https://twitter.com/WestWycombePC)

The Clerk works part time for the Parish Council, however we will always be happy to receive emails and please feel free to leave messages on the answer machine.

Sharon Henson, Clerk to the Parish Council 01494 448048 clerk@westwycombe.org.uk

PEDESTAL PLAYING FIELD (Playground Area)

Proposed Installation Of CCTV

The system suggested is manufactured by [Reolink](#) and comprises a Network Video Recorder powered by Linux and 4 x Outside HD Cameras. The unit has the capability to record up to 8 channels simultaneously which allows for future expansion.

The cameras are 4mp 2560x1440 resolution and will be powered through Cat6 POE cables removing the need to run mains power to each camera. They are each fitted with 18 Infrared LED's giving up to 100ft of night vision.

The system storage can be expanded from 1tb to 4tb by attaching an external hard drive (recommended) and outputs an HDMI signal at 1080p to feed an external monitor allowing for 4 cameras to be monitored simultaneously on record or playback.

The system does not require an internet connection after initial setup which means that remote operation is not possible but this should not be an issue as the recordings will only need to be checked after an incident.

The system will need to be housed in a suitable secure cabinet within the pavilion and provided with a tamper-proof 240v power supply to provide power to the system, an HDMI monitor and the external hard disk.

Two scaffold poles will need to be erected. Each will carry 2 cameras, a connection box, catenary wire brackets and anti-climb guard. Cables will fly at high level on the catenary wire from the pavilion to pole 1 and onwards to pole 2. Four cables will run to each pole to allow for expansion or in the event of a cable failure.

The location of the poles will be subject to an on-site survey but is expected that Pole 1 will be at a point where a line from the end of the pavilion intersects a line from the end of the multi-play unit. Pole 2 would be positioned where a line from the multi-play unit intersects a line which dissects one of the swing partitioning fences.

Four informational signs will be required to conform to the Data Protection Act 2018.

It is estimated that the total cost would be in the region of £1500.00 (ex VAT)



Network Video Recorder Features

- SUPER HD 4.0 Mega pixel Resolution
- Real-time Recording at 4.0MP 2560*1440 Resolution
- Simultaneous Playback and Live View on the same screen
- Selectable area Zoom during Live and Playback display
- Easy Camera Installation using Power over Ethernet (CAT5) cable
- 24/7 100% Duty Cycle Hard Disc Drive
- Expandable High Capacity Storage - up to 4TB
- HDMI output resolution 1080P & VGA output for simple connection to HDTVs (HDMI cable included)
- View, Record, Playback, Backup & Remotely control the system simultaneously

Connectivity Features

- Latest Reolink P2P Technology
- Instant Mobile Viewing on compatible Smartphones Dedicated iPad® and Android tablet apps with multi-channel live viewing and 1 channel playback
- ReoLink Easy Connect Internet Set-up Wizard
- Reolink Client Software
 - PC (Windows 7, 8, 10) compatible using client software (included) & web browser.
 - Mac remote client software (included) and Safari web browser.
- Instant e-mail alerts with snap shot attachments of event and web link