

MINUTES OF THE MEETING HELD ON THURSDAY 13th AUGUST 2020 AT
8.00 PM BY ZOOM

ATTENDANCE: Cllrs Mr S. Cope, Mr N Harris, Mrs V. Smith, Mrs K. Cheshire, Mr N. Timberlake,
Mr P Brown
Mrs S Henson - Clerk Cllr Mr D. Hayday

No members of the public

APOLOGIES: Cllr Mr R. Seymour, Cllr I. McEnnis

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS BY MEMBERS RELATING
TO ITEMS ON THE AGENDA – None declared

CONFIRMATION AND SIGNING OF MINUTES OF THE JULY PARISH COUNCIL MEETING

The Minutes for the July Parish Council meeting were agreed by those Councillors present and will be signed by the Chairman outside the meeting.

MEETING CLOSED FOR PUBLIC QUESTION TIME

MEETING REOPENED

CLERKS REPORT

1. Cllrs Brown and Harris have installed the MVAS on the entry to the High Street from the Pedestal Roundabout. Thank you to Cllr Brown for preparing the equipment for installation.
2. The shrubs, hedging and plants have been cut back by Complete Tree Services on the section of West Wycombe Road from Grant and Stone to Rent a Van.
3. The half-height barrier and special locks have been installed at the Pedestal Playing Field. We have 5 keys – 1 key given to Downley Dynamos, 1 key each to Cllrs Cope and Harris and the Clerk holds 2 keys.
4. COVID guidelines for public transport have been put up in the bus shelters.
5. The Pedestal Playing Field Risk Assessment and the General Risk Assessment have been updated and reproduced in accessible format and are on our website.
6. Prices from JSG Handyman for removing, disposing and replacing 4 noticeboards.
7. Price from Earth Anchors for purchase and delivery of 4 noticeboards.
8. The Burial Ground Rules, Regulations and Fees have been updated and are on the website and the Burial Ground noticeboard and sent to all local undertakers. The Burial Ground Noticeboard is in a poor state and a replacement has been included in the above quotations.
9. We need to either fit a new spring or replacement hinges on the small entry gate to the Pedestal Playing Field. Clerk will ask JSG Handyman for a price to undertake the work.
10. After discussions with Cllr Seymour the Clerk has stopped the Standing Order for the Old Folks Christmas Party. We will consider making a donation when it is clear what the future plans are.
11. Clerk has resubmitted to the North West Chilterns Community Board all the paperwork produced for the LAF in November 2019 for the High Street pavement feasibility survey.
12. Clerk is meeting the NW Chilterns Community Board co-ordinator on 18th August.
13. The Pedestal Playing Field barrier was closed on 6th August until mid-August.
14. The tri table has been moved.
15. Clerk has chased our Local Area Technician about gully clearing, the two non-working VAS units on Bradenham Road and the road surface of Bradenham Road and the Pedestal Roundabout. The gullies are due to be cleared in the last two weeks of August.
16. Clerk has reported the amount of gravel and debris at the bottom of Church Lane on Fix My Street.
17. Clerk will arrange for the shelter belt hedge to cut as well as a second cut on the top field.

275.1 Correspondence Received from 16th July - 13th August 2020

1. Website analysis for July – emailed.
2. NALC, SLCC and BMKALC emails with constant updates in connection with COVID 19 and all the changes made by the CORONAVIRUS 2020 Act and 2020 Regulations by the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020 (“the Amendment Regulations”) – virtual meetings can currently continue until May 2021.
3. Buckinghamshire Council daily and weekly updates – links put on website
4. Minutes and future dates for the first NW Chilterns Community Board meeting - emailed
5. WDALC Minutes of the June meeting and notification of the AGM and next meeting on 17th September at 7.30pm – emailed.
6. Email from a resident confirming that they have cut back the wisteria over the pavement from their property boundary.
7. Notification of possible traveller activity in the week ending 14th August – barrier on Pedestal Playing Field will be closed from 10th August. Downley Dynamos have been advised.
8. Notification that the Police and Crime Commissioner is opening a Facebook page – on website.
9. Confirmation from Littlejohn External auditors that they have received our documents which were sent in June!
10. Survey on High Wycombe Local Cycling and Walking infrastructure – emailed and on website.

275.2 Planning Applications & decisions:

Decisions

20/06405/FUL -25 Portway Drive High Wycombe-Householder application for construction of single storey rear extension and loft conversion (alternative to 20/05507/FUL) – permitted.

275.3 To consider COVID19 and decisions or actions which may be required including support
Nothing

275.4 To agree to place an order for 4 new noticeboards – the burial ground, the High Street, Portway Drive and Bradenham Road at a cost of £2245 plus VAT and removal, disposal and installation costs of £470

It was resolved to place an order with Earth Anchors Ltd at a cost of £2245 plus VAT and with JSG Handyman for the removal, disposal and installation at a cost of £470.

275.5 To discuss the need for new photographs for the accessible website due to go live in September

We need extra photographs to be more representative of the whole parish. Cllr Harris recommended the local National Trust Volunteer photographer. The Clerk will make contact to gain permission and ask for a few extra photographs.

275.6 To approve the accounts for August 2020 signing of cheques - appendix 2

It was resolved to approve the accounts. See end of Minutes.

275.7 Members questions

Cllr Timberlake has completed the cycling questionnaire.

275.8 Date of next meeting

The next Parish Council meeting will be held on Thursday 10th September at 8pm via ZOOM

Payments to be made in August 2020

Castle Water (dd)	18.66	Allotment water 5/10
Sophos (debit card)	37.50	Antivirus protection
Mrs S Henson	597.62	July salary
Mrs S Henson	13.85	Mileage and expenses
Bucks CC	221.30	August pension
HMRC - online	85.80	Tax
Acorn Landscaping	488.14	4/12 highway grass,5/12 burial ground, Pedestal strimming 4/12
TBS Hygiene	144.00	July collections (price increase delayed from April)
West Wycombe Estate	53.33	Hammerite paint for Pedestal Playing Field barrier
Earth Anchors Ltd	34.74	Tri table removal kit
Cllr S Cope	43.17	Three months Zoom subscription refund
Parish Council Website	375.00	Deposit for new accessible website & .gov.uk domain
Complete Tree Services	354.00	Cutting back hedges and overhanging trees WW Rd
Microsoft (debit card)	59.99	Annual subscription
Wild Parishes(debit card)	5.00	Environmental webinar
Southern Electric (dd)	86.45	Streetlight energy
BT	163.82	Phone
Total	2782.37	

Statement of Account as at 1st August 2020

Opening balance – 1 st July	45216.42
Less July payments	11806.38
Total	33410.04