



*West Wycombe  
Parish Council*

**YOU ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL  
TO BE HELD ON THURSDAY 11<sup>th</sup> FEBRUARY 2021 AT 8PM VIA ZOOM UNDER SECTION 78 OF THE  
CORONAVIRUS ACT 2020 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”)**

**MEMBERS OF THE PUBLIC and PRESS ARE INVITED TO ATTEND VIA THE ZOOM LINK**

<https://zoom.us/j/99085192403?pwd=NIhGd0JLY0RxcVRHNVVody8xQ1RHZz09>

**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 January Parish Council Meeting
4. Report on progress on items in the previous minutes

**MEETING CLOSED FOR PUBLIC QUESTIONS AND MEETING RE-OPENED**

5. Correspondence – see Appendix 1
6. Planning Applications & decisions: **20/08493/FUL-484 West Wycombe Road High Wycombe**  
Householder application for construction of single storey rear extension  
**21/05101/Ful – 14 Bradenham Road, West Wycombe** – Householder application for  
construction of front porch and single storey rear extension following removal of existing ground  
floor extension
7. To modify the Parish Council's Standing Orders
8. To consider the Buckinghamshire Town and Parish Charter
9. To discuss the replacement of the toddler swings
10. To discuss the use of litter bins and use of the reserved parking bays
11. To report any highways issues
12. To discuss burial ground fees
13. To discuss the Allotment Competition for 2021
14. To consider COVID19 and decisions or actions which may be required
15. To approve the accounts for February 2021 signing of cheques - appendix 2
16. Members questions
17. Date of next meeting - Parish Council meeting – 11<sup>th</sup> March 2021 at 8pm via ZOOM

SHARON L. HENSON, CLERK

4.2.2021

**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@westwycombeparishcouncil.gov.uk](mailto:clerk@westwycombeparishcouncil.gov.uk)**

## Correspondence Received from 14<sup>th</sup> January – 4<sup>th</sup> February 2021

1. Website analysis for January – emailed.
2. Buckinghamshire Council daily and weekly updates and press releases – links put on website
3. Notification that the S137 figure for 2021/2022 is £8.41 per head based on the Electoral Roll.
4. Information for the elections which are currently planned to take place on 6<sup>th</sup> May. Clerk will issue all documents in March. We go into the process on 22<sup>nd</sup> March and that is when purdah starts.
5. Buckinghamshire Council Planning and Environment Newsletter – emailed
6. ICO Data Protection renewal notification for March.
7. Notification of webinar on Local Nature Recovery Strategy – emailed, Clerk has signed up.

### Clerks Report

1. The gullies from Chorley Road junction to the Pedestal roundabout still have not been jetted as far as can be told – one or two nearer the Pedestal do seem to be cleaner. Clerk has left two messages to the TfB manager but to date have not had a return phone call.
2. The phone changeover will take place on 8<sup>th</sup> February – 01494 448048 will continue to be the contact number for the Parish Council.
3. Clerk has written to the Lease Owners of Rosemary Close asking them to cut back their boundary on the Pelican Crossing side.
4. Light 20 in the High Street has been reported as have lights 1 and 10 in Bradenham Road and 26 Chorley Road. The order was placed on 14<sup>th</sup> January for the lights outside the school to be repaired/converted.
5. Damage around a drain near The Malt House has been reported and potentially repaired.
6. The potholes and grip issues in Towerage Lane have been reported but we have had an answer saying that the lane was jet patched and the grips were dug out last year and we will have to wait for work to be undertaken.
7. Clerk attended the Transport Focus Group meeting.
8. Clerk attended the Clerks Forum for our area.
9. Clerk attended the Town and Parish Charter Working Group meeting.
10. Extract from Standing Orders modified in May 2018 - Behaviour of Members - item 24  
h. A Councillor who does not attend for six consecutive Parish Council meetings ceases automatically to be a member of the Council unless either he has a 'statutory excuse' or his failure to attend is due to a reason approved by the council e.g. ill health; attendance at WDC/BCC meetings.  
We need to correct/amend this to WDALC and Buckinghamshire County meetings and add annual holiday and work commitments.
11. Parish Charter  
The Draft Parish Charter has been emailed to all Councillors and a hard copy with a survey for each Councillor to complete is enclosed in the pack. This is the document 10 Clerks, including myself, and Buckinghamshire Council having been working on since the Secretary of State made the Unitary decision. As an ex WDC parish we need to make comment about the centre of Wycombe District's residents not being represented and able to have the same expectations for mutual working arrangements and support. Please complete the individual surveys and get the pack back to me by 1<sup>st</sup> March – closing date for responses, which has to be online is 7<sup>th</sup> March. You can respond individually online but a single response will be sent from the Parish Council.
12. Pedestal Playing Field  
With Easter at the beginning of April – Good Friday April 2<sup>nd</sup> – we need to make a decision and place an order for the baby cradle swing. Another idea is attached – it is an adult/toddler combination. Possibly order something like this and a single toddler swing. Need a site visit and it may need a longer frame to accommodate this. A site visit is needed from a manufacturer. We have to replace the actual seats whatever happens to comply with the Play Inspection. See illustration. We should also look at having a different surface installed under the three swing elements as this is continuing wearing out and being commented on in the play inspection report.
13. Litter bins and reserved parking bays  
We are all aware that residents are using the litter bins for their domestic rubbish. The National Trust has been asked to write to their tenants on both issues but say that they do not have the staff to do this at the moment. West Wycombe Estate has written on the subject to their tenants. Do we have proper signs made to be attached to each bin stating that the bins are not for domestic rubbish or do we do a letter drop to the High Street and one other address which will cover the parking issue as well. We know that more people who work in the community are parking in the High Street as they are not prepared to pay the parking charges; they are also parking in the Pedestal Car Park for the same

reason, but these are usually 'walkers'. The Bull and Butcher at Turville have closed off their car park with a sign saying, 'if you want to park here you are obviously not local' and Naphill Village Hall has closed their car park barriers, one assumes for similar reasons. Much of the parking issues will be a permanent scenario but we need to have the reserved bays kept clear for the shops. A parking warden has been out and about.

#### Burial Ground Fees

14. This is for discussion. With more environmentally friendly coffins e.g. wool, felt, cardboard, willow and rush we are having to undertake more ongoing maintenance with soil and turf etc. The graves sink faster and deeper, especially if the burial is during wet weather. Should we consider a surcharge for these types of coffins? Currently fees are: £300 and £190 for re-opening a grave for second burial.

#### **Payments to be made in February 2021**

Giff gaff (debit card)	6.00	Monthly charge for mobile
Smart Numbers (dd)	40.78	Service charge for February and March phone
Mrs S Henson	597.42	December salary
Bucks CC	221.30	January pension
HMRC - online	86.00	Tax
Acorn Landscaping	488.14	10/12 highway grass, 11/12 burial ground, Pedestal strimming 10/12
TBS Hygiene	144.00	January collections
Chiltern Society	220.08	Footpath clearance for 2020
David Stocks	380.00	Fence repairs to burial ground boundary
Southern Electric (dd)	75.48	Streetlight energy
<b>Total</b>	<b>2259.20</b>	

#### **Statement of Account as at 1<sup>st</sup> February 2021**

Opening balance – 1 <sup>st</sup> January	40038.03
Less January payments	5360.28
Plus burial fee	190.00
<b>Total</b>	<b>34867.75</b>