



*West Wycombe
Parish Council*

**YOU ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL
TO BE HELD ON THURSDAY 14th JANUARY 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/96705432513?pwd=NkJ6cGhxeWJmV21Hd0RaeHpZnjl4QT09>

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 December 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:
 - 20/08437/CTREE-Land Rear of St Pauls Church, High Street, West Wycombe**-Thin crowns by 10% to contain remove hung up branch and stems supported on split union x 3 Norway Maple (G6), remove faulted limb over footpath x 1 Horse Chestnut (T1208), remove x 2 Ash, fell to ground level x 1 Goat Willow (T1210) and crown thin reduce by 33% x 1 Prunus (T1211)
 - 20/08363/PNP3R-Chorley Farm, Bottom Road, West Wycombe** -Prior Notification (Part 3, Class R) for change of use of part of existing building from agricultural use to flexible commercial use
 - 20/08326/TPO-West Wycombe Park, West Wycombe**-Reduce canopy by up to 4m to contain to form smaller more compact crown and reduce weight to alleviate strain on potential weak unions in upper canopy x 1 Horse Chestnut (T2)
 - 20/08337/FUL-Wyeside, Park Farm Road, High Wycombe** -Householder application for construction of roof extension incorporating habitable space within loft, including rear & side dormers and additional roof lights, part single storey, part two storey rear extension and fenestration alterations (alternative scheme to pp 19/06975/FUL)
7. To receive an update on the LED Heritage light conversion and approve the conversion of three more lights
8. To receive an update on the feasibility study for the High Street and to confirm that the Parish Council has agreed to match fund the Buckinghamshire Council's contribution of £3086.30
9. To report any highways issues
10. To agree to pay the Clerks annual working from home allowance for 2020
11. To consider COVID19 and decisions or actions which may be required
12. To adopt an Accessibility Statement for the Parish Council website
13. To approve the accounts for January 2021 signing of cheques - appendix 2
14. Members questions
15. Date of next meeting - Parish Council meeting – 11th February 2021 at 8pm via ZOOM

SHARON L. HENSON, CLERK

7.1.2021

**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**

Correspondence Received from 10th December 2020 – 7th January 2021

1. Website analysis for December – emailed.
2. Buckinghamshire Council daily and weekly updates and press releases – links put on website
3. Notification and agenda for WDALC December meeting and subscription for next year.
4. Email from Chiltern Rangers -they are still considering our project and we will eventually have a site meeting.
5. Email from John Pateman re the timescale for the High Street feasibility study. Clerk has responded that 22/23 seems an excessively long time for delivery.
6. North West Chilterns Community Board notification of meeting on 11th March – emailed
7. Confirmation from the NW Community Board will fund £3086.30 towards the High Street Feasibility study upon receipt that the Parish Council will match fund.
8. Email from a High Street resident with concerns over air pollution – Clerk has responded and forwarded the email from WDC which was produced in response to our request to be included in the air pollution zone.
9. Email advising that Contact will be published again in April -this was issued prior to National Lockdown so this may change.
10. Notification that we will be invoiced £220.08 by The Chiltern Society for the footpath clearance in 2020.
11. Thank you emails from residents who received pots of hyacinths as thank you for carrying out volunteer activities within the parish.
12. Request for permission to erect a memorial headstone – Clerk has granted the request.

Clerks Report

1. All the noticeboards have been installed.
2. The gullies from Chorley Road junction to the Pedestal roundabout still have not been jetted.
3. All allotments currently have active tenants.
4. The mobile phone has been purchased and the changeover has been ordered but not been implemented.
5. The Clerk will be overseeing a burial on 7th January. Only 10 people will be present at a graveside service. Masks will be worn.
6. The planning application for the tree works in the burial ground has been submitted and is on our agenda, we will not be commenting as it is our own application.
7. There are three lights near the school currently not working. There has been confusion over ownership and it has been confirmed that they are our lights. Clerk hopes to have a price for converting these in time for the meeting.
8. We have to agree on an Accessibility Statement for our website. We have a webmaster service therefore the appropriate statement is enclosed for consideration – enclosed.

Payment made at end of December

Castle Water (dd)	9.43	Burial ground water
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Payments to be made in January 2021

Castle Water (dd)	18.66	Allotment water 10/10
Viking (debit card)	39.44	Stationery
Cartridge People (debit card)	29.90	Black cartridge
Giff gaff (debit card)	6.00	Monthly charge for mobile
Mrs S Henson	597.42	December salary
Mrs S Henson	652.28	Nov/Dec miles, stamps, gifts, fobs, annual allowance
Bucks CC	221.30	January pension
HMRC - online	86.00	Tax
Acorn Landscaping	488.14	9/12 highway grass, 10/12 burial ground, Pedestal strimming 9/12
TBS Hygiene	115.20	December collections
JSG Handyman	470.00	Removal, disposal & installation of 4 noticeboards
Buckinghamshire Council	52.20	Annual Play inspection
Southern Electric Contracting	2493.22	LED heritage light conversion
Smart Numbers (dd)	23.99	Monthly phone calls (not active yet)
Southern Electric (dd)	90.52	Streetlight energy
Total	5384.27	

Statement of Account as at 1st January 2021

Opening balance – 1 st December	43898.20
Less December payments	3875.17
Plus allotment rent	15.00
Total	40038.03

Accessibility Statement

This accessibility statement applies to
[https:// westwycombeparishcouncil.gov.uk](https://westwycombeparishcouncil.gov.uk)

This website is run by West Wycombe Parish Council and managed by Parish Council Websites. The Parish Council are responsible for the content documents of the site whilst Parish Council Website are responsible to the council for the site itself.

We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and Voice-Over)

To assist with website accessibility, Parish Council Websites have installed an Accessibility Widget

Located at the top left of the website, this widget offers a broad selection of functions that users can mix and match to meet their individual accessibility needs. Each of the functions can be turned on or off. Furthermore, settings for each user are automatically saved (via a cookie) for future site visits. The functions include, but are not limited to:

- **Keyboard Navigation:** Navigate most of the website using just a keyboard.
- **Read Page:** Listen to most of the website.
- **Contrast:** Change contrast levels. Choose from the following: normal contrast, invert colours, dark contrast, light contrast and desaturate.
- **Highlight Links**
- **Bigger Text:** Choose from four increasing font sizes without the text spilling off the screen.
- **Text Spacing:** Modify line spacing for improved readability for dyslexic and visually impaired users.
- **Stop Animations**
- **Legible Fonts**

We have also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

How accessible this website is

We know some parts of this website are not fully accessible:

- PDF documents produced by the council and uploaded before 1st January 2021 are not fully accessible to screen reader software.
- PDF documents produced by third parties may not be accessible

Feedback and contact information

If you need information on this website in a different format:

- Email: Please use the Contact Form on the website
- Tel: 01494 448048

We'll consider your request and get back to you in 20 working days.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact:

- Email: Please use the Contact Form on the website
- Tel: 01494 448048

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

Contacting us by phone or visiting us in person

Find out how to contact us:

<https://westwycombeparishcouncil.gov.uk/contact.php>

Technical information about this website's accessibility

West Wycombe Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Compliance Status

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard due to the non-compliances listed below.

- Older PDF files such as Meeting Minutes and Agendas published before 1st January 2021.
- Scanned documents such as Conclusion of Audit or documents that may include a signature or other handwriting.
- Videos
- Content produced by third parties or using third party software.

Third party software includes but is not limited to:

- *Google Maps*

The Google Maps that are embedded on a number of pages throughout the website are not accessible for screen readers. The pages on which these maps appear include the Contact page. The maps do not meet WCAG 2.1 success criterion 1.1.1 (non-text content). However, to reduce the impact of these maps being inaccessible to some readers, we have provided a written address for each event venue location on the individual event pages.

Disproportionate Burden

The council has discussed and resolved in Minute (insert number) that the conversion of all archived documents between 23rd September 2018 and 1st January 2021 present a Disproportionate Burden on the council which only serves a population of **????** people.

The council has discussed and resolved in Minute (insert number) that the conversion of all archived documents supplied between 23rd September 2018 and 1st January 2021 by third parties, any scanned documents or documents containing hand writing because the work would impose a Disproportionate Burden on the council.

The council has discussed and resolved in Minute (insert number) that the conversion of all archived documents supplied after 1st January 2021 by third parties, any scanned documents or documents containing hand writing.

Content that's not within the scope of the accessibility regulations.

Many of our older PDFs and Word documents do not meet accessibility standards – for example, they may not be structured so they're accessible to a screen reader. This does not meet:

- WCAG 2.1 success criterion 4.1.2 (name, role value).
- WCAG 2.0 success criterion 2.4.5 Multiple Ways
- WCAG 2.0 success criterion 2.4.8 Location

The accessibility regulations [do not require us to fix PDFs or other documents published before 23 September 2018](#) if they're not essential to providing our services. For example, we do not plan to fix documents such as agendas, minutes and financial documents prior to 2018.

The Council are required, by law, to upload a number of documents that have been approved and signed (the end of year audit for example), this is done by scanning the document and uploading as a PDF filetype. The very nature of a scanned document is not accessible and often OCR conversion of the document is not perfect. This will be reviewed, likely in 2025 to see if technology or regulations have changed.

Any new PDFs or Word documents the Council publish will aim to meet accessibility standards, unless these documents are in a format which cannot be made accessible easily. If you are unable to access any document on this website due to its format, please contact the Clerk via the methods mentioned above.

What we're doing to improve accessibility

We will be running regular accessibility checks and ensure that new content added to the website meets accessibility requirements where possible.

Preparation of this accessibility statement

This statement was prepared on **insert date approved by council**