

MINUTES OF THE MEETING HELD ON THURSDAY 20th MAY 2021 AT 8.00 PM IN THE  
VILLAGE HALL, WEST WYCOMBE

ATTENDANCE:

Cllrs Mr S. Cope, Mr N. Harris, Mrs V. Smith, Mrs K. Cheshire, Mr J. Carstensen

In attendance: Mrs S. Henson - Clerk      Buckinghamshire Councillors Mr D.Hayday, Mrs O. Hayday

APOLOGIES: Cllrs Mrs E. Copley, due to a medical emergency, Mr N. Timberlake

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS BY MEMBERS RELATING TO ITEMS ON THE AGENDA – Cllr Cope declared a pecuniary interest in the item relating to the Chairman's Allowance.

CONFIRMATION AND SIGNING OF MINUTES OF THE MARCH ANNUAL PARISH MEETING AND THE APRIL PARISH COUNCIL MEETING

The Minutes for the March Annual Parish meeting and the April Parish Council meeting were agreed by those Councillors present and signed by the Chairman.

CLERK'S REPORT

1. Clerk continues to communicate with the National Trust re the archway cobbles.
2. Two new tenants have taken over plots on the allotments.
3. The order for the replacement swings has been submitted with a request to complete before the summer holidays.
4. The subscription for ZOOM meetings will end on 5<sup>th</sup> June 2021.
5. The Clerk completed the call for evidence in relation to the continuance of remote and virtual meetings.
6. The Clerk is currently talking to two other Clerks who have Facebook Pages for their parishes and how they use it for information and control it.
7. The Allotment Competition criteria has been sent out to all tenants.
8. Tree works in the burial ground and the Pedestal Playing Field will take place in June.
9. The internal audit papers have been emailed to all Councillors.

MEETING CLOSED FOR PUBLIC QUESTION TIME

MEETING REOPENED

284.1 Correspondence received 16<sup>th</sup> April – 20<sup>th</sup> May 2021

1. Website analysis for April – emailed.
2. Buckinghamshire Council daily and weekly updates and press releases – links put on website.
3. Minutes of the March meeting of WDALC – forwarded to Cllr Cope.
4. Notification of payment of the first 50% of the precept has been paid into the bank from Bucks Council.
5. Further emails from residents of Park Farm Road about the current construction and an email from the applicant.
6. Notification of the election candidates and results – emailed and on website.
7. Email from Chiltern Rangers to carry out a further site visit on 17<sup>th</sup> May. This is due to Sir Edward suggesting the wood beyond the field is included in the project. Chiltern Rangers will produce a cost for the extra work involved which Sir Edward may fund.
8. Notification of a Play Around the Parishes project- agenda item – information enclosed.
9. Notification and guidance from NALC on the resumption of holding face to face meetings.
10. Information from the Chilterns Conservation Board on the Walking Festival – on website
11. Thank you email from Mr Murray for his garden gift vouchers.
12. Notification that the Rural Forum Farm Tour will be at Kensham Farm on 1<sup>st</sup> July.
13. Cllr Hayday asking if The Swan should become a Community Asset – Miss Barry has been consulted.
14. West Wycombe Village Hall booking form, COVID guidance and risk assessment – completed and returned.
15. Came & Company Risk Assessment for the restart of face-to-face Parish Council meetings.

284.2 Planning Applications & decisions:

No applications or decisions on outstanding planning applications:

- 284.3 To revise clause 3.4, 5.3, 6.1 and 6.5 of the Financial Regulations  
Prior to the meeting Councillors were supplied with information relating to each category. Due to COVID and virtual Zoom meetings we had paid all our suppliers via BACS and the Clerk continues to use the debit card. It was resolved to modify our Financial Regulations to reflect and continue with these changes.
- 284.4 To agree to pay the internal auditor £125  
Councillors thanked the internal auditor for a very thorough inspection, and it was resolved to make the payment of £125.
- Cllr Cope left the room and Cllr Harris took the Chair.
- 284.5 To agree to pay the Chairman's Allowance of £150  
It was resolved to make a payment of £150 to Cllr Cope.
- Cllr Cope re-joined the meeting and took the Chair.
- 284.6 To receive and discuss the internal auditor's report  
It was resolved to accept the report. No issues were raised. Cllr Cope thanked the Clerk/RFO for her work on the accounts.
- 284.7 To complete the Annual Governance Statement  
Cllr Cope read out the statements which were all answered in the affirmative. The document was signed by Cllr Cope.
- 284.8 To approve the accounts for the year ending 31<sup>st</sup> March 2021  
It was resolved to approve the accounts. Cllr Cope and the Clerk/RFO signed the document.
- 284.9 To note the date of 14<sup>th</sup> June until 23<sup>rd</sup> July for the public inspection of the annual accounts  
It was duly noted. The Clerk/RFO will now send all the relevant paperwork to the external auditor.
- 284.10 To discuss Her Majesty's Platinum Jubilee Celebrations for 2022  
Discussions took place over having a Beacon and family picnic. The Bank Holiday goes from Thursday 2<sup>nd</sup> June until Sunday 6<sup>th</sup> June inclusive. The Events Team will contact the Church, School, Preschool, WWCC and Library to start discussing a community event which may or may not tie in with the Beacon or be something separate on the Saturday in West Wycombe Park. Councillors to think of a permanent commemoration e.g., seat, bursary, photographic competition, name of the Environmental Project.
- 284.11 To discuss the A4010 suggested strategy report presented by Cllr Timberlake  
This will be discussed at the next meeting due to Cllr Timberlake's absence.
- 284.12 To discuss the creation of a Community Orchard Environmental project  
The Clerk had written to Sir Edward Dashwood advising him of our plan. He responded by suggesting that the woodland adjacent to Church Lane could be included. Cllr Cope and the Clerk have had a further site visit with the Chiltern Rangers to consider the implications and practicality of his suggestion. The Chiltern Rangers have worked with West Wycombe Estate in the past. We are currently waiting for their report and costings. West Wycombe School are having a Sumer Fete on 26th June and the Clerk has had a discussion with Mr Tang about involving the school in our project and that we might like some space at the Fete to talk about it and test the interest of the community.
- 284.13 To consider the Play Around the Parishes scheme for the Summer Holiday  
Buckinghamshire Council has developed the idea to provide some light relief and fun for local children. After much discussion it was felt that this may not be a viable scheme as it would be difficult to restrict it to the parish. With the increase in the Indian variant of COVID the timing is probably not appropriate. Clerk will ask more questions and see whether they would be organising anything on The Rye which we might contribute to.
- 284.14 To consider setting up a Parish Council Facebook page for information only

The Clerk has spoken to the Clerks of Piddington and Wheeler End, Lane End and Hambleden Valley to ask about their experiences. They have put controls in place and turned off the Message Direct option and put a link for emailing the Clerk with any issues; they have also set up a profanity filter. In general, they have not had any issues and would say that their community Facebook pages tend to have the issues and arguments. They use their Facebook pages to spread information. We do Tweet. It was agreed to proceed with an information Facebook page. The Clerk will start work on it and ask for help if needed.

**284.14 To report any Highways issues**

Confirmation that Transport for Bucks agree with the need to extend the double yellow lines over the brow of the hill on Chorley Road and are drafting up some suggestions. We would have to submit our request through the NW Community Board.

TfB have still not made contact about gully emptying. Hopefully, their policy to deal with flooding by purchasing extra gully machines will benefit our parish. Cllr Hayday will try to facilitate.

Our applications to the HS2 Road Safety Fund have been submitted to cover: i) traffic calming gateways on the Bradenham Road; ii) improvements to the traffic warning signs and visibility on the A4010 at the Bradenham Road railway bridge and right of way; iii) white edgelines along the whole of the A4010 from West Wycombe.

The landowner of the land on the far side of the Bradenham Road railway bridge appears to be Beta Instruments who used to be on Cressex Industrial Estate but so far, the Clerk has not been able to make any contact in order to have hedge and fence maintenance undertaken.

Request from TfB to hold a brief site meeting to re brief the new project manager for the High Street feasibility study. Clerk will contact Jim Stevens. Suggested dates 9<sup>th</sup> and 10<sup>th</sup> June.

Clerk has asked Dan Green to carry out grip clearance in Towerage Lane – in the short term this will be carried out manually but longer term work is being planned.

**284.15 To consider COVID19 and decisions or actions which may be required**

As play areas can now be opened the Clerk will remove all the 'Closed' signage and refresh the sanitising distancing signage.

**284.16 To approve the accounts for May 2021 – appendix 2**

It was resolved to approve the accounts.

**284.17 Members questions**

The Clerk and Councillors discussed a suitable 'thank you' for Mr Seymour who has retired as a Parish Councillor. The Clerk was given permission to spend £100.

**284.18 Date of next meeting – Thursday 10<sup>th</sup> June in the Village Hall, West Wycombe**

**Payments to be made in May 2021**

Giff gaff (debit card)	6.00	Monthly charge for mobile
Smart Numbers (dd)	23.99	May service charge
Mrs S Henson	599.42	April salary
Bucks CC	221.30	May pension
HMRC - online	84.00	Tax
Acorn Landscaping	488.14	Highway grass, burial ground, Pedestal strimming
TBS Hygiene	144.00	April collections
Rialtas	148.80	Finance package software support
Came & Company	1025.01	Parish Council insurance
West Wycombe Community Assoc	31.25	Room hire
BMKALC	220.84	Annual subscription
Mr S Cope	178.78	ZOOM meetings & Chairman's Allowance
Miss L Hewitt	125.00	Internal audit
Southern Electric (dd)	87.79	Streetlight energy
Castle Water (dd)	13.95	Allotment water supply
<b>Total</b>	<b>3398.27</b>	

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

Opening balance – 1 <sup>st</sup> April	29531.46
Plus 50% precept	21750.00
Bucks Council devolved payment	2033.62

HMRC VAT refund	3502.23
Allotment rent	15.00
<b>Sub total</b>	<b>56832.31</b>
Less April payments	6267.29
<b>Total</b>	<b>50565.02</b>