



*West Wycombe
Parish Council*

**YOU ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL
TO BE HELD ON THURSDAY 13th APRIL 2023 at 8PM
IN THE CHURCH ROOM, WEST WYCOMBE**

**MEMBER OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND
WEARING A MASK IS VOLUNTARY
PLEASE DO NOT ATTEND IF YOU HAVE COVID SYMPTOMS**

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 March Parish Council Meeting
4. Clerk's 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 and Decisions: None at the time of producing the agenda
7. To discuss the final arrangements for the litter pick to be held on 15th April
8. To report and discuss highways issues
9. To agree to accept the price increase on TBS Hygiene dog waste bin contract
10. To review the Local Government Pension Scheme Discretionary Policy
11. To review our Risk Assessments
12. To discuss the work required in the Burial Ground
13. To discuss the work required on the Pedestal Playing Field
14. To discuss the APCM to be held on 25th May
15. To approve the accounts for April 2023 - appendix 2
16. To review the budget for 2022/23 and 23/24
17. To approve the accounts for the year ending March 2023
18. Members questions
19. Date of next meeting -Thursday 11th May and the Annual Parish Meeting on 25th May, both at 8pm in The Church Room, West Wycombe

SHARON L. HENSON, CLERK

6.4.2023

**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**

Appendix 1

Correspondence received 10th March – 6th April 2023

1. Buckinghamshire Council daily and weekly updates and press releases – links put on website.
2. Website analysis for March – emailed.
3. Email from Cookshall Lane resident about the gym equipment – Clerk has supplied the information requested.
4. Price of £930 from E R Meakes for the replacement barrier on the Multi Play .Clerk is investigating with A E Evans who supplied the original equipment.
5. Notification that we will the receive funding for Highways Devolution from Buckinghamshire Council.
6. Buckinghamshire Council Community Resilience Survey – Clerk has responded.
7. Acknowledgement from Parking Services and Traffic Management Managers re our request for Traffic Wardens visiting the High Street. We have noticed one parking fine being issued so far.
8. PK Littlejohn – external audit papers.
9. Confirmation of yet another attempt to have a Smart meter fitted to the feeder pillar on the Chorley Road junction – will believe it if it ever happens – not at our request.
10. Police and Crime Commissioners bulletin – website and Facebook.
11. Notification of TBS Hygiene request to approve a price increase - agenda item.
12. Notification from Buckinghamshire Council that the replacement lit up signs for the 50mph speed limit have been delayed!
13. Notification that West Wycombe School will be having a staff and pupil Reunion on 15th July.
14. Request for permission for parents to park in the Pedestal Playing Field Car Park for Walk to School Week – Clerk has given permission.
15. Emails from Buckinghamshire Council raising concerns about volunteer litter picking on High Speed Roads – i.e. anything over 30 mph – they would prefer their operatives to undertake this work.
16. Suggestions from Acorn Landscapes to undertake work on the burial ground – agenda item.
17. Buckinghamshire Council has requested that we review the Local Government Pension Scheme Discretionary Policy – agenda item.
18. Pre-renewal questionnaire from Gallagher, our insurers.
19. The NW Community Board report on Cycling and Walking routes – emailed.
20. Neighbourhood Policing Newsletter – does not seem to cover us – Clerk raised a question on this and received a response that did not relate to the question!
21. Notification that the annual subscription for Bucks & Milton Keynes Association of Local Councils is about to be issued.

Clerks Report

1. Seat for the burial ground has been installed.
3. Gym equipment has been insured and added to the asset list.
4. Clerk has fixed a second sign to go on the field gate leading to the Community Orchard.
5. Clerk has reported to West Wycombe Estate the large tree which has fallen into the Community Orchard.
6. Clerk has produced the accounts for the year ending 31st March – agenda item.
7. Clerk has contacted Parking and Traffic Management Officers about High Street parking.
8. Clerk has submitted the VAT claim for £4034.91 to HMRC.
9. Clerk has ordered replacement batteries and pads for our two defibrillators.
10. Clerk has arranged pick up of the bags of waste from the Litter pick for the 17th April and put up notices.
11. Clerk has reported the deep potholes in Church Lane near The Caves and the failing road surface near the School. The potholes have been repaired but no work on the other area.
12. Clerk has submitted the comments for the Buckinghamshire Council surveys.
13. Clerk attended the new Buckinghamshire Highways briefing and asked questions about our project and the Fix My Street system which shows job completed when it has not.
14. We have a vacant half plot on the allotments. Water will be turned on at the end of April.
16. Clerk has closed the financial books for the year ending 31st March 2023.
17. Clerk will submit all papers to the internal auditor after the April meeting.

Appendix 2

Payments to be made in April 2023

| | | |
|--------------------------|-----------------|--|
| Sealmedical (debit card) | £239.98 | 2 x defibrillator batteries and pads |
| Southern Electric (dd) | £42.84 | Feeder pillar energy |
| Castle Water (dd) | £21.50 | Allotment water |
| Mrs S Henson (BACS) | £632.22 | March salary |
| Bucks Council (BACS) | £232.43 | April pension |
| HMRC – online (BACS) | £125.24 | Tax & NI |
| Acorn Landscaping (BACS) | £692.72) | Highway grass, burial ground, Pedestal strimming |
| Acorn Landscaping (BACS) | £289.50) | Installing burial ground bench |
| TBS Hygiene (BACS) | £144.00 | March collections |
| Giff gaff (debit card) | £6.00 | Monthly charge for mobile |
| Smart Numbers (dd) | £23.99 | Monthly service charge |
| Southern Electric (dd) | £247.55 | Streetlight energy |
| Total | £2697.97 | |

Statement of account as at 1st April 2023

| | |
|---|-------------------|
| Opening balance as at 1 st March | £32484.39 |
| Plus fee for memorial inscription | £35.00 |
| Less March payments | £15269.09 |
| Total | £ 17250.30 |

We are expecting invoices from Sparkx, South Bucks Business Products and BMKALC.

We will get £21,250 from Bucks Council for the first half of the precept in this month.

We will receive £2283.14 from Bucks Council for Devolved Services

We will receive £4034.91 from HMRC for VAT refund