

**MINUTES OF THE MEETING HELD ON THURSDAY 13TH APRIL 2023
AT 8.00 PM IN THE CHURCH ROOM, WEST WYCOMBE**

ATTENDANCE: Cllrs Mr S. Cope, Mr N. Harris, Mrs V. Smith, Mrs E. Copley, Mr J. Carstensen
Ms C. Rowland

In attendance: Mrs S. Henson - Clerk Mrs A Wright Buckinghamshire Cllr Mr D. Hayday

APOLOGIES: Cllr Mrs K. Cheshire (annual leave)

Buckinghamshire Cllr Mrs O. Hayday

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

CONFIRMATION AND SIGNING OF MINUTES OF THE MARCH PARISH COUNCIL MEETING
The Minutes for the March meeting were agreed by those Councillors present and signed by the
Chairman.

Clerk's Report

1. Items and actions listed under the Clerk's report on the agenda papers have been moved under the appropriate agenda item.
2. Clerk has produced the accounts for the year ending 31st March – agenda item.
3. Clerk has submitted the VAT claim for £4034.91 to HMRC.
4. Clerk has ordered and received replacement batteries and pads for our two defibrillators.
5. Clerk has submitted the comments for the Buckinghamshire Council surveys.
6. We had a vacant half-plot on the allotments which has now been taken by a local resident. Water will be turned on at the end of April/early May depending on the weather.
7. Clerk has closed the financial books for the year ending 31st March 2023.
8. Clerk will submit all papers to the internal auditor after the April meeting.

MEETING CLOSED FOR PUBLIC QUESTION TIME
MEETING REOPENED

305.1 Correspondence received 10th March – 13th 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 and advised them that we will not be placing an order with them. Clerk is investigating with A E Evans who supplied the original equipment. To have a barrier to block off the platform would cost £195 plus VAT and £162 plus VAT for delivery. To erect a new timber with scramble net would cost £472.97 plus VAT and £271 plus VAT for delivery.
5. Notification that we will receive the 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.
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 – we 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 illuminated 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.
22. Signage idea from Sunshine Gym – emailed and issued at meeting. Possible cost £800-£1000. Councillors to discuss.
23. Two emails from a resident of Cookshall Lane querying the design of the website, the use of Facebook, the issuing of the April agenda and the circulation of minutes, and the second about the recording of the minutes and further questions about the installation of the outdoor gym equipment. Clerk responded by providing draft minutes of the March meeting and forwarding the emails to Councillors.
Councillors discussed the two emails and Cllr Cope, together with the Clerk, will formulate a response based on this discussion.
24. Remittance advice from Bucks Council for our Precept; however they have used completely the wrong figures - should be £21,250 and they are quoting £10,136.50 which has no relationship to anything. Clerk has raised concerns and provided evidence of what we asked for. Buckinghamshire Council has confirmed that they will rectify the situation.
25. Notification from Southern Electric that we will have a reduction in our electricity unit charges as a result of the government's Business Support Scheme.

305.2 **Planning Applications & decisions:**

Applications – none received.

Decisions

23/05494/CTREE The Car Park Church Lane, West Wycombe - Fell x 1 twin-stemmed Sycamore – to make a Tree Preservation Order

23/05048/FUL -316 West Wycombe Road High Wycombe Change of use of existing light industrial vehicle workshop (use class B2) to MOT and service centre (sui generis). Construction of single storey side extension (part retrospective) - West Wycombe Parish Council objected to the retrospective application for the change of use from light industrial workshop (Class B2) to MOT and service centre. – permit with a condition that they should erect a bird box within one month of the decision notice. None of our concerns were addressed.

22/08381/FUL - 82 Chorley Road West Wycombe - Householder application for demolition of existing garage, existing single storey rear extension and lean-to conservatory and the construction of two storey side extension and single storey front porch – permit

22/08289/FUL -87 Bradenham Road West Wycombe - Householder application for construction of single storey front extension and part single, part two storey rear extension – permit

305.3 **To discuss the final arrangements for the litter pick to be held on 15th April**

The Village Hall has been booked and paid for. Posters have gone up and it is on our website and Facebook.

Clerk has arranged collection of the bags of waste from the litter pick for Monday 17th April and put up notices.

Cllr Mrs Smith and the Clerk will produce refreshments.

Cllr Cope will bring high viz jackets, litter pickers, bag rings and waste bags.

Buckinghamshire Council have raised concerns about volunteer litter picking on high speed roads – i.e. anything over 30 mph – they would prefer their operatives to undertake this work. Volunteers will be given this information.

305.4 **To report and discuss any highways issues**

Clerk has contacted Parking and Traffic Management Officers about High Street parking. 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. Clerk attended the new Buckinghamshire Highways briefing and asked questions about our project and the Fix My Street system which shows a job as completed when it hasn't been.

Clerk has put a piece on the website and Facebook about Community Speedwatch and the May issue of *Contact* will also have a piece about it.

Buckinghamshire Council advised us that the replacement illuminated signs for the 50mph speed limit have been delayed.

Buckinghamshire Council have agreed that Church Lane and the Pedestal Roundabout will be the major resurfacing projects this financial year for this parish within Cllrs Hayday's area.

Clerk has produced a list of work which has not been undertaken by Buckinghamshire Council and submitted this to our area office – this includes several items at the Pedestal Roundabout, Copperfields bollards, and tree works on West Wycombe Road.

The Clerk will ask for Chorley Road's surface to be inspected.

The Clerk will try to ascertain who owns the Meads Yard 'road' and Cutty Alley.

Cookshall Lane road surface near the railway bridge needs inspecting.

Cllr Carstensen raised concerns over parking on the pavement at the entrance to the village, as the amount of pavement left for wheelchairs and double buggies is insufficient.

Residents will be asked if they could park more on the road, and we will produce a leaflet asking them for more consideration if nothing changes.

305.5 To agree to accept the price increase on TBS Hygiene dog waste bin contract

It was resolved to accept the price increase from £4.00 to £4.30 per bin.

305.6 To review the Local Government Pension Scheme Discretionary Policy

Councillors went through a copy of the document and resolved not to make any changes. Clerk will submit a dated copy to Buckinghamshire Council's pensions team.

305.7 To review the Risk Assessments

Copies of the Risk Assessments are on our website and Councillors went through the two documents – one for the everything the Parish Council is responsible for, and a separate one for The Pedestal Playing Field. We need to revise the COVID-19 guidelines; add the green gym equipment; include the Community Orchard; add street lights; add salt bins; add two-yearly tree inspections to the Pedestal Playing Field (which have been undertaken, we have reports and the work has been completed).

305.8 To discuss the work required in the Burial Ground

Due to the drought last summer and heavy and continuous rainfall this winter, we have a large amount of moss in the grass. Badgers looking for chafer grubs and leatherjackets have scratched up an area. This has been made tidy. A discussion was held as to whether we should completely scarify, slightly rotavate, and re-seed. It was felt that we could spend a large amount of money - over £1,000 - and the weather conditions and badgers could put us in the same position next year. Councillors will inspect the burial ground and we will discuss again at the May meeting. As a longer term item we need to consider whether we plant dry and shade-loving shrubs along the edge of the main drive, as the grass just does not grow there.

We also need to look at our existing gates – we may need to consider widening the main gateway due to the increase in size of hearses and funeral cars. The gates into the Community Orchard need some work as the posts are rotting and hay cutting and collecting vehicles are getting bigger.

Clerk has reported to West Wycombe Estate the large tree which has fallen into the Community Orchard and needs removing, and the stock fence needs repairing.

Clerk has attached a Community Orchard sign to the field gate.

Seat to commemorate the work of the NHS and Carers through the pandemic, donated by Buckinghamshire Council, has been installed near the ashes side of the Burial Ground.

305.9 To discuss the work required on The Pedestal Playing Field

The green gym equipment has been added to the insurance policy and to our assets list.

The enthusiastic users of the goal post have knocked over the fence into the field. Clerk will contact a contractor to repair/reinstall or replace the fence posts – we think the wire is intact. It was felt that as there seemed to be frequent access into the field to retrieve footballs, it may be better to create two gaps to provide access, as they never seem to use the stiles that were installed.

We will investigate modifying/recreating the stile from Cookshall Lane.

A site meeting with Cllrs Cope and Harris will be arranged to discuss the Multiplay – whether to reinstall the beam and scramble net, at a total cost including delivery of £743.97 plus VAT, or

just remove the remaining vertical post and replace the temporary safety barrier with a permanent one, at a cost including delivery of £357 plus VAT. (All our VAT payments are recoverable.)

The Clerk, at the meeting, issued photocopies of a sign for an outdoor gym at another parish's installation. This sign covered everything on their playing field. Cllr Cope and the Clerk will produce suggested copy and symbols appropriate for our outdoor gym area for consideration.

305.10 To discuss the APM to be held on 25th May

Cllr Carstensen gave his apologies in advance of the meeting.

Clerk will invite the different community organisations, the school and pre-school, West Wycombe Estate, the National Trust and Thames Valley Police to come along and give or send a report on their activities and any future plans.

Clerk will purchase light refreshments. Agendas will go out from the Chairman on 9th May.

305.11 To approve the accounts for April 2023 - appendix 2

It was resolved to approve the accounts for April. We have received the Devolved Services money and the VAT refund.

305.12 To review the budget for 2022/23 and 2023/24

The Clerk issued up-to-date budget figures showing the performance of expenditure against budget for 2022/23 and the budget for 2023/24. The Clerk reported that due to the potential for more work being necessary in the burial ground, and potentially less expenditure than budgeted for the Pedestal, the budgets have been modified accordingly.

305.13 To approve the accounts for the year ending 31 March 2023

It was resolved to approve the accounts for the year ending 31st March 2023 and the Chairman and Clerk/RFO duly signed them. All paperwork will now go to the internal auditor.

305.14 Members' questions

Members were reminded that the bunting for the Coronation is being hung on Sunday 30th April from 10am to 1pm. The bunting is in the right-hand cupboard on the Village Hall stage.

Cllr Harris in his National Trust role will build and light the bonfire. The event has been publicised to start at 6.30pm. The Chiltern Hills Brass Band and Howe & Co fish-and-chip van have been booked, and the event has been publicised in the April and May issues of *Contact*. Posters will go up. West Wycombe Parochial Church Council have a Temporary Events Notice to run a bar on Saturday 6th May outside St Lawrence Church. The porch will be open to ensure the toilets can be used.

305.15 Date of next meeting – Thursday 11th May 2023 at 8pm in the Church Rooms, West Wycombe. APM on Thursday 25th May at 8pm in The Church Room.

Clerk reminded Councillors that she will be on annual leave from 24th April and will resume work on Tuesday 9th May. The Council email account will state this and that residents should contact Councillors if they have any urgent issues. The mobile phone which automatically transfers calls and receives emails will be held by the Chairman.

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)	£21.51	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)	£246.17	Streetlight energy
Total	£2696.60	

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 have received £2283.14 from Bucks Council for Devolved Services

We have received £4034.91 from HMRC for VAT refund