

MINUTES OF THE MEETING HELD ON THURSDAY 11<sup>TH</sup> MAY 2023 AT  
8.00 PM IN THE CHURCH ROOM, WEST WYCOMBE

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

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

APOLOGIES: Cllr Mrs E. Copley (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 APRIL PARISH COUNCIL MEETING  
The Minutes for the April meeting were agreed by those Councillors present and signed by the  
Chairman.

**Clerk's Report**

The Clerk was on Annual Leave for two weeks between the April and May meetings.

1. The replacement batteries and pads have been installed in our two defibrillators.
2. Clerk invited organisation to the APM by email – sent on 18<sup>th</sup> April
3. Clerk provided information to the Pre-School regarding a tree in their grounds
4. All the bags of rubbish from the Litter Pick were collected as arranged.
5. Clerk has publicised Bluebird Care for the efforts of the two volunteers from their organisation who helped at the Litter Pick.
6. Clerk has written to Highways and the National Trust regarding ownership of Meads Yard.
7. We have a burial on 15<sup>th</sup> May at 11.00am for a resident of Portway Drive.
8. Clerk has advised Acorn Landscapes that we are reviewing any action on the 'grass' in the burial ground.
9. Decision still to be made on the play equipment after a site visit by Councillors.
10. Clerk has chased West Wycombe Estate about the tree in the Orchard – said it must be removed by 13<sup>th</sup> May as it is affecting the ground and removing it could cause damage to the wild flowers which are beginning to grow. Clerk has also been to the Estate Office to try to speed up the process.
11. Clerk has purchased a new Grants of Exclusive Rights book for the burial ground – expensive at £128 but is twice the size of the previous book – no choice - and will last for many years.
12. The internal auditor has not completed the audit due to the Clerks annual leave. The reports will be issued in time for the June meeting.
13. Clerk has chased Sparkx about the repair of two of our lights – one in Chorley Road and the other in Bradenham Road.

MEETING CLOSED FOR PUBLIC QUESTION TIME  
MEETING REOPENED

**306.1 Correspondence received 14<sup>th</sup> April – 11<sup>th</sup> May 2023**

1. Buckinghamshire Council daily and weekly updates and press releases – links put on website.
2. Website analysis for April – emailed.
3. BMKALC Annual subscription
4. Confirmation that Downley Dynamos will be having their annual presentation and BBQ in the Pedestal Playing Field on 9<sup>th</sup> July as previously requested – Councillors agreed that the car park barrier could be closed the night before the event and will publicise the fact.
6. Molins site work schedule – emailed
7. Notification of future North West Community Board dates – 27<sup>th</sup> July, 7<sup>th</sup> December, 1<sup>st</sup> February.
8. Email from PC Danny O'Driscoll – unable to attend APM as still seconded to Wycombe Police Station due to shortage of officers.
9. Acceptance for APM from Alison Rimmer for West Wycombe Churches and David Surtees Dawson for the National Trust; unable to attend from Sir Edward.
10. Acknowledgement of a Planning Enforcement submission for a property in Chorley Road.
11. Email from a local resident asking further questions about the process for purchasing the outdoor gym equipment and the delay in responding to the previous emails as well as an issue over posting the Minutes. Due to the Clerks annual leave after the April meeting and

her return two days before the May meeting and the death of the Chairman's father our responses have been delayed. This will be rectified with in a week of the May meeting.

12. Notification from Buckinghamshire Council that we have been awarded Community Infrastructure Levy money as a result of the construction of 391 West Wycombe Road – Clerk is investigating how we are able to use this money. We knew it would be forthcoming but not when. We have 5 years in which to use it or return it and have to provide a full report.
13. Request from a resident of Bradenham Road to increase the size of the bus stop before the railway bridge. Cllr Hayday will investigate with Buckinghamshire Council and Cllr Cope will forward the photos sent to us. Parish Council will pursue it if Buckinghamshire Council do not react.

#### 306.2 **Planning Applications & decisions:**

**Applications** – none received.

**Decisions** – none at the time of the meeting

Planning Enforcement has acknowledged our report on activity at 6 Chorley Road.

#### 306.3 **To report and discuss any highways issues**

Clerk has reported the continual flooding near Kitty's Lodge and had an acknowledgement from our Local Area Technician.

We have not had any response back from The National Trust or Buckinghamshire Council as to the land ownership of Meads Yard.

#### 306.4 **To discuss The Local Plan for Buckinghamshire and The Local Transport Plan**

Councillors to study the documents and send comments to the Chairman and Clerk prior to the closing date of 4<sup>th</sup> June.

#### 306.5 **To make a decision as to what work is required in the Burial Ground**

Councillors decided not to take any action during this growing year. Cllr Harris will make a cut of the paths in the Community Orchard with a long grass mower to make it easier for future cutting.

#### 306.6 **To make a decision on work required on The Pedestal Playing Field**

The Clerk has requested a price from Dave Stocks for repairing the fence in the Pedestal Field – he advised that creating gaps would be more expensive as each gap would need straining posts, he will quote for this as well as a continuous fence repair with two stiles. He has also been asked to look at the stile in the Cookshall Lane hedge. Clerk has chased him for prices. We will investigate modifying/recreating the stile from Cookshall Lane.

A site meeting with Cllrs Cope and Harris took place to discuss the Multiplay – whether to reinstall the beam and scramble net, at a total cost including delivery of £743.97 plus VAT, - it was resolved that replacing the scramble net and associated beams and upright post was the best option. We will also ask for a price for them to install the replacement net and post. We will send photos of the temporary measure to check whether its removal by the installation team would make any difference to installing the replacement.

The Clerk, at the previous meeting had 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. Due to the Clerk's Annual Leave this and the revised Risk Assessments will be discussed at the June meeting.

#### 306.7 **To discuss the APM to be held on 25<sup>th</sup> May**

The Clerk has issued invitations to the different organisations.

PC Danny O'Driscoll – unable to attend APM as still seconded to Wycombe Police Station due to shortage of officers.

Acceptance for APM from Alison Rimmer for West Wycombe Churches and David Surtees Dawson for the National Trust; unable to attend from Sir Edward.

Apologies from Cllrs Mr & Mrs Hayday – they have sent a report.

Clerk reminded Councillors who represent other organisations and committees to produce their reports.

Clerk will purchase light refreshments. Agendas were published on 9<sup>th</sup> May.

#### 306.8 **To approve the accounts for May 2023 - appendix 2**

It was resolved to approve the accounts for May.

### 306.9 Members' questions

Cllrs Harris and Mrs Cheshire were thanked for everything they had undertaken to make the Coronation Bonfire a great success as well as everyone who helped with the hanging of the bunting and Cllr Harris for erecting the flag pole.

Bunting will be removed during May.

306.10 **Date of next meeting** – APM on Thursday 25<sup>th</sup> May at 8pm in The Church Room and Thursday 8<sup>th</sup> June at 8pm in The Church Room.

### Appendix 2

#### Payments to be made in May 2023

Castle Water (dd)	£21.51	Allotment water
Castle Water (dd)	£31.88	Burial ground water
Mrs S Henson (BACS)	£632.02	April salary
Bucks Council (BACS)	£232.43	May pension
HMRC – online (BACS)	£125.44	Tax & NI
Acorn Landscaping (BACS)	£692.72	Highway grass, burial ground, Pedestal strimming
TBS Hygiene (BACS)	£115.20	April collections
Rialtas Solutions (BACS)	£188.78	Accounts package annual support and maintenance
Rialtas Solutions (BACS)	£197.40	Allotment package annual support and maintenance
Shaw & Sons (BACS)	£153.60	Grants of Exclusive Rights of Burial book
BMKALC (BACS)	£204.79	Annual subscription for BMKALC & NALC
Buckinghamshire Council (BACS)	£239.20	Burial Ground annual waste collection
Chiltern Hills Brass Band (BACS)	£300.00	Brass Band for Coronation Bonfire – S137
Gallagher (BACS)	£1305.93	Annual Insurance
Giff gaff (debit card)	£6.00	Monthly charge for mobile
Smart Numbers (dd)	£23.99	Monthly service charge
Southern Electric (dd)	£220.36	Streetlight energy
<b>Total</b>	<b>£4691.25</b>	

#### Statement of account as at 1<sup>st</sup> May 2023

Opening balance as at 1 <sup>st</sup> April	£17250.30
Plus 50% of Precept	£21,250.00
Plus Devolved Services income	£2283.14
Plus VAT refund	£4034.91
Plus Credit from Southern Electric	£26.15
Less April payments	£2696.60
<b>Total</b>	<b>£ 42,147.90</b>