

MINUTES OF THE MEETING HELD ON THURSDAY 12TH OCTOBER 2023 AT
8.00 PM IN WEST WYCOMBE COMMUNITY LIBRARY

ATTENDANCE:

Cllrs Mr S. Cope, Mr N. Harris, Mrs K. Cheshire

In attendance:

Mrs S. Henson - Clerk, Mrs A Wright , Buckinghamshire Cllrs Mr D. Hayday & Cllr Mrs O. Hayday

APOLOGIES: Cllr Mrs V. Smith (health), Mr J. Carstensen (health)

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

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

Clerk's Report

1. Clerk has reported a deep pothole in Towerage Lane
2. Grass has been cut on the bank at the Chapel Lane end of Towerage Lane.
3. We need to have all the grips cleaned before we have more heavy rain – Clerk will contact Glyn Spratt
4. We have had two tenants relinquishing their allotment plots. One existing tenant has swapped from a full-size plot to half size plot. We have four people on the waiting list – the closest is Oakridge Road. We will ask in the next issue of Contact if anyone is interested.
5. We have rent from two tenants currently unpaid. To date we have received £450.
6. Clerk has submitted meter readings for both water meters. Clerk has tried to turn off the allotment water but could not get any movement on the stopcock – all of which is plastic, as is the key!
7. Clerk has written to the owners of Gerrard Court about the overhanging plants all of which are at eye height.
8. Clerk is in communication with SWARCO about the MVAS – modifications were due to be tested, however the wrong size band had been made.
9. Clerk has written to Buckinghamshire Council chasing them about the 50mph signs which should have been installed 12 months ago and at least by March 2023.
10. Clerk has written to Buckinghamshire Council asking inspection and action to be taken regarding the trees in Rosemary Close.
11. Clerk has picked up a new supply of litter sacks from Waste and Cleansing at Amersham.
12. Clerk has asked Mr Stocks to inspect the fences and gate posts in the burial ground and Community Orchard.
13. The Smart meter has been fitted in the feeder pillar on the triangle.
14. Clerk attended the Clerks Forum where double charging of Buckinghamshire Council services was discussed, chasing for the new Devolved Services Agreement, Rights of Way, Customer Service centre, the Bucks Website, which is far too difficult to use, NALC pay awards for 2023/2024 which still have not been agreed, training and the forthcoming Stakeholder Conference.
15. Clerk will order a Poppy Wreath for the Remembrance Day Service - S137.

MEETING CLOSED FOR PUBLIC QUESTION TIME
MEETING REOPENED

311.1 Correspondence received – 14th September - 12th October 2023

1. Buckinghamshire Council daily and weekly updates and press releases – links put on website.
2. Website analysis for September – emailed.
3. Invitation to Clerks Forum in Aylesbury on Monday 9th October.
4. BMKALC updates – emailed.
5. Buckinghamshire Council consultation on Polling Districts – on website
6. Notification of changes to terms and conditions and prices for website – our price will not change.
7. Notification of the roadworks connected with the Molins site – emailed.
8. Notification from North West Community Board that West Wycombe High Street has been put forward for air quality monitoring.
9. Letter re the latest status of the High Street Project – still no costings.
10. North West Community Board Newsletter - emailed.

11. Buckinghamshire Council Stakeholders Conference on 25th October 2 – 5pm, Aylesbury.
12. Letter from Bucks Federation of Women's Institutes asking if we can find a home for the two banners made by our, now closed, branch of the WI. It was agreed that the Community Association with the Village Hall may be able to help, and the letter was passed to Mrs Wright.

311.2 Planning Applications & decisions:

Applications: 23/07355/FUL -90 Chorley Road West Wycombe – householder application for construction of single storey rear infill extension – no objection

Decisions:

Applications: 23/06674/FUL Moorcroft Park Farm Road, High Wycombe – householder application for construction of single storey detached garden room for use as office/leisure – permitted.

311.3 To discuss the budget for 2024/2025

We have kept the Precept at the same figure for the past 2 years. With the change in Clerk it was agreed that no new major projects would be considered and that we would not look at any new contractors as we need stability for the next 18 months. The Clerk will update the current budget where appropriate. We need to undertake a ROSPA inspection and the result of that may mean we need expenditure on the Pedestal Playing Field

We have no further information regarding the costing of the High Street Feasibility Study, but we do have CIL money which could be used for this.

It was resolved that we would no longer provide funds for the clock as it is now owned privately, and the sale agreement includes clauses that they should maintain and look after the clock.

311.4 To discuss the 80th Anniversary of D Day on 6th June 2024

The Pageant Master, Mr Bruno Peek has issued the first notifications on a Beacon commemoration. It was resolved that we would put our name forward to light a Beacon. Cllr Mrs Cheshire will book the Chiltern Hills Brass Band and Howe Fish and Chip company. Clerk will advise the Pageant Master.

311.5 To report any highways issues

Clerk will arrange to have the grips in Towerage Lane near the cricket club dug out and has also reported the pothole at the bottom of the lane.

Clerk has reported lights, 2, 5, 6, 12, 16 and 19 as either not working or working intermittently.

The letter from Buckinghamshire Council regarding the High Street project only confirmed what we already knew, in that they have approved it, however it has stated that it will need re costing and have not given any indication of what that involves or when we will get the revised price.

We have still not had a satisfactory answer about the conifers on Buckinghamshire Council land in Rosemary Close.

Buckinghamshire Council Cllrs Hayday reported that Beechwood Road would be resurfaced in 2024 and the pavement along the West Wycombe Road. Councillors pointed out that the North side pavement is perfectly satisfactory but the South side pavement from Rosemary Close to the Pedestal Roundabout needs inspecting and resurfacing as there are many areas which have been dug up by service companies and it is breaking up and very uneven in places. Cllr Hayday asked if the Clerk will write to the Local Area Technician to clarify this.

Cllr Hayday also queried the recent decision by the North West Community Board where the cycle/footway between West Wycombe and Studley Green appears to have been left off the list of priorities, but it may now come under the Inter Community Link from High Wycombe to Stokenchurch.

311.6 To discuss management of the Community Orchard Trees

Clerk has asked Mr Stocks to inspect all the fencing and gate posts in the Community Orchard and Burial Ground.

Cllr Harris will inspect the trees and provide advice on what action needs to be taken before the sheep are allowed back into the Orchard.

We probably need to refix the metal cages and posts – if this is the case, we will ask The Chiltern Rangers to undertake this work.

311.7 To consider making any donations to Community Organisations

We have £1300 allocated in our budget to make donations to groups/organisations within our community. It was resolved that the Clerk would write to West Wycombe Chamber Chor, West Wycombe Art Group, West Wycombe Community Association, West Wycombe Brass Band and West Wycombe Community Library, Masque Players and the Mother and Toddler Group asking

them to submit an expression of interest with an indication as to how they would spend a donation of up to £200.

311.8 To receive the external auditors report for 2022/2023

PKF Littlejohn stated that ' in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Completion of the audit has been put on the website and Noticeboards.

311.9 To approve the accounts for October 2023 - appendix 2

It was resolved to approve the accounts for October. Three extra invoices had come in after the production of the agenda – Signs Scott, Southern Electric and Castle Water (Burial Ground).

311.10 Members Questions

Members discussed whether we should add the clock and the three local public house signs to the Local Heritage List or as Community Assets– Clerk will investigate.

Meeting to be closed – Exclusion of Public and Press, to exclude public and press in accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of the item set out in Agenda item 15, due to the confidential nature of this item.

311.11 To discuss the HR elements for the recruitment of a new Clerk

Cllrs Cope, Harris and Cheshire had met prior to the meeting and produced a Job Description, Person Specification and advert. Discussion took place on the entry level salary which should appear in the advert, the training and qualifications which would be required and that due to the size of the parish all candidates should have some form of transport available to perform their duties. The current Clerk has written an article for the November issue of Contact to provide and insight into the role and the advert will also appear in the same issue. The role will be advertised on our website, on Facebook, the Noticeboards and BMKALC. Applications should be made by 8th November with interviews the week beginning the 13th November.

311.12 Date of next meeting –2nd November at 8pm West Wycombe Community Library adjacent to The Swan PH.

Appendix 2

Payments to be made in October 2023

Castle Water (dd)	£15.09	Allotment water
Mrs S Henson (BACS)	£632.02	September salary
Bucks Council (BACS)	£232.43	October pension
HMRC – online (BACS)	£125.44	Tax & NI
Acorn Landscaping (BACS)	£692.72	Highway grass, burial ground, Pedestal strimming
TBS Hygiene (BACS)	£154.80	September collections
The Chiltern Society(BACS)	£30.00	Annual subscription
Sparkx (BACS)	£275.40	Street light repairs
Signs Scott Ltd (BACS)	£571.20	Adult gym sign
Glyn Spratt (BACS)	£200.00	Burial Ground Hedge, Pedestal Hedge, Toweridge bank
Giff gaff (debit card)	£6.00	Monthly charge for mobile
Smart Numbers (dd)	£23.99	Monthly service charge
Southern Electric (dd)	£234.11	Street light energy
Southern Electric (dd)	£43.40	Feeder pillar
Southern Electric (dd)	£72.09	Feeder pillar
Castle Water (DD)	£5.08	Burial ground water
Total	£3313.77	

Statement of account as at 1st October 2023

Opening balance as at 1 st September	£36448.64
Less September payments	£ 5668.04
Plus final 50% of precept	£21250.00
Plus allotment rents	£ 405.00
Total	£ 52435.60