



*West Wycombe
Parish Council*

**YOU ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL
TO BE HELD ON THURSDAY 11th APRIL 2024 at 8PM
IN THE COMMUNITY LIBRARY, 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

MEETING RE-OPENED

5. Correspondence – see Appendix 1
6. Planning Applications and Decisions: **24/05641/TPO -West Wycombe Conservation Area, West Wycombe Park West Wycombe** -Thin northern most stem above union by 15% and install non invasive cobra bracing to reduce excessive movement x 1 Sycamore (T0533)

24/05599/ADRC -Park Farm Workshops, Chapel Lane, High Wycombe

Application for approval of details subject to Condition 5 (Bat Box) of planning ref: 23/06588/FUL

24/05598/FUL -Glendene, Park Farm Road, High Wycombe -Householder application for proposed construction of two storey rear extension, loft conversion including side dormer and roof lights

7. To discuss the Pedestal Playing Field safety inspection report
8. To discuss extending the Pedestal Playing Field Car Park
9. To discuss work in the Community Orchard and Burial Ground
10. To discuss the D Day Pageant Master Bonfire
11. To discuss the litter pick and a risk assessment
12. To report any highways issues and discuss the proposal by Buckinghamshire Council for the trees in Rosemary Close
13. To approve the accounts for the year ending 31st March 2024
14. To review the revised budget for 2024/2025
15. To approve the accounts for April 2024 -- appendix 2
16. Members questions
17. Date of next meeting - Annual Parish Council meeting and normal meeting - 9th May 2024 at 8pm – West Wycombe Community Library ; Annual Parish Meeting – 23rd May at 8pm in West Wycombe Village Hall

STEVEN MARSHALL & SHARON L. HENSON, CLERKS

4.4.2024

*PLEASE REPLY TO: Clerk to the Parish Council, Mr Steven Marshall,
24 Hill Farm Court, Chinnor, Oxfordshire OX39 4NX*

Telephone: 01494 – 448048 Email: clerk@westwycombeparishcouncil.gov.uk

Appendix 1

Correspondence received – 15th March – 4th April 2024

1. Buckinghamshire Council daily and weekly updates and press releases – links put on website.
2. BMKALC updates - emailed.
3. Monthly website traffic - emailed.
4. Notification of the roadworks connected with the Molins site – emailed.
5. Buckinghamshire Notification of proposed charges for the waste bin in the burial ground – gone up to £86 per annum.
6. West Wycombe Estate have prepared a new lease for the Pedestal Playing Field which will be ready for signature at the meeting.
7. Request for information on installing a headstone for the late John Bucknall – Clerk has supplied a copy of the Rules and Regulations.
8. Information from PJK Littejohn for submission of documents for the internal audit – we have been selected to supply extra information under the intermediate review process – we simply have to submit a document showing how we receive our precept – not easy as Buckinghamshire Council’s remittance advice for the first instalment in April last year was incorrect. Working with Jackie Binning to help get this resolved.
9. Response from Thames Valley Police about the dire situation regarding available officers at Marlow – our Neighbourhood Policing Team.
10. Response from Buckinghamshire Council about the need to remove the trees in Rosemary Close – emailed.
11. Pedestal Playing Field equipment safety inspection report – emailed..
12. Information on grants available from The Road Safety Trust Fund – emailed
13. Request from West Wycombe Estate to get redundant road signs removed.
14. Explanation from Buckinghamshire Council about the process they are working to on the High Street project.

Clerks Report

1. Clerk has sent an email to Downley Dynamos about extending the Pedestal Playing Field car park and invited them to the meeting.
2. Clerk has submitted a VAT return claim for £1780.67.
3. Clerk has closed the year ending 4th April 2024 with HMRC and opened up for 2024/2025.
4. Clerk has asked Sparkx why the light outside the Village Hall is still not working when they have worked through all the others and have made them all match.
5. Clerk has reminded the Highways Liaison Manager about sweeping the pavement outside Kittys Lodge.
6. Clerk has ordered a new Minutes Book
7. Clerk has revised the originally agreed budget for 2024/2025 to take into account work which will probably be required on the play equipment - enclosed
8. Clerk has finalised the accounts for the year ending 31st March – enclosed
9. Clerk has asked Buckinghamshire Road Safety Team to replace the school crossing warning signs as they have all been damaged – they plan to do this during the school Easter holidays.
10. Clerk has written the residents at 6 Copperfields about the tree on their boundary.
11. Clerk has been in discussions with Buckinghamshire Council about the High Street project explaining that we had expected to have some consultation with the new contractors before the documents were prepared for public consultation – they have completed the documents and we can make any modifications at the consultation stage.

Appendix 2

Payments to be made in April 2024

Castle Water (dd)	£5.00	Allotment water
Post Office (debit card)	£13.60	Postage stamps
Mrs S Henson (BACS)	£666.24	March salary
Bucks Council (BACS)	£251.46	April pension
HMRC – online (BACS)	£161.84	Tax & NI
Acorn Landscaping (BACS)	£692.72	Highway grass, burial ground, Pedestal strimming
TBS Hygiene (BACS)	£154.80	February collections
Rialtas (BACS)	£230.40	Software support for the Allotment package
Rialtas (BACS)	£230.40	Software support for the Alpha Accounts package
West Wycombe Library (BACS)	£80.00	Library from April to July
West Wycombe Estate (BACS)	£500.00	Pedestal Playing Field

West Wycombe Community Ass(BACS)	£87.50	Village Hall hire – litter pick
Playing Inspections (BACS)	£165.00	Pedestal Playing Field inspection
Castle Water (dd)	£5.25	Burial Ground water
Giff gaff (debit card)	£6.00	Monthly charge for mobile
Smart Numbers (dd)	£23.99	Monthly service charge
Southern Electric (dd)	£15.87	Feeder pillar energy
Southern Electric (dd)	£221.81 approx	Street light energy
Total	£3511.88	

Statement of account as at 1st April 2024

Opening balance as at 1 st March	£34456.55
March payments	£ 6730.32
Total	£27726.23

Revision to Agreed Budget for West Wycombe Parish for 2024/25 as at 31st March 2024

Estimated Running Costs for 2024/2025

Clerk's salary, pension	(Staff)		£11590 depends on salary agreed for new Clerk
Expenses, stationery/s/ware	(Admin)	£2200	
Auditors	(Admin)	£600	
Chairman's Allowance	(Admin)	£150	
Postage	(Admin)	£40	
Insurance	(Admin)	£1600	
Hire of Rooms	(Admin)	£300	
Use of office, energy, broadband	(Admin)	£500	
Sub-Total			£5390
Web site, telephone line	(Admin)		£1560
Training	(Admin)		£400
Subscriptions	(Admin)		£450
Misc donations	(Admin)		£0
S137 expenditure incl Poppy Wreath	(Admin)		£300
Lighting (maintenance and energy)			£3900
Pedestal Playing Field maintenance and rent			£5500
Pedestal Playing field equipment			£3000
Burial Ground maintenance, refuse, fencing and gate			£6800
Allotment maintenance including water, hedge cutting and scrub clearance			£1025
Community Orchard			£500
Highways - verge grass cutting/weed killer/salt/dog bins/sign cleaning			£7100
High Street project feasibility – Transport for Bucks			£8000
Christmas tree lighting			£1000
VAT on purchases (reclaimable)			£2500
General reserve			£15000
Total			£74015
Income:			
Opening balance (including general reserve & S106)			£27726
VAT refund			£1797
Precept			£43500
Bucks CC – devolved services			£2319
Downley Dynamos			£400
Allotment rents			£500
Total			£76242

Revision to agreed West Wycombe Parish Budget for 2024/2025

Our end of year figure is actually £27,726 (this includes S106 money) and our VAT refund will be £1797; the Devolved Services amount has been increased to £2319.

We still have not paid our contribution of £8000, representing 50% of the original projected cost, for the High Street project as we have not received any further information from Buckinghamshire Highways, however the money has been allowed for in the coming year's budget.

The budget has been revised due to back rent being payable for the Pedestal Playing Field and the potential need for expenditure having just received the Annual Play Inspection Report.

The staff cost for the year is unknown at the present time – a new Clerk will work with our existing Clerk for the months of April and May and therefore there will be a duplication of salary for those two months. This should be covered by the increase in our opening balance which had been projected to be £25,000.

The figure of £1000 for Miscellaneous donations has been reduced to £0 and it will depend on how much has to be spent on the playing field – any donations could be considered for March 2025 once the finances are clearer.

We have the costs from our two main contractors, both of whom have increased from the current year.

We are committed to West Wycombe Community Library for our meetings.

With a new Clerk the training budget has been increased as has Miscellaneous expenditure and Stationery.

The Village Clock is now owned privately and this has been removed from the budget.

Christmas lighting has been added to the annual budget as the work involved is now beyond the work of a volunteer.

The Burial Ground figure has been kept at the same level as we know we will have to replace and repair fencing and gates.

Allotment rents have not been increased for several years and from September 2024 it would be worth considering an increase.

£300 has been allowed in S137, £30 would be for the Poppy Wreath and the balance would be for unexpected expenditure which would benefit the whole community – this financial year it was for the Coronation.

Telephone costs have stayed the same with the new agreements and the mobile landline system.

A small increase has been allowed for insurance and the audit as a new internal auditor will have to be found.

The Pedestal Monument renovation has been removed from the budget as we cannot get any useful information on ownership and responsibility from Buckinghamshire Council. We would apply for grants should that situation change.

The agreed Precept is £43,500, a 1% increase. We have never needed to use our reserve and always end the year in a safe position.

Band D properties have been paying the following figures towards the Parish Council Precept:

15/16	£71.93	16/17	£74.91	17/18	£77.62	18/19	£78.77	19/20	£79.37
20/21	£81.05	21/22	£80.16	22/23	£77.89	23/24	£77.75	24/25	£78.53

Sharon Henson, Clerk/RFO

19.3.2024

West Wycombe Parish Council

Summary Receipts and Payments for Year Ended 31st March 2024

Last Year Ended
31st March 2023

Current Year
Ended 31st March

Operating Income

42,500.00	Administration	48,870.89
495.00	Allotments	525.00
400.00	Pedestal Playing Field	320.00
1,790.00	Burial Ground	1,354.00
2,094.62	Highway	2,283.14
4,146.34	VAT Data	4,036.15
51,425.96	Total Receipts	57,389.18

Running Costs

19,195.77	Administration	20,282.32
2,533.10	Street Lighting	3,174.72
808.67	Allotments	851.01
14,161.93	Pedestal Playing Field	8,665.20
6,577.73	Burial Ground	4,697.83
14,583.46	Highway	7,460.24
4,046.38	VAT Data	1,781.91
61,907.04	Total Payments	46,913.23

Receipts and Payments Summary

27,731.36	Opening Balance	17,250.28
51,425.96	Add Total Receipts(As Above)	57,389.18
79,157.32		74,639.46
61,907.04	Less Total Payments(As Above)	46,913.23
17,250.28	Closing Balance	27,726.23

These cumulative funds are represented by:

17,250.28	Barclays Community A/c	27,726.23
0.00	Barclays Bus Saver A/c	0.00
0.00	Bank of Ireland A/c	0.00
17,250.28		27,726.23

Reserve Balances are represented by:

-10,481.08	Current Year Fund	10,475.95
27,731.36	General Reserves	17,250.28
17,250.28		27,726.23

Signed : _____ (Chairman) _____ (RFO)