

MINUTES OF THE MEETING HELD ON THURSDAY 11th APRIL 2024 AT
8.00 PM IN WEST WYCOMBE COMMUNITY LIBRARY

ATTENDANCE:

Cllrs Mr S. Cope, Mr N. Harris, Mrs V. Smith, Mrs E Copley, Mrs K. Cheshire, Mr J. Carstensen
In attendance: Mrs S. Henson, Mr S. Marshall - Clerks, Buckinghamshire Cllr Mr D. Hayday

APOLOGIES: Cllr Ms C. Rowland, (health), Buckinghamshire Cllr Mrs O. Hayday, Mrs A Wright

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS BY MEMBERS RELATING TO ITEMS ON THE AGENDA – Cllr Harris declared a pecuniary interest in the planning application for work to a tree in the Conservation Area and the application for the bat box by the National Trust. Cllr Cope declared a personal interest in the item relating to Rosemary Close trees and Cllr Mrs Cheshire declared a personal interest in the application for the sycamore tree planning application.

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

Cllr Carstensen was warmly welcomed back after his lengthy absence due to illness.

Clerk's 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 Kitty's Lodge.
6. Clerk has ordered a new Minute Book.
7. Clerk has revised the originally agreed budget for 2024/2025 to take account of work which will probably be required on the play equipment.
8. Clerk has finalised the accounts for the year ending 31st March 2024.
9. Clerk has requested a price from Rialtas, who supply our accounts and allotment software, to transfer to the new Clerk and undertake training.
10. Clerk has started the process of activating the retiring Clerk's pension from Buckinghamshire Council.
11. The Clerk will issue invitations to the Annual Parish Meeting.
12. The Clerk will finalise the external audit requirements after the normal May meeting and will submit them to the external auditors.

MEETING CLOSED FOR PUBLIC QUESTION TIME
MEETING REOPENED

317.1 Correspondence received – 15th March – 11th 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. An appropriate remittance advice has now been supplied.

9. Response from Thames Valley Police about the dire situation regarding available officers at Marlow – our Neighbourhood Policing Team – they are currently recruiting.
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.
15. Email from a resident of Rosemary Close asking for the large conifer in front of their property to be removed – Clerk has advised that Buckinghamshire Council plan to do that.
16. Buckinghamshire Council request to check that all Declarations of Interests are up to date – we just have to submit one revised Declaration.
17. Nominations for The Food & Drink Awards – emailed.

317.2 Planning applications & decisions:

Applications:

24/05641/TPO - West Wycombe Conservation Area, West Wycombe Park West Wycombe Thin northernmost stem above union by 15% and install non-invasive cobra bracing to reduce excessive movement x 1 Sycamore (T0533) – no objection.

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 – no objection.

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 – we object on the grounds that this will become a 5-bed property causing parking concerns particularly as access to the existing garage will be further restricted by the extension; we believe the extension will have an adverse impact on the neighbours with a large number of windows installed on both sides and on extra floors, all overlooking the neighbours; in theory the front of the property height will not change, however the proposed design creates an imposing building which will have a visual impact on the street scene; we do feel that the extension may not meet the 50% rule and we believe it to be an overdevelopment of the site; we are concerned that there is the potential for it to become an HMO.

Decisions:24/05228/TPO - West Wycombe Conservation Area, West Wycombe Park, West Wycombe - Trim back by up to 1.5m so as to provide clearance of lamp stands and remove obstruction from the pavement x 1 Yew Hedge (H1) and crown reduction by up to 1.5m so as to provide clearance around lamp stands and remove obstruction from the carriageway x 1 Yew (T1) – permitted.

Notification from the Planning Inspectorate that the appeal by Wyeside for the balconies has been dismissed.

Notification from the Planning Inspectorate that an appeal has been made by 46 Copperfields – we did not object to the application.

317.3 To discuss the Pedestal Playing Field safety inspection

The Play Inspection Company inspected all the play equipment, the football goal and the outdoor gym equipment and produced a 62-page report. The majority of the issues raised were low or very low risk. An inspection of the wood-framed swing needs to be undertaken and appropriate action taken. Cllr Harris will carry out an inspection and hold a site meeting with Cllr Cope on 13th April. Their site visit will confirm whether any immediate action needs to be taken; whether a working party would deal with the majority of the issues and what spare parts might be required.

317.4 To discuss extending the Pedestal Playing Field Car Park

Downley Dynamos will discuss the proposal we put forward, based on Sir Edward's response to our request, at their next committee meeting.

317.5 To discuss work in the Community Orchard and Burial Ground

Cllr Harris has asked Glyn Spratt to revisit his quotation for the tree work as he thinks it is high in relation to the work required, although lower than that supplied by Chiltern Rangers. Clerk will place an order for Community Orchard gates with Glyn Spratt at a cost of £495. Clerk noticed that the kissing gate, donated by the Parish Council, going into the sheep field, has, due to the straining wire on the recently repaired fence, become misaligned - Cllr Harris has suitable material to repair the kissing gate when the sheep have been removed from the field.

317.6 To discuss the D-Day Pageant Master Beacon

We will display the Union flag; bells from St Lawrence Tower will be rung but will be later than the suggested time of 6.30pm due to bellringers' work commitments; Chiltern Hills brass band and Howe Fish & Chips have been booked; Cllr Cheshire will ask Sir Edward if he would light the beacon – if he is not able we have several members of our community who are former service personnel and we will approach them. We will also contact Revd Andi Chapman, RAF Chaplain at Strike Command. We will let the school know about the suggestion that they read The Poem for Schools D-Day Heroes at 11am; Cllr Cope will contact a piper. The Beacon will be lit at 9.15pm.

317.7 To discuss the litter pick and risk assessment

All volunteers will be advised to only work on 30mph stretches of road. High viz jackets, litter pickers, bags and hoops will be supplied. Litter will be gathered by the Village Hall for collection on Monday 15th April. Cllr Mrs Smith and the Clerk will provide refreshments in the Village Hall and Cllr Harris will travel round the roads collecting all the litter bags left at strategic sites by the volunteers.

317.8 To report any highways issues and discuss the proposal by Buckinghamshire Council for the trees in Rosemary Close

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.

Clerk has written to the residents at 6 Copperfields about the tree on their boundary.

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.

Buckinghamshire Council provided the following information regarding the trees in Rosemary Close: "The conifers were unfortunately the incorrect tree to be planted in this type of setting. Pruning works alone will not stop any root ingress or root heave from happening and the trees will continue to grow not in keeping with the setting (because very close to properties). They could then cause a danger as well as trip hazards from root heave and of course the size being unmanageable within the street setting.

The stumps will be a challenge to grind out completely at this location again, due to the tree type, however this will be attempted as best as possible.

We would look to replace in a suitable location as close as possible to the conifer trees' current positions and they will be an approved tree species suitable for this type of setting – this would be looked at by our tree specialist team."

The Clerk will find out a timescale; whether cars have to be removed; whether a road closure would be required; when the replanting would take place; and how long they think the felling and stump removal would take. Once this information is available the Parish Council will hand deliver letters to all residents at the appropriate time.

317.9 To approve the accounts for the year ending 31st March 2024

The Clerk/RFO issued a copy of the year end accounts to Councillors prior to the meeting. It was resolved to approve the accounts.

317.10 To review the revised budget for 2024/2025

The Clerk/RFO had issued copies of a revised budget prior to meeting. Now that a new Clerk has been appointed and started work from 1st April this has to be revised again.

317.11 To approve the accounts for April 2024 – appendix 2

The Clerk advised members of additional invoices since the agenda had been issued. It was resolved to approve the accounts for April.

317.12 Members Questions

The Clerk highlighted the recent Street Licence consultation as it could have an impact on the Christmas Fayre which will be held on Friday 6th December.

317.13 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

Appendix 2

Payments to be made in April 2024

Castle Water (dd)	£5.00	Allotment water
Post Office (debit card)	£13.60	Postage
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	March collections
Rialtas (BACS)	£230.40	Software support for Allotment package
Rialtas (BACS)	£230.40	Software support for 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 Comm Ass(BACS)	£87.50	Village Hall – litter pick
Play Inspections Ltd (BACS)	£162.00	Pedestal Playing Field inspection
BMKALC (BACS)	£211.47	BMKALC annual subscription
South Bucks Business Prod(BACS)	£10.80	Stationary
Shaw & Sons (BACS)	£106.80	Minute book
Giff gaff (debit card)	£6.00	Monthly charge for mobile
Castle Water (dd)	£5.25	Burial ground water
Smart Numbers (dd)	£23.99	Monthly service charge
Southern Electric (dd)	£15.87	Feeder pillar energy
Southern Electric (dd)	£73.49	Feeder pillar energy
Southern Electric(dd)	£237.67	Street light energy
Total	£3927.30	

Statement of account as at 1st April 2024

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