

MINUTES OF THE MEETING HELD ON THURSDAY 14th MARCH 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, Ms C. Rowland
In attendance: Mrs S. Henson - Clerk, Buckinghamshire Cllr Mr D. Hayday.

APOLOGIES:

Cllr Mr J. Carstensen (health), Mrs A Wright, Buckinghamshire Cllr Mrs O. Hayday.

Steven Marshall, who will be Sharon Henson's successor as Clerk to the Parish Council, attended as an observer. He will start working with Sharon through April and May and she will cease to be our Clerk as from 31st May.

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

CONFIRMATION AND SIGNING OF MINUTES OF THE FEBRUARY PARISH COUNCIL MEETING

The Minutes for above meeting were agreed by those Councillors present and signed by the Chairman.

Councillors confirmed that they will continue to accept and approve Cllr Carstensen's absence at meetings due to his current health issues and look forward to his return to the Parish Council in April.

Clerk's Report

1. Clerk met with the Highways Community Liaison Manager, to go through the 17 outstanding issues in the parish. Some have already been resolved.
2. Clerk has been trying to sort out the issue of flooding and water not soaking away near Kitty's Lodge. Jetting crews have been on site and worked out where the problem is, and further ditching work will be undertaken and then further jetting. We still need the groundwater levels to reduce.
3. Clerk has spoken to Glyn Spratt about obtaining a price for work in the Community Orchard.
4. We have not had any further correspondence or requests for meetings in relation to the High Street project.
5. Our accounts and books went to the internal auditor on 26th February and the report will be issued once the end of year accounts are available and the VAT refund has been submitted.
6. Clerk is discussing the Pedestal Playing Field lease with West Wycombe Estate.
7. Gate repairs in the Pedestal Playing Field have been undertaken, however one spring has already broken – the entry gate needs rehangng in the opposite direction. Cllr Harris will investigate with Glyn Spratt.
8. Clerk has worked with West Wycombe Estate and Highways in relation to the road traffic accident on the entry to the High Street. No liability or costs involved for the Parish Council.
9. Clerk has advised Buckinghamshire Council that, currently, we do not accept the proposed grass cutting map as it is quite different to the one worked to since 2015 and which all contractor quotes and orders are based on.
10. Clerk has booked for the litter pick bags to be collected on Monday 15th April.
11. The abandoned lorry in Beechwood Road has been removed.
12. Clerk has written to SWARCO to ask if they have undertaken the modification to the MVAS and if not asking them to return the unit.

MEETING CLOSED FOR PUBLIC QUESTION TIME
MEETING REOPENED

316.1 Correspondence received – 9th February – 14th March 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 Council proposed Devolved Services Agreement and grass cutting map – emailed.
6. Prices from Glyn Spratt for work on the trees in the Community Orchard - £615 and for work on the boundary fence and gates between the Community Orchard and Burial Ground - £495.
7. Southern Electric did not seem to take any money from our account in February – taking it in early March.

8. Rural Forum agenda for a Teams meeting on 21st March - emailed.
9. Multiple emails between Highways and Clerk over the flooding at Kitty's Lodge.
10. Information Commissioner's annual renewal.
11. Consultation on the changes to boundaries for the Community Boards – emailed.
12. Email from a resident of the High Street about the speed and noise of some of the vehicles travelling the High Street at night – Clerk has written to PC O'Driscoll to ask about our Neighbourhood Policing Team.
13. Email from a resident about the trees on Cookshall Lane bordering the Pedestal Playing Field – Clerk has advised that 1st March is the deadline date for work on trees which are safe – the trees are actually on the roadside verge and would not come under us, possibly West Wycombe Estate.
14. Revised grass cutting map from Buckinghamshire Council – gone back to our original map.
15. Email from Copperfields resident about a neighbour's tree – previous request for action has not been taken – Clerk will make further contact with the house owner – if no action we will advise them that we will undertake the work and charge them.
16. Minutes of the North West Chilterns Community Board meeting which we were unable to attend.
17. Request to use the Pedestal Playing Field car park for an art exhibition in St Paul's Church over the first May Bank Holiday weekend – Clerk will respond that this will not be possible due to the heavy usage by Downley Dynamos over the weekends as well as the drainage issues affecting the far end of the parking area – will advise that they can use The Walled Garden which is free for the first hour's use.

316.2 Planning applications & decisions:

Applications: 24/05340/FUL & 24/05341/LBC - Hill Cottage, Church Lane West Wycombe - Householder application for construction of single storey rear link extension – no objection in principal, however we have concerns over the visual intrusion of aluminium roof windows in the Church Lane streetscape.

Decisions: 23/07355/FUL -90 Chorley Road West Wycombe – householder application for construction of single storey rear infill extension – permitted.

23/06588/FUL & 23/06326/LBC Park Farm Workshops, Chapel Lane – Installation of fire breaks to timber frame, replacement WC facilities, installation of new ceiling of mess room and installation of CCTV cameras to external elevation – permitted.

316.3 To discuss Buckinghamshire Highways proposed Devolved Services Agreement

The Clerk handed out copies of the proposed agreement in order that all the details and requirements could be discussed. An up-to-date grass cutting map had been issued which was now acceptable. Councillors had received the document by email prior to the meeting. It was resolved to continue with the Devolved Services Agreement and the documents were duly signed.

316.4 To discuss extending the Pedestal Playing Field Car Park

The Clerk had asked Sir Edward for his views on the request from Downley Dynamos to extend the car park area into the far end of the area. On a day-to-day basis, the Parish Council has no need for this extra space and therefore the cost would be down to Downley Dynamos. It was resolved that we would advise Downley Dynamos that Sir Edward has no objection to extending the hard standing area, however he has suggested how the work should be undertaken. We would ask that all the specifications for the work, including appropriate drainage work as the area is extremely 'boggy', are forwarded to the Parish Council as we are the leaseholders. We would also want an agreement on how it would be maintained in the future, and we would advise residents of Cookshall Lane when the work would be undertaken.

316.5 To discuss the potential changes to Community Boards

Councillors went through the survey in order that the Clerk could complete it online. It was agreed that maintaining our links with parishes along the A4010 is beneficial and also with those on the A40. Councillors did not feel it was necessary to be in a Community Board with Lane End Parish Council even though they will be in the newly created Ward from the 2025 elections.

316.6 To discuss the Community Orchard and the Burial Ground

Cllr Harris had met up with Glyn Spratt in the Community Orchard to talk about replacing trees, half guards and posts as well as work on the main gate, kissing gate and posts. £615 for tree work and £495 for work on the boundary and gates between the Burial Gound and the Community Orchard. It was resolved that Cllr Harris would arrange another meeting with Glyn Spratt as although his prices were lower than The Chiltern Rangers he felt they were high in relation to the proposed work – he will clarify what is required to see whether they can be reduced.

316.7 **To discuss the D Day Pageant Master Bonfire**

Clerk will obtain prices for the D Day flags which are being advertised – we do have a ‘We Will Remember Them’ flag. Cllr Mrs Cheshire reported that the Chiltern Hills Brass Band and Howe Fish and Chips have been booked. Waiting for further information from the Pageant Master.

316.8 **To discuss the litter pick and a risk assessment**

Clerk reminded Councillors that volunteers cannot litter pick on the 40mph roads – Councillors will undertake this at their own risk. High viz jackets, litter pickers, bag rings and bags will be supplied to volunteers, with refreshments available in the Village Hall supplied by Cllr Mrs Smith and the Clerk.

316.9 **To report any highways issues**

1. High Street Project – we have had no further communication on the proposal put forward by Atkins.

Further to the Clerk’s meeting with the Highways Manager this is the latest update:

2. **Pedestrian Island on the West Wycombe Road**- All repaired.
3. **Replacement of 3 x bollards at Copperfields Junction** – All replaced.
4. **Conifer trees – Rosemary Close** – The Local Area Technician has raised an order for 3 x conifer trees to be removed. Buckinghamshire Council will be confirming a date as soon as possible for the removal. We discussed the trees in Rosemary Close and we have the following questions, the answers to which will help with any issues with residents:

i) We are aware that complete removal may not be popular with all residents, but we accept that they are exceptionally large and pruning conifers is not usually successful. What was the rationale for complete removal - is it down to maintenance, safety, root damage to properties etc?

ii) If/when removed would the stumps be ground out?

iii) Could they be replaced with prunus or hawthorn trees as per those in Park Farm Road?

iv) Due to the volume of cars in Rosemary Close we occasionally have residents park on the grass, therefore planting replacement trees would act as a deterrent - or could stub posts be installed?

Once we have these answers, we would be prepared to work with Buckinghamshire Council to inform residents.

5. **Branch on Manna Ash** – investigating works that were identified.
6. **Pedestal Roundabout** – works are being planned however, there are a number of utilities at the moment taking up road space.
7. **Bollard outside Pedestal garage** – awaiting delivery of the same style of bollard. The bollard on site is too damaged to use again.
8. **Flooding at Kitty’s Lodge** – resolved.
9. **Streetlights** – Street lighting to update on all of the reports. Street lighting team are catching up from 18 months’ worth of backlog so reports in October/November will likely be towards the back of their remedial programme whilst they catch up.
10. **Pavement potholes** – completed.
11. **Sunken Drain near George and Dragon** – completed.
12. **Siding out Chorley Road** – it is on the programme but did not make the LAT’s ‘top 3’ - each LAT was limited to their top 3 priorities as several hundred were put forward. They will continue to complete siding out with outstanding orders in 2024/5 – likely to be during the autumn however.
13. **Concern about tree near light/school CL on Chorley Road** – Highways Manager meeting tree review team in the next two weeks.
14. **Concern about older repairs on sealed** – discussed at the time. Will monitor.
15. **50mph signs** – we are procuring new signs.
16. Clerk reiterated our request for the pavement from Portway Drive to the roundabout to be resurfaced.
17. Road Traffic Accident on approach to High Street – Clerk advised West Wycombe Estate and Highways – the Estate will replace fencing; hedge and the half-size white gate and will claim

against the driver's insurance; street lighting have capped off the dangerous light column (no 7).
None of the work will be a cost to the Parish Council.

316.10 To approve the accounts for March 2024 - appendix 2

Clerk advised that there was one revised figure – Castle Water for the Burial Ground will be £4.91 not £5.25. It was resolved to approve the accounts for March.

316.11 Members Questions

None raised.

316.12 Date of next meeting – Thursday 11th April 2024 at 8pm West Wycombe Community Library adjacent to The Swan PH. Cllr Rowland gave her apologies in advance due to potential medical treatment.

The Clerk will be on annual leave from Tuesday 26th March and will resume work on 2nd April.

Appendix 2

Payments to be made in March 2024

Castle Water (dd)	£5.00	Allotment water
Mrs S Henson (BACS)	£681.44	February salary
Mrs S Henson (BACS)	£95.70	February mileage and gate repair materials
Bucks Council (BACS)	£251.46	March pension
HMRC – online (BACS)	£146.64	Tax & NI
Acorn Landscaping (BACS)	£692.72	Highway grass, burial ground, Pedestal strimming
TBS Hygiene (BACS)	£123.84	February collections
West Wycombe Library (BACS)	£20.00	Interview session in February
West Wycombe Estate (BACS)	£3000.00	Pedestal Playing Field
Parish Council Websites (BACS)	£1200.00	Annual webmaster service
Information Commissioner (dd)	£35.00	Annual registration fee
Castle Water (dd)	£4.91	Burial Ground water
Giff gaff (debit card)	£6.00	Monthly charge for mobile
Smart Numbers (dd)	£23.99	Monthly service charge
Southern Electric (dd)	£221.81	Street light energy (February)
Southern Electric(dd)	£221.81	Street light energy (March)
Total	£6730.32	

Statement of account as at 1st March 2024

Opening balance as at 1 st February	£36992.82
February payments	£ 2536.27
Total	£34456.55