

MINUTES OF THE MEETING HELD ON THURSDAY 9th MAY 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

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

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS BY MEMBERS RELATING TO ITEMS ON THE AGENDA Cllr Cope declared a pecuniary interest in the item relating to Chairman's Allowance.

CONFIRMATION AND SIGNING OF MINUTES OF THE APRIL PARISH COUNCIL MEETING

The Minutes of the April meeting were agreed by those Councillors present and signed by the Chairman.

Clerk's Report

1. We have received the VAT refund of £1,780.67.
2. We have received the first 50% of the Precept
3. Clerk has reported the light outside the Village Hall and the one on Steps House.
4. Clerk has placed an order with Glyn Spratt for replacing and repairing fencing and posts on the Burial Ground/Community Orchard boundary.
5. Clerk has ordered and received new ground fixings for the seat on the Pedestal Playing Field.
6. Clerk has ordered and paid for a set of replacement buffers for the skier on the adult gym equipment
7. Clerk has ordered and paid for a replacement rope for the Burma Bridge on the timber trail.
8. Clerk has reminded Buckinghamshire Road Safety Team to replace the school crossing warning signs – they planned to do this during the school Easter holidays but this did not happen.
9. Clerk has inspected the tree at 6 Copperfields and the residents have undertaken the work requested.
10. Clerk has placed an order with Elizabeth Stillman for weed killing for both edges of the pavement in the High Street. The troughs will be planted with white and pink geraniums.
11. The Clerk has sent a reminder email to Buckinghamshire Highways asking about the timing for work on the Rosemary Close trees. Buckinghamshire Council has confirmed that the work on Rosemary Close trees will start in September after the bird nesting season.
12. The Clerk has invited local organisations and the school, West Wycombe Estate, the National Trust, and Thames Valley Police to the Annual Parish Meeting. Posters will go up and it will be advertised on the website and Facebook.
13. Buckinghamshire Council has confirmed that the replacement order for the 50mph signs has now been placed.
14. Clerk will go to Barclays Bank to update the signing mandate to include Mr S Marshall and remove Mrs Henson, Mr Timberlake and Mr Seymour. We have changed the address for correspondence. Mr Marshall will need a new debit card and PIN number.

MEETING CLOSED FOR PUBLIC QUESTION TIME
MEETING REOPENED

318.1 Correspondence received – 12th April – 9th May 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 public consultation on the High Street project – response required by 3rd June – emailed, on website and Facebook link – agenda item
6. Utility Aid – the company recommended by NALC asking about renewing our energy contracts – one feeder pillar needs to be added as they missed this out last time despite being given the information – emailed- agenda item .
7. Notification from BMKALC about a series of workshops on the proposed Street Licensing consultation –being held from 7 – 20th May - emailed.
8. Email from a resident asking about further information on the reasoning behind the High Street project – resident referred to our website. They also sent an email to Cllr Harris and copied in the

- Clerk. Residents have to respond to Buckinghamshire Council on the consultation.
9. Renewal for our Annual Insurance policy – the 3-year agreement runs out in 2025.
 10. North West Community Board meeting on 27th June at 18.30hrs in Princes Risborough.
 11. West Wycombe Estate new lease for signature.
 12. Internal auditors report – enclosed and on website.
 13. Signed copy of the Devolved Services agreement from Buckinghamshire Council for filing.

318.2 Planning applications & decisions:

Applications: 24/05817/FUL - 361B & 361C West Wycombe Road High Wycombe

Raising of the existing ridge by 750mm to create loft conversion with new gabled end, flat dormer to the rear plus 2 x rooflights to the front elevation. As the application had only been received on the day of the meeting an extension to the response date will be requested.

Decisions: 24/05340/FUL & 24/05341/LBC - Hill Cottage, Church Lane West Wycombe -

Householder application for construction of single storey rear link extension – permitted

318.3 To receive and discuss the internal auditor's report

The internal auditor's report was issued prior to the meeting and put up on the website. No issues were raised. This was the last internal audit which would be carried out by Miss Hewitt. She was thanked for her service as the internal auditor over many years.

318.4 To complete the annual governance statement

Cllr Cope read out all the statements to Councillors and all were answered in the affirmative.

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

Councillors resolved to approve the accounts.

318.6 To note the date of 3rd June to 12th July 2024 for the public inspection of the annual accounts

The dates were duly noted. The AGAR will be published on the website as will the notification of the inspection dates.

318.7 To agree to pay the internal auditor £125

It was resolved to pay Miss Hewitt £125.

Cllr Cope left the room and Cllr Harris took the Chair

318.8 To agree to pay the Chairman's Allowance of £150

It was resolved to pay Cllr Cope £150.

Cllr Cope returned to the room and took the Chair

318.9 To report any highways issues

The Clerk has re-reported the street light on the belisha beacon on FixMyStreet

The Clerk has reported the light on Steps House on FixMyStreet

The Clerk has reported the signs left by the Walled Garden wall near The Pound on FixMyStreet

Cllr Harris and Cllr Cope will inspect one of the trees in Rosemary Close prior to the planned removal in September after the bird nesting season.

Mr Spratt will be asked to quote for repairing the upright and rails on the kissing gate on the entrance to the main road.

318.10 To discuss the Utility Aid offer to review/renew our electricity contract

The Clerk will ask Utility Aid to forward us their contract price offer.

Clerk advised Councillors that one of the feeder pillars needs to be added.

318.11 To receive a verbal report on the repairs for Pedestal Playing Field Equipment

Cllr Harris and Cllr Cope Clerk had an on-site inspection and worked with the play inspection report. As a result of this visit we have ordered and received the replacement Burma Bridge rope, the skier pads and ground fixings for the seat and handed them to Cllr Harris. Cllrs Harris and Cope will arrange a date to undertake the repairs and possibly have a Councillors working party. The two gates at the entrance will be worked on by Glyn Spratt - Clerk will place an order with him.

318.12 To discuss work in the Community Orchard

It was resolved that an order will be placed with Glyn Spratt to undertake the tree work and replacement of some of the fence posts at a cost of £615.

318.13 To discuss the proposal for the High Street by Buckinghamshire Council currently out to public consultation

Councillors expect to have the detail proposal presented to the Parish Council, as client, before it is taken any further.

In principle we are in favour of the scheme as our aim is to prevent footway incursion and protect the safety of pedestrians.

We have assumed that the engineers have taken into account the results of the onsite study undertaken from 11th January to 2nd February 2022.

318.14 To sign the new lease for the Pedestal Playing Field

West Wycombe Estate have produced a new lease for the next 10 years. Cllr Cope as Chairman and Steven Marshall as Clerk/RFO will sign the new lease which will be returned to the Estate for Sir Edward to sign and date.

318.15 To approve the accounts for May 2024

The Clerk reported that £100 had been inadvertently paid into our account due to a confusion between the Parish Council and the Parochial Church Council and a transfer had been set up. It was resolved to approve the accounts.

318.16 Members questions

Cllr Carstensen reported that he had become a volunteer for the Buckinghamshire Waste Busters Community Organisation to increase awareness of garden waste management - he made a proposal that that the Parish Council arrange an event within the parish to support this project. Cllr Mrs Smith reported that the National Trust have requested assistance for resident parking for whilst scaffolding is up July 8 to Sept 2. It was agreed that we would offer the burial ground car park as offering the Village Hall car park would cause too many issues with hirers of the hall.

318.17 Date of next meeting: Annual Parish Meeting on 23rd May at 8pm in the Village Hall and 13th June for the normal Parish Council meeting at 8pm in West Wycombe Library

Appendix 2

Payments to be made in May 2024

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|--------------------------------|-----------------|---|
| A.E. Evans(Debit) | £350.59 | Replacement rope for Burma bridge |
| Castle Water (dd) | £5.00 | Allotment water |
| Mrs S Henson (BACS)) | £1355.24 | April/ May salary |
| Mrs S Henson BACS)) | £208.00 | 5 months room allowance |
| Mrs S Henson (BACS)) | £37.59 | Mileage for March/April and average for May, expenses |
| Bucks Council (BACS) | £251.46 | May pension |
| HMRC – online (BACS) | £452.89 | Tax & NI |
| Acorn Landscaping (BACS) | £734.37 | Highway grass, burial ground, Pedestal strimming |
| TBS Hygiene (BACS) | £123.84 | April collections |
| Buckinghamshire Council (BACS) | £260.00 | Waste collection for burial ground |
| Glasdon (BACS) | £108.47 | Ground fixings for seat |
| Broxap (BACS) | £108.00 | Buffers for skier |
| Gallagher (BACS) | £1347.00 | Renewal of insurance |
| Miss L Hewitt | £125.00 | Internal audit |
| Cllr S Cope | £150.00 | Chairman's allowance |
| St Paul's Church | £100.00 | Refund of funds sent to wrong account |
| Castle Water (dd) | £5.38 | Burial Ground water |
| Giff gaff (debit card) | £6.00 | Monthly charge for mobile |
| Smart Numbers (dd) | £23.99 | Monthly service charge |
| Southern Electric (dd) | £230.00 | Street light energy |
| Total | £5982.82 | |

Statement of account as at 1st May 2024

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|---|-----------|
| Opening balance as at 1 st April | £27726.23 |
| Less April payments | £ 3986.78 |
| Plus 50% precept | £21750.00 |
| Plus VAT refund | £ 1780.67 |

Misc donation – sent to wrong account
Total

£ 1.00
£47271.12