



*West Wycombe
Parish Council*

**YOU ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL
TO BE HELD ON WEDNESDAY 12th MARCH 2025 at 8PM
IN THE VILLAGE HALL, WEST WYCOMBE**

MEMBER OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND

AGENDA

1. To accept apologies for absence
2. Declaration of disclosable pecuniary interests by Members relating to agenda items

MEETING CLOSED FOR PUBLIC QUESTIONS

MEETING RE-OPENED

3. To confirm and sign the minutes of the February 2025 Parish Council Meeting
4. Matters arising on items in the previous minutes
5. Correspondence – see Appendix 1
6. Planning Applications and Decisions: To discuss.
25/05448/CTREE -The Rectory, Church Lane ,West Wycombe
Fell 1 x Cherry tree (T1), fell 1 x Pear Tree (T2) and fell 3 x Common Hazel trees (T3, T4 and T5) as the trees overshadow the lawn and have not been managed in the recent past and have grown too big
25/05362/PNP14J -The Walled Garden, Chorley Road, West Wycombe
Prior approval application (Part 14, Class J) for installation of roof mounted solar PV panels
25/05361/PNP14J -The Walled Garden, Chorley Road, West Wycombe
Prior approval application (Part 14, Class J) for installation of roof mounted solar PV panels
7. To report any highways issues including progress on the High Street Project and the MVAS units
8. To agree to sign the Buckinghamshire Council Devolved Services agreement
9. To discuss the current problem of fly tipping on the Pedestal Playing Field Car Park
10. |To discuss the Annual Parish Meeting to be held after the normal April Parish Council meeting
11. Reports: a.Buckinghamshire Councillors
b.Parish Council Chairman
c. Parish Councillors
d. Interim Clerk
12. To approve the accounts for March 2025 -- appendix 2
13. Members questions
14. Date of next meeting: Wednesday 9th April at 8pm, followed by the Annual Parish Meeting in West Wycombe Village Hall

SHARON L. HENSON, Interim Clerk

5.3.2025

PLEASE REPLY TO: Clerk to the Parish Council
Telephone: 01494 – 448048 Email: clerk@westwycombeparishcouncil.gov.uk

Appendix 1

Correspondence received – 13th February – 5th March 2025

1. BMKALC updates – emailed
2. Monthly website traffic – emailed.
3. Buckinghamshire Council daily and weekly updates and press releases – links put on website.
4. Confirmation from Buckinghamshire Council that the High Street project has been approved –agenda item
5. Police & Crime Newsletter - emailed
6. Electoral Roll updates
7. Buckinghamshire Council Devolved Services agreement – agenda item
8. Request from our insurance broker to confirm whether there are any changes to make to our policy before they provide new prices
9. Introduction of the new Neighbourhood Police Sergeant at Marlow Police Station – Shaunagh Hall

Clerks Report

1. Glynn Spratt has dug out the grips in Toweridge Lane
2. Clerk has reported the abandoned vehicle in the Pedestal Playing Field and have been advised that nothing can be done until the MOT runs out on 17th March
3. Acorn Landscapes have undertaken all the repair and maintenance work in the Pedestal Playing Field and Clerk has ordered spare parts for the Burma Bridge.
4. Clerk has spoken to West Wycombe Estate about the pothole leading to the public toilets and the surface of Cutty Alley
5. Clerk has arranged a meeting with Acorn Landscapes to go through last year's play inspection and has arranged the play inspection for this year in April.
6. Clerk has asked Acorn Landscapes to provide a price for the removal of the second lot of fly tipping in Pedestal Playing Field Car Park
7. Clerk contacted Buckinghamshire Council about the issue at the junction of Cookshall Lane – yellow lines would have to be part of an overall scheme due to the cost of a Traffic Regulation Order, could take 12- 18 months and could cost £15-20k! I have asked about bollards but not had a reply. The recent car was issued with a ticket and the Clerk has put the no parking bollard back on the tarmac/pavement.
8. Clerk had JSM come back and make a proper reinstatement of the entrance to the Pedestal Car Park.
9. Clerk has spoken to Great Missenden Parish Council re the MVAS units – they are moveable and now have two padlocks – so far all safe. Hughenden PC have also re-erected their units.

Appendix 2

Payments to be made in March 2025

Acorn Landscaping (BACS)	£812.15	Highway grass, burial ground
TBS Hygiene (BACS)	£154.80	March collections
Glyn Spratt(BACS)	£115.00	Toweridge Lane grips
Sharon Henson (BACS)	£590.98	February - 23 hours plus phone and stationery
Sparkx (BACS)	£295.80	Chorley Road light repair
Parish Council website (BACS)	£1200.00	Annual webmaster service
Kate Cheshire (BACS)	£500.00	Skip hire for allotments
Information Commissioner (dd)	£47.00	Annual renewal
Castle Water (dd)	£15.82	Allotment water
Castle Water (dd)	£5.02	Burial Ground water
Yorkshire Gas & Power (dd)	£36.78	Feeder pillar energy
Smart Numbers (dd)	£23.99	Monthly service charge
Southern Electric (dd)	?	Invoice not issued at time of producing agenda
Total	£3797.34	

Statement of account as at 1st March 2025

Current account as at 1 st February	current account	£ 7136.20
	Deposit account	£23124.60
Opening balance		£30260.80
Less February payments		£ 4410.17
SubTotal		£25850.63
Plus deposit account interest		£ 105.51
Total		£25956.14

MINUTES OF THE MEETING HELD ON WEDNESDAY 12th FEBRUARY 2025 AT
8.00 PM IN WEST WYCOMBE VILLAGE HALL

ATTENDANCE:

Cllrs Mr S. Cope, Mr N. Harris, Mrs V. Smith, Mrs E Copley, Mrs K. Cheshire,

In attendance: Mrs S. Henson, Buckinghamshire Cllrs Mr D. Hayday Mrs O. Hayday, Mrs A Wright

APOLOGIES: None received

One member of the public

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

CONFIRMATION AND SIGNING OF MINUTES OF THE JANUARY 2025 PARISH COUNCIL
MEETING

The Minutes of the January Meeting were agreed by those Councillors present and signed by the
Chairman.

MEETING CLOSED FOR PUBLIC QUESTION TIME

MEETING REOPENED

320.1 Matters arising from the previous minutes

All come up within the agenda.

320.2 Correspondence received – 9th January - 12th February 2025

1. Monthly website traffic – emailed.
2. Buckinghamshire Council daily and weekly updates and press releases – links put on website.
3. BMKALC updates - emailed
4. Confirmation request from Buckinghamshire Council on the High Street project –agenda item
5. BMKALC Place Shaping Conference taking place on June 16th from 9.30am to 4pm at Oculus, The Gateway Conference Centre, Gatehouse Rd, Aylesbury, HP19 8FF. Tickets £25 per delegate
6. Police & Crime Newsletter - emailed
7. Electoral Roll updates
8. Notification of North West Community Board in Princes Risborough – 5th March 18.30
9. Notification of Rural Forum on Teams – 5th March 17.00-19.00
10. Email from a resident about the path by Farthing Cottage – Clerk has advised the resident that the National Trust have been asked to cut it.
11. Buckinghamshire Council – updated contacts list
12. Request from a resident to look at the grips in Toweridge Lane
13. BMKALC Post Election – Councillor Induction Quick Starts – In person Super Saturday Session! 24th and 31st of May 2025
14. BMKALC Election training – on line 7th March 1pm – Clerk has applied.

320.3 Planning applications & decisions:

24/07782/FUL -474 West Wycombe Road High Wycombe -Householder application for construction of outbuilding to rear - refused

24/07647/FUL - 17 Copperfields High Wycombe - Householder application for extension to existing dropped kerb and new vehicle hardstanding – refused.

320.4 To report any highways issues including progress on the High Street Project, the MVAS units and the grips in Toweridge Lane

A site visit was held with Cllrs Cope, Harris, Smith and Carstensen and the Buckinghamshire Project manager and the area to have double yellow lines on the bend in the High Street was clearly defined and agreed. The bus stop area will be repainted.

Local Parish Councils have paid Lacey Green Forge to put bands around the MVAS units at a cost of £300 per unit. Clerk will investigate sites and any issues raised at the adjacent parish councils.

Toweridge Lane grips need to be cleared as the bottom of the lane is under water – Clerk will place an order with Glyn Spratt to carry out the work. National Trust have been asked to look at the grips in Church Lane.

The pothole by the public toilets still has not been filled by West Wycombe Estate.

Road surface from West Wycombe to Downley Turning breaking up.

Surface of Cutty Alley has become difficult to walk on as the flints have become smooth.

Clerk will have a conversation with West Wycombe Estate

320.5 To discuss ordering a skip for the allotments

It was resolved to place an order for an 8yd skip to be present on the allotment for a month. Clerk will email allotment holders to advise them of the dates. Clerk had obtained prices from Wycombe Recycling at £325 plus VAT, Enterprise would be £250 plus VAT and Hawes do not supply 8yd skips. Enterprise will be asked to supply, and Clerk will meet them on site.

320.6 To explain the May election process

Election activity starts from 18th March. The Clerk has requested 10 sets of papers which prospective candidates can request. Information is on our website with all the dates.

Candidates have to submit their papers in person or via the Clerk who will deliver them to The Gatehouse, Aylesbury by 2nd April. The Election Tool kit can be found on our website by clicking the image showing all the dates.

There will be post election training days for all new Councillors on 24th and 31st May.

Councillors go into Purdah on 18th March.

320.7 Reports:

Buckinghamshire Councillors: encourage residents to use Fix My Street and if they can help in any way with the issues at West Wycombe School; will see if they can get the Council to supply larger containers for the disposal of the large amount of nitrous oxide canisters.

Parish Council Chairman: I understand that there are plans afoot for a Summer Solstice Festival in West Wycombe Park, these are at a very early stage at present but I am sure we will all be interested in learning more about what is being planned as and when this is confirmed.

The only other matter I have to report on is the changes to our banking arrangements: I have managed to upload the two forms required by Barclays in order for them to add Sharon as an 'authorised person' so that we can resume using online banking, and at time of writing I am awaiting confirmation that this has been actioned.

Parish Councillors: Cllr Harris disposed of 309 Nitrous Oxide cylinders to High Heavens and the Beaconsfield recycling sites by prior arrangement– capacity needs to be increased as they only supply two wheelie bins for the containment of these. Private disposal would be £7 per cylinder.

Cllr Mrs Smith asked if anything could be done about the surface of Cutty Alley as it is quite slippery where the flints have worn away.

Cllr Mrs Cheshire reported that there are plans to hold a VE Day bonfire, possibly on May 9th but this needs to be confirmed. Mrs Wright and the Clerk will investigate appropriate flags.

Cllr Mrs Copley raised concerns about the current amount of fly tipping – some on West Wycombe Estate on the Bradenham Road as well as Slough Lane.

Mrs Wright asked if there was a Spring Litter planned – the Village Hall was booked for Saturday 12th April from 9.30 -12.30.

Interim Clerk

1. The Rialtas package for finance and the allotments has been transferred to the new laptop and the data for both packages have been uploaded and updated and is now ready for use.
2. Glynn Spratt has cut the shelter belt hedge.
3. Clerk has reported a non working light in Chorley Road and requested a repair of the cable in the pavement for a streetlight in Bradenham Road.
4. Clerk has allocated a vacant allotment to a resident.
5. Clerk attended the Clerks forum run by Buckinghamshire Council given updates on budgets, redundancies, elections, highways – only two grass cuts maximum apart from junctions, no weedkilling; first Community Board meeting of new Council will be towards end of May/early June; Community Board budget 5 years ago was £3.7million now £250,000.
6. Acorn Landscapes have undertaken all the repair and maintenance work in the Pedestal Playing Field and Clerk has ordered spare parts for the Burma Bridge.
7. Clerk has spoken to West Wycombe Estate about the pothole leading to the public toilets.
8. Clerk attended training on the forthcoming elections and has ordered 10 sets of candidate papers.
9. The Clerk wanted confirmation of how the new noticeboard on the entrance to St Pauls Church should represent the Burial Ground and wording was agreed to include the word Civil for the burial ground as many people still think it is connected with St Paul's Church. The Parish Council is the burial authority and anyone of any religion or none who have lived in the Civil Parish since 1987 can be buried there.
10. The Clerk pointed out that the Annual Parish Meeting cannot be on 28th May after the election, and it was agreed that it will be on 9th April after the normal parish council meeting.
11. Clerk has been in contact with the police about the car abandoned in the Pedestal Playing Field and it has been reported as an abandoned vehicle to Buckinghamshire Council.

320.8 To consider the budget to date

Councillors had been issued the budget up to the end of January 2025

The Salary budget will go over as, when the budget was set at the end of 2023, the salary for the replacement Clerk was not known as well as the recent costs for the Interim Clerk. For the same reason, the Use of office budget and Clerks mileage will be overspent. As a result of the Play Inspection report the Pedestal budget was overspent as repairs had to be undertaken. Some of the wooden equipment, which is now 15 years old, is looking tired and a budget to replace some of it should be built up.

320.9 To approve the accounts for February 2025

Payments to be made in February 2025

Acorn Landscaping (chq)	£1234.65	Highway grass, burial ground, Pedestal repairs
TBS Hygiene (chq)	£123.84	December collections
Sparkx (chq)	£398.40	Bradenham Road light
The Chiltern Society (chq)	£30.00	Annual subscription
Glyn Spratt(chq)	£95.00	Shelter belt hedge
Rialtas (chq)	£42.00	Transfer of software to new laptop
West Wyc Comm Ass(chq)	£84.00	Hall hire for Jan, Feb, March
West Wyc Comm Lib (chq)	£40.00	Room Hire
Sharon Henson (chq)	£1264.50	Dec/Jan – 50 hours plus phone and stationery
Castle Water (dd)	£15.82	Allotment water
Castle Water (dd)	£7.56	Burial Ground water
Yorkshire Gas & Power (dd)	£40.72	Feeder pillar energy
Smart Numbers (dd)	£23.99	Monthly service charge
Southern Electric (dd)	£705.34	3 months electricity

Southern Electric (dd)	£66.68	Feeder pillar energy
Southern Electric (dd)	£237.67	Street light energy
Total	£4410.17	

Statement of account as at 1st February 2025

Current account as at 1 st January	current account	£ 3553.96
	Deposit account	£33000.00
Less uncleared December cheques		£ 4886.19
Opening balance		£31667.77
Less January payments		£ 1611.57
Plus allotment rents		£ 80.00
Plus interest from deposit account		£ 124.60
Total		£30260.80

BACS payments will resume as soon as possible. Cllr Harris will obtain a PIN pad.
It was resolved to approve the accounts.

320.10 Members questions: None raised.

320.11 Date of next meeting: Wednesday 12th March at 8pm in the Village Hall

Cllrs Mr & Mrs Hayday gave their apologies for the March meeting as they would be attending a Full Council meeting at Buckinghamshire Council.