



*West Wycombe
Parish Council*

**YOU ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL
TO BE HELD ON WEDNESDAY 9TH APRIL 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 March 12th 2025 Parish Council Meeting
4. Matters arising on items in the previous minutes
5. Correspondence – see Appendix 1
6. Planning Applications and Decisions: None at the time of producing agenda
7. To report any highways issues including the MVAS units
8. To agree to sign an agreement with Downley Dynamos for a grass pitch maintenance agreement which allows the football club to apply for high value grants from the Football Foundation
9. To agree to place orders for the Pedestal Playing Field equipment maintenance
10. To agree and accept the end of year accounts – 31st March 2025
11. Reports:
 - a. Buckinghamshire Councillors – in purdah
 - b. Parish Council Chairman
 - c. Parish Councillors
 - d. Interim Clerk
12. To approve the accounts for April 2025 -- appendix 2
13. Members questions
14. Date of next meeting: Wednesday 14th May at 8pm in West Wycombe Village Hall

SHARON L. HENSON, Interim Clerk

3.4.2025

Appendix 1**Correspondence received – 12th March – 3rd April 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. Newsletter for Parishes from Buckinghamshire Council
5. Police & Crime Newsletter - emailed
6. Electoral Roll updates
7. Request from Downley Dynamos for a grass pitch agreement – agenda item
8. Emails in relation to the future elections
9. PKJ Littlejohn external audit papers

Clerks Report

1. Clerk has asked Buckinghamshire Council to erect fly tipping signs on the Pedestal Playing Field Car Park which they have agreed to do, and we are allowed to put up fake cameras.
2. Clerk has reported the abandoned vehicle in the Pedestal Playing Field as the MOT ran out on 17th March.
3. Acorn Landscapes met with Clerk and went through maintenance requirements for the play equipment and associated areas – we need to have the surface under the basketball net resurfaced with a rubberised material, order a new swing seat and order a new goal net and pegs.
4. Clerk and Cllr Mrs Smith have been in contact with West Wycombe Estate about the pothole and general area leading to the public toilets and the surface of Cutty Alley.
5. Acorn Landscapes removed of the second lot of fly tipping in Pedestal Playing Field Car Park.
6. Our books have been delivered to the internal auditor for inspection.
7. The first half of the precept will appear in our bank account around 23rd April.
8. The VAT will be reclaimed during April.

Appendix 2**Payments to be made in April 2025**

Acorn Landscaping (BACS)	£912.15	Highway grass, burial ground, Pedestal. flytipping
TBS Hygiene (BACS)	£123.84	April collections
Sharon Henson (BACS)	£942.10	March 34 hours/mileage/phone/stationery/election/ink
NALC (BACS)	£360.00	Clerk advert
Castle Water (dd)	£15.82	Allotment water
Yorkshire Gas & Power (dd)	£43.51	Feeder pillar energy
Smart Numbers (dd)	£23.99	Monthly service charge
Southern Electric (dd)	?	Invoice not issued at time of producing agenda
Total	£2421.76	

Statement of account as at 1st April 2025

Current account as at 1 st March	£ 2726.03
Deposit account as at 1 st March	£23230.11
Sub Total	£25956.14
Less March payments	£ 4009.32
Total	£21946.82
Represented by current account at 31 March	£ 3716.71
Represented by deposit account at 31 March	£18230.11

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

ATTENDANCE: Cllrs Mr S. Cope, Mr N. Harris, Mrs V. Smith, Mrs K. Cheshire, Mr J Carstensen,

In attendance: Mrs S. Henson, Buckinghamshire Cllr Mr D. Hayday

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

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

MEETING CLOSED FOR PUBLIC QUESTION TIME

MEETING REOPENED

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

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

321.1 Matters arising from the previous minutes

The allotment skip was delivered and filled within two days, it was therefore agreed to have it
replaced and the second skip will be removed on 24th March.

Cllr Harris reported that the footpath by Farthing Cottage had been cut back by the National
Trust.

321.2 Correspondence received – 13th February – 12th 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
10. Price from Acorn Landscapes to remove flytipping - £100.
11. Concern from a resident about damage by vehicles to verges in and leading to Church Lane
12. Buckinghamshire Council have committed to eventually increasing the storage capacity for
the NO2 canisters.
13. Election notification – on website
14. Email from an allotment tenant with questions about a greenhouse, extra plots, and wood
chip. Councillors discussed this and sadly even though they have a very ethical and
community minded concept we were unable to agree to their request. Clerk will respond.

321.3 Planning applications & decisions:

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 – no objection.

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 – no objection

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 – no objection

321.4 To report any highways issues including progress on the High Street Project, the MVAS units

The grips in Toweridge Lane have been dug out.

Buckinghamshire Council have approved the High Street parking project – we await an invoice for our contribution of £8000.

The Clerk has been to West Wycombe Estate about the pothole leading to the public toilets and issues with the Cutty Alley surface.

Clerk made enquiries about double yellow lines or bollards at the bottom of Cookshall Lane – the reply we had stated double yellow lines could take between 12 and 18 months and would not usually be done in isolation due the fixed costs associated with the Traffic Regulation Order. Therefore, we would usually recommend an area wide parking review. This would be in the region of 15k to 20k. No price was supplied for bollards – Clerk has forwarded a photo for this option showing the small section of pavement. More cones have been put out and a further parking notice was issued. A bollard may impede the petrol tanker.

Hughenden and Great Missenden Parish Councils have had bands put around the MVAS unit at a cost of £300 per unit – they are fixed to various sites and so far, none of the batteries have been stolen. Swarco have also produced a costed solution, but this appears to be part of the manufacturing process. Cllr Harris will look at the installations at the other parish councils.

Zebra crossing needs repainting as well as some of the existing double yellow lines – Clerk will report on Fix My Street

Chorley Road pavement is breaking up – Clerk will report on Fix My Street.

321.5 To agree to sign the Buckinghamshire Devolved Services Agreement

It was resolved to sign the agreement, and we will be receiving £2,346 from Buckinghamshire Council.

321.6 To discuss the current problem of flytipping on the Pedestal Playing Field Car Park

A discussion was held about signage and CCTV. Clerk will contact David Rounding Enforcement officer at Buckinghamshire Council for advice. Clerk will also talk to Acorn Landscapes about prevention measures. There seems to be a spate of fly tipping along the Bradenham Road and Smalldean Lane areas.

321.7 To discuss the Annual Parish Meeting to be held after the normal April Parish Council

Invitations have been sent out to the various organisations within the community. The agenda is on the website and posters will go up this week.

Councillors who have responsibilities in other areas will provide reports. Clerk will finalise the accounts. It was agreed to provide wine, elderflower, crisps, and cheese straws. Clerk will supply glasses and serviettes.

321.8 **Reports:**

Buckinghamshire Councillors: Cllr Darren Hayday came as it was his last meeting as he would be standing for the Sands Ward. Cllr Orshi Hayday who was attending a Buckinghamshire Full Council meeting was unable to be present; she is standing as an independent candidate for Chiltern Villages (our Ward). Darren thanked us for working with him over the past 13 years and we thanked him for his support.

Cllr Hayday reported that the young man who had been causing damage to vehicles and in Sands, Downley and West Wycombe areas has been arrested and is now being dealt with by the police.

Parish Council Chairman: Network Rail have installed high fencing on the path leading to the railway bridge and they have cut back a lot of the undergrowth. The Chairman attended the last North West Community Board.

Parish Councillors: Cllr Harris has met up with a film company who want to use St Lawrence. The parking area at the top of the hill will be levelled off prior to the public meeting being held on 25th March. The National Trust has undertaken tree work on their property next to the Dower House any further tree work would be the responsibility of the owners of the Dower House.

Cllr Mrs Smith attended the Rural Forum; the main topic of conversation from the NFU was the engagement with MPs over the inheritance tax changes. Farmers had concerns over dogs worrying sheep and signs for fields are available. There were reports of a lot of farm machinery and GPS systems being stolen; Reading University are working with the Chiltern Society on a project– Right Trees for the Right Place, BCA are running tele-handling and GPS tractor training and were busy with lambing in January; there is a Rural England Property Fund; Copas Farm will be the venue for the rural farm walk – probably 26th June; landowners are worried about the potential for data centres being constructed on parkland adjacent to London.

Interim Clerk

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.

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.

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.

Clerk had JSM come back and make a proper reinstatement of the entrance to the Pedestal Car Park.

To approve the accounts for March 2025

Payments to be made in March

Acorn Landscaping (BACS)	£812.15	Highway grass, burial ground
TBS Hygiene (BACS)	£123.84	March collections
Glyn Spratt(BACS)	£115.00	Toweridge Lane grips
Sharon Henson (BACS)	£590.00	February 23 hours, + phone +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)	£214.69	Street light energy
A.E. Evans (BACS)	£29.23	Play equipment spare parts
Total	£4009.32	

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

BACS payments have resumed.
It was resolved to approve the accounts.

321.9 **Members questions:** None raised.

321.10 **Date of next meeting:** Wednesday 9th April at 8pm in the Village Hall, followed by the Annual Parish Meeting

DRAFT

West Wycombe Parish Council

Summary Receipts and Payments for Year Ended 31st March 2025

Last Year Ended 31st March 2024		Current Year Ended 31st March
	Operating Income	
48,870.89	Administration	43,870.11
525.00	Allotments	740.00
320.00	Pedestal Playing Field	475.00
1,354.00	Burial Ground	515.00
2,283.14	Highway	2,319.20
4,036.15	VAT Data	2,126.65
57,389.18	Total Receipts	50,045.96
	Running Costs	
20,282.32	Administration	24,133.85
3,174.72	Street Lighting	5,164.40
851.01	Allotments	1,223.89
8,665.20	Pedestal Playing Field	8,594.07
4,697.83	Burial Ground	5,153.30
7,460.24	Highway	9,287.86
1,781.91	VAT Data	2,268.00
46,913.23	Total Payments	55,825.37
	Receipts and Payments Summary	
17,250.28	Opening Balance	27,726.23
57,389.18	Add Total Receipts(As Above)	50,045.96
74,639.46		77,772.19
46,913.23	Less Total Payments(As Above)	55,825.37
27,726.23	Closing Balance	21,946.82
	These cumulative funds are represented by:	
27,726.23	Barclays Community A/c	3,716.71
0.00	Barclays Bus Saver A/c	18,230.11
0.00	Bank of Ireland A/c	0.00
27,726.23		21,946.82
	Reserve Balances are represented by:	
10,475.95	Current Year Fund	-5,779.41
17,250.28	General Reserves	27,726.23
27,726.23		21,946.82

Signed : _____ (Chairman) _____ (RFO)