



*West Wycombe
Parish Council*

**YOU ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL
TO BE HELD ON WEDNESDAY 11TH FEBRUARY 2026 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.
3. To confirm and sign the minutes of the 14th January 2026 Parish Council Meeting.
4. Matters arising on items in the previous minutes.

MEETING CLOSED FOR PUBLIC QUESTIONS

MEETING RE-OPENED

5. Correspondence – see Appendix 1
6. Planning Applications and Decisions:
PL/25/6769/SA 21 Copperfields High Wycombe - Certificate of Lawfulness for proposed extension of dropped kerb.
PL/25/5880/HB Towerage Barn, Toweridge Lane, West Wycombe, HP14 3AT - Listed Building Consent application for the replacement of existing modern double-glazed timber casement windows on the south elevation to powder coated aluminium (Crittall-style) double glazed casement windows – Permission given by email and Planning Application Portal has been updated.
7. To consider the Budget to date for the current year 2025/2026.
8. To consider and agree the Clerk starting training for CILCA through BMKALC.
9. To report any highways issues.
10. To approve the accounts for February 2026 – appendix 2.
11. Members questions.
12. Date of next meeting is Wednesday 11th March 2026, at 8pm in The Village Hall, West Wycombe.

Sarah Smith, Clerk.

3rd February 2026

Appendix 1

Correspondence received 7th January – 6th February 2026

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 – emailed.
5. Police & Crime Newsletter – emailed.
6. Bucks Council – updated contacts list received.
7. Opportunities for training by BMKALC – emailed.
8. Electoral register monthly update received.
9. Email regarding the grass and tree replacement in Rosemary Close.
10. Email received requesting Subject Access Request under Article 15 of the UK GDPR and the Data Protection Act 2018.

Clerks Report

New Application for Toweridge Lane received and emailed to Councillors for decision by 11th February 2026 – planning portal has been updated.

Parish Precept for 2026/2027 has been applied for.

CTS to carry out tree works in Cookshall Lane on Monday 23rd February, all residents and Businesses have been sent a letter to advise which have been hand delivered.

Email sent requesting the Contact magazine to put their application for a donation in writing.

All discussed Highway items from last meeting logged on fix my street and Chorley Road double yellow lines have sent another enquiry to Bucks Council, service request #13283050.

Litter bags for Litter pick on 21st February have been organised. The Litter bags will be collected from the Village Hall on Monday 23rd February.

Request received for leaflets to go out to Residents in Rosemary Close, to stop the parking on the grass verge looked after by the Parish Council.

Request for a tyre to be stored and chained under trees at the Pedestal Playing field.

Clerk attended a course for Assertion 10 on Friday 16th January and has been working on updating our Accessibility Policy and an IT Policy.

Clerk has acted on all relevant correspondence received.

Appendix 2

Payments to be made in February 2026

Acorn Landscaping (BACS)	£884.04	Highway grass, burial ground, Pedestal.
TBS Hygiene (BACS)	£131.04	February collections.
Mrs S Smith (BACS)	£584.34	January Salary.
HMRC (BACS)	£199.58	Tax & NI.
Clerk Expenses	£70.88	Giff Gaff Mobile & Toner Cartridges.
Bucks Pension	£225.67	Clerk pension for January.
Castle Water (dd)	£?	Chorley Road Allotment water – In credit.
Castle Water (dd)	£?	Burial Ground –No invoice at date of agenda.
Smart Numbers (dd)	£23.99	Monthly service charge.
Southern Electric (dd)	£?	Invoice not issued at date of agenda.
Yorkshire Gas & Power (dd)	£41.49	Feeder Pillars.
BMKALC	£27.00	Local Council Explained book – new version.
West Wycombe Com Assoc	£29.00	Hire of Village Hall for January 2026.
Total	£2,217.03	

Statement of account as at 1st February 2026

Current account at 31 st January 2026	£ 5,127.66
Less February payments (so far)	£ 2,217.03
Sub Total	£ 2,910.63
Balance	£ 2,910.63
Deposit account at 1 st February 2026	£ 28,469.83
Total	£ 31,380.46

**MINUTES OF THE MEETING HELD ON WEDNESDAY 14th JANUARY 2026 AT
8.00 PM IN WEST WYCOMBE VILLAGE HALL**

ATTENDANCE:

Cllrs Mrs V. Smith, Mr N. Harris, Mrs K. Cheshire & Mrs A. Wright, Mr M. Herbert & Mr N. Timberlake.
In attendance: Mrs S. Smith – Clerk.

APOLOGIES: Buckinghamshire Cllr Mrs O. Hayday.

Members of the Public: None.

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS BY MEMBERS RELATING
TO ITEMS ON THE AGENDA – No declared pecuniary interests.

CONFIRMATION AND SIGNING OF MINUTES OF THE DECEMBER PARISH COUNCIL MEETING
The Minutes of the December 2025 Parish Council Meeting were agreed by those Councillors
present and signed by the Chairman.

330.1 Matters arising from items the previous minutes:

Cllr Mrs V. Smith has emailed West Wycombe Estate regarding the grips in Towerage Lane,
they will look into and advise. CTS are due to carry out the planned Tree Works in Cookshall
Lane on Monday 23rd February. Clerk will send a letter to all residents advising them.

MEETING CLOSED FOR PUBLIC QUESTION TIME

MEETING REOPENED

330.2 Correspondence received 6th December- 6th January 2026:

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. Email sent to CTS regarding trees in Cookshall Lane, requesting date as still not confirmed.
7. Email sent to BT for the adoption of the Telephone Box, to be cancelled.
8. Email received advising the manhole cover on West Wycombe Road, is again loose and noisy.
9. Bollard knocked over in Copperfields reported to fix my street
10. Email sent to Resident responding to the Village Hall Parking Permit.
11. Email sent to Resident responding to the National Trust Car Park.
12. Email received from Village Hall permit holder regarding parking.
13. Opportunities for training by BMKALC – emailed.
14. New Electoral register received and the monthly update.

330.3 Planning applications & decisions: No new Applications at the time of Meeting.

PL/25/5162/FA 64 Chorley Road, West Wycombe, Buckinghamshire, HP14 3AR -Full Planning
Permission -Front porch extension and fenestration alterations – Permission given and
Planning Application Portal has been updated.

330.4 To discuss donation for the Contact magazine:

Councillors discussed donating to the local Contact magazine, it was resolved that more information would be required before a decision can be made. Clerk will make contact and request the required information.

330.5 To discuss the Parish Council using a Whatsapp Channel:

Councillors discussed the possibility of using a Whatsapp Channel, it was resolved at this current time the Parish Council would not proceed with this.

330.6 To agree the Budget for the commencing year 2026/2027:

The draft Budget spreadsheets were issued to Councillors before the Parish Council Meeting. The clerk presented and suggested a draft Budget which included £8,000 carried forward from a completed project, however not invoiced yet in this current year.

330.7 To agree the Precept for 2026/2027:

It was resolved to set the Precept at £46,500. This represents an increase of 2.78% compared to 2025/2026. A Band D property would pay £83.50 compared to £81.24 paid in 2025/2026.

330.8 To report any Highway issues:

There is a loose Kerb stone near the Pedestal roundabout, loose tarmac stones on the West Wycombe Road heading towards West Wycombe and the yellow/white lines in West Wycombe Village by the Shops require repainting, all will be reported on Fix my Street by clerk. Clerk will also chase up email sent to Bucks Council regarding suggestion of extending the double lines in Chorley Road.

330.9 To approve the Accounts for January 2026: It was resolved to approve the accounts for January 2026.

Payments to be made in January 2026

Acorn Landscaping (BACS)	£840.58	Highway grass, Burial ground etc.
TBS Hygiene (BACS)	£163.80	January collections.
Mrs S Smith (BACS)	£584.14	December salary.
HMRC (BACS)	£224.89	Tax & NI for December.
Clerk Expenses	£92.99	Dec Giff Gaff/Microsoft subscription.
Pension Contributions	£225.67	December Pension Payment.
Castle Water (dd)	£	Chorley Road Allotment water.
Castle Water (dd)	£5.73	Burial Ground water.
Smart Numbers (dd)	£23.99	Monthly service charge.
Southern Electric (dd)	£286.35	Street Lighting various locations.
Yorkshire Gas & Power (dd)	£46.06	Feeder Pillars.
SLCC	£158.00	Membership fee for 2026.
St Pauls Church	£271.20	Third of cost for new Church Sign.
Chiltern Society	£256.20	Footpath clearance for 2025.
The Chiltern Society	£30.00	Annual Subscription.
West Wycombe Estate	£100.00	Annual rent for the Allotments.
West Wycombe Com Association	£355.25	Hire of the Village Hall meetings/litter pick.
Total	£3,664.85	

Statement of account as of 1st January 2026:

Current account on 31 st December 2025	£ 8,830.34
Less January payments	£ 3,664.85
Sub Total	£ 5,165.49
Balance	£ 5,165.49

Deposit account as of 1st January 2026 £ 28,469.83

Balance
Total

£ 28,469.83
£ 33,635.32

330.10 Members Questions:

The usual March Community Litter pick will be held on 21st February 2026, a month earlier than usual due to the Village Hall being booked up. New Councillor is still required, clerk will put a notice on Facebook and on the Community Noticeboards.

330.11 Date of next meeting: Wednesday 11th February 2026 at 8pm in the Village Hall.

DRAFT