

CHEPPING WYCOMBE PARISH COUNCIL

ANNUAL COUNCIL MEETING

Minutes of the meeting held on Tuesday, 12 May 2015
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present:	Cllr K Wood - Chairman	Cllr C Leonard
	Cllr L Willis - Vice-chairman	Cllr Herschel
	Cllr J Gurney	Cllr B Sadler
	Cllr J White	Cllr S Digby
	Cllr J Johnson	Cllr I Forbes
	Cllr H Darch	Cllr C Jordon
	Cllr J Bailey	Cllr L Pinner
	Cllr L Johncock	Cllr M Wilkes

Cllr Wood formally welcomed new members to the Council.

1. Apologies for absence

Apologies for absence were received from Cllr C Dodds (holiday).

2. Declarations of acceptance of office

All members present signed the Declaration of Acceptance of Office as Members of Chepping Wycombe Parish Council.

3. Election of chairman of the council

It was proposed by Cllr J Herschel and seconded by Cllr I Forbes that Cllr K Wood be elected chairman of the council until the next annual meeting of the council.

There were no other nominations tabled.

It was RESOLVED that;

Cllr K Wood be elected Chairman of Chepping Wycombe Parish Council.

4. Election of vice-chairman of the council

It was proposed by Cllr C Jordan and seconded by Cllr J White that Cllr L Willis be elected vice-chairman of the council.

There were no other nominations tabled.

It was RESOLVED that;

Cllr L Willis was elected vice-chairman of Chepping Wycombe Parish Council.

Cllr Wood and Cllr Willis duly signed their Acceptance of Office.

5 Election to standing committees of the council

The following members were elected to serve on the committees as set out below:

AMENITY LAND COMMITTEE (10)

Cllr I Forbes (TG)
Cllr C Jordan (L)
Cllr B Sadler (TG)
Cllr L Willis (L)
Cllr L Johncock (FH)
Cllr J White (L)
Cllr L Pinner (FH)
Cllr S Digby (FH)
Cllr H Darch (TG)
Cllr K Wood (TG) (ex-officio)

WORKS, SERVICES & PLANNING COMMITTEE (9)

Cllr J White(L)
Cllr J Herschel (FH)
Cllr C Leonard (FH)
Cllr L Pinner (FH)
Cllr C Dodds (L)
Cllr C Jordan (L)
Cllr B Sadler (TG)
Cllr H Darch (TG)
Cllr K Wood (TG)

LEISURE FACILITIES COMMITTEE (9)

Cllr L Willis (L)
Cllr J Bailey (FH)
Cllr J Gurney (L)
Cllr K Wood (TG)
Cllr B Sadler (TG)
Cllr J Johnson (TG)
Cllr C Jordan (L)
Cllr S Digby (FH)
Cllr M Wilkes (FH)

FINANCE & GENERAL PURPOSES COMMITTEE (10)

Cllr I Forbes (TG)
Cllr J Gurney (L)
Cllr C Dodds (L)
Cllr L Willis (L)
Cllr H Darch (TG)
Cllr J Johnson (TG)
Cllr C Leonard (FH)
Cllr J Herschel (FH)
Cllr M Wilkes (FH)
Cllr K Wood (TG) (ex-officio)

It was noted that unless appointed to a committee, the chairman and vice-chairman of the council are in accordance with Standing Orders ex-officio members of all committees, sub-committees and working groups

(a) Election of chairmen and vice-chairmen of committees

So that delegated action could if necessary be taken before the next meeting of committees the council meeting was adjourned and each committee met in turn to appoint a chairman and vice-chairman. The council meeting was then reconvened. The following appointments were reported:

	Chairman	Vice-chairman
Amenity Land Committee	Cllr I Forbes	Cllr C Jordan
Leisure Facilities Committee	Cllr L Willis	Cllr J Bailey
Works, Service & Planning Committee	Cllr J White	Cllr J Herschel
Finance & General Purposes Committee	Cllr I Forbes	Cllr J Gurney

(b) Planning Applications Committee

The council's practice in dealing with planning applications is to appoint one representative from each ward serving on the WS&P committee to make comments on applications through the Clerk, the council's Proper Officer. However, those present were reminded that all members have a responsibility to consider planning applications and if they have a view to feedback comments to the ward representative or to the Clerk.

When contentious applications or those with a wider interest are received the three ward members and the chairman of the Works, Services and Planning Committee form the Planning Applications Committee which meets as and when necessary.

The following representatives were appointed to the Planning Applications Committee:

Cllr C Leonard	Flackwell Heath
Cllr C Dodds	Loudwater
Cllr B Sadler	Tylers Green

The meeting was then reconvened

(c) Appointment of Sub-committees

It was confirmed that appointments to Sub-committees and/or working parties if appropriate would take place at the first meeting of each committee.

(d) CWPC In-house Auditors

The council appoints two members to undertake in-house audits, ideally the members serve for two years, with one retiring each year.

***It was RESOLVED that;
the appointment of the in-house auditors be deferred to the first Finance & General Purposes Committee meeting.***

6 Review of assets, risks and policies

The review of policies had been undertaken.

***It was RESOLVED that;
the Financial Regulations, Committee Terms of Reference, Complaints Procedure, Standing Orders, Freedom of Information Policy, Data Protection Policy and Publicity Policy be taken to the next Full Council meeting for approval and adoption.***

Members were advised that the Risk Register was an ongoing process of review and this would be undertaken by the Finance and General Purposes Committee.

7 Appointment of representatives to outside bodies

The following representatives of the council were appointed:

Organisation	Representative(s)
Tylers Green Village Hall Committee	Cllr B Sadler
Tylers Green & Penn Parish Council Joint Meeting	Chairman of Council (Cllr K Wood) All Tylers Green members
Queensway Joint Committee	Chairman of Council (Cllr K Wood) Chairman F&GP (Cllr I Forbes) Vice- chairman F&GP (Cllr J Gurney)
Wycombe District Association of Local Councils	Cllr I Forbes (TG) Cllr C Jordan (L) Cllr J Herschel (FH)

Local Area Forum (LAF)	All members invited Cllr L Johncock (FH) Cllr H Darch (TG) Cllr L Willis (L)
Neighbourhood Action Group (NAG)	Cllr L Johncock (FH) Cllr J Johnson (TG) Cllr J Gurney (L)
Flackwell Heath Residents' Association Executive Committee	Cllr M Wilkes
Flackwell Heath Community Centre	Cllr J Herschel
M40 Chiltern Environmental Group	Cllr C Dodds
Bucks Association of Local Councils (BALC)	Chairman of Council (Cllr K Wood) Vice-chairman (sub Cllr L Willis)
Loudwater Forum	All Loudwater members
Loudwater Orchard Group	Cllr J White
Flackwell Heath Allotment Association	Cllr S Digby

It was noted that the Revive the Wye membership would be deferred for further consideration is appropriate.

It was RESOLVED that;

the appointment to local sports organisations be deferred until the next appropriate meeting of the Leisure Facilities Committee.

8. Informal council meeting

It was noted that the Informal Council meeting is scheduled to take place on Thursday, 3 September 2014.

Members were asked to suggest items for consideration at the meeting by notifying the Clerk or Chairman of the Council.

9. Questions from the public

There were no members of the public present.

10. Questions by members of the council

Cllr Herschel raised the review of the committee membership and asked if this would be covered by the next Finance & General Purposes Committee meeting.

Cllr Forbes acknowledge that a review of committee membership would be part of the agenda for the next committee meeting.

It was noted that Cllr Bailey and Cllr Digby declared personal interests in agenda item 11 as they both had expenses cheques.

11. Accounts for payment

The accounts for payment were circulated for consideration by councillors.

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 8554 to 8575 be signed and that direct debits to Shell Direct, Unicom, Southern Electric, EE, Thames Water and E-ON be approved for payment and also the BACS transfer to Payflow.

The Chairman thanked members for their attendance at the meeting which ended at 8.20pm.

Signed *Katrina S A Wood*

Dated: 24 June 2015

Pending expenditure transactions

12-May-15

Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
8554	8420/2015	Active Pest Control	Rodewnt inspection	40.00	0.00	40.00
8555		ClIr J Bailey	Expenses Feb/March	45.00	0.00	45.00
8556		Balc	Annual Subscription	1,848.76	0.00	1,848.76
8557		ClIr S Digby	Expenses Jan/April	60.00	0.00	60.00
8558	GV15	F.H .Community Ass	Subscription/Grapevine	85.00	0.00	85.00
8559		VOID				
8560	9845/15	Gough Contractors Ltd	Wardens House/Repair Shower	420.00	84.00	504.00
8561		HMRC	Tax & NI April	2,301.09	0.00	2,301.09
8562	6071894	Grange Security	Derehams	72.00	14.40	86.40
8563	sin009818	JPCS	Groundscrews/HEATH End Road	276.00	55.20	331.20
8564		ClIr D Onslow	Expenses	26.04	0.00	26.04
8565	322	Polaris Groundcare	Fertilise/Derehams	235.00	47.00	282.00
8566	505602	R P H awker	Ash Trees Old RAILWAY Line	350.00	0.00	350.00
	134241	Rigby Taylor	Grass Seed	339.36	0.00	
	134242	Rigby Taylor	Rye grass R14	320.00	0.00	
8567	134238	Rigby Taylor	Herbicide	99.99	20.00	779.35
8568	169067	Siemens	Lease Rental/Insurance	226.07	40.71	266.78
8569	11	SSE Southern Electric	Derehams	107.59	5.37	112.96
8570		SSE Southern Electric	Front Common Q1	15.12	3.02	18.14
8571	514361	SSE Enterprise	Lighting Maintenance April 2015	1,263.13	252.63	1,515.76
8572	90006779	Swarco	MVAS	5,189.08	1,037.82	6,226.90
8573		Thompson Garden Servises	First Cut Totteridge Common	100.00	0.00	100.00
8574	6091759	Alto DIGITAL	Copy Charges	69.10	13.82	82.92
8575		F.H Golf Club	Parish Meal	569.07	104.33	673.40
BACS		Payflow	Salaries & Pension	9,179.52	0.00	9,179.52
D.D		SSE	Unmetered foot way charges	1,290.04	258.00	1,548.04
D.D		E.ON	Office /Cock Lane	165.73	8.29	174.02
D.D		Shell (fuel card)	Vehicle Fuel March	290.86	58.18	349.04
D.D		Unicom	Landline March	88.57	17.71	106.28
D		E.E	Wardens Mobile -March	18.43	3.69	22.12
D.D		Thames Water	Altona Road Cemetery	7.35	0.00	7.35
D.D		Thames Water	Depot	98.84	0.00	98.94
			TOTAL	25,196.74	2,024.17	27,221.01

Income received since last committee meeting:

CR		Abacus Playgroups	Sunnydays - Derehams Pavilion	530.00	0.00	530.00
CR		BCC	LAF Contribution Heath End F/path	7,590.00	0.00	7,590.00
CR		BCC	LAF Contribution TG Common F/path	5,000.00	0.00	5,000.00
CR		HMRC	VAT Reclaim March	8,462.42	0.00	8,462.42
				21,582.42	0.00	21,582.42

Signed  Signed 

Date 12.5.15

The RFO confirms that all goods and services have been received and that the invoices are accurate. We have compared the invoice details against the cheques, direct debit and payflow payments as above, which agree, and have therefore signed the cheques.