

CHEPPING WYCOMBE PARISH COUNCIL

COUNCIL AGENDA

TUESDAY 19 JANUARY 2010



TO ALL MEMBERS OF THE COUNCIL

You are hereby summoned to attend the meeting of the Council to be held on Tuesday 3 November 2009 at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Buckinghamshire, HP10 8DS.

1. APOLOGIES FOR ABSENCE

At the time of Agenda despatch, Apologies for Absence have been received from R Smith (Holiday) and J Savage (Holiday).

2. DECLARATIONS OF INTEREST AND CODE OF CONDUCT

Council is asked to receive any declarations of personal or personal and prejudicial interest by Members relating to items on the agenda.

If any Member is uncertain as to whether an interest should be disclosed, he or she is asked, if possible, to contact the Clerk and/or the District Solicitor prior to the meeting.

Members are reminded that if they are declaring an interest, whether personal or personal and prejudicial, then they should state the nature of that interest, whether or not they leave the meeting.

Councillors are reminded of their duty to consider all items on the agenda with respect to the Crime and Disorder Act 1998, Human Rights and Race Relations (Amendment) Act 2000.

3. COUNCIL MINUTES

To consider the attached Minutes of the Council Meetings held on 3 November 2009 (pages 6-9).

4. AMENITY LAND COMMITTEE

To consider the attached report of the Committee meeting held on 19 November 2009 (pages 10-12).

5. LEISURE FACILITIES COMMITTEE

To consider the attached report of the Committee meeting held on 26 November 2009 (pages 13-16).

6. WORKS, SERVICES AND PLANNING COMMITTEE

To consider the attached report of the Committee meeting held on 3 December 2009 (pages 17-20).

7. FINANCE AND GENERAL PURPOSES COMMITTEE

To consider the Agenda and Confidential Agenda of the Finance and General Purposes Committee meeting scheduled for 7 January 2010.

Due to the severe weather conditions, the meeting was cancelled and it was agreed that the items would be considered as part of this Council meeting.

IMPORTANT NOTE: Members are asked to bring with them to the Council meeting copies of the Agenda and Confidential Agenda of the Finance and General Purposes Committee meeting for 7 January 2010, previously circulated.

Members are asked to consider any recommendations arising from the meeting and:

- (i) Set the Council Budget for 2010/11
- (ii) Set the Council Precept level for 2010/11
- (iii) Set Staff Salaries for 2010/11 (including the consideration of any confidential business to be considered *in camera*).

8. GYPSY & TRAVELLERS INTERIM POLICY STATEMENT

On 15 December 2009, Members were provided with a copy of the 'Gypsy & Travellers Interim Policy Statement' prepared by Wycombe District Council for consultation.

It was agreed that the matter would be referred to full Council for consideration as two identified sites fell within the Parish boundary:

- Ashwells, Tylers Green; and
- Abbey Barn North

It is noted that some representations from Council Members and Members of the Public have been received. Members are, therefore, asked to summarise the Council's position in order that a formal response to the consultation can be submitted.

9. PROPOSITIONS

Proposition from C Jordan (Loudwater):

"Proposition: To request Bucks County Council as the Highways Authority to investigate the installation of new traffic lights near the Premier Inn sign on the London Road in order to prevent further accidents occurring at the M40 junction by the Tesco's supermarket."

Proposition from C Jordan (Loudwater):

“Proposition: To request Bucks County Council as the Highways Authority to investigate the removal of Speed Bumps at Robinson Road/Rayners Avenue, Loudwater as these aggravated the adverse traffic conditions during the period of severe weather.”

Proposition from J Herschel (Tylers Green):

“Proposition: To challenge the legal advice provided by the District Solicitor and Monitoring Officer indicating that Parish Councillor powers did not cover an individual Member acting so as to carry out or to facilitate a function of the Council.”

10. QUESTIONS BY MEMBERS OF THE COUNCIL

At the time of agenda dispatch, no questions by Members have been received.

11. ADDRESS BY MEMBERS OF THE PUBLIC

Attention is drawn to Standing Orders 30.04 and 30.05.

The Chairman should ask Members of the Public if they wish to address the Council on any matter that affects the Council.

A fifteen minute period is permitted in total. If the Chairman of Council is in agreement, Questions can be taken at the beginning of the Council meeting.

Members of the Public wishing to speak at the beginning of the Council meeting should approach the Clerk with this request as soon as possible.

Members of the Council are reminded that legal matters, contracts and staffing matters should be considered in private.

If adequate notice has not been given of new items of expenditure, in accordance with legislation, such expenditure cannot be authorised.

12. ACCOUNTS FOR PAYMENT

The Accounts for Payment are to be circulated at the meeting for the approval of Members.

Members are reminded to declare any personal or personal and prejudicial interests in any items submitted for payment.

Members of the Press and Public are asked to be excluded from the meeting for the consideration of any Confidential Payments, such as payments to members of the Council Staff.

A handwritten signature in black ink, appearing to read 'H R O Jones', written in a cursive style.

H R O Jones
Clerk of the Council
12 January 2010

CHEPPING WYCOMBE PARISH COUNCIL

COUNCIL MEETING

3 NOVEMBER 2009

MINUTES

Minutes of the Council meeting held at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: J Herschel (Chairman of the Council), D Johncock (Vice-Chairman), J Savage, Ms E Belcher, I Forbes, C Jordan, C Dodds, R Smith, C Harriss and Ms J Johnson.

In attendance: M Lewis and Mrs J Martin (Chepping 16PLUS Young Drivers)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from M Wilkes (Holiday), J Eadon-Smith (Business), Ms K Wood (conflicting WDC meeting), L Willis (Holiday), Mrs S Digby (Sick) and Mrs J Chalmers (Sick).

2. DECLARATIONS OF INTEREST AND CODE OF CONDUCT

There were no Declarations of Interest made and the Code of Conduct requirements were duly noted.

3. CHEPPING 16PLUS YOUNG DRIVERS

Members received a presentation from Mrs J Martin and M Lewis of the Chepping 16PLUS Young Drivers, setting out the background, future aims and current activities of the organisation at Derehams Lane Sports Ground. Members welcomed the use of the site for the positive activity and it was understood that this would contribute to Road Safety measures in Buckinghamshire.

It was agreed that:

- (i) the Council recommend to Loudwater Sports Club that the Chepping 16PLUS Young Drivers organisation continue to use the facilities at Derehams Lane Sports Ground for its activities;
- (ii) any request for a grant (following the Council's requirements as set out in its Grants Policy) from the Chepping 16PLUS Young Drivers organisation be considered by the Finance and General Purposes Committee.

4. COUNCIL MINUTES

It was RESOLVED that:

the Minutes of the Council Meeting of 25 June 2009 be approved and signed as a correct record by the Chairman of Council

5. AMENITY LAND COMMITTEE

The report of the Committee meeting held on 8 September 2009 was received and noted.

6. LEISURE FACILITIES COMMITTEE

The report of the Committee meeting held on 24 September 2009 was received and noted.

7. WORKS, SERVICES AND PLANNING COMMITTEE

The report of the Committee meeting held on 15 October 2009 was received and noted.

Ride on Mower

It was RESOLVED that:

- (i) a best value option Ride on Mower replacement for the Council's Ransomes Roller Mower be purchased (part exchange) in Spring 2010 on a like for like basis; and**
- (ii) a cost benefit analysis exercise be carried out in relation to contractor options for undertaking the Council's yearly grass cutting activity.**

8. FINANCE AND GENERAL PURPOSES COMMITTEE

The report of the Committee meeting held on 29 October 2009 was received and noted.

There were two items for consideration.

Relating to Item 3:

REVISED LIST OF FEES AND CHARGES

DRAFT List of Fees and Charges 2010

It was RESOLVED that:

the list of Fees and Charges set out in the report before Members be approved and adopted by the Council from 1 April 2010.

Relating to Item 4:

CALENDAR OF MEETINGS

DRAFT Calendar of Meetings 2010

It was RESOLVED that:

the proposed calendar of meetings for the forthcoming year (2010) be approved.

9. PROPOSITIONS

Members considered the following proposition from J Herschel (Chairman of Council):

“Proposition: To amend section 5 of the Council’s Standing Orders to provide a deputy for the Clerk when he is indisposed and unable to act as the Council’s Proper Officer or Responsible Officer under the Local Government Act 1972.

The council has two options in this situation.

It may nominate an employee to deputise for the Clerk or it may appoint one or more of its members to be officers of the council without remuneration. Members may not by law be remunerated officers of a council.

In larger principle authorities a Head of Service may be nominated as the Proper or Responsible Officer for various functions undertaken by the council.

Most councils also provide for circumstances where the Proper or Responsible Officer is not available by providing for and nominating who may deputise for them in their absence. Powers are not devolved.

The Clerk, Chief Executive or Head of Service remain the Proper or Responsible Officer in law, just that in their absence a deputy may stand in for them. Such situations occur when a post is vacant, or through absence due for example to illness or holiday.

Proposition: As permitted under the Local Government Act 1972

1. *Create an unpaid office of Deputy Clerk to the Council*

2. *Appoint the Chairman of the Council to the post to take effect after the Council meeting of Tuesday 3 November 2009 and then at subsequent Annual Council meetings.*”

It was agreed that:

- (i) **an unpaid office of Deputy Clerk to the Council be formed to run from 10 November to 11 December 2009; and**
- (ii) **J Herschel (the Chairman of Council) be appointed to the Deputy Clerk Post as detailed at (i) above.**

10. QUESTIONS BY MEMBERS OF THE COUNCIL

Unauthorised Fires

Following a question raised by C Jordan, it was agreed that:

C Harriss be asked to investigate the report that unauthorised fires were being lit near Rayners Avenue on Wycombe District Council owned land.

11. ADDRESS BY MEMBERS OF THE PUBLIC

There were none.

12. ACCOUNTS FOR PAYMENT

R Smith declared a personal and prejudicial interest in cheque No. 6395 (Viking Direct – Ink Cartridges for R Smith), and did not take part in the consideration of that item.

It was RESOLVED that:

the accounts for payment, cheque numbers 6385 to 6398 and Direct Debit to Unicom be approved for payment and the cheques be duly signed.

The meeting concluded at 9.00pm.

H R O Jones
Clerk of the Council

CHEPPING WYCOMBE PARISH COUNCIL

AMENITY LAND COMMITTEE

Report of the meeting of the Committee held on **Thursday 19 November 2009** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks

Present: Ms K Wood (Committee Chairman), R Smith (Committee Vice-Chairman), L Willis, C Jordan, Mrs J Chalmers, Ms E Belcher, Ms J Johnson, Mrs S Digby, J Herschel (ex-officio) and D Johncock (ex-officio).

In attendance: J Eadon-Smith

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from I Forbes (Family matters).

2. DECLARATIONS OF INTEREST

There were none.

3. TYLERS GREEN COMMON

Betty Lay Memorial Bench

It was noted that the Betty Lay Memorial Southampton Bench had been installed with an under surface of stone slabs. The bench was donated by the Penn & Tylers Green Residents' Society in memory of Councillor Mrs Betty Lay for her services to the community at both Wycombe District and Bucks County Councils. Members thanked staff and contractors for the installation.

4. KINGSWOOD

Tilhill Woodland Management Report Plan and Client Estimate

It was agreed that:

- (i) the Tilhill Management Plan (for the Period to 31 March 2009) be received without comment; and
- (ii) the Tilhill Client Estimate (Year ending 2010) be approved without amendment.

Tree felling in Kingswood

It was noted that a meeting had taken place on 5 November 2009 between Tilhill, Wycombe District Council and the Parish Council concerning the felling along the boundary with Gomm Wood (owned by Wycombe District Council), whereby Tilhill had agreed to correct any erroneous work in Gomm Wood with replanting where necessary.

Path Obstruction by trees

It was agreed that:

Mr Saunders be informed that:

- the Council expressed its regret to hear of the accident in Kingswood and hoped that a speedy recovery was made;
- riding on a definitive public footpath was not open to pedal cyclists;
- the Parish Council did not lay branches across the footpath, it was likely that walkers placed them across the path to deter cyclists using the footpath; and
- an inspection of the footpath found that it was well used and that walkers, accompanied by small children and dogs, were not being impeded by the branches laid across the track.

5. FENNELS WOOD

Fennels Wood Request for installation of six access gates

It was agreed that:

Rob Hawker, Fennels Wood Woodland Manager, be contacted by the Chairman of Council to confirm the Council would continue to work closely with him to improve and protect the wood as well as investigating the possibility of creating a larger car park area on Treadaway Hill/Swains Lane with the Land Agent.

6. COMMITTEE BUDGETS

The Committee asked the Finance & General Purposes Committee to take into consideration that it had the smallest Committee Budget and no further cuts could be made without incurring increased Committee costs in the future when the Budget was considered.

It was agreed that:

- (i) the contents of the report before Members be noted; and
- (ii) at its meeting on 7 January 2010, the Finance and General Purposes Committee be asked to consider the Amenity Land Committee's 2010/11 Budget without amendment.

7. ACCOUNTS FOR PAYMENT

It was RESOLVED THAT the accounts for payment, cheque numbers 6399 to 6421, Direct Debit to Shell (Vehicle Fuel) and salary payments be approved for payment and the cheques be signed.

8. DELEGATED ACTION

It was noted that since the last meeting of the Amenity Land Committee, the Clerk had authorised and processed the following permits:

- For South Bucks Hospice to hold a Santa Dash one mile race on 13 December 2009 on Tylers Green Common (24 08 09);
- Penn & Tylers Green Super Fun Run Organisation to erect a Christmas Tree on Tylers Green Common from 11 December 2009 to 2 January 2010 to hold Carols on Tylers Green Common (02 11 09); and
- Flackwell Heath Residents' Association to erect a Christmas Tree on School Green Flackwell Heath from 5 December 2009 to 5 January 2010 (03 11 09).

The meeting concluded at 8.25 pm.

A Banham
Deputy Clerk
20 November 2009

CHEPPING WYCOMBE PARISH COUNCIL

LEISURE FACILITIES COMMITTEE

Report of the meeting of the Committee held on **Thursday 26 November 2009** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: D Johncock (Chairman), C Jordan (Vice-Chairman), J Herschel, C Harriss, J White, I Forbes, Ms E Belcher, J Savage and Mrs S Digby

In attendance: J Eadon-Smith

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from L Willis (Family matters).

2. DECLARATIONS OF INTEREST

There were none.

3. COMMITTEE TERMS OF REFERENCE

Review of Committee Terms of Reference

It was noted that the draft of the Leisure Facilities Committee Terms of Reference had been submitted to the Working Group set up by the Finance & General Purposes Committee for consideration.

4. SPORTS GROUNDS

Derehams Lane Sports Ground Business Plan Development

An updated verbal report was received from the Vice-Chairman of the Committee. It was noted that the Derehams Lane Sports Club had started to make improvements to the Pavilion. Further improvement work was ongoing.

It was further noted that a Pavilion Survey Meeting had taken place between Derehams Lane Sports Club and Wessex Frame Buildings Ltd earlier in November, to ascertain the condition of the Pavilion. In the absence of a Parish Council Member at that meeting, the Chairman of Council and indicated an intention to ask Wessex Frame Buildings Ltd for a written report.

It was also noted that, as requested by the Parish Council, the Derehams Lane Sports Club had started to make preparations for the Business Plan.

Croquet at Derehams Lane Sports Ground

Following a request from High Wycombe Croquet Club to use Derehams Lane Sports Ground for establishing a new home ground for its Croquet Club

It was agreed that:

a meeting be arranged between the Derehams Lane Sports Ground Management Sub-Committee, Community Services at Wycombe District Council and the Derehams Lane Sports Club to discuss proposals and agree a strategy.

Green Dragon Sports Ground Container

A verbal report was received from the Committee Chairman.

It was noted that Green Dragon Sports Club was investigating the need for planning permission would be shortly arranging for the containers to be painted green.

It was further noted that the Committee Chairman would visit the site to establish the correct location of the new container.

5. RECREATION GROUNDS AND PARKS

All sites: Improvement Plans

It was noted that the Playground Sub-Committee Presentation Evening had been deferred from November 2009 to 14 January 2010.

All sites: Dog Ban from Recreation Grounds

A verbal report was given by the Committee Chairman following a complaint received from the football users at Straight Bit Recreation Ground.

It was agreed that:

- (i) signs be erected at all three Council owned recreation ground sites, encouraging Members of the Public to clear up after using the recreation grounds to walk their dogs; and
- (ii) an item be placed in the next Parish Council Newsletter to carry out a consultation process to ascertain public opinion for dog walkers using Parish Council recreation grounds.

Straight Bit Car Park

It was agreed that:

signs be erected at Straight Bit Car Park indicating that parking was restricted to a maximum of 4 hours Monday – Friday (wording to be agreed by Clerk, Committee Chairman and Chairman of Council).

Straight Bit Flackwell Heath Bowls Club Tree Work

It was agreed that the Bowls Club be informed that:

- (i) the application for tree work at Flackwell Heath Bowls Club be refused; and**
- (ii) the Club be advised that contact should be made with Wycombe District Council Tree Arboriculturalist for a written report for any necessary tree work.**

Ashley Drive Park: Permanent Goal Posts

It was noted that the goal post in Ashley Drive Park near to West Avenue had been removed.

However it was further noted that over weekend of 14 November 2009, the remaining post had been taken out of the ground and left in the play area. The Warden was investigating how to secure these posts to prevent this reoccurring.

6. ALLOTMENTS

Review of Allotment Regulations

A verbal report, together with a tabled report, was received by the Committee giving details of proposed allotment tenancy agreement amendments.

It was agreed that:

- (i) Members be asked to provide written comments on the Allotment Tenancy Regulations to the Chairman before the next Leisure Facilities Committee Meeting on 11 February 2010; and**
- (ii) a further report be presented by the Committee Chairman to next Leisure Facilities Committee Meeting giving details and recommendations of the Committee's proposal.**

Flackwell Heath Allotment Progress Action Sheet

It was noted that Members received a verbal report by the Committee Chairman giving details of the progress being made at the Flackwell Heath Allotment Site.

7. COMMITTEE BUDGETS

It was agreed that:

- (i) the contents of the report before Members be noted; and**
- (ii) at its meeting on 7 January 2010, the Finance and General Purposes Committee be asked to consider the Leisure Facilities Committee's 2010/11 Budget with the following amendment:**

<u>Initial Vote to Committee</u>	<u>Recommended Amendment to FGP</u>
£5,000 for Derehams Lane Pavilion Replacement fund	Nil

8. ACCOUNTS FOR PAYMENT

There were none.

9. DELEGATED ACTION

Since the last meeting of the Committee, the Clerk of the Council had authorised the following annual permits:

- Flackwell Heath Minors Football Club to play football at Straight Bit Recreation Ground from 1 October 2009 until 30 June 2010 (01/10/09);
- Chepping 16PLUS Young Drivers to use Derehams Lane Sports Ground Car Park and Pavilion from 1 October 2009 until 30 September 2010 for Driving Training Courses (01/10/09); and
- Loudwater Football Club, Wycombe Wanderers Ladies and The Red Lion Loudwater to play football at Derehams Lane Sports Ground from 28 September 2009 until 1 May 2010 (01/10/09)

The meeting concluded at 9.10 pm.

A Banham
Deputy Clerk
27 November 2009

CHEPPING WYCOMBE PARISH COUNCIL

WORKS, SERVICES AND PLANNING COMMITTEE

Report of the meeting of the Committee held on **Thursday 3 December 2009** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: J Herschel (in the Chair), C Dodds (Vice-Chairman), J Eadon-Smith, D Johncock, Ms J Johnson, C Jordan, R Smith and M Wilkes.

In attendance: Mrs S Digby

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from C Harriss (Wycombe District Council Meeting) and Mrs J Chalmers (Sick Leave).

2. DECLARATIONS OF INTEREST

There were none.

3. COMMITTEE TERMS OF REFERENCE

Review of Committee Terms of Reference

It was noted that following the Finance & General Purposes Committee Meeting on 29 October 2009, a meeting of the Regulations and Policies Working Group was being arranged to discuss the Review of the Committee Terms of Reference.

4. LOCAL COMMUNITY PARTNERSHIP

2010 Chepping Wye Valley Local Community Partnership Meetings

It was noted that the 2010 Chepping Wye Valley Local Community Partnership Meetings were scheduled as follows:

26 January 2010	Cedar Barn Hazlemere
20 April 2010	Bourne End Community Centre
6 July 2010	To be arranged
19 October 2010	Chepping Wycombe Parish Council

All Councillors were welcome to attend (the Council had a voting rights for three Members).

5. STREET LIGHTING

Annual Meeting with Southern Electric Contracting (SEC)

It was noted that at the Annual Meeting with Southern Electric Contracting (SEC) to discuss the feasibility of trial LED lights; the locations to be considered would be where the Council would need to replace lighting luminaries that contains asbestos material. There were currently approximately 150 lighting luminaries in the Parish that had asbestos seals.

6. FOOTPATHS AND BRIDLEWAYS

Footpaths between Loudwater and Flackwell Heath

It was noted that work would commence in the New Year to replace stiles with gates on footpaths between Loudwater and Flackwell Heat which was being funded by Chepping Wycombe Parish Council and the Chiltern Society.

Sheepridge Footpath, Flackwell Heath improvement programme

It was noted that the planned finger posts and signs to be provided by the Council would also be set up on the Sheepridge Lane paths in Flackwell Heath.

Fennels Wood footpath underpass

It was agreed that:

a letter be sent to Bucks County Council and the Highways Agency requesting the lighting to be restored in the tunnel beneath the M40.

Fennels Wood Request replacement gate

It was agreed that:

Rob Hawker, Fennels Wood Woodland Manager, be contacted by the Chairman of Council to confirm the Council would continue to work closely with him to improve and protect the wood as well as investigating the possibility of creating a larger car park area and repairing the existing gate on Treadaway Hill/Swains Lane.

7. STREET FURNITURE AND OTHER COMMUNITY ASSETS

Planter in Flackwell Heath

It was agreed:

Members be asked to note the contents of the letter a from Flackwell Heath Residents Association and await more details regarding the nature and style of the proposed planting after permission has been obtained from Bucks County Council.

Signage

It was reported by the Chairman of the Committee that steady progress has been made in undertaking a review of all the poor signage on Parish property. A report and recommendations will be brought to a future meeting of the Committee.

Benches

It was noted that work has continued on the replacement bench programme, and the David Shakespeare donated bench on the London Road, Loudwater had been stolen.

8. HIGHWAYS

Closure of Church Road Tylers Green

It was agreed that:

no further action be taken in respect of the closure of Church Road, Tylers Green, as it was felt that a case for the permanent closure of the road had not been made and the Committee was unable to support the proposal.

9. LITTER SCHEME

Scheme Members

It was noted that the Members have agreed to take part in the Council's litter scheme for 2009 – 2010.

The Committee noted that there did not appear to be any guidelines provided to litter scheme members for the frequency of litter picking, nor any rational formula for deciding what donation should be made to charities benefiting from the scheme.

POST MEETING NOTE:

Mike Dewey Treadaway Hill/Swains Lane was willing to continue

10. COMMITTEE BUDGETS

The Committee indicated a preference for existing and agreed projects to be protected in any consideration by the Finance & General Purposes Committee for Budget reductions.

It was agreed that:

- (i) the contents of the report before Members be noted; and**

- (ii) at its meeting on 7 January 2010, the Finance and General Purposes Committee be asked to consider the Works, Services and Planning Committee's 2010/11 Budget with the following amendments:

<u>Initial Vote to Committee</u>	<u>Recommended Amendment to FGP</u>
Nil	£5,000 for Depot Roof repairs

11. ACCOUNTS FOR PAYMENT

J Herschel declared a personal and prejudicial interest in cheque No. 6423 (Member Expenses), and did not take part in the consideration of that item.

It was **RESOLVED THAT** the accounts for payment, cheque numbers 6422 to 6432, be approved for payment and the cheques be signed.

12. DELEGATED ACTION

Delegated Action

There was none.

The meeting concluded at 9.10 pm.

A Banham
Deputy Clerk
7 December 2009