

CHEPPING WYCOMBE PARISH COUNCIL



COUNCIL AGENDA

Tuesday 16 April 2013

Members of the council are summoned to attend the meeting to be held at 7.30 pm in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Buckinghamshire HP10 8DS.

The meeting is open to members of the public and press.

1. **Apologies for absence**
2. **Declarations of interest in agenda items**
3. **Council minutes**
To consider the attached minutes of the council meeting held on Thursday 24 January 2013 (Pages 4 - 6)
4. **Amenity Land Committee**
To consider the attached report of the committee meeting held on Thursday 14 February 2013 (Pages 7 - 9)
5. **Leisure Facilities Committee**
To consider the attached report of the committee meeting held on Thursday 28 February 2013 (Pages 10 - 12)
6. **Works, Services and Planning Committee**
To consider the attached report of the committee meeting held on Thursday 14 March 2013(Pages 13 - 15)
7. **Finance and General Purposes Committee**
To consider the attached report of the committee meeting held on Tuesday 26 March 2013 (Pages 16 -18)

8. **Social Investment Project for Loudwater**
Council is asked to RECEIVE a short, 5 minute presentation from the lead on the project to add further information and answer any questions. The project is to provide training with a view to full time employment.
- Council is asked to ENDORSE the recommendation made at the Finance and General Purposes Committee meeting to support this project by way of a letter, indicating community support.
9. **Freeman of the Parish**
Council is asked to ENDORSE the recommendation of the Finance and General Purposes Committee to bestow titles of honour to recognise outstanding and/or long service by members.
10. **Disciplinary and Grievance Policy**
As the current policy is in need of review, Council is asked to ENDORSE the recommendation of the Finance and General Purposes Committee to adopt the Disciplinary and Grievance Policy recently updated by the National Association of Local Councils. **APPENDIX A**
11. **Budget 2013/14**
Council is asked to APPROVE the recommendation of the Finance and General Purposes Committee to accept the revised budget v1.6 for the new financial year, 2013/14. **APPENDIX B**
12. **Potential Land for purchase in Flackwell Heath**
Council is asked to RECEIVE a report from the Clerk on the current status of potential land in Flackwell Heath.
- Council is asked to CONSIDER the report and APPROVE the Clerk to proceed into initial negotiations in conjunction with the Chairman and Vice Chairman of the Finance and General Purposes Committee.
13. **Ecclesiastical markers**
Members are asked to note that four of the original 10 boundary stones for the parish of St Margaret's have been identified by the WS&P working group. **APPENDIX C**
14. **Propositions**
MVAS Project proposed by Cllr D Onslow and seconded by Cllr I Forbes
Council is asked to approve the preparation of a report by Cllr Onslow, assisted by the Clerk on the costs, required resources and benefits to the parish of MVAS.
- On approval, the report to be taken for consideration at the next Works, Services and Planning Committee on 6 June 2013.
15. **Questions by members of the council.**
At the time of agenda dispatch, no questions by members have been received. Questions tabled at meetings may not receive an immediate reply and may be referred to the appropriate committee or the clerk for consideration and reply.

16. Public participation

Members of the public are permitted and the council encourages making representations, asking and answering questions, as well give evidence in respect of any item of business included in the agenda. A fifteen minute period is permitted in total. If the Chairman of Council agrees, 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 where it is in the public interest for members of the public and press to be excluded - for example consideration of tenders for work and confidential staffing matters - a resolution to that effect giving proper and reasonable reasons should be put and voted upon.

New items of expenditure cannot be authorised if adequate notice of the anticipated cost has not been given.

17. Accounts for payment

Accounts for payment are to be circulated at the meeting for the approval of members.



Wendy Thompson
Clerk of the Council
8 April 2013

CHEPPING WYCOMBE PARISH COUNCIL

Minutes of the Council meeting held on Thursday 24 January 2013 at 7.30 pm in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Buckinghamshire HP10 8DS.

Present:	Cllr J Herschel (Chairman)	Cllr C Jordan
	Cllr I Forbes (Vice Chairman)	Cllr D Onslow
	Cllr J Bailey	Cllr M Patel
	Cllr C Dodds	Cllr B Sadler
	Cllr J Gurney	Cllr J White
	Cllr S Herron	Cllr M Wilkes
	Cllr D Johncock	Cllr L Willis
	Cllr J Johnson	Cllr K Wood

Also present: Four representatives from the Flackwell Heath Residents Association, Mr Cowley, Mr J Gibbs (County Executive Officer BALC), Cllr I Fraser (NALC Representative/BALC Executive Committee Chairman)

1. Apologies for absence

Apologies for absence were received and accepted from Cllr S Digby.

2. Declarations of interest in agenda items

Cllr J Bailey declared a personal interest in agenda items 11 and 12 being a member of the Flackwell Heath Residents Association

Cllr D Johncock declared a personal interest in agenda items 11 and 12 being a member of the Flackwell Heath Residents Association.

Cllr D Onslow declared a personal interest in agenda items 11 and 12 being a member of the Flackwell Heath Residents Association.

Cllr J Johnson declared a personal interest in agenda item 15, cheque number 7762 expenses payment.

3. Council minutes

It was RESOLVED that;

The minutes of the council meetings held on Tuesday 6 November 2012 and the Special Council Meeting held on Wednesday 12 December 2012 be a true and accurate record.

4. Amenity Land Committee

The report of the committee meeting held on Thursday 22 November 2012 was received and noted

Cllr Wood drew attention to the working party that had been set up for the Railway Land site and advised that a management plan for the site would be prepared.

Amendment: spelling mistake on the Oakwood Consultation item should read Cllr Bailey.

5. Leisure Facilities Committee

The report of the committee meeting held on Thursday 6 December 2012 was received and noted.

Cllr Willis advised that the playground consultation was underway in Loudwater.

Cllr Johncock requested to have a response to his question asked at the meeting. Cllr Willis advised that an answer would be forthcoming.

6. Works, Services and Planning Committee

The report of the committee meeting held on Tuesday 18 December 2012 was received and noted.

7. Finance and General Purposes Committee

The report the committee meeting held on Thursday 10 January 2013 was received and noted. Cllr Forbes drew attention to agenda item 3 seeking approval for a grant application for demountable posts on the Common at Tylers Green. The grant was approved.

8. Presentation by BMKALC

Members received a short presentation from John Gibbs, County Executive Officer of the Buckinghamshire & Milton Keynes Association of Local Councils and Cllr Isabella Fraser NALC Representative/BALC Executive Committee Chairman on the benefits and value the council has received as a result of its membership.

9. Setting the precept for 2013- 2014

Under Section 33 (1) of the Localism Act dispensations have been granted to those members who have applied, thus enabling them to take part in discussions on the setting of the precept.

It was RESOLVED that taking into account the recommendation of the Finance & General Purposes Committee not to increase the parish precept paid by individual households the precept be set at £327,826 to be made up by the LCTS Grant.

10. Community Orchard

Members ENDORSED the proposal for a consultation with residents to determine the feasibility of a community orchard in Loudwater as recommended by the Amenity Land and Leisure Facilities Committees.

11. Skills and Thrills in Kingswood

Members ENDORSED the project which needed to be expedited as the grant of £10k from the Chepping Wye Valley Local Community Partnership is conditional and must be used before the end of the financial year. It is intended that we use and refurbish an area behind the council offices where there are already 'bumps and jumps', though in very poor condition.

This site replaces the initial idea of a cycle trail in Oakwood and after the Special Council meeting on 12 December 2012 members informally agreed to pursue this option.

12. Complaint from the FHRA

Members were asked TO NOTE that a complaint had been received from the Flackwell Heath Residents Association on 20 December 2012 regarding the council's decision to remove and re-site the 'teen and skate' facility at the Straight Bit Recreation Ground. On 7 January 2013 a meeting was held with two representatives of the Flackwell Heath

Residents Association and a representative of the 'Save the Flackwell Heath Skate Park' Petition in order to consider and respond to the complaint. Both sides felt that the outcome of the meeting was positive and would help progression.

Members heard a representation from the Flackwell Heath Residents Association (APP) and also a representation from Mr Cowley (APP).

13. Propositions

Following the proposition proposed by Cllr Herschel and seconded by Cllr Forbes and Cllr Willis it was RESOLVED that the council will remove the 'teen' facilities after the spring half-term holiday ending Sunday, 24 February 2013 and before the school Easter holidays. The 'teen' facilities at the Straight Bit Recreation Ground being; one skateboard ramp, one funbox, grind rail, football goal and kickwall, basketball hoop and shelter. Any relocation will be carried out once a consultation has taken place.

Cllr Johncock requested a recorded vote as follows;

For the proposition: Cllr M Wilkes, Cllr K Wood, Cllr B Sadler, Cllr C Jordan, Cllr L Willis, Cllr C Dodds, Cllr J Gurney, Cllr J Herschel, Cllr I Forbes

Against the proposition: Cllr D Onlsow, Cllr D Johncock, Cllr J Bailey, Cllr M Patel, Cllr J Johnson

Abstained: Cllr S Herron, Cllr J White

Cllr Johncock withdrew his proposition to leave the existing facilities in place.

14. Questions by members of the council.

Cllr Johncock asked for clarification on the tree planting at Oakwood in Flackwell Heath. When was it approved and how was it funded?

15. Public participation

There were no questions.

16. Accounts for payment

It was RESOLVED that;

The accounts for payment cheque number 7759 to 7772 and direct debits to Orange, Thames Water, Affinity Water, Unicom, E-ON and Shell UK be approved for payment and the cheques duly signed.

17. To set staff salaries for 2013/2014

Confidential item – exclusion of the public and press

Members of the public and press were excluded so that an open discussion on the staff salary proposals for 2013/14, recommended by the Finance & General Purposes Committee, could proceed.

It was RESOLVED that;

The salary recommendations be implemented without any modifications and matched contributions to the Clerk's individual pension provision be made. An increase of 1% of salary for staff but for the Clerk an increase of £1,000 per annum.

The Chairman thanked members for attending and the meeting closed at 8.45pm

Date and time of next meeting: Tuesday 16 April 2013 at 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

AMENITY LAND COMMITTEE

Report of the meeting held on Thursday 14 February 2013 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present:

Cllr K Wood - Chairman
Cllr M Patel
Cllr B Sadler
Cllr J White
Cllr L Willis
Cllr J Herschel

Cllr C Jordan
Cllr D Johncock
Cllr S Digby
Cllr I Forbes

1. Apologies for absence.

Apologies for absence were received from Cllr J Johnson and Cllr S Digby

2. Declarations of members' interests in items on the agenda.

Cllr J Herschel declared a personal interest in item 13 – cheque no 7797 payment of expenses.

3. Widmer Pond

Members were asked to note that the Defra registration for the pond had now been received. The fish health check has been ordered and will work around the organised pond clearance date of 9 March 2013.

4. Orchard Green, Flackwell Heath

Members were asked to note that a letter had been sent to Dean Dyer the hedge layer asking him to supply convenient dates in March/April so that a FOCUS ON meeting at the site could be organised, to talk about the necessary work to the hedge line. As yet there had been no reply and the Clerk was asked to follow this up.

5. Queensway

Members were asked to note the receipt of a letter from Wycombe District Council regarding the above site which the council jointly own. A local trust has approached Wycombe District Council with a proposal for the land not being used for allotments to be made into a Tranquil Park.

Members were not keen on arranging a meeting with the other interested parties and agreed that a draft response to Wycombe District Council protecting the parish council's position to not have the site developed be circulated and then presented to the next Finance & General Purposes Committee.

6. Railway Land

Members were asked to note that the tree safety work highlighted in the UPM Tilhil report had been ordered and would be happening shortly. The work had been held up by the recent poor weather conditions.

Members considered the working group report and discussed the potential tree work on the bank behind Bay Tree Close. It was agreed that the report be accepted by the committee and that the work highlighted within the report be undertaken against budget availability, taking into account bird nesting season and contractor availability. It was agreed that a long term work plan would be drawn up and a review in the summer with public consultation.

7. Kingswood Car Park - tarmac surface

The Clerk reported that following recent discussions with Dan Sexton, Waste Management, it was now clear that the car park entrance would be replaced. The 4 metre stretch will have new footings and the edging stones will be reinforced in order to take the heavy traffic.

Members were advised that further work to the area where the recycling bins are sited is being discussed. The Clerk was thanked for her efforts.

Members noted that the general care of the site had improved. Cllr Wood advised that the new waste contractor for Wycombe District Council would now be collecting more from homes however, the recycling centre will remain in the interim with the chance of it being removed in the future.

8. Totteridge Common

Members were asked to note that quotes have now been received from two contractors to cut the piece of ground near the Dolphin Pub. The contract will be initially for one year to be reviewed at the end of the cutting season. The Clerk was asked to get the best price from each contractor and proceed with the contract.

9. Kingswood Management Plan

Members were asked to note that the holly clearance that had been scheduled for mid to end of January had been postponed due to the poor weather conditions. UPM Tilhill had advised that the work had been provisionally rescheduled for the end of February before bird nesting season begins. However, if the ground conditions have not improved sufficiently the grant year will be extended so that a claim can be made in 2013/14.

Members were asked to note that the tree thinning work previously marked out by UPM Tilhill will take place later this year. It is hoped that the harvesting of approximately 480m³ will bring in an income in the region of £6,000 dependent on negotiations.

Members were asked to note that the tree safety inspection at the boundary recently carried out by UPM Tilhill highlighted work needing to be undertaken. As this is safety work the best quote will be accepted and the work will be actioned.

10. Tylers Green Common

Members were asked to note that during the recent bad weather residents on the front common had been asking if a grit bin could be installed as at the back common. Also, a request had been made for the further consideration of the posts around the common, as some residents have been finding access to their properties difficult.

Members discussed the issue and it was agreed that a draft information flier would be presented at the next Amenity Land Committee meeting. The content would explain the council's policy on the protection of the common and the general care of the tracks. It was suggested that this item could be used in the autumn newsletter.

11. Committee Finances

Members were asked to note the current committee income and expenditure. It was agreed that any funds remaining in the Railway Land cost centre would be transferred at year end to an Earmarked Reserve in order to complete works mentioned at item 6.

12. Questions from council members and the public

There were members of the public present.

Cllr White asked whether the committee would support the possibility of the footpath leading from Bridge Bank Close to Treadaway Hill becoming a definitive route. It was decided that this would be referred to the Works, Services & Planning committee for further consideration.

13. Accounts for Payment

Accounts for payment were circulated at the meeting and cheque numbers 7773 to 7798 and the direct debit payments to Southern Electricity, Shell UK, Npower and E-On were agreed.

Cheque number 7792 to Stanley Security Ltd was held as the Clerk wanted to discuss the invoice total with the company.

The Chairman thanked members for their attendance and the meeting was closed at 8.50pm

Date of the next meeting of the committee: Tuesday, 14 May at 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

LEISURE FACILITIES COMMITTEE

Report of the meeting held on Thursday 28 February 2013 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

The meeting is open to members of the public and press

Present:	Cllr L Willis - Chairman	Cllr S Herron
	Cllr C Jordan - Vice Chairman	Cllr J Herschel
	Cllr S Digby	Cllr D Onslow
	Cllr I Forbes	Cllr B Sadler
	Cllr J Gurney	
	Cllr J Bailey	

Also present: Mrs Dare and Mrs Roffold from the Flackwell Heath Allotment Association, PCSO Daton Beckford

1. Apologies for absence.

Apologies for absence were received from Cllr S Digby and Cllr J Bailey

2. Declarations of members' interests in Items on the agenda.

Cllr Herschel declared a personal interest in item 10 payment of expenses

3. Straight Bit Recreation Ground

3.1 Removal of Skate Park

Members were asked to note that following a meeting with the Flackwell Heath Resident's Association on Monday 7 January 2013 and the subsequent Council meeting on 24 January 2013 it had been agreed that the skate park and teen facilities would now be removed between the dates of 25 February and 28 March 2013. A public consultation will be arranged to look at the re-siting of the kickwall and a new youth shelter on the site.

It was also noted that with the assistance of the Residents Association the search for an alternative site for a skate/BMX facility in Flackwell Heath was still on-going.

4. Flackwell Heath Bowls Club Car Parking Proposal

Members were asked to note that the council had received a proposal for car parking at the Straight Bit between the Bowls Club fencing and residents back gardens. An initial response had been sent to the Bowls Club requesting them to seek pre-planning advice before further consideration of the proposal could be taken. It would be necessary to make sure that the residents nearest to the proposed car parking area were consulted.

Cllr Herschel advised that this proposal had originally been brought to council in 2002.

5. Derehams Park Recreation Ground

5.1 Track work and levelling on site

Members were asked to note that due to the poor weather conditions the levelling and drainage issues on the track and the grassed area adjacent to the pavilion had not been possible as yet.

6. Bowls Club

Members were asked to note that the council had received a request for a meeting to discuss a proposal at a cost of £5,170.00 to create a car parking area near the clubhouse. An initial response had been sent to request a clearer plan showing the exact dimensions of the area and also information regarding the potential funding sources. Dates will be sent to the Bowls Club so that a mutually convenient time can be arranged for a meeting.

7. Hedgeline on roadside

Members were asked to note that following an inspection by Dean Dyer (Hedge layer) it had become apparent that the hedge on the roadside needed to be coppiced. The majority of the work to date had been carried out by Community Payback teams. Quotes for the high level tree work had been received and the trees tangled in the overhead electricity cable were taken down on Monday 25 February.

It was also noted that quotes were now being requested for the fence by the footpath which is now exposed to be replaced or repaired where necessary.

8. Community Orchards

Members were asked to note that following liaison with the Clerk, Cllr White will be holding a public meeting as part of the public consultation process. The first venue for an orchard would be Loudwater and an article had been put in the newsletter asking for interested residents to contact the office.

9. Allotments

9.1 Hedge at Chapel Road Allotments

Members were asked to note that quotes had been requested to lay a temporary fence at the allotment site now that the hedge had been coppiced.

After speaking with the tenant farmer at Pigeon House Farm one option had been to seek permission from the Carington Estate to place a 5ft high stock proof permanent fence a metre into the field of the farm, however this was rejected.

The only option left would be to put a 4ft high fence with a rabbit proof skirt as close as possible to the original hedgeline, filling the gaps by planting a new hedge in a zig-zag pattern. All is dependent on how the contractor can lay the new fence.

The committee agreed that the council through the clerk could take this work forward on receiving the best price for the job.

10. Playground Consultation

Members received reports from Cllr Sadler and Cllr Willis on the feedback from the playground questionnaires, Tylers Green and Loudwater respectively. It was agreed that the next step would be to send a letter of thanks to all those who had offered help, to then be followed by a meeting to further discuss potential designs.

A good start had been made and it was important to keep the impetus. Meetings with potential companies for designs would be arranged.

11. Committee Finances

Members were asked to note the committee finances.

12. Questions from council members and the public

Mrs Dare from the Flackwell Heath Allotment Association made a representation, which echoed the questions received from the Chairman of the association, April Summers. A written response to the questions would be sent.

Mrs Dare also advised of an incident on 27 February 2013 when two men had made their way through the allotments. She advised that there was a concern over the security and safety of the allotment site now that the hedge had been taken out leaving an opening from the farm.

Cllr Herschel advised that the fence would be actioned as soon as practicable.

13. Accounts for payment

The accounts were approved for payment of cheque numbers 7799 to 7810 and the direct debits for Unicom and Orange.

The chairman thanked all those present and the meeting was closed at 8.40pm

Date of the next meeting: Thursday, 23 May 2013

CHEPPING WYCOMBE PARISH COUNCIL

WORKS, SERVICES & PLANNING COMMITTEE

"Cherish the past, adorn the present, construct for the future"

Report of meeting held on Thursday 14 March 2013 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present:	Cllr J Herschel - Chairman	Cllr C Jordan
	Cllr M Wilkes	Cllr B Sadler
	Cllr C Doods	Cllr J White
	Cllr I Forbes	Cllr J Johnson

Also present: Mrs Liz Johncock

1. Apologies for absence

Apologies for absence were received from Cllr J Bailey – attendance at Flackwell Heath Residents Association AGM and Cllr D Onslow – personal.

2. Declarations of members' interests in items on the agenda

There were none.

3. Signage renewal

Members were asked to receive an update from Cllr Herschel on programme of signage. Quotations for notice boards, sign boards and finger posts have been requested for the first phase of the council's signage renewal programme.

Mrs Johncock made a representation on behalf of the Flackwell Heath Residents Association asking for an agreement in principle to the repositioning of the Parish Council Noticeboard on the Jubilee Garden. It was proposed by the FHRA that the noticeboard be moved to the other side of Common Road, near the millennium sign, facing outward so that the parish notices would be seen more clearly from the path.

Mrs Johncock was advised that the council were happy for the FHRA to seek quotes for the repositioning of the noticeboard with costing for granite setts to be laid in order to ease access. The topic would be considered after the committee's site visit.

Mrs Johncock thanked members and left the meeting at 7.45pm.

4. Community Payback permanent midweek group

Members were asked to note that the trial scheme of a permanent midweek group with the Probation Service had now started however out of three weeks we had only seen two groups. It had been made clear to the Probation Service prior to the start date that if, at any time, accommodating this group became disruptive to our staff the scheme would have to cease, it is essential that they are self- sufficient.

5. Replacement of Ford Ranger

Members agreed to the replacement of the Ford Ranger 4x4 utility vehicle in the next financial year.

The clerk and Warden will research suitable utility vehicles and then during the year when a 'best price' opportunity occurs - and after consultation with the chairman and vice-chairman of the committee - purchase a replacement vehicle.

6. Replacement of footpath lighting at Oakwood

Members were asked to agree to the replacement of 12 aluminium columns at Oakwood and their fitting with LED luminaires. The aluminium columns and their luminaires at Oakwood had previously been identified as needing replacement, this had been postponed until it could be done as a block and now these columns could be used as a trial site. However, Bucks County Council and Wycombe District Council have run trials over extended periods and have now adopted LED lighting as the standard for new and replacement lighting.

The cost of replacing the 12 columns at Oakwood and providing Stela 24 LED luminaires is approximately £13,000, which equates to £100 more per unit than if they were replaced using 70w SON fittings normally used by us. However this additional cost would be off-set by energy savings at current prices of about £11 a unit a year. In addition we will also make similar savings on annual maintenance charges, so that it is possible to amortise the additional initial cost in as little as 5 years.

Members agreed in principle to go ahead with the change-over to LED lighting, but the clerk was asked to look at alternative luminaires and suppliers before commencing the work.

7. Committee priorities

Members were asked to endorse the following committee priorities for commencement during the summer months:

- continued improvement of our environment and making good our estate: specifically with an emphasis on completing maintaining benches and community assets in Loudwater (2012/2013 project) and undertaking the planned 2013/2014 programme of work in Tylers Green. The committee has previously agreed to place an emphasis on the ward in which the following annual parish meeting is to be held. This rolling programme will help ensure that our assets are inspected and maintained every three or at worst every six years
- pressing ahead with the renewal of parish signage
- cleaning and painting the depot and workshop and the provision of a sink in the depot
- refurbishing of the council office kitchenette
- replace the rotten window frame in the garage attached to the Warden's house
- continue the programme to eradicate Japanese Knotweed from within the parish
- Members were advised by the Chairman of the Committee that contractors would need to be employed for some of the work as the grounds team were hard pressed to keep up with the maintenance of the grounds.

Members were happy to endorse the above programme of works, however it was suggested that rather than a student being used for the cleaning and painting of the depot a contractor should be asked to quote for the job.

8. Propositions from members:

Cllr. J White gave a short report of his proposition for a definitive path along the Railway Land. In the first instance it would be necessary to contact the owner of Fennels Wood to see if they would be prepared to allow the use of the land behind the school which at the moment cuts the path in half. The Clerk was asked to proceed with this letter.

Cllr White also advised that he was hoping to have a meeting with Corinne Waldron from the Bucks County Council Rights of Way Team to discuss general footpath issues.

Members agreed that the clerk should prepare a report for the consideration of the committee of both the feasibility and benefits to the council and the public for asking Bucks County Council Rights of Way to adopt the footpath along the railway land owned by the council.

9. Committee finances

Members were asked to note the current committee expenditure and income. There was nothing extraordinary to note.

10. Questions from council members and the public

There were no public present at the meeting. The following points were raised by members; It had been noted that the Bus Stop on Robinson Road, Loudwater opposite Magpie Wood had become a muddy mess. Steve Underwood (LAT) had been present at the recent Loudwater Forum meeting and would be looking at what could be done.

Stiles to gates project: this had come to a standstill. After meeting with Jonathan Clarke last November it had been reported to the council that there had been no support for the change of the stiles to gates at the Ashwells site from the landowners, Wycombe District Council. Cllr White advised that he would take this forward.

Bridleway around Wycombe Heights – a resident had raised a concern regarding the possible damage to the bridleway from the construction work on the golf course but it was pointed out that the planning application for the work had been refused.

11. Accounts for payment

It was agreed that the accounts for payment and direct debits be approved for payment and the cheques number 7811 to 7829 be signed.

The chairman of the committee thanked members for their attendance and the meeting ended at 8.45pm.

Date of the next meeting of the committee Thursday 6 June 2013 at 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting held on Tuesday 26 March 2013 at 7.30pm in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present : Cllr. I Forbes (Chairman)
Cllr. J Gurney (Vice-chairman)
Cllr. L Willis

Cllr. D Onslow – in attendance
Cllr. C Jordan – in attendance

Also present: Mr Peter Grant from the Bucks Free Press

1 Apologies for absence

Apologies for absence had been received from Cllr D Johncock – attending another meeting, Cllr S Herron – work commitments, Cllr K Wood attending another meeting, Cllr J Herschel – family wedding, Cllr M Wilkes – unwell, Cllr C Dodds – unwell.

2 Declarations of members' interests in agenda items

Cllr Willis declared a non-prejudicial but personal interest in item 6, Social Investment Project for Loudwater.

3 Land Registration

Members were asked to note the progress to date on the land registration. The chairman of the committee asked for thanks to be noted to both Cllr Herschel and his wife Denise for all the work they had done to assist with the land registration.

4 Health & Safety Related Incident

Members were asked to note a short report from the Clerk regarding the injury sustained by one of the grounds team while working in Kingswood. The HSE RIDDOR form had been completed due to the nature of injury which had resulted in an absence from work for over 7 days. Sick certification had been received to cover the absence.

5 Updating the Council's Name Board

Members were asked to note that the Council's Name Board in the chamber needed to be updated.

Members agreed that the Clerk should take this forward and not include Lynne Turner's name. The following layout was agreed; HRO Jones 2006 -2011, J Herschel 2011-2012 and W Thompson 2012 -.

6 Social Investment Project for Loudwater

Cllr Willis gave a short report on the recent approach for support of a project to provide training and employment for young people in the parish. It is hoped that the project will include a training school for mechanics, a commercial garage, a spare parts web based sales operation and an expedition/adventure weekend facility, however the initiative is still in its infancy and at present there is no more information. The lead on the project would be happy to do a short, 5 minute presentation to the council on 16 April in order to answer any questions.

The support being asked for from the parish council was by way of a letter displaying community support for the project, this would assist in the building up of a case for a grant.

Members considered the request and a recommendation to support the project would be taken to the next council meeting on 16 April 2013.

7 Freeman of the Parish

Members were asked to consider the proposal to bestow titles of honour to recognise outstanding service by members. The award of Honorary Freemen and Freewomen of the Parish can be retrospective.

Members endorsed the proposal, in principle, with a view to take it to the next council meeting on 16 April 2013.

8 Change of Accounts Package

Members were asked to receive a report from the Clerk on a change of accounts package from Omega to Sage Line 50 Professional.

Members endorsed the change of package after final checks on best value were made by the chairman of the committee and the Clerk.

9 In-house Audit

Members were asked to receive a short report on the in-house audit undertaken by Cllr Willis and Cllr Wood on 29 January 2013. The inspection had covered payments through cheque books, invoices and bank statements. It was noted that the Clerk had made improvements to the systems and the recommendations from the report were now being put in place. The Clerk was thanked for her efforts to date.

It was agreed that the next in-house audit would concentrate on equipment purchased by the council.

10 Disciplinary and Grievance Policy

Members were asked to consider the NALC Disciplinary and Grievance Policy as the council's current policy was in need of review.

The Clerk was asked to modify the policy by inserting the parish council's name and members recommended it be taken to the next council meeting on 16 April 2013 for adoption.

11 Ear-marked reserves

Members were asked to receive a report from Cllr Forbes on the proposals for the ear-marked reserves. Widmer Pond and the Deeds of Grant EMR to be transferred back to the general reserve; identified underspend would go into the appropriate EMR; increases would show in Play Equipment; Derehams Pavilion (although this had been refurbished it would need full redevelopment in the future); Derehams Rejuvenation; Depot and Closed Churchyards; Play Equipment EMR would be split into the three wards and Cemeteries EMR would be merged; further review of the allocation for Plant and Vehicles has indicated that additional funding is required.

Members endorsed the proposal.

12 Budget

Members agreed the revised budget v1.6 with a recommendation for acceptance to be taken to the next council meeting on 16 April 2013.

13 Committee Finances to Month 11

Members were asked to note the committee summary of income and expenditure to month 11. Year-end turnout, at the moment, looks like an underspend on the year of between £10 - £20K.

14 Accounts for payment

It was agreed to accept the accounts for payment, direct debits and Payflow transfers and for the cheques to be signed - information to be attached to these accounts.

The Chairman thanked members for their attendance and the closed the meeting at 8.25pm.

Date of the next meeting: Thursday 13 June 2013

Chepping Wycombe Parish Council
COUNCIL'S DISCIPLINARY POLICY

INTRODUCTION

- 1 This policy is based on and complies with the 2009 ACAS Code of Practice (<http://www.acas.org.uk/CHttpHandler.ashx?id=1047&p=0>). It is designed to help council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.
- 2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 3 This policy confirms:
 - the Council will fully investigate the facts of each case
 - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used to when performance management proves ineffective. For more information see the Acas publication "How to manage performance" at:
http://www.acas.org.uk/media/pdf/g/7/Acas_how_to_manage_performance-accessible-version-Nov-2011.pdf
 - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - employees may be accompanied or represented by a trade union representative or a work colleague at any disciplinary or investigatory meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An

employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions.

- If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date.
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the Data Protection Act 1998
- recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary action. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure, raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include an oral warning, written warning, final written warning or dismissal
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it.
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the Council's and the employee's consent.

Examples of misconduct

- 4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct.
- unauthorised absence
 - poor timekeeping
 - misuse of the Council's resources and facilities including telephone, email and internet
 - inappropriate behaviour
 - refusal to follow reasonable instructions
 - breach of health and safety rules.

Examples of gross misconduct

- 5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct.
- bullying, discrimination and harassment
 - incapacity at work because of alcohol or drugs
 - violent behaviour
 - fraud or theft
 - gross negligence
 - gross insubordination
 - serious breaches of health and safety rules
 - serious and deliberate damage to property
 - use of the internet or email to access pornographic, obscene or offensive material
 - disclosure of confidential information.

Examples of unsatisfactory work performance

- inadequate application of office procedures
- inadequate IT skills
- unsatisfactory management of staff
- unsatisfactory communication skills.

DISCIPLINARY INVESTIGATION

- 6 There will be an investigation of the facts. The council's staffing committee will appoint an Investigator who will be responsible for undertaking the disciplinary investigation. The Investigator will be independent and will normally be a councillor. If the staffing

committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the council. The Investigator will be appointed as soon as possible after the allegations have been made. The Investigator will be asked to submit a report within 20 working days of appointment. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the council may decide to commence disciplinary proceedings at the next stage (see paragraphs 14 -16).

- 7 The staffing committee will first notify the employee in writing of the alleged misconduct and ask him/her to attend a meeting with the Investigator. The employee will be given at least five working days' notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee should be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.
- 8 Employees may be accompanied or represented by a trade union representative or a work colleague at any investigatory meeting.
- 9 If there are other persons (eg employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 10 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be taken.
- 11 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
 - the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
 - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
 - the employee has a case to answer and there should be action under the Council's disciplinary procedure.

- 12 The Investigator will submit the report to the staffing committee which will decide whether further action will be taken.
- 13 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

THE DISCIPLINARY MEETING

- 14 If the staffing committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors. The staffing sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee. No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:
 - the names of its Chairman and other two members
 - details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
 - a copy of the investigation report, all the supporting evidence and a copy of the Council's disciplinary procedure
 - the time and place for the meeting. The employee will be given reasonable notice of the hearing (at least 15 working days) so that he /she has sufficient time to prepare for it
 - that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least five working days before the meeting
 - that the employee and the Council will provide each other with all supporting evidence at least five working days before the meeting. If witnesses are not attending the meeting, witness statements will be submitted to the other side at least five working days before the hearing
 - that the employee may be accompanied by a companion, either a trade union representative or a work colleague

The disciplinary meeting will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee
- the investigator will present the findings of the investigation report
- the Chairman will set out the council's case and present supporting evidence (including any witnesses)
- the employee (or the companion) will set out his/her case and present evidence (including any witnesses)

- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
- the employee (or the companion) will have the opportunity to sum up his/her case
- the Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision
- the disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

DISCIPLINARY ACTION

- 15 If the sub-committee decides that there should be disciplinary action, it may be any of the following:

Oral warning

An oral warning is issued for most first instances of minor misconduct. The council will notify the employee:

- of the reason for the warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- of the right to appeal
- that a note confirming the oral warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for six months.

Written warning

If there is a repetition of earlier misconduct which resulted in an oral warning, or for different and more serious misconduct, the employee will normally be given a written warning. A written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for 12 months.

Final written warning

If there is further misconduct during the period of a written warning or if the misconduct is sufficiently serious, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for 18 months.

Dismissal

The council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

- 16 The council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal.
- 17 If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action imposed as a result of the disciplinary meeting will remain in force unless and until it is modified as a result of an appeal.

THE APPEAL

- 18 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
- 19 The grounds for appeal include;
 - a failure by the Council to follow its disciplinary policy
 - the sub-committee's decision was not supported by the evidence
 - the disciplinary action was too severe in the circumstances of the case
 - new evidence has come to light since the disciplinary meeting.
- 20 The Appeal will be heard by a panel of three members of the staff committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.
- 21 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion, either a trade union representative or a work colleague.
- 22 At the appeal meeting, the Chairman will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
 - explain the action that the appeal panel may take.
- 23 The employee (or his companion) will be asked to explain the grounds for appeal.
- 24 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal hearing.
- 25 The appeal panel may decide to uphold the decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it

decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

- 26 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 27 The appeal panel's decision is final.

Chepping Wycombe Parish Council
COUNCIL'S GRIEVANCE POLICY

INTRODUCTION

1. This policy is based on and complies with the 2009 ACAS Code of Practice (<http://www.acas.org.uk/CHttpHandler.ashx?id=1047&p=0>).

It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.

3. This policy confirms:

- employees have the right to be accompanied or represented at a grievance meeting or appeal by a trade union representative or work colleague. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
- the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date.
- any changes to specified time limits must be agreed by the employee and the Council
- an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
- information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and

action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the Data Protection Act 1998

- recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the Council's and the employee's consent.

INFORMAL GRIEVANCE PROCEDURE

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the chairman of the staffing committee or, if appropriate, another member of the staffing committee.

FORMAL GRIEVANCE PROCEDURE

5. If it is not possible to resolve the grievance informally, the employee may submit a formal grievance. It should be submitted in writing to the chairman of the staffing committee.
6. The staffing committee will appoint a sub-committee of three members to investigate the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

7. The sub-committee will investigate the matter before the grievance meeting which may include interviewing others (e.g. employees, councillors or members of the public) .

Notification

8. Within 10 working days of the Council receiving the employee's grievance, the employee will be asked, in writing, to attend a grievance meeting. The sub-committee's letter will include the following:
- the names of its Chairman and other members
 - a summary of the employee's grievance based on his/her written submission
 - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will be within 25 working days of when the council received the grievance
 - the employee's right to be accompanied by a trade union representative or work colleague
 - a copy of the Council's grievance policy
 - confirmation that, if necessary, witnesses may attend on the employee's behalf and that the employee should provide the names of his/her witnesses at least five working days before the meeting
 - confirmation that the employee will provide the Council with any supporting evidence at least five working days before the meeting.

The grievance meeting

9. At the grievance meeting:
- the Chairman will introduce the members of the sub-committee to the employee
 - the employee (or companion) will set out the grievance and present the evidence.
 - the Chairman will ask the employee what action does he/she wants the council to take
 - any member of the sub-committee and the employee (or the companion) may question any witness
 - the employee (or companion) will have the opportunity to sum up the case
 - the Chairman will provide the employee with the sub-committee's decision, in writing, within five working days of the meeting. The letter will notify the employee of the action, if any, that the council will take and of the employee's right to appeal
 - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

The appeal

10. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the staffing committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
11. Appeals may be raised on a number of grounds, eg:
 - a failure by the Council to follow its grievance policy
 - the decision was not supported by the evidence
 - the action proposed by the sub-committee was inadequate/inappropriate
 - new evidence has come to light since the grievance meeting.
12. The Appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three council members who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.
13. The employee will be notified, in writing, within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will take place within 25 working days of the council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a trade union representative or work colleague.
14. At the appeal meeting, the Chairman will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
 - explain the action that the appeal panel may take.
15. The employee (or his/her companion) will be asked to explain the grounds of his/her appeal.

16. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
17. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
18. The decision of the appeal panel is final.

CWPC 2013/14

BUDGET ANALYSIS 2013/14

	Approved Budget	Budget for Approval	Variances
	2012/13	2013/14	
Totals - gross expenditure			
Amenity Land	24,715	31,515	6,800
Leisure Facilities	32,071	39,000	6,929
Works and Services Planning F & GP	131,209	137,385	6,176
	202,390	181,733	(20,657)
CWPC - gross	390,385	389,633	(752)
Totals - income (exc Precept & WDC grant)			
Amenity Land	(3,350)	(3,585)	(235)
Leisure Facilities	(14,130)	(12,470)	1,660
Works and Services F & GP	(10,450)	(10,450)	0
	(16,195)	(17,171)	(976)
CWPC - income	(44,125)	(43,676)	449
CWPC TOTAL net	346,260	345,957	(303)
PRECEPT	(346,260)	(327,825)	18,435
WDC grant support		(18,132)	(18,132)
Difference	(0)	(0)	
Increase of Precept by	0.00%	0.00%	
Transfer from General Reserve	0	0	
Precept Band D Houses 12/13		6,542	
Precept Band D Houses 13/14		6,194	
% reduction due to localisation & demolitions etc etc		5.32%	

CWPC 2013/14

Amenity Land Budget 2013-14					Proposed Budget 2013/14		Variances	
Code	Cost centre	Approved Budget 2012/13	Proposed Budget 2013/14		values		Variances %'s	
101	General Amenity Areas							
4013	School Green rent	10	10		0		0%	
4013	Loudwater School access rent	5	5		0		0%	
4037	ground maintenance	2500	3500		1000		40%	
	Tractor		4200					
			500					
		2515	8215		5700		227%	
102	Fennels Wood & Railway Land							
4013	annual access fee	250	250		0		0%	
4037	ground maintenance	3000	3000		0		0%	
		3250	3250		0		0%	
104	Kingswood							
4037	ground maintenance	4750	5750		1000		21%	
4059	woodland plan - forestry fees	5500	5500		0		0%	
4902	Kingswood paths	750	750		0		0%	
9000	EMR Kingswood	1500	1500		0		0%	
		12500	13500		1000		8%	
1005	wood sales income	0	0		0			
1077	grants received	2000	2185		185		9%	
		2000	2185		185		9%	

CWPC 2013/14

Amenity Land Budget 2013-14					
Code	Cost centre	Approved Budget 2012/13	Proposed Budget 2013/14	Variances values	Variances %'s
Code	Cost centre	Budget 2012/13	Budget 2012/13		
105	Tylers Green Common				
	4014 electricity	100	150	50	50%
	4037 ground maintenance	2600	2600	0	0%
	9000 EMR TG Common	1000	1500	500	50%
		3700	4250	550	15%
	1001 income - rents	900	900	0	0%
	1002 income - permits	50	50	0	0%
	electricity costs				
	1004 reclaimed	100	150	50	50%
		1050	1100	50	5%
106	Widmer Pond				
	4012 water	600	600	0	0%
	4037 ground maintenance	400	200	-200	-50%
	9000 EMR Widmer Pond	500		-500	-100%
		1500	800	-700	-47%
	1078 maintenance costs recovered	300	300	0	0%
		300	300	0	0%

Budget Analysis 2013_14 v1_6 EMR prop 13_03_12

CWPC 2013/14

Leisure Facilities Budget 2013-14									
Code	Cost centre	Approved Budget 2012/13	Proposed Budget 2013/14	Variances		Variances values	Variances %s		
201	Ashley Drive Allotments								
4,012	water	450	450			0	0%		
4,037	grounds maintenance	200	200			0	0%		
4,907	allotment fencing	2,500	500			-2,000	-80%		
		3,150	1,150			-2,000	-63%		
1,001	allotment rents	1,700	1,800			100	6%		
1,004	Water Costs reclaimed		100						
			1,900						
203	Chapel Road Allotments								
4,012	water	750	750			0	0%		
4,037	ground maintenance	500	500			0	0%		
4,906	new plots	0	0			0			
4,907	allotment fencing	0	500			500			
		1,250	1,750			500	40%		
1,001	allotment rents	1,800	2,400			600	33%		
211	Ashley Drive Park - but not play areas - see 221								
4,037	ground maintenance	1,000	500			-500	-50%		
		1,000	500			-500	-50%		
1,002	permits	30	0			-30	-100%		

CWPC 2013/14

			Approved Budget 2012/13	Proposed Budget 2013/14	Variances values	Variances %'s
Code	Cost centre					
212	Derehams Park					
	Pitch Maintenance					
	new code			2,400	2,400	
				4,000	4,000	
				6,400		
1,002	permits	150		3,200	3,050	2033%
	Grounds Maintenance					
4,036	property maintenance	500		1,000	500	100%
4,037	ground maintenance	2,000		3,200	1,200	60%
4,908	new access	0		0	0	
				4,200		
	Pavilion					
4,038	maintenance contracts	200		300	100	50%
4,014	electricity			1,000		
4,012	water	0		600	600	
4,025	insurance	0		600	600	
9,000	EMR Derehams Park	1,500		1,500	0	0%
		4,200		4,000	-200	-5%
	Permit & rent income			4,000		
1,004	water reclaimed	0		250	250	
	electricity recovered	200		300	100	50%
				4,550		
	Derehams Expenditure			14,600		
	Derehams Income			7,750		

CWPC 2013/14

Code		Approved Budget 2012/13	Proposed Budget 2013/14	Variances	
				values	%s
214	Cost centre				
	Straight Bit Recreation Ground - but not play areas see 221				
4,037	ground maintenance	1,000	1,000	0	0%
		10,000	0	-10,000	-100%
		11,000	1,000	-10,000	-91%
1,002	permits	30	200	170	567%
1,083	third party contributions	10,000	0	-10,000	-100%
		10,030	200	-9,830	-98%
215	Green Dragon Sports Ground				
4,025	insurance	0	600	600	
4,037	ground maintenance	1,000	0	-1,000	-100%
4,038	maintenance contract	120	600	480	400%
9,000	EMR Reserve	1,120	1,200	80	7%
1,079	other costs recovered	120	120	0	0%
		120	120	0	0%
216	Boundary Park Recreation Ground - but not play areas see 221				
4,014	electricity	100	100	0	0%
4,037	ground maintenance	1,000	500	-500	-50%
		1,100	600	-500	-45%
1,004	other costs recovered	100	100	0	0%
		100	100	0	0%

Budget Analysis 2013_14 v 1_6 EMR prop 13_03_12

CWPC 2013/14

WS&P Budget 2013_14						
Code	Cost centre	Approved Budget 2012/13	Proposed Budget 2013/14	Variances values	Variances %s	
301	Works Depot					
	4010 misc staff costs	0	0	0		
	4011 rates	3,300	3,500	200	6%	
	4012 water	150	200	50	33%	
	4014 electricity	650	700	50	8%	
	4036 property maintenance	2,500	2,500	0	0%	
	4038 maintenance contract	300	300	0	0%	
	9000 EMR Depot 2020	1,500	2,500	1,000	67%	
		8,400	9,700	1,300	15%	
302	Warden's House					
	4012 water	200	200	0	0%	
	4036 property maintenance	300	300	0	0%	
	4038 maintenance contract	160	175	15	9%	
	9000 EMR Wardens House	500	500	0	0%	
		1,160	1,175	15	1%	
	1004 income service charges	200	200	0	0%	
303	Office Premises					
	4011 rates	3,300	3,500	200	6%	
	4012 water	150	200	50	33%	
	4014 electricity	650	700	50	8%	
	4015 gas	1,300	1,300	0	0%	
	4017 cleaning & refuse	250	400	150	60%	
	4036 property maintenance	1,000	1,000	0	0%	
	4037 grounds maintenance	100	100	0	0%	
	4038 maintenance contract	700	700	0	0%	
	4053 loan interest paid	2,178	1,090	-1,088	-50%	
	4054 loan capital paid	10,676	5,220	-5,456	-51%	
	9000 EMR office refurbishment	1,500	1,500	0	0%	
		21,804	15,710	-6,094	-28%	

CWPC 2013/14

Code	Cost centre	Approved Budget 2012/13	Proposed Budget 2013/14	values	%s
304	Vehicles Tools & Equipment				
	4010 misc staff costs	800	800	0	0%
	4041 equipment hire	150	150	0	0%
	4042 equipment maintenance	1,500	3,500	2,000	133%
	4043 vehicle maintenance	4,000	4,000	0	0%
	4044 vehicle fuel	4,500	4,500	0	0%
	4045 vehicle tax & insure	4,000	4,000	0	0%
	4046 small tools & equipment	2,500	2,500	0	0%
	4050 chemicals	400	400	0	0%
	9000 EMR Hand held Machinery		1,600	1,600	
	9000 EMR vehicle replacement	6,500	14,000	7,500	115%
		24,350	35,450	11,100	46%
305	Litter, Rubbish and Graffiti				
	4017 cleaning & refuse	2,500	3,000	500	20%
	4018 parish litter scheme	600	600	0	0%
		3,100	3,600	500	16%
311	Hammersley Lane Cemetery				
	4011 rates	40	45	5	13%
	4012 water	35	45	10	29%
	4037 grounds maintenance	200	200	0	0%
	4040 memorial maintenance	0	0	0	0%
	9000 EMR cemetery improvements	500	500	0	0%
		775	790	15	2%
1031	income burials & memorials	250	250	0	0%

CWPC 2013/14

Code	Cost centre	Approved Budget 2012/13	Proposed Budget 2013/14	values	%s
312	Loudwater Cemetery				
4011	rates	175	175	0	0%
4012	water	50	60	10	20%
4037	ground maintenance	500	500	0	0%
4040	memorial maintenance	0	0	0	0%
9000	EMR cemetery improvements	1,500	1,500	0	0%
		2,225	2,235	10	0%
1031	income burials & memorials	2,500	2,500	0	0%
1032	income burials & memorials	3,000	3,000	0	0%
		5,500	5,500	0	0%
313	Kingswood Cemetery				
4012	water	50	65	15	30%
4037	grounds maintenance	500	300	-200	-40%
9000	EMR cemetery improvements	1,000	1,000	0	0%
		1,550	1,365	-185	-12%
1031	income burials & memorials	2,000	2,000	0	0%
1032	income burials & memorials	2,500	2,500	0	0%
		4,500	4,500	0	0%
314	War Memorials & Closed Churchyards				
4012	water	35	40	5	14%
4036	property maintenance	560	570	10	2%
4037	grounds maintenance	500	500	0	0%
4040	EMR memorial maintenance	250	250	0	0%
9000	EMR St Peters Wall				
		1,345	1,360	15	1%

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CWPC 2013/14

Code	Cost centre	Approved Budget 2012/13	Proposed Budget 2013/14	Variances values	Variances %s
4027	photocopy charges	400	400	0	0%
4030	recruitment advertising		500		
4041	equipment hire	1,300	1,300	0	0%
4453	office equipment	500	500	0	0%
4051	bank charges	200	200	0	0%
4056	legal fees	5,000	5,000	0	0%
4057	audit fees	1,600	1,600	0	0%
4060	other prof fees	2,200	1,000	-1,200	-55%
4068	computers and data stora	0	500	500	
4069	web development	500	500	0	0%
		186,506	165,033	-21,473	-12%
1090	interest received	2,500	4,000	1,500	60%
	maint.costs recovered	150	150	0	0%
	insurance premiums reco	1,124	600	-524	-47%
		3,774	4,750	976	26%
402	Civic Activities				

CWPC 2013/14

Code	Cost centre	Approved Budget 2012/13	Proposed Budget 2013/14	Variances	
				values	%s
4002	members expenses	3,000	3,000	0	0%
4008	conferences & courses	1,500	0	-1,500	-100%
4009	travel	0	0	0	
4016	premises hire	200	200	0	0%
4019	elections	0	0	0	
4020	misc establishment costs	200	200	0	0%
4024	subscriptions	500	2,500	2,000	400%
4901	grants and donations	2,500	2,500	0	0%
4031	other advertising	500	500	0	0%
4032	publicity	700	500	-200	-29%
4033	newsletter	4,500	4,000	-500	-11%
4450	archives	300	300	0	0%
		13,900	13,700	-200	-1%
403	Holding Funds				

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ECCLESIASTICAL BOUNDARY STONES

The Working Group covering the Ecclesiastical Boundary Stones of St Margaret's Church have identified 4 out of the 10 originally installed by Sir Philip Rose of Rayners House.

The last report from the group suggests:-

- Display boards should be positioned close to all the stones showing an agreed text and pictorial details of the history surrounding them.

The council may be asked for financial help in providing these boards.

- Some of the stones are within Penn Parish – Penn Parish Council should be informed and asked to join the historical project, with a view to covering the cost of the displays for the stones.

Currently an attempt is being made to have the stones identified as ancient monuments.

Consideration needs to be given to:

- Future public events where guided groups are taken around historical explanations.

Decisions need to be taken as to:

- Who should be organising this – Chepping Wycombe Parish Council, Penn Parish Council or local residents groups.

