

CHEPPING WYCOMBE PARISH COUNCIL

Minutes of the council meeting held on Wednesday, 24 June 2015 at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present

Cllr K Wood (Chairman)	Cllr M Wilkes
Cllr L Willis (Vice-chairman)	Cllr J Herschel
Cllr J Gurney	Cllr C Jordan
Cllr L Johncock	Cllr C Dodds
Cllr C Leonard	Cllr H Darch
Cllr J Bailey	Cllr J Johnson
Cllr J White	Cllr B Sadler

FC/15/001

APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr I Forbes (holiday), Cllr L Pinner (unwell) and Cllr S Digby (unwell).

FC/15/002

DECLARATIONS OF INTEREST AND CODE OF CONDUCT

There were none.

FC/15/003

COUNCIL MINUTES

It was RESOLVED that;

the minutes of the Council meeting held on Thursday 16 April 2015 be a true and accurate record.

The minutes of the Annual Council Meeting held on Thursday 5 March 2015 be a true and accurate record with amendments as follows:

Item 5: the addition of Cllr L Johncock to the Amenity Land Committee, and;

Item 5 a: under Works, Services & Planning, Chairman to read Cllr J White and Vice-chairman to read Cllr J Herschel.

FC/15/004

AMENITY LAND COMMITTEE

The report of the Committee meeting held on Thursday, 21 May 2015 was noted and approved.

Cllr Jordan highlighted the site visit would be during the working day an extended visit was required to King's Wood.

FC/15/005

LEISURE FACILITIES COMMITTEE

The report of the Committee meeting held on Thursday 28 May 2015 was noted and approved.

Cllr Willis highlighted the dates and times of the allotment BBQ and picnic and re-iterated the change in date of the site visit which would now take place on 2 July 2015.

Cllr Herschel advised that dates should not be changed to suit the convenience of members.

FC/15/006

WORKS, SERVICES AND PLANNING COMMITTEE

The report of the Committee meeting held on Thursday, 4 June 2015 was noted and approved.

- FC/15/007 **FINANCE AND GENERAL PURPOSES COMMITTEE**
The report of the Committee meeting held on Tuesday, 16 June 2015 was noted and approved.
- FC/15/008 **ANNUAL RETURN AND ANNUAL GOVERNANCE STATEMENT**
Council was asked to approve the recommendation from the Finance and General Purposes Committee to sign the Annual Return and Governance Statement.
- It was RESOLVED that;*
The Annual Return and Governance Statement be approved and signed by the Chairman of Council.
- FC/15/009 **POLICIES AND PROCEDURES**
The policies and procedures previously recommended for approval at the Annual Council meeting on 12 May 2015 had been deferred until new members had been able to read through each document.
- Council was asked to consider and approved the following policies and procedures for adoption:
- Freedom of Information Policy
 - Data Protection Policy
 - Publicity Policy
 - Standing Orders
 - Complaints Procedure
 - Committee Terms of Reference
- It was RESOLVED that;*
The above policies and procedures be approved for adoption.
- FC/15/010 **COMMUNITY RIGHT TO CHALLENGE**
Council was asked to note that the community right to challenge nomination forms were in the process of being completed by the Deputy Clerk. Forms were being completed with the previously discussed nominations from each ward.
- It was noted that a report on progress should be presented to the next Finance & General Purposes Committee in October 2015.
- FC/15/011 **SCHOOL ROAD, TYLERS GREEN – VERGE ON THE COMMON**
Council was asked to consider one of the following quotes for double height setts to continue the double height setts already in situ along the edge of the Common verge.
- | | |
|---|-----------|
| A | £5,700.00 |
| B | £5,900.00 |
| C | £3,850.00 |
- Council was asked to note that all quotes were like for like and contractor C had been recommended for approval from the Works, Services & Planning committee, as the project was originally thought to be a joint partnership project with the Local Area Forum. As the funds for the works would be from the Amenity Land Earmarked Reserve (£12,550), Council was being asked to approve.
- It was RESOLVED that;*
Contractor C be approved and asked to undertake the works.

- FC/15/012 **GRANT**
Council was asked to approve the recommendation from the Finance & General Purposes Committee to provide a £1,000 grant to the Flackwell Heath Scouts & Guides Executive Committee towards the refurbishment of the male toilets in their HQ at Chapel Road, Flackwell Heath.
- The Clerk was asked to contact the Executive Committee to find out whether a competitive quote had been obtained for the works.
- It was RESOLVED that;***
the grant of £1,000 be approved.
- FC/15/013 **PLANNING COMMITTEE**
Council was asked to consider the creation of a formal Planning Committee to review planning applications received from Wycombe District Council for all three wards. The draft Terms of Reference for the committee were considered and found to be requiring further work.
- Concern was aired over the frequency required for the meetings and also membership. Also whether it was necessary to change the way the council handled planning currently.
- It was RESOLVED that;***
- ***the Clerk contact Paul Clayden and ask for an opinion on the necessity of a separate planning committee.***
 - ***to rework the Terms of Reference for further discussion at the next meeting.***
- FC/15/014 **GREEN DRAGON SPORTS GROUND LEASE**
Council was asked to approve the recommendation from the Finance & General Purposes Committee to agree that the Chairman and Vice-chairman of the Council sign the Lease.
- This item was deferred as some members felt that clauses had been omitted.
- It was RESOLVED that;***
The Lease be taken back to the Finance & General Purpose Committee.
- FC/15/015 **QUESTIONS BY MEMBERS OF THE COUNCIL**
Cllr White mentioned the Loudwater Orchard Group being a trial site and asked if there had been any further thoughts on rolling out this project to the other two wards.
- Cllr Johnson advised that there had not been much response when she had mentioned it at the Penn & Tylers Green Residents Society AGM.
- It was noted that the orchard was a success in Loudwater and that membership could be increased by opening it up to other residents of the parish.
- FC/15/016 **PUBLIC PARTICIPATION**
There were none.
- FC/15/017 **ACCOUNTS FOR PAYMENT**
The accounts for payment were circulated for consideration by councillors.

*It was RESOLVED that;
the accounts for payment be approved and cheques numbered 8611 to 8615 be signed and
that direct debits to BT, GE Stevens (Certas) and Thames Water be approved for payment*

The Chairman of Council thanked members for their attendance and closed the meeting at 8.41pm

Signed: Kathie SA Wood

Dated: 3 November 2015

Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
8611	113710	George Browns Ltd	Tractor Hire 2 weeks	1,000.00	200.00	1,200.00
8612	6736	Clear-up skips	Removal of spoil Altona Rd Cemetery	600.00	120.00	720.00
8613	1819	David Stocks	Fence repair Chapel Rd Allot Site	100.00	20.00	120.00
8614		Friends of Loudwater School	Loudwater School Fete	50.00	0.00	50.00
8615		WDALC	Course `Being a Parish Councillor	45.00	0.00	45.00
D.D		BT Business Bill	Broad band	81.00	16.20	97.20
D.D		G E Stevens	Red diesel	335.51	16.78	352.29
D.D		Thames Water	Depot -Cock Lane	85.64	0.00	85.64
D.D		Thames Water	Cenotaph Ground The Common	1.49	0.00	1.49
			TOTAL	2,298.64	372.98	2,671.62

Income received since last committee meeting:

CR		HMRC	VAT Reclaim May	1,161.08	0.00	1,161.08
CR		Hazlemere & Chep Wyc NAG	MVAS	5,100.00	0.00	5,100.00
CR		Sunnydays Playgroup	Hire of Pavilion	1,007.00	0.00	1,007.00
				7,268.08	0.00	7,268.08

Signed Signed

Date 24.6.15

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