CHEPPING WYCOMBE PARISH COUNCIL

WORKS, SERVICES & PLANNING COMMITTEE

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

Report of the meeting held on Tuesday, 15 December 2015 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 J White - Chairman
Cllr J Herschel – Vice-chairman
Cllr C Leonard
Cllr C Dodds
Cllr C Jordan
Cllr B Sadler
Cllr H Darch
Cllr K Wood

Also present: Mrs Martin, Mrs Brookling, Mr Coleman, Mr Onslow, Mrs Thompson, Mr Christie, Cllr Willis and Cllr Forbes

WSP/15/034 **Apologies for absence**
Apologies for absence had been received from Cllr Pinner (medical)

WSP/15/035 **Declarations of members' interests in Items on the agenda**
There were none.

Cllr White ***asked for Standing Orders to be suspended and asked members to approve agenda items 7.2 and 5 be brought forward in that order and it was approved.***

WSP/15/36 **2 Cock Lane Cemetery – Memorial Permission**
Members were asked to consider a request for a memorial to be erected at the Cemetery. Mrs Martin advised as to how the design of the memorial was important.

It was RESOLVED that;
the design on the memorial be approved.

Mrs Martin thanked the meeting and left at 7.40pm.

WSP/15/037 **Footway Lighting Update**
Members were asked to receive an update from Cllr Herschel on the progress of the project.

Cllrs Herschel and Dodds had undertaken a survey of the footway lighting in the Summer and the following had been noted.

	Lighting points	Luminaires to purchase	Columns	Brackets	Ali columns to replace	Columns to move	Columns NTD	Brackets to replace	Standard optics	Narrow optics
Loudwater	142	142	139	3	42	5	90	tbc	127	15
Flackwell Heath	382	380	273	109	118	32	156	tbc	376	5
Total	**524**	**522**	**412**	**112**	**160**	**37**	**246**	**tbc**	**503**	**20**

Best estimates, subject to slight amendments

Procurement We need to have:

- regard to the council's financial regulations re tenders for major works
- regard to the requirements of the Public Contracts Regulations 2015

by

- preparing specification and invitations to tender
- inviting potential bidders, but also
- publish details on the Contracts Finder website and copy of the specification and invitation on our website
- being able and prepared to pay the supplier within 30 days of receiving a valid and undisputed invoice

It is hoped that the change out of the columns will be covered by the committee's footway lighting earmarked reserve, as the Salix Loan is focussed on energy saving.

It was noted that some columns will need to be moved – some are being damaged by trees, or are positioned incorrectly to light the path.

A meeting with Cllr Herschel, Cllr Dodds and the Clerk will take place during the first two weeks of January.

Mr Onslow was present at the meeting as a member of a residents group in Old Kiln Lane, Flackwell Heath. Residents wanted to advise of their concerns due to a lack of lighting behind the old Budgens store as they felt that this was contributing to the anti-social behaviour in the car park.

They were pleased to hear that some progress was being made with the project.

Mr Onslow, Mr Coleman and Mrs Brookling thanked the meeting at left at 8pm

WSP/15/038 **Delegated Action**

Members were asked to note that since the last committee meeting in October a set of All Terrain tyres had been purchased for the Isuzu at a cost of £467.00. The Clerk had contacted the Chairman and Vice Chairman of the committee prior to proceeding with the purchase.

WSP/15/039 **Signage**

Members were asked to note the progress of the project - following the Leisure Facilities Committee meeting on 3 December it had been noted that an amended design for ladder boards was needed, once amended the design will be submitted to suppliers for quotes.

WSP/15/040 **War Memorial**

1 Flackwell Heath

Members were asked to note that an order had been placed for the inscription of the missing names to the war memorial; a date is awaited for the works to be undertaken. It was noted that Mr Dewey from the Flackwell Heath and Loudwater History group had advised that his fund raising had managed to virtually cover the entire cost of the works. The quote received was for £600.00.

WSP/15/041 **Cemeteries**

1 St Margaret's Church Path

Members were asked to consider the quotes for the agreed patch repair of the paths at the church. It was noted that contractor A had been asked to quote but the quote had not been forthcoming.

It was RESOLVED that;
Contractor B be approved to undertake the works.

3 Cock Lane Cemetery – Interment Fee

Members were asked to note that a recent request for a memorial had brought to light a second interment in the plot. Members were asked to consider a request to waive the interment fee of £160.00 for the second body whose ashes were placed in the coffin at the time of the burial.

It was RESOLVED that;
permission be given to proceed with the memorial , however the fee was not to be waived but should be requested from the Funeral Director concerned.

WSP/15/042 **Planning Submissions**

Members were asked to note the planning submissions made by the Council since the last committee meeting in June.

The following amendments to the Appendix were noted;
15/06654 – should read;
Unfortunately this amendment does <u>not</u> address our concerns,.....
15/07660 – a comment was submitted and can be read on the Wycombe District Council website.

WSP/15/043 **Footpath Update**

1 Sheepridge Lane and Heath End Road Green Footpaths

Members were asked to note that the Clerk had written to the Bucks County Council Rights of Way team to ask that they adopt and make definitive the two green footpaths on their land.

The Clerk will report back to the committee when a response has been received.

2 Footpath 30 – Fennel Wood

Members were asked to receive an update from Cllr White on the repair works to the footpath following the burst pipeline in Fennels Wood in August.

Cllr White had attended several site visits – Thames Water had repaired the path however were having to revisit the repair due to the use of wood chippings on two sections of the path which needed to be changed out for MOT type 1. Rosie Taylor from Bucks County Council Rights of Way Team was happy with what had been agreed.

Cllr White advised that he was happy to feedback on the completion of the repair.

WSP/15/044 **Community Payback Update**

Members were asked to note the work undertaken by the Community Payback teams since the last committee meeting in October.

WSP/15/045 **Committee Projects for the next 4 years**

Members were asked to receive a short presentation from Cllr Herschel on a chart showing ongoing projects.

By the next committee meeting the chart will be on a board for members to review. It will be a good tool to see and show progress on committee projects.

WSP/15/046 **Draft Committee Budget 2016/17**

Members were asked to note the draft Works, Services & Planning committee budget for 2016/17 and to consider projects for inclusion. The budget has, for the purposes of the meeting, been rolled forward with the current years' figures. The budget will be taken to the next Finance and General Purposes Committee for recommendation to full council.

1 Kubota F3890 & Trimax Flail

Members were asked to consider a request from the Warden to replace the Ransomes Parkway mower with a Kubota and Trimax flail deck. Members were asked to note a report and cost comparison.

Cllr Herschel raised doubts about some of the assumptions made in the paper presented to members but was otherwise supportive of the proposal.

It was noted that in the long term the change-over would be cost beneficial to the council as the replacement machine would be more versatile.

It was RESOLVED that;
Further quotes be obtained and the item be taken to the next full council meeting.

WSP/15/047 **Committee Finances**

Members were asked to note the current committee income and together with an EMR report.

WSP/15/048 **Questions from committee members and the public**

There were no questions from the remaining public.

Cllr Jordan highlighted Queensmead House which is owned by Red Kite. The property has been deemed not fit for purpose and the elderly residents have been moved into multiple other properties. Red Kite are proposing to build shared ownership properties on the site.

Following a short discussion Cllr Jordan was asked to put a proposition to council to support the Loudwater Forum in their objections to the proposed scheme.

WSP/15/049 **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 8742 to 8748 be signed and that direct debits to EE, Shell, Unicom, E-ON and SSE be approved for payment.

The chairman of the committee thanked members for their attendance and closed the meeting at 8.57pm.

Date of the next meeting: Thursday, 10 March 2015 at 7.30pm

Signed: Katrina SA Wood .... **Dated: 26 January 2016**

Chepping Wycombe Parish Council

Pending expenditure transactions 15-Dec-15

Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
8742		VOID		0.00		0.00
8743	6892	Clear up Skips	Allotment waste	400.00	80.00	480.00
	3642	Clives Drives Ltd	Repair Drain cover -Depot	150.00	30.00	
8744	3643	Clives Drives Ltd	Repair Drain channel & tarmac -Depot	100.00	20.00	300.00
8745	28501	Earth Anchors	Bin/MAGPIE Wood	197.95	39.59	237.54
8746	89077	Lyreco Limited	Stationery/Office	64.01	12.80	76.81
8747	149739	TBS Hygiene	Collection/dog waste Nov2015	299.20	59.84	359.04
8748		HMRC	Tax & NI -November 2015	2,284.66	0.00	2,284.66
DD		E.E.	Wardens Mobile	18.43	3.69	22.12
DD	1195687	Shell (Fuel Card Services)	Vehicle fuel (Nov)	253.57	50.71	304.28
DD		Southern Electric	Footway Lighting Nov	1,805.74	351.50	2,157.24
DD		Unicom	Office Landline Nov	88.63	17.73	106.36
DD		E.ON	Gas /Office	129.25	6.46	135.71
			TOTAL	**5,791.44**	**672.32**	**6,463.76**

Income received since last committee meeting:

CR		Sunnydays	Pavilion Hire	567.00	0.00	567.00
CR						
CR						
CR						
			TOTAL	**567.00**	**0.00**	**567.00**

Signed C D Jordan Signed [signature]

Date 15/12/15 Date 17/12/2015

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.