

CHEPPING WYCOMBE PARISH COUNCIL

Report of the council meeting held on Tuesday, 26 January 2016 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 L Pinner
	Cllr C Leonard	Cllr H Darch
	Cllr I Forbes	Cllr J Johnson
	Cllr J White	Cllr J Bailey
	Cllr C Dodds	Cllr S Digby

Also present: Mr G Christie

- FC/15/040 Apologies for Absence**
Apologies for absence had been received from Cllr B Sadler (WDC meeting)
- FC/15/041 Declarations of Interest and Code of Conduct**
Cllr Wilkes declared a personal interest in agenda item 21 Accounts for Payment – expenses cheque.
- FC/15/042 Council Minutes**
It was RESOLVED that;
the minutes of the Council meeting held on Tuesday 3 November 2015 be a true and accurate record.
- FC/15/043 Amenity Land Committee**
The report of the Committee meeting held on Thursday, 19 November 2015 was noted and approved.

Cllr Forbes drew attention to the issues surrounding the memorial trees on Tylers Green Common, advising that, in summary, Wycombe District Council were not happy to put a blanket TPO on the trees as it was deemed unnecessary. The trees were already afforded sufficient protection being in a conservation area.
- FC/15/044 Leisure Facilities Committee**
The report of the Committee meeting held on Thursday 3 December 2015 was noted and approved.

Cllr Willis highlighted the re-development of Derehams Park and asked for members from each ward to join a working party.
- FC/15/045 Works, Services & Planning Committee**
The report of the Committee meeting held on Tuesday 15 December 2015 was noted and approved.
- FC/15/046 Finance & General Purposes Committee**
The report of the Committee meeting held on Tuesday 12 January 2016 was noted and approved.

Cllr Forbes highlighted items that would be discussed further down the agenda, computer package, in house audit, precept setting and salary setting.

Cllr Wilkes highlighted the ongoing issue of the telecommunication mast at the Green Dragon Sports Ground, advising that further action needed to be taken to recover unpaid monies.

Cllr Herschel asked that a full report of historic income be taken to the next Finance & General Purposes Committee in March.

FC/15/047 Delegated Action

Council was asked to note that there had been no delegated actions by the Chairman of Council since the last meeting.

FC/15/048 Committee Budgets 2016/17

Council was asked to consider the recommendation of the Finance & General Purposes Committee to accept the Committee budgets for 2016/17, on the understanding that all committee budgets would be represented to each committee before finalising in March.

***It was RESOLVED that;
The Committee budgets be accepted.***

FC/15/049 Precept Setting

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

Council was asked to consider the recommendation from the Finance & General Purposes Committee to increase the precept such that the householders will see a 0.58% increase.

***It was RESOLVED that;
The precept be set with an increase to householders of 0.58%.***

FC/15/050 Parish Council Tree Maintenance Policy

Council was asked to consider the recommendation from the Amenity Land Committee to adopt the Parish Council Tree Maintenance Policy. Council was asked to note that following discussion at the committee meeting the point *Neighbouring Properties* had been clarified.

It was also noted that an amendment was required to 2.5 c – which should read;
'Self-setting trees will be removed as necessary'

***It was RESOLVED that;
The Parish Council Tree Maintenance Policy be adopted with the above amendment made.***

FC/15/051 IT Package

Council was asked to consider a recommendation from the Finance & General Purposes committee to employ a company for IT support for a year. The support to include updated email system, disaster recovery and hardware/software/network support.

***It was RESOLVED that;
the company be employed as above.***

Vote: 13 for with 1 abstention (Cllr Herschel who felt that alternative quotes should have been obtained)

FC/15/052 Kubota F3890 and Trimax Flail

Following the Works, Services & Planning Committee further work had been requested on the proposal submitted to members for consideration.

Council was asked to consider the two like for like quotes for the replacement of the Ransomes Parkway 2250 with a Kubota F3890 and Trimax Flail.

It was RESOLVED that;

Quote B be accepted and the purchase of the Kubota and Trimax Flail be approved.

FC/15/053

Apologies for Absence

Council was asked to note that at the Finance & General Purpose Committee reference had been made to the legality of absence from a meeting. The following extract was taken from Local Councils Explained (A Nalc Publication) by Meera Tharamarajah for the purposes of clarification;

'If a councillor is unable to attend a meeting of full council or a committee or sub-committee that s/he is a member of, it is good practice to give notice of this to the Proper Officer. If a councillor is not present at a meeting that s/he has been summoned to attend, her/his absence will be confirmed in the minutes of the meeting.

A councillor does not have to seek the formal approval of the meeting for his absence. A meeting can only approve the absence of a councillor from a meeting if s/he has requested this in writing and given the reason for his absence.'

FC/15/054

Community Right to Challenge

Council was asked to note that a nomination form had been sent off to Wycombe District Council for the Royal British Legion in Loudwater.

Council was also asked to note that some of the properties originally identified on the working list did not fit the criteria. The Deputy Clerk was continuing with the list.

FC/15/055

In-House Audit

Council was asked to consider the In-House Audit report along with the Formal Response. Council was asked to note the overview and recommendations accepted by the Clerk and to let the other matters lie.

Discussion followed; Cllr Herschel advised that the double height setts on the verge of the Common had been put there for damage prevention and he did not see the setts on the other side of the road to be the same issue. He advised that BCC should have been asked to replace the fallen setts. The underlying issue was that the work had not been taken to a committee. Also, we should not set a precedent by doing the work of another authority.

Cllr Wood advised that it had been deemed to be a health & Safety issue as the setts had been falling into the road and whilst the work was being undertaken on the other side of the road it had seemed sensible to handle both sides at the same time. It was agreed that the matter should have been reported to the next committee meeting.

Under System Control; Cllr Herschel advised that timesheets had been completed historically as they had been used to assess the cost of each site. Cllr Herschel also advised that he had been in receipt of timesheets during his time as locum Clerk.

Cllr Forbes was surprised that the timesheets had been completed in recent times as he recalled a conversation with the then Clerk, Huw Jones, and the Finance Assistant, Mrs E A'Court, in 2009 or earlier, who had both advised that the timesheets were not required or useful as salaries were being paid centrally. Cllr Forbes had understood at that point that the completion of timesheets had ceased.

It was RESOLVED that;

The issue of timesheets would be taken to the next Staff Panel for further discussion with a report back to the Finance & General Purposes Committee. Council noted the overview and recommendations accepted by the Clerk and agreed to let the other matters lie.

Cllr Herschel requested that the following be minuted;

'Cllr Herschel took exception to the inference that he had been lying about receiving timesheets'

FC/15/056

Reserved Sites Updates

Council were asked to receive updates from the Council representatives on the current status of the reserved sites.

Cllr Johncock reported back on the Health Service Provision meeting 23 November 2015 advising that local GPs were having issues recruiting and also keeping staff. There was also a lack of building provision.

The Infrastructure Meeting 10 December concentrated on a change in direction – Jacobs would now be presenting the reserved sites, showing their impact on strategic routes around High Wycombe. A report has been published, the day before the Council meeting, for consultation on mitigating packages including a proposed transport measure.

Cllr Herschel advised that a further presentation of the development at Abbey Barn South would be put before Wycombe District Council members in March 2016.

Timings for school places was a concern, when and how would they be rolled out. Also the issue of sites for organised sports was raised.

Minutes and presentations for the above meetings are available on the Wycombe District Council website.

Cllr Forbes gave a verbal report on the last meeting held on 8 January. The meeting concentrated on the undeveloped piece of land on the Gomm Valley & Ashwells site. The current landowners, AXA and Wycombe District Council, saw no benefit in holding onto the land and discussion centred on, conservation and bio-diversity, leisure/amenity and possible farming which could provide an income stream.

FC/15/057

Clean for the Queen

Council was asked to note the 'Clean for the Queen' initiative Both Flackwell Heath Residents Association and the Loudwater Forum had been discussing their involvement.

It was RESOLVED that;

the parish council would not be directly involved, but assist and support the groups above.

FC/15/058

Questions by Members of the Council

Cllr Jordan highlighted the plight of the Loudwater British Legion advising that it was to close on 31 January 2016.

Cllr Herschel mentioned that there were several community groups around the country that had taken on such buildings and that perhaps the Loudwater Forum could take this further.

Cllr White advised that the Wycombe Heights Golf Club grounds team would not be able to remove the boundary stone as previously hoped. He requested that the parish council grounds team work together with the Golf Club.

The Clerk advised that a call to the insurance company would be required to check cover.

FC/15/059 Public Participation

There were no questions.

FC/15/060 Accounts for Payment

Accounts for payment were circulated at the meeting for the approval of members.

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 8765 to 8779 be signed and that the BACS payment to Payflow and direct debits to Grenke, Thames Water, Unicom, SSE, and Barclays be approved for payment.

Confidential items – exclusion of the public and press

Council was asked to RESOLVE to exclude members of the public and press from the remainder of the meeting as permitted under the Public Bodies (Admissions to Meetings) Act 1960 so that it may have an open discussion on the following items.

FC/15/061 Setting Staff Salaries for 2016/17

Council was asked to consider the recommendations made by the Finance & General Purposes Committee meeting on 12 January 2016 for an increase to all staff of 1%.

It was RESOLVED that;

An increase of 1% to staff salaries become effective from 1 April 2016.

The Chairman thanked members for their attendance and closed the meeting at 8.58pm

Date and Time of Next Meeting: Thursday 14 April 2016 at 7.30pm

Signed.....*Katrina SA Wood*..... Dated: 14 April 2016

Pending expenditure transactions

26-Jan-16

Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
8765	9306/2016	Active Pest Control	Pest Control/office/depot	40.00	0.00	40.00
8766	765867	Briants	Tree stakes	49.50	9.90	59.40
8767		Creative Memorial	Refund - overcharged Plot G31	76.00	0.00	76.00
8768		VOID				
8769		M Wilkes	Expenses	135.00	0.00	135.00
8770		W Thompson	Norton Internet Security	49.99	10.00	59.99
8771	93337	Greens Ltd	Printing Newsletter	1,387.00	0.00	1,387.00
8772		HMRC	N.I. & TAX -January	2,331.19	0.00	2,331.19
8773		CASH	Petty cash/office	201.20	0.00	201.20
8774		SSE Enterprise	Re-chargeable repairs Quarter Dec	255.11	51.02	306.13
	Oct/Jan 2016	Southern Electric	Front Common T.G.	43.56	2.17	
8775	Oct/Jan 2016	Southern Electric	Loudwater sports club	107.59	5.37	158.69
8776	647469	Viking	Stationery	299.95	21.79	
	672369	Viking	Credit	-67.20	-13.44	241.10
8777	728125	Wicksteed Playgrounds	Ashley Drive - replace swing seats	381.92	76.38	458.30
8778		WDALC	Subscriptions	20.00	0.00	20.00
8779	1889	Husson	TG Play Equip 10% retention	2,310.00	462.00	2,772.00
DD		Grenke	Photocopier Quarterly rental	89.00	17.80	106.80
DD		BT	Broadband	97.20	0.00	97.20
DD		Thames Water	Cemetery/HAMMERSLEY	11.94	2.62	14.56
DD		Unicom	wardens mobile	66.73	13.35	80.08
BACS		Payflow	Salaries January 2016	7,814.45	0.00	7,814.45
			Pensions January	1,482.35	0.00	1,482.35
DD		Southern Electric	Unmetered lighting Dec	2,113.68	411.60	2,525.28
DD		Barclays	Charges	42.35	0.00	
		Barclays	Loyalty Reward	-8.47	0.00	33.88
TOTAL				19,330.04	1,070.56	20,400.60

Income received since last committee meeting:

CR		Various	Football pitch hire/memorial	682.00	0.00	682.00
CR		Various	Burial fees/Electricity	820.06	3.40	823.46
CR		Beacon Funerals	Burial fees	636.00	0.00	636.00
CR		HMRC	VAT Reclaim December	886.88	0.00	886.88
CR		Barclays	Gross Int Dec 14 - Dec 15	1,813.96	0.00	1,813.96
TOTAL				4,838.90	3.40	4,842.30

Signed  Signed Date 26/1/16Date 26.1.16

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.