

CHEPPING WYCOMBE PARISH COUNCIL

Report of the council meeting held on Thursday 14 April 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 C Dodds
	Cllr C Leonard	Cllr H Darch
	Cllr J Johnson	Cllr J White
	Cllr J Bailey	Cllr B Sadler

Also Present Cllr D Johncock (WDC)

FC/15/062 APOLOGIES FOR ABSENCE

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

FC/15/063 DECLARATIONS OF INTEREST AND CODE OF CONDUCT

Cllr Johnson declared a personal interest in Agenda Item 13 – expenses payment.

FC/15/064 COUNCIL MINUTES

Agenda Item FC/15/058 Feedback was received from Cllr Jordan who had attended a membership meeting relating to the Loudwater British Legion. It had been decided that the Loudwater branch amalgamate with another branch and this would probably be Flackwell Heath. Cllr Jordan was asked to keep the council apprised of the situation.

Agenda Item FC/15/051 Cllr Herschel requested that a full reason for his abstention from the vote be added to the minute.

It was RESOLVED that;

the minutes of the Council meeting held on Tuesday 26 January 2016 be a true and accurate record with the amendment as above;

the minutes of the Special Council meeting held on Tuesday 1 March 2016 be a true and accurate record.

FC/15/065 AMENITY LAND COMMITTEE

The report of the Committee meeting held on Tuesday 9 February 2016 was noted and approved.

FC/15/066 LEISURE FACILITIES COMMITTEE

Agenda Item LF/15/040 Cllr Willis advised that the site visit had taken place at the Ashley Drive Scout Hut track and members had been happy with the condition.

Agenda Item LF/15/041 Pt 2 Cllr Willis advised that he would be calling a working party meeting for the redevelopment of the Derehams Land site shortly.

Agenda Item LF/15/041 Pt 3 Cllr White requested that his comment be amended as follows;

'Cllr White advised that he had met with the Vice Chairman of the Orchard Group and they had agreed that the cost of the supply could not be justified at this time.'

The report of the Committee meeting held on Thursday 25 February 2016 was noted and approved with the amendment as above.

FC/15/067 WORKS, SERVICES AND PLANNING COMMITTEE

Agenda Item WSP/15/060 Cllr White advised that a date was awaited for the removal of the boundary stone.

Agenda item WSP/15/056 Members were advised that a start date for the path at St Margaret's church was still awaited the delay had been caused by the poor weather conditions.

It was noted that Cllr Dodds asked when the planning application for the Golf Club was being put before the Planning Committee at Wycombe District Council. Cllr Wood advised that she would let him know.

The report of the Committee meeting held on Thursday 10 March 2016 was noted and approved.

FC/15/068 FINANCE AND GENERAL PURPOSES COMMITTEE

Agenda Item FGP/15/57 Cllr Darch advised that work had started on office staff job descriptions and that he would be working with Cllr Forbes on a status summary for ongoing projects.

Agenda Item FGP/15/69 Pt 1 The Clerk advised that an addition was required to the answers as follows;

*'The contractor undertaking the cutting at Totteridge Common was asked to do **10 cuts.**'*

The report of the Committee meeting held on Thursday 24 March 2015 was noted and approved with the above addition.

FC/15/069 POLICIES AND PROCEDURES

Council was asked to approve the recommendation from the Finance & General Purposes Committee to consider following policies and procedures for re-adoption at the Annual Council meeting on 3 May 2016:

- a) Freedom of Information Policy
- b) Data Protection Policy
- c) Publicity Policy
- d) Standing Orders with Delegated Powers
- e) Complaints Procedure
- f) Committee Terms of Reference (Tab 'Committees')

It was RESOLVED that;

the above policies and procedures be taken to the Annual Council meeting on 3 May 2016 for re-adoption.

It was noted that Cllr Herschel requested copies of the above to be attached to the minutes.

1. Health & Safety Policy

Council was asked to consider the Health and Safety Policy with a view to the Chairman of the Council signing the Health & Safety Statement.

It was RESOLVED that;

the Clerk be asked to check the frequency of testing the fire alarm and bring the Policy back for further consideration to the Annual Council meeting on 3 May 2016.

2. Magpie Wood Management Plan

Council was asked to approve the recommendation from the Amenity Land committee to adopt the Management Plan for Magpie Wood.

***It was RESOLVED that;
the Management Plan for Magpie Wood be adopted.***

3. Meeting Dates – Changes

Council was asked to approve the recommendation from the Finance & General Purposes Committee to agree the changes to the following dates:

- a) Annual Council Meeting to be set for TUESDAY, 3 MAY 2016 –change from 5 May 2016
- b) Council Meeting to be set for TUESDAY, 28 JUNE 2016 – change from 23 June 2016
- c) Amenity Land site visit to be set for THURSDAY, 30 JUNE 2016 – change from 7 July 2016

***It was RESOLVED that;
the date changes above be approved.***

FGP/15/070 FINANCIAL REGULATIONS

In light of revisions to the NALC Model Financial Regulations issued in January 2016, Council was asked to consider the recommendation from the Finance & General Purposes Committee to adopt the revisions to 1.6, 6.4, 11.1 (b), (c) and (h).

***It was RESOLVED that;
the above revisions to the Financial Regulations be adopted.***

FGP/15/071 COMMITTEE BUDGETS 2016/17

Council was asked to consider the recommendation of the Finance & General Purposes Committee to approve the Committee budgets for 2016/17.

***It was RESOLVED that;
The Committee Budgets for 2016/17 be approved.***

FGP/15/072 QUESTIONS BY MEMBERS OF THE COUNCIL

- Cllr White highlighted the Railko site on Boundary Road in Loudwater. The site has come up for lease and he felt that it could be a useful site for car parking.
- Cllr Herschel advised that some years ago it had been earmarked by Wycombe District Council as suitable for housing and a park and ride.
- There was still a query over whether the ground was still contaminated .

The Clerk was asked to investigate the lease option.

- Cllr Sadler asked about an update on the Gomm Valley site.
- It was noted that a meeting was schedule within the next few weeks and the Wycombe District Council website was up to date will all the reserved site information.

Cllr White mentioned the possible extension of the Community Orchard.
He was advised to have this item put on the Leisure Facilities Committee agenda.

FGP/15/073 PUBLIC PARTICIPATION

Cllr Johncock advised that there appeared to be not much progress being made on the play equipment at Flackwell Heath and the Resident's Association were having concerns at the delays.

Also, that there appeared to be nothing happening with the signage project.
Cllr Herschel advised that there had been a quality issue with some of the signs already purchased so two were being ordered as a trial before committing to any more.

It was noted that Cllr Herschel expressed his delight seeing Cllr Johncock at the meeting and asked if he could encourage other councillors to attend.

FGP/15/074 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 8824 to 8846 be signed and
that the BACS payment to Payflow and direct debits to Shell, Thames Water,BT EE, and
Wycombe District Council be approved for payment.***

The Chairman thanked members for their attendance and closed the meeting at 8.15pm.

Date and Time of next meeting: Tuesday, 28 June 2016 at 7.30pm

Signed Katrina Sawood Dated 28 June 2016

Pending expenditure transactions

14-Apr-16

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
✓	8844		Graeme Christie	Reimbursement - Oven replacement	223.33	44.66	267.99
✓		RSIN0172427	Rigby Taylor	Fertiliser/Grass seed - Straight Bit	440.80	26.00	
✓		RSIN0172428	Rigby Taylor	Grass seed - bottom pitch Derehams	104.00	20.80	
✓		RSIN0172429	Rigby Taylor	Fertiliser/Grass seed - TG Common	334.00	26.00	
✓	8845	RSIN0172430	Rigby Taylor	Grass seed/Fertiliser - Derehams top pitch	440.80	26.00	1,418.40
✓	8846	370	Polaris Groundcare	Derehams/Straight Bit Quadraplay	115.00	23.00	138.00
	DD	Q033	BT	Broadband March - May	118.50	23.70	142.20
	DD	VI1205619901	EE	Wardens mobile - March	18.43	3.69	22.12
	DD	1347333	Shell (Fuel Card Services)	Vehicle Fuel - March	241.42	48.29	289.71
	DD		Thames Water	Depot December - March	116.70	0.00	116.70
	DD		Thames Water	Allotments Chapel Road	6.53	0.00	6.53
	DD		WDC	Rates - Hammersley Lane Cemetery	36.30	0.00	36.30
	DD		WDC	Rates - Altona Road Cemetery	181.50	0.00	181.50
	DD		WDC	Rates- Office & Depot Complex	7,139.00	0.00	7,139.00
				TOTAL	9,516.31	242.14	9,758.45

Income received since last committee meeting over £500.00

CR	Rural Payments Agency	King's Wood Grant	2,184.90	0.00	2,184.90
CR	Beacon Funerals	Burial Fees	1,308.00	0.00	1,308.00
		TOTAL	3,492.90	0.00	3,492.90

Signed:

Date: 14.4.16.....

Signed: Katrina S.A. Wood.....

Date: 14.4.16.....

The RFO confirms that all goods and services have been received and that the invoices are accurate.

We have compared the invoice against the direct debit and payroll payments as above, along with the relevant purchase order details against the cheques

