

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Meeting to be held on Thursday 12 September 2019 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

Committee Membership:	Cllr C Dodds - Chairman	Cllr C Jordan
	Cllr J Herschel – Vice-chairman	Cllr I Forbes
	Cllr L Johncock	Cllr H Darch
	Cllr R Wilks	Cllr K Wood
	Cllr J White	Cllr S Digby

Members of the committee are summoned to consider the following business:

AGENDA

1. Apologies for absence
2. Declarations of members' interests in Items on the agenda
3. Delegated Action
4. Committee Projects
 - 4.1 Office Refurbishment
 - 4.2 Bus shelters
5. LED Footway Lighting
 - 5.1 Maintenance Contract
 - 5.2 Chiltern Green, Flackwell Heath petition for extra lighting column
6. Local Area Forum
7. Community Payback Update
8. Cemeteries
 - 8.1 Consecration – new cremation plots, Cock Lane Cemetery
 - 8.2 Cock Lane Cemetery – Height Barrier & Gate
9. Diversion of Public Footpath No 45
10. Forward Planning
11. Committee Finances
12. Questions from committee members and the public
13. Accounts for payment



Wendy Thompson
Clerk of the Council
5 September 2019

Delegated Action

Members are asked to NOTE that since the last committee meeting in June the following delegated action has been taken by the chairman of the committee and clerk;

Purchase of replacement shower (Warden's House)	£549.99
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AGENDA ITEM 4**Committee Projects****4.1 Office Refurbishment**

Members are asked to NOTE that a service has been ordered for the hearing loop at a cost of £192.00.

Following the last office working party meeting and the initial sketch of the reconfiguration of the ground floor by Cllr Dodds, members are asked to CONSIDER the drawing produced by the planning consultant at **APPENDIX A**

4.2 Bus shelters

Members are asked to CONSIDER potential bus shelter sites (which will be tabled at the meeting) at Spring Lane Flackwell Heath, Heath End Road Flackwell, Robinson Road Loudwater and Kingsmead Road at Mallard Place Loudwater. Members are asked to APPROVE obtaining quotes for suitable shelters and associated works for consideration at the next committee meeting in November.

Members are invited to suggest alternative and also additional sites for bus shelters which will then be surveyed for their suitability.

AGENDA ITEM 5**LED Footway Lighting****5.1 Maintenance Contract**

Members are asked to CONSIDER and, if so minded, APPROVE one of the quotations set out below for the maintenance contract for the LED footway lighting.

	Call Out	Emergency Call Out	Test & Clean Columns	Test & Clean Brackets	Emergency Standby
Quote A	150.00	210.00	8,405.00	2,296.00	0
Quote B	60.00	250.00	6,539.50	2,402.40	0
Quote C	177.00	0	12,710.00	3,472.00	10,400.00

5.2 Chiltern Green, Flackwell Heath petition for extra lighting column

Members are asked to NOTE that a petition signed by 15 residents was received by the clerks on Thursday 22 August 2019 – it reads as follows;

'We the undersigned would like to draw to your attention that a light outside number 21/23 Carrington Avenue, Flackwell Heath was replaced with a different lamp post and bulb nearly two years ago now and for a good part of the time we have been trying to get the problem it caused rectified. The new light does not meet up with the only light on Chiltern Green as the old one did leaving a very dark corner. Someone has already fallen over a couple of boys sitting on the pavement in the dark and the road and pavement surfaces are not good. It is also very hazardous for vehicles coming round the corners of Carrington Avenue into Chiltern Green as well as pedestrians.

We are petitioning you to look into the problem and to;

- 1. Replace the bulb on the light outside number 21/23 and/or*
- 2. Provide an additional light on Chiltern Green*

Members are asked to CONSIDER and, if so minded, APPROVE the estimate of £3,800.00 received for the additional lamp column and the re-positioning of the existing column. Advice has been received that this cost could be more (approximately another £700.00) depending upon the condition of the column to be re-positioned.

Local Area Forum

Members are asked to NOTE that the next LAF meeting is due to be held on Tuesday, 24 September @ 7.00pm.

Members are asked to NOTE that an application has been submitted as approved at the Special Council meeting held on 29 August 2019 for yellow lines and a resident parking permit scheme in the vicinity of Swains Lane/Halls Corner in Flackwell Heath.

AGENDA ITEM 7

Community Payback Update

Members are asked to NOTE the work undertaken by the Community Payback teams since the last committee meeting in June. **APPENDIX B**

AGENDA ITEM 8

Cemeteries

8.1 Consecration – new cremation plots, Cock Lane Cemetery

Members are asked to NOTE that contact has been made with the Registry Manager, Province of Canterbury, Diocese of Oxford in relation to the consecration of the new cremation area. Members are asked to CONSIDER and, if so minded, APPROVE the cost of £450.00 plus VAT for the consecration of the area marked in red on the attached **APPENDIX C**

Members are also asked to CONSIDER the suggestion to improve the pathway down the slope to the right hand side of the cemetery which is currently grassed over to enable easier disabled access to the area.

8.2 Cock Lane Cemetery – Height Barrier & Gate

Members are asked to NOTE that the height barrier and gate approved at the last meeting in June has been ordered and we are now awaiting delivery.

AGENDA ITEM 9

Diversion of Public Footpath No 45

Members are asked to NOTE that Bucks County Council have received an application to divert footpath No 45 as shown on the attached map (**APPENDIX D**). The route to be extinguished is shown as a solid black line between points A – B and the proposed new route is shown as a dashed line between C – D – E – F. The diversion is to take the footpath out of the applicant's property which has not been accessed for 20 years onto a new footpath with a width of 2m and surfaced in natural bark chippings.

Members are asked to APPROVE a response to the above request.

AGENDA ITEM 10

Forward Planning

Members are encouraged to bring to the meeting suggestions for future projects for the next three years.

Members are asked to NOTE that currently the following are on the list;

- Depot roof and provision of solar panels
- Cemetery improvement

AGENDA ITEM 11

Committee Finances

Members are asked to NOTE the committee's income and expenditure to Month 4 (July). **APPENDIX E**

AGENDA ITEM 12

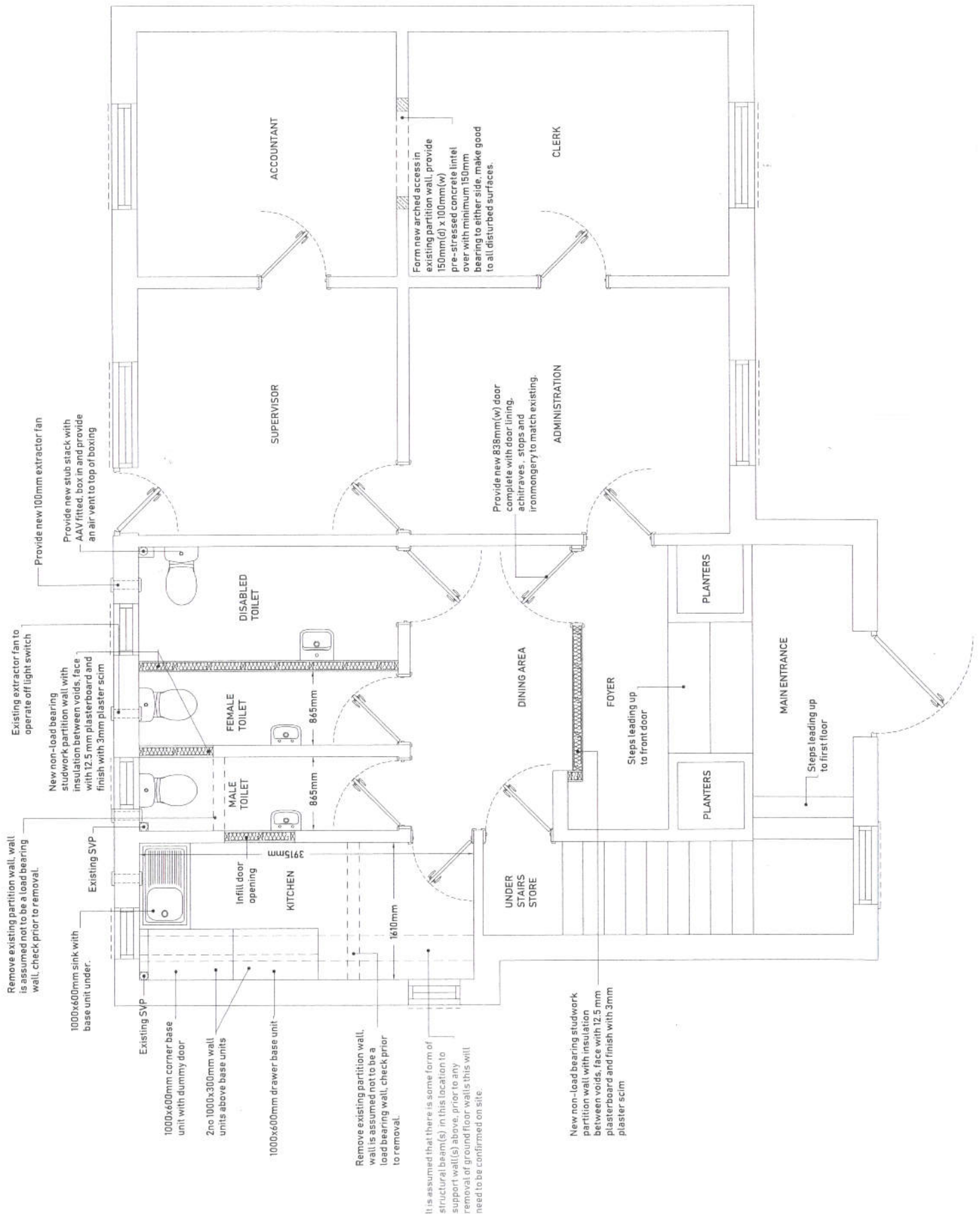
Questions from committee members and the public

A maximum of fifteen minutes will be given to members of the public, who may make representations, ask and answer questions and/or give evidence in respect of any item of business included in the agenda. If the chairman of the meeting agrees, representations and questions may be taken at the beginning of the meeting. Members of the public wishing to speak at the beginning of the meeting should inform the Clerk of this request as soon as possible.

Accounts for payment

Accounts for payment are to be circulated at the meeting for consideration by councillors.

Date and Time of next meeting: Tuesday, 19 November 2019 @ 7.30pm



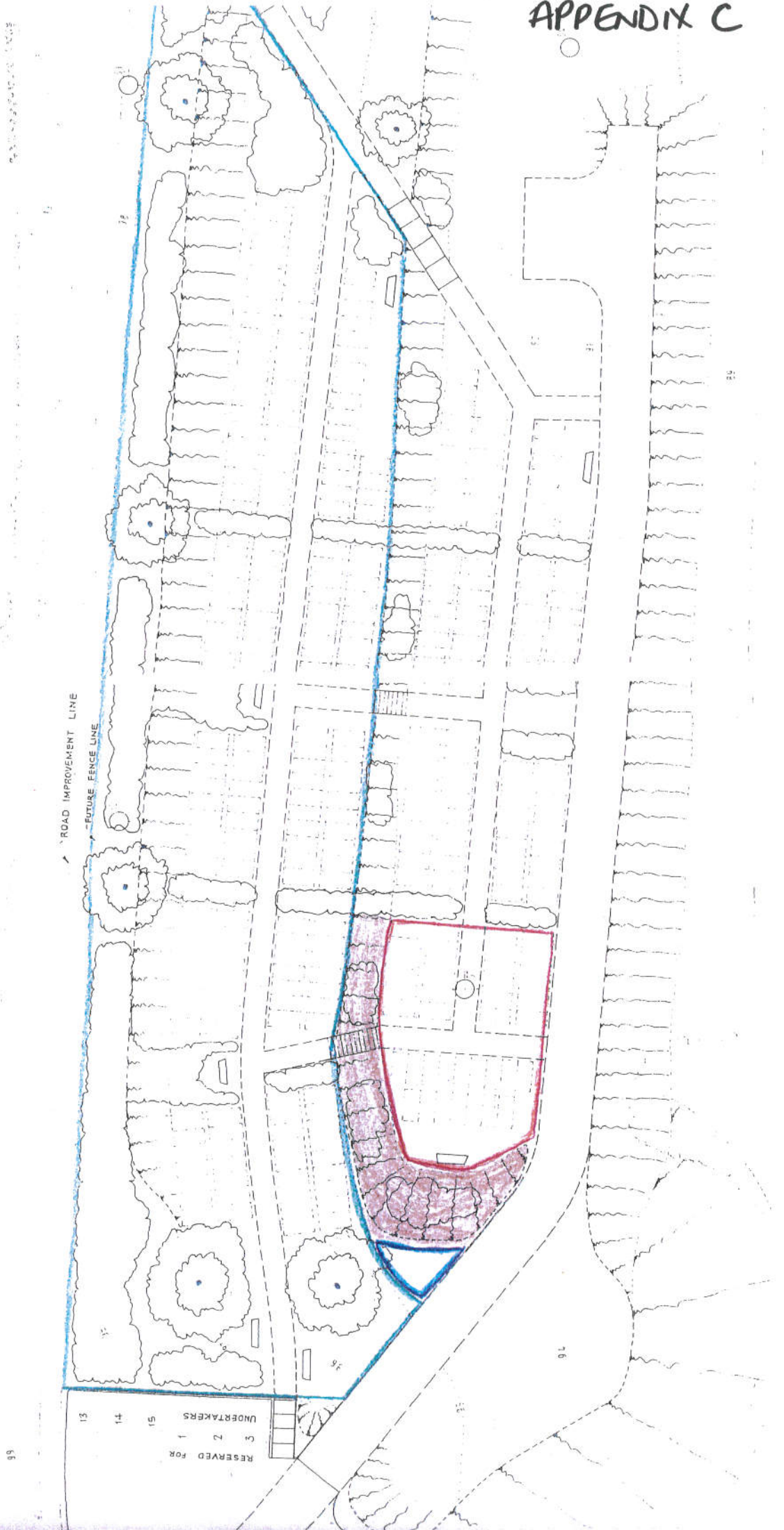
APPENDIX B

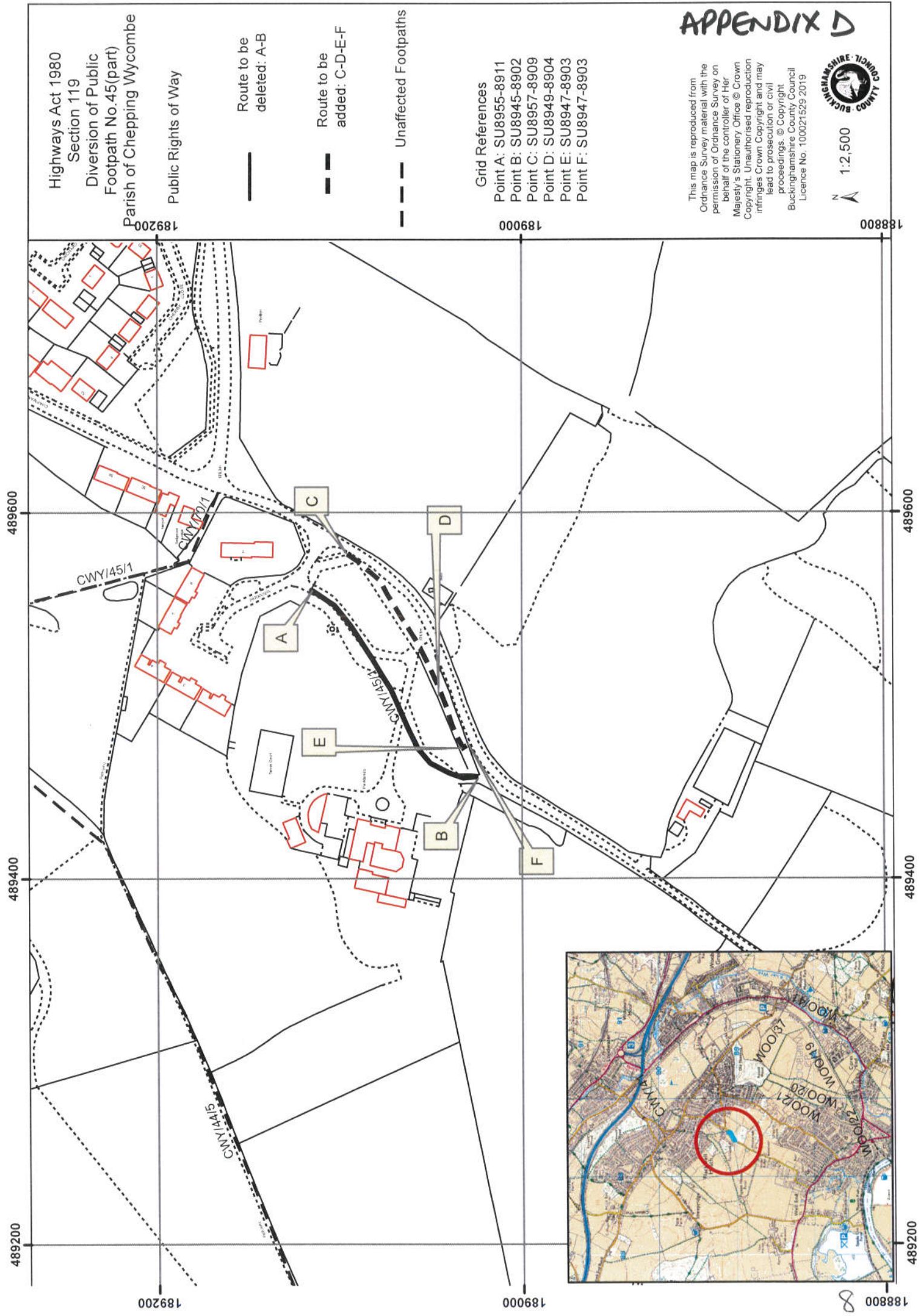
[illegible]

COCK LANE CEMETERY



APPENDIX C





Highways Act 1980
Section 119
Division of Public
Footpath No.45(part)
Parish of Chepping Wycombe

Public Rights of Way

Route to be
deleted: A-B

Route to be
added: C-D-E-F

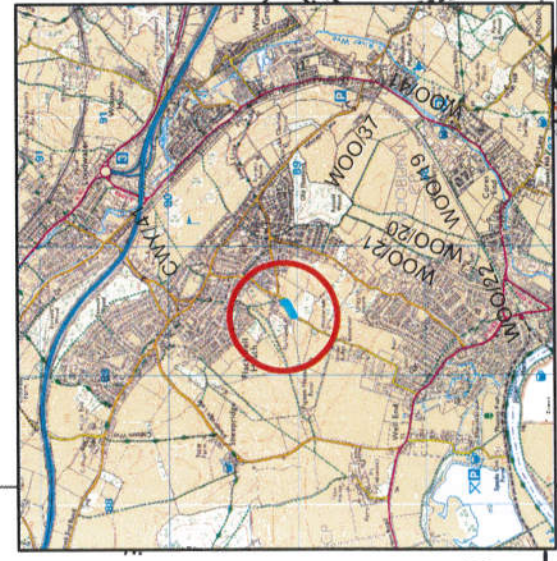
Unaffected Footpaths

Grid References

Point A: SU8955-8911
Point B: SU8945-8902
Point C: SU8957-8909
Point D: SU8949-8904
Point E: SU8947-8903
Point F: SU8947-8903

APPENDIX D

This map is reproduced from
Ordnance Survey material with the
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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Works & Service						
<u>301 Works Depot, Office & Wardens</u>						
1004 Service Charges	0	200	200			0.0%
Works Depot, Office & Wardens :- Income	<u>0</u>	<u>200</u>	<u>200</u>			<u>0.0%</u>
4011 Rates	7,856	7,985	129		129	98.4%
4012 Water	165	600	435		435	27.5%
4014 Electricity	0	1,500	1,500		1,500	0.0%
4015 Gas	304	1,100	796		796	27.6%
4017 Cleaning & Refuse	36	400	364		364	9.0%
4036 Property Maintenance	289	2,000	1,711		1,711	14.5%
4037 Grounds Maintenance	66	300	234		234	22.0%
4038 Maintenance Contract	176	1,000	824		824	17.6%
Works Depot, Office & Wardens :- Indirect Expenditure	<u>8,892</u>	<u>14,885</u>	<u>5,993</u>	<u>0</u>	<u>5,993</u>	<u>59.7%</u>
Movement to/(from) Gen Reserve	<u>(8,892)</u>					
<u>304 Vehicles Tools & Equipment</u>						
4010 Staff Costs Misc	149	600	451		451	24.8%
4041 Equipment Hire	1,860	3,500	1,640		1,640	53.1%
4042 Equipment Maintenance	222	2,500	2,278		2,278	8.9%
4043 Vehicle Maintenance	294	1,500	1,206		1,206	19.6%
4044 Vehicle Fuel	1,207	5,000	3,793		3,793	24.1%
4045 Vehicle Tax & Insure	0	3,000	3,000		3,000	0.0%
4046 Small Tools & Equipment	116	2,000	1,884		1,884	5.8%
4050 Chemicals	0	200	200		200	0.0%
Vehicles Tools & Equipment :- Indirect Expenditure	<u>3,849</u>	<u>18,300</u>	<u>14,451</u>	<u>0</u>	<u>14,451</u>	<u>21.0%</u>
Movement to/(from) Gen Reserve	<u>(3,849)</u>					
<u>305 Litter, Rubbish & Graffiti</u>						
4017 Cleaning & Refuse	320	1,700	1,380		1,380	18.8%
4018 Litter	0	500	500		500	0.0%
Litter, Rubbish & Graffiti :- Indirect Expenditure	<u>320</u>	<u>2,200</u>	<u>1,880</u>	<u>0</u>	<u>1,880</u>	<u>14.5%</u>
Movement to/(from) Gen Reserve	<u>(320)</u>					
<u>311 Cemeteries</u>						
1031 Burial & Memorials Income In	1,937	5,750	3,813			33.7%
1032 Burial & Memorials Income Out	3,900	12,000	8,100			32.5%
Cemeteries :- Income	<u>5,837</u>	<u>17,750</u>	<u>11,913</u>			<u>32.9%</u>

Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4011 Rates	291	268	(23)		(23)	108.4%
4012 Water	28	180	152		152	15.7%
4037 Grounds Maintenance	399	3,600	3,201		3,201	11.1%
Cemeteries :- Indirect Expenditure	<u>718</u>	<u>4,048</u>	<u>3,330</u>	<u>0</u>	<u>3,330</u>	<u>17.7%</u>
Movement to/(from) Gen Reserve	<u>5,119</u>					
<u>314 War Memorial & Closed Churchya</u>						
4012 Water	30	0	(30)		(30)	0.0%
4036 Property Maintenance	612	1,200	588		588	51.0%
4037 Grounds Maintenance	134	1,000	866		866	13.4%
War Memorial & Closed Churchya :- Indirect Expenditure	<u>776</u>	<u>2,200</u>	<u>1,424</u>	<u>0</u>	<u>1,424</u>	<u>35.3%</u>
Movement to/(from) Gen Reserve	<u>(776)</u>					
<u>321 Footpaths & Street Furniture</u>						
4036 Property Maintenance	28	500	472		472	5.7%
Footpaths & Street Furniture :- Indirect Expenditure	<u>28</u>	<u>500</u>	<u>472</u>	<u>0</u>	<u>472</u>	<u>5.7%</u>
Movement to/(from) Gen Reserve	<u>(28)</u>					
<u>322 Footway Lighting</u>						
4014 Electricity	1,785	6,000	4,215		4,215	29.8%
4038 Maintenance Contract	0	10,000	10,000		10,000	0.0%
Footway Lighting :- Indirect Expenditure	<u>1,785</u>	<u>16,000</u>	<u>14,215</u>	<u>0</u>	<u>14,215</u>	<u>11.2%</u>
Movement to/(from) Gen Reserve	<u>(1,785)</u>					
<u>341 Partnership Working</u>						
1079 Miscellaneous	1,750	0	(1,750)			0.0%
Partnership Working :- Income	<u>1,750</u>	<u>0</u>	<u>(1,750)</u>			
4061 Partnership Working	393	24,000	23,607		23,607	1.6%
Partnership Working :- Indirect Expenditure	<u>393</u>	<u>24,000</u>	<u>23,607</u>	<u>0</u>	<u>23,607</u>	<u>1.6%</u>
Movement to/(from) Gen Reserve	<u>1,357</u>					
Works & Service :- Income	<u>7,587</u>	<u>17,950</u>	<u>10,363</u>			<u>42.3%</u>
Expenditure	<u>16,760</u>	<u>82,133</u>	<u>65,373</u>	<u>0</u>	<u>65,373</u>	<u>20.4%</u>
Movement to/(from) Gen Reserve	<u>(9,173)</u>					

Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	7,587	17,950	10,363			42.3%
Expenditure	16,760	82,133	65,373	0	65,373	20.4%
Net Income over Expenditure	<u>(9,173)</u>	<u>(64,183)</u>	<u>(55,010)</u>			
Movement to/(from) Gen Reserve	<u>(9,173)</u>					