CHEPPING WYCOMBE PARISH COUNCIL
Finance and General Purposes Committee

Report of the meeting held on Thursday, 26 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

Present:		
	Cllr I Forbes – Chairman	Cllr M Wilkes
	Cllr J Herschel – Vice-chairman	Cllr R Wilks
	Cllr B Kin	Cllr J Gurney
	Cllr H Darch	Cllr P Miller
	Cllr C Dodds	Cllr K Wood (ex-officio)
	Cllr L Willis	

As all members were present the meeting commenced at 7.26pm

Also present: Cllr J Jordan, Cllr A Barron and Cllr J White

FGP/19/001 **Apologies for absence**

There were no apologies received.

FGP/19/002 **Declarations of members' interests in agenda items**

Declarations were received from Cllr Kin, Cllr Willis and Cllr Wood in relation to items 6.1 on the agenda as they all knew the resident concerned. There were advised that as it was not a personal interest they could take part in the debate but not vote.

FGP/19/003 **Staff Matters**

1 Staff Absence Report

Members received a report on the sickness absence of staff since the last committee meeting in April.

The Clerk advised that since April there had been three instances of sickness and a total of 6 working days lost.

Policies and Procedures

Members were asked to consider for adoption at the next full council meeting the following policy documents;

1 Code of Conduct - revision

Some typographical errors were noted.

It was RESOVLED that;
the revisions to the Code of Conduct appendix A be approved for recommendation at the next full council meeting.

2 Expenses Policy

The addition of months when expenses would have to be received by was suggested.

It was RESOLVED that;
the expenses policy with the amendments would be recommended to the next full council meeting.

3 Risk Register

Members were asked to note that this item had been deferred to the next meeting in December.

FGP/19/004 **Health & Safety**

Members were asked to note that there had been two incidents since the last committee meeting in April.

- Groundsman had suffered a needle-stick injury after opening a box of epi-pen needles found on the ground. The groundsman returned to the office immediately, washed the area thoroughly and cleaned with alcohol wipes – no further action required.
- Groundsman sustained a hand injury, while holding a ladder for a colleague – a safety helmet secured by a chin strap, fell onto his hand and even though he was wearing protective gloves the impact cut and bruised his right index finger knuckle – area cleaned not further action required.

FGP/19/005 **Legal**

1 Railway Land – embankment purchase request

Members were asked to note that a request to part purchase the embankment butting the boundary of a property along the Railway Land had been received. Members were asked to consider if a purchase were to be agreed, what requirements (eg fencing, legal costs, general treatment of the area, etc) would be made as part of the sale.

It was RESOLVED that;
the request was refused and that no part of the railway land embankment would be sold.

Cllr Kin, Cllr Willis and Cllr Wood abstained from the vote

2 Deed of Grant - Buckingham Place, Tylers Green

Members were asked to consider a recommendation to full Council for the Deed of Grant, relating to the above property, be signed. Members were asked to note that our solicitor with the clerk had spent several months in negotiation to settle this matter. All legal fees along with a payment to the parish council of £2,500 had been agreed.

It was RESOLVED that;
the Deed of Grant be recommended for signature at the next full council meeting.

FGP/19/006 **Neighbourhood Action Group**

Members were asked to note that the next NAG meeting would be held on 9 October 2019.

It was noted that potential attendees of the meeting were asked to provide a short report from the next committee meeting in December.

1 Sentinel Mark II Camera

Members were asked to note that the above speed camera had been ordered from Unipar Services at a cost of £3,304.00, following approval at the full Council meeting on 27 June 2019.

Members were asked to note that a 50% contribution of £1,652.00 made up by Hazlemere Parish Council and Cllr R Gaffney had been approved.

FGP/19/007 **Grants**

Members were asked to note that the current budget line for Grant stands at £1,000, following the agreed amount for the Flackwell Heath Minors Football Club of £1,000 in April. No other applications had been received so far this financial year, however 2 grant application forms had been sent out.

FGP/19/008 **Website**

Members were asked to consider the report on the progress of the website.

It was RESOLVED that;
the clerk would share any progress being made on the concept website with the members of the working party.

FGP/19/009 **Publicity**

Members were asked to note that the newsletter was delivered in mid-August. The next publicity meeting will be held early in the New Year to start the compilation of the next newsletter.

Cllr Herschel left the meeting at 8.05pm returning at 8.08pm

FGP/19/010 **Community Boards consultation response**

Members were asked to note that the consultation for the above ends on 30 September, with this in mind members were asked to bring comments to the meeting for collation by the clerk for submission before the deadline.

It was RESOLVED that;
in answer to the three questions below – the parish council would answer AGREE

- ***Enabling Buckinghamshire Council councillors to take decisions on local issues, alongside key partners including parish councillors and other community representatives.***
- ***Empowering Buckinghamshire Council councillors and communities to influence service design and delivery on local issues.***
- ***Facilitating communities to come together with Buckinghamshire Council councillors and partners to find local solutions to local issues.***

What issues would you like your local board to focus on? In answer to this;
Support for older people
Environmental issues (green space, parks)
Transportation
Improving community facilities

Who should be involved with community boards for them to work successfully? In answer to this;
Buckinghamshire Council councilors
Town and parish councils

How do you think the available funding from the new council should be allocated to community boards?
Each board gets the same amount of money – however this was qualified with a request for funding to be given per capita of population within each area.

When voting is needed at community boards, who do you think should be allowed to vote?
Buckinghamshire councillors and others (such as town and parish council representatives and or other community representatives)

How many community boards do you think there should be across Buckinghamshire? 19

Do you have any suggestions/comments on the proposed boundaries for community boards?
The option of 19 community boards with the inclusion of Penn, allowing Penn & Tylers Green to act as one community.

Do you have any suggestions/comments on possible names for community boards?
Chepping Wye Valley (as the Local Area Forum) with the inclusion of Penn

Do you have any other comments or suggestions about community boards, this could include on how they work and/or alternatives?
50% contributions for highway works would be difficult for areas with less funds
Neighbourhood Action Groups how will they fit into the new structure without duplication.

FGP/19/011 **Budget**

1 EMR Status

Members were asked to note the current balances on the Earmarked Reserve budget lines. Committees will be asked to look at the current balances and make suggestions for monies for next year's budget. It was noted that a 3 year projection should be undertaken.

2 Budget 2020/21

Members were asked to note that budget meetings with committee chairman and vice chairman would be arranged following the input of month 6 (possibly second week of October) on the accounts package.

3 Council Finances (Period 5) – August

Members were asked to note the summary of income and expenditure by committee.

4 Community Infrastructure Levy (CIL)

Members were asked to note that following the purchase of the three bus shelters in Loudwater the current CIL total stands at £6770.00 which would need to be spent by 2021/22.

FGP/19/012 **Ashley Drive Play Equipment virement**

Members were asked to consider the recommendation from the Open Spaces Committee for the virement of £21,312.00 to cover the costs of the play equipment and fencing to complete the current works at Ashley Drive Recreation Ground.

It was RESOLVED that;

the virement of £21,312.00 would be recommended to full Council for the works to Ashley Drive Recreation Ground.

FGP/19/013 **Questions from council members and the public**

Cllr Darch asked if there had been any interested parties for the Tylers Green ward vacancy.
Cllr Wood advised that an article was currently running in the Village Voice, but no-one had come forward to date.

FGP/19/014 **Accounts for Payment**

Accounts for payment were circulated at the meeting for consideration by councillors.
Cllr Herschel asked for clarification on cheque number 9957 – where was the catch trap used?
Cheque number 9958 – where was the bench on Hammersley Lane and we received a contribution?
Cheque number 9964 – there had only been one letter hanging off, why was the repair so expensive?
The clerk advised that;
cheque number 9957 the trap had been for the glis-glis in the warden's house.
Cheque number 9958 the bench was to replace a broken one in the garden of rest.
Cheque number 9964 on inspection all the fixings were cracked and needed replacement.

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 9957 to 9969, BACS payment to Barclays Payflow and direct debits to Castle Water, and Unicom be approved and signed.

The committee chairman thanked members for their attendance and closed the meeting at 9.05pm

Date and time of next meeting: Tuesday 3 December 2019 @ 7.30pm

Signed: Lawellis Dated 15 October 2019

Chepping Wycombe Parish Council

Pending expenditure transactions

26-Sep-19

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	9957	AE386/2019	Active Enviropest	Catch trap hire	50.00	0.00	
	9957	AE401/2019	Active Enviropest	Routine Rodent Inspection	40.00	0.00	90.00
x	9958	INV253007	Broxap Limited	Cast iron seat - Hammersley Lane	506.00	101.20	607.20
	9959	1059762933	BMKALC	Training for Deputy Clerk - Clerking Essentials	41.55	0.00	41.55
	9960		HMRC	Tax & NI - September	2,922.83	0.00	2,922.83
x	9961	37789	Penn Motor Company Ltd	MOT, service and repair to Isuzu 4x4	375.46	65.32	440.78
	9962	QS105355	Quadron Services Limited	Totteridge Common x 2 cuts	305.00	61.00	366.00
	9963		The Registrar of the Diocese	Consecration of additional burial land - Cock Lane	450.00	90.00	540.00
	9964	19658	Right Signs	Replace acrylic lettering above door at Council Offices	138.00	27.60	165.60
x	9965	0999068431	Trade UK (B&Q)	Brushes/chisel knife set/sealant gun	14.77	2.98	17.75
x	9966	194096	Viking	Stationery	129.37	24.18	153.55
	9967	40216224	Came & Company	Insurance - change of agricultural vehicle	29.00	3.48	32.48
	9968	2184881	Castle Water	Derehams Pavilion July - December 2019	508.55	51.78	560.33
x	9969	170326	Manor Estates Ground Care	Herbicide treatment - Derehams pitches x 2	350.00	70.00	420.00
	BACS		Barclays Payflow	Salaries - September	9,150.98	0.00	
			Barclays Payflow	Pensions - September	1,793.02	0.00	10,944.00
	DD	2172836	Castle Water	Office Complex - August	42.71	0.00	42.71
	DD	2176272	Castle Water	Cock Lane Cemetery - August	3.18	0.00	3.18
	DD	2173670	Castle Water	Flackwell Heath War Memorial - August	1.78	0.00	1.78
	DD	2174109	Castle Water	Altona Rd Cemetery - August	15.45	0.00	15.45
	DD	2173925	Castle Water	Hammersley Lane Cemetery - August	2.35	0.00	2.35
	DD	2173304	Castle Water	Chapel Road Allotments - August	173.68	0.00	173.68
	DD	11777498	Unicom	Landline charges - August	131.00	26.20	157.20
					17,174.68	**523.74**	**17,698.42**

Income received since last committee meeting over £500.00

	CR	WDC	2nd half Precept	177,214.63	0.00	177,214.63
	CR	HMRC	VAT Reclaim - August	1,571.96	0.00	1,571.96
	CR	Ayres Fayres	TG Common Permit	842.50	168.50	1,011.00
				179,629.09	**168.50**	**179,797.59**

Signed: ....

Date: 26.9.19

Signed: ....

Date: 27/9/19

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 payflow payments as above, along with the relevant purchase order details against the cheques