

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Report of the meeting 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 was open to members of the public and press

Present: Cllr C Dodds - Chairman
Cllr J Herschel – Vice-chairman
Cllr H Darch
Cllr R Wilks
Cllr J White
Cllr L Johncock
Cllr K Wood

Also present: Cllr B Kin, Cllr A Barron, Cllr L Willis and 3 members of the public from Flackwell Heath

WS/19/014 **Apologies for absence**
Apologies for absence were received and approved from Cllr Forbes (holiday), Cllr Digby (holiday) and Cllr Jordan (holiday)

WS/19/015 **Declarations of members' interests in Items on the agenda**
There were none.

WS/19/016 **Delegated Action**
Members were asked to note since the last committee meeting in June the following delegated action had been taken by the chairman of the committee and clerk; the purchase of a replacement shower for the Warden's House at a cost of £549.99.

WS/19/017 **Committee Projects**
1 Office Refurbishment
Members were asked to note that a service had 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 were asked to consider the drawing produced by the planning consultant.

It was RESOLVED that;
the Working Party would meet within the next few weeks to develop a specification for costing purposes and look at some alternative proposals for the toilet sizes, and doorway positions.

2 Bus shelters

Members were asked to consider potential bus shelter sites which were tabled at the meeting at Spring Lane Flackwell Heath, Heath End Road Flackwell, Robinson Road Loudwater and Kingsmead Road at Mallard Place Loudwater. Members were asked to approve obtaining quotes for suitable shelters and associated works for consideration at the next committee meeting in November.

It was noted that additional and renewal of shelters would be phased in over two or three years.

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

It was RESOLVED that;
Cllr Herschel would undertake the survey of bus shelters, Cllr Darch speak with Cllr Miller in his position on the Residents' Society in relation to the Tylers Green suggested sites. Mr P Goodwin (Bus Stops BCC) would be contacted for approval of the sites, costs would then been obtained for consideration at the next meeting.

WS/19/018

LED Footway Lighting

1 Maintenance Contract

Members were asked to consider one of the quotations for the maintenance contract for the LED footway lighting.

***It was RESOLVED that;
Quote B from SparkX be approved.***

2 Chiltern Green, Flackwell Heath petition for extra lighting column

Members were asked to note that a petition signed by 15 residents was received by the clerks on Thursday 22 August 2019 requesting an improvement in the lighting on Chiltern Green in Flackwell Heath.

Members were asked to consider the estimate of £3,800.00 received for the additional lamp column and the re-positioning of the existing column. Advice had been received that this cost could be more (approximately another £700.00) depending upon the condition of the column to be re-positioned.

***It was RESOLVED that;
the cost of an additional lamp column be approved along with the cost of re-positioning the existing lamp column.***

8.11pm Flackwell Heath residents thanked the committee and left the meeting

WS/19/019

Local Area Forum

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

Members were asked to note that an application had 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.

WS/19/020

Community Payback Update

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

It was noted that the Clerk was asked to contact the Community Payback service to enquire about the cost of a service level agreement and the possibility of a weekday group and report back to the committee; this was being instigated due to several Sunday sessions being cancelled.

WS/19/021

Cemeteries

1 Consecration – new cremation plots, Cock Lane Cemetery

Members were asked to note that contact had been made with the Registry Manager, Province of Canterbury, Diocese of Oxford in relation to the consecration of the new cremation area. Members were asked to consider the cost of £450.00 plus VAT for the consecration.

***It was RESOLVED that;
the payment for the consecration be approved.***

It was noted that Cllr Herschel was the only abstention.

Members were 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.

***It was RESOLVED that;
advice and quotations be obtained for further consideration.***

2 Cock Lane Cemetery – Height Barrier & Gate

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

It was noted that the supplier had advised that the gate had gone missing.

WS/19/022 Diversion of Public Footpath No 45

Members were asked to note that Bucks County Council had received an application to divert footpath No 45. The diversion would take the footpath out of the applicant's property which had not been accessed for 20 years onto a new footpath with a width of 2m and surfaced in natural bark chippings.

Members were asked to approve a response to the above request.

It was RESOLVED that;
the footpath diversion was acceptable, however the path should be extended to its current point (B) and, as part of the approval, maintenance of the path should be undertaken by the land owner.

WS/19/023 Forward Planning

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

Members were asked to note that currently the following were on the list, with the possible inclusion of building a viewing platform over the unattractive culvert at Boundary Road Recreation Ground;

- Depot roof and provision of solar panels
- Cemetery improvements

WS/19/024 Committee Finances

Members were asked to note the committee's income and expenditure to Month 4 (July).

WS/19/025 Questions from committee members and the public

There were no members of public present at this point of the meeting.

Cllr Kin mentioned the area in Kingsmead Road where the trees had been cut down near the footbridge, advising that the area was now a mess.

Cllr Herschel asked for an update on the removal of the post pouch boxes.

The Clerk advised that the two avenues of contact had not been successful to date.

WS/19/026 Accounts for payment

Accounts for payment were circulated at the meeting for consideration by councillors.

Cllr Darch highlighted the £450.00 payment for the building control/planning drawings as being a bit high.

Cllr Dodds advised that it was a reasonable charge for the level of detail.

It was RESOLVED that;
the accounts for payment be approved and cheques numbered 9945 to 9956 be signed and direct debits to Barclays, E-ON, EE, Shell and SSE be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 8.45pm

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

Signed:



Dated 15 October 2019

12-Sep-19

Pending expenditure transactions

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	9945	393629	Clarity Copiers Ltd	Copy charges August	33.12	6.63	39.75
x	9946	8630	Clear-up Skips	Skips - Flackwell Heath Allotments & Council Offices	540.00	108.00	648.00
x	9947	1308	Collision Tree Care Ltd	Removal of trees King's Wood/Railway Land, Loudwater	2,740.00	548.00	
x	9947	1309	Collision Tree Care Ltd	Tree works in Boundary Rd Recreation Ground	650.00	130.00	
x	9947	1310	Collision Tree Care Ltd	Tree works to boundary of Kings Wood	980.00	196.00	5,244.00
	9948		DVLA Tax	Isuzu - 12 months	260.00	0.00	260.00
	9949	142	E Walford (Planning Consultants)	Drawings for ground floor alterations	450.00	0.00	450.00
x	9950	SI194995	Fleet (Line Markers) Ltd	Line marking paint	110.20	22.04	132.24
	9951	709	MPW Window Cleaners	Clean external glass inside and out	70.00	0.00	70.00
	9952	TP/17/3423/3	Zirkon Ltd (TPA Knotweed)	Knotweed management	460.00	92.00	552.00
x	9953	136011	Viking	Stationery	237.98	1.60	239.58
	9954	36096310819	Wren Davis Ltd	Milk - August	17.25	0.00	17.25
	9955	72	Amanda Slope	Bookbinding of Minutes	55.00	0.00	55.00
	9956		Petty Cash	April to September 2019	195.40	0.00	195.40
	DD		Barclays	Bank charges July-August	34.62	0.00	
	DC		Barclays	Loyalty Reward	-6.93	0.00	27.69
	DD	1662251094	EE	Warden's mobile August	17.53	3.51	21.04
	DD	H178386463	E-ON	Gas - Office complex - August	18.40	0.92	19.32
	DD	3138995	Shell (Fuel Card Services)	Vehicle fuel - August	295.70	59.14	354.84
	DD		SSE	Footway lighting (unmetered) - August	467.17	70.26	537.43
Income received since last committee meeting over £500.00					7,625.44	1,238.10	8,863.54

Income received since last committee meeting over £500.00

	CR	HMIRC	VAT Reclaim July	8,754.95	0.00	8,754.95
				8,754.95	0.00	8,754.95

Signed: *Katherine SAWOOD*Signed: *C. D. Thompson*Date: *12/9/19*Date: *16/9/19*

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