

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Meeting to be held on Tuesday 19 November 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**
Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk.
2. **Declarations of members' interests in Items on the agenda**
To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.
 - i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer (Clerk) of it.
 - ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council.
3. **Delegated Action**
4. **Committee Projects**
 - 4.1 Office Refurbishment
 - 4.2 Bus shelters
5. **LED Footway Lighting**
 - 5.1 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 Path and driveway – Cock Lane Cemetery
 - 8.3 Cock Lane Cemetery – Height Barrier & Gate
9. **Environmental Improvements**
10. **Footpaths**
11. **Flackwell Heath Golf Club signage**
12. **Committee Budget 2010/21**
13. **Committee Finances**
14. **Questions from committee members and the public**
15. **Accounts for payment**



Wendy Thompson
Clerk of the Council
12 November 2019

Delegated Action

Members are asked to NOTE that since the last committee meeting in September there have been no delegated actions taken by the chairman of the committee or clerk.

AGENDA ITEM 4**Committee Projects****4.1 Office Refurbishment**

Following the last committee meeting the working party met to discuss some changes to the drawings produced by the planning consultant. Members are asked to NOTE that the revised drawings are awaited.

4.2 Bus shelters

Members are asked to NOTE that the bus shelter survey as discussed at the last meeting is currently being undertaken by Cllr Herschel.

AGENDA ITEM 5**LED Footway Lighting****5.1 Chiltern Green, Flackwell Heath extra lighting column**

Members are asked to NOTE that at meeting with the lighting maintenance contractor has taken place to discuss the positioning of the approved extra column at Chiltern Green, Flackwell Heath and the re-positioning of the existing column.

Members are asked to NOTE that the works should be underway within the next couple of weeks.

AGENDA ITEM 6**Local Area Forum**

Members are asked to RECEIVE an update from the last LAF Meeting on 24 September from committee members present.

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 September. **APPENDIX A**

AGENDA ITEM 8**Cemeteries****8.1 Consecration – new cremation plots, Cock Lane Cemetery**

Members are asked to NOTE that the consecration of the new cremation plot area was completed on Wednesday 30 October 2019.

8.2 Path and driveway – Cock Lane Cemetery

Members are asked to CONSIDER installing a central path to the lower, new cremated remains section from the bottom of the steps to the gate on the opposite site. The proposed surface would be self-binding gravel, we have received one quote so far of £3,200. However, with the lower path in mind, members are also asked to CONSIDER replacing the surface of the top path to match as it is currently made up of loose gravel which is quite difficult to walk on.

Members are also asked to CONSIDER the surface of the driveway running down on the right to the new section. A quote for a self-binding gravel surface has been received in the sum of £7,550. However, a grasscrete type material could be used at a cost of £134.00 plus VAT for 2m x 30m long rolls.

8.3 Cock Lane Cemetery – Height Barrier & Gate

Members are asked to NOTE that the height barrier and gate will be installed at the end of November.

AGENDA ITEM 9**Environmental Improvements**

Members are asked to NOTE the past improvements and initiatives supported by the parish council at **APPENDIX B**

Members are asked to CONSIDER and, if so minded, APPROVE the following initiatives that could be supported through the committee's third party working budget and ask that the clerk with the committee chairman or vice chairman have delegated powers to agree small projects not exceeding £250.00.

- Work with Royal Mail to have them repaint pouch boxes or remove them if no longer required.
- Work with WDC to have the steel green bins in Flackwell Heath repaired and repainted.
- Encourage WDC, BCC and others to plant additional trees and/or replace newly planted trees that have failed and to permit others including CWPC to plant or replace trees. It is not intended that CWPC would take down large failed trees or carry out works to shape them.
- Plant bulbs, shrubs and wild flowers to improve the public realm and to support local groups wishing to do so by providing bulbs, shrubs and seeds.
- Support initiatives to provide information to residents about stile-free walks in the parish by preparing maps and information for display on our new website and later on boards on our public footpaths.

AGENDA ITEM 10

Footpaths

Due to concerns raised a meetings relating to public rights of way footpaths, members are asked to NOTE that a meeting with the BCC Rights of Way Team is being arranged to be able to find a way forward to improve the standards of the footpaths within the parish.

AGENDA ITEM 11

Flackwell Heath Golf Club signage

Members are asked to NOTE a request from the Flackwell Heath Golf Club for 'parish support' – the questions asked on the form being;

'does the Parish/Town Council support your application for Tourist / Private Signing'.

The eight potential sites for the signs are as indicated at **APPENDIX C**

Members are asked to NOTE that the golf club is attempting to raise the clubs profile and encourage membership.

AGENDA ITEM 12

Committee Budget 2020/21

Members are asked to CONSIDER the draft Works, Services & Planning committee budget for 2020/21 and to CONSIDER projects for inclusion. Members are asked to NOTE that, for the purposes of the meeting, some budget lines have already been changed in an attempt to cover known projects – EMR for depot roof replacement and EMR for office refurbishment. Following any changes, the budget will be recommended to the next Finance and General Purposes Committee for approval. **APPENDIX D**

AGENDA ITEM 13

Committee Finances

Members are asked to NOTE the committee's income and expenditure to September and the current position of the Earmarked Reserves. **APPENDIX E**

AGENDA ITEM 14

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.

AGENDA ITEM 15

Accounts for payment

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

Date and Time of next meeting: Thursday 30 January 2020 @ 7.30pm

APPENDIX A

[illegible]

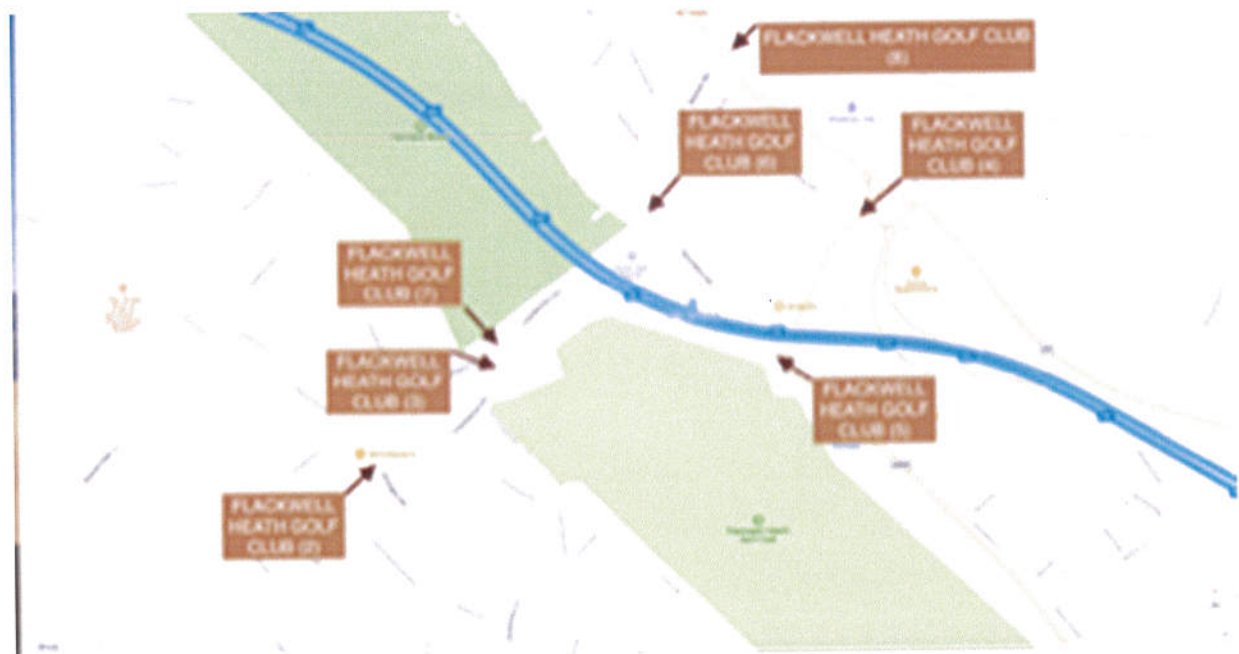
Environmental Improvements

The council and the committee have long had an active interest in seeking improvements to the 'public realm' either directly or by supporting initiatives by others under our theme of *Cherishing the past, adorning the present, constructing for the future.*

Initiatives include:

- The replacement of street name signs in poor condition (WDC)
- Mail boxes painted more frequently (Royal Mail)
- Footpath surfaces and signs improved or replaced (BCC RoW)
- Funded replacement of stiles to achieve stile-free walking routes (Chiltern Society and BCC RoW)
- The cleaning, replacement and provision of additional dog fouling bins (WDC)
- Improvements to our streams, their banks and fencing (Environment Agency, River Wye volunteers, BCC Highways)
- Planting of trees and bulbs in the public realm (WDC, Community Payback groups)
- Painting of street furniture and community assets (Community Payback groups)

APPENDIX C



WORKS SERVICES

Works

		Current Actual Yr to Date (Month 6)	Annual Budget 19/20	Prorate month 6+ (times 6)	18/19 Actuals	Budget View 20/21	Comments 20/21	Comments 19/20	Variance	Variance %
301 Works Depot, Office & Wardens										
4011	rates	7,856	7,985	15,712	7,680	8,170	+4% on current year	4%	185	2%
4012	water	250	600	500	355	500	better view	better view	-100	-17%
4014	electricity	569	1,500	1,138	1,583	1,750	better view	View	250	17%
4015	gas	343	1,100	686	927	1,100		View	0	0%
4017	cleaning & refuse	36	400	72	225	300	better view	View	-100	-25%
4036	property maintenance	1,070	2,000	2,140	1,202	2,000		View	0	0%
4037	grounds maintenance	66	300	132	251	300		View	0	0%
4038	maintenance contract	176	1,000	352	1,163	1,250	better view	View	250	25%
	Works etc. exp	10,367	14,885	20,732	13,387	15,370		View	485	3%
1004	Service Charges	0	200	0	0	200		View	0	0%
	Works etc. inc	0	200	0	0	200		View	0	0%
304 Vehicles Tools & Equipment										
4010	misc staff costs	164	600	328	533	600		View	0	0%
4041	equipment hire	1,860	3,500	3,720	3,210	3,500		View	0	0%
4042	equipment maintenance	602	2,500	1,204	2,901	2,500		View	0	0%
4043	vehicle maintenance	688	1,500	1,376	1,044	1,500		View	0	0%
4044	vehicle fuel	2,388	5,000	4,776	4,268	5,000		View	0	0%
4045	vehicle tax & insure	282	3,000	584	2,915	3,100	better view	View	100	3%
4046	small tools & equipment	176	2,000	352	1,318	2,000		View	0	0%
4050	chemicals	0	200	0	3	200		View	0	0%
	Vehicles etc exp	6,280	18,300	11,080	16,192	18,400		View	100	1%
305 Litter, Rubbish and Graffiti										
4017	cleaning & refuse	658	1,700	1,316	1,177	1,500		View	-200	-12%
4018	parish litter scheme	0	500	0	410	500		View	0	0%
	Litter etc exp	658	2,200	1,316	1,587	2,000		View	-200	-9%
311 Cemeteries										
4011	rates	291	268	582	258	303	+4% on current year	4%	34	13%
4012	water	55	180	110	138	180		View	0	0%
4037	grounds maintenance	905	3,600	1,810	8,232	1,000	Draw upon projects for improvements	View	-2,600	-72%
	Cemeteries exp	1,251	4,048	2,207	8,629	1,483		View	-2,566	-63%
1031	income burials & memorials in	2,352	5,750	4,704	5,974	5,750	Hold but sweep surplus into EMR	View	0	0%
1032	income burials & memorials out	5,464	12,000	10,928	17,352	12,000	Hold but sweep surplus into EMR	View	0	0%
	Cemeteries inc	7,816	17,750	13,790	23,326	17,750		View	0	0%
	Net exp over inc	-6,565		-13,130				View	0	0%
314 War Memorials & Closed Churchyards										
4012	water	41	180	82	2	0	delete asset	View	-180	-100%
4036	property maintenance	612	1,200	1,224	580	1,200		inc FH for first time	0	0%
4037	grounds maintenance	134	1,000	268	564	1,000		View	0	0%
	War Memorials etc exp	787	2,380	1,388	1,146	2,200		View	-180	-8%
321 Footpaths and Street Furniture										
4036	property maintenance	28	500	56	164	500		View	0	0%
	Footpaths etc exp	28	500	49	164	500		View	0	0%

APPENDIX D

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WORKS SERVICES

322	4014	Footway Lighting	2,706	6,000	5,412	3,925	6,000	0	0	0	0%
	4038	electricity	0	10,000	0	0	0	0	0	0	0%
	4066	maintenance contract	0	0	0	0	0	0	0	0	0%
		footway light repairs/maintenance	2,706	16,000	4,774	1,014	10,000	0	0	0	0%
		Footway etc exp	2,706	16,000	4,774	4,939	16,000	0	0	0	0%

over accrue last year
still in guarantee in 18/19 TBC
delete & addn above addn
TBC

341	4061	Partnership Working	406	24,000	812	9,606	24,000	0	0	0	0%
	1079	Partnership & Projects exp	1,750	0	3,500	0	0	0	0	0	0%
		Miscellaneous									

Bus Shelter & Reduction to balance post uplift

Gross exc EMR	22,483	82,313	55,651	79,953
Income	9,566	17,950	23,326	17,950
Net	12,917	64,363	32,325	62,003

-2,361
0
-2,361
-3%
0%
-4%

Budget 19/20
Budget View
20/21

9323	EMR office refurbishment	6,300	6,300	6,300	6,300	0	0%
9325	EMR Depot 2020	3,000	3,000	3,000	3,000	0	0%
9327	EMR street lighting	6,500	6,500	6,500	6,500	0	0%
9329	EMR benches and signs (all areas)	6,000	6,000	6,000	6,000	0	0%
9323 (1 of 2)	EMR memorial maintenance	3,000	3,000	3,000	3,000	0	0%
9323 (2 of 2)	EMR cemetery improvements	3,000	3,000	3,000	3,000	0	0%
9321 also	EMR Hand held Machinery	1,600	1,600	1,600	1,600	0	0%
9321	EMR vehicle replacement	12,300	12,300	13,000	13,000	-1,600	-100%
9330	EMR Wardens House	0	0	??	??	700	6%
9323	EMR Office equipment	0	0	??	??	0	0%
	EMR Totals	41,700	41,700	40,800	40,800	-900	-2%

6,300 Add £10k in 19/20 reduce in 21/22

3,000 Add £17k for depot roof

6,500

6,000

3,000 Merge into a line

3,000 Merge into a line

Delete

13,000

??

??

Works & Service301 Works Depot, Office & Wardens

1004 Service Charges	0	200	200			0.0%
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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	250	600	350	350		41.7%
4014 Electricity	569	1,500	931	931		38.0%
4015 Gas	343	1,100	757	757		31.2%
4017 Cleaning & Refuse	36	400	364	364		9.0%
4036 Property Maintenance	1,070	2,000	930	930		53.5%
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>10,367</u>	<u>14,885</u>	<u>4,518</u>	<u>0</u>	<u>4,518</u>	<u>69.6%</u>
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Net Income over Expenditure

	<u>(10,367)</u>	<u>(14,685)</u>	<u>(4,318)</u>			
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304 Vehicles Tools & Equipment

4010 Staff Costs Misc	164	600	436	436		27.3%
4017 Cleaning & Refuse	109	0	(109)	(109)		0.0%
4041 Equipment Hire	1,860	3,500	1,640	1,640		53.1%
4042 Equipment Maintenance	602	2,500	1,898	1,898		24.1%
4043 Vehicle Maintenance	688	1,500	812	812		45.9%
4044 Vehicle Fuel	2,388	5,000	2,612	2,612		47.8%
4045 Vehicle Tax & Insure	292	3,000	2,708	2,708		9.7%
4046 Small Tools & Equipment	176	2,000	1,824	1,824		8.8%
4050 Chemicals	0	200	200	200		0.0%

Vehicles Tools & Equipment :- Indirect Expenditure

	<u>6,280</u>	<u>18,300</u>	<u>12,020</u>	<u>0</u>	<u>12,020</u>	<u>34.3%</u>
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Net Expenditure

	<u>(6,280)</u>	<u>(18,300)</u>	<u>(12,020)</u>			
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305 Litter, Rubbish & Graffiti

4017 Cleaning & Refuse	658	1,700	1,042	1,042		38.7%
4018 Litter	0	500	500	500		0.0%

Litter, Rubbish & Graffiti :- Indirect Expenditure

	<u>658</u>	<u>2,200</u>	<u>1,542</u>	<u>0</u>	<u>1,542</u>	<u>29.9%</u>
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Net Expenditure

	<u>(658)</u>	<u>(2,200)</u>	<u>(1,542)</u>			
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311 Cemeteries

1031 Burial & Memorials Income In	2,352	5,750	3,398			40.9%
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Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1032 Burial & Memorials Income Out	5,464	12,000	6,536			45.5%
Cemeteries :- Income	<u>7,816</u>	<u>17,750</u>	<u>9,934</u>			<u>44.0%</u>
4011 Rates	291	268	(23)		(23)	108.4%
4012 Water	55	180	125		125	30.7%
4037 Grounds Maintenance	905	3,600	2,695		2,695	25.1%
Cemeteries :- Indirect Expenditure	<u>1,251</u>	<u>4,048</u>	<u>2,797</u>	<u>0</u>	<u>2,797</u>	<u>30.9%</u>
Net Income over Expenditure	<u>6,565</u>	<u>13,702</u>	<u>7,137</u>			
<u>314 War Memorial & Closed Churchya</u>						
4012 Water	41	0	(41)		(41)	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>787</u>	<u>2,200</u>	<u>1,413</u>	<u>0</u>	<u>1,413</u>	<u>35.8%</u>
Net Expenditure	<u>(787)</u>	<u>(2,200)</u>	<u>(1,413)</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>
Net Expenditure	<u>(28)</u>	<u>(500)</u>	<u>(472)</u>			
<u>322 Footway Lighting</u>						
4014 Electricity	2,706	6,000	3,294		3,294	45.1%
4038 Maintenance Contract	0	10,000	10,000		10,000	0.0%
Footway Lighting :- Indirect Expenditure	<u>2,706</u>	<u>16,000</u>	<u>13,294</u>	<u>0</u>	<u>13,294</u>	<u>16.9%</u>
Net Expenditure	<u>(2,706)</u>	<u>(16,000)</u>	<u>(13,294)</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	406	24,000	23,594		23,594	1.7%
Partnership Working :- Indirect Expenditure	<u>406</u>	<u>24,000</u>	<u>23,594</u>	<u>0</u>	<u>23,594</u>	<u>1.7%</u>
Net Income over Expenditure	<u>1,344</u>	<u>(24,000)</u>	<u>(25,344)</u>			
Works & Service :- Income	9,566	17,950	8,384			53.3%
Expenditure	22,483	82,133	59,650	0	59,650	27.4%
Movement to/(from) Gen Reserve	<u>(12,917)</u>					

Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	9,566	17,950	8,384			53.3%
Expenditure	22,483	82,133	59,650	0	59,650	27.4%
Net Income over Expenditure	<u>(12,917)</u>	<u>(64,183)</u>	<u>(51,266)</u>			
Movement to/(from) Gen Reserve	<u>(12,917)</u>					

Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
901 EMR Works & Services						
9320 Cemeteries	0	27,294	27,294		27,294	0.0%
9321 EMR Vehicles	0	58,954	58,954		58,954	0.0%
9322 EMR Plant & Equipment	7,095	8,850	1,755		1,755	80.2%
9323 EMR Office Equipment	0	2,784	2,784		2,784	0.0%
9325 EMR Depot	0	14,197	14,197		14,197	0.0%
9327 EMR Footway Lights	0	26,067	26,067		26,067	0.0%
9329 EMR Benches & Signs	1,820	30,469	28,649		28,649	6.0%
9330 EMR Warden House	0	498	498		498	0.0%
9336 EMR Office Refurbishment	8,029	18,800	10,771		10,771	42.7%
EMR Works & Services :- Indirect Expenditure	16,944	187,913	170,969	0	170,969	9.0%
Net Expenditure	(16,944)	(187,913)	(170,969)			
Grand Totals:- Income	0	0	0			0.0%
Expenditure	16,944	187,913	170,969	0	170,969	9.0%
Net Income over Expenditure	(16,944)	(187,913)	(170,969)			
Movement to/(from) Gen Reserve	(16,944)					