

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Annual Council meeting held on Tuesday, 14 May 2019 at 7.30 pm at the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

The meeting is open to the public and press.

Present:	Cllr K Wood - Chairman	Cllr C Jordan
	Cllr L Willis - Vice-chairman	Cllr Herschel
	Cllr J Gurney	Cllr L Johncock
	Cllr J White	Cllr M Wilkes
	Cllr I Forbes	Cllr P Miller
	Cllr H Darch	Cllr B Kin
	Cllr R Wilks	

1. Election of chairman of the council

It was proposed by Cllr Ian Forbes and seconded by Cllr Liz Johncock that Cllr Katrina Wood be elected Chairman of the Council until the next Annual Meeting of the Council.

It was proposed by Cllr J Herschel and seconded by Cllr B Kin that Cllr Ian Forbes be elected Chairman of the Council until the next Annual Meeting of the Council.

Recorded votes;
12 votes for Cllr Wood
2 votes for Cllr Forbes
1 spoilt vote

It was RESOLVED that;

According to the ballot of members present, Cllr Wood be elected chairman of council for the year 2019/20.

Cllr Wood signed the declaration of acceptance of office.

2. Election of vice-chairman of the council

It was proposed by Cllr Katrina Wood and seconded by Cllr L Johncock and Cllr C Jordan that Cllr L Willis be elected vice-chairman of the council.

There were no other nominations tabled.

It was RESOLVED that;

Cllr L Willis be elected vice-chairman of Chepping Wycombe Parish Council and Acceptance of Office signed.

3. Apologies for absence

Apologies for absence had been received and approved from Cllr Sue Digby (holiday)

4. Declarations of members' interests in agenda items

Cllr M Wilkes declared a personal interest in agenda item 11 have a payable expenses cheque.

Cllr Les Willis declared an interest in agenda item 11 being a member of St Peter's Loudwater who were receiving a payment for the closed churchyard maintenance.

Council adjourned at 7.38pm to confer in ward groups.

5. Election of standing committees of the council

The following members were elected to serve on the committees as set out below:

Open Spaces	Works & Services	Finance & General Purposes
Cllr Les Willis (LW)	Cllr Chris Dodds (LW)	Cllr Chris Dodds (LW)
Cllr John Gurney (LW)	Cllr John White (LW)	Cllr Les Willis (LW)
Cllr Clive Jordan (LW)	Cllr Clive Jordan (LW)	Cllr John Gurney (LW)
Cllr Bob Kin (FH)	Cllr Jeff Herschel (FH)	Cllr Jeff Herschel (FH)
Cllr Liz Johncock (FH)	Cllr Liz Johncock (FH)	Cllr Bob Kin (FH)
Cllr Sue Digby (FH)	Cllr Sue Digby (FH)	Cllr Roger Wilks (FH)
Cllr Mike Wilkes (FH)	Cllr Roger Wilks (FH)	Cllr Mike Wilkes (FH)
Cllr Ian Forbes (TG)	Cllr Haydn Darch (TG)	Cllr Ian Forbes (TG)
Cllr Haydn Darch (TG)	Cllr Ian Forbes (TG)	Cllr Haydn Darch (TG)
Cllr Katrina Wood (TG)	Cllr Katrina Wood (TG)	Cllr Peter Miller (TG)
		Cllr Katrina Wood (TG) ex officio

It was noted that unless appointed to a committee, the chairman and vice-chairman of the council are in accordance with Standing Orders ex-officio members of all committees, sub-committees and working groups

(a) Election of chairmen and vice-chairmen of committees

So that delegated action could if necessary be taken before the next meeting of committees each committee met in turn to appoint a chairman and vice-chairman.

The council meeting was then reconvened at 7.44pm

The following appointments were reported:

	Chairman	Vice-chairman
Open Spaces Committee	Cllr Les Willis	Cllr Liz Johncock
Works & Services Committee	Cllr Chris Dodds	Cllr Jeff Herschel
Finance & General Purposes Committee	Cllr Ian Forbes	Cllr Jeff Herschel

(b) Planning Applications Committee

Council was asked to consider the following;

- the planning representatives for each ward rotate the chairmanship of the Planning Committee by agreement amongst themselves;
- the membership of the committee will be, as a minimum, the same members of the committee immediately following the Planning Committee – all members being welcome to attend;
- quorum of these meetings will be 3;

It was RESOLVED that;

the above criteria be approved however it should be under review until the meeting was running smoothly.

Council was asked to elect one planning representative from each ward.

It was RESOLVED that;

the following representatives were appointed to the Planning Applications Committee:

<i>Cllr L Johncock</i>	<i>Flackwell Heath</i>
<i>Cllr C Dodds</i>	<i>Loudwater</i>
<i>Cllr H Darch</i>	<i>Tylers Green</i>

(c) Appointment of sub-committees

It was confirmed that appointments to Sub-committees and/or working parties if appropriate would take place at the first meeting of each committee.

(d) CWPC In-House Auditors

The meeting was asked to appoint two members as In-House Auditors or to refer the appointments to the Finance and General Purposes Committee.

*It was RESOLVED that;
the appointment of the In-House Auditors be referred to the first Finance & General Purposes Committee meeting.*

6. Review of assets, risks and policies

A review was undertaken.

*It was RESOLVED that;
that the financial regulations, standing orders, complaints procedure, press and media policy be adopted*

It was noted that the terms of references for committees to be deferred to each committee and insurance cover in respect of all insured risks would be for review at the next full Council meeting on 27 June as the 3 year agreement with the current insurer would be coming to an end in August.

*It was RESOLVED that;
The inventory of land and assets including buildings and office equipment reviewed at the Finance & General Purposes Committee be approved.*

7. Appointment of representatives on other outside bodies

Council was asked to consider appointing representatives to the following organisations:

<u>Organisation</u>	<u>Representatives</u>
Tylers Green & Penn Parish Council Joint Meeting	Tylers Green members and chairman of council
Queensway Joint Committee	Cllr Ian Forbes, Cllr Haydn Darch, chairman and vice chairman of council
Wycombe District Association of Local Councils (x 5 per year)	Cllr Clive Jordan, Cllr Ian Forbes, Cllr Jeff Herschel and Cllr Sue Digby
Local Area Forum (BCC) (x 4 per year)	Cllr Haydn Darch, Cllr Liz Johncock and Cllr Les Willis
Neighbourhood Action Group (NAG) (x 12 per year)	Membership would be deferred to F&GP
Flackwell Heath Residents' Association Executive Committee (x 4 per year)	Cllr Mike Wilkes
Flackwell Heath Community Centre	Cllr Jeff Herschel
Bucks Association of Local Councils (BALC)	Chairman of council

Loudwater Forum
And any other organisation the council believes to be relevant or not included in the above list

Loudwater members
Members as appropriate

It was noted that Cllr White expressed an interest to continue as the NAG representative for Loudwater – this to be advised at F&GP

The meeting is asked to agree the appointments of representatives to the following sports organisations;

It was RESOLVED that;

<i>Flackwell Heath Bowling Club</i>	<i>- Cllr Sue Digby be the representative</i>
<i>Flackwell Heath Tennis Club</i>	<i>- Cllr Sue Digby be the representative</i>
<i>Loudwater Bowls Club</i>	<i>- Cllr Clive Jordan be the representative</i>
<i>Flackwell Heath Minors Football Club</i>	<i>- Cllr Mike Wilkes be the representative</i>

8. Informal meeting of council members

Members were reminded that a date for this meeting would be considered at the next full Council meeting in June.

The public and press are excluded from the meeting.

Members are asked to suggest items for consideration at the meeting or to notify the Clerk or Chairman of Council.

9. Questions from the public

There were no members of the public present.

10. Questions by members of the council

Cllr Miller advised that the Penn & Tylers Green Residents Society AGM was being held on Friday 17 May 2019 at 7pm – all welcome to attend.

Cllr White advised that the Loudwater School Fete would be held on Saturday 6 July 2019 and the parish council would be having a stall.

11. Accounts for payment

The 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 9580 to 9856 be signed and that the direct debits to Castle Water, Shell (Fuel Card Services) and SSE be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 8pm.

Signed  Dated 27 June 2019

Pending expenditure transactions

[illegible]

Income received since last committee meeting over £500.00

Income received since last Committee meeting over £500.00					
CR	Wycombe District Council	Cil to April 2019	9,721.23	0.00	9,721.23
CR	Arqiva	Mast Rental - Green Dragon (FH)	6,930.56	0.00	6,930.56
CR	Arnold Funeral Services	Burial fees	676.00	0.00	676.00
CR	Penn Parish Council	50% Water - Widmer Pond	581.27	0.00	581.27
			17,909.06	0.00	17,909.06

Signed: _____

Signed: Carla

Date: 4.5.19

Date: 4/5/19

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