

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Meeting to be held on Thursday 13 June 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 C Dodds - Chairman
Cllr H Darch
Cllr J White

Cllr I Forbes
Cllr R Wilks

Also present: Cllr L Willis, Cllr B Kin, Cllr A Barron and Mr G Christie (CWPC Warden)

WS/19/001 **Apologies for absence**
Apologies were received and approved from Cllr L Johncock (holiday), Cllr J Herschel (holiday), Cllr K Wood (holiday), Cllr C Jordan (WDALC meeting)

WS/19/002 **Declarations of members' interests in Items on the agenda**
There were none.

WS/19/003 **Delegated Action**
Members were asked to note that since the last committee meeting there had been no delegated actions.

WS/19/004 **Committee Projects**
1 Bus Shelters – Kingsmead Road & Station Road Loudwater
Members were asked to note that an order had been raised for the revised works quotation for the above which had been approved at the Special Council meeting on 30 May 2019.

2 Office Refurbishment
Members were asked to note that the ceiling & lighting replacement had been ordered and the work was due to be undertaken during the first two weeks of July.

Members were also asked to note that the office working party comprising of Cllr Dodds, Cllr Johncock, Cllr Wood and the Clerk met to discuss the possible reconfiguration of the ground floor. Cllr Dodds had produced an initial sketch.

It was noted that a structural engineer would need to be appointed for drawings for building control. This item to be referred to full council for approval.

3 Bus shelter – Flackwell Heath & Loudwater

Members were asked to consider the proposal from Cllr Herschel to provide bus shelters in Robinson Road, Loudwater, Heath End Road, Flackwell Heath and Spring Lane, Flackwell Heath with the aid of matched funding from the Local Area Forum for the real-time electronic displays.

It was RESOLVED that;
any further decisions on bus shelters be deferred until a full and proper bus shelter survey be undertaken of each ward and the ordered bus shelters for Kingsmead Road and Station Road be installed and inspected.

WS/19/005 **LED Footway Lighting**

Members were asked to note that a lighting company had been asked to deal the few lamps either day burning or out (about 5 units out of 522). They had also secured the two leaning columns.

It was noted that these works were being treated as a trial, following the successful completion all quotes received for the maintenance contract will be referred back to committee for recommendation to full council.

WS/19/006 **Local Area Forum**

Members were asked to note that the next LAF meeting is due to be held on 10 July @ 7.00pm.

Members were asked to note that the works to install the bollards at Wheeler Avenue, Tylers Green was being processed by Bucks County Council and we were currently awaiting a start date.

WS/19/007 **Community Payback Update**

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

It was noted that there had been several issues with supervisors not being available and the sessions being cancelled.

WS/19/008 **Replacement Small Sit-on Mower**

Members were asked to note that the parish council purchased the small sit-on mower (Stiga) in 2014 and that it had become more unreliable over the last 3 years, a schedule of breakdowns and issues had been attached to the agenda for review.

Members were asked to consider one of the quotes received for a replacement mower. The warden had recommended an ETESIA Attila AK88, following discussions with suppliers, other users and test drives.

***It was RESOLVED that;
a recommendation for approval be made to full council for the purchase of the Estesia Attila AK88 for the sum of £7,095.00 (with first 50 hour service as part of package) from the Earmarked Reserve for the replacement currently standing at £8,752.00.***

It was noted that the Stiga could probably be sold on for approximately £1,200.00.

WS/19/009 **Cemeteries**

1 Procedures and Paperwork

Members were asked to note that two members of the working party attended the Cemetery Compliance training session on 27 March 2019.

2 Cock Lane Cemetery – Height Barrier & Gate

Members were asked to note that there has been fly-tipping down the bank of the cemetery car park into King's Wood.

Members were asked to consider one of the quotations to install a height barrier and gate to the car park at the cemetery which would mirror the barriers at the King's Wood car park and hopefully dissuade further fly-tipping.

***It was RESOLVED that;
the purchase of the height barrier and gate be approved at a cost of £1,300.00 and that quote B be approved in the sum of £2,100 for the installation.***

WS/19/010 **Committee Site Visit**

Members were asked to bring to the meeting suggestions for the site visit in July.

It was agreed that the office would be the sole item for the site visit and therefore the site visit would take place on the same evening as the next committee meeting in September.

WS/19/011 **Committee Finances**

Members are asked to NOTE the committee's income and expenditure to Month 1 (April).

Cllr Barron highlighted a miscoding error, which had been rectified in Month 2 and queried the budget line for water use at the war memorial in Flackwell Heath – the water company had not billed for use since 2017 and had re-found the site.

WS/19/012 **Questions from committee members and the public**

There were no further questions

WS/19/013 **Accounts for payment**

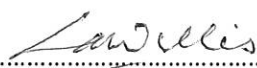
The accounts for payment were circulated at the meeting for consideration by councillors.

***It was RESOLVED that;
the accounts for payment be approved and cheques numbered 9867 to 9879 be signed and direct debits to Barclays, Castle Water, EE, Shell (Fuel Card Services) and SSE be approved for payment.***

The chairman of committee thanked members for their attendance and closed the meeting at 8.20pm

Date and Time of next meeting: Thursday 12 September 2019 @ 7.30pm

Signed



Dated 27 June 2019

13-Jun-19

Pending expenditure transactions

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
x	9867	HW100227	Adams & Page Ltd	2 x Front Tyres for Ford Transit	✓ 125.00	25.00	150.00
x	9868	269007	George Browns Ltd	Replacement roller bearing for Trimax Flail	✓ 26.40	5.28	31.68
	9869		BMKALC	Annual Subscription	✓ 2,154.63		2,154.63
x	9870	5251	Clarke & Allen Gardeners Ltd	Tree works - Straight Bit Recreation Ground	✓ 350.00	70.00	420.00
	9871	389875	Clarity Copiers Ltd	Photocopier usage - May	✓ 63.96	12.79	76.75
x	9872	304817	Country Supplies	Top Soil for Orchard Green grass seeding	✓ 73.66	14.73	88.39
	9873	9738	Davies Brothers Nursery Ltd	Plants - Loudwater Memorial	✓ 200.00	40.00	240.00
	9874	190204	GDT Fire Extinguishers Ltd	Extinguisher Service/smoke alarms	✓ 111.00	22.20	133.20
x	9875	72479	Hawes Plant & Tool Hire Ltd	Hire of Excavator - Derehams Football Pitches	✓ 145.00	29.00	174.00
	9876		Ernest G Newhouse	Internal Audit	✓ 300.00		300.00
	9877	QS104947	Quadron Services Ltd	Totteridge Common - grass cutting	✓ 320.00	64.00	384.00
	9878	15898010619.00	Wren Davis Ltd	Milk - May x 2	✓ 21.00		21.00
	9879	136001344853	Npower	Electricity Cock Lane Offices - Jan - May	✓ 400.23	20.01	420.24
	DD		Barclays	Bank charges	43.42	0.00	
			Barclays	Loyalty Reward Mar-Apr	-8.69	0.00	34.73
	DD	1977994	Castle Water	Cock Lane Depot - May	42.71		42.71
	DD	1981204	Castle Water	Cock Lane Cemetery - May	3.18		3.18
	DD	V01630790277	EE	Wardens Mobile - May	17.07	3.41	20.48
	DD	3004553	Shell (Fuel Card Services)	Vehicle Fuel - May	325.41	65.08	390.49
	DD		SSE	Unmetered footway lighting - April	480.83	72.36	553.19
					5,194.81	443.86	5,638.67

Income received since last committee meeting over £500.00

					0.00	0.00	0.00

Signed: *Sam Poley*Date: *14/06/19*

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