

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Meeting to be held on Thursday 31 January 2019 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

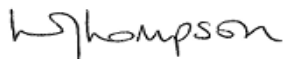
The meeting is open to members of the public and press

Committee Membership:	Cllr C Dodds - Chairman	Cllr C Jordan
	Cllr J White – Vice-chairman	Cllr J Johnson
	Cllr L Johncock	Cllr H Darch
	Cllr R Kin	Cllr K Wood
	Cllr J Herschel	Cllr S Digby

Members of the committee are summoned to consider the following business:

AGENDA

1. Apologies for absence
2. Declarations of members' interests in Items on the agenda
3. Delegated Action
4. Restoring the Record
5. Committee Projects
 - 5.1 Bus Shelter – Kingsmead Road, Loudwater
 - 5.2 Altona Road Cemetery – Path
 - 5.3 Office/Council Chamber Lighting
6. Boundary Stone Update – Wycombe Heights Golf Club
7. LED Footway Lighting
8. Local Area Forum
9. Community Payback Update
10. Post Pouch Boxes
11. Cemeteries
 - 11.1 Procedures and Paperwork
12. Cock Lane Cemetery – cremation plots
13. Committee Finances
14. Committee Budget 2019/20
15. Questions from committee members and the public
16. Accounts for payment



Wendy Thompson
Clerk of the Council
22 January 2019

Delegated Action

Members are asked to NOTE that since the last committee meeting in November the chairman of committee and clerk have instigated the following under delegated actions;

- Ordered a steam cleaner at a cost of £180.00 to assist in the cleaning of the tiles in the office.
- Purchased 3 replacement bins for Cock Lane cemetery at a cost of £993.00.

AGENDA ITEM 4

Restoring the Record

Members are asked to RECEIVE an update from Cllr White.

AGENDA ITEM 5

Committee Projects

5.1 Bus Shelters – Kingsmead Road, Loudwater

Members are asked to NOTE that a specification for the bus shelters has been drawn up by Cllr Dodds and the Clerk is currently obtaining quotations.

5.2 Altona Road Cemetery - Path

Members are asked to CONSIDER the suggestion to improve the surface of the path to the original part of the cemetery to match the new extension path.

5.3 Office/Council Chamber Lighting

Members are asked to CONSIDER and, if so minded APPROVE one of the two quotes received for the above project.

	Council Chamber		
Quote A	Replacing ceiling grid & lights	£4,310.00	Grid would be 600 x 600
	Keeping ceiling grid & replacing lights	£2,820.00	Existing grid 1200 x 600

It was also suggested that the Emergency Fire Exit sign should be replaced at a cost of £140.00

	Council Chamber		
Quote B	Replacing ceiling grid & lights	£4,000.00	Grid would be 600 x 600
	Keeping ceiling grid & replacing lights	£1,390.00	Existing grid 1200 x 600

AGENDA ITEM 6

Boundary Stone – Wycombe Heights Golf Club

Members are asked to NOTE that the Clerk has written to the Wycombe Heights Golf Club to make contact and ask permission to install the interpretation board in Spring.

AGENDA ITEM 7

LED Footway Lighting

Members are asked to NOTE that there are a few lamps either day burning or out (about 5 units out of 522). There are some outstanding issues with Zeta Specialist Lighting namely 4 lamps that have been paid for to be stored in the depot for ease of access but appear to be missing. Zeta have been contacted however have not yet responded.

To date we have not received a request for payment from the installers for all the swapped out lamps, this has been requested.

AGENDA ITEM 8

Local Area Forum

Members are asked to NOTE that the next meeting Local Area Forum meeting will be held on Wednesday 6 February 2019 in the Council Chamber, Cock Lane.

Members are asked to NOTE that the dropped kerb project in Flackwell Heath is underway.

The bid for a 50% contribution towards the installation of bollards at the junction of Wheeler Avenue and Church Road will be taken to the next meeting on 6 February. Members are asked to CONSIDER and, if so

mind, APPROVE the parish council contribution - the revised estimate for the 8 bollards, installation and contingency is £6,798 making the parish council contribution in the region of £3,400.00.

AGENDA ITEM 9

Community Payback Update

Members are asked to NOTE the work undertaken by the Community Payback teams since the last committee meeting in November. **APPENDIX A**

AGENDA ITEM 10

Post Pouch Boxes

Members are asked to NOTE that further contact with Royal Mail has been made relating to the removal/painting of the post pouch boxes within the parish. We have now been given a local contact whereas the previous request was being dealt with by the London office with no progress being made.

AGENDA ITEM 11

Cemeteries

11.1 Procedures and Paperwork

Members are asked to NOTE that members of the working party have been booked on a Cemetery Compliance training session on 27 March 2019. The working party will look at the procedures and paperwork following the training session.

AGENDA ITEM 12

Cock Lane – cremation plots

Members are asked to CONSIDER further draft layouts at **APPENDIX B** showing the potential number of plots on the lower section of the cemetery.

AGENDA ITEM 13

Committee Finances

Members are asked to NOTE the committee's income and expenditure to Month 9 (December).

APPENDIX C

AGENDA ITEM 14

Committee Budget 2019/20

Members are asked to CONSIDER the committee budget at **APPENDIX D** and are also asked to bring ideas for future projects to the meeting.

AGENDA ITEM 15

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 16

Accounts for payment

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

Date and Time of next meeting: Thursday 21 March 2019 @ 7.30pm