

CHEPPING WYCOMBE PARISH COUNCIL

ANNUAL MEETING AGENDA

Minutes of the meeting held on Tuesday, 1 May 2018 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 Leonard
	Cllr L Willis - Vice-chairman	Cllr Herschel
	Cllr J Gurney	Cllr L Johncock
	Cllr J White	Cllr M Wilkes
	Cllr J Johnson	Cllr I Forbes
	Cllr H Darch	Cllr C Jordon
	Cllr P Miller	Cllr L Pinner
	Cllr S Digby	

Also present Mr G Christie (Warden CWPC)

1. Election of chairman of the council

Council was asked to elect a chairman of the council until the next annual meeting of the council.

Cllr Wood and Cllr Herschel had been suggested for the position. Both candidates addressed council. A secret ballot was taken as resolved at the last full council meeting held on 13 March 2018.

It was RESOLVED that;

According to the ballot of members present, Cllr Wood be elected chairman of council for the year 2018/19.

Cllr Wood signed the declaration of acceptance of office.

2. Election of vice-chairman of the council

Council was asked to elect a vice-chairman until the next annual meeting of the council.

Cllr Les Willis, Cllr Ian Forbes and Cllr Jeff Herschel had been suggested for the position. Cllr Herschel advised that he wanted to withdraw.

A secret ballot was taken as resolved at the last full council meeting held on 13 March 2018.

It was RESOLVED that;

Cllr Willis be elected vice chairman of council for the year 2018/19.

Cllr Willis signed the declaration of acceptance of office.

3. Apologies for absence

Apologies for absence had been received and approved from Cllr C Dodds (holiday)

4. Declarations of members' interests in agenda items

Cllr Herschel, Cllr Willis, Cllr Johnson and Cllr Wood all declared a personal interest in agenda item 11 all having payable expense cheques

5. Election of standing committees of the council

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

Open Spaces

Cllr Les Willis (LW)
Cllr John Gurney (LW)
Cllr Clive Jordan (LW)
Cllr J Herschel (FH)
Cllr Liz Johncock (FH)
Cllr Sue Digby (FH)
Cllr Mike Wilkes (FH)
Cllr Ian Forbes (TG)
Cllr Jean Johnson (TG)
Cllr Katrina Wood (TG)

Works & Services

Cllr Chris Dodds (LW)
Cllr John White (LW)
Cllr Clive Jordan (LW)
Cllr Jeff Herschel (FH)
Cllr Liz Johncock (FH)
Cllr Sue Digby (FH)
Cllr Mike Wilkes (FH)
Cllr Haydn Darch (TG)
Cllr Jean Johnson (TG)
Cllr Katrina Wood (TG)

Finance & General Purposes

Cllr Chris Dodds (LW)
Cllr Les Willis (LW)
Cllr John Gurney (LW)
Cllr Jeff Herschel (FH)
Cllr Liliane Pinner (FH)
Cllr Carolyn Leonard (FH)
Cllr Mike Wilkes (FH)
Cllr Ian Forbes (TG)
Cllr Haydn Darch (TG)
Cllr Peter Miller (TG)
Cllr Katrina Wood (TG) ex officio

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

It was RESOLVED that;

election of chairmen and vice chairmen of committees be deferred to the first meeting of each committee with suggestions for the positions for inclusion on the agenda.

(b) Planning Applications Committee

Council was asked to consider that, for the time being,

- 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;
- terms of reference and evaluation criteria to be discussed at the first meeting – members being asked to bring comments and suggestions.

It was RESOLVED that;

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

It was noted that a recommendation for all members to attend the first planning meeting was unanimously agreed.

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:

Cllr C Leonard

Flackwell Heath

Cllr C Dodds

Loudwater

Cllr H Darch

Tylers Green

(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 council appoints two members to undertake in-house audits, ideally the members serve for two years, with one retiring each year.

It was RESOLVED that;

the appointment of the in-house auditors be deferred 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 complaints procedure, press and media policy and insurance be adopted***

It was noted that the terms of references for committees be deferred to each committee due to committee structure changes

6.1 New Standing Orders

Council was asked to consider the new Standing Orders.

***It was RESOLVED that
The recommendation for approval of the new Standing Orders be deferred to the first Finance & General Purposes Committee.***

6.2 Financial Regulations

Council were asked to note the minor changes to the Financial Regulations that had been brought through from the new Standing Orders.

***It was RESOLVED that;
the changes to the Financial Regulations be deferred to the first Finance and General Purposes committee***

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 Jean Johnson, 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)	Cllr Liz Johncock, Cllr Jean Johnson and Cllr John White
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
M40 Chiltern Environmental Group	Cllr Chris Dodds
Revive the Wye Project Joint Steering Group	Cllr John Gurney

Loudwater Forum

Loudwater members

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

Members as appropriate

It was noted that the Tylers Green Village Hall Committee had made it clear via email, extract below, that they did not require a representative from the parish council and therefore have been removed from the list.

'The appointment of a representative to the Village Hall Committee is I'm afraid not in the Parish Council's remit. Membership of the Committee is by invitation and the Committee having discussed this matter at length do not wish to invite a Parish Councillor to become a member of the Committee.'

The meeting was also asked to agree the appointments of representatives to the following sports organisations.

It was RESOLVED that;

Flackwell Heath Bowling Club - Cllr Sue Digby be the representative

Flackwell Heath Tennis Club - Cllr Sue Digby be the representative

Loudwater Bowls Club - Cllr Clive Jordan be the representative

Flackwell Heath Minors Football Club – Cllr Mike Wilkes be the representative

8. Informal meeting of council members

Council was asked to review the list of ideas/projects created following the Informal Meeting on 14 November 2017 with a view to the projects being further considered at each relevant committee.

It was RESOLVED that;

The projects be deferred to each standing committee

Council was reminded that the informal meeting was traditionally held to review policy or other important issues that would impact the council within the following year. The date for the next meeting was to be arranged.

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

Cllr Herschel left the meeting at 8.32pm returning at 8.35pm

9. WDALC Request for Comments by 30 April 2018

Where Does Your Council Stand on the Proposed Restructuring of Local Government in Buckinghamshire

Council was asked to review a verbal report from the Clerk on the responses returned by members in relation to the above and our feedback to WDALC.

The clerk advised that there was still a majority in favour of the two unitary option and this would be the return to WDALC.

10. Questions from the public

There were no questions

11. Questions by members of the council

- Cllr Miller advised that he would attend the BMKALC Parish Liaison meeting

- Cllr Miller asked about the position with the deputy clerk.

The clerk advised that a candidate have been offered the position and would be starting on 4 June

- Cllr Darch asked if there had been any news or movement of the King's Wood car park project as the school were concerned that nothing appeared to be happening.

The clerk advised that no further communication had been received from WDC in relation to the project.

- Cllr Jordan advised that the Community Officer based at the Loudwater Tesco store was looking for community projects.

The clerk would contact her and see how they could get involved.

Cllr Miller left the meeting at 8.40pm

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 9487 to 9507 be signed and that the BACS payment to Payflow and direct debits to EE, Unicom, Barclays, Grenke, E-On, Salix, Shell (Fuel Card Services) and WDC be approved for payment.

Confidential items – exclusion of public and press

In view of the confidential nature of the business to be considered it was RECOMMENDED that council resolve to exclude the public and press from the remainder of the meeting as permitted under the Public Bodies (Admissions to Meetings) Act 1960.

12 Salaries 2018

Council was asked to consider the power point document as background to the notes from the Staff Committee meeting.

Council was asked to consider the recommendations of the Staff Committee (Chairman, Vice Chairman and Committee Chairman).

It was RESOLVED that;

The recommendations of the Staff Committee be approved as follows;

an increase of 2% backdated to April 2018 for all staff;

an increase to employer contributions to 13% for non-members of the LGPS;

a one-off bonus award for the assistant clerk;

a one-off bonus award for the warden;

and a one-off bonus award for the clerk.

Cllr Herschel abstained from part of the vote

The Chairman thanked members for their attendance and closed the meeting at 9.10pm

Signed Kathryn S A Wood Dated 26/6/2018

Pending expenditure transactions

01-May-18

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	DD		Barclays	Bank charges Feb - Mar 2018	43.02	0.00	
			Barclays	Loyalty Reward	-8.61	0.00	34.41
	BACS		Barclays Payflow	Salaries - April 2018	7,425.23	0.00	
				Pensions - April 2018	1,650.27	0.00	9,075.50
	DD	1472363854	EE	Warden's mobile - March	19.09	3.82	22.91
	DD	1483640167	EE	Warden's mobile - April	20.10	4.02	24.12
	DD	H15A0E8EE2	E-ON	Gas usage - Office - March	92.73	4.64	97.37
	DD		Grenke	Photocopy quarter rental payment	141.39	28.28	169.67
	DD		Salix	First repayment of interest free Loan - LED lighting	7,592.40	0.00	7,592.40
	DD	2383033	Shell (Fuel Card Services)	Vehicle Fuel - March	244.29	48.87	293.16
	DD	10971220	Unicom	Office landline charges - March	97.99	19.60	117.59
	DD		WDC	Rate Bill 2018 19 - Office Complex	7680.00	0.00	7,680.00
	DD		WDC	Rate Bill 2018 19 - Altona Road Cemetery	215.23	0.00	215.23
	DD		WDC	Rate Bill 2018 19 - Hammersley Lane Cemetery	43.05	0.00	43.05
					25,256.18	109.23	25,365.41

Income received since last committee meeting over £500.00

CR	Creative Memorials	Memorial fee	832.00	0.00	832.00
CR	WDC	CiL Monies Oct 17 to March 18	7,456.36	0.00	7,456.36
CR	WDC	Half precept	177,081.60	0.00	
		Grant	8,009.00	0.00	185,090.60
CR	HMRC	VAT Reclaim - March	1,927.91	0.00	1,927.91
			195,306.87	0.00	195,306.87

Signed:

Date: 02/05/2018
 Date: 2.5.18

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

Pending expenditure transactions

28-Mar-18

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	9458	11720	Active Pest Control Services	Rodent Inspection March 2018	40.00	0.00	40.00
	9459		HMRC	Tax & NI	2,471.53	0.00	2,471.53
	9460		V O I D				
x	9461	5012	L&K Electrical	Replacement heater - Derehams	80.00	16.00	96.00
x		861152735	Trade UK	First Aid Kits x 2	19.98	4.00	
x	9462	860128989	Trade UK	Paint/sandpaper	21.61	4.32	49.91
	9463	151343	TBS Hygiene	Dog Waste Collection February 2018	360.80	72.16	432.96
x	9464	135333	Viking	Stationery	114.80	15.86	130.66
	9465		V O I D				
x	9466	6	Nick Judge	Removal/Construct new Steps and Handrail	3,000.00	600.00	3,600.00
	9467	5	Nick Judge	Height barrier S/B installation - re-issue	250.00	50.00	300.00
	9468		CWPC	Petty cash	95.23	0.00	95.23
x	9469	1654	Zebrate Ltd	Zebrates Straight Bit, F/H	3,500.00	700.00	4,200.00
	DD		Barclays	Charges - Jan - Feb	39.10	0.00	
	DD		Barclays	Loyalty reward	-7.82	0.00	31.28
	BACS		Payflow	Salaries March	7,333.78	0.00	
				Pensions March	1,590.09	0.00	8,923.87
	DD	1050168	Castle Water	Derehams pavilion - Jan - June	452.69	46.56	499.25
	DD	10918833	Unicom	Office landline February	105.39	21.08	126.47
					19,467.18	1,529.98	20,997.16

Income received since last committee meeting over £500.00

CR		Cllr D Watson	Planter contribution	1,366.00	0.00	1,366.00
CR		HMRC	Reclaim VAT February	1,471.96	0.00	1,471.96
				2,837.96	0.00	2,837.96

Signed:

Signed:

Date:

Date: 3/4/18

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

Pending expenditure transactions

[illegible]

Income received since last committee meeting over £500.00

[illegible]

Signed: David K. Kohn

Signed: 

Date: 25/04/2018

Date: 2.2.10

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