CHEPPING WYCOMBE PARISH COUNCIL

Report of the Council meeting held on Thursday 27 February 2020 at 7.30 pm at the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

The meeting was open to the public and press.

Present:

Cllr L Willis - Vice-chairman	Cllr Herschel
Cllr J Gurney	Cllr C Jordan
Cllr J White	Cllr A Barron
Cllr I Forbes	Cllr S Digby
Cllr B Kin	Cllr L Johncock
Cllr R Wilks	Cllr H Darch

FC/19/048 **Apologies for Absence**
Apologies for absence were received and approved from Cllr C Dodds (holiday), Cllr K Wood (Meeting), Cllr M Wilkes (Medical) and Cllr S Herron (Medical)

FC/19/049 **Declarations of Interest and Code of Conduct**
Cllr B Kin declared a personal interest in agenda item 15 – expenses cheque.

FC/19/050 **Council Minutes**
It was RESOLVED that;
the minutes from the Council meeting held on Tuesday 17 December 2019 be approved as an accurate record with the following amendment;
FC/19/045 – ***Cllr Jordan had 'suggested' that hard copies of information from the speakers at the meeting would be useful in the future.***
And the minutes from the Special Council meeting held on Thursday 30 January 2020 be approved as an accurate record.

FC/19/051 **Open Spaces Committee**
Cllr Willis asked for any questions on the report;
OS/19/061 TG Management Plan 3 Cllr Darch asked what could be done to improve the muddy path leading from New Road and when would they happen – he was advised that works would be undertaken to improve the muddy surface when the path had dried out.
OS/19/062 Loudwater Bowls Club – Derehams Cllr Jordan asked when the works would be done to improve the slope from the car park used by the bowls club – he was advised that any works would need to be undertaken when the slope had dried out.

It was RESOLVED that;
The report of the Committee meeting held on Thursday 16 January 2020 be approved.

FC/19/052 **Works & Services Committee**
OS/WS/045 Local Area Forum 1 Cllr Herschel highlighted the resolution that the committee had made a decision not to get involved with parking restrictions.

It was RESOLVED that;
The report of the Committee meeting held on Thursday 30 January be approved.

FC/19/053 **Finance & General Purposes Committee**
FGP/19/032 2 Staff Panel Report Cllr Forbes highlighted the initial 2% increase for staff – this was approved.
Cllr Herschel abstained as before *that he was concerned particularly about the pay rate of the Assistant Clerk and felt that the lower paid members of staff should receive a higher percentage payment.*
FGP/19/040 Publicity Cllr Forbes made a further call for items for the newsletter

FGP/19/037 Grants Cllr Herschel advised that the grant offered to the Flackwell Heath Bowls Club had now changed from a contribution towards a new mower to a contribution towards the repair of the old mower.

It was RESOLVED that;
The report of the Committee meeting held on Tuesday 11 February 2020 be approved with the addition of Cllr Digby's name as she was present at the meeting.

FC/19/054 **Planning Meetings**
It was RESOLVED that;
the reports of the comments made without a meeting and Planning Meetings held on Thursday 16 January 2020, Thursday 30 January 2020 and Tuesday 11 February 2020 be approved.

FC/19/055 **Meeting Dates 2020**
Council was asked to consider the recommendation from the Finance & General Purposes committee to approve the Meeting Dates for 2020.

It was RESOLVED that;
The meeting dates for 2020 version 4 be approved

It was noted that there would be some ad hoc planning meetings during the Summer if required.

FC/19/056 **Environmental Policy**
Council was asked to consider the recommendation from the Finance & General Purposes committee to approve the Environmental Policy.

It was RESOLVED that;
The Environmental Policy be approved.

It was noted that this policy would be a starting point and would need constant review.

FC/19/057 **Internal Auditor 2019/20**
Council was asked to consider the recommendation from the Finance and General Purposes Committee to approve the re-appointment of Mr E Newhouse as Internal Auditor for the financial year 2019/20.

It was RESOLVED that;
The re-appointment of Mr E Newhouse as Internal Auditor be approved.

FC/19/058 **Grant Request – VE Day**
Council was asked to consider the grant request from the Penn & Tylers Green Residents' Society for a contribution of £1,000 towards the planned events.

It was RESOLVED that;
A sum of £500.00 be approved to match the amount from Penn Parish Council, the sum to be used for sponsorship of a specific event.

FC/19/059 **Dementia Awareness Week 11 -17 May**
Council was asked to note that a training session was being organised, date to be confirmed, in conjunction with the local Dementia Action Group.

FC/19/060 **Questions by Members of the Council**

- Cllr Herschel asked about the progress with the lamp columns at Chiltern Green, Flackwell Heath.

The Clerk advised that SparkX had confirmed that a payment had been made to SSE for network cable works and that the columns would follow. The Clerk would asked the Deputy Clerk to chase.

- Cllr Herschel also asked if the office had received any invoices from SparkX – the Clerk advised that further chasing was underway but to date no invoices for completed works had been received.
- Cllr Johncock advised that she was still working on the green bin issue in Flackwell Heath.
- Cllr Barron asked who should be contacted to close a road – a litter pick was being organised for Sheepridge Lane.
  Cllr Johncock advised that BCC should be contacted however, litter picking this particular road was a remit of Wycombe District Council.
- Cllr Jordan highlighted a drainage issue outside No 13 Station Road, Loudwater
  The drain appeared to be block – again this was an issue for BCC.
- Cllr Forbes asked for clarification on who the in-house auditors were
  The Clerk advised that it was Cllr Dodds and Cllr Willis – Cllr Forbes advised that he would ask the in house auditors to concentrate on a particular area.
- Cllr Willis advised that one of the dog bins at Derehams Lane Recreation Ground was overflowing.
  The Clerk advised that she would contact the contractor.

FC/19/061 **Public Participation**

There were no members of the public present.

FC/19/062 **Accounts for Payment**

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 10097 to 10109 be signed and direct debits to Barclays Payflow, Unicom and E-on be approved for payment.

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CHEPPING WYCOMBE PARISH COUNCIL
OPEN SPACES COMMITTEE

Report of the meeting held on **Tuesday 10 March 2020** 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 L Willis (Chairman)	Cllr I Forbes
	Cllr L Johncock (Vice-chairman)	Cllr C Jordan
	Cllr J Gurney	Cllr S Digby
	Cllr M Wilkes	Cllr K Wood
	Cllr S Herron	Cllr B Kin

Also present: Cllr Dodds, Cllr R Wilks, Cllr Barron and 3 residents from Tylers Green

OS/19/071 **Apologies for absence**
Apologies for absence were received and approved from Cllr L Johncock (meeting)

OS/19/072 **Declarations of members' interests in Items on the agenda**
There were none.

OS/19/073 **Tylers Green Common**

1 Track 4

As agreed at the last committee meeting, members were asked to receive a presentation from Mr M Barclay of the quotations received for the works to the surface of track 4.

Mr Barclay discussed the three best quotes received advising that one particularly contractor had provided more detail of the works involved.

7.53pm Tylers Green residents thanked members for their time and left the meeting.

It was RESOLVED that;
The favoured contractor be asked to undertaken some exploratory work to determine the underlying construction of the track; this would be digging trial holes. The findings and any extra cost implications would then be brought back to committee for further consideration.

OS/19/074 **Delegated Actions**
Members were asked to note that since the last committee meeting in January there had been no delegated actions taken by the chairman of the committee and clerk.

OS/19/075 **Allotments**
Members were asked to note that the following vacancies exist at the allotment sites:

Chapel Road – 2 full plots
Ashley Drive – 3 full plots and 1 half plot

There was no-one currently on the waiting list.

1 Hedge/tree works to Scout Hut/Allotment path

Members were asked to note that the works required to the hedge running down the side of the Scout Hut site at Chapel Road had been completed.

OS/19/076 **Magpie Wood**
Members were asked to consider the report from Cllr Jordan along with the recommendations of an article in the next newsletter highlighting the food waste dumped in the wood and the purchase of English bluebell bulbs.

It was RESOLVED that;
an article about the rubbish being dumped in the wood would be included in the newsletter and English bluebells would be purchased.

It was noted that a sign should be erected advising the following – 'please do not throw food waste or household rubbish in the wood'

OS/19/077 **Straight Bit Recreation Ground, Flackwell Heath**

1 Recreation Ground car park pothole repairs

Members were asked to note that the work to repair the potholes in the car park had been ordered and was weather permitting.

OS/19/078 **Tylers Green Common**

2 Pothole repairs – Bank Road & Rays Lane

Members were asked to note that the work to repair the potholes at the above sites had been ordered and was weather permitting.

3 Tylers Green Management Plan

Members were asked to note the extracts from the Management Plan showing works completed in Compartment 1, works scheduled for 2020/21 in Compartments 2 and 3 and the ongoing assistance from the Community Payback Team on Mondays in Compartments 6 & 7.

4 Track 6 Tarmac Apron

Members were asked to consider one of the quotations received for the relaying of the tarmac apron at the top of Track 6 (opposite the village hall). The apron joins with the granite setts at the start of the gravel track.

It was RESOLVED that;
Quote C in the sum of £4,460 be approved.

OS/19/079 **King's Wood, Tylers Green**

Members were asked to note that the works to the trees displaying signs of Chalara (ash dieback) had been completed at King's Wood boundary with Cock Lane/depot and picnic area and also at Fifteen Ways Car Park.

OS/19/080 **Loudwater Bowls Club**

Members were asked to note that the slope leading from the car park used by the Bowls Club has been assessed and that a repair would be attempted once the ground has hardened.

OS/19/081 **Playground Updates**

Members were asked to receive updates from the working parties.

Cllr Willis advised that a date for the Flackwell Heath working party was currently being arranged.

1 Ashley Drive Recreation Ground

Members were asked to note that further quotations were being obtained for the fencing around the play pad and replacement gates for access to the adventure play area.

2 Boundary Road Recreation Ground

Members were asked to consider planting more daffodil bulbs to fill out the existing bulbs which are looking a little bit sparse.

It was RESOVLED that;
the purchase of daffodil bulbs for the site be approved.

Members were asked to note that the basketball hoop at the site had been repaired; it required re-seating.

OS/19/082 **Orchard Green Hedge**

Members were asked to note that the second phase of the hedge removal and replacement had been completed. Quotes for the final phase of the works would be obtained for the committee meeting in October 2020 as the works should be undertaken during the Winter months.

OS/19/083 **Green Dragon Lane Recreation Ground/Flackwell Heath Minors FC**

Members were asked to consider the Statement of Intent from the football club in relation to the proposed refurbishment of the clubhouse and car parking area. Members were asked to comment on the proposal regarding support for the refurbishment and with a view to making a recommendation to the Finance & General Purposes committee on the new lease.

It was RESOLVED that;
the committee were supportive to the football club and the refurbishment of the clubhouse and car parking area and would make a recommendation to the Finance & General Purposes

committee of a 10 year lease with a 5 year break clause, which would hopefully assist in further grant applications.

It was noted that a letter of comfort would also be forthcoming from the parish council to support and further grant applications.

OS/19/084 **Railway Land**

Members were asked to note that the tree work to the rear of Bay Tree Close had been completed. Quotes for the next phase behind Woodside Close were now being obtained to keep the project moving forward.

OS/19/085 **Tree Planting Programme**

Members were asked to note the suggestions already made towards the planting programme as follows;

- Back Common – behind the GP Surgery – this site had been added to the committee site visit for consideration.
- Allotment sites (Flackwell Heath & Tylers Green) – these sites were discounted as trees could add too much shade or encroach on plots.
- Cemeteries – these sites were discounted as trees could encroach and/or remove burial plots from use.

Members were encouraged to bring suggestions along to the meeting for areas that needed new or replacement trees. No further sites were suggested at the meeting.

It was noted that the suggested trees on the Back Common could be memorial trees for the 12 fallen soldiers of Tylers Green in the 2nd World War

OS/19/086 **Environmental Policy**

Members were asked to note that now the policy had been adopted work would commence on making any necessary improvements.

OS/19/087 **Committee Finances**

Members were asked to note the committee income and expenditure to Period 10 (January). It was noted that the accounts were on target for the year end.

OS/19/088 **Questions from committee members and the public**

Cllr Jordan re-iterated the request for purchasing English bluebells for Magpie Wood and this was confirmed.

OS/19/089 **Accounts for payment**

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 10110 to 10122 be signed and that direct debits to Castle Water, EE, Shell and SEE be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 8.36pm

Date and time of next meeting Thursday 28 May 2020 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL
PLANNING MEETING

Report of the Planning Meeting held on 27 February 2020 at 7.15pm in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Cllr L Johncock acted as chairman of the meeting

Attendees: C Jordan, L Willis, J Herschel, S Digby, R Kin, H Darch, J Gurney, J White, A Barron, R Wilks, I Forbes

1. **Apologies for Absence**
   C Dodds
2. **Declarations of members' interests in items on the agenda**
3. **Applications for consideration**

WDC Reference	Property Address	Proposal	Comment
20/05000	19 Altona Road **Loudwater** Bucks HP10 9RW	Householder application for construction of outbuilding for use as a home workshop to the rear of existing garage (part retrospective). Timber Frame (4"x2" tanilised C24) clad in external 18mm Plywood (inside & Out). Constructed on existing Retaining Walls - Open Space used as Ad Hoc Storage. 150mm reinforced Concrete Base. Constructed adjacent to existing Single brick garage and follows the profile of the garage roofline	No comment
20/05084	19 Greenlands **Flackwell Heath** Bucks HP10 9PL	Householder application for construction of part single, part two storey side and rear extension in connection with conversion of garage, single storey front extension and driveway alterations	CWPC objects to the proposed plan as it is not in keeping with the street scene, it is overbuilt and the parking is inadequate.

The chairman thanked members for their attendance and closed the meeting at 7.23pm.

CHEPPING WYCOMBE PARISH COUNCIL
PLANNING MEETING

Report of the Planning Meeting held on 10 March 2020 at 7.00pm in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Cllr C Dodds acted as chairman of the meeting

Attendees: R Kin, I Forbes, R Wilks, A Barron, L Willis, C Jordan, S Digby, M Wilkes, K Wood, S Herron, J Gurney, G Christie

1. **Apologies for Absence**
   L Johncock, H Darch
2. **Declarations of members' interests in items on the agenda**

3. **Applications for consideration**

WDC Reference	Property Address	Proposal	Comment
20/05177	Land Off Bartons Road Tylers Green Bucks	Erection of 2 x dwellings with associated garages (for 2 cars each), cycle and refuse storage	CWPC objects to the proposed plan as it is not in keeping with the surrounding houses and is an over development.
20/05335	9 Wilfrids Wood Close Flackwell Heath Bucks HP10 9LJ	Householder application for construction of a single side storey extension and associated external alterations	No comment
20/05381	5 Home Meadow Drive Flackwell Heath Bucks HP10 9JY	Demolition of existing bungalow & construction of 2 X 4 bedroomed chalet bungalows with detached double garage	No comment
20/05362	12 Sedgmoor Gardens Flackwell Heath Bucks HP10 9AR	Householder application for construction of hipped to gable roof extension and front dormer and roof light to existing roof and rear single storey extension	No objection but we would like the case officer to check that the parking is adequate.
20/05458	5 Windsor Crescent Loudwater Bucks HP10 9TU	Householder application for construction of part single part two storey front and side, single storey side extension and front porch	CWPC objects to the zinc cladding and would request that it is replaced with similar materials to match the existing building.
20/05436	48 School Road Tylers Green Bucks HP10 8EF	Householder application for construction of single storey, 2 bay detached garage with store and home office/gym to side and rear	No comment
20/05451	2 Strathcona Close Flackwell Heath Bucks HP10 9NG	Householder application for construction of single storey side extension and fence, removal of existing garage	No comment

The chairman thanked members for their attendance and closed the meeting at 7.30pm.

CHEPPING WYCOMBE PARISH COUNCIL
PLANNING COMMENT REQUEST

3. Applications for consideration

WDC Reference	Property Address	Proposal	Comment
20/05564	Juniper Hill Water Tower Tower Close Flackwell Heath Bucks	Pollard T1 - Lombardy Poplar, T2 - Silver Birch, T3 - Lombardy Poplar, T4 - Lombardy Poplar, T5 - Lombardy Poplar, T6 - Lombardy Poplar, T7 - Lombardy Poplar, T8 - Lombardy Poplar, T9 - Lombardy Poplar, T10 - Lombardy Poplar and T11 - Lombardy Poplar as they are currently interfering with the water tower	Any works to be carried out only with the full approval of the WDCs tree consultant
20/05467	24 Swains Lane Flackwell Heath Bucks, HP10 9BU	Erection of two storey detached dwelling with associated parking and amenity space	The additional traffic will have an impact on the occupants of No 18 Swains Lane. Their house being close to the drive and this being the only access to properties at the rear and will be very noticeable. This is a narrow unmade road and it will not be easy for large lorries associated with this development to enter or leave in forward gear. Could we also ask that the developer takes on the responsibility of returning the drive to a safe state of repair post the construction, should you be minded to allow this development. Swains Lane is a narrow road, with no driveway parking for the houses at the Heath End Road/Straight Bit end of the Swains Lane, so there is all day on street parking. The impact of construction vehicles on the centre of the village, given how busy that road is even outside of normal peak hours would not be acceptable and would therefore we request that heavy construction vehicles, if planning permission granted not to access this site via the Heath End Rd, and the village centre, therefore could we ask can someone look into having a transport management plan.
20/05525	36 Thanstead Copse Loudwater Bucks HP10 9YH	Householder application for conversion of existing attached garage to habitable accommodation and the construction of a single storey rear extension incorporating a roof light	No comment
20/05484	16 Bay Tree Close Loudwater Bucks HP11 1JN	Householder application for construction of a single storey rear extension, conversion of existing garage into habitable accommodation, replacement	No comment

		of existing flat roof at front of property with a tiled, pitched roof, construction of open structure boundary fencing to front of property and construction of low level wall to front boundary	
20/05549	27 Straight Bit Flackwell Heath Bucks, HP10 9LT	Householder application for construction of conservatory to rear	No comment
20/05550	Silver Birches Channer Drive Tylers Green Bucks, HP10 8HJ	Prune back lateral branches by 2-3m to 1 x Oak (T1) to prevent breakage and shading over the pond	Any works to be carried out only with the full approval of the WDCs tree consultant
20/05649	25 Hillside Road Tylers Green Bucks HP10 8JJ	Raise canopy up to a height of 6m and prune any lateral branches back by 2-3m above the 6m mark, all works are to stop encroachment and allow more light to the lawn x 1 Beech (T1), x 1 Hornbeam (T2), X 1 Oak (T3), x 1 White Beam (T4) and x 1 Cherry (T5)	Any works to be carried out only with the full approval of the WDCs tree consultant
20/05635	Meyrick Hammersley Lane High Wycombe Bucks HP13 7BY	Variation of condition 2 (plan) attached to PP 19/05730/FUL (Householder application for construction of single storey front extension with canopy, two storey rear, part first floor side extension. Conversion of integral garage to create habitable accommodation and erection of car port to side)	No comment

Cheryl Jeken
Deputy Clerk to the Council
20 March 2020

9 April

CHEPPING WYCOMBE PARISH COUNCIL
PLANNING COMMENT REQUEST

3. Applications for consideration

WDC Reference	Property Address	Proposal	
20/05599	9 The Thicket Tylers Green Bucks HP10 8JQ	Householder application for construction of single storey rear extension with associated internal alterations, partial garage conversion and extended driveway with new crossover	CWPC objects to the application because of the new drive exiting onto the bend. We have concern for the safety of highway users as the visibility is substandard.
20/05685	7 The Lawns Tylers Green Bucks HP10 8BH	Householder application for construction of part single part two storey rear extension and first floor side extension in connection with garage conversion	No comment
20/05785	20 Coppice Farm Road Tylers Green Bucks HP10 8AL	Householder application for construction of two storey side extension and first floor rear extension	No comment
20/05656	20 Kite Wood Road Tylers Green Bucks HP10 8HH	Householder application for bay window to second floor front elevation	CWPC objects to the application as we think the exterior change will be out of keeping with the existing properties in this small crescent

23 April

CHEPPING WYCOMBE PARISH COUNCIL
PLANNING COMMENT REQUEST

3. Applications for consideration

WDC Reference	Property Address	Proposal	Comment
20/05726	6 West Avenue Tylers Green Bucks HP10 8AE	Householder application for construction of part two storey, part single storey side/rear extension	No comment
20/05811	Four Winds Hammersley Lane High Wycombe Bucks HP10 8HG	Fell and replace Cypress hedge (G1) due to storm damage	Any works to be carried out only with the full approval of the WDCs tree consultant
20/05702	128 Heath End Road Flackwell Heath Bucks	Erection of retaining wall (part retrospective)	We have great concerns about this project and the damage which may have already been done to the trees and what appears to be further encroachment into woodland of the Carrington Estate. We therefore request WDC's tree specialists investigate this to ensure that no damage has been done to the protected root area and that no further work is to be done until appropriate permits have been obtained.

7 May

CHEPPING WYCOMBE PARISH COUNCIL
PLANNING COMMENT REQUEST

3. Applications for consideration

WDC Reference	Property Address	Proposal	Comment
20/05797	Car Park Old Kiln Road Flackwell Heath Bucks	Redevelopment of the existing car park to include the construction of four semi-detached houses and five flats, landscaping and parking	CWPC OBJECTS TO THIS APPLICATION. It is not quite true to say that the closure of the said car park was due to it not being used. Its closure created a loss of local village centre parking leading to the demise of three retail units. Its loss also caused considerable problems for parents during school hours. The application to put residential properties on this site under its present design is over development of the site and has an unneighbourly impact on the residents of Old Kiln Rd. The flats in particular give rise to overlooking of personal space with a distinct loss of the privacy they have enjoyed to date. There appear to be some inconsistencies in some of the measurements; in one part of the document it gives 1.10m and in another it gives 2.13m for the same place. Please could this be clarified. There are also several trees which are fine mature specimens of their type. Could it be ensured that they will be retained if necessary with a preservation order. In a recent application for Aries House to be converted into part commercial part residential which was granted - this unused car park was mentioned as coming back into use as parking for the redevelopment. It was then found not to be required as a redesign of the land to the side and rear of the Aries building gave them space. This however displaced the residential parking for the existing flats to the only other space which had previously been for public parking. There is mention in the application of car parking at the recreation ground. Please be aware that this car park is privately owned by Chepping Wycombe Parish Council. It is primarily there for residents who use the recreation ground facilities. It is also in regular use by the Tennis Club and Bowls Club, and at the weekends by the Flackwell Heath Minors Football Club. It can be closed as required by the Parish Council to park vehicles when required to carry out maintenance to Parish land within the area. Sometimes it is closed the evening before an event to facilitate set up needed the following day. It therefore cannot form part of this application with regards to permanent or occasional overflow to the residential parking. This application needs to be subject to a site visit and to be brought before the Planning Committee for consideration.
20/05890	19 Hillcroft Road Tylers Green Bucks HP10 8EA	Householder application for construction of timber shed (retrospective)	No comment

20/05943	Poppy Lodge London Road **Loudwater** Bucks HP10 9TJ	Householder application for construction of front porch, conversion of garage into habitable accommodation with including two roof lights and fenestration alterations	No comment
20/05990	90 Sedgmoor Rd **Flackwell Heath** Bucks HP10 9AP	Householder application for demolition of existing conservatory and construction of single storey rear extension	No comment

Annual Internal Audit Report 2019/20

CHEPPING WYCOMBE PARISH COUNCIL.

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. **IF** the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")*			
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		

M. **(For local councils only)**	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

17/03/20 18/04/20

Name of person who carried out the internal audit

ERNEST NEWHOUSE

Signature of person who carried out the internal audit E G Newhouse

Date 18/04/20.

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

CHEPPING WYCOMBE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed Yes	No*		*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A ✓	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

Section 2 – Accounting Statements 2019/20 for

CHEPPING WYCOMBE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	543,722	599,403	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	354,163	354,429	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	67,534	59,339	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	159,115	166,047	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	15,185	15,185	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	191,717	211,407	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	599,403	620,532	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	615,857	628,871	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	1,800,502	1,807,254	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	60,740	45,555	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)			*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
		✓	*N.B. The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2020

Chepping Wycombe Parish Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistant with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer		Date	
I confirm that these accounts are approved by the Council and recorded as council minute reference		Dated	
Signed on behalf of the above Council (Chair)		Date	

		Last Year £	This Year £	General Notes for Guidance
1	Balances brought forward	**543,722**	**599,403**	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	**354,163**	**354,429**	Total amount of Precept income received in the year
3	Total other receipts	**67,534**	**59,339**	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	**159,115**	**166,047**	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	**15,185**	**15,185**	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	**191,717**	**211,407**	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forwrd	**599,403**	**620,532**	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	**615,857**	**628,871**	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	**1,800,502**	**1,807,254**	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	**60,740**	**45,555**	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

* A brief explanation of significant variations from last year to this year in Section 2;
* Bank Reconciliation as at 31 March

Chepping Wycombe Parish Council

Working details for ANNUAL RETURN - Year ended 31 March 2020

		Last Year £	This Year £	Code	Centre	Code Description
1		304,362	349,610	310	0	General Reserves
1		22,888	27,294	320	0	EMR Cemeteries
1		40,496	49,496	321	0	EMR Vehicles
1		19,498	18,307	322	0	EMR Plant & Equipment
1		4,300	2,784	323	0	EMR Office Equipment
1		5,199	-4,231	324	0	EMR Play Equipment
1		11,197	14,197	325	0	EMR Depot
1		7,254	2,054	326	0	EMR Common Management
1		41,979	26,067	327	0	EMR Footway Lights
1		1,500	4,500	328	0	EMR Elections
1		26,390	30,469	329	0	EMR Benches & Signs
1		1,533	498	330	0	EMR Warden House
1		20,940	22,440	331	0	EMR Derehams Park
1		2,020	2,020	332	0	EMR Derehams Lane Pavilion
1		4,785	4,785	333	0	EMR Railway Land & Magpie Wood
1		6,878	4,228	334	0	EMR Kingswood Improvement
1		13,800	18,800	336	0	EMR Office Refurbishment
1		8,703	26,085	337	0	EMR CIL
1	Balances brought forward	**543,722**	**599,403**	Total balances & reserves at the beginning of the year as recorded in the Financial Records		
2		354,163	354,429	1076	401	Precept
2	Annual Precept	**354,163**	**354,429**	Total amount of Precept income received in the year		
3		50	0	1001	101	Rents
3		4,521	5,273	1001	105	Rents
3		7,857	7,884	1001	107	Rents
3		15,114	10,304	1001	405	Rents
3		198	61	1002	103	Permits
3		1,416	843	1002	104	Permits
3		840	0	1002	106	Permits
3		1,700	2,347	1002	107	Permits
3		47	46	1004	104	Service Charges
3		150	0	1004	107	Service Charges
3		5,974	5,174	1031	311	Burial & Memorials Income In
3		17,352	15,082	1032	311	Burial & Memorials Income Out
3		2,185	0	1077	103	Grants
3		625	780	1078	104	Maintenance Costs Recovered
3		35	7	1078	405	Maintenance Costs Recovered
3		2	2,683	1079	103	Miscellaneous
3		0	1,750	1079	341	Miscellaneous
3		8,026	0	1079	401	Miscellaneous
3		0	4,901	1079	405	Miscellaneous
3		1,445	2,205	1090	405	Interest Received
3	Total other receipts	**67,534**	**59,339**	Total income or receipts as recorded in the cashbook minus the Precept		
4		159,115	166,047	4001	401	Salaries, NI & Pensions

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2020

		Last Year £	This Year £	Code	Centre	Code Description
4	Staff costs	**159,115**	**166,047**	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses		
5		15,185	15,185	4054	404	Loan Repayment
5	Loan interest/Capital repayments	**15,185**	**15,185**	Total expenditure or payments of capital and interest made during the year on borrowings		
6		1,198	1,771	4002	401	Members Expenses
6		278	868	4008	401	Conferences & Cources
6		0	180	4009	401	Travel
6		533	240	4010	304	Staff Costs Misc
6		7,680	7,856	4011	301	Rates
6		258	291	4011	311	Rates
6		1,249	1,503	4012	104	Water
6		1,213	1,441	4012	105	Water
6		1,253	962	4012	107	Water
6		355	514	4012	301	Water
6		138	127	4012	311	Water
6		2	52	4012	314	Water
6		30	0	4013	101	Rental
6		250	250	4013	102	Rental
6		145	261	4014	104	Electricity
6		81	0	4014	106	Electricity
6		553	873	4014	107	Electricity
6		1,583	1,545	4014	301	Electricity
6		3,925	5,875	4014	322	Electricity
6		927	1,093	4015	301	Gas
6		225	419	4017	301	Cleaning & Refuse
6		1,177	1,814	4017	305	Cleaning & Refuse
6		410	410	4018	305	Litter
6		0	0	4020	101	Establishment Costs Misc
6		360	630	4020	401	Establishment Costs Misc
6		1,940	1,873	4021	401	Telephone & Fax
6		522	353	4022	401	Postage
6		984	1,042	4023	401	Stationery & Printing
6		2,293	2,576	4024	401	Subscriptions
6		7,116	6,919	4025	401	Insurance
6		18	103	4026	401	Publications
6		663	488	4027	401	Photocopying Charges
6		0	724	4030	401	Recruitment Advertising
6		4,007	2,065	4032	401	Publicity
6		816	921	4036	107	Property Maintenance
6		1,202	2,112	4036	301	Property Maintenance
6		580	986	4036	314	Property Maintenance
6		164	140	4036	321	Property Maintenance
6		6,619	6,090	4037	101	Grounds Maintenance

Continued over page

Chepping Wycombe Parish Council

Working details for ANNUAL RETURN - Year ended 31 March 2020

	Last Year £	This Year £	Code	and Centre	Code Description
6	4,541	4,272	4037	102	Grounds Maintenance
6	12,477	5,000	4037	103	Grounds Maintenance
6	7,487	5,000	4037	104	Grounds Maintenance
6	7,751	7,500	4037	105	Grounds Maintenance
6	9,399	8,270	4037	106	Grounds Maintenance
6	8,064	8,699	4037	107	Grounds Maintenance
6	251	269	4037	301	Grounds Maintenance
6	8,232	2,772	4037	311	Grounds Maintenance
6	564	336	4037	314	Grounds Maintenance
6	152	80	4038	107	Maintenance Contract
6	1,163	643	4038	301	Maintenance Contract
6	0	1,080	4038	322	Maintenance Contract
6	3,210	3,720	4041	304	Equipment Hire
6	734	485	4041	401	Equipment Hire
6	2,901	2,353	4042	304	Equipment Maintenance
6	1,044	1,607	4043	304	Vehicle Maintenance
6	4,268	4,235	4044	304	Vehicle Fuel
6	2,915	2,728	4045	304	Vehicle Tax & Insure
6	1,318	1,524	4046	304	Small Tools & Equipment
6	0	2,497	4048	403	Contingency
6	3	0	4050	304	Chemicals
6	451	460	4051	401	Bank Charges
6	332	74	4053	401	Office Equipment
6	1,850	1,900	4059	103	Fees
6	174	387	4060	106	Other Professional Fees
6	3,322	3,095	4060	401	Other Professional Fees
6	9,606	11,603	4061	341	Partnership Working
6	0	20,001	4062	109	Projects
6	0	5,000	4062	402	Projects
6	1,014	0	4066	322	Footway Light Repairs
6	2,843	2,810	4068	401	Computers & Data Storage
6	48	500	4069	401	Web Development
6	5,510	5,932	4401	108	Waste Collection
6	45	55	4450	401	Archives
6	1,830	2,000	4901	401	Grants & Donations S137
6	1,594	0	9320	901	Cemeteries
6	0	7,095	9321	901	EMR Vehicles
6	2,791	8,325	9322	901	EMR Plant & Equipment
6	1,516	0	9323	901	EMR Office Equipment
6	19,230	12,231	9324	900	EMR Play Equipment
6	5,200	0	9326	900	EMR TG Common Management
6	18,912	0	9327	901	EMR Footway Lights
6	1,921	3,714	9329	901	EMR Benches & Signs
6	1,035	0	9330	901	EMR Warden House
6	2,650	0	9334	900	EMR Kingswood Improvement
6	0	11,812	9336	901	EMR Office Refurbishment

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2020

		Last Year £	This Year £	Code	Centre	Code Description
6		-17,382	-4,024	9337	902	EMR CIL
6	Total other payments	**191,717**	**211,407**	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)		
7	Balances carried forwrd	**599,403**	**620,532**	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		-2,723	-1,343	200	0	Current Bank A/c
8		542,462	553,772	210	0	Business Account
8		75,869	76,193	220	0	Term Deposits
8		250	250	230	0	Petty Cash
8	Total Cash & Investments	**615,857**	**628,871**	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9		1,800,502	1,807,254	9	0	Total Fixed Assets
9	Total Fixed Assets	**1,800,502**	**1,807,254**	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10		60,740	45,555	10	0	Total Borrowings
10	Total Borrowings	**60,740**	**45,555**	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

Chepping Wycombe Parish Council

Balance Sheet as at 1 April 2018

31st March 2019					31st March 2020
		Current Assets			
2,216		VAT Control A/c	4,059		
0		Prepayments	438		
542,462		Business Account	553,772		
75,869		Term Deposits	76,193		
250		Petty Cash	250		
620,797				**634,712**	
	620,797	**Total Assets**			634,712
		Current Liabilities			
2,723		Current Bank A/c	1,343		
1,443		Creditors	688		
17,127		Accruals	11,149		
100		Deposits	1,000		
21,393				**14,180**	
	599,403	**Total Assets Less Current Liabilities**			620,532
		Represented By			
	349,610	General Reserves			328,680
	27,294	EMR Cemeteries			33,294
	49,496	EMR Vehicles			51,401
	18,307	EMR Plant & Equipment			11,582
	2,784	EMR Office Equipment			2,784
	(4,231)	EMR Play Equipment			14,650
	14,197	EMR Depot			17,197
	2,054	EMR Common Management			2,054
	26,067	EMR Footway Lights			29,067
	4,500	EMR Elections			6,000
	30,469	EMR Benches & Signs			32,755
	498	EMR Warden House			498
	22,440	EMR Derehams Park			32,440
	2,020	EMR Derehams Lane Pavilion			2,020
	4,785	EMR Railway Land & Magpie Wood			4,785
	4,228	EMR Kingswood Improvement			9,228
	18,800	EMR Office Refurbishment			11,988
	26,085	EMR CIL			30,109
	599,403				**620,532**

Chepping Wycombe Parish Council

Balance Sheet as at 1 April 2018

31st March 2019	31st March 2020

The above statement represents fairly the financial position of the authority as at 1 April 2018 and reflects its Income and Expenditure during the year.

Signed :
Chairman ______________________ Date : ______________

Signed :
Responsible
Financial
Officer ______________________ Date : ______________

Chepping Wycombe Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2020	Current A/c	29,698.52	
30/09/2019	Petty Cash	250.00	
31/03/2020	Business Account	553,771.88	
			583,720.40

Other Cash & Bank Balances

	76,192.54
	659,912.94

Unpresented Payments

	31,041.57
	628,871.37

All Cash & Bank Accounts

1	Current Bank A/c	-1,343.05
2	Petty Cash	250.00
3	Business Account	553,771.88
	Other Cash & Bank Balances	76,192.54
	Total Cash & Bank Balances	**628,871.37**

29.4.20

CHEPPING WYCOMBE PARISH COUNCIL

Sort Code 20-40-71
Account No 03511146

SWIFTBIC BUKBGB22

MG 000286 F1VI239A 709F306YD00188 35800 9710643716 B

IBAN GB03 BUKB 2040 7103 5111 46

Issued on 27 April 2020

THE OFFICIALS
CHEPPING WYCOMBE PARISH COUNCIL
COUNCIL OFFICE
COCK LANE
TYLERS GREEN
HIGH WYCOMBE
HP10 8DS

Your Active Saver

Date	Description	Money out £	Money in £	Balance £
25 Mar	Start Balance			568,771.88
30 Mar	to Account 40262919 at 20-40-71 Internet Banking	15,000.00		553,771.88
9 Apr	to Account 40262919 at 20-40-71 Internet Banking	15,000.00		538,771.88
23 Apr	to Account 40262919 at 20-40-71 Internet Banking	15,000.00		523,771.88
24 Apr	Balance carried forward			523,771.88
	Total Payments/Receipts	45,000.00	0.00	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

At a glance

25 Mar - 24 Apr 2020

Start balance	£568,771.88
Money out	£45,000.00
Money in ▸ Gross interest earned £0.00	£0.00
End balance	£523,771.88

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

BARCLAYS

CHEPPING WYCOMBE PARISH COUNCIL.

Sort Code 20-40-71
Account No 40262919

SWIFTBIC BUKBGB22

IBAN GB07 BUKB 2040 7140 2629 19

Issued on 03 April 2020

THE CLERK OF THE COUNCIL
CHEPPING WYCOMBE PARISH COUNCIL SA
COUNCIL OFFICE
COCK LANE
TYLERS GREEN
HIGH WYCOMBE
HP10 8DS

Your Business Current Account

Date	Description	Money out £	Money in £	Balance £
27 Mar	Start Balance			17,362.38
	Cheque Issued Ref: 010137	624.00		16,738.38
	Deposit Re 42Beaconsfield 100803		25.00	16,763.38
30 Mar	Giro Direct Credit From Little Buddies Pre Ref: Sunnydays March		648.00	17,411.38
	Internet Banking Transfer From Account 03511146 at 20-40-71		15,000.00	32,411.38
31 Mar	Cheque Issued Ref: 010127	2,919.86		29,491.52
	Giro Direct Credit From Matthew Hawes Ref: Wanderersfc		207.00	29,698.52
1 Apr	DD Direct Debit to EE Limited Ref: Q24971996108581924	21.13		29,677.39
	DD Direct Debit to Salix Finance Ltd Ref: Salixfin008051	7,592.40		22,084.99
	Cheque Issued Ref: 010130	260.00		21,824.99
	Cheque Issued Ref: 010131	123.60		21,701.39
	Cheque Issued Ref: 010132	192.06		21,509.33
	STO Standing Order From Loudwater Bowls		6.05	21,515.38
2 Apr	DD Direct Debit to BT Direct Debits Ref: WM37197915Q049	168.48		21,346.90
	Cheque Issued Ref: 010123	40.00		21,306.90

Continued

At a glance

27 Mar - 02 Apr 2020

Start balance	£17,362.38
Money out	£12,467.23
▸ Commission charges £0.00	
▸ Interest paid £0.00	
Money in	£15,886.05
End balance	£20,781.20

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

The co-operative bank
co-operativebank.co.uk/business

phone 03457 213 213

Chepping Wycombe Parish Cncl
Council Office Cock Lane
High Wycombe
Buckinghamshire
HP10 8DS

M15118/J1004569000 35800

Business Select Instant Access Account

Summary

Account title
CHEPPING WYCOMBE PARISH COUNCIL

Sort code
089250

Account number
68694076 50

Statement date
31 March 2020

Statement number
11

Page number
1 of 1

Statement opening balance
76,003.05

Total withdrawals
0.00

Total deposits
189.49

Statement closing balance
76,192.54

Date	Description	Withdrawals	Deposits	Balance
29 MAY 19	**OPENING BALANCE**			**76,003.05**
4 OCT 19	INTEREST		189.49	76,192.54
	Statement closing balance			**76,192.54**

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **OD/S** Overdrawn Intermediate Balance **NSTF** Non Sterling Transaction Fee. Details of calculations of interest charged are available on request.

Deposits° into this account are eligible for the Financial Services Compensation Scheme (FSCS). More information can be found overleaf.

°For more information on eligible deposits please refer to www.FSCS.org.uk

Current gross interest rates*
£1+ 0.50% (AER 0.50%)

Chepping Wycombe Parish Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2020

Explains the difference between boxes 7 & 8 on the Annual Return

Code	Description	Last Year £	This Year £
	Total Reserves	**599,403.24**	**620,531.92**
105	VAT Control A/c	2,216.06	4,059.30
110	Prepayments	0.00	438.39
	Less Total Debtors	**2,216.06**	**4,497.69**
500	Creditors	1,443.19	688.42
510	Accruals	17,126.83	11,148.67
560	Deposits	100.02	1,000.05
	Plus Total Creditors	**18,670.04**	**12,837.14**
	Equals Total Cash and Bank Accounts	**615,857.22**	**628,871.37**
200	Current Bank A/c	-2,723.22	-1,343.05
210	Business Account	542,461.52	553,771.88
220	Term Deposits	75,868.92	76,192.54
230	Petty Cash	250.00	250.00
	Total Cash and Bank Accounts	**615,857.22**	**628,871.37**

Explanation of variances – pro forma

Name of smaller authority: Chepping Wycombe Parish Council

County area (local councils and parish meetings only)

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2019/20 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, **DO NOT OVERWRITE THESE BOXES**	Explanation from smalle
1 Balances Brought Forward	543,722	599,403				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	354,163	354,429	266	0.08%	NO		
3 Total Other Receipts	67,534	59,339	-8,195	12.13%	NO		
4 Staff Costs	159,115	166,047	6,932	4.36%	NO		
5 Loan Interest/Capital Repayment	15,185	15,185	0	0.00%	NO		
6 All Other Payments	191,717	211,407	19,690	10.27%	NO		
7 Balances Carried Forward	599,403	620,532			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	615,857	628,871				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments anc	1,800,502	1,807,254	6,752	0.38%	NO		
10 Total Borrowings	60,740	45,555	-15,185	25.00%	YES		2 x £7,592 repayments ma

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

32.

Chepping Wycombe Parish Council

Pending expenditure transactions

24-Mar-20

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	10123	AE641/2020	Active Enviropest	Rodent inspection	40.00	0.00	40.00
	10124		Came & Co	Vehicle Insurance	2,175.00	0.00	2,175.00
x	10125	1406	Collison Tree Care Ltd	Emergency tree work Totteridge Common	1,250.00	250.00	
x	10125	1412	Collison Tree Care Ltd	Emergency tree work Dolphin Public House	950.00	190.00	2,640.00
x	10126	199860	Fleet (Line Markers) Ltd	Q2 white line maarker x 4	110.20	22.04	132.24
	10127		HMRC	Tax & NI March	2,919.86	0.00	2,919.86
x	10128	24	Nick Judge Groundworks	Re-instatement of FH Village sign & Post	830.00	166.00	
x	10128	25	Nick Judge Groundworks	Reinforce Widmer Pond wall - Purbeck stone	850.00	170.00	
x	10128	26	Nick Judge Groundworks	Re-install Basketball hoop - Boundary Rd	550.00	110.00	2,676.00
x	10129	90415	Landscape Supply Co VAT	Stihl BG 86 C-E Blower	220.00	44 ~~40.00~~	264 ~~260.00~~
	10130		Post Office	Vehicle Road Tax - Transit RO17 NZA	260.00	0.00	260.00
x	10131	275094	Shaw & Sons Ltd	Grant of Exclusive Right of Burial - Hammersley	103.00	20.60	123.60
x	10132	2533705	Spaldings Ltd	Visors Ear muffs/nitrile gloves/strimmer cord/oil	148.70	29.74	
x	10132	2535097	Spaldings Ltd	Nitrile gloves	11.35	2.27	192.06
x	10133	1057622044	Trade UK (Screwfix)	Drain rod set/steam cleaner	183.32	36.66	219.98
	10134	TRSNA326	TRS Locks	Keys - Office & Derehams	64.00	0.00	64.00
	10135 VOID	~~19187~~	~~Scoop Dotty Dog Ltd~~ xxx VOID	~~Dog waste collection March~~	~~469.00~~	0.00	469.00
x	10136	908706	Viking	CP Sugar/Stirrers/key fobs/punched pockets	31.85	4.17	36.02
	10137	5246	L&K Electrical	Front light (porch)/Lights warden's hse corridor	520.00	104.00	624.00
	10138		M Wilkes	Expenses	90.00	0.00	90.00
	10139		H Darch	Expenses/Travel	56.70	0.00	56.70
					11,832.98	**1,145.48**	**12,978.46**

Income received since last committee meeting over £500.00

	CR			0.00	0.00	0.00
	CR			0.00	0.00	0.00
				0.00	**0.00**	**0.00**

Signed: ....

Date: ....24/03/2020....

Signed: ....Katrina S A Wood....

Date: ....24/3/2020....

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

Chepping Wycombe Parish Council

Pending expenditure transactions

24-Mar-20

PO	DD	Invoice No	Supplier	Detail	Net	VAT	Amount
			Barclays	Bank Charges	38.50	0.00	
			Barclays	Loyalty Reward	-6.50	0.00	32.00
			Barclays Payflow	Pensions March	1793.02	0.00	
			Barclays Payflow	Salaries March	8631.71	0.00	10424.73
		2600941	Castle Water	Altona Rd Cemetery	8.24	0.00	8.24
		2600102	Castle Water	Cock Lane Cemetery	30.64	0.00	30.64
		2599741	Castle Water	Depot/Office	41.61	0.00	41.61
		2600359	Castle Water	War Memorial, FH	0.26	0.00	0.26
		12028519	Unicom	Landline February	91.85	18.37	110.22
					10629.33	18.37	10647.70

Income received since last committee meeting over £500.00

	CR				0	0	0
	CR				0	0	0
					0	0	0

Signed: Ian Fowler .... Signed: Katrina S A Wood ....

Date: 24/03/2020 .... Date: 24/3/2020 ....

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

Chepping Wycombe Parish Council

Pending expenditure transactions 24-Mar-20

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	10140	19181	Scoop Dotty Dog Ltd	Dog Waste Collection March	469.00	0.00	469.00
					469.00	**0.00**	**469.00**

Income received since last committee meeting over £500.00

	CR			0.00	0.00	0.00
	CR			0.00	0.00	0.00
				0.00	**0.00**	**0.00**

Signed: Kathrine S A Wood

Date: 24/3/2020

Signed: C D Jordan

Date: 25/3/2020

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

Chepping Wycombe Parish Council

Pending expenditure transactions

31-Mar-20

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	10141		A Barron	Expenses	6.00	0.00	6.00
	10142	2202001122	Buckinghamshire Council	LAF match fund scheme - Ballards Wheeler Avenue TG	3,132.43	0.00	3,132.43
	10143		T Olsen	Fennels Wood License	250.00	0.00	250.00
x	~~10144~~ 59	1811	Russells Garage	MOT & Repair to Transit	1,088.00	0.00	1,088.00
	10145	6311761	Tilhill Forestry Ltd	Quarterly Management fee to 31 March 2020	475.00	95.00	570.00
x	10146	975145	Viking	Toilet Rolls	21.98	4.40	26.38
	10147	19070	Wingrove Media (Mark Wingrove)	Part payment - web design	500.00	0.00	500.00
	10148		Penn Trust - M Green	Litter Scheme	150.00	0.00	150.00
	10149		Penn Trust - Lady Heath	Litter Scheme	50.00	0.00	50.00
	10150		Alzheimers Society - M Dewey	Litter Scheme	30.00	0.00	30.00
	10151		NSPCC - M Dewey	Litter Scheme	30.00	0.00	30.00
	10152		RNLI - J Herschel	Litter Scheme	70.00	0.00	70.00
	10153		Christian Solidarity - A Smith	Litter Scheme	80.00	0.00	80.00
x	10154	326658	Country Supplies	Postcrete x 15 - Sign installation	48.15	9.63	57.78
x	10155	132656	RT Machinery Ltd	SCAG Pedestrial Flail Mower	8,325.00	1,665.00	9,990.00
	10156	2003473	Triumph Technologies Ltd	Microsoft Office 2019 - Asst Clerk	279.00	55.80	
	10156	2003477	Triumph Technologies Ltd	Office 365 - Remote Access	201.94	40.39	577.13
x	10157	9023	Clear Up Skips	Depot skip change 27.03.20	320.00	64.00	384.00
x	10158	15560	Penn Landscapes Ltd	St Peter's Church wall	374.00	74.80	448.80
					15,431.50	**2,009.02**	**17,440.52**

Income received since last committee meeting over £500.00

	CR	Little Buddies	Sunnydays pavilion Hire	648.00	0.00	648.00
	CR	HMRC	VAT Reclaim - February	3,279.11	0.00	3,279.11
	CR	Arnold Funeral Services	Burial fees x 3	3,011.00	0.00	3,011.00
				6,938.11	**0.00**	**6,938.11**

Signed: Ian Forbes IAN FORBES

Date: 31.03.2020

Signed:

Date: 31.03.2020

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

Chepping Wycombe Parish Council

Pending expenditure transactions

17-Apr-20

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
x	10159	1811	P Russell	Reissue of cheque for repair/MOT to transit	1,088.00	0.00	1,088.00
	10160		Katrina Wood	Chairman's Allowance Balance 2019/20	515.32	0.00	515.32
	10161		Flackwell Heath Bowling Club	Mower Repair Grant	1,000.00	0.00	1,000.00
	10162		Aviva Pension Trustees UK Ltd	Pension	5,248.00	0.00	5,248.00
	10163	402772	Clarity Copiers Ltd	Copy charges - March	33.95	6.79	40.74
x	10164	2536	David Stocks	Repairs to fence, gate & compost bin	890.00	178.00	1,068.00
	10165		Graeme Christie	Mileage for council duties	35.55	0.00	35.55
	10166	6102846	Grange Security Systems	Annual charge for Derehams Recreation Ground	80.40	16.08	96.48
x	10167	83419	Hawes Plant Tool Hire Limited	Barrier Tape	19.00	3.80	22.80
x	10168	90738	Landscape Supply Company	Disposable latex gloves	14.85	2.97	17.82
	10169	GM780368	Quadron Services Limited	Spike 2 pitches	54.00	10.80	64.80
x	10170	1060117975	Trade UK (B&Q)	Padlock for damaged gate in Kings Wood	5.83	1.17	7.00
x	10171	RSIN0333695	Rigby Taylor Ltd	Fertiliser and grass seed required for Derehams	747.00	60.00	807.00
	10172	36096280320	Wren Davis Ltd	Milk delivery - March	16.50	0.00	16.50
	10173	2681610	Castle Water Limited	Derehams Park & Pavilion	412.43	41.07	453.50
			Barclays	Bank Charges Feb - Mar	42.25	0.00	
			Barclays	Loyalty Reward Feb - Mar	-7.25	0.00	35.00
	DD	Q049 65	BT	Line rental 01 Mar - 31 May 2020	140.40	28.08	168.48
	DD	2680517	Castle Water	Final bill War Memorial, FH	1.76	0.00	1.76
	DD	V0173722342	EE	Warden's mobile phone - March	17.61	3.52	21.13
	DD	H184CB2195	E-ON	Gas - Council Offices - March	148.39	7.42	155.81
	DD	185866/2020	Grenke	Photocopier rental Apr - Jun	99.00	19.80	118.80
	DD	3442405	Shell (Fuel Card Services)	Vehicle Fuel - March	375.85	75.18	451.03
	DD		SSE	Footway Lighting - March	538.21	81.32	619.53
					11,517.05	**536.00**	**12,053.05**

Income received since last committee meeting over £500.00

	CR				0.00	0.00	0.00
	CR				0.00	0.00	0.00
					0.00	**0.00**	**0.00**

Signed: ....

Date: 17.4.20

Signed: ....

Date: 20/04/2020

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

Chepping Wycombe Parish Council

Pending expenditure transactions

5-May-20

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
x	10174	AE677/2020	Active Enviropest	Rodent inspection	40.00	0.00	40.00
x	10175		Bio-Gard Limited	Septic Tank Chemical	39.90	0.00	39.90
	10176	1815	BALC	Subscriptions to BALC, NALC, LCR	2,290.77	0.00	2,290.77
	10177	404089	Clarity Copiers Ltd	Copy charges - April	36.87	7.37	44.24
	10178	A/20/1	E Newhouse	Internal audit	325.00	0.00	325.00
	10179	19202	Scoop Dotty Dog Ltd	Dog litter bins - April	375.20	0.00	375.20
	10180	131576	SLCC Enterprises Ltd	Website Accessibility Webinar Sessions	130.00	26.00	156.00
	10181	316607590035	SSE	Front Common	36.90	1.84	
	10181	3516611050031	SSE	Derehams Pavilion	577.35	28.86	644.95
	10182	SI6311761	Tilhill Forestry Ltd	Forest Management, felling and extraction	6,437.50	1,287.50	
	10182		Tilhill Forestry Ltd	Credit Note	-3,162.65	-632.53	3,929.82
	10183	2004437	Triumph Technologies Ltd	Office 365 Enterprise & Audio Conferencing - Apr/May	296.18	59.23	
	10183	2005055	Triumph Technologies Ltd	Office 365 Enterprise & Audio Conferencing - June	58.20	11.64	425.25
	10184	36096250420	Wren Davis Ltd	Milk delivery - April	16.50	0.00	16.50
	10185		HMRC	Tax & NI - April	2,971.48	0.00	2,971.48
	10186		Kings Ride Supermarket	48 x Osteos	100.80	0.00	100.80
	BACS		Barclays Payflow	Salaries & Pensions - April	10,649.44	0.00	10,649.44
	DD	116	Affinity for Business Receipts	Water - Ashley Drive Allotments Sept - Mar	58.21	0.00	58.21
	DD	127	Affinity for Business Receipts	Water - Widmer Pond Sept - Mar	0.00	0.00	0.00
	DD	V01747279021	EE	Warden's mobile phone	19.20	3.84	23.04
	DD	H1866351AC	E-ON	Gas - office complex - April	94.89	4.74	99.63
	DD	12069370	Unicom	Landline March	99.28	19.86	119.14
					21,491.02	**818.35**	**22,309.37**

Income received since last committee meeting over £500.00

	CR	Arnold Funeral Services	Burial Fees	600.00	0.00	600.00
	CR	HMRC	VAT Reclaim - March	4,059.30	0.00	4,059.30
				4,659.30	**0.00**	**4,659.30**

Signed: J. Amy

Date: 5. 5. 2020

Signed: Tarbotts

Date: 5.5.20

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