

CHEPPING WYCOMBE PARISH COUNCIL



COUNCIL AGENDA

Tuesday 16 June 2020

Members of the council are summoned to attend the meeting to be held at **2pm via Microsoft Teams** Under the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (4 April 2020) allowing Local Authorities flexibility to hold meetings at a time, day and frequency to suit their own needs, without the requirement for further notice.

The meeting is open to members of the public and press.

1. Apologies for Absence

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk.

2. Declarations of Interest and Code of Conduct

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

- i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer (Clerk) of it.
- ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council.

3. Council Minutes

To CONSIDER the attached minutes of the Council meeting held on Tuesday 19 May 2020 (Pages 5-6).

4. Planning Meetings

To CONSIDER the attached reports of the Planning Meetings, following receipt of comments from each ward planning representative and the meeting held on Tuesday 2 June 2020. (Page 7)

5. Co-Option to the Council

Tylers Green Membership

A casual vacancy for a Tylers Green member arose in December 2019 following the resignation of Peter Miller.

Written notification was provided to the (then) District Council's Electoral Services division under the provisions of the Local Government Act 1972 s 84(c). The Council confirmed that the Parish Council may now fill the post by way of co-option.

Nominations are invited at the meeting.

The successful candidate will be duly appointed once he/she signs the Declaration of Acceptance of Office to agree to abide by the Parish Council's Code of Conduct. New members of the council will also be required to sign a Declaration of Interest statement.

6. Open Spaces Committee Update

6.1 Track 4 progress report

Council is asked to NOTE that following the Open Spaces meeting on 10 March the Clerk has contacted the company Surtees Groundworks as requested. Following email discussions and taking the company's advice the estimate and proposed outline works are as follows;

- Mark out proposed location of trial holes.
- CAT scan the area for any live services buried.
- Erect road barriers and road signs around the working area to make the area safe while works are carried out.
- Excavate 10 trial holes dotted around the area.
- Stock pile spoil to the side of the area.
- Take photo of each trench showing existing layers.
- Back fill trial holes with existing spoil and compacted in layers to maximise compaction.
- Tidy working areas and remove all barriers and signage.
- Provide a report of findings and location of each trial holes inspected.

Cost of works **£1,287.50+vat**

Council is asked to NOTE that as requested and with the authority of the Finance & General Purposes chairman the works have been ordered with a view to keep the project moving.

6.2 Potholes – Rays Lane and Bank Road

Council is asked to NOTE that the previously approved works at the above sites will start week commencing 29 June.

6.3 Straight Bit Recreation Ground car park

Council is asked to NOTE that the previously approved works to repair the car park surface will start week commencing 29 June.

6.4 Apron to Track 6, Tylers Green

Council is asked to NOTE that the previously approved works to the apron of Track 6 will start week commencing 29 June.

6.5 Path from New Road up to Track 4

Council is asked to NOTE that quotations are being obtained for the improvement of the surface with a view to mitigating the flooding issues which make the surface muddy and difficult to use.

7. Works & Services Committee

7.1 Bus shelters

Council is asked to NOTE that following communication with the BCC Transport Team with regards to the potential bus shelter sites at Heath End Road, Flackwell Heath; Robinson Road, Loudwater and Kingsmead Road at Mallard Place, Loudwater and that there are no objections to our proposals.

The suggested bus shelters in Robinson Road and Kingsmead Road are intended to be the same style as at the eastern end of Kingsmead Road. Residents in Heath End Road likely to be affected by the bus shelters will be advised of the council's plans and offered an opportunity to comment.

A ballpark figure for making the bus shelters near the college RTPI (Real Time Passenger Information) ready with be forthcoming following a site survey.

Members are therefore asked to CONSIDER and, if so minded, APPROVE the obtaining of quotes for each of these sites.

7.2 Office Refurbishment

Council is asked to REVIEW the revised drawing for the re-configuration of the office and the ballpark figure in the region of £22,000.00 for the works and, if so minded, APPROVE the obtaining of three quotes to have the work completed and to present to Council at a future meeting. **APPENDIX A**

7.3 Cock Lane Cemetery Path and Driveway

Council is asked to CONSIDER and, if so minded, APPROVE one of the quotations below to a) replace the loose gravel surface of the top path with self-binding gravel, b) create a new path of self-binding gravel through the new cremation area and c) lay and fit a plastic ground reinforcement material on the lower path.

Quote A	£ 9,900.00
Quote B	£23,954.00
Quote C	£11,750.00

7.4 RTV – Cabbed Utility Vehicle

Council is asked to CONSIDER and, if so minded, APPROVE a request from the Warden to purchase an RTV 4 w/d utility vehicle for use in the wood and to completely cover the work required on the Common and Derehams football pitches. Demonstrations of two vehicles have taken place; one with the Kubota as attached and another with a Cushman. The chairmen of the Open Spaces and Works & Services committees have seen the preferred vehicle (Kubota). Please see the supporting information provided by the Warden attached at **APPENDIX B**

Council is asked to NOTE that it has only been possible to obtain two quotations as the companies concerned are the local dealers. Cost to be taken from EMR Vehicles that currently has a total of £51,401.00

8. Finance & General Purposes Committee

8.1 Health & Safety

Council is asked to NOTE that there has been one incident since the last Finance & General Purposes committee meeting in February.

One member of the grounds team twisted his ankle; he stepped from a painting platform while re-surfacing the noticeboard at the Loudwater War Memorial and his foot slipped down between the grass edge and shrub bed. His ankle was swollen with significant bruising, but he returned to work after taking 2 days off to rest. More care to be taken in future.

8.2 Council Finances

Council is asked to NOTE the summary of income and expenditure by committee. (Period 2 May) **APPENDIX C**

9. Committee Membership

Council is asked to CONSIDER membership of the standing committees – Open Spaces, Works and Services and Finance and General Purposes with a view to allocating spaces for new members. Please find attached the current membership. **APPENDIX D**

9. Questions by Members of the Council

At the time of agenda dispatch, no questions by members have been received.

10. Public Participation

Members of the public are permitted to make representations, ask and answer questions, as well as give evidence in respect of any item of business included in the agenda. A fifteen-minute period is permitted in total.

Members of the public wishing to speak at the beginning of the Council meeting should approach the Clerk with this request as soon as possible.

11. Accounts for Payment

Accounts for payment were attached to the agenda for councillors to note.



Wendy Thompson
Clerk of the Council
9 June 2020

Meeting link:

[Join Microsoft Teams Meeting](#)

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