

CHEPPING WYCOMBE PARISH COUNCIL



COUNCIL AGENDA

Thursday 9 July 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 16 June 2020 (Pages 4-7).

4. Planning Meetings

To CONSIDER the attached reports of the Planning Meetings held on Friday 12 June 2020, Tuesday 16 June 2020 and Tuesday 30 June 2020. (Pages 8 – 13)

5. Policies and procedures

Council is asked to CONSIDER and APPROVE for re-adoption the following policies – hand delivered due to size. **APPENDIX A**

5.1 Information & Data Protection Policy

5.2 Retention & Disposal Policy

5.3 Management of Transferable Data Policy

5.4 Data Breach Policy

5.5 Standing Orders 2020

5.6 Financial Regulations

5.7 Publicity Policy

5.8 Complaints Procedure

5.9 Risk Management Strategy

Council is asked to NOTE that a further three policies – Disciplinary & Grievance, Equality & Diversity and Lone Working with worked on and brought to a future meeting for consideration.

5.10 Insurance Cover

Council is asked to NOTE that we are currently covered by a three-year agreement through Came & Co. However, this year the premium has been revised following the updating of the Asset Register.

In line with our insurance cover all annual checks on the fire alarm & extinguishers along with the burglar alarm have been completed during the 'lockdown'.

6. S137 – Payment of Grants

Council is asked to NOTE that under the Local Government Act 1972 S137 (4) (a) the statutory expenditure limit for 2020/21 is £8.32 per elector. S137 enables parish councils to spend a sum, per elector, on activities and projects not specifically authorised by other powers. Council is asked to NOTE that the current budget allocation for the financial year of £5,000.00 is well below the aforementioned limit.

7. Community Board

Council is asked to NOTE that the Community Board for Beaconsfield and Chepping Wye will be meeting on the evening of 9 July. Council is asked to NOMINATE and APPROVE one representative for the parish council to attend further meetings. Members are asked to bring ideas for priorities to take to the Community Board.

8. Open Spaces Committee Update

8.1 Work completed since last meeting on 16 June 2020

Council is asked to NOTE the following;

- ❖ **Track 4 Trial holes** – work has been completed and report awaited.
- ❖ **Potholes – Rays Lane and Bank Road**
- ❖ **Straight Bit Recreation Ground car park potholes**
- ❖ **Apron to Track 6, Tylers Green**

8.2 Path from New Road up to Track 4 (Tylers Green)

Council is asked to CONSIDER and, if so minded, APPROVE one of the quotations for the improvement works to the above path – raising the level of the path and edged with wood including drainage into thicket.

Quote A	£3,000.00
Quote B	£3,800.00
Quote C	£1,590.00

8.3 Railway Land, Loudwater

Council is asked to NOTE that we currently have two quotations and a third is awaited for the continuation of the tree works along the boundary with Woodside Close, Loudwater. The two quotes already received are:

Quote A	£2,700.00
Quote B	£4,340.00

8.4 Fencing to Flackwell Heath Scout hut boundary

Council is asked to NOTE that following the hedge work along the boundary of the scout hut it has left the site compromised and there have been recent incidents of vandalism. Council is asked to CONSIDER and APPROVE one of the quotations receiving for replacing the fencing to secure the site. Council is reminded that the fence is property.

Quote A	6ft palisade	£2,800.00	5ft palisade	£2,600.00
Quote B	6ft palisade	£2,700.00	5ft palisade	£2,500.00

8.5 Widmer Pond, Tylers Green

Council is asked to REVIEW the request made by Penn Parish Council to re consider the access arrangements to the water supply to the pond.

Council is reminded that the decision to take control of the water was made due to the increase in water use and the high bills being received. Currently we have a log that is completed before and after the water has been turned on; this operation is undertaken by the warden following an inspection of the water level.

8.6 Play Areas

Council is asked to NOTE that the parish council play areas were opened on 4 July. Signage has been placed on all sites as attached at **APPENDIX B**. Some pieces of equipment have been taken out of use to allow for social distancing.

9. Works & Services Committee

9.1 Work undertaken since last meeting

Council is asked to NOTE the following;

- ❖ **Bus shelters** no further progress at this stage to report
- ❖ **Office Refurbishment** quotations being obtained
- ❖ **Cock Lane Cemetery Path and Driveway** the approved works have been ordered and are expected to take place in August.
- ❖ **RTV – Cabbed Utility Vehicle** has been ordered.

9.2 Chiltern Green Lighting Column

Council is asked to NOTE that the extra lighting column has been installed and the existing column moved.

10. Finance & General Purposes Committee

10.1 Health & Safety

Council is asked to NOTE that there have been no incidents since the last meeting on 12 June 2020.

10.2 Website

Council is asked to NOTE that following a hiatus the website is now progressing. When the next stage is completed the Clerk will circulate the link to all members.

10.3 Council Finances

Council is asked to NOTE the summary of income and expenditure by committee. (Period 3 June)
APPENDIX C

11. Questions by Members of the Council

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

12. 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.

13. Accounts for Payment

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



Wendy Thompson
Clerk of the Council
2 July 2020

[Join Microsoft Teams Meeting](#)

+44 1494 362643 United Kingdom, High Wycombe (Toll)

Conference ID: 250 507 574#