

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Council meeting to be held on Tuesday, 19 May 2020 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.

Present:

Cllr K Wood – Chairman	Cllr R Wilks
Cllr L Willis - Vice-chairman	Cllr Herschel
Cllr J Gurney	Cllr C Jordan
Cllr A Barron	Cllr H Darch
Cllr I Forbes	Cllr S Digby
Cllr B Kin	Cllr L Johncock
Cllr S Herron	Cllr C Dodds
Cllr M Wilkes	

Also present: Cllr D Johncock (BC (Wycombe Area)) and Cheryl Jeken (deputy clerk)

FC/20/001 **Apologies for Absence**
Apologies for absence were received and approved from Cllr J White (family)

FC/20/002 **Declarations of Interest and Code of Conduct**
None were received

FC/20/003 **Council Minutes**
FC/19/058 Grant Request – VE Day: Cllr Barron queried whether the grant had been paid. The clerk advised that the payment had not been made due to the cancellation/postponement of the event.
FC/19/053 Finance & General Purposes Committee: Cllr Forbes confirmed that a 2% pay award had been granted to all members of staff in lieu of any further pay award being made. Currently there was a national offer on the table of 2.75% which had not yet been agreed.
FC/19/051 Open Spaces Committee: Cllr Forbes highlighted the path leading from New Road and suggested that the path could be raised to stop the water collecting in the dip along with some form of soakaway of drainage. Cllr Darch reminded members that this had been added to the committee site visit for inspection.
FC/19/060 Questions by Members of the Council: Cllr Johncock updated members of the green bin issue in Flackwell Heath advising that no further progress had been made. Alternatives that have been given were to paint the bins ourselves or have them changed out with black bins.
Cllr Johncock also advised that Sheepridge Lane had now been litter picked by a resident.

It was RESOLVED that;
the minutes from the Council meeting held on Thursday 27 February 2020 be approved

FC/20/004 **Open Spaces Committee**
OS/19/082 Orchard Green Hedge: Cllr R Wilks advised that the new hedging was looking very good.

It was RESOLVED that;
the report of the Committee meeting held on Tuesday 10 March 2020 be approved.

FC/20/005 **Planning Meetings**
It was RESOLVED that;
the reports of the comments made without a meeting be approved.

FC/20/006

Annual Return and Governance Statement

Council was asked to consider the completed Annual Return and Governance Statement, with a view to the Chairman of the Council signing the documentation.

Cllr Forbes gave a brief overview of the year end and advised that the internal auditor Mr Newhouse had visited the office just before the 'lockdown' to check all the process and once the year end had been completed the accounts were sent off to him for his to check and sign off. Cllr Forbes advised that the clerk had been thanked for the work on the accounts.

It was highlighted that Box H on the Internal Audit report had been missed. The clerk was asked to contact Mr Newhouse to clarify the situation and get the box ticked.

It was RESOLVED that;

the Annual Return and Governance Statement be approved for signature by the Chairman of the Council, subject to the satisfactory completion of the Internal Audit report.

FC/20/007

Rent Waivers

Council was asked to consider waiving rents due to the parish council during the 'lockdown' period. A vote was taken following a second proposal of a reduction in rent (peppercorn) during the year.

It was RESOLVED that;

the Council would waive rents due during the 'lockdown' period.

Vote: 8 for waiving rent/6 for a reduction in rent with 1 abstention

FC/20/008

Questions by Members of the Council

There were no questions raised.

FC/20/009

Public Participation

There were no questions raised.

FC/20/010

Accounts for Payment

Accounts for payment for March, April and May were attached to the agenda for councillors to note of the payments made during the 'lockdown' so far; (24 March 2020, 31 March 2020, 17 April 2020, 5 May 2020).

The chairman of the meeting thanked members for their attendance and closed the meeting at 15:39 hrs

Signed:



Dated: 16 June 2020

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 marker 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	Stihl BG 86 C-E Blower	220.00	44.00	264.00
	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	191371	Scoop Dotty Dog Ltd	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: *Sam Fells*Signed: *Karen S. 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	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: *Sarah Taylor*Signed: *Kathleen S. Wood*Date: *24/03/2020*Date: *24/03/2020*

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

31-Mar-20

Pending expenditure transactions

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	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: *Sarah Faby* *IAN FORBES*Date: *31.03.2020* *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 payoff payments as above, along with the relevant purchase order details against the cheques

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

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 Doty 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	516311761	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: 

Date: 5.5.2020

Signed: 

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