

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

"Cherish the past, adorn the present, construct for the future"

Report of the meeting held on Thursday 21 March 2019 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 C Dodds - Chairman
Cllr J White – Vice-chairman
Cllr L Johncock
Cllr R Kin
Cllr J Herschel
Cllr J Johnson
Cllr H Darch
Cllr K Wood

Also present: Cllr L Willis

WS/18/072 Apologies for absence

Apologies for absence were received and approved from Cllr Jordan (WDALC meeting), Cllr Digby (WDALC meeting) and Cllr Wilks (family)

WS/18/073 Declarations of members' interests in Items on the agenda

There were none.

WS/18/074 Delegated Action

Members were asked to note that since the last committee meeting the chairman of committee and clerk had instigated the following under delegated actions;

- Ordered a steam cleaner at a cost of £180.00 to assist in the cleaning of the tiles in the office.
- Purchased 3 replacement bins for Cock Lane cemetery at a cost of £993.00.

WS/18/075 Restoring the Record

Members were asked to receive an update from Cllr White.

Cllr White advised that he was still working on documentation relating to a path to be included on the definite map. Cllr Herschel reported that he was ready to send his documentation. Cllr White asked again if Tylers Green were happy that no paths had been put forward for this project and this was confirmed by Cllr Darch.

WS/18/076 Committee Projects

1 Bus Shelters – Kingsmead Road, Loudwater

Members were asked to consider the quotations for the supply and installation of 3 no bus shelters – two new shelters for Kingsmead Road, Loudwater and the replacement of the old green painted shelter on Station Road, Loudwater.

It was agreed that it was a project for the residents which would hopefully encourage more use of the bus service.

It was RESOLVED that;

Quote A be approved in a single tender action as the other two quotes were found lacking.

2 Office Refurbishment

Members were asked to consider the quotations for the redecoration of the office.

It was RESOLVED that;

Quote B be approved and the work ordered in sequence with the ceiling and carpeting.

- WS/18/077 **Boundary Stone – Wycombe Heights Golf Club**
 Members were asked to note that Cllr White has met with the Grounds Manager at the Golf Club who have offered to undertake the installation of the interpretation board. Cllr White will be contacted with a date for installation, which could be within the next two weeks.
- Members were asked to consider an unveiling ceremony for the interpretation board following installation.
- It was RESOLVED that;***
An unveiling ceremony be approved along with an article in the next newsletter.
- WS/18/078 **LED Footway Lighting**
 Members were asked to note that there are a few lamps either day burning or out (about 5 units out of 522). There have been some outstanding issues with Zeta Specialist Lighting namely 4 lamps that had been paid for to be stored in the depot for ease of access which appear to be missing. Zeta have been contacted and are organising the return of the 4 lamps.
- To date we have not received a request for payment from the installers for all the swapped out lamps, this has been requested.
- Member were asked to note that a maintenance package is currently being investigated and it is hoped that prices will be available for discussion at the next committee meeting in June.
- It was noted that Cllr Dodds asked for a lamp post key so that he could check the supply and Cllr Herschel advised that he had a key in his possession.
- Cllr Herschel left the meeting at 8.17pm***
- WS/18/079 **Local Area Forum**
 Members were asked to note that the installation of bollards at the junction of Wheeler Avenue and Church Road has been agreed as a project by the Local Area Forum and the matched funding of £3,400 was subsequently approved at the last committee meeting.
- Cllr Herschel returned to the meeting at 8.20pm***
- WS/18/080 **Community Payback Update**
 Members were asked to note the work undertaken by the Community Payback teams since the last committee meeting.
- It was noted that there had been a few sessions cancelled due to no supervisor being available on the probation side.
- WS/18/081 **Post Pouch Boxes**
 Members were asked to note that further contact with Royal Mail had been made relating to the removal/painting of the post pouch boxes within the parish. We have now been given a local contact whereas the previous request was being dealt with by the London office with no progress being made.
- WS/18/082 **Cemeteries**
1 Procedures and Paperwork
 Members were asked to note that members of the working party have been booked on a Cemetery Compliance training session on 27 March 2019. The procedures and paperwork will be inspected following the training session.
- WS/18/083 **Committee Finances**
 Members were asked to note the committee's income and expenditure to Month 11 (February).

It was noted that there was an over spend in the grounds maintenance line under the cost code of Cemeteries – this had been agreed at full council: **FC/18/071**

WS/18/084 **Questions from committee members and the public**

Cllr Darch asked if the grounds team were aware that they should be using non-glyphosate weed killer.

The clerk advised that the Warden was aware.

WS/18/085 **Accounts for payment**

Accounts for payment were circulated at the meeting for consideration by councillors.

Two queries were raised over the disposal of the tyres dumped in King's Wood – cheque 9792 and the cost of the electrical check to the pavilion at Derehams – cheque 9789.

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 9786 to 9798 be signed and BACS payment to Barclays Payflow and direct debits to Barclays, Castle Water, Certas Energy, Shell (Fuel Card Services) and SSE be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 8.35pm

Date and Time of next meeting: Thursday 13 June 2019 @ 7.30pm

Signed:



Dated: 2 May 2019