CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Report of meeting held on Tuesday 24 July 2018 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 C Jordan
	Cllr J White – Vice-chairman	Cllr Johnson
	Cllr L Johncock	Cllr H Darch
	Cllr M Wilkes	Cllr K Wood

Also present: Cllr L Willis and Mr G Christie (CWPC warden)

WS/18/016 **Apologies for absence**

No apologies were received.

WS/18/017 **Declarations of members' interests in Items on the agenda**

Cllr Johnson declared a personal interest in agenda item 14 having an expenses cheque.

WS/18/018 **Delegated Action**

Members were asked to note that a new water pump had been purchased to replace the broken pump under delegated actions since the last meeting at a cost of £325.00.

WS/18/019 **Restoring the Record**

Members were asked to receive an update from Cllr White.

Cllr White offered two dates for a meeting on the project – 14 or 21 August at his house. The clerk was asked to convey these dates to Cllr Miller and Cllr Herschel.

Cllr White stressed that if anyone knew of any paths under potential threat of closure could they let him know prior to 14 August.

Cllr Darch advised that after investigation there would appear to be no paths of concern within the Tylers Green area.

Cllr White advised of two paths – the path passing the cemetery on Altona Road and the Kingsmead Road path along the stream which had not been consistently marked.

WS/18/020 **Footway Lighting Update**

Members were asked to note that the last few outstanding items should be completed by SSE on 7 August 2018. Following a final snagging inspection the retention held by the parish council of £18,912.50 would be paid to Zeta completing the project.

Cllr Dodds advised that he had undertaken a check in Flackwell Heath about 3 weeks ago and had noted 4 or 5 columns not working – these had been rectified. He had not carried out a check during the day to note lanterns which were on continuously.

Cllr Wilkes asked about the timing controls on the lamps - Cllr Dodds advised that the timing on the lamps was part of the factory setting of the photocell. The parish council had ordered all night or part night photocells with a dimming regime.

WS/18/021 **War Memorial**

1 Flackwell Heath

Members were asked to note that the 'stone' piers holding the chain around the war memorial had been painted by the British Legion. It had been highlighted by a member of the parish council that the posts were made of stone and therefore should not have been painted.

Members were asked to note that investigation which included contact with the British Legion, the stonemason who cleaned the monument, Historic England who listed the monument and Wycombe District Council, culminated in advice that no further action is to be taken at this stage. Once the paint starts to flake the officer from Wycombe District Council will advise on the next course of action.

2 Loudwater
Members were asked to note that the ordered re-enamelling of the names on the war memorial would be undertaken and completed prior to the Armistice events in November.

WS/18/022 **Local Area Forum**
Members were asked to note that following lengthy discussions between Cllr Willis and Cllr Appleyard (BCC) the yellow lining project should proceed by mid-August.

WS/18/023 **Community Payback Update**
Members were asked to note the work undertaken by the Community Payback teams since the last committee meeting in May.

It was noted that a complaint had been received about the Community Payback team working at the allotment site in Flackwell Heath – this was currently under review by the manager at Thames Valley CRC. A report will be brought back to the next committee meeting in September.

WS/18/024 **Revive the Wye – Back Stream**
Members were asked to note that the Revive the Wye team have gained support from volunteers to undertaken the work required to clear the Back Stream.

Members were asked to consider funding a grab lorry to assist with the removal of rubbish from the bank at £800.00 for two loads. The funds to be taken from the Partnership Working budget line.

It was noted that the Community Payback team had undertaken the stream clearance about 10 years ago and had done a good job.

It was noted that it should be made clear that the funding is a one off and that the parish council should be advised of the extent and nature of the work to be undertaken.

It was RESOLVED that;
the funding of a grab lorry for removal of two loads of rubbish be approved to the sum of £800.00.

WS/18/025 **Altona Road Cemetery**
Members were asked to note that vandalism had been reported to the office at the above cemetery. Ornaments on a child's grave had been broken – this has been the third occasion. No other acts of vandalism to other graves had occurred during this period.

Members were asked to approve the next course of action.

It was RESOLVED that;
no action could be taken by the parish council to reimburse for the broken items, as items placed on the grave were done at owner's risk.

It was noted that a resident close to the cemetery would be asked to keep a watching brief.

WS/18/026 **Committee Finances**
Members were asked to note the committee's income and expenditure to Month 3 (June).

It was noted that the rates were paid upfront and that the equipment maintenance was high due to a couple of breakdowns early in the cutting season.

WS/18/027 **Committee Projects**

Members were asked to consider the following projects to be taken forward within this financial year. Members were encouraged to bring forward further projects throughout the year;

Bus shelter – Kingsmead Road. The Cherrymead Surgery moved from Flackwell Heath some years ago. A request made to the Practice Manager to assist with the cost of a bus shelter for residents of Flackwell Heath who remained patients are the Loudwater based surgery, had been turned down. The need for the bus shelter still exists.

It was RESOLVED that;
in the first instance, the clerk should investigate the possibility of the bus shelter becoming a match funded project with the LAF, completing the form prior to 31 August 2018 for inclusion on the next round of funding.

Cllr Dodds advised that the bus shelter on Station Road was in a terrible condition and not being helped by a large sycamore. Cllr Dodds to investigate the TPO on the sycamore and speak with the neighbours.

Path through picnic area – Cock Lane. This path would assist with the safety of residents and members accessing the office. The path would be an extension of the existing path, a cut through in the hedgeline would be required and steps down the bank.

It was noted that an option of a ramp would need to be part of the quotation.

It was RESOLVED that;
the clerk and warden obtain quotations for the work for further consideration at the next committee meeting.

Altona Road Cemetery – To replace the cemetery extension shingle paths laid in June 2015 with a self- binding gravel to allow disabled access. It was noted that the committee decision in 2015 was to use shingle and this matched the existing paths in the cemetery.

It was RESOLVED that;
Quotations for the work be obtained for further consideration.

Cock Lane Cemetery – items to be covered at site visit following the meeting.

WS/18/028 **Questions from committee members and the public**

Cllr Jordan asked about the possibility of the creation of a path leading from the pavement to the bench at the Loudwater Memorial.
This item to be added to the list of committee projects.

WS/18/029 **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 9576 to 9590 be signed and BACS payment to Payflow, direct debits to Barclays and Unicom be approved for payment.

The chairman of the committee thanked members for their attendance and closed the meeting at 8.23pm

Date and Time of next meeting: Thursday 27 September 2018 at 7.30pm

Signed: ......Katrina S A Wood...... Dated: 30 Augsut 2018

Chepping Wycombe Parish Council

Pending expenditure transactions

Jul-18

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	9576	12175/2018	Active Pest Control Services	Rodent inspection 9 July 18	40.00	0.00	40.00
x		250681	George Browns Ltd	V Belt - Side arm drive unit	50.68	10.14	
x		251346	George Browns Ltd	Credit for carriage	-20.00	-4.00	
x		250637	George Browns Ltd	Filters for Kubota	94.37	18.87	
x	9577	250302	George Browns Ltd	Stiga Mower repair	461.11	92.22	703.39
x		1100	Collison Tree Care Ltd	Railway Land tree works - Bay Tree Close	725.00	145.00	
x	9578	1101	Collison Tree Care Ltd	Railway Land chip debris/tree work Straight Bit Rec	210.00	42.00	1,122.00
x	9579	3434194	Euroffice Ltd	2 x Tambour cabinets - GDPR	310.20	62.04	372.24
	9580		HMRC	July Tax & NI	2,340.47	0.00	2,340.47
	9581		Jean Johnson	Expenses April - June	45.00	0.00	45.00
		11362	Marler Haley Ltd	10 panel board kit	358.00	71.60	
	9582	12392	Marler Haley Ltd	Credit against board kit	-340.00	-68.00	21.60
x	9583	34738	Penn Motor Co Ltd	Transit oil & filter change/brake disc clean	200.02	40.00	240.02
	9584	1438	Amanda Slope	Book binding - minute/agenda book x 1	45.00	0.00	45.00
		24	SSE	Front Common April - July	30.18	1.50	
	9585	14	SSE	Derehams Pavilion April - July	126.32	6.31	164.31
x		892529636	B & Q (Trade UK)	Woodstain/Hammerite benches (FH)	45.43	9.09	
x		892852097	B & Q (Trade UK)	Woodstain/sandpaper - benches	39.85	7.97	
x	9586	883889919	B & Q (Trade UK)	Wheelbarrows x 2 CP	78.34	15.66	196.34
x	9587	563809	Viking	Display stationery	114.97	22.99	137.96
	9588		Zeta Specialist Lighting	Retention on LED lighting contract - warranty attached	18,912.17	3,782.43	22,694.60
	9589	47	Open Up to Autism	H Wildsmith - temporary deputy clerk	981.72	0.00	981.72
	9590		Aviva Pension	WT 15/16 16/17 & 17/18	10,401.00	0.00	10,401.00
	DD		Barclays	Bank charges May-June	53.04	0.00	
			Barclays	Loyalty Reward	-10.61	0.00	42.43
	BACS		Barclays Payflow	Salaries - July - checked and signed off by chairman F&GP	7,658.88	0.00	
			Barclays Payflow	Pension - July - checked and signed off by the chairman F&GP	1,684.28	0.00	9,343.16
	DD	11124440	Unicom	Landline charges - June	110.40	22.08	132.48
					44,745.82	**4,277.90**	**49,023.72**

Income received since last committee meeting over £500.00

	CR	HMRC	VAT Reclaim - June	1,302.79	0.00	1,302.79
	CR	Little Buddies	Sunnydays Nursery - Derehams Pavilion	729.00	0.00	729.00
				2,031.79	**0.00**	**2,031.79**

Signed: C D Jordan

Date: 25/7/18

Signed: [illegible]

Date: 25.7.18

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