

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Meeting to be 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

Committee Membership:	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
	Cllr J Herschel	Cllr S Digby

Members of the committee are summoned to consider the following business:

AGENDA

1. Apologies for absence
2. Declarations of members' interests in Items on the agenda
3. Delegated Action
4. Restoring the Record
5. Footway Lighting Update
6. War Memorials
 - 6.1 Flackwell Heath
 - 6.2 Loudwater
7. Local Area Forum
8. Community Payback Update
9. Revive the Wye – Back Stream
10. Altona Road Cemetery
11. Committee Finances
12. Committee Projects
13. Questions from committee members and the public
14. Accounts for payment



Wendy Thompson
Clerk of the Council
18 July 2018

Delegated Action

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

AGENDA ITEM 4

Restoring the Record

Members are asked to RECEIVE an update from Cllr White.

AGENDA ITEM 5

Footway Lighting Update

Members are asked to NOTE that the last few outstanding items will be completed by SSE on 7 August 2018. Following a final snagging inspection the retention being held by the parish council of £18,912.50 will be paid to Zeta and this will complete the project.

AGENDA ITEM 6

War Memorial

6.1 Flackwell Heath

Members are asked to NOTE that the 'stone' piers holding the chain around the war memorial have 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 are asked to NOTE that further investigation has revealed the following, bearing in mind that the monument is listed and any works should be given permission by Wycombe District Council;

- Speaking with the Branch Chairman of the British Legion he advised that 20 years ago the branch had been advised that the 'stone' piers were in fact concrete and they had painted them with masonry paint to improve their appearance for forthcoming celebrations.
- Contact with the stonemason who cleaned the monument – he was unable to verify the 'make up' of the stone piers, but advised that cleaning should be done with care and could be costly.
- Contact with Historic England – at the time of listing no note was made of the importance of the 'stone' piers and chains that surround the monument and they were unable to assist.
- Wycombe District Council (Sarah Oborn)– confirmed that the piers are subsidiary to the monument and as above could not confirm what they were made of, however, advice was given that no cleaning should be undertaken at this point; the paint should now be allowed to start flaking at which point further advice should be obtained from WDC on how to proceed. Photographic evidence has been provided to WDC.

Members are asked to NOTE that on Wycombe District Council's advice no further action is to be taken at this stage.

6.2 Loudwater

Members are asked to NOTE that the ordered re-enamelling of the names on the war memorial will be undertaken and completed prior to the Armistice events.

AGENDA ITEM 7

Local Area Forum

Members are asked to NOTE that following lengthy discussion between Cllr Willis and Cllr Appleyard (BCC) the yellow lining project should proceed by mid-August.

Community Payback Update

Members are asked to NOTE the work undertaken by the Community Payback teams since the last committee meeting in May. [APPENDIX A](#)

AGENDA ITEM 9

Revive the Wye – Back Stream

Members are asked to NOTE that the Revive the Wye team have managed to gain support from volunteers to undertake the work required to clear the Back Stream.

Members are asked to CONSIDER and, if so minded APPROVE the funding of a grab lorry to assist with the removal of rubbish from the bank at £800.00 for two loads. The funds would be taken from the Partnership Working budget line.

AGENDA ITEM 10

Altona Road Cemetery

Members are asked to NOTE that vandalism has been reported to the office at the above cemetery. Ornaments on a child's grave have been broken – this has been the third occasion. It would appear that previous instances were put down to accidental damage by the grounds team, however, the parents are now asking for re-imbursement for the broken items. Members are asked to NOTE that they have been advised not to place any more items on the grave.

Members are asked to APPROVE the next course of action.

AGENDA ITEM 11

Committee Finances

Members are asked to NOTE the committee's income and expenditure to Month 3 (June). [APPENDIX B](#)

AGENDA ITEM 12

Committee Projects

Members are asked to CONSIDER and APPROVE the following projects to be taken forward within this financial year. Members are 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 was 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, this was turned down. The need for the bus shelter still exists.

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.

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

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

AGENDA ITEM 13

Questions from committee members and the public

A maximum of fifteen minutes will be given to members of the public, who may make representations, ask and answer questions and/or give evidence in respect of any item of business included in the agenda. If the chairman of the meeting agrees, representations and questions may be taken at the beginning of the meeting. Members of the public wishing to speak at the beginning of the meeting should inform the Clerk of this request as soon as possible.

Accounts for payment

Accounts for payment are to be circulated at the meeting for consideration by councillors.

Site Visit to follow at close of meeting.

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

APPENDIX A

COMMUNITY PAY BACK - SUNDAY TEAM

DATE	COUNCILLOR	WORK AREA	PROJECT
03/06/2018	CHRIS DODDS	ALLOTMENTS FLACKWELL HEATH	PLOT DIGGING
10/06/2018	PETER MILLER	CANCELLED NO SUPERVISOR	PLOT DIGGING
17/06/2018	JOHN WHITE	ALLOTMENTS FLACKWELL HEATH	PLOT DIGGING
17/06/2018	IAN FORBES	DEREHAMS SPORTS	FOOTPATH CUT BACK
24/06/2018	KATRINA WOOD	ALLOTMENTS FLACKWELL HEATH	PLOT DIGGING
01/07/2018	MIKE WILKES	ALLOTMENTS FLACKWELL HEATH	PLOT DIGGING/ HEDGE WORK
08/07/2018	CLIVE JORDON	ALLOTMENTS FLACKWELL HEATH	HEDGE CUTTING
08/07/2018	HAYDN DARCH	DEREHAMS SPORTS	HEDGE CUTTING
15/07/2018	CHRIS DODDS	DEREHAMS SPORTS	HEDGE CUTTING

Detailed Income & Expenditure by Budget Heading 30/06/2018

Month No : 3

Committee Report

Works & Service

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
301	<u>Works Depot, Office & Wardens</u>						
4011	Rates	7,680	8,150	470		470	94.2 %
4012	Water	45	630	585		585	7.1 %
4014	Electricity	445	1,680	1,235		1,235	26.5 %
4015	Gas	271	1,365	1,094		1,094	19.9 %
4017	Cleaning & Refuse	121	400	279		279	30.1 %
4018	Litter	0	500	500		500	0.0 %
4036	Property Maintenance	212	2,800	2,588		2,588	7.6 %
4037	Grounds Maintenance	33	150	117		117	22.0 %
4038	Maintenance Contract	244	1,275	1,031		1,031	19.1 %
	Works Depot, Office & Wardens :- Expenditure	9,051	16,950	7,899	0	7,899	53.4 %
1004	Service Charges	0	200	-200			0.0 %
	Works Depot, Office & Wardens :- Income	0	200	-200			0.0 %
	Net Expenditure over Income	9,051	16,750	7,699			
304	<u>Vehicles Tools & Equipment</u>						
4010	Staff Costs Misc	60	600	540		540	10.0 %
4041	Equipment Hire	1,410	2,200	790		790	64.1 %
4042	Equipment Maintenance	1,453	2,500	1,047		1,047	58.1 %
4043	Vehicle Maintenance	30	2,000	1,970		1,970	1.5 %
4044	Vehicle Fuel	1,258	4,500	3,242		3,242	28.0 %
4045	Vehicle Tax & Insure	0	3,000	3,000		3,000	0.0 %
4046	Small Tools & Equipment	-498	2,000	2,498		2,498	-24.9 %
4050	Chemicals	3	400	397		397	0.8 %
	Vehicles Tools & Equipment :- Expenditure	3,716	17,200	13,484	0	13,484	21.6 %
	Net Expenditure over Income	3,716	17,200	13,484			
305	<u>Litter, Rubbish & Graffiti</u>						
4017	Cleaning & Refuse	-390	2,000	2,390		2,390	-19.5 %
4018	Litter	-410	500	910		910	-82.0 %
	Litter, Rubbish & Graffiti :- Expenditure	-800	2,500	3,300	0	3,300	-32.0 %
	Net Expenditure over Income	-800	2,500	3,300			
311	<u>Cemeteries</u>						
4011	Rates	258	275	17		17	93.9 %

CWP C 2018/19

Detailed Income & Expenditure by Budget Heading 30/06/2018

Month No : 3

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4012	Water	57	178	121		121	31.8 %
4037	Grounds Maintenance	167	3,600	3,433		3,433	4.6 %
	Cemeteries :- Expenditure	482	4,053	3,571	0	3,571	11.9 %
1031	Burial & Memorials Income In	2,033	12,750	-10,717			15.9 %
1032	Burial & Memorials Income Out	4,382	0	4,382			0.0 %
	Cemeteries :- Income	6,415	12,750	-6,335			50.3 %
	Net Expenditure over Income	-5,933	-8,697	-2,764			
<u>314</u>	<u>War Memorial & Closed Churchya</u>						
4013	Rental	0	42	42		42	0.0 %
4036	Property Maintenance	0	580	580		580	0.0 %
4037	Grounds Maintenance	234	1,000	766		766	23.4 %
	War Memorial & Closed Churchya :- Expenditure	234	1,622	1,388	0	1,388	14.4 %
	Net Expenditure over Income	234	1,622	1,388			
<u>321</u>	<u>Footpaths & Street Furniture</u>						
4036	Property Maintenance	31	500	469		469	6.2 %
	Footpaths & Street Furniture :- Expenditure	31	500	469	0	469	6.2 %
	Net Expenditure over Income	31	500	469			
<u>322</u>	<u>Footway Lighting</u>						
4014	Electricity	556	8,200	7,644		7,644	6.8 %
4038	Maintenance Contract	0	1,000	1,000		1,000	0.0 %
4066	Footway Light Repairs	0	1,000	1,000		1,000	0.0 %
	Footway Lighting :- Expenditure	556	10,200	9,644	0	9,644	5.4 %
	Net Expenditure over Income	556	10,200	9,644			
<u>341</u>	<u>Partnership Working</u>						
4061	Partnership Working	102	15,000	14,898		14,898	0.7 %
	Partnership Working :- Expenditure	102	15,000	14,898	0	14,898	0.7 %
	Net Expenditure over Income	102	15,000	14,898			
	Works & Service :- Expenditure	13,371	68,025	54,654	0	54,654	19.7 %
	Income	6,415	12,950	-6,535			49.5 %
	Net Expenditure over Income	6,956	55,075	48,119			

Month 3

Cemetery Income splits

In parish

		Transactions
Altona Road	121.00	1
Cock Lane	1,912.00	6
Hammersley Lane	0	
	2033.00	

Out of parish

Altona Road	86.00	1
Cock Lane	3222.00	6
Hammersley Lane	1074.00	2
	4382.00	