

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Thursday 10 September 2020

Members of the council are summoned to attend the meeting to be held at **7.00pm 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

Committee Membership:	Cllr C Dodds - Chairman	Cllr C Jordan
	Cllr J Herschel – Vice-chairman	Cllr I Forbes
	Cllr L Johncock	Cllr H Darch
	Cllr R Wilks	Cllr K Wood
	Cllr J White	Cllr A Barron

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

AGENDA

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 members' interests in Items on the agenda

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. Delegated Action

4. Committee Projects

- 4.1 Office Refurbishment**
- 4.2 Bus Shelters**
- 4.3 Depot Roof**
- 4.4 Street Litter Bins – Flackwell Heath**
- 4.5 Office Steps**

5. LED Footway Lighting

6. Cemeteries

- 6.1 Path and driveway – Cock Lane Cemetery**

7. Community Payback Update

8. Footpaths

- 8.1 Footpaths**

9. Committee Finances

10. Questions from committee members and the public

11. Accounts for payment



Cheryl Jeken, Deputy Clerk to the Council
4 September 2020

Delegated Action

Members are asked to NOTE that since the last council meeting in July there have been no delegated actions taken by the chairman of the committee or clerk.

AGENDA ITEM 4**Committee Projects****4.1 Office Refurbishment**

Members are asked to NOTE that, as the proposed works will exceed £25,000, the works will need to go out to tender.

Members are asked to NOTE that drawings are awaited which will be sent to Building Control for approval.

4.2 Bus Shelters

Members are asked to NOTE that a consultation is underway with residents and bus users to advise them of the council's plans with regards to the potential bus shelter sites which may affect them and to offer them an opportunity to comment.

4.3 Depot Roof

Members are asked to NOTE that three quotes for the work have been received but further work is required in reviewing them to ensure we are dealing with like for like and that the work will or will not require input from Building Control.

4.4 Street Litter Bins – Flackwell Heath

Members are asked to NOTE that we have received an email from Joint Waste Team regarding the street litter bins. The impression is that they wish to replace the bins with their new black cast iron bins rather than refurbish the current ones. This would not be in keeping with the rest of the village.

4.5 Office Steps

Members are asked to CONSIDER and, if so minded, APPROVE one of the quotations set out below to replace the steps at the rear door to the office as follows:

- remove metals steps
- construct brick steps with slabs to treads
- supply and fix metal handrail

Quote A	£1,384.00
Quote B	£1,800.00

AGENDA ITEM 5**LED Lighting**

Members are asked to NOTE that the invoices outstanding at the 2019/2020 financial year were received and paid as has the invoice for the two new lights on Chiltern Green.

AGENDA ITEM 6**Cemeteries****5.1 Path and driveway – Cock Lane Cemetery**

Members are asked to NOTE that the work to a) replace the loose gravel surface of the top path with self-binding gravel, b) create a new path of self-binding gravel through the new cremation area and c) lay and fit a plastic reinforcement material on the lower path has started and is likely to be completed in the next few weeks.

AGENDA ITEM 7**Community Payback Update**

Members are asked to NOTE that the work undertaken by the Community Payback teams has resumed but numbers are limited. They have been working on the railings at the Community Centre in Flackwell Heath (Monday group) and at Derehams and Altona Road Cemetery, Loudwater (Sunday Group).

AGENDA ITEM 8

8.1 Footpaths

Members are asked to NOTE that a successful meeting has taken place with an officer from the BCC Rights of Way Team to discuss improving the standards of footpath maintenance within the parish. The council has received a list of outstanding issues, see Appendix A. It has been agreed that we will endeavour assisting them with their twice yearly random survey of some of the footpaths in the parish, using a Best Value Performance Improvement tick sheet. We will also try to advise them of any footpaths on their Annual Clearance List that perhaps do not need clearing, enabling them to focus on other priorities identified by us. **APPENDIX A**

Members are asked to NOTE that they can report issues with paths and upload related photos on the BCC RoW website: <https://www.buckscc.gov.uk/services/environment/public-rights-of-way/report-a-rights-of-way-issue/>

AGENDA ITEM 9

Committee Finances

Members are asked to NOTE the committee's income and expenditure to July. **APPENDIX B**

AGENDA ITEM 10

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.

AGENDA ITEM 11

Accounts for payment

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

Date and time of next meeting: Thursday 12 November 2020 @ 7.00pm

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