

CHEPPING WYCOMBE PARISH COUNCIL



COUNCIL AGENDA

THURSDAY 30 June 2011

Members of the council are summoned to attend the meeting to be held on Thursday 30 June 2011 at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS. The meeting is open to members of the public and press.

1. APOLOGIES FOR ABSENCE

At the time of agenda dispatch, apologies for absence have been received from C. Jordan

2. DECLARATIONS OF INTEREST AND CODE OF CONDUCT

Council is asked to receive any declarations of personal or personal and prejudicial interest by members relating to items on the agenda.

3. COUNCIL MINUTES

To consider the attached minutes of the Council meeting held on Thursday 28 April 2011 (**pages 4 to 6**) and the Annual Meeting on 10 May 2011 (**pages 7 to 11**).

4. AMENITY LAND COMMITTEE

To consider the attached report of the Committee meeting held on 17 May 2011 (**pages 12 to 13**).

5. LEISURE FACILITIES COMMITTEE

To consider the attached report of the Committee meeting held on 10 February 2011 (**pages 14 to 17**).

6. WORKS, SERVICES AND PLANNING COMMITTEE

To consider the attached report of the Committee meeting held on Tuesday 21 June 2011 (**pages 18 to 19**).

7. FINANCE AND GENERAL PURPOSES COMMITTEE

To consider the attached report of the Committee meeting held on Tuesday 21 June 2011 (**pages 20 to 22**).

8. PROPOSITIONS

None have been received

9. QUESTIONS BY MEMBERS OF THE COUNCIL

At the time of agenda dispatch, no questions by members have been received.

10. PUBLIC PARTICIPATION

Members of the public are permitted to make representations, ask and answer questions, as well give evidence in respect of any item of business included in the agenda. A fifteen minute period is permitted in total. If the Chairman of Council agrees, questions can be taken at the beginning of the Council meeting.

Members of the public wishing to speak at the beginning of the Council meeting should approach the Clerk with this request as soon as possible.

Members of the Council are reminded that where it is in the public interest for members of the public and press to be excluded - for example consideration of tenders for work and confidential staffing matters - a resolution to that effect giving proper and reasonable reasons should be put and voted upon.

New items of expenditure cannot be authorised if adequate notice has not been given.

11. ACCOUNTS FOR PAYMENT

Any accounts for payment are to be circulated at the meeting for the approval of members.

Members are reminded to declare any personal or personal and prejudicial interests in any items submitted

Suzanne Thompson
Assistant Clerk
23 June 2011

CHEPPING WYCOMBE PARISH COUNCIL

COUNCIL MEETING

Thursday 28 April 2011

MINUTES

Minutes of the Council meeting held at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS.

Present: J Herschel (Chairman of the Council), D Johncock (Vice-chairman), Mrs J Chalmers, J Eadon-Smith, I Forbes, C Jordan, J Savage, J White, L Willis,

C/11.13. APOLOGIES FOR ABSENCE

Apologies for absence were received from R Smith (other business), Ms J Johnson (holiday), M Wilkes (holiday), Ms E Belcher (holiday), Ms K Wood (other business), C Dodds (holiday), Mrs S Herron (other business).

C/11.14. DECLARATIONS OF INTEREST AND CODE OF CONDUCT

There were none.

C/11.15. COUNCIL MINUTES

It was RESOLVED that:

the Minutes of the Council Meeting of 25 January 2011 and of the Special Council Meeting held on 30 March 2011 be approved and signed as a correct record by the Chairman of Council.

C/11.16. COMMITTEE REPORTS

(i) AMENITY LAND COMMITTEE

The report of the committee meeting held on 1 February 2011 was received and noted.

(ii) LEISURE FACILITIES COMMITTEE

The report of the committee meeting held on 10 February 2011 was received and noted.

(iii) WORKS, SERVICES AND PLANNING COMMITTEE

The report of the Committee meeting held on 3 March 2011 was received and noted.

It was resolved that:

The Council ratify the proposed policy on the adoption of new footway lights.

(iv) FINANCE AND GENERAL PURPOSES COMMITTEE

The report of the Committee meeting held on 17 March 2011 was received and noted.

It was agreed that:

The new Standing Orders considered at the last meeting of F&GP are to be offered to the next Council for their consideration and adoption, subject to minor corrections.

C/11.17. **GROUNDS STAFF**

It was agreed that:

The Warden and the Clerk be asked to further develop the business case for additional temporary grounds staff for consideration by the Works, Services and Planning Committee.

C/11.18. **NEIGHBOURHOOD DEVELOPMENT PLANS**

It was agreed that:

The Clerk should reply to Wycombe District Council's letter expressing an interest in being involved in the development of a Neighbourhood Development Plan in at least part of the parish.

C/11.19. **ANNUAL PARISH MEETING**

It was noted that attendance at the meeting had been good, with very few questions or problems raised by members of the public.

C/11.20. **PROPOSITIONS**

Following a proposition tabled by D Johncock on Motorbikes at Derehams, **it was agreed that:**

The Council would refuse permission for a trial biking event in May, and refer the matter back to Wycombe District Council explaining why CWPC felt unable to offer facilities at Derehams Park.

C/11.21. **QUESTIONS BY MEMBERS OF THE COUNCIL**

Japanese Knotweed in Loudwater

Following a question raised by C Jordan, **it was noted that:**

Responsibility for removing Japanese Knotweed is the responsibility of the landowner, and where this occurs on Council land our grounds staff will deal with it. The Council does not have any power to compel other landowners to remove it from their property, nor is it a legal requirement for them to do so.

Loudwater Bridge

Following a question raised by J White, **it was noted that:**

The new bridge had been put in place that day but is not open yet.

Bids for LCP funding

Following a question raised by the Chairman of Council, **it was agreed that:**

The Council will submit a range of projects for consideration for LCP funding by the deadline of 3 May 2011.

C/11.22. ADDRESS BY MEMBERS OF THE PUBLIC

None were received.

C/11.23. ACCOUNTS FOR PAYMENT

J Herschel declared a personal and prejudicial interest in cheque No 7005 (Member Expenses) and did not take part in consideration of that item.

D Johncock declared a personal and prejudicial interest in cheque No 7008 (Member Expenses) and did not take part in consideration of that item.

I Forbes declared a personal but not prejudicial interest in cheque No. 7021 (Thames Water Hydrant Licensing) in his capacity as an employee of Thames Water.

It was RESOLVED THAT:

It was agreed that the accounts for payment, cheque numbers 6993 to 7028, Direct Debits and Payflow transfers be approved for payment and the cheques be signed.

The meeting concluded at 9.30 pm.

C J Norris
Acting Clerk of the Council
6 May 2011

CHEPPING WYCOMBE PARISH COUNCIL

ANNUAL COUNCIL MEETING

TUESDAY 10 MAY 2011

ANNUAL MEETING OF COUNCIL MINUTES

Minutes of the Council meeting held at 7.30 pm. at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: J Herschel (Chairman), J Bailey, Mrs S Digby, I Forbes, J Gurney, Ms S Herron, D Johncock, Ms J Johnson, C Jordan, D Onslow, M Patel, J White, M Wilkes, L Willis, Ms K Wood.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from C Dodds (holiday) and B Sadler (holiday).

2. DECLARATIONS OF ACCEPTANCE OF OFFICE

All members present signed the Declaration of Acceptance of Office as Members of Chepping Wycombe Parish Council.

3. ELECTION OF CHAIRMAN OF THE COUNCIL

It was proposed by L Willis and seconded by Ms K Wood that D Johncock be elected Chairman of the Council until the next Annual Meeting of the Council.

It was proposed by M Wilkes and seconded by J White that J Herschel be elected Chairman of the Council until the next Annual Meeting of the Council.

Both candidates addressed the Council. A secret ballot was then held, the results of which were:

J Herschel 8 Votes

D Johncock 7 Votes

It was RESOLVED that

J Herschel be elected Chairman of Chepping Wycombe Parish Council for the 2011/12 Year.

4. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL

It was proposed by D Johncock and seconded by Ms J Johnson that L Willis be elected Vice-chairman of the Council until the next Annual Meeting of the Council.

It was proposed by M Patel and seconded by J White that I Forbes be elected Vice-chairman of the Council until the next Annual Meeting of the Council.

A secret ballot was held, the results of which were:

I Forbes 7 votes

L Willis 7 votes

1 spoilt ballot paper.

The Chairman of the Council used his casting vote and I Forbes was elected Vice-chairman of Chepping Wycombe Parish Council for the 2011/12 Year.

5. ELECTION OF STANDING COMMITTEES OF THE COUNCIL

The following Members were elected to serve on the Committees as set out below:

AMENITY LAND COMMITTEE (11)

1. Ms K Wood **C** (TG)
2. Ms J Johnson **V-C** (TG)
3. J Bailey (FH)
4. M Patel (FH)
5. Mrs S Digby (FH)
6. B Sadler (TG)
7. J White (L)
8. C Jordan (L)
9. L Willis (L)
10. I Forbes (ex-officio) (TG)
11. J Herschel (ex-officio) (FH)

WORKS, SERVICES & PLANNING COMMITTEE (10)

1. J Herschel **C** (ex-officio) (FH)
2. D Onslow **V-C** (FH)
3. J Bailey (FH)
4. B Sadler (TG)
5. I Forbes (TG)
6. C Dodds (L)
7. Ms J Johnson (TG)
8. C Jordan (L)
9. J White (L)
10. M Wilkes (FH)

LEISURE FACILITIES COMMITTEE (10)

1. L Willis **C** (L)
2. C Jordan **V-C** (L)
3. M Patel (FH)
4. Mrs S Digby (FH)
5. I Forbes (TG)
6. B Sadler (TG)
7. Ms S Herron (TG)
8. D Onslow (FH)
9. J Gurney (L)
10. J Herschel (ex-officio) (FH)

FINANCE & GENERAL PURPOSES COMMITTEE (9)

1. I Forbes **C** (TG)
2. J Gurney **V-C** (L)
3. C Dodds (L)
4. Ms S Herron (TG)
5. Ms K Wood (TG)
6. J Herschel (FH)
7. D Johncock (FH)
8. M Wilkes (FH)
9. L Willis (L)

It was noted that unless appointed to a Committee, the Chairman and Vice-chairman of the Council are in accordance with standing orders ex-officio members of all Committees

a) Election of Chairmen and Vice-Chairmen of Committees

In order that delegated action could be taken before the next meeting of Committees the Council Meeting was adjourned and each Committee met in turn to appoint a Chairman and Vice-chairman. The Council Meeting was then reconvened. The following appointments were reported:

	Chairman	Vice-chairman
Amenity Land Committee	Ms K Wood	Ms J Johnson
Leisure Facilities Committee	L Willis	C Jordan
Works, Service & Planning Committee	J Herschel	D Onslow
Finance & General Purposes Committee	I Forbes	J Gurney

b) Appointment of Sub-Committees

It was confirmed that the appointment of Sub-Committees and Working Parties would take place at the first meeting of the appropriate Committee.

c) Planning Sub-Committee

The Council's practice in dealing with planning applications is by appointing one representative from each ward to make comments on applications through the Clerk, the Council's Proper Officer.

When contentious applications or those with a wider interest are received these three members and the Chairman of the Council form the Planning Applications Committee which meets as and when necessary.

The WS&P Committee appointed the following representatives to the Planning Sub-Committee:

J Bailey	Flackwell Heath
C Dodds	Loudwater
Ms J Johnson	Tylers Green (with a view to passing on this responsibility to another member during the year)

d) CWPC "In House" Auditors

It was agreed that:

M Wilkes (with previous experience) and L Willis be appointed as the Council's 'In House' Auditors for the 2011/12 Year:

6. ADOPTION OF STANDING ORDERS

It was resolved that the new Standing Orders be adopted by Council.

7. REVIEW OF ASSETS, RISKS AND POLICIES

It was resolved that the review of assets, risks and policies would be referred to F&GP for their consideration throughout the year and report back to Council as each review is completed

8. APPOINTMENT OF REPRESENTATIVES

The following representatives were appointed to the organisations, as indicated:

<u>Organisation</u>	<u>Representative(s)</u>
Tylers Green Village Hall Committee	I Forbes
Tylers Green & Penn Parish Council Joint Meeting	J Herschel I Forbes Ms K Wood Ms J Johnson
Queensway Joint Committee	J Herschel I Forbes J Gurney
Wycombe District Association of Local Councils	Ms S Herron C Jordan Mrs S Digby
Local Community Partnership (LCP)	All Members invited
Neighbourhood Action Group (NAG)	D Onslow Ms J Johnson L Willis
Flackwell Heath Community Centre	J Bailey
M40 Chiltern Environmental Group	C Dodds
Bucks Association of Local Councils (BALC)	J Herschel
Substitute BALC Rep	I Forbes
Revive the Wye Joint Steering Group	J Herschel

It was agreed that the appointment of representatives to the following local sports organisations be made at the next meeting of the Leisure Facilities Committee:

Organisation

- **Flackwell Heath Bowling Club**
- **Flackwell Heath Sports Club**
- **Flackwell Heath Tennis Club**
- **Loudwater Bowls Club**
- **Loudwater Football Club**

9. INFORMAL COUNCIL MEETING

It was noted that the Informal Council meeting is programmed to take place on Tuesday 19 July 2011.

Members are asked to indicate items for consideration at the meeting by notifying the Clerk or Chairman of the Council.

10. PUBLIC PARTICIPATION

A member of the press asked about posting meeting agendas on the CWPC website. The Acting Clerk replied that she is seeking advice on how to expedite this.

11. QUESTIONS BY MEMBERS OF THE COUNCIL

There were none.

12. ACCOUNTS FOR PAYMENT

There were none.

The meeting concluded at 9.15 pm.

C J Norris
Acting Clerk of the Council
11 May 2011

CHEPPING WYCOMBE PARISH COUNCIL

AMENITY LAND COMMITTEE

Report of the meeting of the Committee held on **Tuesday 17May 2011** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks

Present: Ms K Wood (Chairman), Ms J Johnson (Vice-chairman), J Bailey, Mrs S Digby, J Herschel (ex-officio), C Jordan, J White, L Willis, M Patel, B Sadler

ALC11.008. APOLOGIES FOR ABSENCE

None were received.

ALC11.009. DECLARATIONS OF INTEREST

There were none.

ALC11.010. TYLERS GREEN COMMON

Isis Cottage

It was noted that agreement had been reached that the owners of Isis Cottage would make a payment of £12,500 to the Council in respect of increased access rights across the Village Green.

Driving on the Common

A report of driving on the Common was noted.

Parking for Penn School

It was agreed to issue a permit for the proposed parking on the basis that should in the opinion of the warden any damage be incurred, the event organisers would pay for any necessary repairs.

Community Payback

The Committee received a presentation from the Chairman of the Council on works done to the Common and issues of encroachment.

ALC11.011. KINGSWOOD

Anti-Social Behaviour in Kingswood

The Committee noted a report of anti-social behaviour in the wood. Ms J Johnson agreed to raise the issue at the NAG meeting on 19 May and ask for feedback from NAG members.

ALC11.012. FENNELS WOOD

The Committee received a proposal from the Flackwell Heath PCSO to allow BMX biking in Fennels Wood.

After a discussion, it was agreed that as the Council is not the owner of the land, the Clerk would advise the PCSO to approach the owner directly.

ALC11.013. COMMITTEE FINANCES

Income and Expenditure

It was agreed that the contents of the report before members be noted.

It was noted that training for members on Council finances would be provided.

ALC11.014. ACCOUNTS FOR PAYMENT

It was agreed that the accounts for payment, cheque numbers 7029 to 7036, Direct Debits and Payflow transfers be approved for payment and the cheques be signed.

Cheque number 7035 (J Herschel Members Expenses) was not approved for payment pending clarification of mileage rates.

ALC11.015. DELEGATED ACTION

It was noted that since the last meeting of the Amenity Land Committee, the Clerk had authorised and processed the following permits and actions:

- For temporary signage for the Penn & Tylers Green Village Show
- For a street party in Nursery Road to celebrate the Royal Wedding
- For parking on Tylers Green Common, opposite Elm Road, for a football tournament on 1 and 2 May 2011
- To Mr D Wadsworth for removal of fallen logs in Kingswood between May and October 2011
- For erection of a gazebo on School Green, Flackwell Heath, in relation to Flackwell Heath Residents' Association Litter Pick on 14 May 2011.
- Authorised the replacement of the steps on the Railway Land.

The meeting concluded at 9.00 pm.

C J Norris
Acting Clerk of the Council
20 May 2011

CHEPPING WYCOMBE PARISH COUNCIL

LEISURE FACILITIES COMMITTEE

Report of the meeting of the Committee held on **Thursday 26 May 2011** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: L Willis (Chairman), C Jordan (Vice-Chairman), Mrs S Digby, I Forbes, J Gurney, Mrs S Herron, J Herschel, D Onslow, M Patel, B Sadler,

Other members in attendance: D Johncock, J White

Public in attendance: Mrs Dare and Mr Quelch, tenants at the allotments, Flackwell Heath.

LFC11.007. APOLOGIES FOR ABSENCE

None were received.

LFC11.008. DECLARATIONS OF INTEREST

There were none.

LFC11.009. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

The committee approved the following appointments to outside bodies:

- | | |
|--------------------------------|-------------------|
| • Flackwell Heath Bowling Club | Mrs S Digby |
| • Flackwell Heath Sports Club | D Onslow |
| • Flackwell Heath Tennis Club | Mrs S Digby |
| • Loudwater Bowls Club | C Jordan |
| • Loudwater Football Club | C Jordan/J Gurney |

It was agreed that the Chairman of the Committee would contact Flackwell Heath Sports Club to ensure that they sent details of meetings to the council's representative to enable their active participation.

LFC11.010. SPORTS GROUNDS

Derehams Lane Sports Ground

Potholes in MUGA

It was noted that the potholes that had appeared over the winter had been repaired.

Lease for Derehams Lane Sports Ground

It was noted that the draft Lease between Loudwater Football Club and the Council, being prepared by the Council's solicitors, had not been presented for consideration at the Finance & General Purposes Committee on 17 March 2011.

It was agreed that the Clerk would contact the Council's Solicitors to ensure that this matter was progressed for consideration at the next F&GP Committee Meeting.

I Forbes declared a personal but not prejudicial interest in the discussion of the following part of the agenda.

It was noted that the water leak to the Pavilion had still not been repaired while there was a lack of clarity as to whose responsibility it was, in the absence of an agreed lease.

It was agreed that the Chairman of the Committee would contact the Football Club and Thames Water to determine the location of the leak and arrange for repairs to be effected, at the council's expense, as soon as possible.

Report from meetings with Loudwater Football Club

A verbal report from C Jordan was noted which touched on the issues relating to the pavilion at Derehams Park above.

C Jordan also advised that the football club would shortly be electing a new chairman.

Community Payback Work

It was noted that the withdrawal of the Friday Community Payback group from the council would impact on long-term maintenance at Derehams.

Green Dragon Sports Ground

Enquiry from Flackwell Heath Minors re Fence Line

It was agreed that:

- a) the Council would not give permission for the movement of any boundary markers delineating the Council's legal land boundary.**
- b) any movement of the fence would be the legal and financial responsibility of Flackwell Heath Minors in conjunction with Harleyfords, the conjoining landowner/landlord.**
- c) the Council will request a meeting with all interested parties to view the site and discuss the issues outlined in the email from Flackwell Heath Minors.**

LFC11.011. **RECREATION GROUNDS AND PARKS**

All Sites: Safety Inspections 2011

It was agreed that the Council would arrange the 2011 playground safety inspections via Wycombe District Council at the cost of £64 plus VAT per site.

All Sites: Playground Improvements

It was noted that:

A comprehensive plan for the re-development of the play area in Tylers Green would be necessary before any bids for funding could be submitted

It was agreed that J Herschel will consult Tylers Green members on the best way to progress this matter.

All Sites: BMX riding

After discussion, it was noted that:

- Thames Valley Police have been encouraged to talk directly with the manager of Fennells Wood on this issue;
- There were general concerns about any BMX site in this area being advertised widely as one for Wycombe as a whole; rather the key issue for the Council being activities for local young people from Flackwell Heath and Loudwater;
- There are other council-controlled sites for exploration as a potential BMX site, should TVP not be able to resolve the local ASB issues directly; however these will not be progressed at the moment.

Straight Bit Recreation Ground

Work to Lime Trees

It was agreed to accept the quote for works from Peacock Tree Ecology.

LFC11.012. **ALLOTMENTS**

Deceased Tenant

It was agreed that:

a) in the exceptional circumstances of the Lada family and on a compassionate basis, to offer Ted Lada the tenancy of one of his mother's allotment plots at Flackwell Heath, and for the remaining plot to be offered to people on the waiting list in the order they appear on that list

b) a revised allotment allocation policy will be presented to the next committee meeting in order to ensure that allotment plots are allocated fairly and transparently

c) in the meantime to continue with the existing allocation policy, i.e. allocation of plots on the following priorities:

1. In-Parish residents requesting a first allotment
2. In-Parish residents requesting a second allotment
3. Out-of-Parish residents requesting a Chepping Wycombe allotment

New Plots at Flackwell Heath

It was noted that the new half-sized plots have all been marked out, were rotavated this week and are now ready to offer to people on the waiting list.

Letter of Complaint, Flackwell Heath Allotments

It was agreed that the Council will organise a meeting with tenants at the Flackwell Heath Allotments as soon as possible to discuss a range of issues that are affecting allotment-holders and any action the Council may be able to take, in partnership with the tenants, to remedy these.

Ashley Drive Allotments

It was noted that the Council had recently arranged for the removal of a significant amount of accumulated rubbish from the site.

LFC11.013. **PUBLIC PARTICIPATION**

There were no additional questions or remarks from members of the public.

LFC11.014. **QUESTIONS BY MEMBERS OF THE COUNCIL**

There were none.

LFC11.015. **COMMITTEE FINANCES**

Income and Expenditure

It was agreed that the contents of the report before members be noted, and any questions be submitted to the next meeting of F&GP when all committee accounts for the year 2010/11 will be considered in detail.

LFC11.016. **ACCOUNTS FOR PAYMENT**

It was agreed that the accounts for payment, , Direct Debits and Payflow transfers be approved for payment and the cheques be signed.

J Herschel declared a personal and prejudicial in the payment of his claim for member's expenses.

The meeting concluded at 9.45 pm.

C J Norris
Acting clerk of the Council
27 May 2011

CHEPPING WYCOMBE PARISH COUNCIL

WORKS, SERVICES AND PLANNING COMMITTEE

Report of the meeting of the Committee held on **Thursday 2 June 2011** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: D Onslow (Chairman) I Forbes (minutes) J Bailey, C Dodds Ms J Johnson
B Sadler, J White and M Wilkes

Also present: CPSO D Beckford

WSP 11.009 APOLOGIES FOR ABSENCE

Apologies for absence were received from J Herschel and C Jordan

WSP 11.010 DECLARATIONS OF INTEREST

There were none.

WSP 11.011 ST MARGARET'S CHURCH BOUNDARY WALL

The committee noted the report and that there was sufficient budget for phase two this summer.

WSP 11.012 ST PETERS CHURCH BOUNDARY WALL AND FOOTWAY

The committee noted the report but asked the Clerk to write to TfB to remind them that the movement of the lighting column was still outstanding.

WSP 11.013 REPLACEMENT OF THE KINGSMEAD FOOTBRIDGE

The committee noted the report and John White spoke of the excellent work done by the installation team and also reported how well the opening had gone. There was a complaint from M. Wilkes that the Council were not informed of the opening ceremony, which was why so few members of the Council were at the opening. The committee agreed to send letters of thanks to TfB and Peter Cartwright as suggested.

WSP 11.014 REPAIRS TO DEPOT, OFFICES AND WARDEN'S HOUSE

The committee noted the report of the repairs to the roofs and painting and asked for a further report for the next meeting.

WSP 11.015 FOOTPATHS AND REPLACEMENT OF STILES WITH GATES

The committee noted the report and asked that the suggested letters of thanks be sent to both the landowners and Chiltern Rail.

WSP 11.016 NEW AND REPLACEMENT SIGNAGE

The committee noted the report and received the DVD with some signage issues. The members expressed a wish to influence the content of the replacement signs, and saw a need for the survey efforts to be properly co-ordinated.

WSP 11.017 APPOINTMENT OF MEMBERS TO THE CEMETERY WORKING GROUP

The meeting approved the following three members in addition to the chairman and vice chairman of the council.

B Sadler, J White, and M Wilkes

WSP 11.018 PUBLIC PARTICIPATION

PCSO D Beckford raised the issue of the BMX track in Fennels Wood. Although this was not a WS&P issue there was some debate, and he was advised that the LF committee were looking into this, as there were potential sites that came under their area of responsibility.

WSP 11.019 QUESTIONS BY MEMBERS OF THE COUNCIL

J Bailey raised the issue of the Gating Order for Magpie Lane FH and it was noted that a meeting of all interested parties would be held soon.

WSP 11.020 COMMITTEE FINANCES

The members noted the 2010/12 report which showed a significant but not forecast under-expenditure.

I Forbes reported that there were a number of issues which would be addressed in detail at the F&GP meeting as the chairman of the committee had written with several observations. These included

- Need to improve forecasting
- Use of and simplification of the coding structure
- Need to improve accruals accounting
- Missing transfers to EMR at year end.
- Need to review process for dealing with incomplete or planned items that had been delayed last year.

WSP 11.021 ACCOUNTS FOR PAYMENT

There were none

The meeting concluded at 9.00 pm.

I Forbes
5 June 2011

CHEPPING WYCOMBE PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

Report of the meeting of the Committee held on **Tuesday 21 June 2011** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: I Forbes (Chairman), J Gurney (Vice-chairman) C Dodds, J Herschel,
L Willis, M Wilkes, Ms K Wood

In Attendance: C Jordan, L Turner

FGP/11.019 APOLOGIES FOR ABSENCE

D Johncock (business).

FGP/11.020 DECLARATIONS OF INTEREST

There were none.

FGP/11.019 SUB-COMMITTEES AND WORKING GROUPS

Publicity sub-committee

The following members were appointed:

- I Forbes (Chairman of F&GP)
- J Herschel (Chairman WS&P)
- Ms S Herron
- L Willis (Chairman of Leisure Facilities)
- Ms K Wood (Chairman of Amenity Land)

Staff panel

The following were in accordance with the council's standing orders confirmed as members of the council's staff review panel:

- J Herschel (Chairman of Council and Chairman of WS&P)
- I Forbes (Vice-chairman of Council and Chairman of F&GP)
- L Willis (Chairman of Leisure Facilities)
- Ms K Wood (Chairman of Amenity Land)

Vice-chairmen of standing committees act as alternates

Regulations and Policies Working Group

As agreed at the annual meeting the council is committed to a rolling reviewing of its existing policies over the next few years. The working group is tasked with reviewing the regulations and policies; then after consultation with the committees involved making recommendations to council. The following members were appointed to the working group:

- I Forbes
- J Gurney
- J Herschel
- D Johncock (subject to his agreement)

FGP/11.021 AUDIT REPORTS

Internal Audit

The committee chairman reported that the internal audit had shown that the council had received an unqualified report by Auditing Solutions Ltd and that the Annual Return and Financial Statement would be presented to council for consideration and signature on Thursday 30 June 2011.

The committee confirmed the earlier decision to appoint Mr D Timms of Stokenchurch as the council's internal auditor for the council year 2011/2012. and that both he and the other auditors considered by the Council be notified.

FGP/11.022 REVIEW OF THE COUNCIL'S FINANCIAL REGULATIONS

The committee confirmed that the first task of the Regulations and Policies Working Group should be to review the council's financial regulations.

The review of terms of reference for all Committees, Sub-Committees and Working Groups, and delegated powers would follow later in the year.

FGP/11.023 ALLOWANCES AND EXPENSES

It was agreed that a copy of the council's current expenses policy and rates, including the new HMR&C rate of 45p per mile, would be sent to all members.

FGP/11.024 GRANTS, SUBSCRIPTIONS AND DONATIONS

The proposed annual donations and subscriptions were approved, and the following observations recorded:

- Action4Youth were directly involved in the management and support of the Loudwater Boys Club
- Wycombe Wildlife Trust were involved in the council's contribution to the Revive the Wye project and also in the council's work to improve Kingswood as a community wood and in our 2010 project to provide interpretation boards for the new all-weather, all-ability path in Kingswood off Cock Lane
- BALC/NALC membership; the clerk be asked to keep a log over the next 12 months detailing any benefit we receive from our membership of the two organisations (we cannot be a member of one without being a member of the other)
- M40 Chiltern Environmental Group – year 2 of a 5 year commitment to support them by an annual grant of £200
- NAG: agreed seed money grant of £250 for 2011/2012 to be reviewed against project success and accounts for 2012/13
- RoSPA: now that WDC carry out our playground inspections what direct benefit do we obtain from our continuing grant to them. Review for next year.

FGP/11.025 NALC CONFERENCE

It was agreed that I Forbes should attend the conference on Thursday 22 September and that both the clerk and at least one other member should be encouraged to attend and that appropriate reservations be made

FGP/11.026 LAND REGISTRATIONS

The committee noted that the process of registering our land had 'stalled' and that I Forbes and J Herschel re-consider the process: continuing to use the council's solicitor where necessary but also the opportunity of the council using a local resource to progress more straight-forward applications.

The project has been previously agreed by council and an initial budget allocation agreed (£8,000 plus expenses) with additional funding being available depending upon progress as and when required, either from the annual F&GP budget or from the council's reserve

FGP/11.027 STAFF TERMS AND CONDITIONS

The chairman of the committee advised members that mutually satisfactory terms and conditions had been agreed with the new clerk.

As a consequence the item could be deferred to a future meeting when more information would be available to members.

FGP/11.028 COMMITTEE FINANCES

The contents of the report before members was noted.

- Last year's planned transfers will take place as soon as is practicable
- Transfers to the EMR to also take place for any incomplete projects due in 2010/11 that will definitely proceed
- A revised General Reserve Level will then be reported
- A further review of cost codes will be undertaken
- Forecasting to be improved with the new Clerk
- Accruals reporting to be improved with a simple order book for all orders over £500 (suggested value)

The action to review the 2011/12 budget at the half-year was agreed.

FGP/11.029 ACCOUNTS FOR PAYMENT

It was agreed that the accounts for payment, cheque numbers 7058 to 7082, Direct Debits and Payflow transfers be approved for payment and the cheques be signed.

The meeting concluded at 9.00 pm.

J Herschel
22 June 2011