

CHEPPING WYCOMBE PARISH COUNCIL



COUNCIL AGENDA

Tuesday 1st November 2011

Members of the Council are summoned to attend the meeting to be held on Tuesday 1st November 2011 at 7.30 pm at the Council Office, Cock Lane, Tylers Green, Bucks HP10 8DS, when it is proposed that the business to be transacted shall be as follows.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

During the meeting it may become necessary for the public and press to be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be transacted.

1. **Apologies for Absence.**
2. **Declarations of Members' Interests in Items on the Agenda.**
(Under the Local Government Act 2000 & Code of Conduct, all elected & co-opted members are required to register & declare personal & prejudicial interests as well as any gifts or hospitality received.)
Council is asked to receive any declarations of personal or personal and prejudicial interest by members relating to items on the agenda.
3. **Minutes of the previous meeting held on Thursday 21st June 2011.**
To consider the minutes of the Council meeting held on Thursday 30th June 2011. (Attached at pages 3 & 4)
4. **Matters Arising from previous Council minutes.**
5. **Amenity Land Committee.**
To consider the report of the Committee meeting held on 8th September 2011. (Minutes attached at pages 5 & 6)

6. Leisure Facilities Committee.

To consider the report of the Committee meeting held on 22nd September 2011. (Minutes attached at pages 7 & 8)

7. Works, Services & Planning Committee.

To consider the report of the Committee meeting held on 6th October 2011 (Minutes attached at pages 9 to 11)

8. Finance & General Purposes Committee.

To consider the report of the Committee meeting held on 20th October 2011 (Minutes attached at pages 12 to 14).

9. Propositions.

None have been received

10. Questions by Members of the Council.

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

11. 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.

12. 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.

13. Date of the next meeting.

The next meeting is scheduled for Tuesday 17th January 2012.

Lynne Turner

Mrs Lynne Turner
Clerk of the Council
26th October 2011

CHEPPING WYCOMBE PARISH COUNCIL

COUNCIL MEETING

Thursday 30th June 2011

MINUTES

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

Present:

J Herschel (Chairman of the Council), J Bailey, C Dodds, Mrs S Digby, J Gurney, Mrs S Herron, Ms J Johnson, C Jordan, D Onslow, M Patel, B Sadler, J White, M Wilkes, L Willis, K Wood.

Also present:

Mrs L Turner, A Turner

C/11.23. APOLOGIES FOR ABSENCE

Apologies for absence were received from I Forbes (on holiday) and D Johncock (WDC meeting)

C/11.24. DECLARATIONS OF INTEREST AND CODE OF CONDUCT

There were none.

C/11.25. COUNCIL MINUTES

It was **RESOLVED** that:

The minutes of the Council Meeting of Thursday 28 April 2011 and the Annual Meeting on Tuesday 10 May 2011 be approved and signed as a correct record by the Chairman of Council.

C/11.26. COMMITTEE REPORTS

(i) AMENITY LAND COMMITTEE

The report of the committee meeting held on Tuesday 17 May 2011 was received and noted.

(ii) LEISURE FACILITIES COMMITTEE

The report of the committee meeting held on Thursday 26 May 2011 was received and noted.

Concerns were raised by the chairman of the committee about how long it was taking to have the lease for the Dereham's Park Pavilion agreed.

The water leak at Dereham's is apparently still not repaired.

The Clerk was asked to take up these two issues as a matter of some urgency.

(iii) WORKS, SERVICES AND PLANNING COMMITTEE

The report of the committee meeting held on Thursday 2 June 2011 was received and noted.

(iv) FINANCE AND GENERAL PURPOSES COMMITTEE

The report of the committee meeting held on Tuesday 21 June 2011 was received and noted.

It was agreed that:

1. The Chairman of the Committee be thanked for the very successful outcome of the Council's unqualified end of year audit.

2. The Annual Return and Financial Statement be approved and signed by the Chairman of Council.
3. The Council undertake a mid-year review of Committee finances with a view to bringing forward new and previously agreed projects for implementation.

C/11.27. PROPOSITIONS

There were none

C/11.28. 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.

C/11.29. ADDRESS BY MEMBERS OF THE PUBLIC

None were received.

C/11.30. ACCOUNTS FOR PAYMENT

It was **RESOLVED** THAT:

the accounts for payment, cheque numbers 7093 to 7096 be approved for payment and the cheques be signed.

The meeting concluded at 8.30pm.

Signed: Date:

CHEPPING WYCOMBE PARISH COUNCIL AMENITY LAND COMMITTEE

Minutes of meeting held on Thursday 8th September 2011 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, Bucks HP10 8DS

UNCONFIRMED

Present:-	Cllr K Wood - Chairman	Cllr C Jordan
	Cllr J Johnson - Vice Chairman	Cllr M Patel
	Cllr J Bailey	Cllr B Sadler
	Cllr S Digby	Cllr J White
	Cllr I Forbes (ex-officio)	Cllr L Willis
	Cllr J Herschel (ex-officio)	

Other Members in attendance:- Cllr Wilkes.
There were no other members of the public present.

- 1. Apologies for Absence.** Cllr Bailey.
- 2. Declarations of Members' Interests in Items on the Agenda.**
ALC11.016 - Cllr Wilkes declared a personal interest in item 7a - as he is a member of the Flackwell Heath Residents' Association.
- 3. Minutes of the previous meeting held on Tuesday 17th May 2011.**
ALC11.017 – RESOLVED as a true record and duly signed by the Chairman.
- 4. Tylers Green Common.**
ALC11.018 - Request from parishioner to lift the crown of a pine tree, for health & safety reasons. As this tree is a good specimen and the area is a conservation area, it was **RESOLVED** that no work was required on the tree. It was **FURTHER RESOLVED** that the Clerk notify the PCSO of the problems occurring in the area, for appropriate action.
ALC11.019 - Tylers Green front common - improvement, fertilisation and maintenance work required. It was **NOTED** that the fair brings an income of approximately £950.00 and it had been agreed previously to improve the area. It was **RESOLVED** to carry out the following work:- make good verges and replace, regenerate turf, including winter fertiliser; then from now until March - aerate and spiking with spring fertilising; and seeding in May - total cost approx £1,650. It was **FURTHER AGREED** that this would be carried out alongside the winter maintenance.
- 5. Kingswood.**
ALC11.020 - Opening ceremony for Kingswood all ability path. This was discussed in some detail and it was **RESOLVED** that all partner bodies, local dignitaries and local schools would be invited for an opening on a Saturday morning with light refreshments. Final details, including date, to be agreed by Cllr Wood, Cllr Johnson and the Clerk.
ALC11.021 - Friends of Kingswood. It was **NOTED** that this group had not met of late and Cllr Forbes would try and rejuvenate the groups' interest in the area, particularly regarding path 'mapping'.
ALC11.022 - Bucks County Council work in Kingswood. Cllr Herschel gave information to members on this issue and after some discussion it was **RESOLVED** that BCC be informed of the Councils' agreement to a permissive circular bridleway being created round Kingswood and, if constructed in time, to name it the Queen's ride, to mark Queen Elizabeth II's Diamond Jubilee. It was **NOTED** that, once permission is given, BCC will investigate this further with Chiltern Society.
- 6. Flackwell Heath.**
ALC11.021 - Request from Residents Society to consider permanent Christmas tree or grant. Information was given on a previous request for a permanent Christmas tree and the reasons for its refusal. A discussion then ensued and it was **RESOLVED** to offer either a £300 grant or that CWPC staff would collect the tree when ready, erect it, take it down and dispose it, as they currently do for Tylers Green.

7. Feedback on site visits and actions to be taken.

ALC11.022 - Widmer pond, Tylers Green - information was given with regard to the provision of a self-binding path and improvements to the bank (as on the Penn side). It was **RESOLVED** to get costs and plans and bring these to the next meeting, with an intention that the work be carried out in time for next year's Jubilee celebrations.

ALC11.023 - Railway Land, Loudwater - A discussion followed with regard to the status of the land and the trees on the north and south banks. It was **RESOLVED** to get two contractors to recommend what work is required and provide quotes for consideration at a future meeting.

8. Public Participation.

None.

9. Committee Finances.

ALC11.024 - Cllr Forbes reported that no figures were ready yet but he hoped they would be ready for the Finance & General Purposes meeting in October.

10. Accounts for Payment.

None.

11. Date of the next meeting.

The next meeting is scheduled for Thursday 24th November 2011.

There being no further business, the meeting closed at 8.35pm.

Signed

Date

CHEPPING WYCOMBE PARISH COUNCIL LEISURE FACILITIES COMMITTEE

Minutes of meeting held on Thursday 22nd September 2011 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, Bucks HP10 8DS

UNCONFIRMED

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

Other Members in attendance:- Cllr White.

Members of the public present:- Mr Davies (Flackwell Heath).

1. **Apologies for Absence.** None.

2. **Declarations of Members' Interests in Items on the Agenda.**

LFC11.017 - Cllr Forbes declared a personal and prejudicial interest in item 4b-ii - as he is an employee of Thames Water; Cllr Gurney declared a personal interest in item 4b-iv and 4d as he has been involved in both issues on a personal basis.

3. **Minutes of the previous meeting held on Thursday 26th May 2011.**

LFC11.017 – RESOLVED as a true record and duly signed by the Chairman.

4. **Sports Grounds.**

LFC11.018 - Report from Loudwater Bowls Club. Cllr Jordan had prepared a report on various items at the sports ground and the following was **NOTED**:-

- a) track to clubhouse - to be filled in and flattened and scalplings placed when available;
- b) footpath is greatly improved by our team and key now available, for better access;
- c) changing top car park to training pitch - not practical, as no lighting - therefore not to be progressed;
- d) changes for blue badge holders great improvement;
- e) new gate/barrier now delivered and will be installed in next few days and then combination lock can be re-used.

LFC11.019 - Consideration of position regarding Dereham's Lane sports ground. This was discussed in some detail and the following was **NOTED**:-

- a) Lease - the Clerk will follow up on this item.
- b) Water leak - Shelley Sharma from Thames Water is pursuing this matter - bills have been suspended, but need to be finalised.
- c) Electricity bill - the Clerk will follow up on the matter of the insurance claim and will finalise this matter with the club.
- d) Report on work completed under community payback scheme. It was **NOTED** that two footpaths had been cleared and made good and that the load of rubbish from the top car park had been removed, as well as some fly tipping on the top bridleway. There had been a request for a litter bin and, as this would be on WDC land, it was **AGREED** that the Clerk would ask WDC to supply a bin and arrange for it to be emptied regularly.

LFC11.020 - Update on meeting with Flackwell Heath minors. It was **NOTED** that Cllr Digby and Cllr Onslow would be the CWPC representatives and the Clerk was asked to find out the dates of their meetings, so that our representatives could attend.

LFC11.021 - Recommendation to re-form working party for Dereham's Lane. After a lengthy discussion it was **RESOLVED** that Cllrs Willis, Jordan, Digby, Gurney and White would form a working party to consider issues for the area including youth issues. Any items for consideration to be brought back to the Leisure Services Committee.

5. **Recreation Grounds and Parks.**

LFC11.022 - Consideration of adoption of The Pines play area at Tylers Green. This item was discussed in some detail and information given, which had been obtained from Wycombe District Council and it was **RESOLVED** not to proceed with the adoption of this play area.

LFC11.023 - Report on play areas within parish. It was **NOTED** that no further action had taken place with regard to the refurbishment of the play area at Tylers Green and it was **AGREED** that Cllr Herschel would follow up on this matter with the Tylers Green members.

6. Allotments.

LFC11.024 - Report on allotment inspections. The Chairman reported that he had inspected both allotment gardens with Cllr Digby and Cllr Herschel and non-compliance letters had been sent out to several tenants. It had been agreed that follow up inspections would be carried out, in order to keep the momentum going and to ensure that people who were not keeping their allotments to an acceptable standard would have to relinquish their plots. It was **RESOLVED** that the rules and regulations would be considered at the next committee meeting. Further **RESOLVED** that Cllr White be asked to provide an article for inclusion in the next newsletter on allotments and what grows well.

LFC11.025 - Report on best allotment competition. The Chairman, Cllr Digby and Cllr Herschel had inspected the allotment gardens and had found winners on both gardens, who will be invited to the Parish Meeting for their prizes to be awarded. Certificates of merit had also been allocated and sent to recipients.

LFC11.026 - Request from resident to consider work on 'shed' after clearance at Tylers Green allotment boundary. After some discussion it was **RESOLVED** that the resident be contacted and thanked for his donation of £150 towards the cost and that trellis and planting be placed in order to cover the side of the shed facing the properties.

7. Public Participation.

There were no questions from members of the public.

8. Questions by Members of the Council.

LFC11.027 - Cllr Onslow asked about the permit for the 2012 Cherry Fayre at Flackwell Heath and the Clerk informed him that, as this was not a simple re-issue, she was investigating the process and would let him know the outcome when a decision had been reached.

9. Committee Finances.

LFC11.028 - Cllr Forbes spoke to the report provided, which gave an indication of the situation as at the end of July 2011. Allotments rents had been billed but had yet to be received and nothing yet had been put in the ear marked reserves category. Cllr Herschel gave information on the rubbish removal at Ashley Drive allotments, which had been extensive, but is now complete.

10. Accounts for Payment.

LFC11.029 - It was **RESOLVED** to accept the accounts for payment, direct debits and payflow transfers and for the cheques to be signed - information to be attached to these minutes. Cllr Herschel declared an interest in the item for a padlock, which he had to purchase with regard to the incursion onto Dereham's Lane sports area and Cllr Forbes declared a personal and prejudicial interest in the payment to Thames Water, as he is an employee of that organisation.

11. Date of the next meeting.

The next meeting is scheduled for Thursday 24th November 2011.

There being no further business, the meeting closed at 9.20pm.

Signed Date

CHEPPING WYCOMBE PARISH COUNCIL WORKS, SERVICES & PLANNING COMMITTEE

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

Minutes of the meeting held on Thursday 6th October 2011 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, Bucks HP10 8DS

UNCONFIRMED

Present:-	Cllr J Herschel - Chairman	Cllr C Jordon
	Cllr D Onslow - Vice Chairman	Cllr B Sadler
	Cllr J Bailey	Cllr J White
	Cllr C Dodds	Clerk: Mrs L Turner
	Cllr J Johnson	Assistant Clerk: Mrs S Thompson

Other Members in attendance:- Cllr Johncock.

Members of the public present:- Mr Davies (Flackwell Heath).

- 1. Apologies for Absence.** Cllr Forbes & Cllr Wilkes.
- 2. Declarations of Members' Interests in Items on the Agenda.** None.
- 3. Minutes of the previous meeting held on Thursday 2nd June 2011.**
WSP11.022 – RESOLVED as a true record and duly signed by the Chairman.
- 4. Matters Arising.**
None.
- 5. Recreation Grounds and Parks. St Margaret's Church boundary wall.**
WSP11.023 - Report on boundary wall and gate piers. Information was given to members and it was **RESOLVED** that the piers be replaced at a cost of £1900. It was **NOTED** that the Penn & Tylers Green Residents Society have been approached to assist with the funding and further contributions will be sought.
- 6. Cemeteries.**
WSP11.024 - The Chairman gave information to members regarding the changes in regulations for out of parish burials from March of this year. It was **RESOLVED** to endorse the ending of these arrangements.
WSP11.025 - The Chairman gave information regarding the Hammersley Lane cemetery and that the Community Payback groups have started to 'make good' the area, paying particular attention to graves that have become overgrown. Some memorials are or have collapsed into the grave or need re-setting and we have been unsuccessful in tracing the memorial owners so that they can arrange for repairs to be made or other maintenance undertaken. The Chairman gave information on the procedure for declaring graves abandoned, which has been ongoing for ten years. It was then **RESOLVED** that graves and memorials in the report be considered abandoned, although continuing efforts will be made to trace family members.
WSP11.026 - The Chairman reported that the two sets of 50 year-old gates to the cemetery in Hammersley Lane are beyond economic repair and need replacement. Unfortunately they are both of different sizes and will need to be custom-made, off-the-shelf gates of the right size not being available. It was **RESOLVED** that the gates be replaced at an estimated cost of about £1,000 per set - and, other sources of funding be sought to help off-set the costs.
WSP11.027 - Loudwater Cemetery - members were reminded that the rough track above the lower entrance to the cemetery was made-up properly last year. However the lower section down to its junction with Altona Road has deteriorated significantly and it was **RESOLVED** that the road needs repair and that quotations be brought to the Finance & General Purposes Committee for consideration and funding, as this work will have to be completed before the bad weather starts.
- 7. Highways and Council Bus Shelters.**
WSP11.028 - Report on highways issues and bus shelters. Information was given to members that the lighting column in the centre of the now widened footway outside the new boundary

wall at St Peters Church, Loudwater, has been moved and Transport for Bucks (TfB) has advised that an order to re-set the granite kerbs and remake the surface has been raised, although they cannot confirm when the work will be completed.

WSP11.029 - It was **NOTED** that all the damaged winter grit bins have been replaced by TfB, although others may be identified by us and replaced in 2012.

WSP11.030 - It was **NOTED** that the council-owned bus shelters at Northern Woods, Flackwell Heath and at Widmer Pond in Tylers Green have been repaired as necessary and painted.

8. Traffic speed in Ray's Lane, Tylers Green.

WSP11.031 - Report on speeding traffic. The Chairman gave information to members regarding a residents' concern over speeding in Ray's Lane, Tylers Green with a request for an additional speed hump. The report provided by BCC and the Police was considered and it was **NOTED** that there is no indication that speeding is an issue in this vicinity. It was **RESOLVED** that no further action will be taken in this regard and the Clerk was asked to write to the resident informing him that, on BCC's advice, there will not be any humps placed in that location.

9. War Memorials.

WSP11.032 - Report on war memorials within Parish. Information was given to members that, during the winter months, the shrub bed behind the war memorial at Queensmead, Loudwater, will be re-made, providing an attractive stone base in front of the seat, which was replaced last year. Over the summer the posts supporting the chain railings were painted, and it was **AGREED** to obtain quotations for the names on the memorial to be cleaned and re-painted, with possible grants sought.

10. Graffiti.

WSP11.033 - Consideration and re-affirmation of the existing policy in respect of graffiti. Members **RESOLVED** to re-affirm the existing policy in respect of graffiti, as follows:-

- Graffiti on Council sites and property will be removed as quickly as is practicable, preferably within 48 hours of being reported to us, while it is still fresh and more easily removed;
- The Council will support residents in removing graffiti generally within the parish by providing suitable kits on loan, materials and paint;
- Where appropriate, the Council will plant bushes in front of vulnerable locations to make accessing blank walls and fences more difficult;
- Be active in reporting graffiti to other agencies and landowners so that they may take early action to remove graffiti from their property and public spaces;
- Will as a last resort and where it is practicable, take action to remove graffiti.

11. Repairs to depot, offices and Warden's house.

WSP11.034 - Members were given information, which was **NOTED**, regarding works completed at the depot, offices and Warden's house, as follows:-

- repairs to the roof and rain drainage system at the depot have finally been completed;
- windows, barge boards, door frames, fencing and metal railings have been painted;
- a replacement garage door is on order and will be completed in October;
- damaged light fixtures in the lobby, stairs, offices and toilets have been replaced using energy-efficient luminaires;
- non-working radiator thermostats in the offices, Council chamber and Wardens House have been replaced and, as well as a better working and living environment, this should result in reduced energy consumption;
- the WC in the depot has been replaced with a modern dual-flush system;
- a water-miser will be provided for the urinals in the office toilets.

It was **FURTHER NOTED** that quotations for re-furbishing the office staff kitchenette on the ground floor are being obtained.

12. Footway Lighting.

WSP11.035 - To consider issues on lighting in Parish. The Chairman gave information to members and it was **RESOLVED** that a further 11 lighting columns in Snakeley Close and in Boundary Park be returned to WDC.

WSP11.036 - It was **NOTED** that there are 5 lighting columns in Rayners Avenue above its junction with Robinson Road provided when the Wycombe Heights Golf course was built. Although there is no proof that the Parish Council ever formally adopted these columns, they appear to have been added to our list of maintained lights. It was **RESOLVED** to advise SEC to remove these columns from our lighting list as of 31st March 2012. BCC, WDC and the golf club to be advised of the Council's decision.

WSP11.037 - Replacement columns with LED lights - information was given that the cost of these is coming down and it was **AGREED** to accept the principle of making changes in the future and continue to seek information on LED and solar lighting as an alternative.

WSP11.038 - By agreement with SEC, replacement of those light fittings that contain asbestos was deferred but this will need to be started in the next year or so. It was **AGREED** to consider a LED trial in Sedgmoor Road, where all 13 luminaires will require replacing. Costs and further information to be brought back to committee for consideration before any order is placed, which is unlikely to be before early-2012.

WSP11.039 - The 11 lights at Oakwood in Flackwell Heath are also planned for renewal in the next few years and it was **AGREED** to obtain competitive quotes for their replacement in mid-2012.

13. Flackwell Heath - Student's planning project.

WSP11.040 - Cllr Johncock gave a presentation to members of a student's project for a rejuvenation of the centre of Flackwell Heath, which had been exhibited on the FHRA stand at the 2011 Cherry Fayre. The presentation was well received and it was **NOTED** that a development plan would be expensive to undertake and that there is a necessity to wait for the Localism Bill to become law, so that final details can be known. It was **NOTED** that the possibility of development on Abbey Barn South will need to be considered in detail to reduce any detrimental impact on the Parish.

14. Public Participation.

There were no members of the public present.

15. Questions by Members of the Council.

WSP11.041 - Cllr Onslow expressed concern about vehicle speeds on Treadaway Hill and on the London Road and asked if we could write to TfB requesting them to consider erecting 'remember its 30' advisory signs at these locations. This proposal was **AGREED**.

WSP11.042 - Cllr Dodds mentioned that the wide verge opposite Biffa on the London Road is in need of clearance as it is very overgrown with thistles and overhanging branches and it was **AGREED** that the Clerk would pass this on to the Community Gangs for action.

16. Committee Finances.

Information to be brought to the next meeting.

17. Accounts for Payment.

WSP11.043 - It was **RESOLVED** to accept the accounts for payment and for the cheques to be signed - details to be attached to these minutes.

Cllr Forbes declared a personal and prejudicial interest in the payment to Thames Water, as he is an employee of that organisation.

18. Date of the next meeting.

The next meeting is scheduled for Thursday 15th December 2011.

There being no further business, the meeting closed at 9.20pm.

Signed Date

CHEPPING WYCOMBE PARISH COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Thursday 20th October 2011 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, Bucks HP10 8DS

UNCONFIRMED

Committee Membership:-	Cllr I Forbes - Chairman	Cllr M Wilkes
	Cllr J Gurney - Vice Chairman	Cllr L Willis
	Cllr S Herron	Cllr K Wood
	Cllr J Herschel	Clerk: Mrs L Turner
	Cllr D Johncock	

There were no members of the public present.

- 1. Apologies for Absence.** Cllr Dodds.
- 2. Declarations of Members' Interests in Items on the Agenda.** None.
- 3. Minutes of the previous meeting held on Thursday 21st June 2011.**
FGP11.031 – RESOLVED as a true record and duly signed by the Chairman.
- 4. Matters Arising.**
FGP11.032 - FGP11.021 - Cllr Johncock confirmed that he was happy to sit on the Regulations and Policies Working Group.
- 5. Items raised at Full Council meeting.**
FGP11.033 - C11.26 & FGP11.022 - The Chairman informed members that due to an error in the brought forward figures on the Annual Return, several numbers had to be changed and then the Return was re-submitted to the auditors and they had approved it and this was **NOTED**.
- 6. Presentation on the committee cycle, with particular reference to financial matters.**
FGP11.034 - The Chairman informed new members that there is a five committee cycle starting with Amenity Land, followed by Leisure Facilities, then Works, Services and Planning and then Finance & General Purposes just prior to the full Council meeting. This is done four times a year and new dates will be issued for next year. One date that will have to be changed is the one done this year in May for approving the annual accounts and this will have to be earlier in future - the amended dates will take this into account. He reminded members that, in the January F&GP committee, the budget will be considered in great detail and the precept set for 2012/13 and this was **NOTED**.
- 7. Staffing Matters.**
FGP11.035 - Consideration of staffing levels and workload for grounds workers and office staff. The Chairman and Clerk spoke about this issues regarding workload in the office and for grounds staff and after some discussion it was **RESOLVED** that the staffing panel would meet and discuss both aspects and bring back to the next Committee for consideration. It was **RESOLVED** to continue with extra assistance on the accounts for up to three days per month until an alternative is arranged.
FGP11.036 - Report on salaries. The Chairman informed members that, due to changes in staff over the summer, the budget for staff salaries won't be spent this year and it was **NOTED** that there may be an opportunity for an extra-ordinary item to be considered.
- 8. Update on committee finances.**
FGP11.037 - The following was **NOTED**:-
 - a) Ear marked reserves have now been updated.
 - b) General reserve - now correctly stated - includes some projects agreed last year but not completed, but which should be completed within this year.
 - c) Items allocated from contingency fund - this will include the barriers at Green Dragon Lane, Flackwell Heath and Derehams Lane, Loudwater.

- d) Forecasting finances - the Chairman informed members that the computerisation of the accounts is now up to the beginning of October and salaries show a definite underspend (as reported earlier in the meeting) and a full report will be brought to the January meeting.
- e) The Clerk informed members that an order book system has now been implemented and is working well.

9. **Audit Report.**

FGP11.038 - Update report on internal audit and comments outstanding.

The following recommendations/comments had been made:-

- a) The Clerk should examine all journals prepared on the accounting system ensuring their appropriateness, also signing each off as evidence of that review.
- b) The duplicated journal requires further investigation and correction to ensure that the PAYE/NIC control account reflects the true liability at the end of September 2010 to HMRC.
- c) Risk assessments - no issues arise in this area warranting formal comment but we would remind the Clerk and Council that risk assessments should be subjected to annual scrutiny and update, the outcome being presented to members for formal consideration and adoption. We understand consideration will be given to this shortcoming in 2011-12.
- d) We noted that during the period from December 2010 to March 2011 the filing of invoices had not been carried out in cheque number order, as it was previously: we assume that this was due to a change in staff. The invoices were later identified out of order and it seemed that there was no reason for this. Staff are aware of this inconvenience and plan to restore the filing order to the previous level. No matters have been identified among the test sample warranting any comment or action.

FGP11.039 - Update on external audit and comments outstanding. The Clerk informed members that the annual return had now been received from the external auditors and had been accepted. The following comments had been made and were **NOTED**:-

- a) The Annual Return had not been submitted by the date requested.
- b) It had been necessary for the Annual return to be sent back for amendments to be made.
- c) A reconciliation between boxes 7 and 8 in section 1 and a bank reconciliation had not been provided.
- d) The analysis of reserves provided did not reconcile to the balance shown in box 7.
- e) The Council must ensure it takes appropriate action to address the matters raised by the internal auditor in their detailed report.

It was **NOTED** that the annual return would now be published on the Council's website.

FGP11.040 - Report on consolidated stock. Cllr Gurney and Cllr Forbes gave information on this matter and it had been **AGREED** that the consolidated stock be sold and then the funds allocated to the Council's bank account. It was **NOTED** that the Clerk and Chairman had previously been authorised to maximise the Council's interest bearing accounts and make such changes as required, bearing in mind the safety of the deposits.

10. **Council Regulations and Policies.**

FGP11.041 - Review of standing orders - papers attached. The Clerk spoke to this item and several members made comments. It was then **AGREED** that the Clerk would re-send the draft with items taken out shown with a 'strike through' for clarity, so that these could be considered at the full Council meeting in November.

Cllr Gurney gave apologies and left at this point in the meeting, at 9.25pm.

11. **Grants, Subscriptions and Donations.**

FGP11.042 - The following grants to local organisations were considered and **AGREED**:-

- a) A donation of £250 be made to Thames Valley & Chiltern Air Ambulance Trust.
- b) A donation of £250 be made to Hazlemere & Chepping Neighbourhood Action Group.
- c) Donations to parishioners for litter picking be made as follows:-

Miles Green - to Penn Trust	£ 150
Lady Jane Heath - to Penn Trust	£ 40
Michael Dewey - to Alzheimer's Society	£ 30
Michael Dewey - to NSPCC	£ 30
Jeff Herschel - used by Council for bulbs	£ 70
- d) Donations be made to organisations for newsletter delivery, as follows:-

Penn & Tylers Green WI (1850 copies)	£ 115
Loudwater Guides (1850 copies)	£ 115
Flackwell Heath Scouts (2750 copies)	£ 165

FGP11.043 - P&TG Jubilee Committee had submitted a request for £1,000 for the jubilee celebrations in June 2012. It was **NOTED** that they are working with the P&TG Residents' Society but are a separate committee. Some questions had been raised about what the money would be spent on and whether a loan would be more appropriate, to be repaid after the celebrations and it was therefore **AGREED** that the Clerk would write to the committee offering a loan and asking for more information for the next F&GP meeting to consider.

FGP11.044 - The Clerk reported that there had also been a request from the Flackwell Heath Cherry Fayre Committee for a grant towards the running of the 2012 Fayre. Cllr Johncock declared an interest as a member of that committee and informed members that the reason for the request is that there are no funds available as a fall-back, or for things such as deposits. It was **AGREED** to offer a loan of £500, to be repaid once the fayre is over.

12. Land Registration - Update.

FGP11.045 - It was **NOTED** that no further action has been taken on this matter to-date.

13. Transfer of Land to Hazlemere Parish Council.

FGP11.046 - The Clerk and Cllr Herschel gave information about a small strip of land at Hazlemere that appears to be still registered with CWPC and not handed over when Hazlemere became its own Parish Council. It was **AGREED** that the Clerk would arrange for the land to be properly registered and handed over at minimum cost to the Council.

14. Update from sub committees and working groups. None.

15. Consideration of revision of fees and charges.

FGP11.047 - Details had been provided on some of the charges but, as this was incomplete, it was **AGREED** to bring this item back to the next F&GP meeting with a range of options for further consideration.

16. Calendar of meetings for 2012.

FGP11.048 - A draft of the dates for 2012 had been provided but it was **AGREED** that these be re-considered and brought back to the Council meeting for further consideration.

At this point in the meeting it was **RESOLVED** to suspend standing orders with regard to the length of the meeting, as it was 10pm.

17. Accounts for Payment.

FGP11.049 - It was **RESOLVED** to accept the accounts for payment and for the cheques to be signed - details to be attached to these minutes.

18. Confidential Items.

For the following items, it was **RESOLVED** that the public and press be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, regarding contract quotations.

FGP11.050 - Maintenance works on roadway at Loudwater cemetery. Information was given to members regarding the state of the road at the cemetery and it was agreed that this was required urgently. It was therefore **RESOLVED** to recommend to full Council to proceed with this work as soon as possible.

FGP11.051 - Maintenance of roadway at allotments, Lawrence Way, Flackwell Heath. Information was given to members on this matter and, after some discussion, it was **RESOLVED** that this matter be referred back to the Leisure Committee for further consideration. It was recommended that all members visit the site for clarification.

19. Date of the next meeting.

The next meeting is scheduled for Tuesday 17th January 2012.

There being no further business, the meeting closed at 10.15pm.

Signed Date