

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Council meeting to be held on Thursday 9 July 2020 at **2pm 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

Present:	Cllr K Wood – Chairman	Cllr R Wilks
	Cllr L Willis - Vice-chairman	Cllr M Wilkes
	Cllr J Gurney	Cllr C Jordan
	Cllr A Barron	Cllr H Darch
	Cllr I Forbes	Cllr C Dodds
	Cllr B Kin	Cllr L Johncock
	Cllr J White	Cllr D Johncock

Also present: Mr G Christie (CWPC Warden)

FC/20/023 **Apologies for Absence**
Apologies for absence were received and approved from Cllr S Herron (business), Cllr S Digby (family) and Cllr J Herschel (family).

FC/20/024 **Declarations of Interest and Code of Conduct**
There were none.

FC/20/025 **Council Minutes**
Cllr Forbes advised of an amendment to FC/20/020 – councillors were no litter picking on Sunday but emptying the bins on the Common.

It was RESOLVED that;

The report of the Council meeting held on Tuesday 16 June 2020 be approved with the above amendment.

It was noted that Cllr D Johncock abstained from the vote.

FC/20/026 **Planning Meetings**
It was RESOLVED that;
The reports of the Planning Meetings held on Friday 12 June 2020, Tuesday 16 June 2020 and Tuesday 30 June 2020 be approved.

FC/20/027 **Policies and procedures**
Council was asked to consider for re-adoption the following policies

- 1 Information & Data Protection Policy
- 2 Retention & Disposal Policy
- 3 Management of Transferable Data Policy
- 4 Data Breach Policy
- 5 Standing Orders 2020
- 6 Financial Regulations
- 7 Publicity Policy
- 8 Complaints Procedure
- 9 Risk Management Strategy

It was RESOLVED that;

The above policies be approved for re-adoption with the following amendments being noted.

Information & Data Protection Policy

- BTC to be omitted on 2nd page in the explanation of Data Subject.
- Under Data controller this should read (e.g Council, employee of the council)

Management of Transferable Data Policy

- Under 3.2 – also should be removed and sought replacing sort.

Complaints Procedure

- Wycombe District Council should be replaced with Buckinghamshire Council

Council was asked to note that a further three policies – Disciplinary & Grievance, Equality & Diversity and Lone Working would be brought to a future meeting for consideration.

10 Insurance Cover

Council was asked to note that we the parish council are currently covered by a three-year agreement through Came & Co. However, this year the premium had been revised following the updating of the Asset Register.

Council was also asked to note that in line with our insurance cover all annual checks on the fire alarm & extinguishers along with the burglar alarm had been completed during the 'lockdown'.

FC/20/028

S137 – Payment of Grants

Council was asked to note that under the Local Government Act 1972 S137 (4) (a) the statutory expenditure limit for 2020/21 is £8.32 per elector. S137 enables parish councils to spend a sum, per elector, on activities and projects not specifically authorised by other powers. Council was asked to note that the current budget allocation for the financial year of £5,000.00 is well below the aforementioned limit.

FC/20/029

Community Board

Council was asked to note that the Community Board for Beaconsfield and Chepping Wye would be meeting on the evening of 9 July. Council was asked to nominate one representative for the parish council to attend further meetings. Members were also asked to bring ideas for priorities to take to the Community Board. Cllr Alec Barron was proposed by Cllr Wood and seconded by Cllr L Johncock

Suggested projects that would be taken to the first meeting to include a bench in Flackwell Heath, upgrading of play areas with fencing following COVID 19.

It was RESOLVED that;

Cllr Alec Barron be approved as the Community Board representative for the parish council.

FC/20/030

Open Spaces Committee Update

1 Work completed since last meeting on 16 June 2020

Council was asked to note the following;

- ❖ Track 4 Trial holes – work had been completed and the report was awaited.
- ❖ Potholes – Rays Lane and Bank Road
- ❖ Straight Bit Recreation Ground car park potholes
- ❖ Apron to Track 6, Tylers Green

2 Path from New Road up to Track 4 (Tylers Green)

Council was asked to consider the quotations for the improvement works to the above path – raising the level of the path and edged with wood including drainage into thicket.

It was RESOLVED that;

Quote C be approved in the sum of £1,590.

3 Railway Land, Loudwater

Council was asked to note that we currently have two quotations and a third was awaited for the continuation of the tree works along the boundary with Woodside Close, Loudwater.

4 Fencing to Flackwell Heath Scout hut boundary

Council was asked to note that following the hedge work along the boundary of the scout hut it had left the site compromised and there had been recent incidents of vandalism. Council was asked to consider the quotations received for replacing the fencing to secure the site.

It was RESOLVED that;

Quote B be approved for the 6ft palisade fencing in the sum of £2,700.00

5 Widmer Pond, Tylers Green

Council was asked to review the request made by Penn Parish Council to re-consider the access arrangements to the water supply to the pond.

Council was reminded that the decision to take control of the water had been initially made due to the increase in water use and the high bills being received. Currently we have a log that is completed before and after the water has been turned on; this operation being undertaken by the warden following an inspection of the water level.

It was RESOLVED that;

the existing arrangement should not be changed, this will be monitored over the next 6 months with a further review of the arrangement at the end of that period. In the meantime, a water marker will be installed in the pond to allow easy reading of the water level.

6 Play Areas

Council was asked to note that the parish council play areas were opened on 4 July. Signage had been placed on all sites advising of the need for social distancing and that the responsibility of the use of the equipment would not be accepted by the council. Some pieces of equipment had been taken out of use to allow for social distancing.

It was noted that alternative methods of social media would be used to promote the safe use of the play areas.

FC/20/031

Works & Services Committee

1 Work undertaken since last meeting

Council was asked to note the following;

- ❖ **Bus shelters** no further progress at this stage to report
- ❖ **Office Refurbishment** quotations being obtained
- ❖ **Cock Lane Cemetery Path and Driveway** the approved works had been ordered and were expected to take place in August.
- ❖ **RTV – Cabbed Utility Vehicle** had been ordered.

2 Chiltern Green Lighting Column

Council was asked to note that the extra lighting column had been installed and the existing column moved.

- FC/20/032 **Finance & General Purposes Committee**
- 1 **Health & Safety**
Council was asked to note that there had been no incidents since the last meeting on 12 June 2020.
 - 2 **Website**
Council was asked to note that following a hiatus the website was now progressing. When the next stage was completed the Clerk would circulate the link to all members.
 - 3 **Council Finances**
Council was asked to note the summary of income and expenditure by committee. (Period 3 June)
- FC/20/033 **Questions by Members of the Council**
- Cllr Barron highlighted the need to a bench at the junction of Northern Woods and Straight Bit the community had taken this verge over with wild flowers and a bench would enhance the area – this suggestion would be taken to the Community Board as the area concerned was not owned by the parish council.
- Cllr Gurney asked about the installation of the bench at the bottom of Derehams Avenue. He was advised by the warden that the installation had been held up by the COVID 19 situation and would be install as soon as it was deemed possible.
- Cllr Jordan highlighted the alleyway between 93 and 95 Fassetts Road, Loudwater – motorbikes were being driven along the alleyway and residents were getting concerned. The clerk advised that she had passed this information on to the PCSO for their attention.
- FC/20/034 **Public Participation**
There were no members of the public in attendance.
- FC/20/035 **Accounts for Payment**
Accounts for payment were noted. Cllr D Johncock queried the high cost of the skip used at Derehams Lane Recreation Ground. The clerk advised that the skip was 3 times the size of the usual skips in the depot.

The Chairman thanked members for their attendance and closed the meeting at 3.03pm

CHEPPING WYCOMBE PARISH COUNCIL

OPEN SPACES COMMITTEE

Report of the Open Spaces committee meeting held on Tuesday 25 August 2020 at **7pm 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 was open to members of the public and press

Present:

Cllr L Willis (Chairman)	Cllr I Forbes
Cllr L Johncock (Vice-chairman)	Cllr C Jordan
Cllr J Gurney	Cllr S Digby
Cllr M Wilkes	Cllr K Wood
Cllr S Herron	Cllr B Kin

Also present: Cllr D Johncock, Cllr J Herschel, Cllr A Barron, Cllr R Wilks and Mr G Christie (CWPC Warden)

OS/20/001 **Apologies for absence**
Apologies had been received from Cllr White.

OS/20/002 **Declarations of members' interests in Items on the agenda**
There were none.

OS/20/003 **Delegated Actions**
Members were asked to note that since the last committee meeting in March there had been no delegated actions taken by the chairman of the committee and clerk.

OS/20/004 **Allotments**
Members were asked to note that the following vacancy existed at the allotment site:
Chapel Road – No vacancies
Ashley Drive – 1 full plot
There are currently 11 people on the waiting list.

1 Ashley Drive – Tenancy Agreement change

Members were asked to consider changing the tenancy agreement to re-instate the permission for allotment holders to have fires on their plots. The compost heap idea had not worked as all sorts of rubbish had been dumped making the area non-viable and it has also become costly to remove.

It was RESOLVED that;

The point relating to bonfires would read as follows;

'A bonfire for the disposal of diseased dry material is permitted upon the tenant's own plot in a purpose-built incinerator but only between 1st September and 31st May; NEVER burn household rubbish, plastic, foam or paint. Do not take rubbish to the site to burn. Avoid burning on damp or windy days out of courtesy to other allotment holders and surrounding properties. Any bonfire is to be supervised by the tenant and is not to be left in a lit state; always smother the remnants of the bonfire prior to leaving the site with either soil or sand as this will reduce any chance of re-ignition;

N.B No weekend or bank holiday burning.'

It was noted that there was a suggestion that the burning period should be reduced from October to March.

2 Chapel Road – Shed repair

Members were asked to note that the broken window in the shed has been repaired free of charge.

3 Fencing to Scout Hut boundary

Members were asked to note that the fencing had been ordered as approved at the remote Council meeting held on 9 July 2020 and would be installed week beginning 24 August.

OS/20/005

Tylers Green Common

1 Track 4 Trial holes report

Members were asked to consider the report on the track condition from Surtees Groundworks Ltd.

Members were asked to note that a further meeting with the contractor on site would be arranged as per their request to further discuss the requirements needed and possible costs involved due to their finding of contaminated materials, namely coal tar. The project may need to go out to formal tender if the cost escalates.

OS/20/006

Tree works

Members were asked to consider the quotations for the following works;

Fire Ride, Tylers Green – to remove one Ash tree and reduce one Ash tree away from resident's garden.

It was RESOLVED that;

Quote A in the sum of £650.00 be approved and the works ordered once planning permission has been received.

Clearbrook/Beechwood Close Amenity Area – to reduce Norway maple by 25% away from resident's garden and remove Whitebeam;

It was RESOLVED that;

Quote B in the sum of £750.00 be approved and the works ordered.

Straight Bit, Flackwell Heath – removal of 2 Sycamores and 1 Cherry.

It was RESOLVED that;

Quote B I the sum of £900.00 be approved and the works ordered.

OS/20/007

Playground Updates

Members were asked to note that a general review of our fitness equipment would be undertaken shortly with a view to perhaps adding further disciplines at each site.

1 Ashley Drive Recreation Ground

Members were asked to note that quotations for the bow top fencing for the play area are in the region of £20k. Cllr Barron has taken this project to the Community Board to bid for matched funding.

Members were asked to consider the quotes received for the replacement of the surface under the zip wire as this is now a health and safety issue.

It was RESOLVED that;

Quote A in the sum of £3,000.72 for grass matting and turf be approved and the works ordered.

2 Straight Bit Recreation Ground

Members were asked to consider the quotes received for the replacement of the play surface under the large tower. The surface had been patch repaired over the last two years, however there was now also considerable shrinkage causing some trip hazards. Due to the vandalism of the surface the guarantee was void.

It was RESOLVED that;

Quote B in the sum of £16,530 be recommended to full Council, as a virement from the general reserve requires approval.

Members were asked to note that there have been requests for the removal of the parkour area due to it being used by youths as a meeting point; broken glass is often found around the equipment.

It was noted that the parkour area is a popular meeting place for teenagers and therefore it was requested that a log be kept of any notified instances of anti-social behaviour.

It was also noted that the play area at Straight Bit was not yet completed.

3 Incident at Straight Bit

Members were asked to note that there had been a notified incident on a piece of equipment in the small children's play area. A young boy was playing on the equipment when a splinter became lodged in his chest. We are not sure when the incident occurred, possibly 12 or 13 August. The parent posted the incident on the Flackwell Heath Facebook page on Thursday 13 August in the evening and telephoned the office on Monday 17 August leaving a message on the answerphone at about 4pm. We advised that the equipment at the site was checked on a weekly basis and had not had any notifiable issues. The warden and Cllr Willis independently inspected the equipment following the notification and neither could find any evidence of splintering. The council's insurance company has been notified of this incident.

OS/20/008

Dog Waste Bins

Members were asked to consider a request for an additional dog waste bin at the Treadaway Hill entrance of Fennels Wood.

It was RESOLVED that;

A comprehensive review of the dog bins would be undertaken by Cllr L Johncock and brought back to the next committee meeting in October.

Members were also asked to review a request from a Tylers Green resident to move the site of the dog bin at the Church Road end of the fire ride. The resident had been suffering from an increased number of flies in the back garden.

It was RESOLVED that;

The bin has been in its current location for many years and had been no problem. The increase in flies was being suffered everywhere and therefore the bin would remain.

OS/20/009

Green Dragon Lane Recreation Ground/Flackwell Heath Minors FC

Members were asked to note that the Club were looking to start the works, an application had been sent to Building Control along with a drawing/specification of the intended works to the pavilion. The Club had been advised that no work should be undertaken until full approval from Building Control had been received.

It is believed that the Club have enough funds to undertake the works to the pavilion. Members were asked to note that a further grant application had been received for monies in the region of £20k - £25k for the car park works this will be taken to the next Finance & General Purposes Committee for consideration.

It was noted that planning permission for the extra car parking spaces would be required.

Cllr Herschel left the meeting

OS/20/010

Railway Land

Members were asked consider the quotes received for the tree works required behind Woodside Close.

It was RESOLVED that;

Quote A in the sum of £1,800.00 be approved and the works ordered.

- OS/20/011 **Committee Finances**
Members were asked to note the committee income and expenditure to Period 4 (July).
- OS/20/012 **Questions from committee members and the public**
There were no members of the public in attendance.
- Cllr Herron queried the use of the Back Common by a Judo group. The clerk advised that she had not been approached by the Judo Club for a permit.
Cllr R Wilks highlighted the issue with car parking around Juniper Hill School in Flackwell Heath.
Cllr Barron mentioned the need for a dog bin on Northern Woods in Flackwell Heath and was pleased to hear that a full survey of the dog bins would be undertaken.
- OS/20/013 **Accounts for payment**
Accounts for payment were sent via email prior to the meeting for consideration and approved at attached.

Date and time of next meeting Tuesday 27 October 2020 @ 7.00pm via TEAMS

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Report of the meeting held on Thursday 10 September 2020 commencing 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.

Present: Cllr C Dodds - Chairman
Cllr J Herschel – Vice-chairman
Cllr L Johncock
Cllr I Forbes
Cllr R Wilks
Cllr A Barron
Cllr C Jordan
Cllr K Wood

Also present: Cllr B Kin, Cllr L Willis and Cllr D Johncock

WS/20/001 **Apologies for absence**
Apologies for absence were received and approved from Cllr Darch (family commitment) and Cllr White (technical issue)

WS/20/002 **Declarations of members' interests in Items on the agenda**
There were none.

WS/20/003 **Delegated Action**
Members were asked to note that since the last council meeting in July there had been no delegated actions taken by the chairman of the committee or clerk.

WS/20/004 **Committee Projects**

1 Office Refurbishment

Members were asked to note that, as the proposed works would exceed £25,000 the works would need to go out to tender, using the Contract Finder website.

It was noted that the drawings had been received and approval from Building Control would be sought.

2 Bus Shelters

Members were asked to note that a consultation was 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.

Cllr Herschel noted that he was pleased with the progress and a report would be available for the next meeting.

3 Depot Roof

Members were asked to note that three quotes for the work had been received but further work was 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.

Cllr Barron questioned whether we should plan for the future and fully insulate the roof. Cllr Dodds noted that the depot was unheated and therefore the 100mm of insulation being proposed would prevent internal and interstitial condensation from taking place. Cllr Herschel noted that should the building be used for any other purpose than a depot, it would likely need to be demolished and rebuilt.

4 Street Litter Bins, Flackwell Heath

Members were asked to note that we had received an email from Joint Waste Team regarding the street litter bins. The impression was that they wished to replace the bins

with black cast iron bins rather than refurbish and return the current ones. This would not be in keeping with the rest of the village.

The Deputy Clerk was asked to write a letter to the Buckinghamshire Council's Cabinet Member for Environment and Climate Change, Bill Chapple OBE, to request his help in refurbishing the existing style of green street litter bins in order for them to be in keeping with the existing village street scene that included green bollards, seats and railings.

5 Office Steps

Members were 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

It was RESOLVED that;

Quote A at £1,384 be approved.

WS/20/005 LED Footway Lighting

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

Cllr Herschel noted that residents were pleased with the result on Chiltern Green.

Cllr Herschel noted that within the next 10 days he would provide the Deputy Clerk with a list of LED lights which need to be cleared of overhanging branches or which need to be repaired. Subsequently, the Deputy Clerk would, as in the past, write to residents whose tree branches were obscuring light spill and potentially damaging our luminaires asking them to cut back branches and offer to have our contractor undertake the work on their behalf and at their cost.

WS/20/006 Cemeteries

1 Path and driveway – Cock Lane Cemetery

Members were 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 had started and was likely to be completed in the next few weeks.

WS/20/007 Community Payback Update

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

Cllr L Johncock noted that the footpath between Hedley and Straight Bit was overgrown. Cllr Dodds referred Cllr Johncock to the BCC Rights of Way Team's list of outstanding issues and the website on which to report issues with paths. This would be covered in the next agenda item.

Cllrs L Johncock and D Johncock left the meeting at 7.30pm.

WS/20/008 Footpaths

Members were asked to note that a successful meeting had 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 had received a list of outstanding issues. It had been agreed that we would 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 would 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.

Members were asked to note that they could report issues with paths and upload related photos on the BC RoW website:

<https://www.buckscc.gov.uk/services/environment/public-rights-of-way/report-a-rights-of-way-issue/>

Cllr Herschel invited members to adopt footpaths in their area to go out and look at and to refer back to the Deputy Clerk. Details of the survey requirements and footpaths to be covered would need to be agreed during a separate meeting.

WS/20/009 Committee Finances

Members were asked to note the committee's income and expenditure to July.

WS/20/010 Questions from committee members and the public

There were no members of public present at this point of the meeting.

Cllr Forbes requested that a meeting be set up to review the EMRs. The Deputy Clerk would provide the relevant EMR information to members for consideration.

Cllr Barron enquired whether stainless steel should be considered in the future due to its longevity. It was noted that it should be taken into account but that, although it's attractive, it is expensive. Cllr Herschel noted that the current lighting columns are galvanised giving them a life span of at least 25-30 years.

Cllr Herschel requested that 2-3 year projects be added as agenda items for future committee meetings and forward budgeting.

WS/20/011 Accounts for payment

Accounts for payment were sent via email prior to the meeting for consideration and approved as attached.

The chairman thanked members for their attendance and closed the meeting at 7.52pm

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

Signed:

Dated:

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Finance & General Purposes Committee meeting held on Thursday 24 September held 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

Present: Cllr I Forbes – Chairman Cllr M Wilkes
Cllr J Herschel – Vice-chairman Cllr R Wilks
Cllr B Kin Cllr H Darch
Cllr L Willis Cllr C Dodds
Cllr K Wood (ex-officio)

Also present: Cllr A Barron, Cllr C Jordan and Mr G Christie (CWPC Warden)

FGP/20/001 Apologies for absence

Apologies for absence were received and approved from Cllr D Johncock (holiday) and Cllr J Gurney (family). Cllr S Digby also tendered apologies.

FGP/20/002 Declarations of members' interests in agenda items

FGP/20/003 Staff Matters

1 Staff Absence Report

Members received a verbal report on the sickness absence of staff since the last committee meeting in February. Members were advised that two members of the grounds team both had a couple of days off sick over the period.

2 Staff Panel Report

Members received a verbal report from the Chairman of committee advising that the Staff Panel would be re-convened to consider the National Pay award of 2.75%. The staff had been given a 2% increase at the beginning of the financial year. The staff performance reports would also be discussed.

For clarification, it was noted that the Staff Panel was made up of the Chairman and Vice Chairman of council and the Chairman of committees.

3 Health & Safety

Members were asked to note that there had been no incidents since the last report on 9 July 2020.

FGP/20/004 Policies and Procedures

1 Disciplinary & Grievance Policy

Members were asked to re view the proposed revisions to the Disciplinary & Grievance Policy.

It was RESOLVED that;

the Disciplinary & Grievance Policy be recommended to full council for adoption with the following addition; Disciplinary Action: a written note would be made on file of the informal conversation.

2 Equality & Diversity Policy

Members were asked to review the new Equality & Diversity Policy.

It was RESOLVED that;

The Equality & Diversity Policy be recommended to full council for adoption.

3 Lone Working

Members were asked to review the new Lone Working Policy.

It was RESOLVED that;

The Lone Working Policy be recommended to full council for adoption.

It was noted that risk assessments for outside work were done and audited each year by the internal auditor. A lone working risk assessment would be ready for review for the next committee meeting to cover all our staff when working alone.

4 Risk Register

Members were asked to note that the Chairman and Vice chairman were revisiting the risk register and this item would be brought back for further consideration at the next committee meeting.

A copy of the current Risk Register would be circulated to all members.

5 Ethical Banking

Members received a report from the Clerk on the investigations and implications of changing to an ethical bank. A final list of 3 will be brought back to the next committee meeting for consideration.

A definition of Ethical Banking would be circulated to all members.

FGP/20/005 Legal

1 Flackwell Heath Scouts – Foul Water Treatment Plant

Members were asked to note that back in 2017 the parish council were made aware that the Scouts were planning to replace the cesspit at the hut with a foul water treatment plant.

In March, a meeting had been planned to discuss the project however, due to lockdown this was not possible, this was conveyed to the Scouts. During August works to remove the cesspit at the Scout Hut began without any prior notice being received. The works had been given Building Control approval however they had not been given permission by the parish council who own the land. The works have been temporarily stopped due to a number of concerns. Concern was raised by members that the work should be competently done and confirmation that the works as it proceeds was being inspected as necessary by building control. The council was also concerned that the work should be covered by insurance to cover any public liability.

It was noted that time was of the essence to enable the HQ to re-open for the use of the Guides and Scouts.

Members were advised that the clerk had been in contact with our solicitor to draw up a document protecting the parish council from any liability for the operation of the plant or installation of the works.

It was noted that a commissioning report would need to be requested once the plant was operational.

2 Green Dragon Lane Recreation Ground Lease

Members were asked to review the revised lease for the Flackwell Heath Minors Football Club. Changes to be noted were that the lease will be for a 10 year period with a 5 year break clause and there is a stipulation to set aside ground for a small play area – this will be included on the plan that will be attached to the lease. Members were asked to comment on the size of the play area required.

It was noted that the base rental would need to be agreed and that information from Cllr Herschel on the size of the required play area would be given to the clerk. The Chairman of committee suggested that the rent be increased by CPI.

FGP/20/006 Grants

Members were asked to consider the attached grant application from Flackwell Heath Minors Football Club, the request being in the sum of £20k - £25k for the re-surfacing of the extension car park at Green Dragon Lane Recreation Ground.

It was RESOLVED that;

The application for the grant should be deferred and a new application form be completed for clarity of the requested monies. Detailed drawings and plan of proposed car park surface were also to be requested.

FGP/20/007 Website

Members were asked to note that the new website will be live shortly and the old website would be taken down.

- FGP/20/008 **Publicity**
Members were asked to note that the parish council newsletter was being resurrected and will be hopefully out for delivery by the beginning of November. Members were asked to submit articles.
- FGP/20/009 **Budget**
1 Committee Finances (Period 5) - August
 Member were asked to note the status of the committee's income and expenditure. The expenditure was slightly below target however the income was on target, this was only to be expected due to the 'lockdown' earlier in the year.
- 2 Council Finances (Period 5) – August and Review of Income & Expenditure**
 Members were asked to note the summary of income and expenditure by committee.
- Members received verbal report from the Chairman of committee following a review of the Income and Expenditure, who advised that the contingency of £5,000 would cover any extra expenditure or loss of rental income due to the pandemic.
- 3 Community Infrastructure Levy (CIL)**
 Members were asked to note the current CIL total that stands at £49,524.66; made up of
 £6770.00 which needs to be spent by 2021/22
 £23,338.58 which needs to be spent by 2022/23
 £19,416.08 which needs to be spent by 2023/24.
- 4 Committee Earmarked Reserve Review**
 Members were asked to review the current level of the Election earmarked reserve that currently holds £6,000. Members were reminded that in May 2015 the election cost £5,969.66.
- It was RESOLVED that;
 the £1,500 put into the EMR each year was enough however, the position would be reviewed following the 2021 elections.*
- 5 Annual Governance and Accountability Return 2019/20 (AGAR)**
 Members were asked to note that the AGAR had been return by the external auditor PFK Littlejohn with a clean bill of health – no issues to report.
- Members thanked the clerk for her work on the annual return as it was submitted on time and had no issues
- 6 Budgets 2021/22**
 Members were asked to note the proposal from the Chairman of the committee to roll forward the budgets in next year with input from committee chairman on any exceptional items. Budgets would be reviewed at the next committee meeting.
- FGP/20/010 **Questions from council members and the public**
 There were no questions.
- FGP/20/011 **Accounts for Payment**
 The account for payment were circulated prior to the meeting to councillors.
- It was RESOLVED that;
 the accounts for payment be approved and cheques numbered 10288 to 10297 be signed and that the BACS payment to Payflow and direct debits to Barclays, BT, Grenke, SSE and Unicom be approved for payment.*

The chairman of committee thanked members for their attendance and closed the meeting at 8.18pm

Date and time of next meeting: Thursday, 26 November 2020

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on Tuesday, 14 July at 10.00am 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.

Cllr H Darch acted as chairman of the meeting.

Attendees: M Wilkes, R Wilks, A Barron, D Johncock, L Johncock, C Dodds

1. **Apologies for Absence**
K Wood, S Digby, J Herschel, R Kin, C Jordan
2. **Declarations of Interest and Code of Conduct**
None
3. **Applications for consideration**

WDC Reference	Property Address	Proposal	Comment
20/06226	19 Bernards Way Flackwell Heath Bucks HP10 9EQ	Householder application for construction of front porch, two storey/part single story rear extension, single storey side extension, boxed dormer to rear and insertion of 2 x rooflights to front elevation in connection with loft conversion	No comment
20/06566	3 Birfield Road Loudwater Buckinghamshire HP10 9TW	Householder application for demolition of existing garage and construction of single storey side and rear extension with patio to rear	No comment
20/06505	16A Green Crescent Flackwell Heath Bucks HP10 9JQ	Householder Application of construction of Two Storey Rear extension and alterations to fenestrations	No comment
20/06369	41A Straight Bit Flackwell Heath Bucks HP10 9LT	Householder application for construction of 2.0 metres fence to front and rear elevation and extend fence out to the boundary on the west side/rear elevation with 2.0 metre fence	CWPC have no objections in principle, but would like see consideration given to the following: 1. A boarded fence is ugly and inappropriate as a frontage on a main road. As the front fence is to try to reduce the traffic noise, construction should be of some type of material with acoustic properties to achieve this and the existing hedging should be maintained between the fence and the pavement to ensure it is not unsightly.

			2. With regards to the side fence, a gap should be allowed between the fence and the verge to allow for shrubbery. The green verge along the private access road should also be preserved.
20/06571	Buckingham Place Church Road Tylers Green Bucks HP10 8LN	Raise the canopies of both trees by 3.5m x 2 Yew Trees We have support from all of the residents whose properties this effects, in trying to improve the light into their gardens. Sarah Oborn had advised us that we needed to file a Section 211 notice. Many thanks	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
20/06613	22 Hammersley Lane High Wycombe Bucks HP13 7BN	Householder application for erection of part single storey and part two storey front, side and rear extension	No comment
20/06360	41B Straight Bit Flackwell Heath Bucks HP10 9LT	Householder application for construction of single storey rear extension following part demolition of single storey rear projection	No comment
20/06565	26 Chapman Lane Flackwell Heath Bucks HP10 9BD	Reduce by 2 - 3 metres, thin 15 - 20% and crown lift by 1 - 2 metres to create more sunlight and remove branches overhanging house	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. As it is a mature tree, if approval is given, we would like to ensure that the works are carried out professionally. In addition, we would like to query whether it should be given a TPO.

The chairman thanked members for their attendance and closed the meeting at 10.27am.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on Tuesday, 28 July at 10.00am 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.

CLlr H Darch acted as chairman of the meeting.

Attendees: D Johncock, L Johncock, R Kin, J Herschel

1. **Apologies for Absence**
R Wilks, A Barron, C Jordan, C Dodds, K Woods, S Herron, M Wilkes
2. **Declarations of Interest and Code of Conduct**
None
3. **Applications for consideration**

WDC Reference	Property Address	Proposal	Comment
20/06697	Valvert Rayners Avenue Loudwater Bucks HP10 9SL	Side lateral reduction of the branches over adjoining driveway and power lines back to the boundary and to the height 5 metres above ground level, side lateral reduction of the northern canopy edge over neighbours garden to 1.5 metres x 2 Yews and reduce canopy of by 3.5 metres for maintenance x 1 Cypress	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
20/06643	36 Station Road Loudwater Bucks HP10 9UN	Householder application for dropped kerb to front	No comment.
20/06710	12 School Road Tylers Green Bucks HP10 8EF	Reduce crown height and spread by 2-3 metres to maintain as a smaller tree x 1 Sycamore	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
20/06712	1 The Thicket Tylers Green Bucks HP10 8JQ	Householder application for construction of garage and second floor extension above with retaining wall and fencing	We have no objection but, as there may be an overlooking issue, we would like the window of the first floor dressing room to be of obscure glass.
20/06701	10 Willow Close Flackwell Heath Bucks HP10 9LH	Householder application for construction of single storey side and rear extension, raising of roof with roof extensions and insertion of 2 x front and 1 x rear dormers in connection with loft conversion (retrospective)	No comment.
20/06752	5 Oakwood Flackwell Heath Bucks HP10 9DW	Householder application for construction of single storey rear extension	No comment.
20/06754	2 Taplin Way Tylers Green Bucks HP10 8DW	Householder application for construction of new parking area and crossover to front elevation	No comment.

The chairman thanked members for their attendance and closed the meeting at 10.18am.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on Tuesday, 11 August at **10.00am 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.

Cllr H Darch acted as chairman of the meeting.

Attendees: D Johncock, A Barron, C Jordan

1. Apologies for Absence

M Wilkes, K Wood, C Dodds, I Forbes, L Johncock

Cllr Dodds had no comments for the TG applications and Cllr L Johncock had no comments.

2. Declarations of Interest and Code of Conduct

None

3. Applications for consideration

WDC Reference	Property Address	Proposal	Comment
20/06705	Land At OS Parcel 5900 Whitehouse Lane Wooburn Moor	Engineering operation comprising cut and fill to create new manege measuring 45m x 22m and post and rail fence enclosure	No comment
20/06798	17 Norwood Road Loudwater Bucks HP10 9UU	Householder application for two storey front extensions, part single/part two storey rear extensions, single storey outbuilding and creation of vehicular cross over	No comment
20/06830	74 The Chase Tylers Green Bucks HP10 8BA	Householder application for construction of two storey side and single storey front extension	No comment
20/06853	19 New Road Tylers Green Bucks HP10 8DJ	Householder application for raising of roof of existing detached garage incorporating construction of 2 x dormer windows to front elevation, 3 x rooflights rear elevation and enclosing of existing carport at ground floor to create double garage with yoga studio and WC above	The proposal seems to create a building more like a chalet bungalow than a garage with a useable attic space and we have concern that this is being gradually developed into a separate residential dwelling. With that in mind, we would ask that permitted development rights be removed from this site. In terms of the proposal to create a yoga studio on the first floor, we must ask whether this is being done as a business and whether there is therefore a need to change the use class for the building. Moreover, if there are to be 5 clients at the same time, where are they going to park? Parking is not allowed on the Common and the site is close to the junction with Ashley Drive where parking is already an issue. This clearly needs to be addressed before any permission is considered

20/05903	11 Hillside Road Tylers Green Bucks HP10 8JJ	Householder application for construction of single storey rear extension	No comment
20/06895	21 Taplin Way Tylers Green Bucks HP10 8DW	Householder application for insertion of window to front to replace existing garage door in connection with conversion of garage to create additional habitable living accommodation and construction of single storey front porch extension	No comment
20/06897	17 Hillside Road Tylers Green Bucks HP10 8JJ	Raise up canopy to give 5m clearance from the ground and reduce crown by 3m in height and 2m in width x 1 Oak (T1), raise up canopy to give 7m clearance from the ground and reduce in height by 3m in height and width x 1 Beech (T2) raise up canopy to give 7m clearance and prune back lateral branches by 3m x 1 Beech (T3), reduce in height by 4m and 2m in width x 1 Oak (T4), reduce in height and width by 3m x 1 Beech (T5) and reduce in height and width by 3m x 1 Beech (T6), all works to allow more light and prevent limb failure	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. In addition, it is essential that there is no damage to our trees in Kingswood and that no cuttings are deposited on our property. Everything that is felled will need to be taken through to the front of the property.

The chairman thanked members for their attendance and closed the meeting at 10.15am.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on Tuesday, 25 August at **10.00am 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.

Cllr K Wood acted as chairman of the meeting.

Attendees: H Darch, M Wilkes, R Wilks, C Dodds, C Jordan, A Barron, J Herschel

2 members of the public from Tylers Green were also present

1. **Apologies for Absence**
S Herron, D Johncock, L Johncock, J White
2. **Declarations of Interest and Code of Conduct**
None
3. **Applications for consideration**

WDC Reference	Property Address	Proposal	Comment
20/06821	Land To Rear Of Tilehurst & Tudno Long Orchard Drive Tylers Green Bucks HP10 8DD	Sectional dismantle x 1 Ash (T1) and Crown thin by 20 % and reduce lateral end weight by 3-4 metres x 1 Ash (T2)	No comment
20/06903	38 Rugwood Road Flackwell Heath Bucks HP10 9EZ	Householder application for construction of first floor side and rear extension	No comment
20/06880	Gablewood Kingswood Road Tylers Green Bucks HP10 8JE	Householder application for construction of first floor extension in connection with raising of roof height, creation of front porch, internal alteration and alterations to fenestrations	No comment
20/06938	2 Woodlane Close Flackwell Heath Bucks HP10 9EP	Householder application for construction of single storey rear extension, roof and fenestration alterations & removal of existing chimney	No comment
20/06745	Rotherby 27 St Johns Road Tylers Green Bucks HP10 8HW	Householder application for construction of two storey side and single rear extension including internal and fenestration alterations and insertion of front dormer following demolition of current garage and rear out building	No comment
20/06978	Roxolana Fassetts Road Loudwater Bucks HP10 9UW	Householder application for construction of single storey side and rear extension following reduction in size of existing garage and fenestration alterations	It is unclear where cars will park following the loss of the garage and parking space. CWPC objects to this application unless it can be shown that the cars can park off road as parking is already a problem in Fassetts Road.
20/06849	The Green Dragon 241 Blind Lane Flackwell Heath Bucks HP10 9LD	Change of use of land to pub garden with laying of patio area (Retrospective)	CWPC has noted the objections and significant support for this application. CWPC requests that The Green Dragon is given temporary permission, limited to a period of one year, to change the use of land to a pub garden. At the end of this trial period, a

			further application should be lodged and the impact can be assessed
20/06885	26 Chapman Lane Flackwell Heath Bucks HP10 9BD	Cut back to border by up to 3 metres due to excessive shading 1 x Beech	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
20/06911	Bramleas Kingswood Road Tylers Green Bucks HP10 8JE	Demolition of a existing detached dwelling with garage and erection of a two storey detached dwelling with parking and associated works	CWPC objects to this application for a number of reasons. We believe it is an over-development of the site and the design shows a lack of congruence with the other properties in the street. We also strongly object to the removal of an ancient cedar tree with a TPO. Should the Local Planning Authority be minded to approve this application, we would urge that this be brought before the planning committee for determination. Should the committee decide to approve the application we would strongly urge that a condition be imposed to replace the cedar tree with another mature cedar tree within two metres of the existing one and the plans be altered to allow for this.
20/06976	Astons Channer Drive Tylers Green Bucks HP10 8HJ	Fell to ground level as displaying Kretzschmaria deusta x 1 Beech (T1) and remove 2 lowest limbs back to main stem to allow light into front bedroom x 1 Oak Tree (T2)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
20/06942	1 Fernlea Gardens Straight Bit Flackwell Heath Bucks HP10 9LT	Fell due to extensive die back and risk of limb failure x 1 Cherry (T1)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
20/07023	28 Thanstead Copse Loudwater Bucks HP10 9YH	Crown reduce by 2 metres and branches to be cut to the nearest available growth as encroaching x 2 Norway maple (T7 & T8)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
20/07013	173 Blind Lane Flackwell Heath Bucks HP10 9LE	Householder application for construction of rear and side extensions following demolition of existing garage, raising the roof height to create first floor accommodation with front and rear dormers, alterations to fenestrations and internal alteration	CWPC objects to this application as it is an inappropriate development of the site. It will have a significant impact on the street scene, it is not in keeping with the surrounding properties and we are concerned with the impact it will have on the properties on either side.
20/07067	Hawthorne Cottage Bank Road Tylers Green Bucks HP10 8LA	Reduce and shape all-around back to the old points by approx 1-2metres x 2 Apple (T1 & T2), reduce in height and width by 2-3m x 1 Silver Birch (T3) and reduce and shape all-around back previous pruning points by approx 2m x 1 Prunus (T4)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
20/07068	Briar Cottage Manor Road Hazlemere Bucks HP10 8HY	Raise up the canopy to give 8m clearance from the ground and prune back lateral branches overhanging manor road by 2-3m to allow more light in x group of lawson cypress (G2) and reduce by 2-3m in height, prune back overweight lateral	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.

		limbs by 2-3m and raise canopy up to 8m to clear from the property and prevent limb failure x 1 Scotts Pine (T1)	
20/07096	30 Fennels Farm Rd Flackwell Heath Bucks HP10 9BS	Householder application for construction of single storey side/rear extensions	No comment
20/07019	14 The Orchard Flackwell Heath Bucks HP10 9PR	Householder application for construction of single storey rear extension and two storey side extension in connection with garage conversion and internal alterations	No comment
20/07095	19B Strathcona Close Flackwell Heath Bucks HP10 9NG	Householder application for conversion of garage to habitable accommodation	No comment

The chairman thanked members for their attendance and closed the meeting at 10.45am.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on Tuesday, 08 September at **10.00am 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

Cllr C Dodds acted as chairman of the meeting.

Attendees: A Barron, S Digby, R Wilks, C Jordan, H Darch, D Johncock, R Kin, L Johncock, J Herschel

1. **Apologies for Absence**
M Wilkes, S Herron
2. **Declarations of Interest and Code of Conduct**
Cllr S Digby declared an interest in 20/06966 (25 Green Dragon Lane, FH) and abstained.
3. **Applications for consideration**

WDC Reference	Property Address	Proposal	Comment
20/06963	20 Conway Close Loudwater Bucks HP10 9TR	Householder application for construction of part single, part two storey front and side extensions, dropped kerb to front and fencing to boundary	CWPC objects to this application as it appears to be an overdevelopment of the site and will have a significant effect on the street scene.
20/07137	3 Glenmore Close Flackwell Heath Bucks HP10 9DF	Householder application for construction of single storey side infill extension and pitched roof in connection with conversion of existing garage to habitable space with fenestration alterations	No comment
20/06966	25 Green Dragon Lane Flackwell Heath Bucks HP10 9JZ	Householder application for construction of part single, part two storey front, side and rear extension	No comment
20/07178	4 Woodside Way Tylers Green Bucks HP10 8DZ	Remove any major dead wood from T1 (Black Pine), lift secondary branches to achieve 6 metres from ground level and remove lowest primary limb. Reduce most over extended limbs by 2 metres to reduce weight and minimise risk of future failures to T2 (Scots Pine) and tip back by 2 metres from the house to T3 (Black Pine)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
20/07199	Sycamore House 3 School Road Tylers Green Bucks HP10 8EF	Fell 1 x Laburnum (T1) to ground level	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
20/07122	2 Strathcona Close Flackwell Heath Bucks HP10 9NG	Householder application for erection of new fence, gate and dwarf wall to side & new front gate & piers	No comment

The chairman thanked members for their attendance and closed the meeting at 10.17am.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on Tuesday 22 September at **10.00am 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

Cllr H Darch acted as chairman of the meeting.

Attendees: A Barron, C Jordan, R Wilks, C Dodds

- 1. Apologies for Absence**
L Johncock, D Johncock, S Herron, M Wilkes
- 2. Declarations of Interest and Code of Conduct**
None
- 3. Applications for consideration**

WDC Ref	Property Address	Proposal	Comment
20/07154	7 Branch Road Loudwater Bucks HP10 9UY	Householder application for removal of chimney and construction of single storey rear extension	No comment
20/07255	Hilltop 48 Whitepit Lane Flackwell Heath Bucks HP10 9HS	Householder application for construction of single storey rear & side extensions	No comment
20/07287	1 - 2 Fairview School Road Tylers Green Bucks HP10 8NE	Installation of canopy and awning to shopfront (retrospective)	We are very appreciative that the current awning has enabled the shop to provide extra, safer support to our community. However, we object to it becoming a permanent structure (albeit demountable) as it is unsuitable for the upcoming winter weather, is unsightly, not in keeping with the street scene, and restricts access to the frontage of the flats above. We would support the installation of a suitable permanent professional strong awning fixed to the shop front that could be opened and retracted as necessary.
20/07266	11 Northern Woods Flackwell Heath Bucks HP10 9JJ	Householder application for construction of front open porch, two storey side/rear and single storey rear extensions, insertion of rear box dormer, 2 x roof lights to front roof slope in connection with loft conversion, construction of boundary timber fence and dropped kerb for 2nd parking space	No comment
20/07111	6 Woodlane Close Flackwell Heath Bucks HP10 9EP	Householder application for construction of single story rear extension following demolition of existing conservatory	No comment

The chairman thanked members for their attendance and closed the meeting at 10.13am.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on Tuesday 6 October at **10.00am 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.

Cllr C Dodds acted as chairman of the meeting.

Attendees: R Kin, C Jordan, J White, A Barron, H Darch, R Wilks, L Johncock

1. **Apologies for Absence**
D Johncock, S Herron, M Wilkes
2. **Declarations of Interest and Code of Conduct**
None
3. **Applications for consideration**

WDC Reference	Property Address	Proposal	Comment
20/07212	113 Heath End Rd Flackwell Heath Bucks HP10 9ES	Erection of 2 x 4 bedroom dwellinghouses with associated works	No comment
20/07198	3 Links Approach Flackwell Heath Bucks HP10 9LU	Householder application for construction of single storey rear conservatory following demolition of existing rear conservatory	No comment
20/07313	765 London Road Loudwater Bucks HP11 1HH	Erection part two storey/part first floor side extension with construction of three balconies to first floor corner elements in connection with creation of two additional self-contained flats.	CWPC objects to this application. It is a serious overdevelopment of the site. The 7 parking spaces provided for the total of 14 double bedrooms are unacceptable to us and to the neighbourhood.
20/07277	35 Fennels Way Flackwell Heath Bucks HP10 9BX	Reduce by 2m & lift by 2m as restricting light x 1 Copper Beech	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
20/07355	72 Kings Ride Tylers Green Bucks HP10 8BP	Householder application for construction of replacement pitch roof over existing single storey extension	No comment
20/07453	Byways Sandpits Lane Tylers Green Bucks HP10 8HD	Householder application for construction of detached garage	CWPC object to this application as the garage is too close to the front boundary and well in front of the building line in that area. It would be acceptable if the garage was built 6m back from the boundary as per the condition referred to in 15/07738.
20/07448	32 Sedgmoor Road Flackwell Heath Bucks HP10 9AU	Reduce crown height and spread by approximately 2-3 meters to secondary and tertiary reduction points to reduce the risk of branch failure and maintain as a smaller tree x 1 Ash (T1)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.

20/07490	Tylers Green Middle School Cock Lane Tylers Green Bucks HP10 8DS	Fell as has Ash dieback x 1 Ash (T1)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
20/07495	Fernlea Gardens Straight Bit Flackwell Heath Bucks HP10 9LT	Reduce laterals on WNW side by up to 3m to increase light to gardens and houses x 3 Oak (T1,T2,T3)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
20/07477	6 Links Way Flackwell Heath Bucks HP10 9LZ	Variation of condition 5 (garages) attached to allowed appeal APP/K0425/W/17/3192500 (Demolition of existing detached 4 bed dwelling and erection of 2 x 4 bed detached dwellings) to allow for removal of condition	It is noted that the Appeal Statement requires that the integral garages shall be used primarily for the parking of vehicles in connection with the development. Consequently, CWPC note that this should be retained as a condition otherwise the garage could be converted into another habitable room. We would also question whether all permitted development rights should be removed.
20/07496	7 Parkview Flackwell Heath Bucks HP10 9BE	Crown reduction by 2 metres due to over growth x Lime (T22)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
20/07515	Land Adjacent 5 Southcote Way Tylers Green Bucks	Proposed tree works see schedule	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.

The chairman thanked members for their attendance and closed the meeting at 10.24am.

CHEPPING WYCOMBE PARISH COUNCIL

DISCIPLINARY POLICY

INTRODUCTION

- 1 This policy is based on and complies with the 2009 ACAS Code of Practice (<http://www.acas.org.uk/CHttpHandler.ashx?id=1047&p=0>). It is designed to help council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work.

https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

- 2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 3 This policy confirms:
 - informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance
 - the Council will fully investigate the facts of each case
 - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used to when performance management proves ineffective

For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>

 - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
 - employees may be accompanied or represented by a trade union representative or a work colleague at any disciplinary or investigatory meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case

- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions.
- If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date.
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition.
- employees have the right to appeal against any disciplinary action. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure, raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include an oral warning, written warning, final written warning or dismissal
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it.
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the Council's and the employee's consent.

Examples of misconduct

- 4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct.
 - unauthorised absence
 - poor timekeeping
 - misuse of the Council's resources and facilities including telephone, email and internet
 - inappropriate behaviour
 - refusal to follow reasonable instructions

- breach of health and safety rules.

Examples of gross misconduct

- 5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct.
- bullying, discrimination and harassment
 - incapacity at work because of alcohol or drugs
 - violent behaviour
 - fraud or theft
 - gross negligence
 - gross insubordination
 - serious breaches of council policies and procedures e.g. the Health and Safety rules, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
 - serious and deliberate damage to property
 - use of the internet or email to access pornographic, obscene or offensive material
 - disclosure of confidential information.

Examples of unsatisfactory work performance

- inadequate application of office procedures
- inadequate IT skills
- unsatisfactory management of staff
- unsatisfactory communication skills.

Suspension

- 6 If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
- 7 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.
- 8 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

The Procedure

- 9 Preliminary enquiries. The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.
- 10 If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.
- 11 Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

- 12 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- 13 If a formal disciplinary investigation is required, the Council's staffing committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the staffing committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The staffing committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
- the allegations or events that the investigation is required to examine
 - whether a recommendation is required
 - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
 - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
- 14 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).
- 15 The staffing committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when

he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.

- 16 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 17 If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 18 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be considered under the policy.
- 19 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
 - the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
 - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
 - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
- 20 The Investigator will submit the report to the staffing committee which will decide whether further action will be taken.
- 21 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

THE DISCIPLINARY MEETING

- 1 If the staffing committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors. The staffing sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee. No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:
 - the names of its Chairman and other two members
 - details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
 - a copy of the investigation report, all the supporting evidence and a copy of the Council's disciplinary procedure
 - the time and place for the meeting. The employee will be given reasonable notice of the hearing (at least 15 working days) so that he /she has sufficient time to prepare for it
 - that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least five working days before the meeting

- that the employee and the Council will provide each other with all supporting evidence at least five working days before the meeting. If witnesses are not attending the meeting, witness statements will be submitted to the other side at least two working days before the meeting.
- that the employee may be accompanied by a companion, either a trade union representative or a work colleague

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
- the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
- the Chairman will invite the employee to present their account
- the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
- the employee (or companion) will have the opportunity to sum up

DISCIPLINARY ACTION

- 2 If the sub-committee decides that there should be disciplinary action, it may be any of the following:

Oral warning

An oral warning is issued for most first instances of minor misconduct. The council will notify the employee:

- *that a note confirming the oral warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for six months.*

First Written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for 12 months.

Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal

The council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

- 3 The council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal.
- 4 If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action imposed as a result of the disciplinary meeting will remain in force unless and until it is modified as a result of an appeal.

THE APPEAL

- 5 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
- 6 The grounds for appeal include;
 - a failure by the Council to follow its disciplinary policy
 - the sub-committee's decision was not supported by the evidence
 - the disciplinary action was too severe in the circumstances of the case
 - new evidence has come to light since the disciplinary meeting.
- 7 The Appeal will be heard by a panel of three members of the staff committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.
- 8 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion, either a trade union representative or a work colleague.
- 9 At the appeal meeting, the Chairman will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
 - explain the action that the appeal panel may take.
- 10 The employee (or his companion) will be asked to explain the grounds for appeal.
- 11 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal hearing.
- 12 The appeal panel may decide to uphold the decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 13 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 14 The appeal panel's decision is final.

CHEPPING WYCOMBE PARISH COUNCIL

GRIEVANCE POLICY

INTRODUCTION

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work. (https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf).

It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.

3. This policy confirms:

- employees have the right to be accompanied or represented at a grievance meeting or appeal by a trade union representative or work colleague. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
- the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date.
- any changes to specified time limits must be agreed by the employee and the Council
- an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
- information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. *The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)*
- recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure

- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the Council's and the employee's consent.
- Employees can use all stages of the grievance procedure If the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of [[] council] who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime.

INFORMAL GRIEVANCE PROCEDURE

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the chairman of the staffing committee or, if appropriate, another member of the staffing committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

FORMAL GRIEVANCE PROCEDURE

5. If it is not possible to resolve the grievance informally, the employee may submit a formal grievance. It should be submitted in writing to the chairman of the staffing committee.
6. The staffing committee will appoint a sub-committee of three members to investigate the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

7. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case.

The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).

8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

Notification

9. Within 10 working days of the Council receiving the employee's grievance, the employee will be asked, in writing, to attend a grievance meeting. The sub-committee's letter will include the following:
 - the names of its Chairman and other members
 - a summary of the employee's grievance based on his/her written submission
 - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will be within 25 working days of when the council received the grievance
 - the employee's right to be accompanied by a trade union representative or work colleague
 - a copy of the Council's grievance policy
 - confirmation that, if necessary, witnesses may attend on the employee's behalf and that the employee should provide the names of his/her witnesses at least five working days before the meeting
 - confirmation that the employee will provide the Council with any supporting evidence at least five working days before the meeting.

The grievance meeting

10. At the grievance meeting:
 - the Chairman will introduce the members of the sub-committee to the employee
 - the employee (or companion) will set out the grievance and present the evidence.
 - the Chairman will ask the employee what action does he/she wants the council to take
 - any member of the sub-committee and the employee (or the companion) may question any witness
 - the employee (or companion) will have the opportunity to sum up the case
 - the Chairman will provide the employee with the sub-committee's decision, in writing, within five working days of the meeting. The letter will notify the employee of the action, if any, that the council will take and of the employee's right to appeal
 - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.
 - findings of the investigation if there has been an investigation
 - an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The appeal

11. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the staffing committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
12. Appeals may be raised on a number of grounds, eg:
 - a failure by the Council to follow its grievance policy

- the decision was not supported by the evidence
 - the action proposed by the sub-committee was inadequate/inappropriate
 - new evidence has come to light since the grievance meeting.
13. The Appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three council members who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.
 14. The employee will be notified, in writing, within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will take place within 25 working days of the council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a trade union representative or work colleague.
 15. At the appeal meeting, the Chairman will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
 - explain the action that the appeal panel may take.
 16. The employee (or his/her companion) will be asked to explain the grounds of his/her appeal.
 17. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
 18. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
 19. The decision of the appeal panel is final.

Date of policy:

Approving committee:

Date of committee meeting:

Policy version reference: Sept V1

Supersedes:

Policy effective from:

Date for next review:

CHEPPING WYCOMBE PARISH COUNCIL

LONE WORKING POLICY

Purpose of this policy and procedure

The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

Policy

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

Definition

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night
- A groundsman tending to green space
- Office workers who work alone in the premises, and,
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

Responsibilities

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

Managers

- Will try to avoid the need for lone working as far as is reasonably practicable;
- Ensure that the worker is competent to work alone;

- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures;
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained;
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment;
- Must raise the alarm if staff cannot be contacted or do not return as anticipated
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

Lone workers

- Take reasonable care of themselves and others who may be affected by their work
- To follow any instruction given by management or the council
- Raise with their line manager any concerns they have in relation to lone working
- Not to work alone where there is adequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone

Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Buddies should ensure they maintain and share up to date contact details (see below)

Risk Assessments

Managers must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and updated as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

Ways in which lone working risks can be reduced

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated lone working, the council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a

groundsman lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant staff and where appropriate, councillors.

Below are some example strategies that could be implemented (on their own or combined):

- Signing-in and Out book
- Electronic (or hard copy) diaries to be kept up to date with meeting/visit/lone working details
- Agreed times and method of contact
- Buddy scheme

Buddy scheme

The following information should be written down and kept by the lone worker and their buddy, next of kin and manager:-

- Name and contact details of the lone worker
- Name, relationship and contact details of the buddy
- Name, relationship and contact details of the lone worker's next of kin
- Name, relationship and contact details of the lone worker's manager
- Any 'code word' that would indicate that the lone worker needs assistance
- Note: All these details must be kept securely in line with data protection legislation

If you change your contact details, you must let your buddy and manager know.

In circumstances where a buddy system is appropriate as a way of reducing the risks identified in the risk assessment, the buddy must have relevant details about your lone working, that may include;

- where you are going (address or area if there is no address);
- details of the purpose (i.e. preparing the hall, grass cutting, meeting);
- contact details of anyone you intend to meet (any additional contact details for the location you are visiting);
- your mode of transport;
- when you are expected to return;

Your buddy must know what to do if you do not return or make contact at the anticipated/agreed time.

Health and wellbeing

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

Reporting incidents

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, buddy or councillor or colleague to let them know (or ask someone to do so on your behalf).

Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy:

Approving committee:

Date of committee meeting:

Policy version reference: Sept V1

Policy effective from:

Date for next review:

CHEPPING WYCOMBE PARISH COUNCIL

EQUALITY AND DIVERSITY POLICY

Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive

environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training

The council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will raise awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law. [In particular, the council will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation].

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy:

Approving committee:

Date of committee meeting:

Policy version reference: Sept V1

Supersedes:

Policy effective from:

Date for next review:

CIVIL AVIATION AUTHORITY

The CAA operates a permissions and exemptions scheme which is designed to enable operations beyond the normal bounds of the regulations laid down within the Air Navigation Order (ANO), provided that the CAA is satisfied that this can be achieved in a safe manner.

Permissions and/or exemptions are valid for up to 12 months and are subject to an annual renewal. The CAA is required to make a charge for these.

A General Exemption has been issued which allows an element of 'First Person View' (FPV) flight to be conducted. The exemption covers the conditions that must be observed while employing this privilege.

Article 95 of the ANO states that, if you wish to fly your camera fitted unmanned aircraft:

- within 150m of either a congested area or an organised open air crowd of more than 1000 persons and / or
- within 50m of people or properties/objects that are not under your control

then you will need to obtain a Permission from the CAA in order to do so legally.

Because the Permission will enable you to reduce the normal safety limits that have been set out for unmanned aircraft operations, the CAA must obviously be satisfied that you are able to do this safely. We do this by:

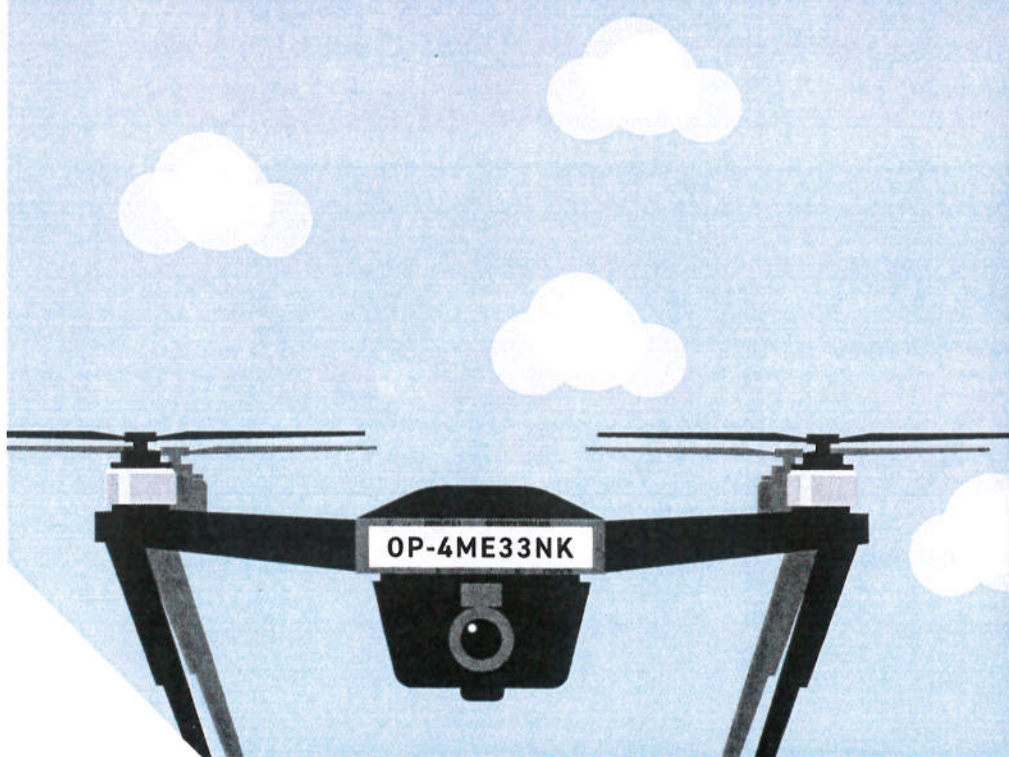
- asking you to tell us about your UAS and how it works
- asking you to tell us about how you intend to conduct your flight in a safe manner
- asking you to provide us with evidence of your competency to fly your UAS

The process that we use is the same one that must be followed by UAS operators who wish to conduct commercial operations

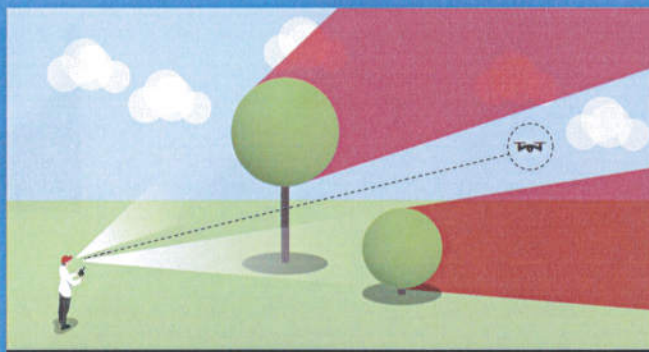
To get this Permission, you will need to:

- Demonstrate your 'piloting competence'
- Demonstrate a sufficient understanding of aviation theory (airmanship, airspace, aviation law and good flying practice).
- Pass a practical flight assessment (flight test).

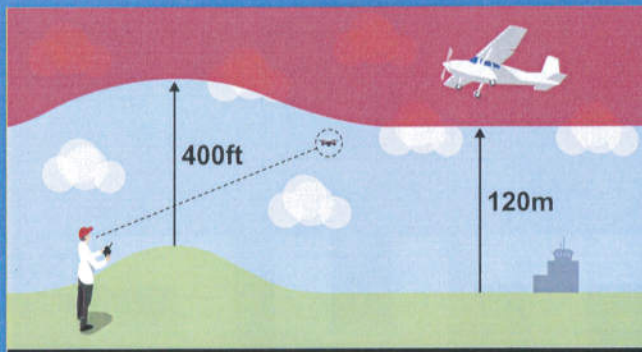
THE DRONE CODE



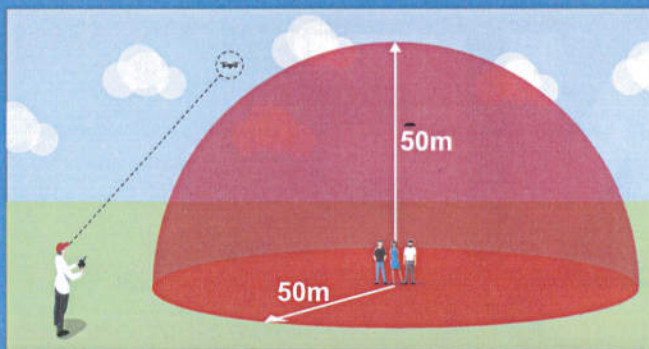
You must pass the drone test and register with the
CAA before you fly at [Register-drones.caa.co.uk](https://register-drones.caa.co.uk)



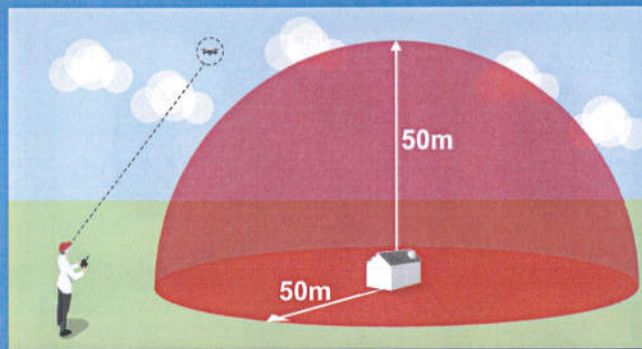
Always keep your drone or model aircraft in direct sight.



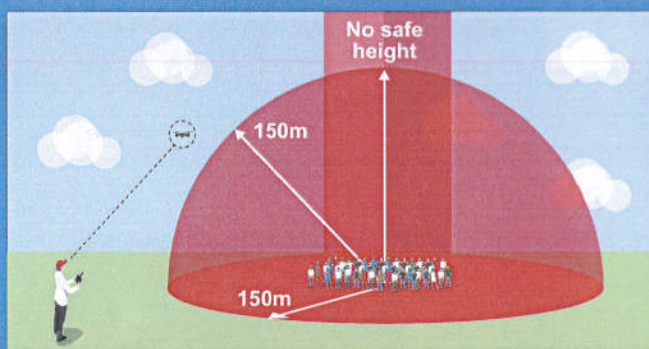
Never fly more than 400ft (120m) above the surface and stay well away from aircraft, airports and airfields.



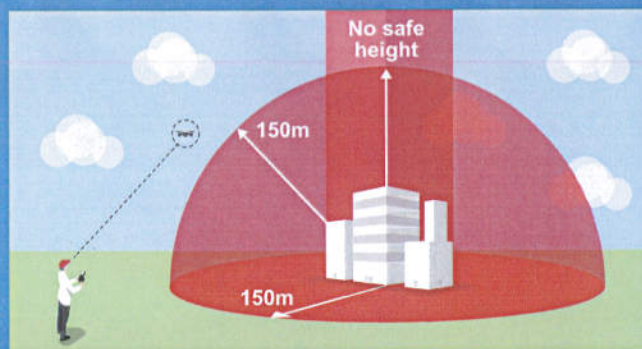
Never fly closer than 50m to people. Even when your drone is more than 50m away from people it is safer to avoid directly overflying them.



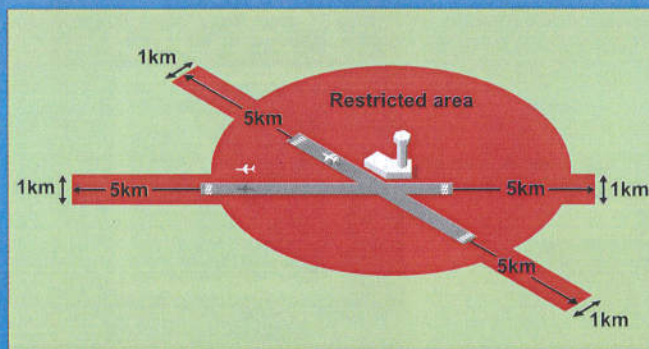
Never fly closer than 50m to buildings, cars, trains or boats.



Never fly closer than 150m to a crowd of 1,000 people or more. Never fly directly over a crowd.



Never fly closer than 150m to built-up areas. Never fly directly over a built-up area.

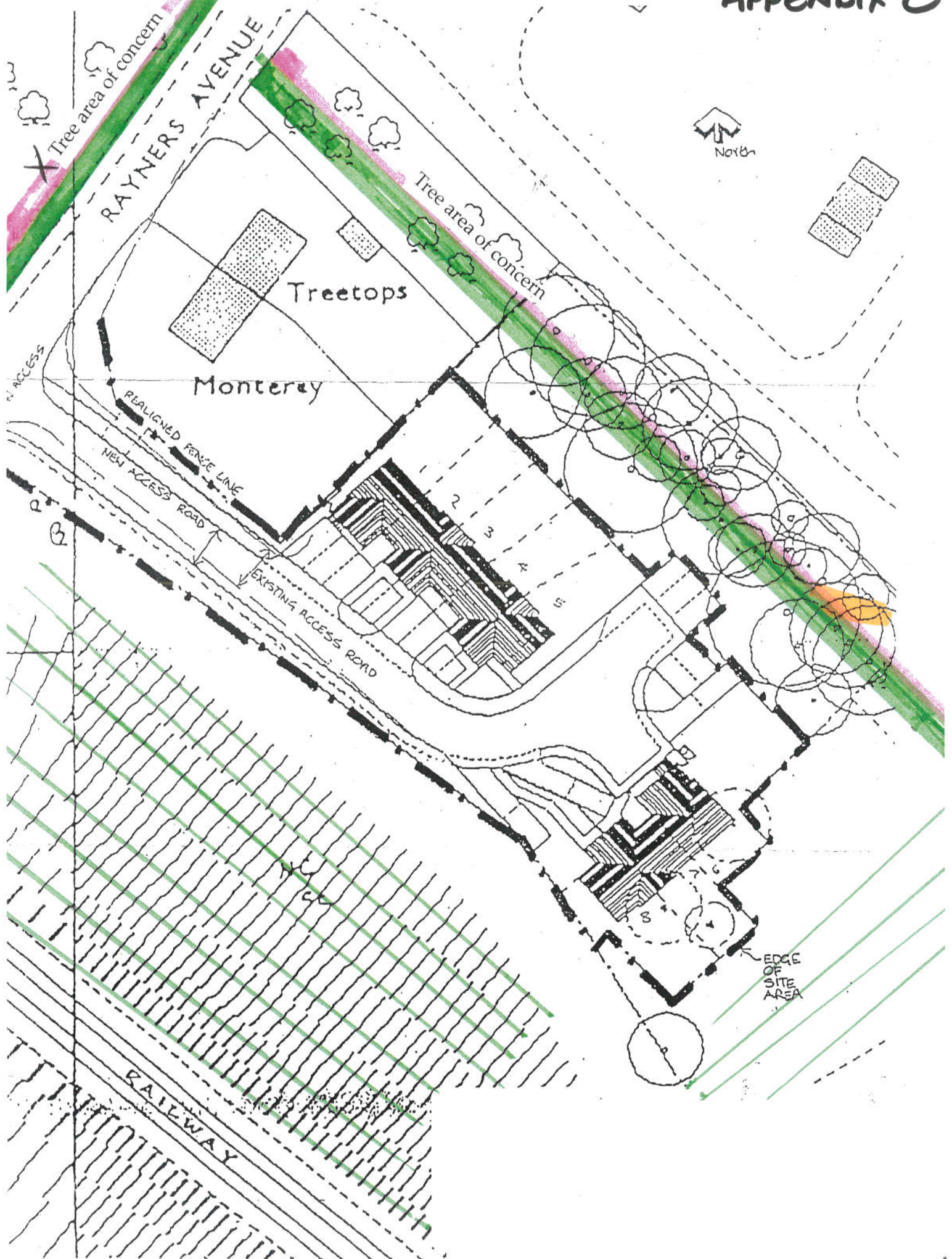


Never fly in an airport's flight restriction zone. For further info, see: dronesafe.uk/restrictions/



It is illegal to fly a drone or model aircraft between 250g-20kg that does not show a valid operator ID.

You are responsible for each flight. Legal responsibility lies with you. Failure to fly responsibly could result in criminal prosecution.







WYCOMBE WOODLANDS PROJECT

INFORMATION SHEET

TREE FELLING & REPLANTING

The Wycombe Woodlands Strategy is a highly innovative and exciting project introduced in 1990 to provide for the active management, long-term improvement and conservation of Wycombe's Woodlands.

The storms of 1987 and 1990 highlighted the importance of woodland management. It was largely due to the lack of management that these storms caused so much damage to so many woodlands. Many local woodlands were and still are composed of mature trees only and/or have not been thinned out properly as they have matured. This makes them especially susceptible to damage in high winds. A well managed woodland should have a mixture of young, middle and old aged trees to ensure continuity of woodland cover well into the future.

The trees in this woodland have now reached the end of their lives and because of a lack of previous management, few young trees have grown up to replace them. In order to prevent further serious decline and ultimately loss of this woodland, contractors will be felling most of the older trees to make way for lots of new native broadleaved trees to be planted. These trees will be properly managed over the next thirty years under the Woodlands Strategy to ensure they provide a healthy and viable woodland on this site well into the future, preventing the problem we face here today.

The replanting will give us the opportunity to diversify the woodland by planting a greater variety of trees and shrubs than exist here at present. Species such as Beech, Oak, Cherry, Hazel, Field maple, Wayfaring tree and Guelder rose will be planted to improve the value of the new woodland for people and a whole range of wildlife.

This information is provided in advance to local residents and on site during the work so that everyone will know what is happening and why. This work is essential to ensure the future of this wood. All work is approved by the Forestry Authority (the government's regulatory body for tree felling and woodland management) and is closely supervised by the Council's Woodlands Manager, to ensure it is of the highest standard. We aim to complete the work as quickly as possible so that there is minimum inconvenience to local people.

If you require any further information about this work or any other aspect of the Wycombe Woodlands Project then please contact the Woodlands Manager, [REDACTED].
(This number also has an answerphone out of hours).

Chepping Wycombe Parish Council objectives 2020/2021 from Chairman's meeting 28/7/2020

1. Complete office and depot building works asap
2. Complete existing projects eg Cemeteries and Orchard Green
3. Look to employ contract groundsmen to make up for any work not done during lockdown to ensure we are up to date before winter
4. Look at our Green credentials with a view to increasing hedgerows in open spaces, reviewing our cutting regime to encourage wildflower areas, promote benefits of Kingswood to the public
5. Improve communication at all levels e.g Councillor, staff, social media etc
6. Action advice from coming out of the Coronavirus pandemic and adjust working practices accordingly
7. Actively engage with the new Buckinghamshire Council community board to enable Chepping Wycombe Parish to benefit from the monies available and propose relevant projects
 - Eg Safer communities, reduce anti social behaviour (Gates in Loudwater)
 - Maintain Community Facilities (Loudwater Centre)
 - Supporting Vulnerable People – Dementia Friendly Villages
 - Transport – Extending yellow lines near Red Kite new development in Queensmead Rd
8. Work up plans for regeneration of Derehams with a view to demolish within next 2 years
9. Complete playgrounds refresh
10. Review current fitness equipment with a view to increasing pieces and encouraging healthy lifestyles for residents
11. Review of EMR's
12. Continue with Bus shelter programme where appropriate