

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

Signed:



Dated: 18 October 2020

Pending expenditure transactions

7-Jul-20

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
x	10225	250415	Alpha Packaging	Black refuse bags - 15 boxes of 200	391.08	78.22	469.30
	10226		Came & Company	Local Council Insurance	7,202.92	0.00	7,202.92
	10227	2680517	Castle Water	The Cenotaph - final bill	1.76	0.00	1.76
	10228	406690	Clarity Copiers Ltd	Copy charges - June	34.52	6.90	41.42
x	10229	9163	Clear-Up Skips	12yd skip for depot	320.00	64.00	384.00
x	10230	EA33233	Earth Anchors Ltd	Big Ben bin lids x 2	114.95	22.99	137.94
x	10231	202282	George Browns Ltd	ATV Fertiliser Spreader	1,040.00	208.00	1,248.00
	10232		G Christie	Mileage whilst on council duties	32.85	0.00	
	10232		G Christie	Mileage whilst on council duties	44.55	0.00	77.40
x	10233	INV0078	Mathew Samways	Remove fallen tree - Back Common two damson trees - Ashley Drive	300.00	0.00	300.00
x	10234	15737	Penn Landscapes Limited	Tarmac repairs: TG Village Hall crossover, Bank Rd, Rays	8,874.00	1,774.80	10,648.80
	10235	19227	Scoop Dotty Dog Ltd	Dog litter bins - June	567.00	0.00	567.00
x	10236	2572404	Spaldings Limited	Litter picker x 10, replacement blades for tree saw	118.28	23.66	
x	10236	2575735	Spaldings Limited	2 rolls emery cloth for FH Community railings	53.00	10.60	205.54
	10237	2789	SparkX Ltd	Chiltern Green - move existing column, install new column	3,090.18	618.04	3,708.22
	10238	6311872	Tilhill Forestry Ltd	Forest Management to 30 June 2020	487.50	97.50	585.00
	10239	2007045	Triumph Technologies Ltd	1 Month Licence - Enterprise, Audio Conf, SharePoint	58.20	11.64	69.84
	10240	36096270620	Wren Davis Ltd	Milk delivery - June	15.00	0.00	15.00
x	Direct Payment	0175/20	Surtees Groundwork Contractors Limited	10 x trial holes along track off Rays Lane, TG	1,287.50	257.50	1,545.00
			Bardclays	Bank Charges May - June	43.77	0.00	
			Bardclays	Loyalty Reward Apr - May	-7.56	0.00	36.21
	BACS		Bardclays Payflow	Salaries & Pensions - June	10,857.23	0.00	10,857.23
	DD	3543756	Shell (Fuel Card Services)	Vehicle Fuel - June	177.82	35.57	213.39
	DD		SSE	Footway lighting - June	537.67	81.21	618.88
					35,642.22	3,290.62	38,932.84

Income received since last committee meeting over £500.00

					0.00	0.00	0.00

Signed: 

Signed: C. D. S. O'Connell

Date: 10/7/2020

Date: 10-7-2020

The RFO confirms that all goods and services have been received and that the invoices are accurate.

We have compared the invoice against the direct debit and payflow payments as above, along with the relevant purchase order details against the cheques

Pending expenditure transactions

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
x	10211	9123	Clear-up Skips	30 yd skip for Derehams Sports Ground	700.00	140.00	840.00
	10212	AE275/2020	Active Enviropest	Routine Rodent Inspection	40.00	0.00	40.00
x	10213	201799	George Browns Ltd	2 drive belts for flail mower	25.20	5.04	
x	10213	201800	George Browns Ltd	Air filter clamp for Kubota	39.57	7.91	77.72
	10214	200206	GDT (Fire Extinguishers) Ltd	Fire Alarm & Fire Extinguisher Service	216.00	43.20	259.20
	10215	11952/20	Gough Contractors Ltd	Repair to boiler at warden's house	410.00	82.00	492.00
	10216		G Christie	Mileage whilst on council duties	44.55	0.00	44.55
x	10217	85124	Hawes Plant Tool Hire Limited	Hire of excavator & grabber - Derehams	290.00	58.00	
x	10217	85442	Hawes Plant Tool Hire Limited	Barrier tape x 4 rolls	38.00	7.60	393.60
	10218	GM783499	Idverde Limited	Seeding of football pitch at Derehams, Totteridge Common cut & strim and hedge cutting	900.00	180.00	1,080.00
x	10219	338305	Rigby Taylor Ltd	Spray system & chemical	109.75	21.95	131.70
	10220	9630	St. Peter's Church, Loudwater	Maintenance of closed churchyard	622.00	0.00	622.00
x	10221	1069730777	Trade UK (B&Q)	Paint and brushes	45.85	9.18	
	10221	1071684450	Trade UK (B&Q)	Cleaning equipment for office & Derehams, paint & brushes for Loudwater Memorial & notice boards	115.63	23.12	
x	10221	1073769569	Trade UK (B&Q)	Paint & brushes for Community Centre railings, FH	91.20	18.25	
x	10221	1074747372	Trade UK (B&Q)	Padlock for Derehams Sports Ground	17.50	3.50	324.23
x	10222	1073602907	Trade UK (Screwfix)	Dust sheets x 4	33.30	6.66	39.96
	10223		HMRC	Tax & NI - June	2,763.68	0.00	2,763.68
x	10224	Proforma 9722	Defib Store Ltd	Fully Automatic CPR Feedback	985.00	197.00	1,182.00
			Barclays	Bank Charges Apr - May	36.50	0.00	
			Barclays	Loyalty Reward Apr - May	-6.10	0.00	30.40
	DD		Buckinghamshire Council	Rates - Altona Rd Cemetery	282.99	0.00	282.99
	DD		Buckinghamshire Council	Rates - Hammersley Lane Cemetery	56.60	0.00	56.60
	DD		Buckinghamshire Council	Rates - Offices & depot	7,984.00	0.00	7,984.00
	DD	Q050 CJ	BT	Line rental 1 Apr - 31 Aug	144.40	28.88	173.28
	DD	1077517	Castle Water	Ashley Drive Allotments	404.26	0.00	404.26
	DD	291194/2020	Grenkeleasing Ltd	Photocopier rental Jul - Sept	99.00	19.80	118.80
	DD	12148959	Unicom	Landline call charges - June	83.93	16.79	100.72
					16,572.81	868.88	17,441.69

Income received since last committee meeting over £500.00

CR	HMRC	VAT reclaim - May	1,177.61	0.00	1,177.61
CR	Dignity Funeral Services	Burial Fees	1,365.00	0.00	1,365.00
CR	David Silvey & Son	Burial Fees	1,262.58	0.00	1,262.58
			3,805.19	0.00	3,805.19

Signed: *CD Jordan*Date: *24/6/20*Signed: *CD Jordan*Date: *24/6/20*

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