

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 R Wilks
Cllr J Herschel – Vice-chairman	Cllr A Barron
Cllr L Johncock	Cllr C Jordan
Cllr I Forbes	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.bucksc.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: 15 October 2020

8-Sep-20

8-Sep-20

Income received since last committee meeting over £500.00

Income received since last committee meeting over £500.00

Signed: Amfub

Signed: Ventura S A 3000

Date: 24/10/2020

Date: 11/01/2020

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 payoff payments as above, along with the relevant purchase order details against the cheques