

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Works & Services committee meeting held on Thursday 12 November 2020 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 A Barron
Cllr J Herschel – Vice-chairman	Cllr J White
Cllr L Johncock	Cllr C Jordan
Cllr H Darch	Cllr K Wood
Cllr R Wilks	Cllr I Forbes

Also present: Cllr B Kin, Cllr D Johncock and Cllr S Digby

WS/20/012 **Apologies for absence**
none

WS/20/013 **Declarations of members' interests in Items on the agenda**
Declarations of personal interest on the agenda were declared as follows:
Cllr Dodds – agenda item 8 – abstained from vote
Cllr Jordan – Royal British Legion
Cllr Herschel – expenses cheque

WS/20/014 **Delegated Action**
Members were asked to note that since the last committee meeting in September the chairman of committee and clerk had instigated the following under delegated actions;

- Repairs to waste pipe and radiator at the Warden's house at a cost of £230.00
- Purchase of dishwasher at Warden's house at a cost of £299.00

WS/20/015 **Committee Projects**
1 Office Refurbishment
Members were asked to note that drawings had been sent to Building Control and we await their response by the end of the consultation period, that being 27 November.

2 Bus Shelters
Members were asked to note that a consultation is underway with residents, bus users and other stakeholders 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. To date, fifteen responses had been received and the results would be summarised and published on our website shortly.

Members were asked to note that Councillors Dodds and Herschel would prepare a list of what we wanted to pass on to TfB and contractors.

3 Depot Roof
Members were asked to consider and, if so minded, approve one of the quotations set out below for the proposed works to the roof to include:

- replacing the outer roof sheet with PVC plastisol-coated steel sheets fixed to the existing steel framework
- providing new fibreglass insulation of recommended thickness
- the roof lights to be replaced with heat saving double glazed units

It was RESOLVED that, as new information regarding PV panels and a Salix grant had been received since the agenda was published, this item would be deferred until further investigation was carried out.

4 Street Litter Bins, Flackwell Heath

Members were asked to note that the Deputy Clerk had written and then later spoken to the Buckinghamshire Council's Cabinet Member for Environment and Climate Change, Bill Chapple OBE, requesting 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. A response from Dan Sexton, Waste Contract Manager at Buckinghamshire Council, was awaited.

5 Office Steps

Members were asked to note that the approved works to replace the steps at the rear door to the office had been ordered and the work was expected to start this month.

6 Committee Projects

Members were asked to note and comment on the list of current and proposed projects for the committee:

- council office improvements to kitchen, lobby, toilets and offices
- re-roofing of depot
- replacing depot lighting with LED luminaires
- deep cleaning and repainting of depot walls
- refurbish metal depot shelving
- complete programme for new bus shelters in Loudwater and Flackwell Heath
- review condition of existing bus shelters with view to future refurbishment or replacement
- review condition of existing seats and benches with view to future refurbishment or replacement
- review and update if necessary the council's signage programme
- consider options for improving and minimising the future costs of maintaining our cemeteries
- continue to work with third-parties to improve the condition of our parish footpaths and continue to support our programme of being a stile-free parish
- support lifestyle, healthy living and educational initiatives for walkers and cyclists by providing signage and interpretation boards at suitable locations
- consider opportunities to become an even greener council by reducing our carbon footprint and ameliorating or off-setting our inputs
- support our local environment by planting of trees and hedges in our community
- continue and expand the council's initiatives to support reducing alien plant infestations
- continue to work with third parties to improve physical and mental health outcomes impacted by vehicle emissions and noise

Cllr Wood confirmed that signage on Open Spaces was now complete.

Cllr Herschel suggested that we should do our part in getting rid of balsam in the streams – Revive the Wye

Cllr Jordan pointed out that there was knotweed on the Wycombe Heights Golf Course; the Deputy Clerk would look into this.

Cllr Forbes recommended that the metal shelving in the depot be funded out of revenue.

Cllr Forbes suggested that the path at Altona Road Cemetery be improved such as at Cock Lane Cemetery.

WS/20/016 LED Footway Lighting

Members were asked to note that Councillor Herschel had provided the Deputy Clerk with a list of LED lights which need to be cleared of overhanging branches [20] or which need to be repaired [9]. The Deputy Clerk will be writing to residents whose trees are covering lights.

WS/20/017 Cemeteries

Path and driveway – Cock Lane Cemetery

Members were asked to note that the work to the path and driveway at Cock Lane Cemetery had been completed.

WS/20/018 Footpaths

Members were asked to note that we had received an Inspection checklist from the BCC Rights of Way Team which we could use when inspecting paths thereby assisting them with their twice yearly random survey of some of the footpaths in the parish.

Cllr Herschel would be writing to members asking them to take on half of the paths each year.

WS/20/019 Third Party Working

Replacement cabinet for publicly available defibrillator [PAD]

Members were asked to consider and if so minded approve the purchase of a replacement cabinet for PAD at a cost of £495 plus VAT. The council had previously agreed that while we would not purchase or adopt PADs we would support their maintenance and provide and assist the provision of cabinets enabling them to be available to all members of the public. A PAD was available in the centre of Flackwell Heath at the now shut British Legion Club and which it is intended to recover and offer it to the Flackwell Heath Community Centre for fixing on an exterior wall of the centre. The existing cabinet is of sheet metal and is badly corroded and should be replaced. The recommended cabinet would be of quality moulded plastic. An offer to remove and fix the PAD in the new cabinet without charge had been made by Cllr Dodds.

It was RESOLVED that the replacement cabinet at a cost of £495 would be purchased.

WS/20/020 Community Payback Update

Members were asked to note the work undertaken by the Community Payback teams since the last committee meeting in September. Members were asked to note that during lockdown there will be no Community Payback.

WS/20/021 Committee Budget 2021/22

Members were asked to consider the draft Works & Services committee budget for 2021/22. Following any changes, the budget would be recommended to the next Finance and General Purposes Committee for approval.

Cllr Herschel thanked Cllr Forbes for the amount of work that he had put into the budget.

***It was RESOLVED that;
the budget be recommended to the next Finance and General Purposes Committee meeting after minor increases to Footway Lighting Electricity and Footway Lighting Repairs/Maintenance and a substantial amount to Partnership Working.***

WS/20/022 Committee Finances

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

WS/20/023 Questions from committee members and the public

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

Cllr Jordan stated that the surface of Rayner's Avenue was deteriorating.

Cllr Wood explained that the replacing of the footway was on TFB's list.

Cllr Johncock stated that the footpath between Hedley Road and Straight Bit needed improving as a lady had fallen due to roots pushing the tarmac up.

Cllr Herschel confirmed that it was the responsibility of BC Rights of Way.

Cllr Darch requested that the large gate at Cock Lane Cemetery be opened for cremations to allow disabled access. Cllr Darch also requested that the grass growing up through the new matting be kept short.

The Deputy Clerk will look into this.

WS/20/024 Accounts for payment

Accounts for payment were circulated at the meeting for consideration by councillors.

***It was RESOLVED that;
the accounts for payment be approved and cheques numbered 10323 to 10340 be signed and direct debits to Castle Water, EE, E-ON, Shell (Fuel Card Services) and SSE be approved for payment.***

The chairman thanked members for their attendance and closed the meeting at 8.23pm

Dated: 

Dated: 17 December 2020

Pending expenditure transactions

10-Nov-20

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	10323	1693	Benhamlaw Ltd	Right of Way issues affecting Woodman's Cottage	1,250.00	250.00	
	10323	1694	Benhamlaw Ltd	Land Registry Title - rectification Totteridge Common	975.00	190.00	2,665.00
	10324		Royal British Legion Poppy Appeal	Wreath TG	17.00	0.00	17.00
	10325	411877	Clarity Copiers Ltd	Copy charges - October	107.86	21.57	129.43
x	10326	7481	Clarke & Allen Gardeners Ltd	Bearing and clamp replacement on Trimax Flail	385.84	77.17	463.01
x	10327	30122600	eibe play Ltd	Repairs to play equipment at Ashley Drive & Straight Bit	1,817.10	363.42	2,180.52
	10328		G Christie	Reimbursement for dishwasher	299.00	0.00	299.00
	10329	211225	George Browns Ltd	Bolts for Trimax flail deck	6.50	1.30	7.80
	10330	12119/20	Gough Contractors Ltd	Full service to boiler - council offices	90.00	18.00	
	10330	12120/20	Gough Contractors Ltd	Service to boiler & gas hob - warden's house	155.00	31.00	294.00
	10331		HMRC	Tax & NI - October	2,763.88	0.00	2,763.88
	10332	13251	Hon RFJ & V Carington	Annual licence for land adjoining Oakwood	30.00	6.00	36.00
x	10333	790858	Idverde Limited	Totteridge Common - grass cut x 2 Sept	380.00	76.00	
x	10333	792598	Idverde Limited	Totteridge Common - grass cut Oct	190.00	38.00	684.00
	10334	SM22456	Rialtas Business Solutions Ltd	Annual support for Making Tax Digital	59.00	11.80	70.80
x	10335	135024	R T Machinery Ltd	Tractor side arm hire - 12 days	1,950.00	390.00	2,340.00
	10336	19292	Scoop Dotty Dog Ltd	Dog bin collection - October	375.20	0.00	375.20
	10337	2020/149	Simon Hill	Window cleaning Office	35.00	0.00	35.00
	10338	2011046	Triumph Technologies Ltd	Microsoft Sharepoint, Enterprise, Audio Conferencing - Nov	58.20	11.64	69.84
	10339	36096311020	Wren Davis Ltd	Milk delivery - October	18.00	0.00	18.00
	10340		J Herschel	Broadband (Apr-Sept) & office stationery	143.95	0.00	143.95
	DD	1799948	Castle Water	Water - Depot, Office, Warden's house - Sept - Feb	225.39	0.00	225.39
	DD	1801640	Castle Water	Water - Altona Road Cemetery - Sept-Feb	27.57	0.00	27.57
	DD	V01807883558	EE	Warden's mobile phone - Oct	17.67	3.53	21.20
	DD	H191418EA3	E-ON	Gas - council offices - Oct	74.27	3.71	77.98
	DD	9000559185	Shell (Fuel Card Services)	Vehicle fuel - Oct	119.44	23.89	143.33
	DD		SSE	Footway lighting - Oct	570.90	86.38	657.28
					12,141.77	1,603.42	13,745.19

Income received since last committee meeting over £500.00

CR		Alotment renewals	442.00	0.00	442.00
CR		Burials	3,081.00	0.00	3,081.00
CR	HMRC	VAT Reclaim - Sept	6,881.39	0.00	6,881.39
			10,404.39	0.00	10,404.39

Signed: *[Signature]*
Date: 13/11/20

Signed: *Kirstine SA Wood*
Date: 13/11/20

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