

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Thursday 28 January 2021

Members of the council are summoned to attend the meeting to be held 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.

The meeting is open to members of the public and press

Committee Membership:

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

Members of the committee are summoned to consider the following business:

AGENDA

1. **Apologies for absence**
Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk.
2. **Declarations of members' interests in items on the agenda**
To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.
 - i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer (Clerk) of it.
 - ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council.
3. **Delegated Action**
4. **Committee Projects**
 - 4.1 Office Refurbishment
 - 4.2 Bus Shelters
 - 4.3 Depot Roof
 - 4.4 Street Litter Bins – Flackwell Heath
 - 4.5 Office Steps
5. **LED Footway Lighting**
6. **Cemeteries**
7. **War Memorial – Flackwell Heath**
8. **Community Payback Update**
9. **Committee Finances**
10. **Questions from committee members and the public**
11. **Accounts for payment**



Cheryl Jeken
Deputy Clerk to the Council
22 January 2021

Delegated Action

Members are asked to NOTE that since the last committee meeting in November there have been no delegated actions taken by the chairman of the committee or clerk.

AGENDA ITEM 4**Committee Projects****4.1 Office Refurbishment**

Members are asked to NOTE that, following feedback from Building Control, the drawings have been amended and returned to them for approval. They have advised that they will fast track them and we will now seek tenders for the work once approved.

4.2 Bus Shelters

Members are asked to CONSIDER and, if so minded, APPROVE the quotation below for the replacement bus shelter in Northern Woods, Flackwell Heath (opposite Beckings Way). We have taken a single tender action from Buckinghamshire Council's preferred supplier who installed our previous bus shelters in 2019 and who were significantly cheaper than the other quotations we received. The bus shelter will be a 2-bay full end panel with poly barrel roof, full width aluminium seat with handles, flag post and timetable case, similar to those we provided in 2019 in Station Road and Kingsmead Road.

Quote A £7,576.36

Members are asked to NOTE that we have received Rider Numbers from Carousel Buses for the bus stops, detailed in our consultation, we are considering on Heath End Road, Flackwell Heath and Robinson Road, Loudwater and will form part of the report to members to be circulated prior to our next meeting.

4.3 Depot Roof

Members are asked to NOTE that a meeting has taken place with a Solar Roofing company and we are expecting a report and quotation from them any day.

4.4 Street Litter Bins – Flackwell Heath

Members are asked to NOTE that we have yet to have a response to our recent requests for Bucks Council to refurbish their bins in the centre of Flackwell Heath. Having made enquiries of the supplier - Broxap - the cost would be about £240 a bin, compared to the cost of £599 for a new bin.

The taking on responsibility for the BC bins in Flackwell is something we should not do lightly. The bins are not ours and nowhere else in the parish have we accepted any responsibility for bins which are not on our land.

For the moment, we will continue to press BC for their refurbishment. Members are asked to COMMENT on this strategy.

4.5 Office Steps

Members are asked to NOTE that the approved works to replace the steps at the rear door to the office have been completed at a cost of £1,384.

AGENDA ITEM 5**LED Footway Lighting**

Members are asked to NOTE that the Deputy Clerk has written to residents whose trees are covering our lights and the response has been very positive. A quotation from the contractor is expected shortly for cutting back the remaining trees.

AGENDA ITEM 6**Cemeteries**

Members are asked to NOTE that the improvement to the lower path at Altona Road Cemetery is on the project list and we will now seek quotes to lay self-binding gravel on this path.

AGENDA ITEM 7

War Memorial – Flackwell Heath

Members are asked to NOTE that the Royal British Legion will not be continuing to maintain the flower beds they created around the war memorial in The Common, Flackwell Heath nor will Flowerland be able to continue donating any bedding plants in the future as they have switched their focus to help school children. The Deputy Clerk thanked them for their generous donations and help in the past.

Members are asked to NOTE that ongoing provision has been made in the budget for the purchase of plants.

Members are asked to MAKE SUGGESTIONS on the way forward.

AGENDA ITEM 8

Community Payback Update

Members are asked to NOTE that during lockdown there will be no Community Payback.

AGENDA ITEM 9

Committee Finances

Members are asked to NOTE the committee's income and expenditure to December. **APPENDIX A**

AGENDA ITEM 10

Questions from committee members and the public

A maximum of fifteen minutes will be given to members of the public, who may make representations, ask and answer questions and/or give evidence in respect of any item of business included in the agenda. If the chairman of the meeting agrees, representations and questions may be taken at the beginning of the meeting. Members of the public wishing to speak at the beginning of the meeting should inform the clerk of this request as soon as possible.

AGENDA ITEM 11

Accounts for payment

Accounts for payment are to be circulated at the meeting for consideration by councillors.

Date and time of next meeting: Thursday, 25 March 2021 @ 7.00pm

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+44 1494 362643,,719222597#](#) United Kingdom, High Wycombe

Phone Conference ID: 719 222 597#
