CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Report of the meeting held on Thursday 25 March 2021 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 H Darch
Cllr R Wilks
Cllr A Barron
Cllr I Forbes
Cllr C Jordan
Cllr K Wood

Also present: Cllr D Johncock

WS/20/036 **Apologies for absence**

There were none.

WS/20/037 **Declarations of members' interests in Items on the agenda**

There were none.

WS/20/038 **Delegated Action**

Members were asked to note that since the last committee meeting in January there had been no delegated actions taken by the chairman of the committee or clerk.

WS/20/039 **Committee Projects**

1 Office Refurbishment

Members were asked to note that this project is on hold. Members would now be aware that the leak in the ladies WC from the rising main had caused significant damage to the floor level and to adjacent plaster work which would need significant work to remedy once the area has dried out. The clerk had lodged a claim with our insurance company and would be working with them to agree what work would need to be undertaken to rectify the situation. Bucks Council Building Control had asked for further notes to be added to the original application. This is being done now so that we can tender the work on their approval.

It was noted that the payment for work done to repair the office water leak could not be reclaimed from the insurance company because they only cover the remedial work and not the repair cost.

2 Bus Shelters

Members were asked to note that the replacement bus shelter for Northern Woods, Flackwell Heath (opposite Beckings Way) had been ordered at a cost of £6,313.63 and the work was scheduled for 15 and 16 April.

Members were asked to note that, due to the COVID-19 pandemic, the rider numbers that we received were not an accurate reflection so we would not be progressing this project at this time.

It was noted that, according to an article in the Bucks Free Press, the Flackwell Heath College campus was to be relocated to Wycombe town centre and may now have an effect on the rider numbers for the bus stops in Heath End Road in the future.

3 Depot Roof

Members were asked to note that we would NOT be progressing the installation of the PV panels on the depot roof as the company who we were looking at had been unable to tender for the panels and installation. The Salix grant scheme on which we would have depended for a cost-neutral project had been oversubscribed and now closed and central government had yet to make any decision about new green infrastructure funding for local authorities.

Cllr Barron expressed his frustration with the roofing company for not replying to his emails or text messages. Cllr Dodds thanked him for his efforts. The deputy clerk would circulate Cllr Barron's report.

It was noted that a new Salix grant scheme had opened but that it was primarily for heating and wouldn't apply to PV panels. As a result, we would be proceeding with the roof replacement as we originally planned.

In order to quickly progress the original roof replacement works, the deputy clerk had approached the original tenderers to obtain updated costs as our previous quotes were out of time. Sadly, tenderer A had decided to close the business and take early retirement and would not be interested in tendering. Tenderer B was not in a position to provide another tender as the company had over 9 month's work and he was concerned that material costs are unstable at the moment.

The deputy clerk would now have to seek new quotations for the proposed works to the roof which are to include:

- replacing the outer roof sheet with PVC plastisol-coated steel sheets fixed to the existing steel framework which, having been examined, is in good condition and which will be cleaned and painted when the roof sheeting is replaced
- providing suitable insulation of recommended thickness and insulation value
- the roof lights to be replaced with heat saving double glazed units.

It was noted that the specification was the same.

Members were asked to note that once the new roof is in place, it is intended that a second phase be brought forward for approval which would update internal works including new lighting, new heating to changing room areas, deep cleaning of the depot, painting and replacement of the steel storage bays.

4 Street Litter Bins – Flackwell Heath

Members were asked to note that, due to staff shortages at Buckinghamshire Council, we would not be able to proceed with the refurbishment of the street litter bins at this time.

It was noted that it was unlikely that Buckinghamshire Council would refurbish the bins owing to the time and cost involved and it was suggested that Community Payback may paint the bins once it restarted. It was thought that the proposal might not be possible in view of the degree of work required to repair and prepare the bins.

It was raised that a couple of our bins were in the wrong place. The deputy clerk would look into it.

WS/20/040 **LED Footway Lighting**

Members were asked to note that the lighting contractor had cut back the remaining trees obscuring our LED footway lights at a cost of £600. A further survey of our lights would be carried out later in the year.

It was noted that a light in Green Crescent was completely obscured by a fir tree and had not been cut back. The deputy clerk would look into it and request the resident to cut back the tree branches.

Members were asked to note that the trees and shrubs having an effect on the spill of light onto the path between Hedley Road and Straight Bit (behind Cherrywood Gardens) are the responsibility of Buckinghamshire Council and had been reported to the Rights of Way team by Cllr D Johncock.

Members were asked to note that, further to a survey carried out by the clerk and deputy clerk, we had received a credit from SSE for £1,693.99.

The Deputy Clerk was asked to do an annual audit of the footway lighting figures every April.

WS/20/041 **Cemeteries**

Members were asked to consider and, if so minded, approve one of the quotes below to lay self-binding gravel on the lower paths (to match the upper path) at Altona Road Cemetery and to create a granite circle.

It was RESOLVED that;
Quote C at £4,120 be approved.

Members were asked to note that the warden would provide a planter with plants to be placed on the new granite circle at a cost not to exceed £500.

Members were asked to note that the hedging along the back boundary of Altona Road Cemetery required replacing. Members were asked to approve the estimated planting cost of £2,242 for 60m of holly hedging for the back boundary and to infill a number of gaps. This work would be undertaken during the next planting season, ie November.

It was RESOLVED that;
The estimated planting cost of £2,242 for holly hedging be approved. It would come out of EMR.

The enquiry was made whether Orchard Green hedge could be completed before Altona Road Cemetery. Cllr Forbes reported that it had been discussed at the Open Spaces meeting. The Deputy Clerk would email FH members with an update.

It was requested that the W&S minutes be circulated to all councillors. As it stands now the deputy clerk will copy the draft minutes (once signed off by the committee chairman and vice chairman) to the committee members - all in accordance with our current procedure.

WS/20/042 **War Memorial – Flackwell Heath**

Members were asked to note that Cllr L Johncock had contacted and received advice from RHS Wisley for planting ideas for the war memorial. With or without the help of volunteers, the responsibility for the maintenance of the war memorial now falls to us.

Photos of the plants recommended by RHS Wisley were circulated prior to the meeting. Cllr L Johncock spoke about the plants. Following on from a mail-drop she had done, we had no volunteers to help maintain the site. A meeting would be set up with the warden and FH members to discuss the planting and maintenance.

It was noted that the footpath from the road to the war memorial became muddy at the annual Armistice Day Service. This would be discussed at the planned on-site meeting.

WS/20/043 **Committee Finances**

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

Cllr Forbes stated that income is higher than in a normal year – due to the income from cemeteries. Footway lighting expenditure will need to be amended to take into actual costs being incurred after being upgraded to LED luminaires.

WS/20/044 **Questions from committee members and the public**

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

Cllr Jordan stated that serious flooding had occurred on Station Rd, LW during the torrential rain.
Cllr Wood would look into this.

Cllr Barron was delighted with the brilliant work done to cover up the tree roots on the path between Hedley Rd and Straight Bit. Cllr D Johncock confirmed it was dealt with by the LAT and was in fact a Highways issue.

WS/20/045 **Accounts for payment**

Accounts for payment were sent via email prior to the meeting for consideration.

Referring to the accounts for payment, it was enquired as to which property had been affected by the leaning beech tree. The property is in Kingswood on the track between 15 Ways Car Park and The Beech Tree.

It was asked why some lines in the accounts for payment had blank amounts and why other lines didn't total correctly. The deputy clerk explained that this was the case when one cheque was made out for multiple invoices from the same company. This was the way it had been done in the past but it was decided that Cllr Forbes would speak with the clerk to see how it can be made clearer.

It was RESOLVED that;
The accounts for payment be approved and cheques numbered 10432 to 10445 be signed and direct debits to Shell (Fuel Card Services) and SSE be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 7.54pm

Date and time of next meeting: tbc

Signed: Katrina S A Wood **Dated: 29 April 2021**

Chepping Wycombe Parish Council

Pending expenditure transactions 16-Mar-21

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	10432	AE1096/2021	Active Enviropest	Routine Rodent Inspection - March	40.00	0.00	40.00
x	10433	HW0000117676	Adams & Page Ltd	2 rear tyres for Isuzu	220.00	44.00	
x	10433	HW0000117705	Adams & Page Ltd	6 tyres required for transit tipper	495.00	99.00	858.00
x	10434	1594	Collison Tree Care Ltd	Ash removal from track near Beech Tree Pub	2,925.00	585.00	
x	10434	1595	Collison Tree Care Ltd	Emergency removal of leaning beech tree over property	550.00	110.00	4,170.00
	10435		Post Office Ltd	Road tax for RO17 NZA	265.00	0.00	265.00
x	10436	12259/21	Gough Contractors Ltd	Run new external water pipework to repair office water leak	1,100.00	220.00	1,320.00
	~~10437~~	~~1002~~	~~John W Drake~~	~~Leaflet & booklet distribution - Loudwater & Flackwell Heath~~	~~139.50~~	~~0.00~~	~~139.50~~
x	10438	3319	K & S Walker Ltd	12 yd skip for depot	320.00	64.00	384.00
	10439		Ms T Olsen	Fennels Wood Licence	250.00	0.00	250.00
x	10440	16211	Penn Landscapes Limited	Works to path around dog bin - Ashley Drive Rec	250.00	50.00	300.00
	10441	6742	Smiths Heating Services Ltd	Supply & install new boiler - Green Dragon Lane Pavilion	1,700.00	340.00	2,040.00
	10442	6108809	Grange Security Systems	Replacement parts - Derehams Park Rec Ground	30.80	6.16	36.96
x	10443	42742	Viking	Stationery	303.81	8.06	311.87
	10444	36096270221	Wren Davis Ltd	Milk delivery - Feb	9.36	0.00	9.36
x	10445	1597	Collison Tree Care Ltd	Totteridge Common emergency tree removal	800.00	160.00	
x		1602	Collison Tree Care Ltd	King's Wood emergency branch/hanging tree removal	400.00	80.00	1,440.00
	DD		Shell (Fuel Card Services)	Vehicle Fuel - Feb	175.33	35.07	210.40
	DD		SSE	Footway lighting - Feb	364.29	68.48	432.77
					10,338.09	**1,869.77**	**12,207.86**

Income received since last committee meeting over £500.00

				Net	VAT	Amount
			Burials	841.72	0.00	841.72
				841.72	**0.00**	**841.72**

Signed: .... Signed: C D Jordan

Date: 17.3.21 Date: 17-3-21

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