

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Annual Council meeting to be held on **Tuesday 18 May 2021 at 7.30pm** at the **Council Chamber**, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Members of the public or press who wished to attend the meeting did so via the TEAM link

Present:	Cllr K Wood – Chairman	Cllr E Johncock
	Cllr L Willis – Vice-chairman	Cllr A Barron
	Cllr J Gurney	Cllr R Wilks
	Cllr C Dodds	Cllr L Webb
	Cllr C Jordan	Cllr I Forbes
	Cllr B Kin	Cllr S Herron
	Cllr J Herschel	Cllr S Barrett
	Cllr S Digby	Cllr H Darch
	Cllr D Johncock	

Prior to the meeting start time all councillors signed the acceptance of office.

1. Election of chairman of the council

Council was asked to elect a chairman of the council until the next annual meeting of the council.
Voting to be by elimination.

Thanks was noted to Cllr Wood for her work as chairman.

Three nominations were received from the floor.

Ian Forbes – proposed by Cllr J Herschel and seconded by Cllr B Kin

Katrina Wood – proposed by Cllr D Johncock and seconded by Cllr S Herron

David Johncock – proposed by Cllr R Wilks and seconded by Cllr A Barron

After the first round Cllr Wood and Cllr Johncock were left standing.

Recorded votes;

12 votes for Cllr Wood

4 votes for Cllr Johncock

1 spoilt vote

It was RESOLVED that;

According to the ballot of members, Cllr K Wood be elected chairman of council for the year 2021/22.

Cllr Wood signed the declaration of acceptance of office.

2. Election of vice-chairman of the council

Council was asked to elect a vice-chairman until the next annual meeting of the council.

Two nominations were received from the floor.

Cllr D Johncock – proposed by Cllr R Wilks and seconded by Cllr A Barron

Cllr L Willis – proposed by Cllr J Herschel and seconded by Cllr J Gurney

Recorded votes;

11 votes for Cllr Johncock

6 votes for Cllr Willis

It was RESOLVED that;

According to the ballot of members, Cllr Johncock be elected vice-chairman of council for the year 2021/22

Cllr D Johncock signed the declaration of acceptance of office.

3. Apologies for absence

Cllr D Watson (Buckinghamshire Council) – meeting

Cllr N Thomas advised the meeting that he would be late due to another meeting.

4. Declarations of members' interests in agenda items

There were none tabled.

5. General Power of Competence

Council was asked to confirm that they meet the following eligibility criteria for holding the general power of competence.

It was RESOLVED that;

The council fulfil the criteria of at least two thirds of the council were elected and having a qualified clerk for the general power of competence.

6. Election of standing committees of the council

Council was asked to consider the membership of the standing committees as below:

Open Spaces

John Gurney

Les Willis

Clive Jordan

Sharon Herron

Ian Forbes

Katrina Wood

Liz Johncock

Luca Webb

Dave Johncock

Sue Digby

Works & Services

John Gurney

Chris Dodds

Clive Jordan

Katrina Wood

Steven Barrett

Haydn Darch

Alec Barron

Liz Johncock

Jeff Herschel

Roger Wilks

Finance

Les Willis

Chris Dodds

Robert Kin

Ian Forbes

Haydn Darch

Steven Barrett

Jeff Herschel

Alec Barron

Dave Johncock

Roger Wilks

Unless appointed to serve on a committee, the chairman and the vice-chairman of the council are ex-officio members of all committees.

It was RESOLVED that;

The committee membership be agreed.

(a) Election of chairmen and vice-chairmen of committees

Council was asked to note that the election of the chairmen and vice-chairmen of the Open Spaces and Works and Services committees would take place at their first scheduled meetings.

Members of the newly formed Finance & General Purposes committee were asked to nominate and elect a chairman and vice-chairman.

Cllr Forbes was nominated and unopposed as chairman of the committee.

Cllr Barron was nominated and unopposed as vice chairman of the committee.

It was RESOLVED that;

Cllr Forbes be elected chairman and Cllr Barron be elected as vice-chairman of the Finance & General Purposes committee

(b) Planning

Council was asked to elect one planning representative from each ward.

It was RESOLVED that;

The following representatives were appointed;

Cllr E Johncock

Flackwell Heath

Cllr C Dodd

Loudwater

Cllr Darch

Tylers Green

(c) Appointment of sub-committees

It was confirmed that appointments of sub-committees and/or working parties if appropriate would take place at the first meeting of each standing committee.

(d) CWPC In-House Auditors

The meeting was asked to appoint two members as In-house Auditors or to refer the appointments to the Finance and General Purposes Committee.

It was RESOLVED that;

The appointment of the In-house Auditors be referred to the first Finance & General Purposes committee meeting. Until then the current auditors would still stand, being Cllr Dodds and Cllr Willis.

7. Review of assets, risks and policies

A review was undertaken and the recommendation from full Council taken into account.

It was RESOLVED that;

The financial regulations, standing orders, complaints procedure, press and media policy be re-adopted and that the insurance cover and inventory of land and assets be approved. Terms of references for committees be deferred to each committee.

Cllr Thomas joined the meeting at 7.57pm

8. Appointment of representatives on other outside bodies

Council was asked to consider appointing representatives to the following organisations:

It was RESOLVED that;

The following appointments be approved.

<u>Organisation</u>	<u>No. of Representatives</u>
Tylers Green & Penn Parish Council Joint Meeting	Tylers Green members and chairman of council
Wycombe District Association of Local Councils (x 5 per year)	Cllr I Forbes, Cllr J Herschel, Cllr C Jordan and Cllr S Digby
Beaconsfield & Chepping Wye Community Board (x 4 per year)	Cllr A Barron (working groups reps to be appointed as required)
Neighbourhood Action Group (NAG) (x 12 per year)	Cllr D Johncock, Cllr B Kin and Cllr I Forbes
Flackwell Heath Residents' Association Executive Committee (x 4 per year)	Cllr E Johncock
Flackwell Heath Community Centre	Cllr L Webb
Bucks & Milton Keynes Association of Local Councils (BMKALC)	Cllr K Wood
Flackwell Heath Scouts & Guides Joint Executive Committee	Cllr J Herschel
Revive the Wye Project Joint Steering Group	Cllr J Gurney
Loudwater Forum	Loudwater members
And any other organisation the council believes to be relevant or not included in the above list	Members as appropriate

The meeting was asked to agree the appointments of representatives to the following sports organisations or to refer the issue to the Open Spaces committee for consideration at their first meeting:

It was RESOLVED that;

The following appointments of representatives be deferred to the first Open Spaces committee.

Flackwell Heath Bowling Club

Flackwell Heath Tennis Club

Loudwater Bowls Club

Flackwell Heath Minors Football Club

9. Informal meeting of council members

Council was reminded that the informal meeting was traditionally held to review policy or other important issues that will impact on the council within the following year. A date for this meeting would be considered at the next full Council meeting in July. The public and press are excluded from the meeting.

Members were asked to suggest items for consideration at the meeting or to subsequently notify the Clerk or Chairman of Council.

10. Hosted email boxes

Council was asked to consider a quote for hosted email boxes from our current IT company, this would give councillors a cwpc.org.uk address.

The quote received was £8.05/per box/per month making an annual total of £1,642.20.

It was RESOLVED that;

Councillors would be encouraged to create their own cwpc email address and it was agreed not to proceed with the hosted email boxes.

11. Questions from the public

There were no questions.

12. Questions by members of the council

Cllr E Johncock advised that there would be a need for a stronger representative to be chosen for the Flackwell Heath Minors FC.

13. Accounts for payment

The accounts for payment were circulated at the meeting for the approval of members.

- Income from the funfair was queried. The clerk advised that it was not Ayres Fayres that uses the Common but another fair that was on the Straight Bit Recreation Ground in Flackwell Heath.
- Cheque 10493 to Penn Landscapes it was advised that this was per cut for both sides of Totteridge Common.

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 10489 to 10498 be signed and that the direct debits to Barclays, Castle Water EE, E-ON, Unicom, NEST, Shell and SSE be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 8.11pm

Signed: 

Dated: 8 July 2021

Pending expenditure transactions

18-May-21

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	10489	AE1159/2021	Active Enviropest	Routine Rodent Inspection - May	40.00	0.00	40.00
x	10490	363827	Country Supplies	Postcrete	33.30	6.66	39.96
x	10491	7886	Externture Ltd	Northern Woods - 2 bay bus shelter & hardstanding	6,313.63	1,262.73	7,576.36
	10492	99661	IRIS Payroll Solutions	Annual Maintenance Renewal - Earnie Payroll Software	352.00	70.40	422.40
	10493	16376	Penn Landscapes Limited	Grass cut on Totteridge Common - 22 April	195.00	39.00	234.00
	10494	3516611050037	SSE	Electricity - Derehams Pavilion	586.36	29.31	615.67
x	10495	1160184968	Trade UK (B&Q)	Multipurpose compost	29.00	5.80	34.80
	10496	2105051	Triumph Technologies Ltd	Microsoft Enterprise, Audio Conferencing, SharePoint - May	58.20	11.64	
	10496	2105441	Triumph Technologies Ltd	Dell Tower PC and Onsite Installation for Assistant Clerk	874.00	174.80	1,118.64
	10497	36096240421	Wren Davis Ltd	Milk delivery - April	7.80	0.00	7.80
x	10498	9110	Clarke & Allen Gardeners Ltd	Replacement belt pulley and belts to mower	285.00	57.00	342.00
	DD		Barclays	Bank Charges Mar - Apr	41.48	0.00	
	DD		Barclays	Loyalty Reward Mar - Apr	-5.33	0.00	36.15
	DD	5435264	Castle Water	Water - Chapel Rd Allotments	433.38	0.00	433.38
	DD	5435412	Castle Water	Water - Altona Rd Cemetery	33.00	0.00	33.00
	DD	5436242	Castle Water	Water - Council Offices & depot	329.99	0.00	329.99
	DD	V01866915658	EE	Warden's mobile phone - Apr	17.86	3.57	21.43
	DD	H19C6F36B2	E-ON	Gas - Council Offices - Apr	93.30	4.67	97.97
	DD		NEST	Pensions - Apr	626.12	0.00	626.12
	DD	9001365516	Shell (Fuel Card Services)	Vehicle Fuel - Apr	247.09	49.42	296.51
	DD		SSE	Footway Lighting - Apr	448.53	84.17	532.70
	DD	12581431	Unicom	Landline charges - May	105.39	21.08	126.47
					11,145.10	1,820.24	12,965.34

Income received since last committee meeting over £500.00

				Fun fair	890.00	0.00	890.00
					890.00	0.00	890.00

Signed: *Katrina 3A Wood*

Signed: *San Feller*

Date: *21/5/21*

Date: *19/5/2021*

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

Pending expenditure transactions

[illegible]

Signed: C D Jordan

Date: 13-5-21

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