CHEPPING WYCOMBE PARISH COUNCIL

Report of the council meeting to be held on **Thursday 29 April 2021** at **7pm 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 was open to members of the public and press

Present:

Cllr K Wood – Chairman
Cllr L Willis - Vice-chairman
Cllr C Jordan
Cllr A Barron
Cllr I Forbes
Cllr J White
Cllr S Herron
Cllr J Gurney
Cllr S Digby
Cllr R Wilks
Cllr M Wilkes
Cllr J Herschel
Cllr H Darch *(Late arrival)*
Cllr C Dodds
Cllr D Johncock
Cllr L Johncock
Cllr B Kin

FC/20/087 **Apologies for Absence**
Cllr Digby gave a belated apology for not attending the previous Council meeting on 27 February 2021.

FC/20/088 **Declarations of Interest and Code of Conduct**
Cllr Wilkes declared an interest in agenda item 14 – expenses cheque.

FC/20/089 **Council Minutes**
FC/20/072 Hazlemere Neighbourhood Plan – it was noted that no contact had been made since the last Council meeting in February e and therefore no action or progress could be advised. The Clerk was asked to contact Hazlemere PC for an update.
FC/20/055 King's Wood car park – it was noted that there was no further movement of the car park issue.
FC/20/084 Questions by Members of the Council – trees in Rayners Close, Loudwater the Clerk advised that she was awaiting a response relating to the ownership of the trees.

It was RESOLVED that;
The minutes of the Council meeting held on Thursday 25 February 2021 be approved as an accurate record.

FC/20/090 **Open Spaces Committee**
It was RESOLVED that;
The report from the Committee meeting held on Tuesday 9 March 2021 be approved.

FC/20/091 **Work & Services Committee**
WS/20/039 3 Depot Roof – it was noted that there was no further interest from the original contractors.
WS/20/042 War Memorial – Flackwell Heath – Cllr Herschel advised that the parish council had not taken responsibility for the planting at the war memorial. Also, that there was intended to be a meeting to discuss future maintenance. Cllr D Johncock advised that the meeting has taken place.

Cll Herschel was extremely disappointed that he had not been invited to the meeting and advised that the meeting was unofficial.

It was RESOLVED that;
the report from the Committee meeting held on Thursday 25 March 2021 be approved.

FC/20/092 **Finance & General Purposes Committee**

It was noted that most areas of interest were on the Council agenda**.**

It was RESOLVED that;
the report from the Committee meeting held on Thursday 15 April 2021 be approved.

FC/20/093 **Planning Meetings**

It was RESOLVED that;
the reports of the Planning Meetings held on Tuesday 23 February 2021, Tuesday 9 March 2021, Tuesday 23 March 2021, Tuesday 6 April 2021 and 20 April 2021 be noted.

FC/20/094 **Policies and Procedures**

Council was asked to consider the recommendation from the Finance & General Purposes Committee to approve the following policy. Council was asked to note that no changes are proposed.

1 Information & Data Protection Policy
2 Retention & Disposal Policy
3 Management of Transferable Data Policy
4 Data Breach Policy
5 Standing Orders
6 Financial Regulations
7 Publicity Policy
8 Complaints Procedure

It was RESOLVED that;
The above policies would be approved and recommended to the Annual Council meeting for re-adoption.

FC/20/095 **Calendar of Meetings**

Council was asked to consider the recommendation from the Finance & General Purposes Committee to approve the schedule of meeting dates going forward from May 2021.

It was RESOLVED that;
The schedule of meeting dates from May 2021 until May 2022 be approved

FC/20/096 **Annual Return and Governance Statement**

Council was asked to consider the recommendation from the Finance & General Purposes Committee to approve for signature the completed annual return and governance statement.

It was noted that the Notice of Public Rights would be display from 14 June 2021 to 23 July 2021.

It was RESOLVED that;
The Annual Return and Governance Statement be approved for signature by the Chairman.

Thanks was noted to the Clerk for the quick completion of the yearend and clean internal audit report.

FC/20/098 **Community Right to Bid**

Council had previously nominated properties in all three wards and was now asked to consider re-submitting the relevant documentation to re-instate the listing.

It was noted that the criteria was now more stringent and that some of the properties already listed may not fit the criteria.

It was RESOLVED that;
The new criteria be sent out to councillors and this project would be taken forward by the Finance & General Purposes Committee.

FC/20/099 **Questions by Members of the Council**

- Cllr Jordan highlighted the damaged post and wire fencing in Magpie Wood – the warden had been advised.
- Cllr Jordan also highlighted numerous rubbish sites that had appeared on the Wycombe Heights Golf Club site. The Clerk advised that a note had been sent to the golf club and she would advised Buckinghamshire Council, the landlords.
- Cllr Barron asked about secure emails for councillors – hosted emails with cwpc.org.uk. The Clerk would contact the IT company who host the emails and obtain a quote.
- Cllr Jordan advised that work had been marked out on the road in Rayners Avenue, so it looked like there could be some action. Cllr Wood advised that it was still at the design stage with SSE as utilities were having to be moved.
- Cllr Wood gave some feedback on the e-scooter project. This had been put on hold until 3 months data could be used.

Cllr Wood then thanked Cllr J White and Cllr M Wilkes for their contributions over the years as they were retiring which they could be with pride. All present agreed.

FC/20/100 **Public Participation**

There were no members of the public present.

FC/20/101 **Accounts for Payment**

Accounts for payment were circulated for councillors to consider and approve.

Cheque 10478 to SSE was for the standing charge only.
Income received from Little Buddies was for the rental of the pavilion at Derehams Recreation Ground for Sunnydays nursery.

It was RESOLVED that;
the accounts for payment be approved and cheques numbered 10470 to 10483 be signed and BACS payment to Barclays Payflow and direct debits to Barclays, Unicom and British Telecom be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 7.53pm

Date and time of next meeting: Thursday 8 July 2021

Signed: Katrina S A Wood Dated: 8 July 2021

Chepping Wycombe Parish Council

Pending expenditure transactions 26-Apr-21

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	10470	AE1127/2021	Active Enviropest	Routine Rodent Inspection - April	40.00	0.00	40.00
	10471	2788	BALC	BALC sub, NALC sub, LCR sub	2,268.43	0.00	2,268.43
x	10472	205828	Fleet (Line Markers) Ltd	White line marking paint x 4 (Derehams pitches)	116.88	23.38	140.26
	10473	2021/157	Simon Hill	Window cleaning	35.00	0.00	35.00
	10474		HMRC	Tax & NI - April	2,839.62	0.00	2,839.62
x	10475	3612	K & S Walker Ltd	12 yd skip - depot	315.00	63.00	378.00
x	10476	99392	Landscape Supply Company	Gloves & ear defenders	52.30	10.46	62.76
	10477	6107968	The Security Network Ltd	Annual Service Charge - Derehams	80.40	16.08	96.48
	10478	316607590045	SSE	Front Common Supply - Jan-Apr	17.89	0.90	18.79
x	10479	1138323470	Trade UK (B&Q)	Paint, brushes, white spirit - depot wall painting	41.07	8.21	
x	10479	1138977098	Trade UK (B&Q)	Masonry paint - depot walls	30.00	6.00	
x	10479	1140367609	Trade UK (B&Q)	Fence & shed paint - restock depot	21.22	4.25	
x	10479	1141299429	Trade UK (B&Q)	Putty & putty knife - depot windows	5.93	1.19	
x	10479	1144706149	Trade UK (B&Q)	Woodstain for bench	28.33	5.67	
x	10479	1148047905	Trade UK (B&Q)	Sand paper & woodstain - picnic benches - King's Wood	79.11	15.83	
x	10479	1149266953	Trade UK (B&Q)	Black fortress paint - bench - Cock Lane Cemetery	15.83	3.17	
x	10479	1155836472	Trade UK (B&Q)	Woodstain for benches	28.33	5.67	
x	10479	1156162734	Trade UK (B&Q)	Sanding & painting materials - bench work on sites	111.72	22.33	433.86
x	10480	1128324644	Trade UK (Screwfix)	O'Keefes Foot Protection Cream	5.41	1.08	
x	10480	1146915438	Trade UK (Screwfix)	Safety Boots	39.99	0.00	46.48
x	10481	2666660	Spaldings Limited	Strimmer cords, strimmer guard, strimmer cutting blade	143.04	28.61	171.65
x	10482	250646	Viking	Stationery	94.95	12.99	107.94
	10483		M Wilkes	Broadband expenses May '20 - Apr '21 (12 x 15)	180.00	0.00	180.00
	BACS		Barclays Payflow	Salaries & Pensions - Apr	10,938.13	0.00	10,938.13
	DD		Barclays	Bank Charges Feb-Mar	30.27	0.00	
			Barclays	Loyalty Reward Feb-Mar	-3.64	0.00	26.63
	DD		Unicom	Landline Charges - Apr	111.14	22.23	133.37
	DD		British Telecom	Broadband Quarter 1	124.95	24.99	149.94
					17,791.30	**276.03**	**18,067.33**

Income received since last committee meeting over £500.00

	CR		Little Buddies	Sunnydays - March	486.00	0.00	486.00
	CR			Burials	660.26	0.00	660.26
	CR		Bucks Council	Precept (April 2021)	174,674.33	0.00	174,674.33
	CR		HMRC	VAT Reclaim - March	2,306.49	0.00	2,306.49
					178,127.08	**0.00**	**178,127.08**

Signed: ....

Date: 30. 4. 21

Signed: C B Jordan

Date: 30 - 4 - 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