

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Report of the meeting held on Thursday 24 June 2021 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Due to social distancing requirements only committee members were expected to attend in person. Any non-committee members, members of the public or press wishing to attend the meeting did so via TEAMS

Present: Cllr C Dodds - Chairman
Cllr R Wilks– Vice-chairman
Cllr L Johncock
Cllr H Darch
Cllr J Herschel
Cllr A Barron
Cllr J Gurney
Cllr C Jordan
Cllr K Wood
Cllr S Barrett

Also present: Cllr D Johncock and Mr G Christie (CWPC Warden)

Also present via TEAMS: Cllr B Kin and Cllr I Forbes

WS/21/001 **Apologies for absence**

There were none.

WS/21/002 **Declarations of members' interests in Items on the agenda**

There were none.

WS/21/003 **Delegated Action**

Members were asked to note that since the last committee meeting in March the chairman of committee and clerk had instigated the following under delegated actions;

- Replacement basin and vanity unit at the Warden's house at a cost of £720.

WS/21/004 **Election of Committee Chairman and Vice Chairman**

Members were asked to nominate a chairman for the committee. Nominations were taken at the meeting and Cllr C Dodd's nomination was not contested.

It was RESOLVED that;

Cllr C Dodds be elected as chairman of the committee.

Members were also asked to nominate a vice chairman for the committee. Nominations were taken at the meeting and Cllr R Wilks's nomination was not contested.

It was RESOLVED that;

Cllr R Wilks be elected as vice-chairman of the committee

WS/21/005 **Committee Projects**

1 Office Refurbishment

Members were asked to note that one of the quotes for the remedial work to restore the office following the water leak has been approved by the insurance company at a cost of £16,950.

Members were asked to note that a fire risk assessment company has been approached to provide us with the required documentation for Building Control in order for the plans for the office refurbishment to be approved.

2 Bus Shelters

Members were asked to note that the replacement bus shelter for Northern Woods, Flackwell Heath (opposite Beckings Way) had been installed at a cost of £6,313.63.

Cllr Wilks noted that the new bus shelter looked very smart and that Cllr Dodds and Cllr Herschel deserved thanks for their work.

3 Depot Roof

Members were asked to consider the quotations for the proposed works to the depot roof.

It was RESOLVED that;

Quote E at £24,551.00 be recommended to full council for approval.

Members were asked to consider and, if so minded, approve the sum of a further £3,000 for other minor works that might be necessary following the removal of the existing roof.

It was noted that the chairman would monitor and agree the extra work and, subject to costings and budget, it would be delegated to the chairman and clerk.

***It was RESOLVED that;
The sum of a further £3,000 be approved.***

Members were asked to note that we would be seeking the services of a contractor to clear out and treat the gutters once a year to prevent the gutter material being subject to premature deterioration.

Members were asked to note that costs for the proposed follow-on works (as detailed on the agenda) would be obtained and brought to committee at the next meeting.

It was noted that not all of the proposed items may be undertaken.

It was noted that the epoxy floor paint should have sand added to it so as to make the floor non-slip.

Our staff would paint the stairway and degrease the racking but couldn't do any of the work that involved working at height.

Members were asked to note that during the winter months the grounds team cleaned, prepared and painted the depot's steel-framed windows and also painted the walls in the top workshop. Clutter that had accumulated in the top depot above the tool store, staff room and toilet was removed. As work progresses the opportunity would be taken to further declutter the two workshops.

WS/21/006 Street Furniture

Members were asked to note that during the winter months our grounds team started inspecting our benches and repainting them as necessary. Some benches beyond repair - largely due to rotten feet having been sited directly onto soil - have had to be removed.

Members were asked to note that we are seeking permission from Buckinghamshire Council to site a new bench at Northern Woods at its junction with Whitepit Lane at a cost of £108 for a licence. The cost of supply, installing a bench including base and the above licence is likely to cost up to £1,150 which is to be met from the committee's budget for Street Furniture. The provision of this bench is to recognise the amazing work that Stan Stepniewski has done in the area. Members were asked to approve this estimated cost.

It was noted that a meeting had taken place with TfB and they were satisfied with the proposed site for the bench. A ground report was awaited as it was necessary to see whether there were any underground services.

***It was RESOLVED that;
The estimated cost of £1,150 be approved. The amount will be taken from EMR.***

WS/21/007 LED Footway Lighting

Members were asked to note that the FH NAG MVAS team have asked if it would be possible for them to occasionally place the MVAS unit weighing about 9kg on a parish lighting column in the conservation area. The request would be placed on the next F&GP agenda who hold the budget for supporting the NAG.

WS/21/008 Cemeteries

Members were asked to note that the work to lay self-binding gravel on the lower paths (to match the upper path) at Altona Road Cemetery and to create a granite circle is due to start on 12th July.

WS/21/009 War Memorial – Flackwell Heath

Members were asked to note that the grounds team have cleared the dead winter bedding plants and spring bulbs, weeded the beds and planted some summer bedding.

Members were asked to note that, with the permanent closure of the British Legion Club, it would seem that the long-term maintenance of the memorial and the site would, with the agreement of members, fall to the council as part of its remit to maintain 'historic markers'.

Members were asked to adopt the memorial and to agree to maintain the floral beds and supplement the cutting of grass on the site by Bucks Council. At the planned site visits (see next item) members will have the opportunity to inspect the site, make observations and discuss options for the long-term maintenance of the site. Any one-off works to bring the site up to a standard that reflects its location in the centre of the village's conservation area would be funded from the committee's Partnership Working budget.

It is intended that any work should be completed well in advance of Remembrance Day in November.

It was noted that FH residents were happy to help maintain the site.

To help expedite the renovation of the site members were asked to approve delegated powers to the clerk and the chairman of the committee for this work up to a sum of £1,500.

It was RESOLVED that;

The Council would adopt the site and that delegated powers for the clerk and chairman of the committee to approve the work up to a sum of £1,500 be recommended to full council for ratifying.

WS/21/010

Committee Site Visits

Members were asked to consider a date for the site visit which will take place during office hours. Members were also asked to consider for inclusion on the visit the following sites, however members are encouraged to suggest others:

- Flackwell Heath War Memorial
- Loudwater War Memorial
- Cemeteries at Loudwater and Tylers Green
- Juniper Green
- Heath End Common
- Depot

It was RESOLVED that;

The above sites be approved for the site visit. Suggested dates to be sent to committee members.

WS/21/011

Improving the Public Realm

1 Aspirations

Members were encouraged to identify areas where we could work with others towards improving the visual appeal of our environment.

The new committee were asked to confirm the existing aspirations of:

- Providing materials for the removal of graffiti by residents and its prompt removal by statutory authorities from their buildings and structures
- Supporting and implementing a policy of being a Knotweed Free parish and seeking the removal of other alien plants like Japanese Balsam and Giant Hogweed
- Continue the work of being a stile-free parish, supporting the Chiltern Society Donate a Gate Scheme and improving public footpaths alongside the county's RoW team.

The committee has a Partnership Working budget to enable works that improve the public realm as opportunities present.

The committee also has a Small Grants Scheme to support local small-scale environment improvements. The process is a simple one: a written application by members, residents and other bodies to the clerk who, with the committee chairman or vice chairman, has delegated powers to quickly agree projects not exceeding **£250.00**.

2 Royal Mail Pouch Boxes

Members were asked to support the council in seeking Royal Mail removing the boxes or their agreeing to our arranging for their removal.

It was noted that:

- This would be for the whole parish
- The map of pouch boxes needs to be checked to ensure all have been included
- We need confirmation from Royal Mail that the pouch boxes are not being used
- If Royal Mail don't agree to remove them, we need their agreement for us to remove them being Crown property.

It was RESOLVED that;

Members agreed that the clerk should contact Royal Mail and get their agreement to remove their unused pouch boxes or their agreement that we could remove them subject to costs involved and their approval.

WS/21/012

Committee Finances

1 Year end Out-turn 2020/21

Members were asked to note the yearend position for the committee (2020/21)

It was noted that the figures were slightly distorted by COVID but they showed good discipline. The amount for Cleaning & Refuse had been underprovided.

2 Current position 2021/22

Members were asked to note the committee's income and expenditure to Period 2 (May).

WS/21/013

Questions from committee members and the public

- Cllr Wilks had been approached by several residents of Highlands, regarding the difficult traffic view when turning right out of Highlands on to Chapman Lane. One resident complained it was difficult to see cyclists approaching the junction from the right because of the height and closeness to the curb of the Flackwild plants. Some of these plants measured 47 inches in height.
Cllr L Johncock stated that the volunteers should all have cultivation licences from Bucks Council and that she would check with FWRA that all sites have licences incl. Stan's new site.
- Cllr D Johncock enquired whether any stiles needed replacing.
It was noted that, if there were any, the clerk and chairman of the committee had delegated powers to replace them.
- Cllr Baron gave an update from the Community Board meeting
- Cllr Darch enquired whether a non-committee member was allowed to ask questions
Cllr Dodds advised that they were able to as they were treated as a member of the public.
- Cllr D Johncock asked whether Teams could be projected onto the screen so that it was possible to see the virtual attendees.
It is unlikely that Teams will be necessary for the next W&S meeting.
- Cllr Kin enquired about the signing of our vehicles. The Warden confirmed that he was investigating the use of magnetic signs which could be transferred between vehicles.
- Cllr Forbes commented on the lovely display of orchards in the TG cemetery.

WS/21/014

Accounts for payment

The 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 10515 to 10519 be signed and direct debits to Barclays, Castle Water, Shell (Fuel Card Services), SSE and Unicom be approved for payment.

The chairman of committee thanked members for their attendance and closed the meeting at 8.40pm

Date and Time of next meeting: Thursday 9 September 2021 @ 7.30pm

Signed



Dated 8 July 2021

22-Jun-21

Pending expenditure transactions

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	10515	AE1186/2021	Active Enviropest	Routine Inspection - June	40.00	0.00	40.00
	10516		HMRC	Tax & NI - June	2,839.82	0.00	2,839.82
	10517	RC230	Rowans Creative	Removal of high conifers on boundary - Derehams Lane 50% payment	250.00	50.00	300.00
x	10518	98108	Hawes Plant Tool Hire Limited	1 days hire - excavator - Kings Wood	155.00	31.00	186.00
x	10519	503	External Plumbing Services Ltd	Repairs to leaks at Chapel Rd & Ashley Drive allotment sites	200.00	40.00	240.00
	Transfer	7984	Pet Waste Solutions	3 week dog waste clearance	282.75	56.55	339.30
	BACS		Barclays Payflow	Salaries & Pension - June 2021	10,937.93	0.00	10,937.93
	DD		Barclays	Bank Charges Apr-May	47.01	0.00	
			Barclays	Loyalty Reward Apr-May	-6.16	0.00	40.85
	DD	5648584	Castle Water	Water - Ashley Drive Allotments	369.67	0.00	369.67
	DD	9001494201	Shell (Fuel Card Services)	Vehicle Fuel - May	219.74	43.95	263.69
	DD		SSE	Footway Lighting - May	385.46	72.03	457.49
	DD	12616288	Unicom	Landline charges - June	99.80	19.96	119.76
					15,821.02	313.49	16,134.51

Income received since last committee meeting over £500.00

			Sunnydays May 2021	837.00	0.00	837.00
			VAT Reclaim - May	4,463.12	0.00	4,463.12
				5,300.12	0.00	5,300.12

Signed: *Katrina SA Wood*Signed: *C D Fordham*Date: *24/6/21*Date: *24-6-21*

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