

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Thursday 9 September 2021

Members of the council are summoned to attend the meeting to be held on **Thursday 9 September 2021** at **7.30pm** at the Council Office, Cock Lane, Tylers Green, High Wycombe Bucks HP10 8DS

Committee Membership:

Cllr C Dodds - Chairman
Cllr R Wilks – Vice-chairman
Cllr L Johncock
Cllr J Herschel
Cllr J Gurney

Cllr C Jordan
Cllr H Darch
Cllr K Wood
Cllr A Barron
Cllr S Barrett

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 Depot Roof

5. Street Furniture

6. Cemeteries

6.1 Altona Road Cemetery

6.2 Cock Lane Cemetery

6.3 Hammersley Lane Garden of Rest

7. War Memorial – Flackwell Heath

8. Royal Mail Pouch Boxes

9. Vehicle Signage

10. Community Payback

11. Committee Finances

12. Questions from committee members and the public



Cheryl Jeken
Deputy Clerk to the Council
3 September 2021

AGENDA ITEM 3

Delegated Action

Members are asked to NOTE that since the last committee meeting in June the chairman of committee and clerk have instigated the following under delegated actions;

- Replacement door and frame to passageway between office and Warden's house at a cost of £580.
- Replacement fire door between staffroom and lower workshop at a cost of £360.

AGENDA ITEM 4

Committee Projects

4.1 Office Refurbishment

Members are asked to NOTE that the remedial work to restore the office following the water leak is temporarily postponed due to the insurance-approved contractor being unable to undertake the work. An alternative quotation has been requested which is awaited.

Members are asked to NOTE that we have received the first part of the required documentation for Building Control and are awaiting the second part.

4.2 Depot Roof

Members are asked to NOTE that the proposed works to the depot roof are scheduled to start on Monday 6th September. The scaffolding has already been erected and a survey of the gutter carried out. As the current roof colour, Van Dyke brown, will not be available until 2022, dark green has been chosen.

Members are asked to CONSIDER and, if so minded, APPROVE one of the quotations below for a new roller shutter door in the lower workshop.

Quote A Option 1	£3,941.67 (galvanised only)
Quote A Option 2	£4,741.67 (powder coated)
Quote B Option 1	£3,650.00 (galvanised only)
Quote B Option 2	£4,115.00 (powder coated)

Members are asked to CONSIDER and, if so minded, APPROVE one of the quotations below to fill the redundant inspection pit in the lower workshop with rubble and hard core and cap with concrete.

Quote A	£1,180.00
Quote B	£1,000.00

Members are asked to NOTE that quotes for the painting of the steel beams and floor will be brought to the next committee meeting as well as quotes for the replacement of the fluorescent lighting with LED luminaires.

AGENDA ITEM 5

Street Furniture

Members are asked to NOTE that we are awaiting the permit from Buckinghamshire Council for the siting of a new bench at Northern Woods at its junction with Whitepit Lane. Following the recent site visit, a new bench, similar to the one on the opposite green (Juniper Green) with cast iron arms and legs, has been ordered at a cost of £433 and has been delivered to our depot. The estimated cost of installation is £650.

AGENDA ITEM 6

Cemeteries

6.1 Altona Road Cemetery

Members are asked to NOTE that the work to lay self-binding gravel on the lower paths (to match the upper path) and to create a granite circle has been completed at a cost of £4,120.

Members are asked to NOTE that it is proving difficult to source a suitable planter for under £500.

Members are asked to APPROVE delegated powers to the clerk and the chairman of the committee for the purchase of a planter up to a sum of £1,000.00. This cost is to be met from EMR for Cemeteries.

Members are asked to NOTE that the work to replace the 60m of holly hedging along the back boundary and to infill a number of gaps would start early next year.

6.2 Cock Lane Cemetery

Members are asked to NOTE that, following the recent site visit, it was agreed to erect fencing where the footpath joins Cock Lane to prevent walkers from walking into the cemetery. The sleepers would be removed so that the area can become a bank once more.

Members are asked to NOTE that quotes for the installation of post and rail fencing will be brought to the next committee meeting.

6.3 Hammersley Lane Garden of Rest

Following the recent site visit, members are asked to NOTE that it was agreed to fill in a dip in the path. The dip will be infilled with stone by our Grounds Team and quotes to redo the whole path with self-binding gravel will be brought to the next meeting.

It was noted that the roof of the store in St Margaret's Cemetery was badly damaged and the deputy clerk has written to the Vicar to inform him that there are grants available via the Community Board for works such as repairs to roofs.

Members are asked to CONSIDER, and if so minded, APPROVE one of the quotations below to reduce the height of one holly tree by 1/3 as requested by the resident.

Quote A	£180.00
Quote B	£174.00

Members are asked to NOTE that some of the flint stones have fallen out of the wall surrounding the churchyard. On inspection, the pointing between the coping stones needs replacing to prevent water seepage. The cost to repoint is estimated to cost up to £1,000.00 which is to be met from the committee's budget for Cemeteries.

Members are asked to APPROVE delegated powers to the clerk and the chairman of the committee for this work up to a sum of £1,000.00.

AGENDA ITEM 7

War Memorial – Flackwell Heath

Members are asked to NOTE that, at the recent site visit, it was discussed how the site could be improved and what could be changed to cut down on maintenance. The size of the beds is to be reduced by turving up to the obelisks and all of the existing lawn is to be re-turfed because of its poor condition. The beds on the inside of the obelisks will be replanted with Nandinas and Heucheras which are colourful and require little maintenance. Four ½-Bell Traffic Bollards are to be placed near the edge of the grass on the corners to protect the grass from vehicles.

Members are asked to RESOLVE by a show of hands whether we do not extend the path to the kerb and perhaps roll out grass matting for the Remembrance service OR we agree to provide a path with Cotswold shingle and concrete edging from the memorial to the roadway.

If the committee is in favour of providing a path, members are asked to CONSIDER and, if so minded, APPROVE one of the quotations below to extend the existing path to the kerb using Cotswold shingle and concrete edging.

Quote A	£1,136.00
Quote B	£ 980.00

Members are asked to NOTE that the deputy clerk has written to the Royal British Legion regarding wreaths and crosses. They do not have a recommended time frame for the removal of the aforementioned ie. leave as long as they look tidy.

AGENDA ITEM 8

Royal Mail Pouch Boxes

Members are asked to NOTE that the clerk has complained to Royal Mail following the lack of response to a letter requesting the removal of the pouch boxes within the parish boundary that are not being used.

AGENDA ITEM 9

Vehicle Signage

Further to a question raised at the last committee meeting, members are asked to APPROVE delegated powers to the clerk and the chairman of the committee for the purchase of four magnetic signs for our vehicles up to a sum of £300.00.

AGENDA ITEM 10

Community Payback

Members are asked to NOTE the work undertaken by the Community Payback teams since June. **APPENDIX A**

AGENDA ITEM 11

Committee Finances

Members are asked to NOTE the committee's income and expenditure to Period 4 (July). **APPENDIX B**

AGENDA ITEM 12

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.

Date and time of next meeting: Thursday, 11 November 2021 @ 7.30pm