CHEPPING WYCOMBE PARISH COUNCIL

Report of the Open Spaces Committee meeting held on **Tuesday 31 August 2021** at **7.30pm** at the Council Office, Cock Lane, Tylers Green, High Wycombe Bucks HP10 8DS

Present:	Cllr L Willis (Chairman)	Cllr I Forbes
	Cllr L Johncock (Vice-chairman)	Cllr C Jordan
	Cllr J Gurney	Cllr S Digby
	Cllr L Webb	Cllr K Wood
	Cllr S Herron	Cllr D Johncock

Also present: Mr P Miller (Tylers Green resident) and Mr G Christie (CWPC Warden)

OS/21/015 **Apologies for absence**

There were no apologies for the meeting

OS/21/016 **Declarations of members' interests in Items on the agenda**

Cllr Webb and Cllr Gurney declared a personal interest in agenda item 9.1 being members of the Flackwell Heath & Loudwater History Group

OS/21/017 **Membership of Outside Bodies**

Members were asked to nominate a representative from the committee to stand on the following outside bodies:

- Flackwell Heath Bowling Club
- Flackwell Heath Tennis Club
- Loudwater Bowls Club
- Flackwell Heath Minors Football Club

It was RESOLVED that;

- ***Cllr Sue Digby would remain the representative for the Flackwell Heath Bowling Club and Tennis Club;***
- ***Cllr Clive Jordan would remain the representative for the Loudwater Bowls Club, and***
- ***Cllr Liz Johncock would become the new representative for the Flackwell Heath Minors Football Club.***

OS/21/018 **Allotments**

Members were asked to note that the Chapel Road BBQ would be held on 25 September and the Ashley Drive Picnic was set for 11 September. All are welcome to attend.

Plot vacancies and waiting list were not being reported as renewals had already been sent out.

It was noted that;
an inspection of the allotment sites had taken place and that some allotments would be handed back;
it was not practicable to hold the annual competition as most crops had gone over.

OS/21/019 **Tylers Green Common**

1. Track 4

Following the committee site visit, members were pleased to see the general condition of the track.

Members were now asked to consider investigating a drainage option to assist with the surface water issues on the track.

It was RESOLVED that;
the Clerk be asked to investigate drainage improvement options with contractors in conjunction with the residents from the track.

Mr Miller thanked the committee and left the meeting at 7.45pm

2 Tylers Green Management Plan – Fire ride

Members were asked to consider one of the quotations received for the work required to the fire ride. Conifers to the rear of one of the properties are now overhanging the fire break and negating it's use.

It was RESOLVED that;
Quote A in the sum of £440.00 be approved and the works ordered.

OS/21/020 **Playgrounds**

1 Ashley Drive Recreation Ground

1.1 Benches

Members were asked to consider the addition of a further bench to the site. The existing benches were now within the fenced off play area.

It was RESOLVED that;
Two Southampton benches at a cost of £420.00 each be approved for the site. Locations to be agreed.

1.2 Lidded bins

Following a string of messages advising of rubbish being strewn around the site, members were asked to consider the option of swapping out the Beau cage and liner at the site with a lidded Ben cage and liner at a cost of £365.00 per bin.

It was RESOLVED that;
Four replacement cages and liners with lids be approved.

2 Straight Bit Recreation Ground

2.1 Play area fencing

Members were asked to note that the previously approved fencing had been ordered and will be installed following the school summer holiday, the delay to the installation had been caused due to manufacturing issues.

It was noted that a concern had been received relating to the fencing around the play area and the Clerk would work with the Warden and residents concerned to mitigate any potential issues.

2.2 Update on quotes/insurance following vandalism

Members were asked to note that quotations had been requested for the repair/replacement of vandalised equipment. Once received these would be forwarded to our insurance company.

Members were asked to note that since the initial problem the safety surfacing near the large tower has also been picked and broken up. This area had previously been replaced.

Members were asked to consider the option of fencing off the whole recreation ground due to safety concerns aired by residents who are being harassed in their gardens by teenage users of the site. This would entail fencing, pedestrian and vehicle gate to the Straight Bit roadside and fencing and pedestrian gate along to footpath leading to The Meadows.

It was noted that the Clerk was currently investigating the option of CCTV at the site.

It was noted that an emergency NAG meeting to discuss the current level of issues at the site was being held on 8 September with the neighbourhood police.

It was RESOLVED that;
In the first instance CCTV should be the progressed.

2.3 Memorial Bench C Leonard

Following the last committee meeting in June when a metal picnic bench was approved as a memorial bench for Carolyn Leonard, members were asked to note that a recycled plastic bench had now been suggested by the Flackwell Heath Residents Association. The Association had concerns relating to a metal bench as it could be unusable in hot weather.

Members were asked to consider the change from a metal picnic bench to a recycled plastic bench.

It was RESOLVED that;
The change to a recycled bench be approved.

3 Play inspection report – risks
Members were asked to note the two areas of concern raised by the play inspection**.** These were the only two moderate risks requiring attention – the vandalism at Straight Bit and the gate leading from the MUGA at Derehams Lane Recreation Ground.

4 Novelty bins for play areas
Members were asked to consider the introduction of novelty bins at the play areas within the parish.

It was RESOLVED that;
Two novelty bins (Tidy Teddy) at a cost of £228.00 each be approved for Boundary Road Recreation Ground and Ashley Drive Recreation Ground. Any bin for Straight Bit to be deferred until the current issues at the site have calmed down.

OS/21/021 **Orchard Green Hedge Project Update**
Members were asked to note that the hedging for the project was on target for a start date in October.

OS/21/022 **The Queen's Green Canopy**
Following the last committee meeting in June when it was resolved to be part of this project, the following locations for trees were brought to members for their consideration and approval.

- Flackwell Heath – at the Straight Bit Recreation Ground to replace the cherry tree
- Tylers Green – triangle opposite the Village Hall of Church Road
- Loudwater – Boundary Recreation Ground

It was RESOLVED that;
The following areas and trees be approved;
Jubilee Gardens, Flackwell Heath – Cherry tree
Opposite Village Hall, Tylers Green – Copper Beech
Boundary Road Recreation Ground – Rowan

It was noted that these were not exclusive to this project and further locations and trees would be considered.

OS/21/023 **Noticeboards**
1 History Group - Chapel Road, Flackwell Heath
Members were asked to consider the installation of a noticeboard at the junction of Chapel Road/Straight Bit for the local History Group to populate with the history of the village.

It was RESOLVED that;
A classic range noticeboard at a cost of £1,002.00 be approved for Flackwell Heath and Loudwater.

2 Request from Penn & Tylers Green Residents Society
Members were asked to consider a request from the Penn & Tylers Green Residents Society to fund an interpretation board for the pond and the fund and install a notable tree in Tylers Green**.**

It was RESOLVED that;
The interpretation board at the pond be approved. The tree to be further discussed and location to be agreed prior to approval (small triangle near Track 2)

3 Replacement for noticeboard opposite the Village Hall, Tylers Green
Members were asked to consider the option for replacing the Oak noticeboard at the above site, which constantly sticks in the wet weather, with a recycled plastic alternative.

It was RESOLVED that;
A recycled plastic noticeboard be approved for the site at a cost of £2,079.00

OS/21/024 **Derehams Lane Recreation Ground**
1 Step repairs
Members were asked to note that the work to replace/repair the steps at the site had been completed.

2 Loudwater Bowls Club
Members were asked to note the report from the last meeting of the Bowls Club in July

OS/21/025 **Treeworks**
1 King's Wood
Members were asked to consider one of the quotations received for the felling of 5 Beech on property boundaries in Elmshott Close, ivy girdling and crown lifting to 6 trees.

It was RESOLVED that;
Quote A in the sum of £4,500.00 be approved and the works ordered.

2 Straight Bit car park
Members were asked to consider one of the quotations received to raise the canopies of the Lime trees along the frontage of the site.

It was RESOLVED that;
Quote A in the sum of £1,050.00 be approved and the works ordered.

3 Railway Land
Members were asked to consider one of the quotations received to remove 2 groups of Ash tree, reduce a Walnut tree and Field Maple and remove a Rowan.

It was RESOLVED that;
Quote B in the sum of £1,900.00 be approved and the works ordered

4 Magpie Wood
Members were asked to consider one of the quotations received to cut back a Lime tree from a property boundary.

It was RESOLVED that;
Quote A in the sum of £250.00 be approved and the works ordered

OS/21/026 **Committee Site Visits – not mentioned elsewhere on the agenda**
At the site visit the following were noted:
Magpie Wood – members were asked to note that wild daffodil bulbs and addition English bluebells would be purchased for Cllr Jordan at a cost of £79.00.

Members were asked to NOTE that the post and wire fencing to the eastern boundary of the site needs repair; the contractor would be contacted for a quote.

Railway Land - members were asked to suggest some options for stabilising the failing banks to the site.

The Clerk to be asked to investigate the possible of infilling the area to assist with the bank stabilisation. To report back at the next meeting.

OS/21/027 **Dog Waste Collection**

Members were asked to note that the new contractor had done a partial pick up and that we were experiencing issues. A more reliable solution was being investigated.

Members were asked to consider a further request from a resident in Tylers Green to re-site the dog waste bin on the fire ride, they report smells from the bin and an increase in flies in the back garden. The resident would be happy to contribute towards the cost of the re-siting as before.

It was RESOLVED that;
The dog bin was in a good position and had not caused any issues in the past. Therefore the decision stands to not re-site the bin.

OS/21/028 **Committee Finances**

Members were asked to note the committee income and expenditure to Period 4 (July).

OS/21/029 **Questions from committee members and the public**

There were no members of the public at this stage of the meeting.

- Cllr Jordan advised that an offer had been received by the owner of Magpie Wood.
- Mr Christie advised that residents backing onto the Straight Bit Recreation Ground had dumped vegetation on the site. They had cut vegetation on our side of the boundary prior to the grounds teams and left is strewn on the ground.
- Members advised that a letter should be sent to ask them not to do this again.

OS/21/030 **Accounts for payment**

Accounts for payment were circulated at the meeting for the approval of members.

It was RESOLVED that;
the accounts for payment be approved and cheques numbered 10557 to 10569 be signed and that the BACS payment to Payflow and direct debits to Certas and Unicom be approved for payment.

Date and time of next meeting: Tuesday, 26 October 2021 @ 7.30pm

Signed: Katrina S A Wood **Dated: 12 October 2021**

Chepping Wycombe Parish Council

Pending expenditure transactions

27-Aug-21

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	10557	AE123/2021	Active Enviropest	Routine Rodent Inspection - August	40.00	0.00	40.00
x	10558	21004	ARC Agricultural Engineers Ltd	Hire of tractor & grass collector - Derehams	542.98	108.60	651.58
x	10559	279415	Broxap Limited	Cast iron framed bench for Northern Woods	591.00	118.20	709.20
	10560		HRMC	Tax & NI - August	2,840.22	0.00	2,840.22
x	10561	102545	Landscape Supply Company	Chemical suits and gloves	43.50	8.70	52.20
x	10562	16559	Penn Landscapes Limited	Loudwater Cemetery - pathway & granite circle	4,120.00	824.00	
	10562	16558	Penn Landscapes Limited	Grass cut - Totteridge Common - 17 August	195.00	39.00	5,178.00
	10563	133	Pureflow Exterior Cleaning	Cleaning of all external office windows	35.00	0.00	35.00
	10564		Petty Cash	Petty cash Apr 2021 - Aug 2021	199.28	0.00	199.28
	10565	103313	Masters Bookbinding	Binding of agendas & minutes	180.00	0.00	180.00
x	10566	9604	NLJ Groundwork Contractors	Rebuild steps from top car park to football ground - Derehams	5,200.00	1,040.00	
x	10566	9605	NLJ Groundwork Contractors	Replace rotten steps between pavilion & MUGA - Derehams	1,100.00	220.00	7,560.00
x	10567	100411	Hawes Plant Tool Hire Limited	Barrier Fencing & Line Marker Spray	79.20	15.84	95.04
	10568	SB20210850	PKF Littlejohn LLP	Annual Governance & Accountability Return for year ended Mar 21	1,000.00	200.00	1,200.00
x	10569	9609	NLJ Groundwork Contractors	Repair & remedial works to Penn Pond edge & path	920.00	184.00	1,104.00
	BACS		Barclays Payflow	Salaries & Pensions - August 2021	10,937.53	0.00	10,937.53
	DD	6077600	Certas Energy UK Limited	Gas Oil	504.95	25.25	530.20
	DD	12684734	Unicom	Landline charges - August	109.44	21.89	131.33
	DD						
	DD						
					28,638.10	**2,805.47**	**31,443.57**

Income received since last committee meeting over £500.00

			On Tower UK	Credit from Green Dragon mast	2,121.80	0.00	2,121.80
			HMRC	VAT Reclaim	2,318.83	0.00	2,318.83
					4,440.63	**0.00**	**4,440.63**

Signed: ......Ian Forth...... Signed: ......[signature]......

Date: ......1/9/2021...... Date: ......1.9.21......

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

Chepping Wycombe Parish Council

Pending expenditure transactions 16-Aug-21

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
x	10548	AE1253/2021	Active Enviropest	Treatment for wasps nest - Ashley Drive Rec Ground	45.00	0.00	45.00
	10549	2205033244	Buckinghamshire Council Receipts	Annual Play Inspection 2021: Ashley Drive, Boundary Rd, Derehams, Straight Bit	178.00	35.60	213.60
x	10550	4403	K & S Walker Ltd	12 yd skip for depot	320.00	64.00	384.00
	10551	16500	Penn Landscapes Limited	Grass cut - Totteridge Common - 24 June	195.00	39.00	
	10551	16501	Penn Landscapes Limited	Grass cut - Totteridge Common - 14 July	195.00	39.00	468.00
	10552	SM23957	Rialtas Business Solutions Ltd	Allotments Software Annual Support & Maintenance Licence	124.00	24.80	148.80
	10553	9648	St Peter's Church, Loudwater	Annual Grant 2021	622.00	0.00	622.00
	10554	2108055	Triumph Technologies Ltd	6 months email hosting	180.00	36.00	
	10554	2108056	Triumph Technologies Ltd	6 months Help Desk Support	763.20	152.64	
	10554		Triumph Technologies Ltd	Credit note 2108440: credit overcharge on invoice 2108056	-145.20	-29.04	
	10554	2108057	Triumph Technologies Ltd	Microsoft Audio Conferencing, Enterprise, SharePoint - August	58.20	11.64	
	10554	2108058	Triumph Technologies Ltd	6 months Backup Provision	390.00	78.00	1,495.44
	10555		WDALC	2021 Subscription Renewal Wycombe District Ass of Local Councils	20.00	0.00	20.00
	10556	36096310721	Wren Davis Ltd	Milk delivery - July	15.20	0.00	15.20
	DD		Barclays	Bank Charges Jun - Jul	35.35	0.00	
	DD		Barclays	Loyalty Reward Jun - Jul	-5.87	0.00	29.48
	DD		NEST	Pensions - Jul	626.12	0.00	626.12
	DD	9001794839	Shell (Fuel Card Services)	Vehicle Fuel - Jul	219.84	43.97	263.81
	DD		SSE	Footway Lighting - Jul	497.13	93.11	590.24
					4,332.97	**588.72**	**4,921.69**

Income received since last committee meeting over £500.00

				Little Buddies Playgroup - July	621.00	0.00	621.00
					621.00	**0.00**	**621.00**

Signed: Katrina S A Wood

Date: 17/8/21

Signed: ....

Date: 18·8·21

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

Pending expenditure transactions

3-Aug-21

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	10534	AE/1224/2021	Active Enviropest	Routine Inspection - July	40.00	0.00	40.00
x	10535	HW0000121748	Adams & Page Ltd	4 RTV tyres	506.00	101.20	607.20
	10536	423322	Clarity Copiers Ltd	Copy charges - July	50.51	10.11	60.62
x	10537	370511	Country Supplies	3 rolls of chestnut paling fencing - Ashley Drive Rec	202.50	40.50	
x	10537	372623	Country Supplies	15 half round posts - Ashley Drive Rec	42.75	8.55	294.30
x	10538	90123166	Eibe Play Ltd	Repairs to play area - Ashley Drive Rec	4,773.30	954.66	5,727.96
	10539	210395	GDT (Fire Extinguishers) Ltd	Fire Alarm Service	203.00	40.60	243.60
	10540		Graeme Christie	Mileage for site visits and call outs	22.95	0.00	22.95
	10541		Information Commisioner	Data Protection renewal fee	40.00	0.00	40.00
x	10542	101495	Landscape Supply Company	Fencing pliers, gloves, masks, cable ties	94.36	18.88	
x	10542	101696	Landscape Supply Company	First aid kits, burns kit, eye wash	91.07	18.22	222.53
x	10543	49489	R & D Contractors	New door and frame to passageway beween office and house	580.00	116.00	
x	10543	49490	R & D Contractors	New fire door between staffroom and garage	360.00	72.00	1,128.00
	10544	3516611050038	SSE	Electricity - Derehams Pavilion - Qtr 2	633.95	126.79	760.74
	10545	316607590046	SSE	Electricity - Front Common - Qtr 2	59.61	2.98	62.59
	10546	6729668	TVF (UK) Limited	Fire Risk Assessment	475.00	95.00	570.00
x	10547	760083	Viking	Stationery	5.99	1.20	
x	10547	759839	Viking	Stationery	261.95	22.19	291.33
	BACS		Barclays Payflow	Salaries & Pensions - July 2021	10,935.93	0.00	10,935.93
	DD		Barclays	Bank Charges May-Jun	47.00	0.00	
	DD		Barclays	Loyalty Reward May-Jun	-6.15	0.00	40.85
	DD	V01896518339	EE	Warden's mobile phone - July	17.86	3.57	21.43
	DD	H1A1FFB08E	E-ON	Gas - Council Offices - July	43.67	2.18	45.85
	DD	12650681	Unicom	Landline charges - July	101.77	20.35	122.12
					19,583.02	1,654.99	21,238.01

Income received since last committee meeting over £500.00

				Little Buddies Playgroup	783.00	0.00	783.00
				Credit from Green Dragon tower	6,930.56	0.00	6,930.56
				Burial	765.00	0.00	765.00
				Burials	2,363.00	0.00	2,363.00
				HMRC VAT Reclaim	1,056.62	0.00	1,056.62
				Burials	690.00	0.00	690.00
					12,588.18	0.00	12,588.18

Signed: ....V. [signature]....

Date: ....3.8.21....

Signed: ....Katrina S A Ward....

Date: ....4/8/21....

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

Pending expenditure transactions 14-Jul-21

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	10531		Buckinghamshire Council	Section 171 - Bench Northern Woods/Straight Bit Flackwell Heath	108.00	0.00	108.00
	10532		Came & Company	Insurance renewal	8,518.02	0.00	8,518.02
	10533		hmrc	Tax & NI - July	2,841.82	0.00	2,841.82
					11,467.84	**0.00**	**11,467.84**

Income received since last committee meeting over £500.00

					0.00	**0.00**	**0.00**

Signed: Katrina SA Wood

Date: 15/7/21

Signed:

Date: 15.7.21

The RFO confirms that all goods and services have been received and that the invoices are accurate.
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