

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Council meeting to be held on Thursday, 8 July 2021 at the Council Chamber, Cock Lane,
Tylers Green, Bucks HP10 8DS

Due to social distancing requirements any members of the public or press who wished to attend meeting
need to do so via the TEAM link as the end of the agenda

Present: Cllr K Wood (Chairman) Cllr S Herron
Cllr R Wilks Cllr C Jordan
Cllr A Barron Cllr S Barrett
Cllr H Darch Cllr J Gurney
Cllr B Kin Cllr L Webb (via TEAMS)

Also present: Mr G Christie (CWPC Warden)

FC/21/001 **Apologies for Absence**
Apologies were received and approved as follows, Cllr Forbes (holiday), Cllr Dodds (holiday),
Cllr Willis (holiday), Cllr D Johncock and Cllr E Johncock (other engagement), Cllr Digby (other
engagement) and Cllr Herschel (family).

FC/21/002 **Declarations of Interest and Code of Conduct**
There were none.

FC/21/003 **Council Minutes**
FC/20/099 Questions by Members of Council Cllr Jordan asked if anything had happened
following his report of rubbish on the Wycombe Heights Golf Club site.
The clerk advised that Andy Sherwood had been contacted and that he had visited the site.

It was RESOLVED that;
the minutes of the Council meeting held on Thursday 29 April 2021 be approved as an
accurate record of the meeting.

It was RESOLVED that;
The report of the Annual Council meeting held on Tuesday 18 May 2021 be approved.

FC/21/004 **Open Spaces Committee**
In the absence of both the chairman and vice chairman of the committee, the chairman of the
meeting asked for any questions relating to the report.

OS/21/005 1. Track 4 A response had been sent as agreed at the last meeting, to date no
further correspondence had been received.

OS/21/006 2.1 Play area fencing Straight Bit The fencing has had to be delayed due to the
contractor not receiving the fencing from the supplier. It is hoped that the fencing will be
installed at the end of the school summer holidays to reduce disruption.

It was RESOLVED that;
The report of the Committee meeting held on Tuesday 8 June 2021 be approved.

FC/21/005 **Works & Services Committee**
In the absence of Cllr Dodds, Cllr Wilks asked if anyone had questions relating to the report.
He highlighted that the two main items **WS/21/005 3. Depot Roof** and **WS/21/007 LED**
Footway Lighting were to be covered later in the meeting.

It was RESOLVED that;
The report of the Committee meeting held on Thursday 24 June 2021 be approved.

- FC/21/006 **Planning Meetings**
It was RESOLVED that;
the reports of the Planning Meetings held on Tuesday 4 May, Tuesday 18 May, Tuesday 8 June and Tuesday 15 June be approved.
- FC/21/007 **Depot Roof replacement**
 Council was asked to consider the recommendation from the Works & Services committee to accept the quotation for a replacement, like for like, roof to the depot in the sum of £24,551.00.
- Council was asked to note that this was a single tender action due to a lack of contractors willing or able to supply a quotation for the works.
- It was RESOLVED that;*
The quote in the sum of £24,551.00 be approved and the works ordered.
- FC/21/008 **Lamp column stress test - MVAS**
 Council was asked to consider the quotations following a request from the Flackwell Heath MVAS team to include Treadaway Road in the project. The MVAS would need to be attached to one of our lighting columns. Our insurers have asked that all necessary checks are undertaken to ascertain the safety of the column concerned.
- A quotation for a stress test had been obtained in the sum of £1,182.00. This is a day works cost and therefore we could ask for all the lamp columns in the road to be checked. An alternative quotation for a replacement column had also been obtained in the sum of £1,740.00, as suggested by the contractor.
- The Clerk advised that the contractor was going to inspect the column prior to any order being placed.
- It was RESOLVED that;*
The quote for a stress test be approved subject to the contractors report.
- FC/21/009 **Delegated Powers – War Memorial**
 Council was asked to consider the recommendation from the Works & Services committee to increase the delegated power of the Chairman of committee and clerk to £1,500 for this project.
- Council was asked to note that our current Financial Regulations currently show:
 ‘the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,000.’
- It was RESOLVED that;*
The increase to £1,500 for this project be approved.
- FC/21/010 **Dog Waste Collection**
 Council was asked to note that a new waste carrier had been employed to undertake the dog waste collection, following the disappearance of our previous contractor. There would be a ‘bedding in’ period which could mean that the bins are not collected on the same day each week until our round has been integrated.
- FC/21/011 **Informal meeting of council members**
 Council was reminded about the Informal Meeting which will take place in October. Council was asked to forward items for discussion to the Clerk and Chairman for inclusion on the agenda.

FC/21/012 **Questions by Members of the Council**
Cllr Jordan mentioned that Lot 2 of Magpie Wood was up for sale.
The warden advised that there are several tree issues on property boundaries which would be expensive to rectify.
Cllr Barron highlighted the Community Board meeting which was to be held on 13 July.
Cllr Barron also highlighted the lack of a decision of the Budgen's car park site in Flackwell Heath.

FC/21/013 **Public Participation**
There were no questions.

FC/21/014 **Accounts for Payment**
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 10520 to 10530 be signed and direct debits to BT, EE, E-ON, E-ON Next Grenke, Shell and SSE be approved for payment.***

The chairman thanked members for their attendance and closed the meeting at 8.05pm

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 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 it 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

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Report of the meeting held on Thursday 9 September 2021 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present: Cllr C Dodds - Chairman
Cllr J Herschel
Cllr L Johncock
Cllr K Wood
Cllr D Johncock
Cllr A Barron
Cllr J Gurney
Cllr C Jordan
Cllr S Barrett (late attendee)

Also present: Cllr R Kin

WS/21/015 **Apologies for absence**
Cllr Roger Wilks (holiday), Cllr H Darch (family commitment)

WS/21/016 **Declarations of members' interests in Items on the agenda**
There were none.

WS/21/017 **Delegated Action**
Members were asked to note that since the last committee meeting in June the chairman of committee and clerk had instigated the following under delegated actions;

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

WS/21/018 **Committee Projects**
1 Office Refurbishment
Members were asked to note that the insurance-approved contractor was unable to undertake the remedial work to restore the office following the water leak. An alternative quotation had been obtained by us and approved by the insurance company. We will be given a start date when the contractor returns from holiday at the end of September.

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

2 Depot Roof

Members were asked to note that the proposed works to the depot roof had begun on 6th September and would be completed as soon as the flashing was delivered. As the previous roof colour Van Dyke brown would not be available until 2022, dark green was chosen.

2.1 Shutter door

Members were asked to consider the quotations for a new roller shutter door in the lower workshop.

It was RESOLVED that;

Quote B Option 2 at £4,115.00 be approved.

2.2 Inspection pit

Members were asked to consider the quotations to fill the redundant inspection pit in the lower workshop with rubble and hard core and cap with concrete.

It was noted that the infill will include hard core with a steel mesh embedded in the concrete.

It was RESOLVED that;

Quote B at £1,000 be approved.

2.3 Painting

Members were asked to note that quotes for the painting of the steel beams and floor will be brought to the next committee meeting.

2.4 Lighting

Members were asked to note that quotes for the replacement of the fluorescent lighting with LED luminaires will be brought to the next committee meeting.

WS/21/019

Street Furniture

Members were asked to note that we are still 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, had been ordered at a cost of £433 and had been delivered to our depot. The estimated cost of installation is £650.

It was noted that there should be a 300mm concrete apron in front of the bench.

WS/21/020

Cemeteries

1 Altona Road Cemetery

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

It was noted that the warden should ensure that whatever planter is ordered is rabbit-proof.

It was RESOLVED that;

A planter to the value of no more than £1,000.00 be purchased.

Members were 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.

2 Cock Lane Cemetery

Members were 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 were asked to note that quotes and a plan for the installation of post and rail fencing will be brought to the next committee meeting.

3 Hammersley Lane Garden of Rest

Following the recent site visit, members were 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 grass is starting to grow over the headstones and the cemetery is looking unkempt. Our Grounds Team cut and strim the grass 11 times per year.

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. The deputy clerk would write to the Vicar again advising him that he could approach the Parish Council for a grant.

Members were asked to consider quotations to reduce the height of one holly tree by 1/3 as requested by the resident.

It was RESOLVED that;

Quote B at £174.00 be approved.

Members were 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 were 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.

It was RESOLVED that;

Delegated powers were granted to the clerk and chairman of the committee to approve the work to repair the wall up to a sum of £1,000.00.

WS/21/021

War Memorial – Flackwell Heath

Members were 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 turfing 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 were 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 OR we agree to provide a path with paving stones.

It was RESOLVED that;

A path with paving slabs has been agreed in principle. The deputy clerk would seek approval and advice from the Conservation Officer at Historic England for the extension of the path. If approval is received, quotes will be brought to the next committee meeting.

It was noted that the returfing and planting of the beds needs to be completed in time for the Remembrance service.

Members were 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.

It was noted that wreaths should not be wired to the memorial as it leaves rust marks.

WS/21/022

Royal Mail Pouch Boxes

Members were 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.

It was noted that Cllr Barrett had a contact who he would approach regarding the removal of the pouch boxes.

WS/21/023

Vehicle Signage

Members were 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.

It was RESOLVED that;

Delegated powers were granted to the clerk and chairman of the committee to purchase magnetic signs up to a sum of £1,000.00.

WS/21/024 Community Payback

Members were asked to note the work undertaken by the Community Payback teams since June.

It was noted that the warden should include the new councillors on the roster.

It was noted that the Bowls Club was pleased with the work carried out by CP and the deputy clerk would feed this back to them.

WS/21/025 Committee Finances

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

It was noted that the Cleaning & Refuse was already 67.9% spent mainly due to people's habits changing during Covid. Next year's budget will need to be reviewed in the light of this.

WS/21/026 Questions from committee members and the public

- Cllr Barrett enquired as to the difference between galvanised and powder-coated garage doors. Cllr Dodds explained the longevity of the powder-coated doors and lack of maintenance required.
- Cllr Kin enquired as to whether the dog waste collections had resumed. Cllr Dodds advised that the problem had been resolved.

The chairman of committee thanked members for their attendance and closed the meeting at 8.35pm.

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

Signed

Dated

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Members of the council are summoned to attend the meeting to be held on **Thursday 23 September 2021** at **7.30pm** the Council Office, Cock Lane, Tylers Green, High Wycombe Bucks HP10 8DS

The meeting was open to members of the public and press

-
- Present:**
- | | |
|-------------------------------|--------------------------|
| Cllr I Forbes – Chairman | Cllr J Herschel |
| Cllr A Barron – Vice-chairman | Cllr R Wilks |
| Cllr B Kin | Cllr H Darch |
| Cllr C Dodds | Cllr K Wood (ex-officio) |
- FGP/21/001 **Apologies for absence**
Apologies were received and accepted from Cllr D Johncock (Community Board meeting), Cllr L Willis (Unwell) and it was noted that Cllr Barrett could be attending another meeting.
- FGP/21/002 **Declarations of members' interests in agenda items**
There were none
- FGP/21/003 **Staff Matters**
1. Staff Absence Report
Members were asked to receive a report on the sickness absence of staff since the last committee meeting in April. The Clerk advised that one member of the grounds team had been off for a period of 2 days since the last meeting with a cold.
- FGP/21/004 **Policies and Procedures**
1 Code of Conduct
Members were asked to consider for recommendation to full Council the Code of Conduct at that had been ratified by Buckinghamshire Council. Advice received from BMKALC was that we should adapt and/or adopt the Code so that if any complaints are passed to the Monitoring Officer, it would be easier to investigate any breaches of the Code.
It was RESOLVED that;
The Code of Conduct be adapted to suit the parish council by the Clerk and taken as a recommendation for adoption to the next full council meeting in October.
2 Risk Register
Members were asked to revisit the Risk Register with a view to refreshing it at the next committee meeting in November. Suggestions for improved practicality were welcomed and further comments were asked to be sent to the Clerk for inclusion.
It was noted that version control/date and page were required to the bottom of each sheet.
- FGP/21/005 **Health & Safety**
1 Report of any incidents
Members were asked to note that there had been one incident since the last committee meeting in April. One of our grounds team cut his finger on a jagged piece of metal when lifting a mower onto the transit. Gloves were worn at the time and the cut was sustained through the glove.
The team are now using a ramp to put the mower onto the vehicles.
- FGP/21/006 **Legal**
1 Flackwell Heath Minors Football Club Lease (draft)
Members were asked to consider the draft lease and approve the general terms. The lease will be taken to the next Open Spaces committee for them to agree the play equipment requirements for the site.
It was RESOLVED that;
The general terms be approved but the rent would need to be raised by CPIH rather than RPI as stated in the current draft and a revised baseline rent.

- FGP/21/007 **Neighbourhood Action Group**
Members had been asked to receive a short update from Cllr D Johncock, however he was absent from the meeting. The minutes of the last NAG meeting were agreed to be an accurate account and were noted.
- FGP/21/008 **Community Assets**
Members were asked to consider the list of the previously registered properties of community value; all listings had now expired. Members were asked to nominate properties for resubmission to the register.
- It was RESOLVED that;*
The Clerk should check the criteria for placing properties on the register. The Old Queens Head TG, The Horse and Jockey TG, Village Hall TG, Penn Surgery and Land off Hammersley Lane were all suggested as potential candidates for the register.
- FGP/21/009 **Grants**
Members were asked to consider an application from Flackwell Heath Age Concern for £3,000 towards a new minibus.
- Members were reminded that in June 2018 a request for £2,000 was brought to the committee and a grant of £1,000 was awarded as a contribution to the new minibus. This grant was not paid at the time as it is customary for the council to ask for proof of purchase/order for the item.
- Members were reminded that £5,000 was available from this year's budget.
- It was RESOLVED that;*
An award of £5,000 be recommended to the next full council meeting as a contribution towards the new Age Concern minibus.
- FGP/21/010 **Website**
Members were asked to note that the website was still in the hands of the web designer, however a training session for the Clerk has been arranged for Monday 27 September.
- FGP/21/011 **Publicity**
Members were asked to note that the publicity team met on Tuesday 31 August to discuss the forthcoming newsletter – members were asked to note the report from the meeting. It is anticipated that the newsletter should be ready for delivery by the middle of October.
- It was noted that boards were being created for the Tylers Green Expo in November which would consist of maps of land owned by the parish council, committee information along with some boards specific to Tylers Green including Ash Die Back in King's Wood.*
- FGP/21/012 **Annual Return and Governance Statement**
Members were asked to note that the external audit had been returned from PKF Littlejohn with a clean bill of health. The chairman of the committee thanked the Clerk for her excellent work on the return.
- FGP/21/013 **Community Board**
Members were asked to note the report from Cllr Barron.
- Members were asked to approve the use of the earmarked £5k towards the current Highways projects and mentioned in the above report.
- It was RESOLVED that;*
The Community Board earmarked reserve of £5,000 be approved for the current Highways projects.

It was noted that Cllr Wood advised that she was the chairman of the Supporting Economic Recovery Action sub committee who look at assisting small businesses and help fund training.

Budget**1 Committee Finances (Period 5) August**

Members were asked to note the current position of the committee's finances. Expenditure was at 40% which was about right for Month 5 of the financial year.

2 Council Finances (Period 5) August

Members were asked to note the summary of the Council's financial position.

3 Precept timetable

Members were asked to note that the next cycle of committee meetings would be the start of the new financial year budget setting process. The committee budgets will be taken to the next Finance & General Purposes committee meeting in November before final approval by full Council on 16 December. Proposals for this committee need to be with the Clerk by 5 November. This allows time for any minor changes prior to the end of January when the precept request needs to be with Buckinghamshire Council.

4 Community Infrastructure Levy

Members were asked to note that the CIL balance currently stands at £33,575.00 and that the funds need to be spent as follows;

£14,158.92 by 2022/23

£19,416.08 by 2023/24

Due to the healthy balance members were asked to consider the use of £12,880.00 for the purchase of the play area fencing for Straight Bit. The monies held in the Earmarked Reserve for play equipment for this purpose will be vired with the approval of members to the following two areas: Salaries £10k and the balance to dog bins.

It was RESOLVED that;

The £12,880 in the earmarked reserve for play equipment be recommended to full council to be vired into salaries at £10,000 and the balance to the dog bin budget lines.

FGP/21/015

Questions from council members and the public

There were no questions

FGP/21/016

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 10570 to 10584 and direct debits to Barclays, EE, E-On Next, Shell, Unicom and SSE be approved and signed.

Confidential items – exclusion of public and press

In view of the confidential nature of the business to be considered it was RECOMMENDED that the committee resolve to exclude the public and press from the remainder of the meeting as permitted under the Public Bodies (Admissions to Meetings) Act 1960.

FGP/21/017

Confidential Item – Staff Panel Report

Members were asked to receive a short presentation from the Chairman of the committee with a view to making recommendations for approval at full Council.

It was RESOLVED that;

A 2% uplift be recommended to full council for all staff with a further 1.5% uplift for the Clerk following a benchmarking test. Also bonuses in the sum of £4,400 to also be recommended to full council.

The chairman thanked members for their attendance and closed the meeting at 9.13pm

Date and time of next meeting: Thursday 25 November 2021 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on 29 June at **10.00am 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.

Cllr C Dodds acted as chairman of the meeting.

Attendees: Cllr R Kin, Cllr A Barron, Cllr C Jordan, Cllr D Johncock, Cllr L Johncock, Cllr H Darch, Cllr S Digby, Cllr R Wilks and one member of the public from High Wycombe

1. Apologies for Absence

Cllr S Herron

2. Declarations of Interest and Code of Conduct

Cllr C Dodds expressed an interest in 21/06665.

Cllrs D Johncock & L Johncock expressed an interest in 21/06675 and declined to comment

3. Applications for consideration

WDC Ref	Property Address	Proposal	Comment
21/06681	22 Ashley Drive Tylers Green Bucks HP10 8BQ	Householder application for roof alterations including hip-to-gable roof extension and 1 x dormer window to rear to facilitate conversion of existing loftspace to habitable accommodation, construction of single storey front extension with associated conversion of garage to habitable accommodation and part single/part two storey side rear extension	No comment
21/06665	Bridge Cottage Kingsmead Road Loudwater Bucks HP11 1JL	Householder application for construction of single storey side extension and two storey rear extension	CWPC objects to the planning application because of lack of parking on the applicant's land. Previously, cars have been parked on TfB's roadside grassed verge because of a narrow access bridge restricting the size of vehicle. We note that the proposed garage is also very small and there are no details showing how and where cars would be parked.
21/06675	165 Blind Lane Flackwell Heath Bucks HP10 9LE	Householder application for construction of two storey side extension and part single / part two storey side / rear extension	CWPC do not object to this application but would like it noted that we are still concerned over the access to the rear garden. The extension is too close to the boundaries (40cm and 15cm) with no gap down the side allowing access to the back garden. We would also like to refer the Case Officer to our previous comment querying whether there should be a fire escape from the master bedroom.
21/06688	40 Kite Wood Road Tylers Green Bucks HP10 8HH	Householder application for construction of single storey rear extension, first floor side extension and part garage conversion to habitable accommodation	No comment

21/06385	3 Fairview School Road Tylers Green Bucks HP10 8NE	Installation of retractable awning to front elevation	CWPC do not object to the planning application but we would like to request a condition that the awning is retracted when the store is not open.
21/06743	128 Heath End Rd Flackwell Heath Bucks HP10 9EW	Change of use of existing Gypsy/Traveller site to facilitate creation of 5 x additional Gypsy/Traveller pitches, comprising the siting of 5 mobile homes alongside 2 additional touring caravans	Chepping Wycombe Parish Council objects to this proposed development. It is recognised by all parties that this parcel of land is in green belt. CWPC objects to this planning application as an overdevelopment of the site in terms of the number of proposed dwellings (62% increase on current dwellings). Fire safety requirements indicate dwellings should be not less than 6 metres from any other trailer, caravan or park home. Clearly an expanded site does not meet this criterion. The proposed expanded site does not have the capability of an Amenity area for children and adults outside of the dwellings, due to site density and parking requirements. In considering the planned mobile homes dimensions, these currently exceed the granted permitted size in the original Appeal B: APP/K0425/A/12/2183066 of 13.5m 4.5m with current and proposed dimensions of 15.1m x 6.4m. The touring caravans are current and proposed at 9.2m x 5.3m. These proposed dwellings substantially fill the site. CWPC has substantial concerns over vehicle parking (both domestic and commercial) on site. The proposed plans indicate the potential for 8 standard carparking spaces on 13 dwellings, with no space for vans or lorries. Off street parking is and will be an issue with regards to buses and the road is a primary route through Flackwell Heath. Abbey Barn Development is expected to increase the traffic flows through the village and any off-street parking in this area will increase the possibility of vehicular accidents. The current site is subject to several enforcement orders regarding gates and arboreal (TPO) considerations for several years – at what stage will these be complied with?

21/06751	The Lookout Hammersley Lane High Wycombe Bucks HP10 8HG	Householder application for construction of part single, part two storey front, side and rear extension	CWPC objects to this application. We believe that this extension with its increase in size and bulk is an overdevelopment of the site and is out of character with other properties in the area. We also would like to query whether the current works to the existing house that have been ongoing for about a year have been approved.
21/06742	33 Clearbrook Close Loudwater Bucks HP13 7BQ	Householder application for construction of single storey side and rear extensions with creation of drive and crossover	No comment
21/06545	59 Southcote Way Tylers Green Bucks HP10 8JS	Householder application for construction of front porch, two storey rear extension, first floor extension over existing garage and external alterations. Construction of open-sided outbuilding for outdoor dining	No comment
21/06754	56 Coppice Farm Rd Tylers Green Bucks HP10 8AH	Householder application for construction of single storey rear extension	No comment
21/06811	32 Green Crescent Flackwell Heath Bucks HP10 9JQ	Householder application for construction of front porch, single storey outbuilding and roof alterations to front including 2 x roof lights to side roof slope	No comment

The chairman thanked members for their attendance and closed the meeting at 10.48.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the meeting held on 13 July 2021 at **10.00am 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 is open to members of the public and press

1. Apologies for Absence

Cllr J Herschel (attending a meeting)

2. Declarations of Interest and Code of Conduct

There were none

The meeting to be chaired by: Cllr Chris Dodds

3. Applications for consideration

WDC Reference	Property Address	Proposal	Comment
21/06860	28 Sedgmoor Road Flackwell Heath Bucks HP10 9AU	Householder application for construction of single storey side and rear extension, roof extension with loft conversion and associated external alterations	No comment. CWPC is pleased to see the reduction of the loft conversion, however the case officer is asked to check the car parking requirements for the property.
21/06684	22 Fassetts Road Loudwater Bucks HP10 9UW	Householder application for construction of two storey side/rear extension, 2 x single storey rear extension following removal of existing garage, store and porch and dropped kerb at the front of property	No comment
21/06887	7 The Lawns Tylers Green Bucks HP10 8BH	Prune back over hang by 3 meters because of excessive shading x 1 Oak (T2)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
21/06883	98B Straight Bit Flackwell Heath Bucks HP10 9NA	Householder application for conversion of garage to habitable accommodation	No comment
21/06925	Former Microbus Holdings Ltd Treadaway Hill Loudwater Bucks HP10 9QL	Subdivision of one three bed flat (Flat 24) into two flats (1x1 bed & 1 x 2 bed)	OBJECTION. There are 40 car parking spaces (some of which are locked in by other parking places, there are 25 approved apartments 1, 2 and 3 bedroom, mainly double bedded. There are simply not enough parking places available for all occupants, the addition of an additional apartment will exasperate the problems created by this development. Loudwater is suffering greatly from parking issues throughout the village.

21/06914	21 Derehams Lane Loudwater Bucks HP10 9RP	Householder application for construction of front porch, part two storey/part single storey rear extension, installation of 2 x rear and 1 x side roof lights and fenestration alterations	No comment
21/06955	2 The Lawns Tylers Green Bucks HP10 8BH	Householder application for construction of single storey rear extension following demolition of existing conservatory	No comment
21/06907	4 St Johns Avenue Tylers Green Bucks HP10 8HP	Householder application for construction of single storey rear extension, 1 x rear dormer window and roof extension to provide first floor bathroom and associated internal alterations for both	No comment
21/07000	Tremartyn Hammersley Lane Tylers Green Bucks HP10 8HB	Remove 1 x lateral branch and cut back 2 x branches to main stem of 1 x Spruce (T7) to reduce danger to garage roof below	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.

The chairman thanked members for the attendance and participation and closed the meeting at 10.31am

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the meeting held on 27 July 2021 at **10.00am 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 is open to members of the public and press

Cllr H Darch acted as chairman of the meeting.

Attendees: Cllr C Jordan, Cllr S Digby, Cllr A Barron, Cllr J Herschel, Cllr D Johncock, Cllr L Johncock

1. Apologies for Absence

Cllr C Dodds, Cllr R Wilks, Cllr R Kin, Cllr S Herron

2. Declarations of Interest and Code of Conduct

Cllr H Darch expressed an interest in 21/07056 and declined to comment

Cllrs S Digby, D Johncock & L Johncock expressed an interest in 21/06984 and declined to comment

3. Applications for consideration

WDC Reference	Property Address	Proposal	Comment
21/06992	194 Kingsmead Rd High Wycombe Bucks HP11 1JQ	Householder application for construction of single storey rear extension	No comment
21/06984	25 Green Dragon Ln Flackwell Heath Bucks HP10 9JZ	Householder application for construction of single storey front and part single, part two storey side/rear extensions (alternative scheme to 20/06966/FUL)	CWPC objects to this application because of the impact on the street scene. The slate tiles on the roof will be out of keeping with the other properties in the block which have standard tiles.
21/06910	8 Green Crescent Flackwell Heath Bucks HP10 9JQ	Householder application for construction of two storey side and rear extensions	No comment
21/06418	52 Whitepit Lane Flackwell Heath Bucks HP10 9HT	Householder application for construction of two storey front and two side extension and part single, part two storey rear extension following demolition of existing garage and rear extension	CWPC objects to this application. We are concerned with the detrimental impact that the extension will have on the loss of light to the neighbour to the right of the property. Because of the orientation of the property of this neighbour, the habitable rooms are on the side of the house and their light levels will be significantly reduced. CWPC would be keen to know how officers determine light levels scientifically and what the guidelines are.
21/07028	13 St Hildas Way Flackwell Heath Bucks HP10 9DE	Householder application for construction of single storey side extension following demolition of existing detached garage	No comment
21/07021	8 The Greenway Tylers Green Bucks HP10 8BT	Householder application for flat to pitch roof conversion on existing two storey extension and single storey front projection with fenestration changes to ground floor porch	No comment

21/07075	26 The Lawns Tylers Green Bucks HP10 8BH	Householder application for construction of hip to gable roof extension, 2 x front dormer windows in connection with loft conversion and fenestration alterations	CWPC objects to this application because of the impact on the street scene. The design to create a ridged roof and front dormers is totally out of keeping with the other properties in the street which do not have dormers or full-ridged roofs.
21/07084	The Lookout Hammersley Lane High Wycombe Bucks HP10 8HG	Householder application for construction of single storey detached garage for three cars, fence and gates	CWPC objects to this application. Although, we have no issue with the detached garage itself, we question why this application was not included as part of a previous application 21/06751, uploaded on 15 June. Is it a ruse to alleviate concern about the overall size of the development perhaps? We would like to refer the case officer to our comment for application 21/06751 in which we objected to the application based on it being an overdevelopment of the site; this new application exacerbates our concerns.
21/07056	Heatherside Beacon Hill Penn Bucks HP10 8NJ	Householder application for construction of first floor side, rear extensions and detached garden office	No comment
21/07090	147 Heath End Rd Flackwell Heath Bucks HP10 9ES	Householder application for single storey side/rear infill extension and partial garage conversion	No comment

The chairman thanked members for their attendance and closed the meeting at 10.25.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the meeting held on 10 August 2021 at **10.00am 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 is open to members of the public and press

Cllr H Darch acted as chairman of the meeting.

Attendees: Cllr R Kin

Cllr Darch enquired whether we had a quorum to hold the meeting and this was confirmed by the Deputy Clerk.

1. **Apologies for Absence**
Cllrs S Herron, L Johncock, D Johncock, C Dodds, A Barron, R Wilks, J Herschel
2. **Declarations of Interest and Code of Conduct**
Cllr I Forbes expressed an interest in 21/07236 and declined to comment
3. **Applications for consideration**

WDC Reference	Property Address	Proposal	Comment
21/06665	Bridge Cottage Kingsmead Road Loudwater Bucks HP11 1JL	Householder application for construction of single storey side extension and two storey rear extension	CWPC objects to the planning application because of the lack of parking on the applicant's land. Previously, cars have been parked on TfB's roadside grassed verge because of a narrow access bridge restricting the size of vehicle. We note that the proposed garage is also very small and there are no details showing how and where cars would be parked.
21/07157	Hunters Lodge Channer Drive Tylers Green Bucks HP10 8HT	Fell to ground level x 1 Beech (T1) and x 1 twin stemmed Beech to create an open space	As this application is for tree works where a TPO is in place, the Council tree experts should consider refusing to allow the removal of trees not for disease or damage but for householder 'practicality' as stated in the application.
21/07184	56 St Johns Road Tylers Green Bucks HP10 8HU	Householder application for construction of two storey front and single storey rear extension	No comment
21/07189	Cruachan, Sandpits Lane Tylers Green Bucks HP10 8HD	Householder application for conversion of existing detached garage to garden shed/gym/office/summer house including replacement pitched roof, insertion of 10 x rooflights and associated external alterations	CWPC recognises that this property is in the Green Belt but we don't wish to make a comment.
21/07198	14 St Johns Avenue Tylers Green Bucks HP10 8HP	Remove lowest limb back to stem of 1 x Cherry (T1) to increase the clearance over the garage roof and reduce crown spread by approx. 1.5-2.5 metres to improve the clearance over the garden and maintain size and prune back to secondary and tertiary points to 1 x Oak (T2)	CWPC notes the TPO status of the two trees to be trimmed. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.

21/07195	13 Derehams Lane Loudwater Bucks HP10 9RH	Householder application for part single, part two storey rear extension, insertion of 1 x side dormer to existing roof, replacement open porch, front raised decking with storage area underneath, fenestration alterations and side retaining wall	No comment
21/07203	2 Clayfields Tylers Green Bucks HP10 8AT	Householder application for conversion of garage to habitable accommodation	No comment
21/07150	Dolphins Elm Road Penn Bucks HP10 8LQ	Householder application for construction of two storey front extension with first floor balcony, fenestration alterations including side juliette balcony, garage conversion, raising roof height of garage and main roof and erection of side glazed pod to replace conservatory and external alterations	CWPC recognises that this property is in the Conservation Area but we don't wish to make a comment.
21/07236	7 Carter Walk Tylers Green Bucks HP10 8ER	Householder application for construction of first floor front extension over existing garage and pitched roof to existing front porch and sunpipe to rear roof slope	CWPC objects to this application because it is out of keeping with the other properties in the surrounding area.
21/06545	59 Southcote Way Tylers Green Bucks HP10 8JS	Householder application for construction of front porch, two storey rear extension, first floor extension over existing garage and external alterations	No comment
21/07279	Land Off Bartons Rd Tylers Green Buckinghamshire	Erection of 2 x dwellings with associated garages (for 2 cars each), cycle and refuse storage	CWPC would like to reiterate our previous comment as the design has not been altered. We object to the proposed plan as it is not in keeping with the surrounding houses and is an over development of the site.

The chairman thanked members for their attendance and closed the meeting at 10.20.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the meeting held on 24 August at **10.00am 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 is open to members of the public and press

Cllr H Darch acted as chairman of the meeting.

Attendees: Cllr R Kin, Cllr A Barron, Cllr C Jordan

- 1. Apologies for Absence**
Cllr J Herschel, Cllr C Dodds, Cllr S Digby, Cllr D Johncock, Cllr L Johncock, Cllr R Wilks, Cllr S Herron
- 2. Declarations of Interest and Code of Conduct**
none
- 3. Applications for consideration**

WDC Reference	Property Address	Proposal	Comment
21/07320	11 Robinson Rd Loudwater Bucks HP13 7BL	Householder application for erection of double storey side extension in association roof conversion with pitched roof dormers to the front and single roof dormer to the rear	CWPC wish to object to this planning application because both sets of dormers are unsightly within the roof and do not fit in with the existing street scene especially as the house is a semi.
21/07375	16 Chilton Close Tylers Green Bucks HP10 8AQ	Householder application for construction of single storey front extension	No comment
21/07342	55 Fassetts Road Loudwater Bucks HP10 9UP	Householder application for construction of two storey rear extension following removal of existing single storey extension, single storey front extension creating new porch and replace existing carport with new based on same internal alterations	No comment
21/07374	23 New Road Tylers Green Bucks HP10 8DL	Householder application for construction of 1 x replacement dormer window to side to facilitate internal alterations to create extra habitable accommodation at first and second floor, fenestration alterations and removal of chimney	No comment
21/07402	39 Berkeley Road Loudwater Bucks HP10 9TT	Householder application for construction of single storey side extension	No comment
21/07414	Greensleeves Kingswood Avenue Tylers Green Bucks HP10 8DR	Householder application for construction of single front and part single/two storey side and rear extensions (alternative scheme to pp 21/06133/FUL)	No comment
21/07399	69 Fassetts Road Loudwater Bucks HP10 9UP	Householder application for construction of two storey front extension	No comment

The chairman thanked members for their attendance and closed the meeting at 10.16.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the meeting held on 7 September at **10.00am 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 is open to members of the public and press

Cllr L Johncock acted as chairman of the meeting.

Attendees: Cllr R Kin, Cllr A Barron, Cllr C Jordan, Cllr J Herschel, Cllr H Darch, Cllr D Johncock

1. **Apologies for Absence**
Cllr R Wilks, Cllr C Dodds, Cllr S Digby, Cllr S Herron
2. **Declarations of Interest and Code of Conduct**
none
3. **Applications for consideration**

WDC Ref	Property Address	Proposal	Comment
21/07424	24 Highlea Ave Flackwell Heath Bucks HP10 9AH	Householder application for construction of front porch extension, single storey rear extension replacing existing conservatory, new larger rear dormer window and 1 x roof light to front	No comment
21/07458	18 Swains Lane Flackwell Heath Bucks HP10 9BU	Householder application for conversion of existing garage to habitable accommodation to create study, construction of single storey side extension to form attached garage and fenestration alterations	No comment
21/07445	22 Conway Close Loudwater Bucks HP10 9TR	Householder application for construction of single storey rear, first floor extension above existing garage and fenestration alterations	No comment
21/07446	137 Heath End Rd Flackwell Heath Bucks HP10 9ES	Householder application for loft conversion with insertion of 1 x front roof dormer	CWPC have no objection to this application. However, we would like it noted that there are two applications relating to this property, 21/07446/FUL and 21/07432/CLP. We note that they are significantly different. We wish to point out that the front roof dormer rather than the front roof lights is preferred.
21/07451	9 Old Kiln Road Tylers Green Bucks HP10 8AJ	Householder application for construction of single storey front and part single, part two storey side/rear extension	No comment
21/06681	22 Ashley Drive Tylers Green Bucks HP10 8BQ	Householder application for roof alterations in connection with insertion of 1 x dormer window to rear, two roof lights to front to facilitate conversion of existing loftspace to habitable accommodation, construction of single storey front extension with associated conversion of garage to habitable accommodation and part single/part two storey side rear extension	No comment

21/07361	12 Hillcroft Rd Tylers Green Bucks HP10 8EA	Householder application for construction of single story front porch with pitched roof over existing garage	No comment
21/07003	Columbine Cottage Bank Road Tylers Green Bucks HP10 8LA	Remove 3 x Self-seeded Ash, crown lift to 5 metres and reduce limbs by 2 metres to 2 x Self-seeded Sycamore	N/A
21/07534	Elephant Walk House Hammersley Lane High Wycombe Bucks HP13 7BY	Householder application for construction of single storey rear extension, fenestration, exterior and interior alterations	No comment
21/07551	27 Fassetts Rd Loudwater Bucks HP10 9UW	Householder application for construction of first floor side extension and fenestration alterations	No comment

The chairman thanked members for their attendance and closed the meeting at 10.12.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the meeting held on 21 September at **10.00am 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 is open to members of the public and press

Cllr C Dodds acted as chairman of the meeting.

Attendees: Cllr R Kin, Cllr A Barron, Cllr D Johncock, Cllr L Johncock, Cllr H Darch,

- 1. Apologies for Absence**
Cllr J Herschel, Cllr S Digby, Cllr S Herron, Cllr R Wilks
- 2. Declarations of Interest and Code of Conduct**
none
- 3. Applications for consideration**

WDC Reference	Property Address	Proposal	Comment
21/07553	757 London Road Loudwater Bucks HP11 1HH	Crown lift by 5m, reduce branches overhanging garage and facing the house by 2-3 metres, thinning by 20% with all dead branches and boughs to be removed, reduce the height of the trees by up to 6m to prevent damage to property and avoid injury to people x 2 Horse Chestnuts	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
21/07443	Eastleigh The Common Tylers Green Bucks HP10 8LR	Householder application for construction of single storey side extension	No comment
21/07579	20 Swains Lane Flackwell Heath Bucks HP10 9BU	Construction of detached dwelling with turning area, 2 x parking spaces and associated external works	CWPC object to this application as it is an overdevelopment of the site. Building a 3-bedroom house on a plot of this size will create a very cramped form of development.
21/07623	West Cottage Hammersley Lane High Wycombe Bucks HP10 8HF	Householder application for demolition of existing single storey side extension and construction of replacement single storey side extension with room in roof	No comment
21/07646	Land Adjacent To Hilltop Hammersley Lane High Wycombe Bucks HP10 8HG	Vegetation clearance within five metre strips either side of existing overhead power lines on land subject to TPO 01/2021	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
21/07734	13 Sedgmoor Road Flackwell Heath Bucks HP10 9AU	Householder Application for demolition of single storey part rear garage/store & erection of a single storey flat roofed extension with lantern roof light and single storey front extension to garage and creation of front porch with cladding to front	No comment

21/07725	Applegate Treadaway Road Flackwell Heath Bucks HP10 9PE	Householder application for construction of single storey side/rear extension and internal alterations	No comment
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The chairman thanked members for their attendance and closed the meeting at 10.21.

Chepping Wycombe Parish Council Councillor Code of Conduct 2021

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

All councils are required to have a local Councillor Code of Conduct.

The Council will undertake an annual review of this Code to ensure it continues to be fit- for purpose, incorporating advances in technology, social media and changes in legislation.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member of Chepping Wycombe Parish Council or co-opted member of a committee or sub-committee. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct the definition is extended to include those persons who come within a) and b) whether or not they are entitled to vote.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The Council encourages the use of support, training and mediation prior to action being taken using

the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

Subject to (a) and (b) below this Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor

(a) If you act as a representative on any other body, you must, when acting for that other body, comply with this Code of Conduct, except insofar as it conflicts with any other lawful obligations to which that other body may be subject.

(b) When you act as a representative of the Council on another authority, you must when acting for that authority, comply with that other authority's code of conduct.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

The Monitoring Officer/Clerk has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer/Clerk on any matters that may relate to the Code of Conduct.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and seek guidance from the Council, with a view to reporting the matter to the relevant social media provider or the police where appropriate.

This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of

behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 1. reasonable and in the public interest; and
 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
 3. I have consulted the Monitoring Officer/Clerk prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Exercising Independent Judgement

As a councillor:

7.1 I exercise my own independent judgement, taking decisions for good and substantial reasons.

When making decisions you are expected to act in the public interest and as part of this to attach appropriate weight to all relevant considerations including, where appropriate, public opinion and the views of political groups.

Good and substantial reasons will include paying due regard to the advice of officers, and in particular to the advice of the statutory officers, namely the Monitoring Officer/Clerk.

As part of your decision making and for full transparency where the reasons for your decision are not otherwise apparent or required to be detailed you will also be expected to state the reasons for your decisions.

8. Use of local authority resources and facilities

As a councillor:

8.1 I do not misuse council resources.

8.2 I will, when using the resources of the local or authorising their use by others:

- a.** act in accordance with the local authority's requirements; and
- b.** ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

9. Complying with the Code of Conduct

As a Councillor:

9.1 I undertake Code of Conduct training provided by my local authority.

9.2 I cooperate with any Code of Conduct investigation and/or determination.

9.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

9.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer/Clerk.

Protecting your reputation and the reputation of the local authority

10. Interests

As a councillor:

10.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer/Clerk to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public

know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Monitoring Officer/Clerk.

11. Gifts and hospitality

As a councillor:

11.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

11.2 I register with the Monitoring Officer/Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

11.3 I register with the Monitoring Officer/Clerk any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact the Monitoring Officer/Clerk for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B - Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer/Clerk the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Personal Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer/Clerk.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer/Clerk with the reasons why you believe it is a sensitive interest. If the Monitoring Officer/Clerk agrees they will withhold the interest from the public register.

Non participation in case of Disclosable Pecuniary Interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest.
Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a Disclosable Pecuniary Interest.
5. Where you have a Disclosable Pecuniary Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer/Clerk of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Personal Interests

7. Where a matter arises at a meeting which is a Personal Interest as set out in Table 2, you must disclose the interest.
8. Unless your Personal Interest is also a Prejudicial Interest within Table 3, you may still speak on the matter and take part in any discussion or vote on the matter. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where a matter is a Personal Interest within **Table 2 and also** a Prejudicial Interest under **Table 3** You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.
If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

9. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Personal Interests

You have a **personal interest** in any business of your authority where:

1. it relates to or is likely to affect any body of which you are a member or in a position of general control or management and:

- a) to which you are nominated or appointed by your authority
or
- b) the body
 - (i) exercises functions of a public nature
 - (ii) is directed to charitable purposes or
 - (iii) one of its principal purposes includes the influence of public opinion or policy (including any political party or trade union)

2. A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected by the decision.

3. A relevant person is –

- i** A member of your family or any person with whom you have a close personal association; or
- ii** Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- iii** Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- iv** Any person or body of a type described in paragraph 1 above

Table 3: Prejudicial Interests

Prejudicial Interest Generally

- 1.1. Subject to Paragraph 1.2, where you have a **personal interest** in any business of the Council you also have a **prejudicial interest** in that business where the interest is one which a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest
- 1.2. You do **not** have a **prejudicial interest** in any business of the Council where that business—
 - a. does not affect your financial position or the financial position of a person or body described in Paragraph 3 of **Table 2** above;
 - b. does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in Paragraph 3 of **Table 2** above; or
 - c. relates to the functions of the Council in respect of—
 - i an allowance, payment or indemnity given to councillors;
 - ii any ceremonial honour given to councillors; and
 - iii setting council tax or a precept under the Local Government Finance Act 1992.

Prejudicial Interests Arising in Relation to Select Committees

- 1.3. You **will** have a **prejudicial interest** in any business before a Select Committee of the Council (or of a sub-committee of such a committee) where—
 - a. that business relates to a decision made (whether implemented or not) or action taken by the Cabinet or another of the Council's committees, sub-committees, joint committees or joint sub-committees; and
 - b. at the time the decision was made or action was taken, you were a member of the Cabinet, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.