

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Thursday 11 November 2021

Members of the council are summoned to attend the meeting to be held on **Thursday 11 November 2021** at **7.30pm** at the Council Office, Cock Lane, Tylers Green, High Wycombe Bucks HP10 8DS

Committee Membership:

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

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

AGENDA

1. Apologies for absence

Schedule 12 of the Local Government Act 1972 requires members who cannot attend a meeting to tender apologies to the Clerk.

2. Declarations of members' interests in items on the agenda

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

- i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer (Clerk) of it.
- ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council.

3. Delegated Action

4. Committee Projects

- 4.1 Office Complex Refurbishment**
- 4.2 Depot**

5. Street Furniture

6. Cemeteries

- 6.1 Altona Road Cemetery**
- 6.2 Cock Lane Cemetery**
- 6.3 Hammersley Lane Garden of Rest**
- 6.4 Policy Consultation Briefing - Environmental Permitting Regulations (DEFRA Consultation)**

7. War Memorial – Flackwell Heath

8. Royal Mail Pouch Boxes

9. Vehicle Signage

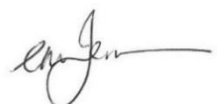
10. Community Payback

11. Committee Finances

12. Draft Committee Budget 2022/23

13. Questions from committee members and the public

14. Accounts for payment



Cheryl Jeken
Deputy Clerk to the Council
5 November 2021

Delegated Action

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

- Replacement door between staffroom and workshop at a cost of £210.

AGENDA ITEM 4**Committee Projects****4.1 Office Complex Refurbishment**

Members are asked to NOTE that the remedial work to restore the office following the water leak is scheduled to begin on 22nd November.

Members are asked to NOTE that, following advice from Buckinghamshire Council, we are having new plans suitable for Building Regulations drawn up by a commercial architect.

Members are asked to NOTE that quotes will be brought to the next committee meeting to replace the patio which is crumbling.

4.2 Depot

Members are asked to NOTE that the proposed work to replace the depot roof has been completed at a cost of £23,451. The gutters will be cleaned late November once all the leaves have fallen. The first clean and inspection is free of charge.

Members are asked to NOTE that a new roller shutter door for the depot has been ordered.

Members are asked to NOTE that the work to fill the redundant inspection pit in the depot will be carried out at the same time as the remedial work to the office.

Members are asked to NOTE that we have received an estimate of £3,395 for the painting of the steel beams and floor in the depot and workshop. Members are asked to CONSIDER and, if so minded, APPROVE the obtaining of quotes for this work.

Members are asked to NOTE that the Grounds Team has painted the metal stairway between the depot and the workshop.

Members are asked to NOTE that quotes to replace the fluorescent lighting with LED luminaires will be brought to the next committee meeting.

AGENDA ITEM 5**Street Furniture**

Members are asked to NOTE that bus shelters will be reviewed once passenger numbers have recovered after the COVID pandemic.

Members are asked to NOTE that the new bench at the junction of Northern Woods and Whitepit Lane has been installed.

AGENDA ITEM 6**Cemeteries****6.1 Altona Road Cemetery**

Members are asked to NOTE that a planter has been ordered.

Members are asked to NOTE that 60m of holly hedging for the back boundary has been ordered and is scheduled to be planted in the second week of January.

6.2 Cock Lane Cemetery

Members are asked to NOTE that the rotten posts near the public footpath will be replaced rather than putting up a new fence and quotes will be brought to the next committee meeting.

6.3 Hammersley Lane Garden of Rest

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

Members are asked to NOTE that the height of the holly tree has been reduced.

Members are asked to NOTE that the repointing of the flint has been completed at a cost of £735.

6.4 Policy Consultation Briefing - Environmental Permitting Regulations (DEFRA Consultation)

Members are asked to REVIEW the attached consultation document (**APPENDIX A**) with a view to providing a response.

AGENDA ITEM 7

War Memorial – Flackwell Heath

Members are asked to NOTE that:

- the four ½ bell traffic bollards have been ordered
- the turf has been extended to reduce the size of the flower beds at a cost of £640
- the flower beds have been planted with a selection of heucheras and nandinas at a cost of £131.85.

APPENDIX B

Members are asked to NOTE that permission is not required for a paved pathway from the road to the memorial and quotes for a path will be obtained and brought to the next committee meeting.

AGENDA ITEM 8

Royal Mail Pouch Boxes

Members are asked to RECEIVE a verbal update from Cllr Barrett on the progression of the project regarding the removal of the pouch boxes.

AGENDA ITEM 9

Vehicle Signage

Members are asked to NOTE that four magnetic signs for our vehicles have been ordered at a cost of £140.

AGENDA ITEM 10

Community Payback

Members are asked to NOTE that the work undertaken by the Community Payback teams has been suspended because of COVID regulations.

AGENDA ITEM 11

Committee Finances

Members are asked to NOTE the committee's income and expenditure to Period 6 (September). **APPENDIX C**

AGENDA ITEM 12

Draft Committee Budget 2022/23

Members are asked to CONSIDER the attached draft budget. **APPENDIX D**

Members are asked to make suggestions for the budget lines.

AGENDA ITEM 13

Questions from committee members and the public

A maximum of fifteen minutes will be given to members of the public, who may make representations, ask and answer questions and/or give evidence in respect of any item of business included in the agenda. If the chairman of the meeting agrees, representations and questions may be taken at the beginning of the meeting. Members of the public wishing to speak at the beginning of the meeting should inform the clerk of this request as soon as possible.

AGENDA ITEM 14

Accounts for payment

Accounts for payment will be circulated at the meeting for consideration by councillors

Date and time of next meeting: tbc