

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Council meeting to be held on Tuesday 12 October 2021 at the Council Chamber, Cock Lane,
Tylers Green, Bucks HP10 8DS

Present:

Cllr K Wood (Chairman)	Cllr S Herron
Cllr L Johncock	Cllr I Forbes
Cllr S Digby	Cllr L Willis
Cllr R Wilks	Cllr C Jordan
Cllr A Barron	Cllr S Barrett
Cllr H Darch	Cllr J Gurney
Cllr B Kin	Cllr L Webb

Also present: Mr S Morton (B Squared Project) and Mr G Christie (CWPC warden)

FC/21/015 **Apologies for Absence**
Apologies were received and approved from Cllr D Johncock (another meeting), Cllr J Herschel (Holiday) and Cllr C Dodds (Family)

FC/21/016 **Declarations of Interest and Code of Conduct**
Cllr Willis declare a personal interest in agenda item 20 being in receipt of a reimbursement and Cllr Darch also declared a personal interest in agenda item 20 being in receipt of expenses.

The chairman welcomed and introduced Mr Stephen Morton.

The chairman asked to suspend standing orders and move the order of the agenda as follows – this was approved.

FC/21/017 **Bee Squared Project**
Council was asked to receive a short report from Mr Stephen Morton about the above project which involved the distribution of packets containing small quantities of wildflower seeds (about 1 g, sufficient for 1 square metre) to members of the public to plant in their own gardens as a source of nectar for bees. The seed was bought in bulk and packaged by volunteers. This project was commercially funded in Hazlemere but in unparished areas of High Wycombe the High Wycombe Community Board stepped in with funding. The Beaconsfield and Chepping Wye Community Board is in full support of the project.

It was RESOLVED that;

As the project was cost neutral to the parish council it had full support. An article would be written for the newsletter so that information about the project would be disseminated within the parish.

It was noted that further thought would be required for a distribution mechanism.

Mr Morton thanked members for their support and left the meeting at 7.40pm

FC/21/018 **Council Minutes**
It was RESOLVED that;
The minutes of the council meeting held on Thursday 8 June 2021 were approved as an accurate record.

FC/21/019 **Open Spaces Committee**
Cllr Willis advised that both the BBQ at Chapel Road and the Picnic at Ashley Drive were a success. The BBQ was well attended.

It was RESOLVED that;

the report of the Committee meeting held on Tuesday 31 August 2021 be approved.

- FC/21/020 **Works & Services Committee**
 In the absence of the committee chairman, Cllr Wood advised that there were a few amendments required to the report as follows:
WS/21/020 Cemeteries 3 Hammersley Lane – the line reading;
'It was noted that the grass is starting to grow over the headstones and the cemetery is looking unkempt. Our grounds team cut and trim the grass 11 times per year' – to be deleted.
 Also; the figure of the quotation to be amended from £174.00 to £145.00
WS/21/023 Vehicle Signage
 The figure of £1,000.00 to be amended to £300.00
***It was RESOLVED that;**
 the report of the Committee meeting held on Thursday 9 September 2021 be approved with the above amendments.*
- FC/21/021 **Finance & General Purposes Committee**
 Cllr Forbes highlighted;
FGP/21/008 Community Assets – Land off Hammersley Lane had been submitted to Buckinghamshire Council since the last meeting on 23 September 2021
FGP/21/010 Website – training had taken place.
***It was RESOLVED that;**
 the report of the Committee meeting held on Thursday 23 September 2021 be approved.*
- FC/21/022 **Planning Meetings**
***It was RESOLVED that;**
 the reports of the Planning Meetings held on Tuesday 29 June, Tuesday 13 July, Tuesday 27 July, Tuesday 10 August, Tuesday 24 August, Tuesday 7 September and Tuesday 21 September be noted.*
- FC/21/023 **Code of Conduct**
 Council was asked to approve the recommendation from the Finance & General Purposes committee to adopt the Buckinghamshire Council Code of Conduct.
***It was RESOLVED that;**
 the Buckinghamshire Council Code of Conduct be approved.*
- FC/21/024 **Green Dragon Lane Recreation Ground, Flackwell Heath**
 Council was asked to note that against advice from the Clerk back in March 2021 the football club has allowed a commercial tea bar to be run from the club house. Also the company concerned are running deliveries from the club house during the week.
 Council was asked to consider the next step, bearing in mind that currently there is no live lease.
***It was RESOLVED that;**
 A meeting be set up with the chairman of the football club and members of the parish council.*
- FC/21/025 **Grants**
1 S137 – Payment of Grants
 Council was asked to note that under the Local Government Act 1972 S137 (4) (a) the statutory expenditure limit for 2021/22 is £8.41 per elector. S137 enables parish councils to spend a sum, per elector, on activities and projects not specifically authorised by other powers. Council was asked to note that the current budget allocation for the financial year of £5,000 is well below the aforementioned limit.

Grant Application

Council was asked to approve the recommendation from the Finance & General Purposes committee to award a £5,000 grant to the Flackwell Heath & Loudwater Age UK Day Centre for the purchase of a new minibus.

It was RESOLVED that;

the award of £5,000 be approved for the Flackwell Heath & Loudwater Age UK Centre.

FC/21/026

Earmarked Reserve Transfer

Council was asked to approve the recommendation from the Finance & General Purposes committee to vire the £12,880 in the earmarked reserve for play equipment for the fencing around the play area at Straight Bit as follows; £10,000 into the salaries budget line and the balance of £2,880 into the dog waste collection budget line.

Council was asked to note that it was proposed to pay for the play area fencing from the Community Infrastructure Levy budget line which currently stands at £33,575.00.

It was RESOLVED that;

the virement of the £12,880 from the play equipment earmarked reserve be approved.

FC/21/027

Ongoing Vandalism at the Straight Bit Recreation Ground, Flackwell Heath

Due to the issues currently being sustained at the above site Council was asked to consider the use of a security company. Quotations were being obtained for discussion and approval if so minded.

Contact had been made with Golf Mike (Buckinghamshire Council), however permissions for CCTV appear to take a considerable amount of time.

It was RESOLVED that;

A security company be employed for a period of 3 months to cover the Straight Bit and Green Dragon recreation grounds.

FC/21/028

Skatepark Petition - Flackwell Heath

Council was asked to note that a petition had been received for the installation of a skatepark in Flackwell Heath. This will be taken to the next Open Spaces committee on Tuesday 26 October 2021.

FC/21/029

Thank you

Council was asked to note that a letter of thanks had been received from the Queen's Private Secretary following our letter of condolence following the demise of Prince Philip.

FC/21/030

Office Credit Card

Council was asked to consider the introduction of a credit card, specifically for purchases made from Screwfix and B&Q who no longer take cheque payments. The credit card to be limited to £1,000 per month.

It was RESOLVED that;

The clerk be asked to investigate a credit card.

FC/21/031

Informal meeting of council members

Council was asked to note that the date for the informal meeting is Thursday 4 November 2021. Council was asked to submit agenda ideas to the Chairman of Council or Clerk for inclusion.

FC/21/032

Questions by Members of the Council

Cllr L Webb asked for members to send through information for their bio pages, these have now been requested a couple of times already.

Cllr Darch asked about the purchasing of wreaths for Remembrance Day – the clerk advised that she would obtain the wreaths.

Cllr Jordan advised that he had recently attended a WDALC meeting where there had been a talk on resilience. The talk had been interesting and highlighted issues.

Cllr Barrett advised that there were several time clashes for services on Remembrance Day.

Cllr Barron advised that he had attended a Community Board Environment Action Group – there is some money available to get the Buckinghamshire Authority team involved in getting environmental jobs done.

Cllr Wood mentioned sign cleaning and asked the clerk to send the suggestion through to Simon Garwood.

FC/21/033 **Public Participation**
There were no questions

FC/21/034 **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 10585 to 10600 be signed BACS payment for Barclays Payflow and direct debits to BT, EE, E-ON Next, Grenke, Shell, NEST and SSE be approved for payment.

Confidential items – exclusion of the public and press

Council was asked to resolve to exclude members of the public and press from the remainder of the meeting as permitted under the Public Bodies (Admissions to Meetings) Act 1960 so that it may have an open discussion on the following items.

Decisions are a matter of public record and are included in the minutes of the meeting under GDPR guidelines.

Staff Salaries for 2021/22

Council was asked to consider the recommendations made by the Finance & General Purposes Committee meeting on 23 September 2021.

It was RESOLVED that;
an increase to staff pay to be back dated to April 2021 of 2%, with an additional 1.5% for the Clerk; also bonus payments to staff totalling £4,400 in relation to the year 2020/21 be approved.

The chairman thanked members for their attendance and closed the meeting at 8.45pm

CHEPPING WYCOMBE PARISH COUNCIL

OPEN SPACES COMMITTEE

Report of the meeting to be held on **Tuesday 26 October 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 D Johncock

Also present: Cllr B Kin, Mr & Mrs Walmesley (FH residents), Mrs B Hunt and Mr L White (FHRA)

OS/21//031 **Apologies for absence**
Apologies were received and approved from Cllr K Wood (medical), Cllr S Herron (medical), Cllr A Barron (family) and Cllr J Herschel (holiday)

OS/21/032 **Declarations of members' interests in Items on the agenda**
There were none

The chairman asked that standing orders be suspended and move the order of agenda as follows – this was approved

OS/21/033 **5.3 Skate Park**
Members were asked to consider the petition received asking for a skate park in Flackwell Heath. A hardcopy of the petition was available at the meeting.

It was RESOLVED that;

Flackwell Heath had no council owned space that could be used for a skate park, however other areas within the parish would be actively considered along with the possibility of working with a neighbouring parish. The clerk to write to the two boys who had instigated the petition and commend them on their enthusiasm and proactive approach.

Mr & Mrs Walmsley were thanked for their efforts to find a suitable location for the skate park and left the meeting at 7.55pm

OS/21/034 **Allotments**
Members were asked to note that the Chapel Road BBQ and the Ashley Drive Picnic were both a success. The BBQ had been well attended by allotment holders. It was noted that only two councillors were present; Cllr Willis and Cllr Digby.

Members were asked to note that the following vacancies exist at the allotment sites:

Chapel Road – 1 full plot

Ashley Drive – 1 half plot and 6 full plots

There were currently 2 people on the waiting list for Chapel Road for half plots.

1 Ashley Drive

Members were asked to note that the office had received complaints about bonfires at the above site. It would appear from photographic evidence that allotment holders were burning damp vegetation which was creating huge plumes of smoke.

Members were asked to note that signs had been put on the gates and shed to remind allotment holders to be thoughtful. Members were asked to consider further action.

It was RESOLVED that;

letters be written to all Ashley Drive allotment holders reminding them to be careful about how/when and what they were burning.

OS/21/035

Tylers Green Common

1. Track 4

Following the last committee meeting when it was agreed that the drainage issues on the track were to be investigated; members were asked to note that a meeting had been held with a contractor on Friday 15 October. Present at that meeting were the clerk, warden and one of the residents.

A quote has been requested for a slightly built-up gulley drain on the section servicing May Cottage and Greenhaven. It is hoped that this will in some way mitigate the water entering the driveways by diverting some of the flow into the scrub area next to the path leading down to New Road.

2 Tylers Green Management Plan – Fire ride

Members were asked to note that the approved work to cut back the overhanging conifers had been completed at a cost of £440.00.

OS/21/036

Playgrounds

1 Ashley Drive Recreation Ground

1.1 Benches

Members were asked to note that the Southampton benches had been ordered.

1.2 Lidded bins

Members were asked to note that the lidded bins had been ordered.

2 Straight Bit Recreation Ground

2.1 Play area fencing

Members were asked to note that the previously approved fencing had been installed and has already been vandalised (chips made in the powder painted surface).

It was noted that it would be advantageous to have a removable panel of fencing to allow access for contractors.

2.2 Security

Members were asked to note that the security company approved at the full council meeting started on Monday 18 October.

Members were asked to note that, as a precaution, HERAS fencing had been erected around the large tower to stop anyone using it; the helter-skelter slide has a large hole burned through the underside.

It was noted that CCTV should still be considered.

2.3 Path

Members were asked to note that the previously approved path leading up to the play area had been completed.

OS/21/037

Orchard Green Hedge Project Update

Members were asked to note that the hedging for the project was underway. The old hedging had been stripped out by a contractor and the new hedging was being planted by the grounds team.

It was noted that there will be no access through the hedge/fencing.

OS/21/038

The Queen's Green Canopy

Members were asked to note that the trees for the following areas had now been ordered and will be ready for planting in January/February.

- Flackwell Heath – at Jubilee Gardens - Cherry
- Tylers Green – triangle opposite the Village Hall of Church Road – Copper Beech
- Loudwater – Boundary Recreation Ground – Mountain Ash

It was noted that both P&TG WI groups, who have an interest in the replacement memorial tree opposite the Village Hall, will be contacted so that they can be involved with the planting and plaque if they so choose.

Also, all the trees will be pin pointed on the Queen's Canopy map.

- OS/21/039 **Flackwell Heath Minors Football Club Lease**
 Members were asked to consider the draft lease. Members were also asked to consider the size of the play area required for inclusion in the lease.
- It was RESOLVED that;*
there were a few queries following our solicitor's amendments. The clerk was asked to check these, also to insert the new rental figure based on increases since the last lease.
The clerk to meet with a play equipment provider to obtain quotes and dimensions for the site - the play equipment to be specifically for small children.
- Members were asked to note that a meeting is being arranged with the chairman of the football club.
- OS/21/040 **Derehams Lane Recreation Ground**
 Members were asked to consider the redevelopment of the site and the pavilion.
- It was RESOLVED that;*
the sub group consisting of Cllr Willis, Cllr Gurney, Cllr Wood, Cllr Forbes, Cllr Webb and Cllr Wilks be approved and a site visit and meeting be arranged.
- 1 Loudwater Bowls Club**
 Cllr Jordan attended the last meeting of the Bowls Club in September, members were asked to note his report. It was highlighted that the club membership was extremely low and of concern.
- OS/21/041 **Tree works**
 Members were asked to note that the following tree work had been completed since the last meeting;
- **Straight Bit car park** - to raise the canopies of the Lime trees along the frontage of the site at a cost of £1,050.00.
 - **Railway Land** - to remove 2 groups of Ash tree, reduce a Walnut tree and Field Maple and remove a Rowan at a cost of £1,900.00.
 - **Magpie Wood** - to cut back a Lime tree from a property boundary at a cost of £250.00.
- OS/21/042 **Ashwells Development, Tylers Green**
 Members were asked to note that the parish council has been approached by a consultancy company working on behalf of Buckinghamshire council to have an initial discussion regarding the future maintenance of the green space once the development is built out.
- Members will be kept updated.
- OS/21/043 **Committee Finances**
 Members were asked to note the committee income and expenditure to Period 6 (September). It was highlighted that the income was on target and the expenditure was slightly down on the year.
- OS/21/044 **Draft Committee Budget 2022/23**
 Members were asked to consider the draft budget. Members were asked to make suggestions for the budget lines and asked to note those already received as below:
- Ash die back management in King's Wood and replanting scheme
 - King's Wood map and path markers
 - Derehams pavilion replacement
 - Green Dragon Lane Recreation Ground play equipment
 - Kingswood Avenue entrance to King's Wood path maintenance
 - Cock Lane car park entrance to King's Wood resurface
 - King's Wood paths behind Southcote Way and leading down to the cemetery need resurfacing

Items flagged by the warden for Tylers Green Common management plan are covered by an EMR transfer, also the reduction in height of the middle hedge as Ashley Drive Recreation ground and the Chapel Road allotment track are covered within the maintenance areas of the budget or could be included in a project line.

***It was RESOLVED that;
the draft committee budget be recommended to the next Finance & General Purposes meeting for approval at full council.***

OS/21/045 Questions from committee members and the public

Cllr D Johncock asked about gaining a decision on the zip wire proposal for Straight Bit and highlighted the need for a public consultation.

Mr L White (FHRA) asked whether the vandalism was covered by insurance and advised that the FHRA would be happy to assist with any consultation.

OS/21/046 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 10601 to 10616 be signed BACS payment for Barclays Payflow and direct debits to Barclays, E-ON Next, Shorts Group Ltd and Unicom be approved for payment.***

The chairman of committee thanked members for their attendance and closed the meeting at 9.09pm

Date and time of next meeting: TBC

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Report of the meeting held on Thursday 11 November 2021 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present: Cllr C Dodds - Chairman
Cllr R Wilks – Vice Chairman
Cllr L Johncock
Cllr K Wood
Cllr S Barrett
Cllr D Johncock (ex officio)

Cllr A Barron
Cllr J Gurney
Cllr C Jordan
Cllr J Herschel
Cllr H Darch

Also present: Mr G Christie, Cllr R Kin and Cllr I Forbes

WS/21/027 **Apologies for absence**
none

WS/21/028 **Declarations of members' interests in Items on the agenda**
none

WS/21/029 **Delegated Action**
Members were asked to note that since the last committee meeting in September the chairman of committee and clerk had instigated the following under delegated actions;
• Replacement door between staffroom and workshop at a cost of £210.

WS/21/030 **Committee Projects**
1 Office Complex Refurbishment
Members were asked to note that the remedial work to restore the office following the water leak was scheduled to begin on 22nd November and the cost will be covered by our insurance company.

Members were 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 were asked to note that quotes would be brought to the next committee meeting to replace the patio which is crumbling.

2 Depot

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

Members were asked to note that a new roller shutter door for the depot had been ordered at a cost of £4,115.

Members were asked to note that the work to fill the redundant inspection pit in the depot would be carried out at the same time as the remedial work to the office at a cost of £1,000.

Members were asked to note that we had received an estimate of £3,395 for the painting of the steel beams and floor in the depot and workshop. Members were asked to consider the obtaining of quotes for this work.

It was RESOLVED that;

quotes for the painting of the steel beams and floor would be brought to the next committee meeting.

It was noted that the floor would be painted with epoxy paint.

Members were asked to note that the Grounds Team had painted the metal stairway between the depot and the workshop.

Members were asked to note that quotes to replace the fluorescent lighting with LED luminaires would be brought to the next committee meeting.

It was noted that a request would be made to Full Council to release £15,000 from the General Reserve Fund to cover the remaining works to the depot.

WS/21/031 Street Furniture

Members were asked to note that bus shelters would be reviewed once passenger numbers had recovered after the COVID pandemic.

CLlr D Johncock noted that the college in Flackwell Heath would be relocated but no date for the relocation had been decided.

Members were asked to note that the new bench at the junction of Northern Woods and Whitepit Lane had been installed and is being used by residents.

WS/21/032 Cemeteries

1 Altona Road Cemetery

Members were asked to note that the planter had been ordered.

Members were asked to note that 60m of holly hedging for the back boundary had been ordered and is scheduled to be delivered in the second week of January after which date it will be planted by our Grounds Team.

2 Cock Lane Cemetery

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

3 Hammersley Lane Garden of Rest

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 within the next 3 weeks and quotes to redo the whole path with self-binding gravel would be brought to the next meeting.

Members were asked to note that the height of the holly tree had been reduced.

Members were asked to note that the repointing of the flint stones had been completed at a cost of £735.

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

Members were asked to review the consultation document with a view to providing a response.

It was RESOLVED that;

the clerk would send a response to NALC with our objection to the General Binding Rule that the proposed size of the burial plots be increased to 5m²

WS/21/033 War Memorial – Flackwell Heath

Members were asked to note that:

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

It was noted that the turf around the obelisks was turning yellow and that signs had been put up to keep dogs off the grass.

CLlr L Johncock noted that the planting looked very nice and thanked the Grounds Team for their work.

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

It was noted that the whole area would be turfed by our Grounds Team after the path and bollards had been installed.

WS/21/034 **Royal Mail Pouch Boxes**
Members were asked to receive a verbal update from Cllr Barrett on the progression of the project regarding the removal of the pouch boxes.
It was RESOLVED that;
in the first instance, the map of all bag drop boxes in our parish needs to be updated. Following that, Cllr Barrett would work with the deputy clerk to write to RoyalMail requesting the bag drop boxes be removed.

WS/21/035 **Vehicle Signage**
Members were asked to note that four magnetic signs for our vehicles had been ordered at a cost of £140.

WS/21/036 **Community Payback**
Members were asked to note that the work undertaken by the Community Payback team on a Sunday had been suspended but that the Monday group at Derehams and Loudwater Cemetery was still going ahead and a Wednesday group was in the process of being set up.

WS/21/037 **Committee Finances**
Members were asked to note the committee's income and expenditure to Period 6 (September).
It was noted that the budget for vehicle maintenance had been overspent in 2021/22 but that it had been adjusted upwards for the 2022/23 budget.

WS/21/038 **Draft Committee Budget 2022/23**
Members were asked to consider the draft budget and to make suggestions for the budget lines. Following any changes, the budget would be recommended to the next Finance and General Purposes Committee for approval.

Cllr Dodds noted that he was satisfied with the budget for W&S.

Cllr Forbes was comfortable with the budget and commended the office staff for obtaining a good quote for Footway Lighting energy cost.

It was noted that the money for projects would be brought in at the next stage.

It was noted that it had been hard to get suggestions for the budget lines but it was hoped that councillors would bring ideas to the next committee meeting.

It was RESOLVED that;
the budget be recommended to the next Finance and General Purposes Committee meeting.

WS/21/039 **Questions from committee members and the public**

- Cllr Darch asked whether our fleet vehicles were likely to change to electric. This would be a topic for debate in the future.
- Cllr Jordan noted that activity had begun in Rayners Avenue; trial holes were being sunk to see where the high voltage cables are.

WS/21/040 **Accounts for payment**
Accounts for payment were circulated at the meeting for consideration by councillors.
When queried, it was noted that the invoice for 4 Front Security Services Ltd was for 14 nights.
It was RESOLVED that;
the accounts for payment be approved and cheques numbered 10617 to 10630 be signed and direct debits to Barclays, EE, E-ON Next, NEST, Shell (Fuel Card Services), Shorts Group Ltd and SSE be approved for payment.

The chairman of committee thanked members for their attendance and closed the meeting at 8.25pm.

Date and Time of next meeting: tbc

Signed:

Dated:

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Finance & General Purposes committee meeting held on **Thursday 25 November 2021 at 7.30pm** at 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 L Willis
	Cllr H Darch	Cllr D Johncock
	Cllr C Dodds	Cllr K Wood (ex-officio)

Also present: Cllr L Johncock, Cllr C Jordan and Mr G Christie (Warden CWPC)

FGP/21/018 **Apologies for absence**

Apologies were received and approved from Cllr S Barrett (Meeting)

FGP/21/019 **Declarations of members' interests in agenda items**

Declarations of interest were received from;

Cllr B Kin, Cllr L Willis and Cllr I Forbes in relation to agenda item 9 Grants – having a personal interest in the body requesting the grant.

Cllr K Wood in relation to agenda item 4.1 Fees and Charges being in receipt of the Chairman's allowance.

FGP/21/020 **Staff Matters**

1 Staff Absence Report

Members were asked to receive a report on the sickness absence of staff. The clerk advised that there had been no sickness absence since the last committee meeting in September.

FGP/21/021 **Policies and Procedures**

1 Risk Register

Members were asked to review the revised Risk Register with a view to making comments/further revisions before recommending to full council for adoption. Cllr Barron acknowledge the initial work done by Cllr Herschel and advised that the revised document was live and that the new numbering was put in place enable find tuning of impact and severity of each item.

It was noted that Cllr Johncock had already sent through some suggestions and commended Cllr Barron on the work he had already done on the document.

It was RESOLVED that;

Cllr Barron be tasked to undertake some further refinement in conjunction with the clerk prior to bringing back to full Council for adoption.

2 Fees & Charges 2022/23

Members were asked to consider the schedule of Fees and Charges showing an increase of 3.1% (CPI) rounded, with a view to recommending for approval at the next full council meeting.

It was RESOLVED that;

The Fees and Charges for 2022/23 be recommended to the next full Council for approval.

3 Calendar of Meetings 2022

Members were asked to consider the Calendar of Meetings with a view to recommending for approval at the next full council.

It was RESOLVED that;

The Calendar of Meetings 2022 be recommended to the next full Council for approval.

- FGP/21/022 **Health & Safety**
1 Report of any incidents
Members were asked to note that there had been no incidents since the last committee meeting in September.
- FGP/21/023 **Legal**
1 Flackwell Heath Minors Football Club Lease (draft)
Members were asked to note that work is ongoing following a meeting with the chairman of the club.

It was noted that a meeting with a play equipment company would be taking place on 2 December in order to get an idea of space required/cost of a play area at the Green Dragon site. It was also noted that Cllr L Johncock would be meeting again with the chairman.

2 Railway Land – Sustrans

Members were asked to consider the letter from Sustrans with a view to making a response on the High Wycombe to Bourne End Greenway. The parish council was originally contact in 2018 when Buckinghamshire County Council had employed Sustrans to undertake a feasibility study on the site.

It was RESOLVED that;

The parish council were supportive of the project in principle and would be interested to see the proposals specifically relating to the rear of Loudwater School.

- FGP/21/024 **Neighbourhood Action Group**
Members were asked to receive a short update from Cllr D Johncock and note the report from the last NAG meeting held on 4 October. Cllr D Johncock advised that the NAG had not met for some time due to the pandemic. The constitution needs updating and their bank account is being closed and the money is to be given to the parish council for MVAS repairs.

- FGP/21/025 **Community Assets**
Members were asked to note that the clerk had started to work through the list of properties for re-submission and/or submission to be registered as properties of community value.

The clerk will send out again the current list of properties on our list for members to make comment on their appropriateness and priority.

- FGP/21/026 **Grants**
Members were asked to consider the application from The Wycombe Food Hub for £500.

Members were reminded that the budget of £5,000 had already been committed for the year to the Flackwell Heath & Loudwater Age UK for a new minibus, however that did not preclude any further requests from being granted.

It was RESOLVED that;

The parish council were unable to support the request as it was not for something tangible.

Vote: 5 in support of the resolution 2 abstentions – Cllr Kin, Cllr Forbes and Cllr Willis were not able to vote.

- FGP/21/027 **Publicity**
Members were asked to note that the newsletter had been printed and would be out for delivery shortly.

Members were asked to note that the Tylers Green members manned a stand at the Tylers Green Expo on 20 November. It was requested that the display be put up for the full council meeting.

- FGP/21/028 **Community Board**
Due to technical issues on the night Caroline Green Community Board Coordinator (Beaconsfield & Chepping Wye) was unable to attend the meeting.

Members were asked to note the spreadsheet and report from Cllr Barron showing live projects.

It was noted that community board projects should be a standing item on full council.

Cllr Herschel left the meeting temporarily between 8.48 and 8.53pm

Budget**1 Committee Finances (Period 7) October**

Members were asked to note the position of the committee's finances.

Members were asked to note that that the security company will be mainly paid from the contingency line under F&GP.

2 Council Finances (Period 7) October

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

Members were asked to note that the statutory invoice for elections costs had been paid from the EMR and after the planned transfer at the end of this financial year there would be a small deficit. Therefore, a further amount from the General Reserve to zero the budget line would be sought from full council.

3 F&GP committee draft budget 2022/23

Members were asked to consider the committee draft budget, members were encouraged to suggest adjustments prior to being recommended for approval at the next full council. Planned EMR transfers and project expenditure will be considered in the following cycle.

It was RESOLVED that;

The draft committee budget without project expenditure and EMR transfers be recommended for approval at the next full council.

4 Council draft budget 2022/23

Members were asked to consider the Council draft budget, as above making any adjustments prior to being recommended for approval at the next full council. Planned EMR transfers and project expenditure to be considered in the following cycle with a view to making a £13k saving on planned transfers.

It was RESOLVED that;

The draft Council budget be recommended for approval at the next full council.

5 Precept Request 2022/23

Members were asked to receive a short presentation from the chairman of committee with a recommendation that to increase the Precept therefore a request for a 3.10% change in our Precept charged to householders is proposed. However, there could be a slight change to the Precept actually received if the housing numbers vary from the current year.

It was RESOLVED that;

On receipt of the precept modeller from Buckinghamshire Council and further work on the committee budgets a further meeting in the new year would be set to finalise the precept request.

Proposition – Cllr Herschel seconded by Cllr Gurney**Forward Planning**

Following the informal meeting, at which, councillors were encouraged to bring forward projects to be included in any forward plan, it was agreed that there was a need to develop a better forward plan. Members were asked to consider the proposal brought by Cllr Herschel;

'that this committee as part of its remit plan for a structured meeting, to be led by a trained facilitator, in 2022 to assist in a draft forward plan for the next three plus years'.

Members were reminded that it is incumbent upon the council to have a medium-term plan which should include the parish council's purpose, values, objectives and key priorities for the next three years.

There was a lack of projects being brought forward by councillors, however, it was agreed that a list of current projects was required.

Cllr Herschel withdrew his motion before a vote was taken.

Cllr Herschel left the meeting at 9.35pm

FGP/21/031 **Questions from council members and the public**
There were no questions from council members of the public.

FGP/21/032 **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 10631 to 10645 and BACS payment to Barclays Payflow and a direct debit to Castle Water be approved and signed.

The chairman of the committee thanked members for their attendance and closed the meeting at 9.40pm

Date and time of next meeting: Thursday 10 February 2021 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the meeting held on 5 October 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 C Jordan, Cllr A Barron, Cllr C Dodds, Cllr S Digby, Cllr J Herschel, Cllr D Johncock

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

WDC Ref	Property Address	Proposal	Comment
21/07750	1 The Cottages The Common Flackwell Heath Bucks HP10 9NU	Householder application for construction of single storey detached outbuilding, replacement garage door and replacement driveway surfacing	CWPC objects to this application. As the property is in a conservation area, we would prefer a traditional style garage door rather than a crocodile or equivalent door. We would like to refer this to the case officer for comment.
21/07724	1 Snakeley Close Loudwater Bucks HP10 9QP	Householder application for creation of a new driveway, and vehicle access from the public highway via a new dropped kerb	No comment
21/07782	11 Sedgmoor Gardens Flackwell Heath Bucks HP10 9AR	Householder application for demolition of existing garage and construction of single storey side extension	No comment
21/07807	66 New Road Tylers Green Bucks HP10 8DL	Householder application for construction of single storey rear extension, two storey rear and side extensions, internal and fenestration alterations and construction of single storey garden building for gym and office	No comment
21/07810	Burleighfield House London Road Loudwater Bucks HP10 9RF	Residential development comprising one block of two flats, a detached dwelling and a linked block of 6 flats with associated bin/cycle stores, car parking, hard and soft landscaping	No comment
21/07854	31 Highlea Avenue Flackwell Heath Bucks HP10 9AH	Householder application for construction of two storey rear extension, single storey garage extension, 2 x roof dormer windows to front elevation and single storey front porch extension	No comment

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 19 October 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 H Darch, Cllr S Digby, Cllr D Johncock, Cllr L Johncock, Cllr J Herschel, Cllr R Wilks

- 1. Apologies for Absence**
Cllr C Jordan, Cllr S Herron
- 2. Declarations of Interest and Code of Conduct**
Cllr I Forbes expressed an interest in 21/07697 and declined to comment
- 3. Applications for consideration**

WDC Ref	Property Address	Proposal	Comment
21/07697	Chepping Cottage Rays Lane Tylers Green Bucks HP10 8LH	Reduce in height by 5 m x 1 Sweet Bay Magnolia (1), reduce in height by 7 m x 1 Western Red Cedar (2), reduce in height by 2 m x 1 Cherry (3), reduce in height by 7 m x 1 Lawsons Cypress (4), reduce in height by 3 m x 1 Hazel (5a), reduce in height by 2 m x 1 Western Red Cedar (5b), reduce in height by 4 m x 1 Chestnut (5c), thin by 15 % x 1 Cherry (5d) and reduce in height by 8 m x 2 Black Ash (6a and 6b)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
21/07907	113 Heath End Rd Flackwell Heath Bucks HP10 9ES	Fell as of poor form x 1 Larch	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. We request that a replacement tree be planted; species to be suggested by arboriculturist.
21/07860	Rosalie Kingsmead Road Loudwater Bucks HP11 1JL	Householder application for erection of side/rear single storey extension, raising of roof and insertion of front and rear dormers in connection with rooms in roofspace and new front porch	CWPC strongly objects to this planning application. It is an overdevelopment of the site, it lacks the necessary parking spaces and the site plan is incomplete. The plans fail to show the access road for the two houses previously approved to be built at the rear of this property. If Buckinghamshire Council are minded to allow the application, then we ask that the application be brought to the Planning Committee for determination.
21/07905	1A Cherry Tree Way Tylers Green Bucks HP10 8DQ	Crown lift up to 5 metres to 6 x Hornbeam (G1)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
21/07893	50 Fennels Way Flackwell Heath Bucks HP10 9BY	Demolition of existing dwelling and construction of 1 x 5-bed replacement dwelling	CWPC strongly objects to this planning application. It's physical size, bulk and massing are excessive for a property in this

			particular location, and it would dominate the bungalow next door. Consequently, it would result in an overdevelopment of the site which would look out of character in the street scene. There are a total of seven bedrooms on the plans (not the 5 stated in the title), thereby adding significantly to the traffic and thereby having a further negative impact on the dangerous junction of Fennels Way and Swains Lane.
21/07852	Land Adjacent Hilltop Hammersley Lane High Wycombe Bucks	Construction of a three-bedroom eco-house, with attached car port	CWPC strongly objects to this planning application. It is on Green Belt land which should be protected and the applicant has failed to show any special circumstances to justify any form of development on the site. Regardless of this, it is an inappropriate development which would be totally out of keeping with the street scene and be an overdevelopment of the site. It cannot be justified even if it is an eco-house. If Buckinghamshire Council are minded to allow the application, then we ask that the application be brought to the Planning Committee for determination.
21/07660	7 The Lawns Tylers Green Bucks HP10 8BH	Householder application for construction of single storey detached outbuilding	No comment
21/07859	Holly House 5A Chapman Lane Flackwell Heath Bucks HP10 9AZ	Householder application for construction of new internal staircase, insertion of 2 x rooflights in connection with loft conversion to Study/Storage	No comment
21/07917	23 Chapel Road Flackwell Heath Bucks HP10 9AB	Erection of two detached dwellings	CWPC strongly objects to this planning application. It is an overdevelopment of the site that is out of character in the street scene. It will result in two very cramped houses with a lack of sufficient parking. We are disappointed the application was not for a single house.
21/07944	Penn School Church Road Penn Bucks HP10 8LZ	Cut back overhanging branches to suitable pruning points as over sails property x 3 Sycamore (T1 - T3), x 1 Ash (T4), cut back overhanging branches to suitable pruning points as over sails property x 1 Ash (T5), x 1 Hazel (T6), remove to near ground level on safety grounds x 1 Turkey Oak (T7), cut back overhanging branches to suitable pruning points as over sails property x 1 Beech (T8) and raise canopy to 5.2 m clearance over the road x 1 Sycamore (T9) and cut back overhanging branches to suitable pruning points as over sails property x 1 Beech (T10)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.

21/07947	40 St Johns Road Tylers Green Bucks HP10 8HU	Householder application for construction of single storey detached garage and store	No comment
21/07980	42 Straight Bit Flackwell Heath Bucks HP10 9LT	Householder application for construction of single storey rear extension and first floor side extension	No comment

The chairman thanked members for their attendance and closed the meeting at 10.54.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the meeting held on 2 November 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 C Jordan, CLlr A Barron, CLlr R Wilks, CLlr S Digby, CLlr H Darch, CLlr D Johncock, CLlr L Johncock

1. **Apologies for Absence**
CLlr S Herron
2. **Declarations of Interest and Code of Conduct**
none
3. **Applications for consideration**

WDC Ref	Property Address	Proposal	Comment
21/07849	Penn School Church Road Penn Bucks HP10 8LZ	Group G1 Fell 4 x Yews, 3 x Holly, 4 x Thorn and remove basal growth of 1 Lime also reduce and reshape 2 Yews and 1 Holly Group G2 Fell 5 x Ash, 3 x Yew, 7 x Oak and Crown lift 1 x Leyland Cypress	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
21/08005	Ashwell Manor Gardens Tylers Green Bucks HP10 8EW	Fell x 1 Lime (T0508) due to declining tree health	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
21/08031	The Old Rectory Church Road Tylers Green Bucks HP10 8EG	Crown raise over garden to give 6m clearance x 1 Beech (T1) and reduce by 1-1.5m all round to maintain size and shape x 1 Catalpa (T2)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
21/07965	The Corner House Church Road Tylers Green Bucks HP10 8LN	Householder application for the removal of two existing shopfront bay windows and construction of single storey front and side extension	No comment
21/08026	113 Heath End Rd Flackwell Heath Bucks HP10 9ES	Variation of conditions 2 (plan) and 11 (access) attached to 20/07212/FUL (Erection of 2 x 4 bedroom dwellinghouses with associated works) to allow for change of access point with electric gate	CWPC objects to this planning application. The location of the electric gate will not enable vehicles to draw off clear of the highway on ingress. This will cause danger, obstruction and inconvenience to users of the adjoining highway at what is a busy junction and close to a bus stop. We strongly recommend that the position of the gate is amended.
21/07885	7 Southcote Way Tylers Green Bucks HP10 8JG	Householder application for erection of first floor side extension over garage and single storey rear extension	No comment
21/08039	Pippins Cottage Church Road Tylers Green Bucks HP10 8LN	Householder application for construction of rooflight with lead kerb upstand and replacement installation of window to side	No comment
21/08106	4 Silverdale Close Tylers Green Bucks HP10 8JP	Reduce in height & width by approx 2-3m to x 1 Beech (T1) to allow more light into the property, stop encroachment & prevent any branch failure	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.

21/08087	Eastwood Channer Drive Tylers Green Bucks HP10 8HJ	Householder application for construction of single storey rear extension, creation of first floor living accommodation and fenestration alterations (part retrospective)	No comment
21/08112	Eastwood Channer Drive Tylers Green Bucks HP10 8HJ	Fell 3 x Beech (T1 - T3) due to limited amenity value and poor form and reduce trees by 4m to G4 (Beech) due to repeat pruning requirement	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
21/08133	179 Blind Lane Flackwell Heath Bucks HP10 9LE	Variation of conditions 2 (plan numbers) and 3 (materials) attached to pp 21/05909/FUL (Householder application for construction of front infill extension, front porch, single storey rear extension, pitched roof to existing garage, fenestration alterations, loft conversion including hip to gable roof extension, rear dormer extension, raising of roof ridge, crown roof, installation of 2 x dormers to front and insertion of 2 x rooflights) in order to vary approved plans	CWPC objects to this planning application. It is out of character with the properties in the immediate area which have brick exteriors and red clay tiles. The rendered walls and charcoal tiles of this property would have a negative impact on the appearance of the immediate area. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.
21/08139	18 Oakland Way Flackwell Heath Bucks HP10 9ED	Householder application for construction of single storey side/rear extension	CWPC objects to this planning application. We are concerned with the detrimental impact that the physical size of this extension will have on the loss of light to the neighbours on both sides. We believe that the impact on no. 20 in particular will be huge and unacceptable. CWPC ask that officers check that the light angles meet policy guidelines and, if not, that the application is amended accordingly.
21/06134	18 Whitepit Lane Flackwell Heath Bucks HP10 9HS	Householder application for creation of vehicle crossover, formation of opening in existing wall and provision of off street parking	No comment
21/08082	Former Microbus Holdings Ltd (Now Treadaway Court) Treadaway Hill Loudwater Bucks HP10 9QL	Erection of second floor to facilitate the creation of 5 x 1-bed and 2 x 2-bed apartments (7 in total)	CWPC strongly objects to this planning application. The parking arrangements have not improved since the previous application (20/07442) when we commented on the lack of on-site car parking. The Travel Report doesn't bear scrutiny. Our local councillors are very familiar with the area and know that the parking plan is not realistic or deliverable. The <i>Buckinghamshire Countywide Parking Guidance</i> MUST be adhered to. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.

The chairman thanked members for their attendance and closed the meeting at 10.32.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the meeting held on 16 November 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 A Barron, Cllr R Kin, Cllr C Jordan, Cllr H Darch, Cllr D Johncock, Cllr L Johncock, Cllr R Wilks

1. **Apologies for Absence**
Cllr S Digby, Cllr J Herschel, Cllr I Forbes, Cllr S Herron
2. **Declarations of Interest and Code of Conduct**
Cllr I Forbes expressed an interest in 21/08200 and declined to comment
3. **Applications for consideration**

WDC Reference	Property Address	Proposal	Comment
21/08140	Whiteheart 26 Fennels Way Flackwell Heath Bucks HP10 9BY	Householder application for construction of rear box dormer, installation of 2 x front, 1 x side roof lights in connection with loft conversion and front porch extension with associated changes to fenestrations	No comment
21/08142	Tyler Cottage Church Road Tylers Green Bucks HP10 8EG	Listed Building application for removal of chimney and 2 rooflights, replace existing french doors to courtyard with bi-fold doors and alteration to adjacent window, lower sill to a front window and alterations to internal ground floor layout	No comment
21/07374	23 New Road Tylers Green Bucks HP10 8DL	Householder application for construction of 1 x replacement dormer window to side and alteration of roof form to existing side dormer, demolish and replace existing single storey side extension, fenestration alterations, removal of chimney and insertion of 4 x rooflights to east facing elevation and 3 x rooflights to west facing elevation	No comment
21/08156	Kingsgate Church Road Tylers Green Bucks HP10 8LP	Crown lift to 10m x 1 Ash tree and crown reduce by 5 metres to x 6 Leylandii	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
21/08202	73 Straight Bit Flackwell Heath Bucks HP10 9NE	Householder application for construction of first floor rear extension and fenestration alterations including the insertion of 4 x rooflights	No comment
21/08200	Tycoed Sandpits Lane Tylers Green Bucks HP10 8HD	Householder application for construction of triple garage (retrospective)	CWPC objects to this retrospective application because the garage has not been built in accordance with the approved planning permission. The building which has now been constructed is very large, dominant

			and out of character for the area. We would request that the original plans for this garage are adhered too.
21/08155	121 Straight Bit Flackwell Heath Bucks HP10 9NE	Householder application for construction of part single, part two storey side and rear extensions and fenestration alterations in connection with loft conversion (alternative scheme to pp 21/05054/FUL)	No comment
21/08236	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 Tree Preservation Order 01/2021	CWPC objects to this planning application and fully supports Alastair Cunningham's report and recommendation that led to the application being refused previously (21/07646).
21/08205	39 Berkeley Road Loudwater Bucks HP10 9TT	Householder application for construction of single storey side extension with garage conversion and internal alterations (Alternative scheme to PP/21/07402/FUL)	No comment
21/08231	20 Highfield Road Flackwell Heath Bucks HP10 9AN	Householder application for erection of single storey rear extension with removal of existing conservatory, first floor front extension & new front porch with associated changes to fenestration	No comment

The chairman thanked members for their attendance and closed the meeting at 10.31.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the meeting held on 30 November 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 A Barron, Cllr C Jordan, Cllr R Kin, Cllr R Wilks, Cllr C Dodds, Cllr J Herschel, Cllr D Johncock

1. **Apologies for Absence**
Cllr L Johncock, Cllr S Herron
2. **Declarations of Interest and Code of Conduct**
none
3. **Applications for consideration**

WDC Ref	Property Address	Proposal	Comment
21/08324	Pipers Croft St Johns Close Tylers Green Bucks HP10 8HX	Householder application for two-storey front/side extension following demolition of garage, single storey rear extension, single storey side extension following demolition of conservatory, remodelling of existing roof and external alterations	No comment
21/08322	68 New Road Tylers Green Bucks HP10 8DN	Demolition of existing garage & outbuildings and erection of a detached dwelling with all associated access and landscaping	No comment
21/07860	Rosalie Kingsmead Road Loudwater Bucks HP11 1JL	Householder application for erection of side/rear single storey extension, raising of roof and insertion of front and rear dormers in connection with rooms in roofspace and new front porch	CWPC strongly objects to this planning application. It is an overdevelopment of the site, it lacks the necessary parking spaces and the site plan is incomplete. The plans fail to show the access road for the two houses previously approved to be built at the rear of this property. If Buckinghamshire Council are minded to allow the application, then we ask that the application be brought to the Planning Committee for determination.
21/08372	8 Links Way Flackwell Heath Bucks HP10 9LZ	Householder application for construction of hip to gable roof extension, first floor side extension, increased existing gable height, insertion of 1 x rear dormer and 1 x enlarged rear dormer, insertion of solar panels to main house and garage roof and fenestration alterations	No comment
21/08380	4 Swains Lane Flackwell Heath Bucks HP10 9BN	Householder application for construction of hip to half gable roof conversion in connection with first floor extension, single storey rear extension, insertion of 2 x front dormer windows, 2 x rear roof lights and 1 x rear dormer, front porch extension and alterations to existing rear extensions	No comment

The chairman thanked members for their attendance and closed the meeting at 10.17.

CWPC Planning Application Objections 18 May - 5 Oct 2021

WDC Ref	Mtg date	Property Address	CWPC objection / Officer's report (abbreviated)	Outcome
21/06202	18-May	The Dell Beacon Hill Penn	CWPC objects to the zinc roof. Our preference is for a traditional finish with clay tiles to match the existing roof. The new zinc roof to the rear extension would match and complement with the use of knapped flint.	APPROVED
21/06287	18-May	Cypress Cottage, Church Road, TG	Despite Highways having no objection, CWPC are concerned that the proposed parking arrangement could result in possible danger to road users. The arrangement of 2 by 2 parking with cars parked one behind each other could require the shuffling of cars around, leading to dangerous manoeuvring in this narrow section of the road. The proposed set of two tandem parking layout following the demolition of the garage would form 4 parking spaces in total to the western end of the site. As Highways department has no objections to the proposed parking layout and new electric gate, the alternative parking layout is found to be acceptable.	APPROVED
21/06343	18-May	20 Conway Close LW	Our only objection is to the 1.8m high boarded fences which are mentioned in the planning application. These fences, as well as any gates, are not shown on the plans. The parish have raised the issue of fencing - there is an existing 1.8 metre high close boarded fence on the boundary, there is no indication that this is to be altered as part of the proposal.	APPROVED
21/06392	18-May	5 Strathcona Way FH	CWPC does not object to the plans but we have concerns over the practicality of the parking arrangement and the likelihood that it will result in parking on the pavement or on the road. This would be unacceptable as it would exacerbate the parking problems in this narrow road. Whilst it is noted that one of these indicated parking spaces would not meet the specified dimensions, this is an existing relationship, true of both the existing garage and driveway at the property, and is not a consequence of the proposal.	APPROVED
21/06352	18-May	13 Highlea Avenue FH	CWPC does not object to this application in principle but we are concerned with the front elevation; the angle of the roofline above the new garage gives the house an unbalanced look. Applicant amended plans and application was approved	APPROVED
21/05922	01-Jun	34 Highfield Road FH	CWPC still object to this application as we are concerned that the amended parking arrangement is not practicable. In our opinion because of its location and the nature the way the doors open it is unlikely that the car parking space in the back garden will seldom, if ever, be used. As a consequence the vehicle will end up being parked on the highway. The scheme has been subject of consultation with the Highways Department. The scheme has been amended to reflect the Highways comments by removing the side driveway/parking space from Sedgemoor Road. Highways have also confirmed that the existing parking is satisfactory to the proposed scheme.	APPROVED
21/05909	01-Jun	179 Blind Lane FH	CWPC still object to this application. It is an overdevelopment of the site and its size and bulk will have a negative effect on the neighbouring properties. The amendment does not solve the problem; there will still be a substantial loss of privacy to the neighbours. Given the location and height of the proposed extension and plotting its shadow during the course of the day shows that, given its proximity to neighbouring houses, their rear gardens - particularly that of No. 181 - will be in deep shade for most, if not all, of the day which must be a material planning consideration. When taking account of other development nearby it would be difficult to argue that this proposal would appear out of keeping to the area or of a scale considered to be an overdevelopment of the site and a refusal on the basis of either would be difficult to justify. The orientation of the surrounding properties results in some mutual overlooking between these neighbours being inevitable. At this point it is important to stress the application property has permitted development (PD) rights intact and, as such, rear roof dormers could be constructed under PD without the need for planning permission or the insertion of obscure glazing. However, in this case, it is thought reasonable to attach a condition to the window nearest the north side boundary that it be obscurely glazed and fixed shut, upto 1.7m above finished floor level to avoid any overlooking issues. Although extra mass and bulk at first floor level would be added to the existing roof line the development would not impinge on the Council's light angle guidelines when measured from the nearest habitable window of any neighbouring property. In any case, the ridge height is to increase a mere 600mm from the existing and would remain lower than many properties nearby and the hip to gable roof and dormers could be constructed under permitted development rights (PD). In conclusion, when taking account of the above it would be difficult to justify a refusal of planning permission, with regard to overlooking, loss of light or overbearing issues as a result of this application.	APPROVED
21/06532	01-Jun	19 Willow Close FH	CWPC do not object to this application but we question the design of the roof. We feel that one flat and one pitched dormer give an unbalanced and ungainly look to the roof and that a fully apex roof with pitched dormers would look significantly better, enhancing the street scene and in keeping with adjacent houses shown on the application. This application follows on from a previously refused scheme and has also been amended during the planning process. The reasons for refusal and amended plans have overcome the main issues of size, mass, bulk and overbearing presence. Communication with the agent led to the scheme being amended to remove the flat roof and alter the dormers. Amended plans were duly received and accepted and planning permission granted.	APPROVED
21/06609	15-Jun	31 Greenlands' FH	CWPC does not object to this application but we note that, with the extension being brought so far forward, the space for parking is very narrow and it may be necessary for cars to trespass onto the neighbour's property when being moved. We suggest that this may be an ideal opportunity to review the access to the property. In future years there could be new neighbours and they may not be so amenable to present arrangements. This would possibly mean the removal of the tree which is, as far as we know, not a protected specimen and could be replaced. Plans amended	APPROVED

APPENDIX A

21/06656	15-Jun 19 New Road, TG	CWPC still objects to this application. Although we appreciate the smaller nature of the planned changes, it doesn't answer our concerns. We are concerned with protecting the conservation area and the design being in keeping with the character of the area. There is a lack of information about its intended use and there is no Statement of Heritage Significance. We request that the case officer looks at this application in light of it being in a conservation area. The proposed development, by virtue of its size, scale, siting, appearance and design is tantamount to the creation of a new dwelling with the proposed outbuilding showing resemblance of a domestic dwelling and therefore it fails to remain in keeping and ancillary to the residential uses of the property as well as failing to respect the character and appearance of the existing property. The application, does not acknowledge the designated heritage status of the conservation area, is not supported by a Statement of Heritage Significance and fails to demonstrate that the design is informed by an understanding of its essential character.	REFUSED
21/06655	29-Jun Bridge Cottage, Kingsmead Rd LW	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. The resultant property will be a 5 bed dwelling that will require 3 parking spaces in accordance with the Buckinghamshire Countywide Parking Guidance for a property within Residential Zone B. The garage dimensions (2.65m x 5.803m) falls short of the required size (3m x 6m), however, this would still fit a smaller car and replaces an existing garage. In addition, the driveway can accommodate 3 vehicles. The Highways department were consulted on the application and have raised no objections. Therefore, the number of parking spaces serving the property is not deficient as a result of the proposed development.	APPROVED
21/06675	29-Jun 165 Blind Lane FH	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. The proposed design is incongruous to the existing dwellinghouse and does not marry in well. The proposal introduces two large two storey side wings (widths: 3.9m and 3m plus an additional 1.8m wide single storey side element), which are set back from the front elevation having a width of 9m, by approximately 0.45 to 0.5m, the resultant frontage will have a total width of approximately 17.7m (which is greater than the refused schemes) and fills the full width of the plot. This completely detracts from the modest existing dwelling. The roof design has been altered to remove the large crown roof, however the proposed roof design, now incorporates several roof types, including; pitched, hipped and 2 x flat roofs that provides a disjointed roof scope at odds with the existing dwelling. The large kitchen extension of over 11 metres in depth by 7.67m wide is excessive for a ground floor rear extension, and gives a total measurement of approximately 17.5m from the front of the property to the rear (excluding the porch). The combination of all these extensions is excessive, incongruous and an overdevelopment of the property, and against policy and guidance. The agent has failed to demonstrate that any reasons for the previous refusals has been addressed in this application. The proposed development, by virtue of its design, massing, scale and appearance fails to respect the character and appearance of the existing property.	REFUSED
21/06743	29-Jun 128 Heath End Rd FH	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? The proposed development represents inappropriate development in the Green Belt, which by definition is harmful. Furthermore, the spread of development across the site will reduce its open character and function. There are no apparent very special circumstances to justify a departure from Green Belt in this instance. The proposed development would prevent satisfactory mitigation works to the damage and harm caused to existing protected trees, by way of unauthorised excavation and engineering works. Insufficient information has been provided to demonstrate that sufficient off-street car parking provision could be provided on site.	REFUSED
21/06751	29-Jun The Lookout, Hammersley Lane TG	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.	AWAITING DECISION
21/06925	13-Jul Former Microbus Holdings Ltd LW	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 exacerbate the problems created by this development. Loudwater is suffering greatly from parking issues throughout the village. The Council's Highways Officer has confirmed that adequate off street car parking will be available, as follows: "As set out by the Buckinghamshire Countywide Parking Guidance policy document, the approved 25(no) residential units have a parking requirement of 38(no) spaces (provided more than 50% of spaces are unallocated) which can be accommodated within the site. The approved development is not considered to result in a displacement of parking onto the publically maintained highway. The proposed additional flat would increase the sites parking requirement to 39(no) spaces (provided more than 50% of spaces are unallocated). As this additional space can be accommodated within the site, I am satisfied the development will not lead to displaced parking onto the public highway following implementation of the proposals"	APPROVED
21/06984	27-Jul 32 Green Dragon Ln FH	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. Condition of clay tiles to be met before permission is granted	APPROVED

21/06418	27-Jul 52 Whitepit Ln FH	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.	AWAITING DECISION
21/07075	27-Jul 26 The Lawns TG	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. The proposed loft conversion and front dormer development, by virtue of its design and appearance, would introduce incongruous feature and set an unwelcome precedent in the locality, that is out of context and detrimental to the visual appearance and character of the pair of semi-detached dwellings, street scene and local neighbourhood.	REFUSED
21/07084	27-Jul The Lookout, Hammersley Lane TG	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 on 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.	AWAITING DECISION
21/06665	10-Aug Bridge Cottage, Kingsmead Rd, LW	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. Drawings amended and application approved	APPROVED
21/07236	10-Aug 7 Carter Walk TG	CWPC objects to this application because it is out of keeping with the other properties in the surrounding area. The overall design and appearance of the first floor front extension would appear in keeping and integrating with the application dwelling. The bulk and mass of the extension would not extend beyond the front of the garage and identical roof pitch of the gable end to the existing cat-slide feature would be adopted. There are no objections to the porch design. Matching roof tiles, facing brickwork and front window would form a subservient appearance to the main dwelling and proposal is not detrimental to the appearance, character and design of the application dwelling.	APPROVED
21/07279	10-Aug Land off Bartons Rd TG	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 proposed erection of two dwellings would cause a permanent and adverse change to the character of the area. The proposed development would result in: - Loss of an open, undeveloped piece of land that contributes to the character of the area. - Loss of a number of protected trees, without sufficient mitigation. - Loss of existing green infrastructure features. The proposed development is considered to have a detrimental impact on ecology and biodiversity.	REFUSED
21/07320	24-Aug 11 Robinson Rd, LW	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.	WITHDRAWN
21/07446	07-Sep 137 Heath End Rd FH	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.	APPROVED
21/07579	24-Sep 20 Swains Lane FH	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. The proposal would preserve the character and appearance of the surrounding area whilst having an acceptable impact on the residential amenities of the neighbouring dwellings and providing a satisfactory living environment for future occupiers.	APPROVED
21/07750	05-Oct 1 The Cottages, The Common, FH	CWPC objects to this application. As the property is in a conservation area, we would prefer a traditional style garage door rather than a crocodile or equivalent door. We would like to refer this to the case officer for comment. Garage door amended and application approved.	APPROVED

Chepping Wycombe Parish Council

Fees and permits

from 1 April 2022 unless otherwise stated

	2018/19	2019/20	2020/21	2021/22	Proposed 2022/23
Allotments					
from 1 October 2022					
Full plot - 5 pole	50.00	52.00	52.00	52.00	52.00
Half-plot	25.00	26.00	26.00	26.00	26.00

50% concession for tenants as at April 2011 to continue

Recreation Grounds and Commons

Fairs	standing days	135.00	138.00	140.00	140.00	144.00
	operating days	240.00	245.00	250.00	250.00	257.00
	deposit against damage	500.00	510.00	520.00	520.00	535.00
Event permits	(Small) inc VAT	58.00	59.00	60.00	60.00	62.00
	(Large) inc VAT	257.00	262.00	265.00	265.00	273.00

Concession: nil charge where parish is an official sponsor, given formal credit
or there are no pecuniary interests involved

			01.09.18	01.09.19	01.09.20	01.09.21	01.09.22
Pitch hire	inc VAT	less than 10 bookings a season, per match					
		adult, full-sized pitch	45.00	46.00	47.00	47.00	48.00
		junior, small pitch	32.00	33.00	34.00	34.00	35.00
		training per hour	16.00	16.00	16.50	16.50	17.00
	nil VAT	over 10 bookings a season, per match					
		adult, full-sized pitch	37.50	38.00	39.00	39.00	40.00
		junior, small pitch	27.00	28.00	29.00	29.00	30.00
		training per hour	14.00	14.00	14.50	14.50	15.00
		changing and shower facilities					
		toilet facilities	14.00	14.00	14.50	14.50	15.00

v1 Dec 2019

v2 Nov 20

V3 Nov 21

Other fees and allowances

from 1 April 2022

	2019/20	2020/21	2021/22	Proposed 2022/23
Chairman's allowance	836.00	850.00	850.00	876.00
St Peter's closed graveyard maintenance	612.00	622.00	622.00	641.00
Orienteering maps	1.00	1.00	1.00	1.00
Annual Return copies	10.00	10.00	10.00	10.00
Deed of Grant	602.00	611.00	611.00	629.00
Minimum fee for processing a deed of grant to permit vehicular access by private cars over Tylers Green and Totteridge Commons; with all legal fees being met by the applicant				
Administrative charges	176.00	180.00	180.00	185.00
15% or minimum charge whichever is the greater is charged on items such as processing insurance claims, legal searches and other agreements				
Cemetery Register Search Fee	34.00	35.00	35.00	36.00
per name				
inc VAT				
Hire of Council Chamber	34.00	35.00	35.00	36.00
inc VAT				
Derehams Pavilion	28.00	29.00	29.00	30.00
First Hour				
(One off)	6.60	7.00	7.00	7.50
Subsequent hours of part thereof				
Electricity charges <i>(made at current rate of use plus standing charge)</i>				
Newsletter delivery	156.00	160.00	160.00	165.00
TG Evening WI				

Delegated power to the Clerk to levy a charge of up to £500.00 for any item not covered in schedule, over £500.00 in conjunction with the chairman and vice chairman of the relevant committee

v1 Dec 2019

v2 Nov 20

v3 Nov 21

Building permits, access fees, trees and benches

						Proposed
Building access permits from 1 April 2022		2018/19	2019/20	2020/21	2021/22	2022/23
Skip Permit (Building)	up to six weeks for a skip	270.00	275.00	280.00	280.00	288.00
	each additional week or part thereof	57.00	58.00	59.00	59.00	61.00
Access Permit	Minumum Fee resident per day	150.00	153.00	155.00	155.00	160.00
	Minimum Fee non resident per day	500.00	510.00	518.00	518.00	533.00
<i>Cost for large works to be at discretion of Clerk and committee chairman</i>						
Security bond	As required by the council - minimum	200.00	204.00	207.00	207.00	213.00
Garden gate access onto council owned or leased property						
	Issue of permit	58.00	59.00	60.00	60.00	62.00
	annual fee	34.50	35.00	36.00	36.00	37.00
General item	covering items not on schedule to include					
	Admin fee	100.00	102.00	104.00	104.00	107.00
	Hourly rate	25.00	26.00	26.50	26.50	27.00
Amenity trees: provision and planting						
	in cemeteries, amenity areas or in the public realm (verges, etc.) including if necessary replacement in first two years	268.00	273.00	277.00	277.00	285.00
Benches	Contribution towards cost of bench (VAT exclusive cost to council)					
	plus £250 towards cost of placement including maintenance or repairs for 10 years	250.00	255.00	260.00	260.00	267.00
	Renewal for further 10 years	265.00	270.00	275.00	275.00	283.00
	Memorial plaque at cost, including VAT	at cost	at cost	at cost	at cost	at cost
Timber permits						
	for formal permit to take fallen timber from Kingswood	28.50	29.00	29.50	29.50	30.00

v1 Dec 2019

v2 Nov 20

v3 Nov 21

Table of fees for burials and memorials

Kingswood Cemetery, Loudwater Cemetery and St Margaret's Garden of Rest

from 1 April 2022		Resident			Out of parish		
		2020/21	2021/22	Proposed 2022/23	2020/21	2021/22	Proposed 2022/23
Burials	Purchased grave						
Grant for the right to burial plot- 30 years		382.00	382.00	393.00	765.00	765.00	786.00
Interment fee		300.00	300.00	309.00	600.00	600.00	618.00
Child under 10 years and stillborn child							
Grant for the right to burial plot- 30 years		215.00	215.00	221.00	430.00	430.00	442.00
Interment fee		95.00	95.00	98.00	190.00	190.00	196.00
Grave set aside for cremated remains							
Grant for the right to burial plot- 30 years		220.00	220.00	226.00	440.00	440.00	452.00
Interment fee		113.00	113.00	116.00	225.00	225.00	232.00
Memorials							
Memorial stone (up to 1 metre high)		175.00	175.00	180.00	350.00	350.00	360.00
Book scroll or wedge (up to 45cm high)		125.00	125.00	128.00	250.00	250.00	256.00
Flat tablet (New cremation area Cock Lane)		100.00	100.00	103.00	200.00	200.00	206.00
Vase - free standing		70.00	70.00	72.00	140.00	140.00	144.00
Additional inscription		45.00	45.00	46.00	90.00	90.00	92.00
Extra tablet for additional inscription		70.00	70.00	72.00	140.00	140.00	144.00
Masonry/kerbing covering the grave		270.00	270.00	278.00	540.00	540.00	556.00
part of the grave		135.00	135.00	139.00	270.00	270.00	278.00
Grant is for initial 30 years from date of first burial							
renewal for further period of 10 years		52.00	52.00	54.00	105.00	105.00	108.00
<i>nearing end of initial 30 year period</i>							

Resident's fees as per Cemetery Regulations

The 20 year resident's concession for Hazlemere and Penn residents ended in 2010

'Resident' is the status of the person being interred as determined by inclusion on the electoral role, not whether the applicant is a resident within the parish

v1 Dec 2019

v2 Nov 20

v3 Nov 21

Chepping Wycombe Parish Council

COMMITTEE MEETING DATES 2022 (excluding Planning)

Date	Meeting	Venue	
2022			
Thursday	13-Jan	Open Spaces	Council Chamber Change
Thursday	27-Jan	Works & Services	Council Chamber
Thursday	10-Feb	Finance & General Purposes	Council Chamber
Thursday	24-Feb	COUNCIL	Council Chamber
Tuesday	10-Mar	Open Spaces	Council Chamber Change
Thursday	24-Mar	Works & Services	Council Chamber
Wednesday	06-Apr	Annual Parish Meeting	Tylers Green
Thursday	14-Apr	Finance & General Purposes	Council Chamber
Thursday	28-Apr	COUNCIL	Council Chamber
Tuesday	10-May	ANNUAL COUNCIL MEETING	Council Chamber
Tuesday	24-May	Open Spaces	Council Chamber
Thursday	09-Jun	Works & Services	Council Chamber
Thursday	23-Jun	COUNCIL	Council Chamber
Tuesday	06-Sep	Open Spaces	Council Chamber
Thursday	15-Sep	Works & Services	Council Chamber
Tuesday	29-Sep	Finance & General Purposes	Council Chamber
Tuesday	18-Oct	COUNCIL	Council Chamber
Tuesday	01-Nov	Open Spaces	Council Chamber
Thursday	17-Nov	Works & Services	Council Chamber
Thursday	29-Nov	Finance & General Purposes	Council Chamber
Thursday	15-Dec	COUNCIL	Council Chamber

PLEASE NOTE:**MEMBERS OF THE PUBLIC ARE ABLE TO ATTEND ALL THE ABOVE MEETINGS****ALL SCHEDULED PLANNING MEETINGS ARE SUBJECT TO CHANGE**

Risk	Impact	Likelihood 1= v. unlikely 2= unlikely 3= neutral 4= likely 5= v. likely	Severity 1= v.l. severity 2= l. severity 3= neutral 4= h. severity 5= v.h. severity	Score Likelihood x Severity	Management / Control of Risk	Review Frequency & Responsible Person
1. Physical injury or property loss to staff, contractor or member of the public LH3M	Harm to individuals	1	5	5	Undertake safety assessments, formally record them and review them when appropriate (working practices and site safety issues, e.g. trees, play equipment, etc.)	Prepared by warden and signed-off by clerk. Reviewed annually or change of circumstances
	Claim against council	2	5	10	Staff awareness of risks and appropriate training	Staff to read and initial safety assessment pertinent to their tasks. Annual consideration of training needs at staff review or new equipment. Register of training
	Fines and penalties with Loss of reputation	2	5	10	Provision of PPE and proper maintenance of equipment Inspection of equipment prior to use Inspection of recreation grounds and play equipment Employee and public liability insurance Contractors to have liability insurance	Staff and warden Staff and warden Weekly log of inspections by staff when on site, entered in warden's office diary and signed off monthly by clerk Reviewed annually by clerk prior to insurance renewal and reported to F&GP Sight of contractor documentation by clerk or warden prior to work, noted in warden's office diary
2. Employee liability LH2L	Employee action for negligence or grievance	2	5	10	Knowledge of and compliance with law, in particular Employment Law, Health & Safety, Equal Opportunities, Human Rights, Disability and Discrimination Staff awareness and appropriate training including awareness of advice from NALC	Continuous, overseen by clerk including training and refresher courses Register of all training maintained by clerk
	Fines and penalties with Loss of reputation	1	5	5	Insurance to cover consequences of failure Documented policies and procedures	Annually by clerk Collated in Office Manual maintained by clerk
3. Failure to maintain council physical assets, including buildings and other structures LH3M	Higher costs of repair/replacement	2	5	10	Maintain up-to-date asset register	On-going by clerk and reported annually to F&GP
	Harm to individuals leading to Loss of reputation	2	5	10	Staff inspect and maintain buildings, equipment and other assets, carrying out necessary remedial work: immediately if a health & safety issue [irrespective of budgets], otherwise promptly, or plan and implement	Warden and clerk
	Fines and penalties leading to Loss of reputation	2	5	10	Professional inspection and maintenance as required, e.g. fire and burglar alarms; PAT testing of major electrical equipment; gas boilers; vehicles, mowers, etc.	Arranged by clerk or warden and inspections logged in office diary and invoice file
4. Loss or damage to council asset LM2L	Loss of use of asset	2	3	6	Ensure adequate insurance to cover loss and consequential losses, supplemented by adequate reserves to cover current value and actual cost of replacement	Annual review by clerk with professional advice prior to renewal of insurances
	Disruption	2	3	6	Annual review of cost of replacement Insurance to cover consequences	Report to F&GP Annual review by clerk with professional advice prior to renewal of insurances & report to F&GP

Risk	Impact	Likelihood 1= v. unlikely 2= unlikely 3= neutral 4= likely 5= v. likely	Severity 1= v.l. severity 2= l. severity 3= neutral 4= h. severity 5= v.h. severity	Score Likelihood x Severity	Management / Risk	Control of Risk	Review Frequency & Responsible Person
5. Failure to provide services expected by residents LM2L	Poor public image	2	3	6	Observation and reporting to clerk by members	Continuous by members and included in council's annual report	Clerk and warden Clerk and warden
6. Loss of key staff due to long-term illness, accident or resignation ML2L	Failure to deliver services and oversight of staff	3	2	6	Clear procedures documented in Office Manual	Office Manual updated continuously by clerk and reviewed annually by chairman and vice-chairman of F&GP	
	Failure in budgetary and financial reporting	2	3	6	Up-to-date job descriptions	Job descriptions reviewed at staff appraisals and updated as required by clerk and signed-off by staff panel	
	Correspondence backlog	1	2	2	Accounts kept up-to-date	Accounts and filing processed weekly by clerk and staff	
7. Loss of cash through fraud, dishonesty or malicious action by third-parties MH6H	Reduction of available funds	2	5	10	Clear procedures in council's Financial Regulations	Annual review of regulations by council	
	Disruption	2	5	10	Adherence to those procedures	Risk management training for staff through clerk	
	Loss of reputation	1	5	5	Staff not involved in operation of funds In-house, internal and external auditing Insurance to cover risks of cash and malicious actions Ensure Fidelity insurance requirements are being met Staff awareness and training, including password security Robust virus protection, including firewall between council's web and email host Member awareness of risk	Chairman F&GP to review fidelity compliance quarterly By clerk, quarterly, noted in office diary Certificate of compliance from hosting service New member / councillor training	
8. Council members lack relevant knowledge of procedures and legal requirements ML2L	Poor oversight of council activities	3	2	6	Training and refresher courses for members	Refresher training at inception of new council	
	Council fails to achieve its purposes	3	2	6	Monitor attendance at meetings	Key documents maintained on council website Register of training attended and meeting attendance published with council's year-end report	

Risk	Impact	Likelihood 1= v. unlikely 2= unlikely 3= neutral 4= likely 5= v. likely	Severity 1= v.l. severity 2= l. severity 3= neutral 4= h. severity 5= v.h. severity	Score Likelihood x Severity	Management / Risk	Control of	Review Frequency & Responsible Person
9. LL1L Members conflict of interests	Overturning of council decisions	2	4	8	Clear Standing Orders		Standing Orders reviewed annually by council
	Loss of reputation	1	4	4	Declarations of interests at meetings Maintenance of register member's interests and gifts		Declarations at all meetings Bi-annual review of interests by all members monitored by clerk and noted on website
	Loss of reputation				Publication of interests on the council website		
10. Poor reporting to members and the public MM4	Members become ill-informed and anxious of their role	2	4	8	Preparation and distribution of agendas, reports and minutes within agreed timescales		Clerk and committee chairman & vice-chairman
	Poor quality decision making	2	4	8	Timely financial reporting		Clerk
	Confusion and misunderstandings with actions not reflecting intentions of council	2	4	8	Regular project reports and monitoring of progress to ensure deadlines are met and projects achieved		Clerk and committee chairman & vice-chairman to members at committee meetings
11. Poor protection of hard and soft documents MM4	Loss results in disruption and stress to staff	2	4	8	Use of fire-resistant safe for key documents		Clerk
	Failure of legal obligations	1	4	4	Other papers filed in steel cabinets		Clerk and staff
	Loss of reputation	1	4	4	Continuous backup of office computers to off-site storage of at least two iterations in case of data corruption		Clerk and chairman of F&GP bi-annual exercise with cloud supplier to confirm integrity and availability of back-up files
12. Poor forward planning and control of budgets ML2L	Lack of direction and prioritisation	2	3	6	Member, clerk and staff driven forward planning: short [two years] medium [five years] and long term [10 years] with financial needs assessment		Annually at informal council and prior to annual budget setting
	Spending exceeds budget	2	5	10	In-year budget reviews of current budgets		Every six months by clerk, with chairman and vice-chairman of committees, reported to committees; overview review with F&GP chairman and vice-chairman of F&GP with report to F&GP committee
13. Failure to use grants for intended purposes LL1L	Misuse of funds for project for which the grant was intended	1	5	5	Clear minutes of grant and conditions		Clerk
	Investigation into the use of funds	1	4	4	Ensure funds properly ring-fenced		Clerk
	Loss of reputation	1	4	4	Clear financial procedures for progress or full payments Monitor project progress and report to council Record in minutes powers used for any loans to or from the council		Clerk Clerk Clerk

Risk	Impact	Likelihood 1= v. unlikely 2= unlikely 3= neutral 4= likely 5= v. likely	Severity 1= v.l. severity 2= l. severity 3= neutral 4= h. severity 5= v.h. severity	Score Likelihood x Severity	Management / Risk	Review Frequency & Responsible Person
14. Poor annual budgeting and setting of precept fails to reflect immediate and long-term needs LM2L	Failure to provide expected level of services and functions	1	5	5	Identification of normal on-going expenditure, planned projects and likely costs	Clerk with support of staff, chairman and vice- chairman of F&GP
	Loss of confidence in the council	1	5	5	In- year budget reviews to confirm adequacy of budgets and spending	
15. Breach of legal powers LM2L	Fines and penalties	2	5	10	Council enjoys Power of Competence but needs to be aware of requirements in respect of seeking quotations and awarding contracts.	Clerk
	Loss of reputation	1	5	5	The council financial regulations need to be adhered to when authorising planned expenditures If the council uses s137 powers or CIL funding they need to be minuted Keep up-to-date with changes in legislation	Clerk Clerk Clerk Clerk through PD courses and council membership of NALC
16. Problems due to borrowing or lending. LL1L	Failure of third party to repay loan	2	5	10	Due diligence when making loans and consider impact on council funds if the loan could not be repaid in full	At time of loan request by council on advice of clerk
	Inability of council to repay a loan	2	5	10	Loan repayments built into annual budgets and future budget forecast	Late payments reported to chairman and vice- chairman of F&GP
17. Bankruptcy of council's bankers or investment companies LH3M	Loss of funds	2	5	10	Bank only with those licensed and covered by Financial Services Compensation Scheme	Annual review by council on advice of clerk
	Inability to meet commitments	1	5	5	Deposits to be held in those covered by Financial Services Compensation Scheme, ideally in amounts covered by the scheme guarantees	Report to F&GP every six months
18. Failure to respond to FOI request or right of inspection of records LL1L	Loss of confidence	1	4	4	Clear Standing Orders and protocols	Annually by clerk
	Loss of reputation	1	4	4	Documented procedures and timings to deal with enquiries from the public	Clerk, agreed by council
19. Not meeting agreed timetables when responding to consultation invitations MM4L	Effect on council's reputation	1	4	4	Documented procedures to deal with responses to consultation requests	Annually by clerk and agreed by F&GP
	Ineffectual involvement by residents	2	3	6		Responses monitored by clerk to ensure dates not missed

Risk	Impact	Likelihood 1= v. unlikely 2= unlikely 3= neutral 4= likely 5= v. likely	Severity 1= v.l. severity 2= l. severity 3= neutral 4= h. severity 5= v.h. severity	Score Likelihood x Severity	Management / Control of Risk	Review Frequency & Responsible Person
20. Failure to meet the agreed standards for provision of services being carried out under devolved, agency/partnership agreements (if any) with principal authorities	Financial implications if grant insufficient to cover costs	2	4	8	Council decision to take on services after risk assessment to include resource implications, staff and contractors	On consideration of agreement
	Cancellation of agreement	1	4	4	Clear statement of management responsibility for each service	
	Refund of income	1	4	4	Regular scrutiny of performance against targets	Clerk
21. Election costs	Planned elections	2	4	8	Discuss likely cost with Returning Officer and ensure funds are available to meet anticipated costs from ear-marked reserve or from general reserves	Annually by clerk during budget setting process for F&GP
MM4 M	Risks of elections to fill a casual vacancy	3	3	9		

Schemes agreed by Community Board for funding 2021-22

*Please note these schemes have been agreed by the boards and the orders are being raised, however there are still some outstanding conversations about match funding.

Scheme Ref	Application Ref	Parish	Description	Sponsor	PID value	Agreed by board
BCW HAT 1	CB267333570	Chepping Wycombe	Halls Corner: Extend existing yellow lines from Fennels Farm Road to just beyond the access road to Halls Corner	Cllr David Johncock	£18,020	Yes
BCW HAT 2	CB269051481	Chepping Wycombe	Highlands & Greenlands: Install double yellow lines around junction of Highlands & Greenlands plus double lines around Hammerhead at end of Highlands: Reduced to remove Hammerhead Element	Cllr David Johncock	£20,054	Yes
BCW HAT 5	CB273060920	Chepping Wycombe	Installation of gates on Fassetts Road alleyway	Cllr Alec Barron	£5,075	Yes
BCW HAT 6	CB297944085	Chepping Wycombe	Feasibility Study into parking bays outside the recreation ground in Ashley Drive	Cllr Alec Barron	£4,970	Yes
BCW HAT 3	CB269445132	Chepping Wycombe	The Common: Extend existing double yellow lines from straight to the entrance of Flat communities	Cllr David Johncock	£15,796	Yes

Schemes agreed by Highways and Traffic Action Group to go forward for PIDs

*Please note these schemes have not been agreed for funding yet. They have gone forward for scopes and budget estimates to be drawn up.

Scheme Ref	Application Ref	Parish	Description	Sponsor	Requested PID
BCW HAT 21	CB363106352	Chepping Wycombe	Feasibility Study: War Memorial Flackwell Heath, speeding and parking issues. Proposal to make The Common a one-way system between Treadaway Road / Common Road and the straight bit.	Cllr Alec Barron	Yes
BCW HAT 22	CB364964969	Chepping Wycombe	War Memorial / Queensmead Road, Flackwell Heath. Dangerous parking on the corner. Solution collapsible bollards.	Cllr Nathan Thomas	Yes
BCW HAT 23	CB364830499	Chepping Wycombe	Feasibility Study: Lambeth Parking Study for the whole of the Loudwater area. (May need to review this to specify roads).	Cllr Nathan Thomas	Yes
BCW HAT 25	CB364367881	Chepping Wycombe	Junction Protection Markings (DYL) on the junctions of Ashley Drive / New Road and Ashley Drive / The Lawns	Cllr Katrina Wood	Yes
BCW HAT 27	CB364395502	Chepping Wycombe	Request double yellow lines to create a safe zone around each school and a 20mph advisory speed limit by both schools	Tylers Green First and Middle School	Yes
BCW HAT 28	CB366593304	Chepping Wycombe	Dangerous Junction: Fennels Way is a private road which opens onto Swains Lane. Requesting dropped kerbs and tactile paving either side of junction and improved signage e.g. side road ahead...	Fennels Way and Subsidiary Roads Maintenance Committee	Yes

OPEN SPACES

Open Spaces

	20/21 Actuals	Actual Yr to Date (Month 6)	Prorate month 6+ (times 12/5)	Budget View 21/22	Budget View 22/23	Comments 22/23	Variance	Variance %
101								
General Amenity								
4013 Rental	0	0	0					
4020 Establishment Cost Misc	6,914	4,006	9,614	7,000	7,000		0	0%
4037 Grounds Maintenance	6,914	4,006	9,614	7,000	7,000			
General Amenity Exp								
1001 Rents	0	0	0	0	0			
General Amenity Inc	0	0	0	0	0			
102								
Railway Land & Magpie Wood								
4013 Rental	250	0	0	250	250		0	0%
4037 Grounds Maintenance	7,500	3,100	7,440	4,500	2,500 office suggestion 29/11		-2,000	-44%
Railway Land & Magpie Wood Exp	7,750	3,100	7,440	4,750	2,750			
103								
King's Wood								
4037 Grounds Maintenance	8,000	584	1,402	8,000	8,000		0	0%
4059 Fees	1,950	950	2,280	2,000	2,000		0	0%
King's Wood Exp	9,950	1,534	3,682	10,000	10,000			
1002 Permits	483	375	900	150	150		0	0%
1079 Miscellaneous	0	0	0					
1004 Service Charges	177	0	0	0	0		0	
King's Wood Inc	660	375	900	150	150			
104								
Tylers Green Common & Pond								
4012 Water	728	332	797	1,000	1,000		0	0%
4014 Electricity	184	75	180	150	150		0	0%
4037 Grounds Maintenance	3,006	2,483	5,959	5,000	4,000 also have EMR 29/11		-1,000	-20%
TG Common & Pond Exp	3,918	2,890	6,936	6,150	5,150			
1002 Permits	1,416	1,228	2,947	1,000	1,000		0	0%
1004 Service Charges	47	56	134	100	100		0	0%
1078 Maintenance Costs Recovered	625	0	0	500	500		0	0%
TG Common & Pond Inc	2,087	1,283	3,079	1,600	1,600			
105								
Allotments								
4012 Water	994	803	1,927	1,500	1,500		0	0%
4037 Grounds Maintenance	3,065	200	480	3,000	3,000		0	0%
Allotment Exp	4,059	1,003	2,407	4,500	4,500			
1001 Rents	5,608	4,133	9,919	5,100	5,100		0	0%
Allotment Inc	5,608	4,133	9,919	5,100	5,100			
106								
General Recreation								
4014 Electricity	0	0	0					
4037 Grounds Maintenance	7,988	6,319	15,166	8,000	8,000		0	0%
4060 Other Professional Fees	250	178	427	500	500		0	0%
General Recreation Exp	8,238	6,497	15,593	8,500	8,500			

OPEN SPACES

Open Spaces

20/21 Actuals	Actual Yr to Date (Month 6)	Prorate month 6+ (times 12/5)	Budget View 21/22	Budget View 22/23	Comments 22/23	Variance	Variance %
	0	1,392	3,341	0	0	0	0
1002 Permits	533	0	0	0		0	0
1079 Miscellaneous	533	1,392	3,341	0		0	0
	823	1,194	2,866	1,400		0	0%
107 Derehams	1,517	1,220	2,928	2,000		0	0%
4012 Water	453	95	228	500		0	0%
4036 Property Maintenance	8,158	2,224	5,338	9,000		0	0%
4037 Grounds Maintenance	115	0	0	300		0	0%
4038 Maintenance Contract	11,066	4,733	11,359	13,200		0	0%
	2,463	1,917	4,601	8,000		0	0%
1001 Rents	705	1,583	3,799	2,500		0	0%
1002 Permits	0	0	0			0	0%
1004 Services Charges	3,168	3,500	8,400	10,500		0	0%
	4,604	1,565	3,756	11,310	increase if required once weekly	4,310	62%
108 Dog Bins	4,604	3,055	7,332	11,310			
4401 Waste Collection							
Dog Bins Exp							

TOTALS

Gross exc EMR exc Projects				61,100	62,410
Income				17,350	17,350
Net				65,751	45,060

EMR Railway Land	0	2,000	2,000	0	0%
EMR Kingswood	5,000	8,000	8,000	0	0%
EMR TG Common	0	7,000	3,000	-4,000	-57%
EMR Derehams Park	10,000	10,000	0	-10,000	-100%
EMR Play Area equipment	9,800	5,000	1,000	-4,800	-80%

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WORKS SERVICES

Works

301 Works Depot, Office & Wardens

	20/21 Actuals	Actual Yr to Date (Month 6)	Prorate month 6+ (times 12/5)	Budget View 21/22	Budget View 22/23	Comments 22/23	Variance	Variance %
4011 rates	7,984	7,984	19,162	8,170	8,303	+4% on actuals	133	2%
4012 water	433	330	792	500	500		0	0%
4014 electricity	1,316	688	1,651	1,750	2,450	+40% on budget	700	40%
4015 gas	1,356	642	1,541	1,500	2,100	+40% on budget	600	40%
4017 cleaning & refuse	383	70	168	300	400	prior year experience	100	33%
4036 property maintenance	2,005	1,344	3,226	2,000	2,000		0	0%
4037 grounds maintenance	52	18	43	300	300		0	0%
4038 maintenance contract	1,348	555	1,332	1,250	1,400		150	12%
Works etc exp	14,878	11,632	27,917	15,770	17,453		1,683	11%
1004 Service Charges	200	0	0	200	200		0	0%
Works etc inc	200	0	0	200	200		0	0%

Vehicles Tools & Equipment

4010 misc staff costs	362	216	518	600	600		0	0%
4041 equipment hire	2,270	0	0	3,500	2,500	current year experience 29/11 per office	-1,000	-29%
4042 equipment maintenance	2,846	470	1,128	2,500	2,500		0	0%
4043 vehicle maintenance	1,413	1,532	3,677	1,500	2,500	general increases	1,000	67%
4044 vehicle fuel	3,618	2,312	5,549	5,000	5,000		0	0%
4045 vehicle tax & insure	3,232	275	660	3,100	3,300	general increases	200	6%
4046 small tools & equipment	1,729	294	706	2,000	2,000		0	0%
chemicals	158	0	0	200	200		0	0%
Vehicles etc exp	15,628	5,099	12,238	18,400	18,600		200	1%

Litter, Rubbish and Graffiti

4017 cleaning & refuse	2,915	1,999	4,798	2,000	3,500	Covid experience	1,500	75%
4018 parish litter scheme	-19	0	0	500	500		0	0%
Litter etc exp	2,896	1,999	4,798	2,500	4,000		1,500	60%

Cemeteries

4011 rates	340	391	938	354	407	+4% on actuals	53	15%
4012 water	75	33	79	180	180		0	0%
4037 grounds maintenance	1,024	638	1,531	1,000	1,000		0	0%
Cemeteries exp	1,440	1,483	3,558	1,534	1,587		53	3%
1031 income burials & memorials in	3,463	4,166	9,998	5,750	7,000	Prior history	1,250	22%
1032 income burials & memorials out	24,274	11,220	26,928	12,000	18,000	Prior history	6,000	50%
Cemeteries inc	27,737	15,386	36,926	17,750	25,000		7,250	41%

Net exp over inc

War Memorials & Closed Churchyards

4013 Rental	0						0	#DIV/0!
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WORKS SERVICES

	2	0	0	0	0	0	0	0%
4012 water								
4036 property maintenance	216	0	0	1,200	1,200	0	0	0%
4037 grounds maintenance	436	403	967	1,000	1,000	0	0	0%
War Memorials etc exp	654	403	967	2,200	2,200	0	0	0%
Footpaths and Street Furniture								
4036 property maintenance	72	258	619	500	500	0	0	0%
Footpaths etc exp	72	258	619	500	500			
Footway Lighting								
4014 electricity	4,266	2,225	5,340	6,300	6,500	200	3%	
4038 maintenance contract	0	0	0	0	0			
4066 footway light repairs/maintenance	5,430	0	0	5,000	3,500	-1,500	-30%	
Footway etc exp	9,696	2,225	5,340	11,300	10,000	-1,300	-12%	
Partnership Working								
4061 Partnership & Projects exp	2,853	4,253	10,207	15,000	0	-15,000		
079 Miscellaneous	0	0	0	0	0	0	0	

Gross exc EMR exc Projects				52,204	54,340
Income				17,950	25,200
Net				49,254	29,140

	Budget View 21/22	Budget View 22/23
Budget View Budget View		

9323	EMR office refurbishment	6,300	3,000	3,000	1,000	Lowered 29/11	-83%
9325	EMR Depot 2020	3,000	3,000	3,000	500	Lowered 29/11	-100%
9327	EMR street lighting	6,500	6,500	6,500	0	Suspend 29/11 - use EMR (£42k) and borrow	-100%
9329	EMR benches and signs (all areas)	6,000	3,000	3,000	0	EMR sufficient	-100%
9323 (1 of 2)	EMR memorial maintenance	3,000	1,000	1,000	500		-50%
9323 (2 of 2)	EMR cemetery improvements	3,000	3,000	3,000	0	29/11 sufficient in EMR £27k) received extra in 20/21	-100%
	EMR Closed Graveyards		5,000	5,000	3,000	Lowered 29/11	-40%
9321 also	EMR Hand held Machinery						
9321	EMR vehicle replacement	13,000	12,000	12,000	11,000		-8%
9330	EMR Wardens House	??	1,000	1,000	1,500	past experience	50%
9323	EMR Office equipment	??	1,000	1,000	1,000		0%
	EMR Totals	40,800	36,500	38,500	18,500		-52%
	Projects	6,000	15,000	15,000	2	Test value 15/11	

F and GP

F&GP

Code	Cost centre	20/21 Actuals	Actual Yr to Date (Month 6) (times 12/5)	Budget View 21/22	Budget View 22/23	Comments 22/23	Variance	Variance %
401	Salaries/Other Staff Costs							
4001	salaries NI & pensions	171,402	86,423	207,415	171,360	184,515 £177.4 (no change estimated 22/3) upl	13,155	8%
4002	members expenses	1,125	270	648	2,000	2,300 Increased numbers using broadband a	300	15%
4008	conf & courses	213	30	72	1,000	750 Reduce experience	-250	-25%
4009	travel	210	23	55	200	200	0	0%
4020	misc establishment costs	380	141	338	600	500 Reduce experience	-100	-17%
4021	telephone & fax	1,965	966	2,318	2,300	2,300	0	0%
4022	postage	639	8	19	600	500 Reduce experience	-100	-17%
4023	stationery & printing	696	647	1,553	1,200	1,500 Increase experience	300	25%
4024	subscriptions	2,558	2,328	5,587	3,500	3,000	-500	-14%
4025	insurance	7,203	7,538	18,091	8,000	9,000 Increase experience reduced 29/11	1,000	13%
4026	publications	0	0	0	250	150 Reduce experience	-100	-40%
4027	photocopy charges	496	400	960	700	700	0	0%
4030	recruitment advertising	0	0	0	1,000	0 Reduce - use employment gap	-1,000	-100%
4032	publicity	2,367	0	0	4,350	4,350 two x Newsletter	0	0%
4041	equipment hire	485	198	475	500	500	0	0%
4051	bank charges	465	206	494	500	500	0	0%
4453	office equipment	496	0	0	500	500	0	0%
4060	other prof fees (inc legal)	2,296	1,924	4,618	3,000	3,000	0	0%
4068	computers and data storage	4,241	2,411	5,786	2,900	4,000 Increase teams 365 etc	1,100	38%
4069	web development	1,560	0	0	3,000	500 limited support	-2,500	-83%
4450	archives	0	180	432	150	150	0	0%
4901	grants and donations	3,534	-1,000	-2,400	5,000	3,000 reduced 29/11	-2,000	-40%
		202,333	102,695	246,465	212,610	221,915		
	Salaries & Other Costs exp							
1076	Precept	355,523	354,163	849,991	354,163	354,163	0	0%
1079	Miscellaneous	8,026	0	0	0	0	0	0%
	Salaries & Other Costs inc	363,549	354,163	872,518	354,163	354,163		
402	Projects							
tbc	Community Board Highway	0	0	0	0	5 Rough est unspent to EMR at year enc	5	
4062	Community Board Other	0	0	0	0	6 Rough est unspent to EMR at year enc	6	
	Projects total projects	0	0	0	0	7 token (1k)	7	
		0	0	0	0	18		
403	Holding Funds							
4048	contingency	2,800	0	0	5,000	3,005 reduced 29/11	-1,995	-40%
	cont exp	2,800	5,000	6,720	5,000	3,005		
404	Salix							
4054	Loan Repayment	15,185	7,592	18,221	15,185	15,185 last year	0	0%

1001
1078
1079
1090

Gross (exc Projects & EMR)				232,795	240,105	
Income (exc Precept)				12,800	13,000	
Income (inc Precept)				366,963	367,163	
Net				-134,168	-127,058	
						7,310 3%
						200 2%
						200 0%
						7,110 -5%

Gross (exc Projects & EMR)					232,795	240,105
Income (exc Precept)					12,800	13,000
Income (inc Precept)					366,963	367,163
Net					-134,168	-127,058

Election EMR	Budget View			Budget View	Budget View
	1,500	1,500	1,500	21/22	22/23
	1,500	1,500	1,500	1,500	2,800 Est for 2 contested
					Lowered 29/11

BUDGET ANALYSIS 22/23

	Budget Current	Draft Budget 22/23	Variances	
	2021/22	2022/23		
Totals - gross exp (exc EMR & Projects)				
Open Spaces (exc projects)	61,100	62,410	1,310	2.14%
Works and Services (exc Projects)	52,204	54,340	2,136	4.09%
F & GP (exc projects)	232,795	240,105	7,310	3.14%
Projects and Partnership Working	42,000	21	(41,979)	tokens
CWPC - gross (exc EMR plans)	<u>388,099</u>	<u>356,876</u>	<u>(31,223)</u>	
CWPC - EMR plans	<u>72,000</u>	<u>35,300</u>	<u>(36,700)</u>	
CWPC - Gross inc EMR plans & projects	<u>460,099</u>	<u>392,176</u>	<u>(67,923)</u>	
Totals - income (exc Precept)				
Open Spaces	(17,350)	(17,350)	0	
Works and Services	(17,950)	(25,200)	(7,250)	
F & GP	(12,800)	(13,000)	(200)	
CWPC - income	<u>(48,100)</u>	<u>(55,550)</u>	<u>(7,450)</u>	
CWPC TOTAL net	<u>411,999</u>	<u>336,626</u>	<u>(75,373)</u>	
PRECEPT	<u>(354,429)</u>	<u>(361,926)</u>	0	
WDC grant support (13/14)				
Less reduction Cumulative		0	0	
GR Planned Drawdown		0		
Drawdown from General Reserve	57,570	0		
Difference	<u>(0)</u>	<u>(25,300)</u>	<u>(25,300)</u>	
Precept Prior Year	(354,429)	(349,349)		
Increase of Precept to householders	0.00%	3.10%		
Impact	0	(10,830)		
Position prior to House number changes	<u>(354,429)</u>	<u>(360,179)</u>		
Band D numbers	6,415.93	6,448.01		
Changes in House numbers	0.00	0.5%		
Extra income due to House numbers	0	(1,747)		
Final Precept	<u>(354,429)</u>	<u>(361,926)</u>		
Band D	£55.20	£56.91		