

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Council meeting held on **Thursday, 16 December 2021 at 7.30pm** at the Council Chamber, Cock Lane, Tylers Green, Bucks HP10 8DS

Present: Cllr D Johncock (Vice-Chairman) Cllr S Herron
Cllr L Johncock Cllr I Forbes
Cllr L Willis Cllr L Webb
Cllr R Wilks Cllr C Jordan
Cllr A Barron Cllr H Darch
Cllr J Gurney Cllr C Dodds
Cllr B Kin

In Cllr Wood's absence the meeting was chaired by Cllr D Johncock, the meeting commenced at 7.26pm

- FC/21/035 **Apologies for Absence**
Apologies for absence were received and approved from Cllr K Wood (medical), Cllr J Herschel (Isolating), Cllr S Digby (holiday) and Cllr S Barrett (meeting)
- FC/21/036 **Declarations of Interest and Code of Conduct**
There were none.
- FC/21/037 **Council Minutes**
It was RESOLVED that;
The minutes of the Council meeting held on Tuesday, 12 October 2021 be approved as an accurate record.
- FC/21/038 **Open Spaces Committee**
It was RESOLVED that;
The report of the Committee meeting held on Tuesday 26 October 2021 be approved.
- FC/21/039 **Works & Services Committee**
It was RESOLVED that;
the report of the Committee meeting held on Thursday 11 November 2021 be approved.
- FC/21/040 **Finance & General Purposes Committee**
It was RESOLVED that;
the report of the Committee meeting held on Thursday 25 November 2021 be approved.
- FC/21/041 **Planning Meetings**
It was RESOLVED that;
the reports of the Planning Meetings held on Tuesday 5 October, Tuesday 19 October, Tuesday 2 November, Tuesday 16 November, and Tuesday 30 November be noted.

Council also noted the schedule of applications from May to October 2021, showing eventual outcomes of the parish council submitted objections.
- FC/21/042 **Fees & Charges 2022/23**
Council was asked to consider the recommendation from the Finance & General Purposes committee to approve the Fees and Charges for 2022/23. It was noted that an increase of 3.1% had been applied in line with the CPI for September.

It was RESOLVED that;
The Fees and Charges for 2022/23 be approved.
- FC/21/043 **Calendar of Meetings**
Council was asked to consider the recommendation from the Finance & General Purposes committee to approve the meeting dates for 2022.

It was RESOLVED that;

The calendar of meeting dates for 2022 be approved.

FC/21/044

Virement from the General Reserve

Council was asked to consider the recommendation from the Works & Services Committee to vire up to £15,000 from the general reserve for the completion of the depot project. The works to which include painting of the steel beams and floors, new roller shutter door, replacement LED lighting and the infilling of the inspection pit.

It was RESOLVED that;

The virement of £15,000 from the general reserve for the completion of the depot project be approved.

FC/21/045

Potholes – track opposite the Village Hall, Tylers Green

Council was asked to note that in mid-November there had been an incident on the above track when a resident turned their ankle in a pothole. The incident happened in the dark, however this has highlighted the issue with potholes on this section of tarmacked track.

Council was asked to consider the quotations received to repair the potholes with a view to proceeding with the repair works.

It was RESOLVED that;

Quote A in the sum of £2,850.00 be approved and the works ordered.

FC/21/046

Risk Register

Council was asked to consider the revised Risk Register. It was noted that further work was to be done on the register in relation to mitigation, adding an extra column for a more realistic score, this will be taken to the next Finance & General Purposes committee in February. Council was reminded that the Risk Register is a live document that will be constantly adjusted to reflect changes in potential risk.

Cllr Barron was thanked for his work on the Risk Register.

FC/21/047

Community Board Projects

Council was asked to note the list of agreed projects currently going through the Community Board along with further projects submitted to the Community Board.

All members of the Council were again encouraged to bring forward possible projects for submission to the Community Board. It was noted that the projects HAT 1, 2, 3, 5 and 6 had already been supported and approved with a contribution of £5,000.

FC/21/048

Council Budget and Precept 2022/23

Council was asked to note that additional work had been done on the budgets for all areas. Version 4.03 had shown that, if small reductions were made to a few budget lines and significant changes are made to our EMR plans, it would be possible to release £25k for a range of projects without drawing further on the General Reserve.

The Precept modeller has been received and shows that there has been an increase of 0.6% in the numbers of equivalent Band D properties and that is only just above the 0.5% increase assumed which is of no significance.

Council was asked to consider the Precept being increased by a 3.1% uplift in the amount paid to the parish by individual households and the Budget v 4.03. It was noted that the effect of a 3.1% increase on a Band D property over the year would be £1.71 per household.

It was RESOLVED that;

The Precept be increased by 3.1% in the amount paid by individual households and that Budget version 4.03 be approved. The increase to be publicised in February.

FC/21/049

Questions by Members of the Council

Cllr D Johncock re-iterated his call for volunteers for the Skatepark joint working group. Cllr Webb had so far been the only volunteer. Cllr Barron volunteered at the meeting. Members of the group: Cllr Webb, Cllr D Johncock and Cllr Barron to work with councillors from Wooburn and Bourne End Parish Council. Cllr Wilks highlighted the amount of land at Derehams Lane and could the skatepark be part of the redevelopment plans. This idea to be taken forward to the next sub group meeting.

Cllr Jordan advised of the trees at the back of Rayners Close being extremely high. Cllr Wood and the clerk had been in contact with Buckinghamshire Council and Alastair Cunningham had visited to site and advised that works to the trees would be scheduled. Cllr D Johncock advised that he would chase up Alastair Cunningham.

FC/21/050

Public Participation

There were no members of the public present.

FC/21/051

Accounts for Payment

Accounts for payment were circulated to note at the meeting, due to Christmas post they had been processed a week earlier than the meeting. However, a few invoices had been held in the post and the payments for these were circulated at the meeting.

Payments noted: cheque numbers 10646 to 10663 and direct debits to Castel Water, Certas Energy UK Ltd, EE, E-on Next, Grenke, NEST, Shell Fuelcard, Shorts and SSE.

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 10664 to 10669 be signed.

The Chairman of the meeting thanked members for their attendance and closed the meeting at 7.53pm

Date and Time of next meeting: Thursday 24 February 2022 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

OPEN SPACES COMMITTEE

Report of the meeting held on **Thursday 13 January 2022** 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 L Webb
Cllr D Johncock	

Also present:

Cllr B Kin, Cllr H Darch, Mr L White (FHRA) and Mr P Miler (TG Resident)

OS/21/047

Apologies for absence

Apologies were received and approved from Cllr K Wood (medical), Cllr S Herron (Ill) and Cllr S Digby (holiday)

OS/21/048

Declarations of members' interests in Items on the agenda

None were received.

OS/21/049

Allotments

Members were asked to note that at the time of the meeting the following vacancies existed at the allotment sites:

Chapel Road – no vacant plots

Ashley Drive – 1 half plot and 7 full plots

There are currently 8 people on the waiting list for Chapel Road and one person on the waiting list for Ashley Drive wanting a half plot.

OS/21/050

Tylers Green Common**1. Track 4**

A meeting with a contractor had been held on 15 October to discuss the drainage issues on the track specifically relating to Greenhaven. At the meeting the contractor highlighted that the current property had been lowered from the original building's level to allow for the first floor which made the gradient down to the property steeper, it was also mentioned that the gully drain in front of the property was too shallow.

A quote had been received for a slightly built-up gully drain on the track section servicing May Cottage and Greenhaven and a soakaway. The quote for the works was in the sum of £6,550.00.

Members were asked to consider the quote.

It was RESOLVED that;

contact should be made with the contractor to obtain a further quote for just a raised 'sleeping policemen' at the top of the drive entrance to Greenhaven and May Cottage as it was felt that this would re-direct any water from the properties and negate the need for a soakaway and drainage channel both of which would need ongoing maintenance.

Mr Miller left the meeting at 7.45pm

OS/21/051

Playgrounds**1 Ashley Drive Recreation Ground****1.1 Benches**

Members were asked to note that the Southampton benches had arrived and would be installed within the next couple of weeks.

1.2 Lidded bins

Members were asked to note that the lidded bins had been installed at the site by the grounds team.

2 Straight Bit Recreation Ground

2.1 Security

Members were asked to consider whether to continue with the security company who currently patrol both Straight Bit and Green Dragon Lane.

Members were asked to note that there had been no further damage recorded at the sites however the HERAS fencing that is erected around the large tower has been regularly taken down.

It was RESOLVED that;

that the security company be asked to continue for another 2 months.

2.2 Replacement of play equipment

Members were asked to note that the items required for the large tower had now been agreed by the insurance company and had been ordered just before Christmas. These items are coming from France with a lead time of approximately 8 weeks.

5.2.3 Picnic Bench

Members were asked to note that the picnic bench in memory of Carolyn Leonard will be ordered soon once the depot had been cleared of outstanding items for installation.

5.2.4 Extra toddler play equipment

Members were asked to note that a letter had been received from a Flackwell Heath resident at asking for more equipment for toddlers on the site. Members were asked to consider the contents of the request.

It was RESOLVED that;

the Flackwell Heath Play Area Working Party be restarted to consider the inclusion of the zip wire and the resident concerned about toddler equipment to be invited to one of the meetings.

5.3 Skate Park

Members were asked to note that a joint working group had been set up with Wooburn & Bourne End Parish Council to look at the feasibility and location of a possible skate park. Our members of the working group are Cllr D Johncock, Cllr L Webb and Cllr A Barron.

Cllr D Johncock advised that the initial meeting had been positive with 4 sites for a skate park for further investigation.

OS/21/052

Orchard Green Hedge Project Update

Members were asked to note that this project was now completed.

OS/21/053

The Queen's Green Canopy

Members were asked to consider the purchase of the following trees for Tylers Green as suggested by Cllr Darch to plant memorial trees around the commons in memory of those from the village who gave their lives in the 1939-45 war, these could also form part of the above project;

- 1 beside the bench on the front common outside Miles Green's house to match the one already there on the road side
- or 7 (as space permits) alongside the road in front of the first school (in time to match those along Elm Road)
- or 6 (the balance of 16) along the track down from the Village Hall to the back of the doctor's surgery; some in place of the current unsightly bramble bushes.

Members were also asked to consider the inclusion of 5 cherry trees to be sited at the entry signs to the village in Flackwell Heath.

It was noted that the Penn Tylers Green Resident's Society and the British Legion would probably like to be involved in this project. The Warden would be asked to comment on the types of trees for Tylers Green Common.

It was RESOLVED that;

the Clerk will contact Cllr Herron to advise of the committee's decision and then wait for the response from the Resident's Society and British Legion. The project was approved and planting in Tylers Green and Flackwell Heath would take place in October/November.

Cllr Darch left the meeting at 8.15pm

OS/21/054 Magpie Wood

Members were asked to consider the request made by Cllr Jordan for laminated signs to be displayed in the wood relating to dog waste.

***It was RESOLVED that;
the laminated signs be approved and displayed in the wood.***

OS/21/055 Flackwell Heath Minors Football Club Lease

Members were asked to note the revised lease. The lease now contains a clause for Juniper Hill School's use of the car park.

Members were asked to note that the meeting with the football club had been extremely productive.

1 Play equipment

Members were asked to note that the Chairman of committee and the clerk met with a Wicksteed play representative on 2 December 2021. The information received was not site specific and therefore confusing, however, did give a potential cost in the region of £32k, however a more detailed design and quote have been requested.

OS/21/056 Derehams Lane Recreation Ground

Members were asked to note the report from the sub group site visit held on Saturday 4 December.

Members were asked to note that an initial request had been made to the Rolalong Company to visit the site with a view to quoting for a replacement pavilion and changing/shower block.

OS/21/057 Ashwells Development, Tylers Green

Members were asked to note that an initial meeting with James Galitzine, from Grafton Partners, who is working with Buckinghamshire Council on the above development had taken place. The meeting was an initial discussion regarding the future maintenance of the green space once the development is built out. This would include the main grass land is 2.1 Hectares/ 5.3 Acres and the Chalk pit is 0.2 Hectares/ 0.5 Acres. Further information will follow once a developer has been chosen for the site, along with any monetary package for the maintenance.

OS/21/058 Committee Finances

Members were asked to note the committee income and expenditure to Period 9 (December).

OS/21/059 Questions from committee members and the public

- Cllr Forbes highlighted the paths across the Back Common and asked that they be visited on the committee site visit
- Mr L White (FHRA) advised that they had been able to get sponsorship for Jubilee Gardens. The FHRA have started a grants scheme and were offering contributions to the Community Speedwatch team in Flackwell Heath and also the Flackwell Heath Minors Football Club for a defibrillator

OS/21/060 Accounts for payment

The accounts for payment were circulated at the meeting for consideration by councillors.

***It was RESOLVED that;
the accounts for payment be approved and cheques numbered 10680 to 10688 be signed and direct debits to EE, E-ON Next, Shell Fuelcard, Shorts Group Ltd and SSE be approved for payment. Also noted were cheques numbered 1670 to 10679 and BACS payment to Barclays Payflow, direct debits to Barclays, Castle Water and Unicom.***

The chairman thanked members for their attendance and closed the meeting at 8.40pm

Date and time of next meeting: Thursday 10 March 2022 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Report of the meeting held on Thursday 27 January commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present:	Cllr C Dodds - Chairman	Cllr A Barron
	Cllr R Wilks – Vice Chairman	Cllr J Gurney
	Cllr L Johncock	Cllr C Jordan
	Cllr J Herschel	Cllr H Darch
WS/21/041	Apologies for absence Cllr K Wood - medical, Cllr D Johncock (ex officio) - meeting, Cllr S Barrett - meeting	
WS/21/042	Declarations of members' interests in Items on the agenda none	
WS/21/043	Delegated Action Members were asked to note that since the last committee meeting in November the chairman of committee and clerk had instigated the following under delegated actions; • Hand rail to stair wall in warden's house at a cost of £77.25.	
WS/21/044	Committee Projects 1 Office Complex Refurbishment Members were asked to note that the remedial work to restore the office following the water leak had been completed on 17 December. Members were asked to consider the obtaining of quotes for the proposed works to the office. <i>It was RESOLVED that;</i> <i>the obtaining of quotes for the following works be approved and quotes brought to the next meeting:</i> • <i>a fitted kitchen</i> • <i>new sanitary ware and decorating to the toilets</i> • <i>creation of one large office by knocking down one wall and filling in of a door</i> • <i>replacement front door with associated security entrance system</i> • <i>new security and fire alarms</i>	

It was noted that if there was any possibility of moving the parish offices to Derehams then no large sums should be spent at this time. The possibilities should be debated at the next Council Meeting.

Members were asked to consider quotations to replace the patio at the warden's house because it is crumbling.

It was RESOLVED that;

Quote C at £2,690.00 be approved. It would come out of the Office EMR.

Members were asked to consider quotations for the works to install a downstairs toilet at the warden's house.

It was RESOLVED that;

Quote A at £5,350.00 be approved. It would come out of the General Reserve.

2 Depot

Members were asked to note that the first inspection and cleaning of the gutters had taken place. This was free of charge. A report was awaited from the contractor.

Members were asked to note that the work to fill the redundant inspection pit in the depot had been completed on 17 December.

Members were asked to note that the new roller shutter door for the depot had been installed on 19 January at a cost of £4,115.

Members were asked to consider quotations for the painting of the steel beams and floor in the depot and workshop.

It was RESOLVED that;

Quote C at £2,406.00 be approved. It would come out of the Depot EMR.

Members were asked to consider quotations to replace the fluorescent lighting with LED luminaires in the depot and workshop.

It was RESOLVED that;

Delegated powers be given to the Chair to decide which quote to approve following evaluation. It would come out of the Depot EMR.

WS/21/045

Cemeteries

1 Altona Road Cemetery

Members were asked to note that the new planter is scheduled for installation in March.

Members were asked to note that the holly hedging for the back boundary and to infill has been planted by our Grounds Team at a cost of £1,635.

2 Cock Lane Cemetery

Members were asked to note that the rotten posts near the public footpath had been replaced by our Grounds Team.

3 Hammersley Lane Garden of Rest

Members were asked to consider quotations to redo the path with self-binding gravel.

It was RESOLVED that;

Quote A at £4,400.00 be approved. It would come out of the EMR.

Members were asked to note that, following the recent work done on the boundary wall, it was noted that the header brickwork to the gate piers requires attention and the coping brickwork alongside needs relaying. Quotes for the work would be brought to the next meeting.

4 St Margaret's Churchyard

Members were asked to note that we had been contacted by the Vicar of St Margaret's. The lower section of the paved path (leading to the shed) in St Margaret's Churchyard has become uneven and slippery.

It was RESOLVED that;

The estimated cost of £1,100 be approved for the replacing of the path with self-binding gravel subject to receiving a faculty from the diocese. It would come out of the EMR.

It was noted that a notice would be put up in the churchyard to inform visitors before any work was done.

It was noted that the flagpole's base in St Margaret's Churchyard needed replacing. The deputy clerk would contact the vicar.

WS/21/046

War Memorial – Flackwell Heath

Members were asked to note that the ½ bell traffic bollards would be delivered on 7 February. Quotes were being obtained for their installation.

Members were asked to consider quotations to create a paved pathway from the road to the memorial.

It was RESOLVED that;

Quote A at £2,500.00 be approved. It would come out of the EMR.

It was noted that Cllr Herschel strongly objected to the above resolution. The above work would not be ordered until a breakdown of costs from the successful contractor had been received and agreed.

Members were asked to consider whether to pursue the transfer of the War Memorial land from Buckinghamshire Council to CWPC.

It was RESOLVED that;

The motion to pursue the transfer would not go ahead as yet.

It was noted that the two cuts a year that Buckinghamshire Council undertake are not sufficient to keep the grass in good order.

- WS/21/047 **Royal Mail Pouch Boxes**
Members were asked to note that the map of the Royal Mail bag drop boxes in our wards had been updated. Cllr Barrett is doing his best to see to the removal of the bag drop boxes and has begun drafting a letter to send to Royal Mail.
- WS/21/048 **Vehicle Signage**
Members were asked to note that we took delivery of the magnetic signs for our vehicles in December.
- WS/21/049 **Flail Mower Attachment**
Members were asked to consider quotations for the purchase of a replacement flail mower attachment for the Kubota (Trimax FX155).
It was RESOLVED that;
Quote A at £5,367.00 be approved. It would come out of the EMR.
- WS/21/050 **Community Payback**
Members were asked to note that a Community Payback team is working at Derehams every Monday.
- WS/21/051 **5 year plan**
Members were asked to consider the 5-year plan (2022 – 2027) for projects with timescales and estimates.
It was RESOLVED that;
the 5-year plan be recommended to the next Finance and General Purposes Committee meeting where timescales could be agreed / altered to fit in with the council overall budgets.
- WS/21/052 **Committee Finances**
Members were asked to note the committee's income and expenditure to Period 8 (December).
- It was noted that the vehicle maintenance was over budget because the cam belt needed replacing on one of the vehicles.
- WS/21/053 **Questions from committee members and the public**
 - Cllr Jordan enquired as to when the resurfacing of Rayners Avenue would take place.
No date available at present.
 - Cllr Wilks enquired as to whether the council would consider purchasing a bench in memory of Cllr Kin.
Councillors to bring possible locations for the bench in Loudwater to the next meeting.
- WS/21/054 **Accounts for payment**
Accounts for payment were circulated at the meeting for consideration by councillors.

Following a query regarding the Platinum Jubilee trees, they will be planted in Jubilee Gardens (FH), on the triangle opposite the village hall (TG) and in Boundary Rd Recreation Ground (LW).

Following a query regarding the annual pond clearance, we pay for the skip and Penn Parish Council clear the pond.

Following a query regarding the electricity used on the Front Common, we receive a contribution towards the Xmas lights.

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 10689 to 10703 be signed and direct debits to Barclays Payflow, Barclays, Grenkeleasing Ltd and Unicom be approved for payment.

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

Date and Time of next meeting: Thursday 24 March 2022 at 7.30pm

Signed:

Dated:

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Finance & General Purposes Committee meeting held on **Thursday 10 February 2022**
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 L Willis	Cllr C Dodds
Cllr H Darch	

Also present: Cllr C Jordan

FGP/21/033 Apologies for absence

Apologies for absence were received and approved from Cllr K Wood (COVID), Cllr S Barrett (Work) and Cllr D Johncock (another meeting)

FGP/21/034 Declarations of members' interests in agenda item

Declaration of interest were registered by Cllr R Wilks – expenses cheque and Cllr I Forbes being related to a WI member delivering the newsletter.

FGP/21/035 Staff Matters

1 Staff Absence Report

Members received a report on the sickness absence of staff since the last committee meeting in November. The Clerk reported on the long-term sickness absence of the Warden.

2 Appraisal Arrangements

Members were asked to note that dates for staff appraisals were currently being arranged.

Cllr Herschel requested that all parties involved in the appraisals should be recently trained.

3 Staff Committee

Members were asked to note that the Staff Committee had agreed some arrangements for staff cover. This would be advised at full council so all members would be aware.

FGP/21/036 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 the full council for adoption. Cllr Barron, who had undertaken the work on the Register, explained the rationale behind the colours used and how the Register worked.

It was RESOLVED that;

The Risk Register be taken to full council for approval and that it should be a standing item on the Finance agenda, to be worked through at each meeting checking that the mitigating factors are being undertaken.

2 Emergency Plan

Members were asked to consider whether to undertake work on an Emergency Plan.

It was RESOLVED that;

The Resilience officer from Buckinghamshire Council be asked to undertake a training session at the parish council, so that any further progression of an Emergency Plan would be better informed.

3 Five Year Plan

Members were asked to consider the Five-Year Plan with a view to making further suggestions for inclusion and any amendments before taking to the next full council for noting.

It was RESOLVED that;

Further work on the Plan was necessary. Some items were changed and omitted.

Cllr Herschel temporarily left the meeting between 8.13pm and 8.16pm

4 Re-appointment of Internal Auditor

Members were asked to consider, with a view to recommending, the re-appointment of Mr E Newhouse as Internal Auditor for the financial year 2021/22. Last year Mr Newhouse's fee was £350.00.

It was RESOLVED that;

The re-appointment of Mr Newhouse would be recommended to full council for approval.

FGP/21/037

Health & Safety

1 Report of any incidents

Members were asked to note the one incident since the last committee meeting in November.

A member of the grounds team sustained a cut to his palm while removing a leg post from the noticeboard in Tylers Green. The person concerned was wearing gloves at the time.

FGP/21/038

Legal

1 Flackwell Heath Minors Football Club Lease (draft)

Members were asked to consider the revised lease with a view to recommending to full Council for approval and signature. All revisions had been checked by our solicitor and the football club were happy with the contents.

It was RESOLVED that;

Once the size of the play area had been agreed by the Open Spaces committee the lease would be recommended to full council for approval and signature.

FGP/21/039

Neighbourhood Action Group

Members were asked to note the minutes from the last NAG meeting held on 18 January 2022.

MVAS (Mobile Vehicle Activated Sign)

Members were asked to note that following the death of Cllr Kin, there was now a need for volunteers for the Loudwater MVAS group.

Cllr Willis advised that he would raise the need for volunteers at the Loudwater Forum AGM on 21 February.

It was noted that MVAS and Community Speedwatch should be standing newsletter items. It was agreed that the parish council website was no longer the best place for the MVAS statistics and they would be available on request.

FGP/21/040

Community Assets

Members were asked to note that the clerk had recently sent through the following for re-submission properties of community value.

- Horse & Jockey Public House, Tylers Green
- Loudwater Boys Club
- Flackwell Heath Community Centre

FGP/21/041

Grants

Members were asked to consider the application from the Flackwell Heath Bowls Club £5,000 for a flatbed roller for the bowling rink.

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. Council was asked to recommend the next course of action.

It was RESOLVED that;

The decision to award a grant would be deferred until the new financial year to allow consideration of other applicants. However, the club's balances need further clarification.

FGP/21/042 **Publicity**

Members were asked to note that the next newsletter was planned for delivery in April; a publicity meeting was to be arranged shortly. Members were asked to suggest article material.

FGP/21/043 **Community Board**

Members were asked to note the report from Cllr Barron showing live projects. Cllr Barron advised that the next meeting had been postponed and was now due to be held on 21 March.

FGP/21/044 **Virement**

Members were asked to consider the recommendation from the Works & Services committee to vire £5,400 from the General Reserve to cover the cost of the Warden's new downstairs cloakroom.

It was RESOLVED that;

The virement of £5,400 from the General Reserve for the Warden's downstairs cloakroom be recommended to the next full council.

FGP/21/045 **Committee Finances (Period 9) December**

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

The Straight Bit security cover had been given a 2 month extension and this was being paid through the Contingency line in F&GP.

It was noted that an insurance claim was underway to cover any extra staffing costs due to the Warden's absence.

FGP/21/046 **Council Finances (Period 9) December**

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

FGP/21/047 **Community Infrastructure Levy (CIL)**

Members were asked to note that the budget line for CIL currently stands at £37,719.00. These funds are to be used for community benefit and need to be spent within a timeframe as below:

£1,279.18	2022/23
£19,416.08	2023/24
£17,023.74	2024/25

The last amount was received in December and covers 2020/21. The next payment, if any, should be received in April 2022.

FGP/21/048 **Questions from council members and the public**

There were no questions.

FGP/21/049 **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 10704 to 10721 and direct debit payments to Castle Water ,EE, E-ON Next, Shell (Fuel Card Services), Shorts Group and SEE be approved and signed.

The chairman thanked members for their attendance and closed the meeting at 8.55pm

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the meeting held on 14 December 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 C Jordan, Cllr R Wilks, Cllr H Darch, Cllr J Herschel, Cllr D Johncock, Cllr L Johncock

1. Apologies for Absence

Cllr S Herron

2. Declarations of Interest and Code of Conduct

Cllr D Johncock and Cllr L Johncock expressed an interest in 21/08467 and declined to comment

3. Applications for consideration

WDC Reference	Property Address	Proposal	Comment
21/08299	14 Churchill Close Flackwell Heath Bucks HP10 9LB	Householder application for construction of single storey side and rear extension in connection with partial garage conversion, associated roof alterations to existing front and side extensions and fenestration alterations	No comment
21/08331	14 Bracken Way Flackwell Heath Bucks HP10 9JX	Householder application for construction of storm porch to front, single storey front, side and rear extension following removal of existing integral garage, first floor side extension, extension to existing dropped kerb, fenestration and external alterations	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
21/08451	14 Carrington Ave Flackwell Heath Bucks HP10 9AL	Householder application for construction of two storey rear and side extensions following the removal of existing detached garage and shed, dormer windows to front and rear and single storey front porch extension	CWPC objects to this planning application. We query whether adequate parking for this enlarged house can be delivered without removing the front boundary wall. If the low boundary wall and strip of lawn in front of it were to be removed it would be out of keeping with immediate neighbours and have an enormous negative effect on the street scene.
21/08488	50 The Greenway Tylers Green Bucks HP10 8BX	Householder application for erection of single storey side/rear extension, single storey front extension, conversion of garage to study room/store and insertion of rooflight to rear	No comment

21/08483	41 Swains Lane Flackwell Heath Bucks HP10 9BU	Householder application for retention of fence (retrospective)	CWPC objects to this retrospective planning application. The drawings are incorrect and do not show what has been put up, ie a double gate. The property owner needs to either comply with the original drawings that were approved, ie the rear garden area is not for parking or access via gates from Fennels Way but to have hedging along the border with Fennels Way; or provide drawings that show what is described in the application, a close-boarded fence, with or without a pedestrian gate enabling access to the rear of the property. Double gates allowing vehicular access are not acceptable given the proximity of the narrow private road to Swains Lane.
21/06418	52 Whitepit Lane Flackwell Heath Bucks HP10 9HT	Householder application for construction of two storey front and two rear extension and part single, part two storey side extension following demolition of existing garage and rear extension	No comment
21/08467	165 Blind Lane Flackwell Heath Bucks HP10 9LE	Householder application for construction of part single, part two storey rear extension	No comment
The following application was too late to make the agenda but it was discussed at the meeting.			
21/08508	Saffron Cottage Kings Ride Tylers Green Bucks HP10 8BP	Reduce sides by up to 3 metres to Beech (T1) to give clearance to house and maintain tree size	CWPC recognise the TPO on the tree. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.

The chairman thanked members for their attendance and closed the meeting at 10.21.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the planning meeting held on 4 January 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 D Johncock, CLlr L Johncock, CLlr A Barron, CLlr C Jordan, CLlr H Darch, CLlr R Kin, CLlr R Wilks

1. Apologies for Absence

CLlr S Herron

2. Declarations of Interest and Code of Conduct

CLlr H Darch expressed an interest in 21/08578 and 21/08593, and declined to comment

3. Applications for consideration

WDC Reference	Property Address	Proposal	Comment
21/08478	Adell Channer Drive Tylers Green Bucks HP10 8HJ	Demolition of existing chalet bungalow and erection of new dwelling with rooms within roof space and bin/cycle storage	No comment
21/08239	22 Hillside Road Tylers Green Bucks HP10 8JJ	Householder application for construction of single storey rear extension, rear dormer and roof lights in connection with loft conversion, creation of lower patio, free standing upper viewing gallery and dropped kerb to newly formed car port behind double garage	No comment
21/08539	16 Willow Close Flackwell Heath Bucks HP10 9LH	Householder application for raising of roof in connection with creation of additional accommodation in loft	CWPC objects to this planning application. The roof design needs improving. The planned design would result in an overbearing roof but with a hipped roof instead, the impact on the immediate surroundings would be reduced.
21/08512	Homeleigh Rays Lane Tylers Green Bucks HP10 8LJ	Householder application for construction of single storey rear garden room extension	Although we have no concern with the design of the proposed side extension to the west of the property, we note that the property is one of the oldest in the Tylers Green Conservation Area sitting in a prominent position at the corner of tracks 3, 4 and 5, has already been extended to the east, and that the proposed extension will be visible from the Back Common over the low front hedge. We ask that due regard of these matters will be taken into account when determining the application.
21/08496	2 Swains Market Flackwell Heath Bucks HP10 9BL	Erection of single storey rear extension for use as storage (Retrospective)	CWPC do not object to this planning application but we request confirmation that it meets building regulations. We have concerns over the loss of parking spaces at the rear. We also question the impact on the building to the right when looking at the rear elevation; the closeness of the two buildings - less than an inch - could lead to water ingress and damp.

21/07917	23 Chapel Road Flackwell Heath Bucks HP10 9AB	Erection of two semi-detached dwellings with associated landscaping	CWPC strongly objects to this planning application as before. This site is only suitable for a single dwelling and we are still concerned over the parking arrangements.
21/08601	8 Birch Way Tylers Green Bucks HP10 8BN	Householder application for demolition of existing conservatory and replacement construction of conservatory to side	No comment
21/08578	36 School Road Tylers Green Bucks HP10 8EF	Fell Apple (T1) and Eucalyptus (T2) and crown reduce Silver Birch (T3) by approximately 4 metres	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
21/08593	Tylers Green First School School Road Tylers Green Bucks HP10 8EF	Reduce crown by approx. 6 - 7 metres to Ash (T1)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.

The chairman thanked members for their attendance and closed the meeting at 10.33.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on 18 January 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 A Barron, Cllr C Jordan, Cllr R Wilks, Cllr H Darch, Cllr C Dodds, Cllr J Herschel, Cllr D Johncock

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

WDC Reference	Property Address	Proposal	Comment
21/08631	66 Straight Bit Flackwell Heath Bucks HP10 9NA	Householder application for construction of part single, part three storey front extension, part single, part two storey side/rear extension, front porch, hip to gable loft conversion to create habitable second floor with front and rear dormers, insertion of roof lights and fenestration and external material alterations	CWPC strongly objects to this planning application. It is an overdevelopment of the site and an inappropriate use of roofing materials. The metal cladding on the roof is out of keeping with the street scene and the village as a whole.
21/08706	Fircroft Kingswood Road Tylers Green Bucks HP10 8JE	Householder application for construction of single storey rear extension	No comment
21/08681	23 Kite Wood Road Tylers Green Bucks HP10 8HH	Householder application for construction of single storey rear extension following demolition of existing extension, replacement front porch, partial conversion of outbuilding to garden room and fenestration alterations	No comment
21/08436	17 Wheeler Avenue Tylers Green Bucks HP10 8EN	Householder application for construction of single storey rear extension	No comment
21/08707	Flintwood Cottage Channer Drive Tylers Green Bucks HP10 8HT	Demolition of existing bungalow and detached double garage to be replaced with new dwelling house and triple detached garage	No comment

The chairman thanked members for their attendance and closed the meeting at 10.11.

CHEPPING WYCOMBE PARISH COUNCIL PLANNING MEETING

Report of the Planning Meeting held on 1 February at **10.00am via Microsoft Teams**

Under the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (4 April 2020) allowing Local Authorities flexibility to hold meetings at a time, day and frequency to suit their own needs, without the requirement for further notice.

The meeting is open to members of the public and press

Cllr H Darch acted as chairman of the meeting.

Attendees: Cllr C Jordan, Cllr A Barron, Cllr R Wilks, Cllr C Dodds, Cllr D Johncock, Cllr L Johncock

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

WDC Reference	Property Address	Proposal	Comment
21/08569	Lamphey Derehams Lane Loudwater Bucks HP10 9RH	Householder application for erection of single storey rear extension and conversion of garage to study/store	No comment
21/08775	5 Clayfields Tylers Green Bucks HP10 8AT	Householder application for erection of single storey side/rear extension with conversion of garage and widening of existing dropped kerb	No comment
22/05025	1 Saltash Close Loudwater Bucks HP13 7BE	Householder application for construction of single storey rear extension and 1 x dormer window to rear in connection with conversion of existing loftspace to habitable accommodation	No comment
21/08732	743 London Road Loudwater Bucks HP11 1HQ	Re-pollard back to 2 metres from main stem to 1 x Horse Chestnut (T3) to reduce impact on neighbouring properties	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
22/05031	32 Sedgmoor Grdns Flackwell Heath Bucks HP10 9AR	Householder application for construction of front porch and single storey front, side and rear extension following demolition of existing garage	CWPC do not object to this planning application but we ask that officers check that the light angles meet policy guidelines. We are concerned that there may be an impact on no 33.
21/08772	Pastures Farm Hammersley Lane Tylers Green Bucks HP10 8HE	Householder application for construction of front porch, relocation of front door and fenestration alterations	No comment
22/05027	25 Willow Close Flackwell Heath Bucks HP10 9LH	Erection of replacement 1.5 storey dwelling with residential amenity space, car parking and associated landscaping	No comment
22/05062	74 Sedgmoor Road Flackwell Heath Bucks HP10 9AP	Householder application for construction of conservatory to rear	No comment

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

CWPC Planning Application Objections

Ref	Date	Property Address	CWPC objection / Officer's report (abbreviated)	Outcome
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. The scheme has been amended to address the issue.	APPROVED
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. Meets planning policies	APPROVED
21/07893	19-Oct	50 Fennels Way, FH	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.	AWAITING DECISION
21/07852	19-Oct	Land Adjacent Hilltop Hammersley Lane High Wycombe TG	Application for eco house: 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. This proposal represents inappropriate development in the Green Belt and no very special circumstances exist to justify the grant of planning permission. The design of the proposed dwelling is out of keeping and detrimental to the established grain of development in the locality.	REFUSED
21/07917	19-Oct	23 Chapel Rd, FH	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.	AWAITING DECISION
21/08026	02-Nov	113 Heath End Rd, FH	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.	WITHDRAWN
21/08133	02-Nov	179 Blind Lane, FH	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.	AWAITING DECISION
21/08139	02-Nov	18 Oakland Way, FH	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. Amended plans were received which now conform to the Council's light angle guidance.	APPROVED
21/08082	02-Nov	Former Microbus Treadaway Hill, LW	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 Buckinghamshire Countywide Parking Guidance 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.	AWAITING DECISION
21/08200	16-Nov	Tycoed, Sandpits Lane, TG	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.	AWAITING DECISION
21/08236	16-Nov	Land Adjacent Hilltop Hammersley Lane TG	Application for vegetation clearance: 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). With the exception of an ongoing email chain relating to wayleave agreements, the application and supporting information is identical to recently refused application 21/07646/TPO. Therefore, there is no compelling case for the council to change its position at this time.	REFUSED
21/07860	30-Nov	Rosalie, Kingsmead Rd, LW	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. It is considered that the proposed development would accord with the adopted development plan policies. It is not considered that this proposal would disadvantage any sector of society to a harmful extent.	APPROVED

APPENDIX A

Risk post Mitigation	Impact	Chance x Severity		Management / Control of Risk	Chance post - mitigation conclusion	Score	Review Frequency & Responsible Person
		Chance	Severity				
1	Physical injury or property loss to staff, contractor or member of the public		1= v. low 2= low 3= neutral 4= high 5= v. high				
		4	5	Undertake safety assessments, formally record them and review them when appropriate (working practices and site safety issues, e.g. trees, play equipment, etc.)	1	5	Prepared by warden and signed-off by clerk. Reviewed annually or change of circumstances
		5	5	Staff awareness of risks and appropriate training	2	10	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
				Provision of PPE and proper maintenance of equipment	2	10	Staff and warden
				Inspection of equipment prior to use	2	10	Staff and warden
2	Employee liability	5	5	Inspection of recreation grounds and play equipment	1	5	Weekly log of inspections by staff when on site, entered in warden's office diary and signed off monthly by clerk
				Employee and public liability insurance	1	5	Reviewed annually by clerk prior to insurance renewal and reported to F&GP
				Contractors to have liability insurance	1	5	Sight of contractor documentation by clerk or warden prior to work, noted in warden's office diary
		4	5	Knowledge of and compliance with law, in particular Employment Law, Health & Safety, Equal Opportunities, Human Rights, Disability and Discrimination	2	10	Continuous, overseen by clerk including training and refresher courses
		5	5	Staff awareness and appropriate training including awareness of advice from NALC Insurance to cover consequences of failure Documented policies and procedures	1 1 2	5 5 10	Register of all training maintained by clerk Annually by clerk Collated in Office Manual maintained by clerk

APPENDIX B

Risk post Mitigation	Impact	Chance x Severity					Management / Control of Risk	Chance post - mitigation conclusion	Score Chance x Severity	Review Frequency & Responsible Person
		Severity								
		Chance								
		1= v. low	2= low	3= neutral	4= high	5= v. high				
		1= v. low	2= low	3= neutral	4= high	5= v. high				
		1= v. low	2= low	3= neutral	4= high	5= v. high				
3	Failure to maintain council physical assets, including buildings and other structures	Higher costs of repair / replacement					Maintain up-to-date asset register	2	10	On-going by clerk and reported annually to F&GP
		Harm to individuals leading to Loss of reputation					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	2	10	Warden and clerk
		Fines and penalties leading to Loss of reputation					Professional inspection and maintenance as required, e.g. fire and burglar alarms; PAT testing of major electrical equipment; gas boilers; vehicles, mowers, etc.	2	10	Arranged by clerk or warden and inspections logged in office diary and invoice file
4	Loss or damage to council asset	Loss of use of asset					Ensure adequate insurance to cover loss and consequential losses, supplemented by adequate reserves to cover current value and actual cost of replacement	2	6	Annual review by clerk with professional advice prior to renewal of insurances
		Disruption					Annual review of cost of replacement	2	6	Report to F&GP
							Insurance to cover consequences	2	6	Annual review by clerk with professional advice prior to renewal of insurances & report to F&GP
5	Failure to provide services expected by residents	Poor public image					Observation and reporting to clerk by members	2	6	Continuous by members and included in council's annual report
		Loss of reputation					Timely response by staff	1	3	Clerk and warden
							Monitoring of contractor's progress	1	3	Clerk and warden

Risk post Mitigation	Impact	Chance x Severity		Management / Control of Risk	Chance x Severity		Review Frequency & Responsible Person	
		Chance	Severity		Chance	Severity		
		1= v.low	1= v.low					
		2= low	2= low					
		3= neutral	3= neutral					
		4= high	4= high					
		5= v.high	5= v.high					
Loss of key staff due to long-term illness, accident or resignation	Failure to deliver services and oversight of staff	4	2	8	Clear procedures documented in Office Manual	3	6	Office Manual updated continuously by clerk and reviewed annually by chairman and vice-chairman of F&GP
	Failure in budgetary and financial reporting	4	3	12	Up-to-date job descriptions	2	6	Job descriptions reviewed at staff appraisals and updated as required by clerk and signed-off by staff panel
	Correspondence backlog	4	2	8	Accounts kept up-to-date	1	3	Accounts and filing processed weekly by clerk and staff
					Correspondence and filing kept up-to-date	1	2	Accounts and filing processed weekly by clerk and staff
Loss of cash through fraud, dishonesty or malicious action by third-parties	Reduction of available funds	4	5	20	Clear procedures in council's Financial Regulations	2	10	Annual review of regulations by council
	Disruption	5	5	25	Adherence to those procedures	2	10	Risk management training for staff through clerk
					Staff not involved in operation of funds	1	5	
	Loss of reputation	5	5	25	In-house, internal and external auditing	1	5	
					Insurance to cover risks of cash and malicious actions	1	5	Chairman F&GP to review fidelity compliance quarterly
					Ensure Fidelity insurance requirements are being met	1	5	By clerk, quarterly, noted in office diary
					Staff awareness and training, including password security	1	5	Certificate of compliance from hosting service
					Robust virus protection, including firewall between council's web and email host	1	5	
					Member awareness of risk	2	10	New member / councillor training

Risk post Mitigation	Impact	Chance x Severity		Management / Control of Risk		Chance post - mitigation conclusion	Score Chance x Severity	Review Frequency & Responsible Person
		Chance 1= v. low 2= low 3= neutral 4= high 5= v. high	Severity 1= v. low 2= low 3= neutral 4= high 5= v. high					
Council members lack relevant knowledge of procedures and legal requirements	Poor oversight of council activities	4	2	8	Training and refresher courses for members	3	6	Refresher training at inception of new council
	Council fails to achieve its purposes	4	2	8	Monitor Attendance at meetings	3	6	Key documents maintained on council website
	Loss of reputation	5	2	10	Monitor Attendance & Training	3	6	Register of training attended and meeting attendance published with council's year-end report
Members conflict of interests	Overturning of council decisions	4	4	16	Clear Standing Orders	2	8	Standing Orders reviewed annually by council
	Loss of reputation	5	4	20	Declarations of interests at meetings	1	4	Declarations at all meetings
					Maintenance of register member's interests and gifts	2	8	Bi-annual review of interests by all members monitored by clerk and noted on website
					Publication of interests on the council website	2	8	

Risk	post Mitigation	Impact	Chance x Severity		Management / Control of Risk	Chance post - mitigation conclusion	Score	Review Frequency & Responsible Person
			Chance	Severity				
			1= v. low	1= v. low				
			2= low	2= low				
			3= neutral	3= neutral				
4= high	4= high							
5= v. high	5= v. high							
10	Poor reporting to members and the public	Members become ill-informed and anxious of their role	4	4	16	2	8	Clerk and committee chairman & vice-chairman
		Poor quality decision making	5	4	20	2	8	Clerk
		Confusion and misunderstandings with actions not reflecting intentions of council	4	4	16	2	8	Clerk and committee chairman & vice-chairman to members at committee meetings
11	Poor protection of hard and soft documents	Loss results in disruption and stress to staff	4	4	16	2	8	Clerk
		Failure of legal obligations	4	4	16	1	4	Clerk and staff
		Loss of reputation	5	4	20	1	4	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	Lack of direction and prioritisation	5	3	15	2	6	Annually at informal council and prior to annual budget setting
		Spending exceeds budget	5	5	25	2	10	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

Risk post Mitigation	Impact	Chance	Severity	Score x Severity		Management / Control of Risk	Chance post - mitigation conclusion	Score	Review Frequency & Responsible Person
		1= v. low	1= v. low	Chance x Severity					
		2= low	2= low						
		3= neutral	3= neutral						
		4= high	4= high						
		5= v. high	5= v. high						
Poor annual budgeting and setting of precept fails to reflect immediate and long-term needs	Failure to provide expected level of services and functions	4	5	20		Identification of normal on-going expenditure, planned projects and likely costs	1	5	Clerk with support of staff, chairman and vice-chairman of F&GP
	Loss of confidence in the council	5	5	25		In- year budget reviews to confirm adequacy of budgets and spending	1	5	
Breach of legal powers	Fines and penalties	5	5	25		Council enjoys Power of Competence but needs to be aware of requirements in respect of seeking quotations and awarding contracts.	2	10	Clerk
	Loss of reputation					The council financial regulations need to be adhered to when authorising planned expenditures	1	5	Clerk
		5	5	25		If the council uses s137 powers or CIL funding they need to be minuted	1	5	Clerk
						Keep up-to-date with changes in legislation	1	5	Clerk through PD courses and council membership of NALC
Issues due to borrowing or lending.	Failure of third party to repay loan	4	5	20		Due diligence when making loans and consider impact on council funds if the loan could not be repaid in full	2	10	At time of loan request by council on advice of clerk
	Inability of council to repay a loan	4	5	20		Loan repayments built into annual budgets and future budget forecast	2	10	Late payments reported to chairman and vice-chairman of F&GP
Bankruptcy of council's bankers or investment companies	Loss of funds	5	5	25		Bank only with those licensed and covered by Financial Services Compensation Scheme	2	10	Annual review by council on advice of clerk
	Inability to meet commitments	5	5	25		Deposits to be held in those covered by Financial Services Compensation Scheme, ideally in amounts covered by the scheme guaranttees	1	5	Report to F&GP every six months
	Loss of reputation	5	5	25			1	5	
Loss of confidence in the council	Loss of confidence	4	4	16		Clear Standing Orders and protocols	1	4	Annually by clerk

Risk post Mitigation	Impact	Chance		Severity	Score x Severity	Management / Control of Risk	Chance post - mitigation conclusion	Score	Review Frequency & Responsible Person
		1= v. low	2= low	1= v. low					
		3= neutral	4= high	2= low					
		5= v. high	5= v. high	3= neutral					
				4= high					
				5= v. high					
Failure to respond to requests for inspection of records	Loss of reputation	5	4	20	Documented procedures and timings to deal with enquiries from the public	1	4	Clerk, agreed by council	
Timetabling failures when responding to consultations	Effect on council's reputation	4	4	16	Documented procedures to deal with responses to consultation requests	1	4	Annually by clerk and agreed by F&GP	
	Ineffectual involvement by residents	4	3	12		2	6	Responses monitored by clerk to ensure dates not missed	
Failure to meet the agreed standards on provision of services carried out under devolved, agency/partnership agreements (if any) with principal authorities	Financial implications if grant insufficient to cover costs	5	4	20	Council decision to take on services after risk assessment to include resource implications, staff and contractors	2	8	On consideration of agreement	
	Cancellation of agreement	4	4	16	Clear statement of management responsibility for each service	1	4		
	Refund of income	3	4	12	Regular scrutiny of performance against targets	1	4	Clerk	
	Loss of reputation	5	4	20		1	4		

Risk post Mitigation	Impact	Chance		Severity		Score Chance x Severity	Management / Control of Risk	Chance post - mitigation conclusion	Score Chance x Severity	Review Frequency & Responsible Person
		1= v. low 2= low 3= neutral 4= high 5= v. high	1= v. low 2= low 3= neutral 4= high 5= v. high	1= v. low 2= low 3= neutral 4= high 5= v. high	1= v. low 2= low 3= neutral 4= high 5= v. high					
Election costs	Planned elections	4		4		16	Discuss likely cost with Returning Officer and ensure funds are available to meet anticipated costs from ear-marked reserve or from general reserves	2	8	Annually by clerk during budget setting process for F&GP
	Risks of elections to fill a casual vacancy	4		3		12		3	9	

F&GP Chair's Thoughts post February F&GP meeting

Project Proposals Chepping Wycombe Parish Council 5 year plan 2022 - 2027

All values £k

	Total Cost	2022/23	2023/24	2024/25	2025/26	2026/27	CIL	Comments
Green Dragon Playground	35	35					Y	May be able to part fund with grants.
Office Remodelling	50	50						Aims to be complete by end of 22/23 financial year
Derehams Rejuvenation Tracks	100	10		50	40		Y	No costings ready yet
Derehams Rejuvenation Buildings	192.4	10	182.4				Y	Uses £148k from FAR (Oct 18) plus inflation plus 15% size increase
Community Board Projects	45	5	10	10	10	10	Y	Ongoing projects need to be brought forward, contributory funding only required at present
Skate Park	40	2	38				Y	Depending on whether joint project or sole and whether funding available
Car Park Green Dragon	5	5					Y	Project by football club but may need help with funding or grants
Footpaths	40		10	10	10	10	Y	May be able to include application to Community Board to part fund
Bus shelter provision / replacement	40			20	20			Dependant on passenger number recovery
Lean to (adjacent to depot)								Needs detail
Totals	547.4	117	240.4	90	80	20		

Community Board - plan to have a regular £5k in budget and to use this line for significant expenditure over this line only

Deminimis of £5k

WW2 Memorial Tylers Green	To be funded from normal projects line (with support from Residents)
LW Bollards Station / Queensmead Rd	Below deminimis and Highway Responsibility (Community Board ?)
Refurbishing Broxap bins @ £250 each	Below deminimis and Highway Responsibility

VALUES EXCEED OUR FINANCIAL RESOURCES SO ABOVE SUBJECT TO CHANGE

Report for Chepping Wycombe Parish Council by Cllr Alec Barron

Date: 1/February/2022

Subject: Beaconsfield Chepping Wye Community Board (BCWCB).

Highways and Traffic:

There has been a meeting (20/01/22), of a sub-group looking specifically at issues of parking on Grass Verges and Pavements. There were 13 attendees, Bucks Councillors, Parish Councillors, Police and Loudwater Forum). There were a few ideas that Slough have introduced that may be of assistance. Persistent offenders can be reported to authorities that may result in acceptable outcomes. Resources is one issue, time to conclude actions is another with TROs typically 18 months to conclude.

HAT 1 to 6 actions are with Bucks Authority. PIDs are imminent with a meeting planned for the 21st March.

Environment:

There have been a few applications for funding that have been circulated for comment:

Two applications from Bucks Business First have not had any support and were not relevant to CWP. May have had some relevance to Beaconsfield, but they were not impressed.

The latest 3 applications (with a closing date of 4/2/22) are for Trees in Beaconsfield, Community Play Ball at the Beacon Centre and a £5k contribution to the purchase of a new minibus for FH and Loudwater Age Concern.

The new minibus will cost £51k, and they have secured the following:

FH & Loudwater Age Concern £22.5k; Parish Councils £11k; Heart of Bucks £5k, The Masonic Lodge £5k and Cookham & Bourne End Rotary Club £2.4k

If those that can vote (Bucks Councillors), vote in favour they will have secured the money.

Alec Barron

CHEPPING WYCOMBE PARISH COUNCIL

STAFFING COMMITTEE TERMS OF REFERENCE

Purpose of Panel:

This Panel is appointed to make recommendations about all staffing matters, subject to budget and expenditure limits.

Membership

The panel shall comprise the Chairman of each committee together with the Chairman and Vice Chairman of the Council. The Chairman of Council will be the Chairman of the Panel with the Chairman of Finance and General Purposes Committee as the Vice Chairman. Three panel members shall constitute a quorum. The members may co-opt other members to the panel for specific projects as and when required. If a grievance or complaint is made against a member of this committee they will be immediately disqualified from the panel.

Meetings shall be clerked by the Clerk or Deputy Clerk.

Frequency of Meetings

At least two meetings will be held every year to undertake the duties laid down in these Terms of Reference. Additional meetings may be called as and when required by either the Chairman or Vice Chairman of the Panel

Terms of Reference

- To establish and keep under review the staffing structure in consultation.
- To draft, implement, review, monitor and revise policies for staff.
- To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
- ***To ensure that the Council's procedures for the recruitment and appointment of all staff are followed and to recommend appointments to Full Council.***
- To arrange execution of new employment contracts and changes to contracts.
- To establish and review performance management and staff training programmes for staff.
- ***To ensure that the Council's procedure leading to dismissal of staff is followed (including redundancy).***
- To keep under review staff working conditions and health and safety matters.
- To monitor and address regular or sustained staff absence.
- To make recommendations on staffing related expenditure.
- To consider any appeal against a decision in respect of pay.
- To consider a grievance or disciplinary matter (and any appeal).
- All reporting directly to full Council.

CHEPPING WYCOMBE PARISH COUNCIL

STAFFING PANEL TERMS OF REFERENCE *(adopted at Full Council 3 November 2015)*

Purpose of Panel:

This Panel is appointed to make recommendations to the Finance & General Purposes Committee about all staffing matters, subject to budget and expenditure limits.

Membership

The panel shall comprise the Chairman of each committee together with the Chairman and Vice Chairman of the Council. The Chairman of Council will be the Chairman of the Panel with the Chairman of Finance and General Purposes Committee as the Vice Chairman. Three panel members shall constitute a quorum. The members may co-opt other members to the panel for specific projects as and when required

Meetings shall be clerked by the Clerk or Deputy Clerk.

Frequency of Meetings

At least one meeting will be held every year to undertake the duties laid down in these Terms of Reference. Additional meetings may be called as and when required by either the Chairman or Vice Chairman of the Panel

Terms of Reference

- To establish and keep under review the staffing structure in consultation with the Finance and General Purposes Committee.
- To draft, implement, review, monitor and revise policies for staff.
- To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
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