

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Thursday 24 March 2022

Members of the council are summoned to attend the meeting to be held on **Thursday 24 March 2022** at **7.30pm** at the Council Office, Cock Lane, Tylers Green, High Wycombe Bucks HP10 8DS

Committee Membership:

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

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

AGENDA

1. Apologies for absence

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

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

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

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

3. Delegated Action

4. Committee Projects

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

5. Cemeteries

- 5.1 Cock Lane Cemetery**
- 5.2 Hammersley Lane Garden of Rest**
- 5.3 St Margaret's Churchyard**

6. War Memorial – Flackwell Heath

7. Royal Mail Bag Drop Boxes

8. Flail Mower Attachment

9. Street Furniture

10. Japanese Knotweed

11. Committee Site Visit

12. FH Broxap bins

13. Community Payback

14. Committee Finances

15. Questions from committee members and the public

16. Accounts for payment



Cheryl Jeken
Deputy Clerk to the Council
18 March 2022

Delegated Action

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

- Hand-held strimmer at a cost of £300.00
- Replacement outdoor security lighting at a cost of £410.00
- Architect's drawings for office refurbishment at a cost of £950.00

AGENDA ITEM 4

Committee Projects

4.1 Office Complex Refurbishment

Members are asked to NOTE that the drawings for the office refurbishment are being drawn up by the architect. They will liaise with the Building Control Officer/Approved Inspector, as necessary, during the course of the application and make amendments to the proposals to secure approval. The original drawings (as approved under FC/20/017 at the Council Meeting on 16/06/2020) will be amended accordingly. Once the plans have been approved by Building Control, the work will go out to tender and will include all decorating eg wall and floor finishes.

Members are asked to CONSIDER and, if so minded, APPROVE the quotation below for a replacement security system. We have taken a single tender action from our current alarm provider. The system is to include:

- Intruder alarm upgrade
- Replacement DVR with app and additional camera at main entrance
- New front door to be added to intruder alarm system

Quote A £3,125.00

Members are asked to NOTE that the works to install a downstairs toilet at the warden's house have been completed at a cost of £5,350.00 which will come from the General Reserve.

4.2 Depot

Members are asked to NOTE that the works to paint the steel beams and floor in the depot and workshop have been ordered and are scheduled for the beginning of April.

Members are asked to NOTE that the works to replace the fluorescent lighting with LED luminaires in the depot and workshop has been ordered at a cost of £1,919.70 and are scheduled for the beginning of May.

AGENDA ITEM 5

Cemeteries

5.1 Cock Lane Cemetery

Members are asked to NOTE that a post and rail fence at the bottom of the cemetery has been installed by our Grounds Team.

5.2 Hammersley Lane Garden of Rest

Members are asked to NOTE that the works to redo the path with self-binding gravel has been ordered and is scheduled for end of April, beginning of May.

Members are asked to RECEIVE the attached report from the deputy clerk regarding the sunken grave memorials **APPENDIX A**. No resolutions will be sought at this meeting but an update will be brought to the next meeting.

5.3. St Margaret's Churchyard

Members are asked to NOTE that the works to lift the existing paving slabs and replace the path with a self-binding gravel path has been completed by our Grounds Team. We have received an email of appreciation from Revd Bisset thanking all those involved in creating a beautiful path. Members are asked to NOTE that a faculty from the diocese for this work was not required but we are awaiting a faculty for works to replace the base of the flagpole.

AGENDA ITEM 6

War Memorial – Flackwell Heath

Members are asked to NOTE that there is a delay in the delivery of the ½ bell traffic bollards which will now be delivered w/c 4 April. Quotes are being obtained for their installation.

Members are asked to NOTE that our Grounds Team will now be doing the work, starting 29 March, to create a paved pathway from the road to the memorial using the paving slabs from St Margaret's Churchyard.

AGENDA ITEM 7

Royal Mail bag drop boxes

Members are asked to NOTE that a letter to Royal Mail from Cllr Barrett requesting the removal of the bag drop boxes in our parish will be sent next week.

AGENDA ITEM 8

Flail Mower Attachment

Members are asked to NOTE that the replacement flail mower attachment for the Kubota at a cost of £5,367.00 has been delivered.

AGENDA ITEM 9

Street Furniture

Members are asked to CONSIDER a possible location for a bench in memory of Cllr Kin. Suggestions already received include:

- in Kingsmead Rd, opposite the school
- in Altona Rd Cemetery at the bottom of the path near to where Cllr Kin is buried

Members are asked to CONSIDER and, if so minded, APPROVE the estimated cost of £459 for a new bench which will be installed by our Grounds Team.

AGENDA ITEM 10

Japanese Knotweed

Members are asked to RECEIVE the attached report from the deputy clerk regarding our current knotweed contracts. **APPENDIX B**

AGENDA ITEM 11

Committee Site Visit

Members are asked to NOTE the date for the committee site visit is Wednesday 6 July at 10am. Members are asked to suggest sites for inclusion at the meeting. Currently the suggested sites are: Heath End Common & the two paths (Heath End Rd & Sheepridge), FH War Memorial and Altona Road Cemetery.

AGENDA ITEM 12

FH Broxap bins

Members are asked to NOTE that the refurbishment of the Broxap bins has been removed from the 5-year plan. These bins are owned by Buckinghamshire Council and are in a poor state. We are looking for help from our BC councillors. At the Council meeting on 19 May 2020, Cllr D Johncock updated members of the green bin issue in Flackwell Heath advising that no further progress had been made. Alternatives that have been given were to paint the bins ourselves or have them changed out with black bins (FC/20/003).

AGENDA ITEM 13

Community Payback

Members are asked to NOTE that Community Payback has been temporarily stopped as the supervisor has been in a road accident.

AGENDA ITEM 14

Committee Finances

Members are asked to NOTE the committee's income and expenditure to Period 11 (February). **APPENDIX C**

AGENDA ITEM 15

Questions from committee members and the public

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

AGENDA ITEM 16

Accounts for payment

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

Date and time of next meeting: Thursday 9 June 2022 at 7.30pm