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.

It was RESOLVED that;

the obtaining of quotes for the following works be approved and quotes brought to the next meeting:

- ***a fitted kitchen***
- ***new sanitary ware and decorating to the toilets***
- ***creation of one large office by knocking down one wall and filling in of a door***
- ***replacement front door with associated security entrance system***
- ***new security and fire alarms***

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: Katrina S A Wood Dated: 24 February 2022

Chepping Wycombe Parish Council

Pending expenditure transactions

27-Jan-22

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount	
	10689	AE1471/2022	Active Enviropest	Routine rodent inspection - January	40.00	0.00	40.00	
x	10690	1568	A Ellis Tree Surgery Ltd	Reduce height of holly tree - Back Common	200.00	40.00	240.00	
x	10691	67485	Briants of Risborough Ltd	Chestnut paling and posts - Ashley Drive and Green Dragon Lane	171.24	34.25		
x	10691	67486	Briants of Risborough Ltd	Guide bar	38.25	7.65		
x	10691	67487	Briants of Risborough Ltd	Chains	149.40	29.88	430.67	
	10692	10526	Clarke & Allen Gardeners Ltd	Kubota service and repair of electrical fault	799.49	159.90		
	10692	10528	Clarke & Allen Gardeners Ltd	Garden machinery repair	160.53	32.11	1,152.03	
x	10693	204371	James Coles & Sons (Nurseries) Ltd	3 x Platinum Jubilee trees	205.00	41.00		
x	10693	204372	James Coles & Sons (Nurseries) Ltd	50 x holly trees - Altona Rd Cemetery	900.00	180.00		
x	10693	204563	James Coles & Sons (Nurseries) Ltd	40 x holly trees - Altona Rd Cemetery	735.00	147.00	2,208.00	
x	10694	213843	Fleet (Line Markers) Ltd	4 x no Q2 white lining paint	116.88	23.38	140.26	
	10695	HT P 01/22	Fresh Air Fitness	Spare parts - fitness equipment - Ashley Drive	82.95	16.59	99.54	N: invoice, quote
	10696		HMRC	Tax and NI - January 2022	2,716.66	0.00	2,716.66	
	10697	42651	Penn Motor Company Ltd	Battery for wood chipper	148.35	29.67	178.02	
	10698	49540	R & D Contractors	Hand rail to stair wall - warden's house	77.25	15.45	92.70	
	10699	3516611050040	SSE	Electricity - Derehams Oct-Dec 2021	805.18	40.25	845.43	
x	10700	8249185	Viking	Microwave oven - office kitchen	104.00	20.80		
x	10700	8210720	Viking	Office chair, toaster and hand towels	143.47	28.69	296.96	
	10701	5315	K & S Walker Ltd	4 yard skip for annual pond clearance	155.00	31.00	186.00	
	10702		Triumph Technologies Ltd	reissue of cheque no 10643	58.20	11.64	69.84	
	10703	316607590048	SSE	Electricity - Front Common Oct-Dec 2021	101.05	5.05	106.10	
	BACS		Barclays Payflow	Salaries & Pensions - January	11,400.14	0.00	11,400.14	
	DD		Barclays	Bank charges Nov-Dec	42.49	0.00		
	DD		Barclays	Loyalty Reward Nov-Dec	-6.90	0.00	35.59	
	DD		Grenkeleasing Ltd	Documentation fee - change of photocopier	100.00	20.00	120.00	
	DD	12880143	Unicom	Landline & broadband charges - Jan	102.53	20.51	123.04	
					19,546.16	**934.82**	**20,480.98**	

Income received since last committee meeting over £500.00

	CR			Flackwell Heath Minors	583.07	0.00	583.07
	CR			Little Buddies - Dec 21	567.00	0.00	567.00
	CR		Hiscox	Insurance for remedial work in office	14,250.00	0.00	14,250.00
	CR			Burials	1,104.50	0.00	1,104.50
	CR		HMRC	VAT Reclaim	6,476.60	0.00	6,476.60
					22,981.17	**0.00**	**22,981.17**

Signed: [signature] Signed: [signature]

Date: 28 January 2022 Date: 28/01/2022

The RFO confirms that all goods and services have been received and that the invoices are accurate.
We have compared the invoice against the direct debit and payflow payments as above, along with the relevant purchase order details against the cheques