

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Report of the meeting held on Thursday 24 March 2022 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 C Jordan Cllr H Darch Cllr D Johncock (ex officio)	Cllr A Barron Cllr J Gurney Cllr J Herschel Cllr K Wood
WS/21/055	Apologies for absence Cllr S Barrett – meeting, Cllr L Johncock - Covid	
WS/21/056	Declarations of members' interests in Items on the agenda none	
WS/21/057	Delegated Action Members were asked to note that since the last committee meeting in January the chairman of committee and clerk had 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	
WS/21/058	Committee Projects 1 Office Complex Refurbishment Members were 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 were asked to consider a single tender quotation from our current alarm provider for a replacement security system. It was noted that the existing system is running on an analogue phone line and needs to run on a digital line, a new camera in the hallway needs to be added to the current CCTV system, the sensors are extremely old and need replacing and the system has stopped accepting remote resets. <i>It was RESOLVED that;</i> <i>Quote A at £3,125.00 be approved. It would come out of the Office EMR.</i> Members were asked to note that the works to install a downstairs toilet at the warden's house had been completed at a cost of £5,350.00 which would come out of the General Reserve. It was noted that the warden had thanked the parish council for having the work done so quickly and it fitted in very well with the downstairs of the house.	
	2 Depot Members were asked to note that the works to paint the steel beams and floor in the depot and workshop had been ordered at a cost of £2,406.00 and are scheduled for the beginning of April. Members were asked to note that the works to replace the fluorescent lighting with LED luminaires in the depot and workshop had been ordered at a cost of £1,919.70 and are scheduled for the beginning of May.	
WS/21/059	Cemeteries 1 Cock Lane Cemetery Members were asked to note that a post and rail fence at the bottom of the cemetery had been installed by our Grounds Team.	

2 Hammersley Lane Garden of Rest

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

Members were asked to receive a report from the deputy clerk regarding the sunken grave memorials. An update would be brought to the next meeting.

3 St Margaret's Churchyard

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

It was noted that the Grounds Team together with Mr Godliman were doing a brilliant job around the parish.

WS/21/060 War Memorial – Flackwell Heath

Members were asked to note that there was a delay in the delivery of the ½ bell traffic bollards which would now be delivered w/c 4 April. Quotes were being obtained for their installation.

Members were asked to note that our Grounds Team would 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.

It was noted that Cllr D Johncock lodged an objection to the design of the straight paved path to be created by our Grounds Team. The work would be completed but it would be reviewed at our site visit.

WS/21/061 Royal Mail bag drop boxes

Members were asked to note that a letter had been sent from Cllr Barrett to Royal Mail requesting the removal of the bag drop boxes in our parish.

WS/21/062 Flail Mower Attachment

Members were asked to note that the replacement flail mower attachment for the Kubota at a cost of £5,367.00 had been delivered.

WS/21/063 Street Furniture

Members were asked to consider a possible location for a bench in memory of Cllr Kin.

It was RESOLVED that;

The bench would be installed in Altona Rd Cemetery.

Members were asked to consider the estimated cost of £459 for a new bench which will be installed by our Grounds Team.

It was RESOLVED that;

The estimated cost of £459 for a new bench be approved. It would come out of the Street Furniture EMR.

It was noted that Cllr Dodds would contact Cllr Kin's family to discuss the best location for the bench and the inscription on a plaque to be placed on the bench.

WS/21/064 Japanese Knotweed

Members were asked to receive a report from the deputy clerk regarding our current knotweed contracts.

It was noted that, from previous minutes, the parish council would be vigilant in relation to knotweed on land.

It was noted that knotweed had been spotted at Wycombe Heights Golf Course and that the deputy clerk would write to them to make them aware.

WS/21/065 Committee Site Visit

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

WS/21/066 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 L 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).

- WS/21/067 **Community Payback**
Members were asked to note that Community Payback had been temporarily stopped as the supervisor had been in a road accident.
- WS/21/068 **Committee Finances**
Members were asked to note the committee's income and expenditure to Period 11 (February).
- WS/21/069 **Questions from committee members and the public**
none
- WS/21/070 **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 10747 to 10756 be signed and direct debits to Barclays and Unicom 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: Thursday 9 June 2022 at 7.30pm

Signed: 

Dated: 28 April 2022

Pending expenditure transactions

24-Mar-22

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	10747	AE1547/2022	Active Enviropest	Routine rodent inspection - 28 Feb	40.00	0.00	40.00
x	10748	HW0000128736	Adams & Page Ltd	2 x turf cover tyres	128.50	25.70	154.20
x	10749	388188	Country Supplies	Self binding gravel & path edging - St Margarets Churchyard	278.00	55.60	333.60
	10750	2124558	AJ Gallagher Insurance Brokers Ltd	Annual vehicle insurance	2,672.94	0.00	2,672.94
x	10751	106906	Hawes Plant Tool Hire Limited	Vibrating plate - 1 day hire - St Margarets Churchyard	80.00	16.00	96.00
	10752		HMRC	Tax & NI - March	2,937.06	0.00	2,937.06
	10753	7224	Kingsmead Testing Services Ltd	PAT testing - 40 appliances	152.40	30.48	182.88
	10754		SW Godliman	Grounds maintenance work (7 Feb - 11 Mar 2022)	625.00	0.00	625.00
	10755		T Olsen	Pedestrian access through Fennels Wood	250.00	0.00	250.00
	10756		W Thompson	Light for Derehams Pavilion storage room	16.99	3.40	20.39
	BACS						
	DD		Barclays	Bank charges Jan-Feb	47.05	0.00	
	DD		Barclays	Loyalty reward Jan-Feb	-7.81	0.00	39.24
	DD	12915845	Unicom	Landline & broadband - March	102.75	20.55	123.30
					7,322.88	151.73	7,474.61

Income received since last committee meeting over £500.00

CR			Little Buddies	621.00	0.00	621.00
CR			Hiscox	568.75	0.00	568.75
CR			Burials	1,112.00	0.00	1,112.00
CR			Flackwell Heath Minors	795.00	0.00	795.00
CR				3,096.75	0.00	3,096.75

Signed: *Katherine Stood*Signed: *R. Field*

Date: 24/3/2022

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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