

# CHEPPING WYCOMBE PARISH COUNCIL

Report of the Council meeting held on **Thursday, 28 April 2022 at 7.30pm** at the Council Chamber,  
Cock Lane, Tylers Green, Bucks HP10 8DS

**Present:**

|                                 |                |
|---------------------------------|----------------|
| Cllr K Wood (Chairman)          | Cllr C Dodds   |
| 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 S Digby                    | Cllr S Barrett |

**Also present:** Cllr P Fleming (Hazlemere Parish Council)

**FC/21/071 Apologies for Absence**

Apologies for absence were received and approved from Cllr J Gurney (holiday) and Cllr J Herschel (unwell).

**FC/21/072 Declarations of Interest and Code of Conduct**

Declarations of a personal nature were received from Cllr I Forbes being in receipt of an Expenses cheque – agenda item 18.

Cllr I Forbes, Cllr H Darch, Cllr K Wood and Cllr S Herron declared a personal interest in agenda item 14.2 being members of the Penn & Tylers Green Residents' Society.

*The chairman asked members to suspend standing orders and move agenda item 8 forward – this was approved. Cllr Paul Fleming was welcomed.*

**FC/21/073 Hazlemere Neighbourhood Plan Update**

Council was as RECEIVE an update on the Hazlemere Neighbourhood Plan from Cllr Paul Fleming, Hazlemere Parish Council.

Cllr Fleming gave a timeline of events starting from August/September 2020. Starting with a Working Party, employing consultants to assist with the Plan, undertaking consultations and engaging with the community, finalising their designated area, developing a vision for the Plan, formalising the Working Party into a Committee and getting to pre-submission. It is hoped that the Plan will be made this year and will have taken 27 months.

*Cllr Fleming was thanked for the update and he left the meeting at 8.05pm.*

**FC/21/074 Council Minutes**

***It was RESOLVED that;***

***The minutes of the Council meeting held on Thursday, 24 February 2022 be approved as an accurate record.***

**FC/21/075 Open Spaces Committee**

***It was RESOLVED that;***

***The report of the Committee meeting held on Thursday, 10 March 2022 be approved.***

**FC/21/076 Works & Services Committee**

***It was RESOLVED that;***

***the report of the Committee meeting held on Thursday, 24 March 2022 be approved.***

**FC/21/078 Finance & General Purposes Committee**

***It was RESOLVED that;***

***the report of the Committee meeting held on Thursday, 14 April 2022 be approved.***

- FC/21/079      **Planning Meetings**  
 It was **RESOLVED** that;  
*the reports of the Planning Meetings held on 15 February 2022, 8 March 2022, 22 March 2022 and 5 April 2022 be approved.*
- Council was also asked to note the schedule of applications from February to April, showing eventual outcomes of the parish council submitted objections.
- FC/21/080      **Policies and Procedures**  
 Council was asked to consider the recommendation from the Finance & General Purposes Committee to re-adopt the following policy documents. Council was asked to note that no changes were proposed.
- 1 Information & Data Protection Policy**
  - 2 Retention & Disposal Policy**
  - 3 Management of Transferable Data Policy**
  - 4 Data Breach Policy**
  - 5 Standing Orders**
  - 6 Financial Regulations**
  - 7 Publicity Policy**
  - 8 Complaints Procedure**
- It was RESOLVED that;*  
*All the above policies be approved and re-adopted.*
- FC/21/081      **5 Year Plan**  
 Council was asked to note the revised 5 Year Plan and was asked to consider the sums in the approval cost column with a view to progressing the projects.
- It was RESOLVED that;*  
*The costs in the approval cost column be approved.*
- FC/21/082      **Community Board Projects**  
 Council was asked to note the report from Cllr Barron previously noted at the last Finance and General Purposes committee.  
 Cllr Barron advised that the Fassetts Road alleyway project was in motion with a completion date in November. Cllr Peter Strachan had sent an encouraging response relating to the Idling Engines initiative.  
 Cllr Barrett highlighted the excessiveness of the Bee Squared initiative. There was a need for a better distribution method.  
 Cllr Darch asked about the Ashley Drive verge project – Cllr D Johncock advised it was in the design phase but there had up to now been a lack of progress due to staff shortages.
- FC/21/083      **Annual Return and Governance Statement**  
 Council was asked to consider the recommendation from the Finance & General Purposes Committee to approve for signature the completed annual return and governance statement.
- It was noted that the Notice of Public Rights would be display from 13 June 2022 to 22 July 2022.
- It was RESOLVED that;*  
*The annual return and governance statement be approved for signature.*  
*The Clerk was thanked for her work on the AGAR.*
- FC/21/084      **Green Dragon Lane/Flackwell Heath Minors FC Lease**  
 Council was asked to consider the recommendation from the Open Spaces Committee to approve the final draft of the lease for signature by the Chairman and Vice Chairman of the Council.
- It was RESOLVED that;*  
*The lease be approved for signature by the Chairman and Vice chairman of the council.*

FC/21/085

## **Grants**

Council was asked to note the budget line amount for grants in the new financial year is £5,000.

### **1 Flackwell Heath Bowls Club**

Council was asked to approve the recommendation from the Finance & General Purposes committee to award a £500.00 grant as a contribution towards a new flatbed roller for the rink. The Club had requested £5,000

***It was RESOLVED that;***

***The grant awarded of £500.00 be approved.***

### **2 Penn & Tylers Green Events – Queens' Platinum Jubilee celebration**

Council was asked to consider the recommendation from the Finance & General Purposes committee to award a £500.00 grant as a contribution towards the events being held over the above weekend. The request had been made for £1,000.

***It was RESOLVED that;***

***The grant awarded of £500.00 be approved, matching the amount awarded by Penn Parish Council.***

*Cllr Herron abstained from the vote.*

FC/21/086

## **Informal Meeting**

Council was asked to note new date for the postponed informal meeting – Tuesday 3 May at 7.30pm. The agenda would be the same as previously circulated.

FC/21/087

## **Questions by Members of the Council**

Cllr Herschel sent a question relating to WAALC (Wycombe Area Association of Local Councils) requesting a response to whether the association should continue.

Following a discussion the general feeling was that there was no further need for WAALC. It had been useful to be able to meet other Parishes and find out what they were doing but the online nature of meetings had taken that away and BMKALC seemed to be far more proactive with the newly appointed County Officer. The parish council will be suggesting the possibility of having a meeting 6 monthly with one in Aylesbury and one in the Southern area. Cllr Wood to send the response.

Cllr Herschel also highlighted the situation with a potential new mast in Flackwell Heath. The Community Centre had emphatically declined the mast on their land. The mast could not be erected anywhere without land owner permission. There was a query about adding to the mast at Green Dragon Lane.

FC/21/088

## **Public Participation**

There were no members of the public.

FC/21/089

## **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 10785 to 10791 be signed and BACS payment to Barclays Payflow and direct debits to EE and Unicom be approved for payment.***

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

Signed: 

Dated: 23 June 2022

## Pending expenditure transactions

28-Apr-22

| PO | Chq   | Invoice No    | Supplier           | Detail                                              | Net       | VAT    | Amount    |
|----|-------|---------------|--------------------|-----------------------------------------------------|-----------|--------|-----------|
|    | 10785 | 3620          | BALC               | Annual BMKALC and NALC subscriptions                | 2,263.86  | 0.00   | 2,263.86  |
| x  | 10786 | 837834        | Glasdon UK Limited | Tidy bear novelty bins x 3                          | 717.63    | 143.53 | 861.16    |
|    | 10787 |               | HMRC               | Tx & NI - April                                     | 3,078.08  | 0.00   | 3,078.08  |
| x  | 10788 | 2270          | Husson UK Limited  | Replacement spring - play equipment - Boundary Road | 247.47    | 49.49  | 296.96    |
|    | 10789 |               | SW Godliman        | Grounds maintenance work (14 Mar - 22 Apr)          | 625.00    | 0.00   | 625.00    |
|    | 10790 |               | I Forbes           | MVAS bolts                                          | 35.50     | 7.10   | 42.60     |
|    | 10791 | 3516611050041 | SSE                | Electricity - Derehams Jan-Apr                      | 928.60    | 46.43  | 975.03    |
|    | BACS  |               | Barclays Payflow   | Salaries April                                      | 11,123.95 | 0.00   | 11,123.95 |
|    | DD    | 12945797      | Unicom             | Landline & broadband - April                        | 103.92    | 20.78  | 124.70    |
|    | DD    | V01984291401  | EE                 | Warden's mobile phone - Apr                         | 19.07     | 3.81   | 22.88     |
|    |       |               |                    |                                                     | 19,143.08 | 271.15 | 19,414.23 |

## Income received since last committee meeting over £500.00

|  |  |  |  |                        |          |      |          |
|--|--|--|--|------------------------|----------|------|----------|
|  |  |  |  | HMRC VAT reclaim - Feb | 2,439.69 | 0.00 | 2,439.69 |
|  |  |  |  | Burials                | 525.00   | 0.00 | 525.00   |
|  |  |  |  |                        | 2,964.69 | 0.00 | 2,964.69 |

Signed: ..... *Katherine S. A. Wood* ..... Signed: ..... *C. D. Sordani* .....Date: *22/4/22* ..... Date: *29-4-22* .....

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