

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Thursday 17 November 2022

Members of the council are summoned to attend the meeting to be held on **Thursday 17 November 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 S Herron
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

5. Cemeteries

5.1 Altona Road Cemetery

5.2 St Margaret's Churchyard

6. War Memorials

6.1 Flackwell Heath

6.2 Loudwater

7. Royal Mail Bag Drop Boxes

8. LED Footway Lighting

9. Defibrillator

10. Heath End Rd Green Path

11. Litter Scheme

12. Committee Finances

13. Committee Budget 2023/24

14. Questions from committee members and the public

15. Accounts for payment



Cheryl Jeken
Deputy Clerk to the Council
11 November 2022

AGENDA ITEM 3

Delegated Action

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

- Schedule of Works from the architect at a cost of £350.00

AGENDA ITEM 4

Committee Projects

4.1 Office Complex Refurbishment

Members are asked to NOTE that we have received the Schedule of Works from the architect. This document, together with the drawings, will be uploaded to the tender portal and tenderers will have four weeks to provide their quotes. A meeting will be scheduled for when the tenders will be opened and shortlisted.

APPENDIX A

AGENDA ITEM 5

Cemeteries

5.1 Altona Road Cemetery

Members are asked to NOTE that the bench and plaque in memory of Cllr Kin will be installed by our Grounds Team next week.

5.2 St Margaret's Churchyard

Members are asked to NOTE that a survey of the walls at St Margaret's church in September identified that the wall leading to the brick shed has approximately 4m of loose capping stones and tiles.

Members are asked to CONSIDER and, if so minded, APPROVE the quotation below to repair the wall. Material will be salvaged from the wall but any additional coping stones and tiles required will be supplied by the parish council. We have taken a single tender action from the contractor who carried out the repair works to the brick piers in September 2022.

Quote A £580.00

AGENDA ITEM 6

War Memorials

6.1 Flackwell Heath

Members are asked to NOTE that a mural of three poppies has been painted on the drain cover at a cost of £239.31.

6.2 Loudwater

Members are asked to NOTE that the box hedge has been removed from either side of the path due to blight. Bark has been put down temporarily and a yew hedge will be planted in due course.

AGENDA ITEM 7

Royal Mail bag drop boxes

Members are asked to NOTE that the lead time given to us for Royal Mail to remove the boxes has passed and a follow up letter will be sent to them.

AGENDA ITEM 8

LED Footway Lighting

Members are asked to NOTE that the damaged lamp column in The Orchard, Flackwell Heath will be replaced shortly as the driver's insurance has agreed to pay for the work.

AGENDA ITEM 9

Defibrillator

Members are asked to NOTE that the headmistress of Loudwater School has given approval for the existing defibrillator to be moved, making it accessible to members of the public. A new cabinet has been ordered at a cost of £495.00.

AGENDA ITEM 10

Heath End Rd Green Path

Members are asked to NOTE that quotes will be brought to the next meeting in January to have the original green path between footpaths LMA/24/1 and LMA/18/1 cleared. Quotes will also be obtained for annual maintenance to keep the path maintained.

AGENDA ITEM 11

Litter Scheme

Members are asked to NOTE that in the parish council's newsletter next month we will be advertising for volunteers for the parish-wide Litter Scheme. Members are asked to CONSIDER how we should take the Litter Scheme forward. **APPENDIX B**

AGENDA ITEM 12

Committee Finances

Members are asked to NOTE the committee's income and expenditure to Period 7 (October). **APPENDIX C**

AGENDA ITEM 13

Committee Budget 2023/24

Members are asked to CONSIDER the attached draft budget. **APPENDIX D**

Members are asked to make suggestions for the budget lines.

AGENDA ITEM 14

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 15

Accounts for payment

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

Date and time of next meeting: Thursday 26 January 2023 at 7.30pm (TBC)