

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting held on **Tuesday 29 November 2022 at 7.30pm**
at the Council Office, Cock Lane, Tylers Green, High Wycombe Bucks HP10 8DS

The meeting is open to members of the public and press

Present:	Cllr I Forbes – Chairman	Cllr J Herschel
	Cllr A Barron – Vice-chairman	Cllr R Wilks
	Cllr L Willis	Cllr L Webb
	Cllr H Darch	Cllr K Wood
	Cllr C Jordan (temp)	

FGP/22/014 Apologies for absence

Apologies were received and approved from Cllr D Johncock (holiday) and Cllr C Dodds (holiday)

FGP/22/015 Declarations of members' interests in agenda items

Declarations were received from Cllr K Wood as she had an interest in agenda item 5.2 Fees & Charges being in receipt of the chairman's allowance. Cllr L Willis declared an interest in item 11.6 being a member of St Peter's Church in Loudwater.

Members were asked to welcome Keely Hammond from Christ Church, Flackwell Heath who gave an update on the Community Pantry to support vulnerable people within the ward/parish.

KH thanked members for their support and left the meeting at 7.55pm

FGP/22/016 Staff Matters

1 Staff Absence Report

Members received a verbal report from the clerk on the sickness absence of staff since the last committee meeting in September. Two of the grounds team had been off sick since the last meeting one for 4 days – two separate occasions and the other for 3 days again over 2 separate occasions. The Warden is currently still off on long term sick.

FGP/22/017 Health & Safety Report of any incidents

Members were asked to note that there had been no incidents since the last committee meeting in September. The last notified incident was on 1 February 2022, therefore being incident free for 207 working days as at the date of the agenda being sent out.

FGP/22/018 Policies and Procedures

1 Grants Policy

Members were asked to note the Grants Policy. A revised version to be brought to the next committee meeting for consideration.

2 Fees & Charges 2023/24

Members were asked to consider the schedule of Fees and Charges, showing an increase of 10.1% (CPI) rounded. Members were asked to note that the cemetery fees had not been increased following a benchmarking test of the local cemeteries. Allotments rentals also held as they stand.

It was RESOLVED that;

the Fees and Charges for 2023/24 be recommended for approval at the next full council meeting.

Cllr Wood abstained from the vote

The allotment rentals will be discussed at the Open Spaces meeting in May 2023 any change for 2024 to be recommended for approval at the full Council meeting in June 2023. This will allow the years' notice to be sent out with the renewals in August for the new allotment year starting 1 October 2024.

3 Calendar of Meetings

Members were asked to consider the Calendar of Meetings with a view to recommending for approval at the next full council.

It was RESOLVED that;

The Calendar of Meetings be recommended to full council for approval.

FGP/22/019

Grants

Members were asked to note that there had been no further requests for funding and the budget line currently stands at £500.00

FGP/22/020

Publicity

Members were asked to note that the newsletter was currently being compiled and would be ready for circulation in the New Year.

FGP/22/021

Legal

1 Deed of Grant – Anchusa Cottage

Members were asked to consider the Deed of Grant for Anchusa Cottage for signature at the next full council meeting. This document was the formalisation of a letter sent from the parish offices 15 years ago giving a prescriptive right over the track at Totteridge Common.

It was RESOLVED that;

The Deed of Grant be recommended to full council for signature.

FGP/22/022

Community Board

Members received a verbal report from Cllr Barron on any progress with the current projects. Report attached at end of document.

FGP/22/023

Neighbourhood Action Group (NAG)

Members were asked to note the minutes from the last NAG meeting held on Monday 17 October. Cllr Forbes had been in attendance at the meeting and asked for questions:

Cllr Wood asked about the inequity of the CSW session with Tylers Green having less sessions than Flackwell Heath and Hazlemere. Cllr Forbes advised that this was due to a lack of volunteers.

Cllr Barron highlighted the Appendix on 'Together for Suffolk' and was particularly interested in the ANPR SID.

FGP/22/024

Budget

1 Committee Finances (Period 7) October

Members were asked to note the summary of income and expenditure by committee.

2 Council Finances (Period 7) October

Members were asked to note the summary of the Council's financial position.

3 Finance & General Purposes Draft Committee Budget 2023/24

Members were asked to consider the committee draft budget; members had been encouraged to suggest adjustments prior to being recommended for approval at the next full council.

Cllr Barron asked about insurance cover for the burned-out boat at Straight Bit Recreation Ground – this can be followed up by the clerk.

Cllr Herschel asked about the next Election which is in 2025 and was content that the money put aside was sufficient.

It was RESOLVED that;

The committee budget be recommended to full council for approval with no amendments.

4 Council Draft Budget 2023/24

Members were asked to consider the Council draft, as above making any adjustments, prior to being recommended for approval at the next full council.

It was RESOLVED that;

The Council budget be recommended to full council for approval with no amendments.

5 Precept 2023/24

Members were asked to receive a short presentation from the chairman of committee with a recommendation that to increase the Precept therefore a request for a 5% change in our Precept charged to householders was proposed. However, there could be a slight change to the Precept actually received if the housing numbers vary from the current estimate.

It was RESOLVED that;

The Precept increase of 5% be recommended to full council for approval.

6 Community Infrastructure Levy (CIL)

Members were asked to note that the budget line for CIL currently stands at £88,170.56. These funds are to be used for community benefit and need to be spent within a timeframe as below:

£1,279.18	2022/23
£19,416.08	2023/24
£67,475.30	2025/26

Members were asked to consider the using of CIL to make a contribution to St Peter's Church in Loudwater to assist with their School Starter Packs, following the update from Mark Humphries at the last full Council meeting.

Members were also asked to consider the using of CIL to make a contribution to Christ Church in Flackwell following the update on the Community Pantry.

Members felt that both were worthy projects which made a difference to the welfare of the parish residents. Representatives from both organisations had provided a robust presentation detailing the projects and how and who were being helped.

It was RESOLVED that;

A proposal be taken to full council to make contributions to both projects. A contribution of £10,000 for the School Starter Packs at St Peter's Church and £5,000 for the Community Pantry at Christ Church.

Cllr Herschel abstained from the vote, citing concerns of regularity.

7 Five Year Plan

Members were asked to receive the amended overview of the likely major funding issues by the Chairman of committee. Green Dragon Lane project to only take £15k instead of the estimated £35k.

FGP/22/025 **Questions from council members and the public**

There were no questions.

FGP/22/026 **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 10937 to 10948 and a BACS payment to Barclays Payflow along with direct debit payments to EE, NEST Pension, Barclays, Black Country Metalworks Ltd and E-On Next be approved and signed.

Date and time of next meeting: Thursday 9 February 2023 @ 7.30pm

Signed: 

Dated: 15 December 2022

Verbal report to F&GP 29/11/2022 on “our” Community Board (BCWCB) by Alec Barron

The Community Board has been “inactive” for some time. The death of HM Queen Elizabeth and associated mourning period had curtailed most activities, with meetings cancelled / postponed. The position has been further complicated

Highways & Transport: Last meeting 5th October 2022.

Fassetts Road:

TfB have been unable to find a practical scheme regarding the alleyway.

It was suggested to close the alleyway as the access to and from the school was easily attainable via the footpath from Norwood Road.

AB undertook to have a final discussion with the complainant, and a visit undertaken 10 days ago, and subsequent discussion with the daughter asking the complainant for his views – has not had a response so far.

Ashley Drive:

We have received the report from Ringway Jacobs on the feasibility of car parking bays in front of the recreation ground.

29 pages in detail, and a projected cost of £52k. Now we need to find ways of funding! It should be noted that there is a “moratorium” on new BCWCB Highways projects for this year, however it does not stop us adding to the next financial year!

HAT 25 (Ashley Drive Junction Protection), HAT 27 (Tylers Green first and middle schools parking) schemes have now been approved by the Cabinet Member and Community Board, and purchase orders have been raised. Completion 31/03/23!

There is a new contract with Bucks Transport (formerly Transport for Bucks) dropping Ringway Jacobs in favour of Balfour Beatty. Projects with Ringway Jacobs that can be completed before April 2023 will proceed all others are on hold and probably subject to re-negotiations.

Claimed (or hoped for) benefits are more competition with suppliers, wider range of people with different skill sets, and alternative suppliers if we can find a cheaper option. The system should be more streamlined!

Projects from the BCWCB that have been decided will still be honoured and funding agreed has been earmarked. If prices increase with the new contractor, BCWCB will review the difference and look at adding from next year’s budget.

There is a moratorium on new Highways projects this current financial year, it does not stop of us from looking at topics with a broader benefit to the community such as poster campaigns, parking surveys, Community SpeedWatch etc. Neither does it stop us identifying potential schemes for the following year.

Finally - the Verge Parking Poster Campaign:

David Johncock asked a local (FH) Primary school to design a poster. Two were chosen as winners and the design team are working on them. TVP logo, Community Board and Community Safety logos will be on the posters.

Environment Action Group will be having a meeting on the 7th December.

Health & Well Being Action Group meeting planned for the 22nd November was cancelled. No new date yet!

Pending expenditure transactions

29-Nov-22

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	10958	DH0014	4 Front Security Services Ltd	Security Mobile Patrol - Nov	900.00	180.00	1,080.00
	10959	3947	BALC	"Councillor Interests & Code of Conduct" training - clerk	50.00	0.00	50.00
	10960		HMRC	Tax and NI - November	2,396.88	0.00	2,396.88
	10961		J R Kingsland	Travel to/from Hudhall Park for Tree Inspection course	18.90	0.00	18.90
	10962		Matthew Clube	Materials for FH War Memorial artwork	239.31	0.00	239.31
	10963	SM26475	Rialtas Business Solutions Ltd	Annual subscription for Making Tax Digital	141.66	28.33	169.99
x	10964	1320444288	Trade UK (B&Q)	Lock nut and steel rod	15.93	3.19	19.12
x	10964	1320815162	Trade UK (B&Q)	White spirit, floor paint, LED bulb	100.21	20.04	139.37
x	10965	1261368	WEL Medical Ltd	DefibSafe 2 external cabinet	504.95	100.99	605.94
	10966	1320815170	Trade UK (Screwfix)	Floor paint x 2, LED bulb	45.80	9.16	54.96
	10966	1320815189	Trade UK (Screwfix)	Floor paint x 7	151.61	30.32	181.93
x	10966	1322043957	Trade UK (Screwfix)	Hi Vis traffic jacket x 1, Fleece x 2	54.72	10.95	65.67
x	10966	1322657890	Trade UK (Screwfix)	Hi Vis traffic jacket x 1	24.74	4.95	29.69
	10967		S W Godliman	Afternoon Grounds Maintenance work (Jun-Oct) 30 hours	375.00	0.00	375.00
	BACS		Barclays Payflow	Salaries & Pensions - November	10,802.51	0.00	10,802.51
	DD		Barclays	Bank charges Sep-Oct	88.59	0.00	88.59
	DD		Barclays	Loyalty reward Sep-Oct	-16.12	0.00	-16.12
					15,894.69	387.93	16,282.62

Income received since last committee meeting over £500.00

			EON Next	Credit	582.88	0.00	582.88
			HMRC	VAT reclaim	2,409.08	0.00	2,409.08
					2,991.96	0.00	2,991.96

Signed: *Katrina S A Wood* *IFORCES*Date: *30/11/22* Date:

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