

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting held on **Thursday 9 February 2023 at 7.30pm** at the Council Office, Cock Lane,
Tylers Green, Bucks HP10 8DS

The meeting was 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 C Dodds
	Cllr H Darch	Cllr L Webb
	Cllr C Jordan (temp)	Cllr D Johncock (ex-officio)

Also present: Cllr L Johncock

FGP/22/027 **Apologies for absence**
Apologies for absence were received and approved from Cllr K Wood (family)

FGP/22/028 **Declarations of members' interests in agenda items**
There were no declarations.

FGP/22/029 **Staff Matters**
1 Staff Absence Report
Members were asked to receive a verbal report from the clerk on the sickness absence of staff since the last committee meeting in November. The clerk advised that there had been no sickness absence.
2. Appraisals
Members were asked to note that staff appraisals were underway – the first couple being held yesterday.

It was noted that Cllr Herschel asked that targets be shared with members. The clerk advised that all appraisals would be reported to the Staff Committee.

FGP/22/030 **Health & Safety Report of any incidents**
Members were asked to note that there had been no incidents since the last committee meeting in November. The last notified incident was on 1 February 2022. The amount of incident free days should read 252 working days as at the date of the agenda being sent out.

FGP/22/031 **Policies and Procedures**
1 Grants Policy
Members were asked to consider the revised Grants Policy.
It was RESOLVED that;
The Grants Policy would be recommended to Full Council for approval with an extra note relating to staffing and related costs not being covered. The accompanying form to have 'sponsor' and 'financial officer' added for clarity.

It was noted that the policy would be included in the annual review of all policies.

2 Resilience – Emergency Planning

Members were asked to note that the first meeting of the working party had taken place on Thursday 2 February at 10am. The working party consists of Cllr Forbes, Cllr Barron, Cllr Jordan and the clerk. Cllr Forbes advised that Cllr D Johncock had volunteered to join the group. The working party had agreed that following as a starting point;

- A list of resources/people including their 24/7 contact details and assets would be created for the parish.
- Publicise what we were doing via the newsletter and the parish meeting.
- No vulnerable people would be listed as this is already done by the large utility companies.
- Share our approach with Buckinghamshire Council's resilience team.

- Commit to keeping our information up to date.

3 Training

Members were asked to note that a councillor training session will be arranged, all councillors are invited. The session will be set once the refurbishment timeline is known.

4 Model Councillor-Officer Protocol

Members were asked to consider the Protocol sent through from BMKALC as a working document for further revision following discussion.

It was RESOLVED that;

The document would be revised and brought back to the September meeting for further consideration with members being encouraged to make their comments over the next four weeks.

5 Re-appointment of Internal Auditor

Members were asked to consider, with a view to recommending, the re-appointment of Mr E Newhouse as Internal Auditor for the financial year 2022/23. Last year Mr Newhouse's fee was £350.00.

Members were asked to note that in accordance with the Joint Panel on Accountability and Governance Practitioners' Guide March 2022 – 4.11 *'There is no requirement to rotate auditors but the independence of the appointed person or firm should be reviewed every year*

It was RESOLVED that;

a recommendation to Full Council be made to re-appoint Mr Newhouse as internal auditor for 2022/23.

FGP/22/032 Grants

Members were asked to note that there had been no further requests for funding at the time of sending out the agenda and the available budget currently stands at £960.00.

It was noted that an application had been received from the Loudwater Bowls Club which would be taken directly to Full Council.

FGP/22/034 Publicity

Members were asked to note that the newsletter was currently at the printer for the first proof.

FGP/22/035 Legal

Members were asked to note that there were currently no items for consideration.

FGP/22/036 Community Board

Members were asked to receive a report from Cllr Barron on any progress with the current projects. Report attached.

FGP/22/037 Neighbourhood Action Group (NAG)

Members were asked to note that the next meeting date had been changed from 23 February to 16 March the venue being Tylers Green Village Hall.

1 Community Speedwatch

Members were asked to note that the Sentinel Camera is currently out of action. It had been attacked by a passing jogger while in use on Treadaway Hill, Flackwell Heath. It has been sent back to Unipar to be checked over. TVP have confirmed that the camera is covered by their insurance. The estimate for the works was now with TVP.

Cllr Herschel left the room at 8.10pm

FGP/22/038 Budget

1 Committee Finances (Period 10) January

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

2 Council Finances (Period 10) January

Members were asked to note the summary of the Council's financial position. It was advised that there could be a £15k surplus at year end.

Cllr Herschel re-joined the meeting at 8.13pm

3 Community Infrastructure Levy (CIL)

Members were asked to note that the budget line for CIL currently stands at £57,100.99. These funds are to be used for community benefit and need to be spent within a timeframe as below:

£57,100.99 2026/27

4 Five Year Plan

Members were asked to receive the amended overview of the likely major funding issues by the Chairman of committee.

It was noted that Green Dragon Lane Playground would be removed now that it has been completed. A further revision to the Status column would be made as it currently looks as though funding had already been agreed for the projects. A Community Board update would also be added.

FGP/22/039 Questions from council members and the public

- Cllr Darch highlighted the cost of the dog waste bins and whether the parish council would continue providing them.
This item will be deferred to the next Open Spaces committee.
- Cllr Dodds asked a question about pavement parking – who deals with this issue.
If there is an obstruction it is a police matter, if parking on yellow lines it becomes a matter for parking enforcement (Buckinghamshire Council).
- Cllr Dodds also mentioned the large signs on the verges – who is responsible for approving and how can you get them removed.
Fix My Street and raise a complaint.

FGP/22/040 Accounts for Payment

Accounts were circulated at the meeting for consideration by councillors.

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 11011 to 11023 and direct debit payments to EE, EO-N Next, Shorts, Sell Fuelcard and SSE be approved and signed.

The chairman of committee thanked members for their attendance and closed the meeting at 8.40pm

Date and time of next meeting: Tuesday 18 April 2023 @ 7.30pm

Signed: 

Dated: 23 February 2023

Verbal report to F&GP 09/02/2023 on "our" Community Board (BCWCB) by Alec Barron

The Community Board continues to be "low active". A new planned meeting list indicates that HAT will meet on the 19th of April with Environment on the 7th June and Health & Wellbeing on the 21st. The first main meeting is on the 28th of June!

Highways & Transport:

Fassetts Road:

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

AB has had a communication from the complainant recently who was bitterly disappointed with Highways response. AB will be undertaking discussions with Highways to investigate closure of the alleyway as the access to and from the school was easily attainable via the footpath from Norwood Road.

Ashley Drive: reported on last time – projected cost £52k - need to find ways of funding!

HAT 25 (Ashley Drive Junction Protection), HAT 27 (Tylers Green first and middle schools parking) reported last time. Completion 31/03/23!

Verge Parking Poster Campaign: reported last time.

Environment Action Group meeting on the 7th December.

Rosie Tunnard (Bucks Highways) gave a presentation.

Looking at re-wilding verges. Looking for suitable sites. They must be 6 metres plus in width.

Looking to plant more trees – need suitable sites as watering will be an issue for saplings.

They also talked about Thermal imaging cameras under the "leaky homes initiative". I did make some comments!

Health & Well Being Action Group meeting planned for the 22nd November was cancelled.

The Community Board did make a funding contribution to the "Secret Place (Recording studio) of Approx £15k.

Finally I have agreed to take on the Local Cycling and Walking Initiative "Plan" (LCWIP) for joining Flackwell Heath to High Wycombe to the BCWCB.

Wendy & Cheryl started the ball rolling on this as a means of connecting the two footpaths from the south joining Heath End Road. Funding contribution by Abbey Barn South Development and Bucks Highways.

Maybe Amersham Wycombe College should also contribute as LCWIP was a strong argument they used for the development – particularly as the flats only have one car parking space.

Someone in the family units is going to have to walk or cycle because of the Planning car space allocations!

9-Feb-23

Pending expenditure transactions

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	11011		Chiltern Society	Annual membership	30.00	0.00	30.00
	11012	447350	Clarity Copiers Ltd	Photocopy charges - Jan	30.06	6.02	36.08
	11013	220990	GDT (Fire Extinguishers) Ltd	Fire Alarm Service	77.00	15.40	92.40
x	11014	215254	James Coles & Sons (Nurseries) Ltd	72 x yew plants, 30 x holly plants	385.50	77.10	462.60
x	11015	7493	K & S Walker Ltd	4 yd skip - TG pond	180.00	36.00	216.00
	11016	SIN006915	Proludic Ltd	Post installation inspection - Green Dragon Lane Play Area	450.00	90.00	540.00
	11017	2302019	Triumph Technologies (Ltd)	6 months email hosting, backup and help desk; Audio conferencing,			
	11018	36096280123	Wren Davis Ltd	Enterprise & Sharepoint - Feb	1,335.35	267.06	1,602.41
	11019	719016800002	SSE	Milk delivery - Dec & Jan	28.50	0.00	28.50
	11020	4219043750002	SSE	Electricity - Front Common - Qtr 4	171.42	8.91	180.33
x	11021	9992574	Viking	Electricity - Derehams - Qtr 4	738.24	381.82	1,120.06
x	11022	224682	Fleet (Line Markers) Ltd	Stationery	150.43	30.09	180.52
x	11023	1341498034	Trade UK (Screwfix)	Operating switch	21.28	4.26	25.54
				Sander and grinder	233.32	46.66	279.98
	BACS						
	DD	V02071717930	EE	Warden's mobile phone	13.67	2.73	16.40
	DD	K1-031-D95C6	E-ON Next	Gas - Jan	412.66	82.53	495.19
	DD	202378	Shorts Group Limited	Dog Waste collection - Jan - FH	180.00	36.00	
	DD	202379	Shorts Group Limited	Dog Waste collection - Jan - LW	300.00	60.00	
	DD	202380	Shorts Group Limited	Dog Waste collection - Jan - TG	390.00	78.00	1,044.00
	DD	9004636441	Shell (Fuel Card Services)	Vehicle fuel - Jan	201.35	40.27	241.62
	DD		SSE	Footway lighting - Jan	67.89	7.60	75.49
					5,396.67	1,270.45	6,667.12

Income received since last committee meeting over £500.00

			Burials	878.00	0.00	878.00
			HMRC - VAT Reclaim	4,313.60	0.00	4,313.60
			Burials	1,721.00	0.00	1,721.00
				6,912.60	0.00	6,912.60

Signed: *Jan Feb*Signed: *Katrine SA Wood*Date: *10/2/2023*Date: *15/2/23*

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 payroll payments as above, along with the relevant purchase order details against the cheques