CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Report of the meeting held on Thursday 26 January 2023 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present:	Cllr C Dodds - Chairman	Cllr C Jordan
	Cllr R Wilks – Vice-chairman	Cllr S Herron
	Cllr L Johncock	Cllr K Wood
	Cllr A Barron	Cllr J Gurney
	Cllr S Barrett	Cllr D Johncock (ex officio)

WS/22/043 **Apologies for absence**
Cllr J Herschel – personal

WS/22/044 **Declarations of members' interests in Items on the agenda**
There were none.

WS/22/045 **Delegated Action**
Members were asked to note that, since the last committee meeting in November, there had been no delegated actions taken by the chairman of committee and clerk.

WS/22/046 **Committee Projects**
1 Office Complex Refurbishment
Members were asked to note that we had received six tenders and had interviewed three of the builders. An update was given at the meeting.

Members were asked to consider quotations to refurbish the office. The cost is to be met from the Office EMR and the General Reserve.
It was resolved that;
Quote A at £40,000.00 be recommended to full council for approval.

2 Depot
Members were asked to note that the Grounds Team had painted the floors of the depot and workshop and rearranged the shelving to improve accessibility.

WS/22/047 **Cemeteries**
1 St Margaret's Churchyard
Members were asked to note that the works to repair the wall leading to the brick shed had been ordered and would be completed in the spring.

WS/22/048 **War Memorials**
1 Loudwater
Members were asked to note that yew plants had been ordered and the yew hedge would be planted when they arrive.
It was noted that the yew plants were being delivered on 2 February.

WS/22/049 **Royal Mail bag drop boxes**
Members were asked to note that we had received a letter from Royal Mail. Of the 12 pouch boxes that we requested they remove, they have removed 5 to date – 2 in Flackwell Heath, 2 in Loudwater and 1 in Tylers Green. The remaining pouch boxes would be removed as soon as possible but they couldn't provide a specific date. Excavation was required for several of the remaining boxes. Royal Mail would keep the deputy clerk updated.

WS/22/050 **FH Broxap bins**
Members were asked to consider the replacement of the damaged litter bins.
Cllr Dodds thanked Cllr Wood for her email which was read out.

It was resolved that;
damaged litter bins be replaced with the Buckinghamshire Council new style black bins.

Cllr L Johncock abstained from the vote.

A survey would be done of all the bins. Bins that had been moved would be replaced in their original positions and anchored in the ground if possible.

WS/22/051 **LED Footway Lighting**

Members were asked to note that contact details for Veolia's insurance company had been passed to us in respect of the damaged lamp column in Glenmore Close, Flackwell Heath and we are liaising directly with them to have it replaced as soon as possible.

WS/22/052 **Heath End Rd Green Path**

Members were asked to note that it is stated in the Abbey Barn South Development Brief that improvements would be made to the pedestrian route from the development along Abbey Barn Lane to Heath End Road and along Heath End Road to Flackwell Heath. The deputy clerk had written to the developers of the Abbey Barn development to enquire when the route would be completed.

Members were asked to consider quotations to clear the path with a view to approving the virement of the money from the General Reserve at the next Full Council meeting. Members were asked to note that an annual maintenance clearing currently costs between £900 and £1,095. This would be considered later in the year as a new budget item for the 2024-2025 financial year.

It was noted that the deputy clerk would check the conditions for planning permission for Abbey Barn development and also contact Buckinghamshire Council with a view to them doing the work.

It was resolved that;
this item is deferred to the next W&S meeting.

WS/22/053 **Heath End Common**

Members were asked to note that the clerk and deputy clerk had met with the TfB LAT on site to discuss the feasibility of installing wooden posts along the edge of the Common on Heath End Rd to deter motorists from parking on the grass. We are awaiting a report from the LAT with regards to the utilities on site.

WS/22/054 **Defibrillator**

Members were asked to note that Cllr Dodds had moved the existing defibrillator from Loudwater School to its new location, making it accessible to members of the public. It had also been registered on the Save a Life App.

Cllr Dodds was thanked for doing the work.

WS/22/055 **Committee Finances**

Members were asked to note the committee's income and expenditure to Period 9 (December).

WS/22/056 **Questions from committee members and the public**

WS/22/057 **Accounts for payment**

Accounts for payment were circulated at the meeting for consideration by councillors.

It was noted that the annual grant to St Peters Loudwater is for maintaining the closed churchyard.

It was RESOLVED that;
the accounts for payment be approved and cheques numbered 11001 to 11010 be signed and direct debits to Barclays, E-ON Next, NEST and Unicom be approved for payment.

The chairman of committee thanked members for their attendance and closed the meeting at 8.10pm.

Date and Time of next meeting: Thursday 23 March 2023 at 7.30pm

Signed: Katrina S A Wood Dated: **23 February 2023**

Chepping Wycombe Parish Council

Pending expenditure transactions 26-Jan-23

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
x	11001	12366	Clarke and Allen Gardeners Ltd	Kubota full service. Replace drive belts, lights, oil, coolant	868.83	173.76	1,042.59
x	11002	EA36879	Earth Anchors Ltd	Anchor base for litter bin	174.15	34.83	208.98
x	11003	224109	Fleet (Line Markers) Ltd	Pitchmarker paint x 4	120.04	24.01	144.05
	11004	13230/23	Gough Contractors Ltd	Investigate leak from boiler. Repair condense trap.	60.00	12.00	72.00
	11005		HMRC dewood	Tax & NI - January	2,771.52	0.00	2,771.52
	11006		Kings Ride Supermarket	Replacement cheque for unbanked cheque 10186 dated 05/05/2020	100.80	0.00	100.80
	11007		Lynview Homes Ltd	Materials & plant hire - track 6	322.07	64.41	386.48
x	11008	1335051112	Trade UK (Screwfix)	Waterproof jacket, 2 pairs of boots - Grounds Team	157.94	6.00	
x	11008	1335471197	Trade UK (Screwfix)	Combi drill, drill set, drill bit sharpener	185.59	37.12	
x	11008	1337257788	Trade UK (Screwfix)	Eye bolt	0.97	0.19	387.81
	11009	1337257796	Trade UK (B&Q)	Glass cleaner x 2, WD40 x 3	34.55	6.92	41.47
	11010	9729	Parochial Church Council St Peters Loudwater	Reissue of cheque 10988 - Annual grant	641.00	0.00	641.00
	BACS		Barclays Payflow	Salaries & Pension - January	11,460.65	0.00	11,460.65
	DD		Barclays	Bank charges Nov-Dec	31.94	0.00	
	DD		Barclays	Loyalty reward Nov-Dec	-4.79	0.00	27.15
	DD		E-ON Next	Electricity Nov-Jan	381.15	19.06	400.21
	DD		NEST	Pensions - December	684.17	0.00	684.17
	DD	13219773	Unicom	Landline & broadband - Jan	81.34	16.27	97.61
					18,071.92	**394.57**	**18,466.49**

Income received since last committee meeting over £500.00

				Burials	833.05	0.00	833.05
					833.05	**0.00**	**833.05**

Signed: ......Paul Fuller......dewood...... Signed: ......C D Jordan......

Date: ......27/01/2023...... Date: ......27-1-23......

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