

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Council meeting to be held on **Thursday 23 February 2023 at 7.30pm** at the Council Chamber,
Cock Lane, Tylers Green, Bucks HP10 8DS

Present:

Cllr K Wood (Chairman)	Cllr R Wilks
Cllr D Johncock (Vice chairman)	Cllr S Herron
Cllr C Jordan	Cllr J Herschel
Cllr I Forbes	Cllr A Barron
Cllr H Darch	Cllr L Johncock
Cllr J Gurney	Cllr C Dodds

- FC/22/055 **Apologies for Absence**
Apologies for absence were received and approved from Cllr S Digby (holiday), Cllr L Willis (Ill) and Cllr L Webb (business)
- FC/22/056 **Declarations of Interest and Code of Conduct**
Cllr A Barron declared an interest in agenda item 18, being in receipt of cheque number 11025 for expenses
- FC/22/057 **Council Minutes**
It was RESOLVED that;
the minutes of the Council meeting held on Thursday 15 December 2022 and the Special Council meeting held on 9 February 2023 were approved as a true and accurate record.
- FC/22/058 **Open Spaces Committee**
OS/22/043 1.1 Ashley Drive Recreation Ground - It was noted that the slabs had not been laid however, a different approach of a concrete pad at each entrance would be laid in March.
OS/22/043 2.1 Straight Bit Security – it was confirmed that the works had been completed at the site.

It was RESOLVED that;
the report of the Committee meeting held on Thursday, 13 January 2023 be approved
- FC/22/059 **Works & Services Committee**
WS/22/046 1 Office Complex – It was noted that the works would be starting on Monday 27 February 2023.

It was RESOLVED that;
The report of the Committee meeting held on Thursday, 26 January 2023 be approved.
- FC/22/060 **Finance & General Purposes Committee**
It was RESOLVED that;
the report of the Committee meeting held on Thursday, 9 February 2023 be approved
- FC/22/061 **Planning Meetings**
It was RESOLVED that;
the reports of the Planning Meetings held on Tuesday 13 December 2022, Tuesday 3 January 2023, Tuesday 17 January 2023 and Tuesday 31 January 2023 be approved.

Council was asked to note the schedule of applications from December to February 2023 showing eventual outcomes of the parish council submitted objections.

It was noted that the 46 New Road, Tylers Green development had been refused, however the British Legion, Queensmead Road had been permitted even though there was a lack of car parking spaces available.

FC/22/062

S137 – Payment of Grants

Council was asked to note that the Department of Levelling Up, Housing and Communities had notified the National Association of Local Councils that the appropriate sum for Section 137 (4)(a) of the Local Government Act 1972 for parish and town councils in England for 2023/24 is £9.93. The amount was a result of increasing the amount of £8.82 for 2022/23 by the percentage increase in the retail index between September 2021 and September 2022 under Schedule 12B of the 1972 Act as above.

Section 137 enables parish councils to spend a sum, per elector, on activities and projects not specifically authorised by other powers. Council was asked to note that the current budget allocation for the new financial year of £5,000 is well below the aforementioned limit.

FC/22/063

Grant Application – Loudwater Bowls Club

Council was asked to consider the application received from the Loudwater Bowls for £500.00 towards lighting for the pavilion. The new lighting will be energy efficient and more reliable.

It was RESOLVED that;

A grant of £400.00 would be approved as a contribution towards the cost of the replacement lighting.

FC/22/064

Grants Policy

Council was asked to consider the recommendation from the Finance & General Purposes Committee to adopt the policy following revision after the committee meeting.

It was RESOLVED that

The Grants Policy be approved and adopted.

FC/22/065

Migration from Microsoft 365

Council was asked to consider the cost to migrate our IT from Microsoft 364 to New Commerce Experience (NCE). This change impacts the purchase of Microsoft 365 licences. Microsoft will be increasing their prices for M365 in April by 9%.

It was RESOLVED that;

The migration to NCE be approved.

Cllr Herschel abstained from the vote saying that he had insufficient information

FC/22/066

5 Year Plan

Council was asked to note the revised 5 Year Plan previously considered at the Finance & General Purposes committee.

It was noted that the WW2 memorial boards in Tylers Green would be funded by the parish council as the Residents' Society declined to make a contribution. The Plan would be kept up to date.

FC/22/067

Community Board Projects

Council was asked to note the report from Cllr Barron previously noted at the last Finance and General Purposes committee. There were no changes to his report. It was noted that the clerk had requested an updated spreadsheet from the Community Board Manager but this had not yet been received.

All members of the Council were encouraged to bring forward possible projects for submission to the Community Board.

FC/22/068

Re-appointment of Internal Auditor

Council was asked to consider the recommendation from the Finance and General Purposes Committee to re-appointment of Mr E Newhouse as Internal Auditor for the financial year 2022/23.

It was RESOLVED that;

The re-appointment of Mr E Newhouse as Internal Auditor for 2022/23 be approved.

- FC/22/069 **Informal Meeting**
Council was asked to note that the date for the next informal meeting would be set once the completion of works on the office refurbishment were known.
- FC/22/070 **Questions by Members of the Council**
Cllr Jordan advised that he had attended the Derehams Inn development meeting. It had been very well attended. There would be resident participation at the next planning meeting. The application would be called in.
Cllr Gurney asked about the newsletter – the proof was back from the printers.
- FC/22/071 **Public Participation**
There were no member of the public present.
- FC/22/072 **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 11024 to 11029 be signed and that direct debits to Barclays, Unicom and NEST be approved for payment.***

The chairman thanked members for their attendance and closed the meeting at 8.14pm

Date and time of next meeting: Thursday 27 April 2023 at 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

OPEN SPACES COMMITTEE

Report of the meeting to be held on **Tuesday 7 March 2023** at **7.30pm** at the Council Office, Cock Lane, Tylers Green, High Wycombe Bucks HP10 8DS

Present:

Cllr L Willis (Chairman)	Cllr I Forbes
Cllr L Johncock (Vice-chairman)	Cllr C Jordan
Cllr H Darch	Cllr S Herron
Cllr D Johncock	

Also present: Cllr A Barron, Mr R King (Loudwater Bowls Club), Mr L White (FHRA)

AGENDA

- OS/22/050 **Apologies for absence**
Apologies were received and approved from Cllr S Digby (holiday), Cllr K Wood (meeting), Cllr L Webb (meeting) and Cllr J Gurney (Ill)
- OS/22/051 **Declarations of members' interests in Items on the agenda**
Cllr Darch declared an interest in agenda item 13 – being in receipt of cheque number 11039 for expenses.
- OS/22/052 **Allotments**
Members were asked to note that there are no vacancies at either site.

There are currently 6 people on the waiting list for Ashley Drive and 10 on the waiting list for Chapel Road.
- OS/22/053 **Playgrounds**
1 Ashley Drive Recreation Ground, Tylers Green
1.1 Surfacing requirements
Members were asked to note that the grounds team had not as yet been able to undertake the work to the entrances of the play areas. However, this work was scheduled for mid-March. The works to consist of a cast concrete pad.

Members were asked to note that the site visit took place with another supplier of surfacing on the 17 January, however the quotation received was incorrect and in the sum of £50k. The clerk and grounds team to attend the site and investigate alternatives.

1.2 Middle hedge
Members were asked to note that work had started on the middle hedge at the above site, this was now on hold due to bird nesting season. Where the hedge has been completely removed a new post and rail fence will be erected. Planting of a new hedge to infill the cleared areas will take place in the autumn.

2 Straight Bit Recreation Ground, Flackwell Heath
2.1 Flackwell Heath Play Equipment sub-group
Members were asked to note the report from the meeting.

2.2 Quotations for replacement boat
Following on from the previous item, members were asked to consider the quotations received from an alternative supplier for a replacement boat.

It was RESOLVED that;

In principle, the committee supported the proposals from the sub-group, however as information from the insurance company was still awaited this item would be taken to full council for further consideration when the confirmation of an offer of cover could have been received.

Mr White advised that the FHRA were in full support for the replacement equipment and highlighted the missing swings as a priority for replacement.

2.3 Legal Proceedings – telecommunications mast

Members were asked to note that legal proceedings had been served on the parish council for the refusal of a mast at Straight Bit Recreation Ground. The papers had been sent to our solicitor who advised that more specialist advice needed to be obtained, this is now in hand. The date for return is 31 March 2023.

3 Boundary Road Recreation Ground, Loudwater

Members were asked to note that a concern had been raised by a resident following an incident at the site when a small child slipped into the stream at the point where the bank had eroded. The chairman of the committee met with the concerned resident and advised that the area was not under parish council jurisdiction. In the meantime, the issue was escalated to Steve Baker MP whose office contacted ourselves and Buckinghamshire Council. Buckinghamshire Council have taken responsibility for the area.

Members were asked to consider the erection of a post and rail fence along the path to act as an obstacle; an opening at each end would give two points of focus for parents/guardians to watch. Members were asked to note that the grounds team would undertake the work.

It was RESOLVED that;

The concerned had been noted by the committee however a post a rail fence would not be approved as the play area was a distance from the stream.

It was noted that this site would be part of the committee site visit in June/July – date to be confirmed

OS/22/054 Treeworks

Members were asked to note that the approved works at Magpie Wood and the Railway Land had been completed.

At the time of the agenda distribution a date was awaited for the approved works at The Rise.

OS/22/055 Paths

Members were asked to note that work to the path leading from New Road up to the Back Common and the entrance to King's Wood from Kingswood Avenue would be undertaken in mid-March.

OS/22/056 Magpie Wood Diary – October 2022 to February 2023

Members were asked to note the diary produced by Cllr Jordan. Cllr Jordan highlighted the fence on the north side of the wood running down the Chiltern Way footpath – this has been cut and there appears to be some clearance work taking place in the trees behind Little Magpie.

It was noted that this site would be part of the committee site visit in June/July – date to be confirmed

A vote of thanks was given to Cllr Jordan and Mr Turnock for all the work they had put in to the wood.

OS/22/057 Flackwell Heath Golf Club – brown signs

Members were asked to consider the brown tourist signs for Flackwell Heath Golf Club. The application had been made to Buckinghamshire Council with the 3 signs previously approved by the committee. However, Buckinghamshire Council believe that more signs are required.

It was RESOLVED that;

Buckinghamshire Council will be contacted and advised that no support would be given for the increased number of signs, however highway signage falls under their jurisdiction and expertise and the parish council would leave the final decision to them.

Mr King left the meeting at 8.15pm and thanked the parish council for the grant for the Loudwater Bowls Club

- OS/22/058 **Skate Park Update**
Members were asked to receive a verbal update on the joint Skate Park project.
- Cllr D Johncock advised that there had not been much activity, however there was a meeting scheduled for Wednesday 22 March. There will be a presentation to both parish councils which is currently being put together. Cllr D Johncock will update further after the meeting.
- OS/22/059 **Derehams Lane Recreation Ground**
Members were asked to note that a meeting with the architect would be arranged when the office re-opens.
- OS/22/060 **Committee Finances**
Members were asked to note the committee income and expenditure to Period 10 (January) . Cllr Darch asked about the permit income under 106 1002 – this had been income from a Fair. Cllr D Johncock highlighted the lack of expenditure under 102 4037 – a payment was currently being made against this line.
- OS/22/061 **Questions from committee members and the public**
There were no questions from the remaining member of the public.
- Cllr Jordan mentioned that when the Environment Agency had cleared the stream at Boundary Road Recreation Ground they had left a lot of rubbish on the bank side. Mr Turnock had offered to clear this if the parish council would supply the bin bags and collection.
The clerk asked for Cllr Jordan to check that rubbish was still at the site.
- OS/22/062 **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 11030 to 11039 be signed and that the BACS payment to Barclays Paylow and direct debits to Barclays, EE, E-ON Next, Shell Fuelcard and Shorts be approved for payment.

The chairman of committee thanked members for their attendance and closed the meeting at 8.23pm

Date and time of next meeting: Tuesday, 23 May 2023 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Report of the meeting held on Thursday 23 March 2023 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present:	Cllr C Dodds - Chairman Cllr R Wilks – Vice-chairman Cllr L Johncock Cllr A Barron Cllr J Herschel	Cllr C Jordan Cllr S Herron Cllr K Wood Cllr J Gurney Cllr D Johncock (ex officio)
WS/22/058	Apologies for absence Cllr S Barrett – work	
WS/22/059	Declarations of members' interests in Items on the agenda Cllrs Barron, Herschel and Wilks declared an interest in agenda item 15 – being in receipt of cheque numbers 11041, 11043 and 11047 respectively for expenses.	
WS/22/060	Delegated Action Members were asked to note that, since the last committee meeting in January, there had been no delegated actions taken by the chairman of committee and clerk.	
WS/22/061	Committee Projects 1 Office Complex Refurbishment Members were asked to receive a verbal update from Cllr Dodds at the meeting regarding the office refurbishment. Cllr Dodds updated the members with the progress of the project. An additional £5,800 had been spent on a new fire alarm system, consumer unit and data cabling which had not been included in the specification. The data cabling would be run in trunking and provide flexibility. Owing to an error in the structural engineer's report, the positioning of the kitchen and disabled toilet were swapped to satisfy the direction of the joists. The advantage was that each room would now have a window. An additional £1,200 would be spent partitioning off an area in the Chambers to allow for storage. The funds for the additional £5,800 would come from the General Reserve and Cllr Forbes was satisfied with that. Members were asked to note that the patio next to the warden's house is in need of repair. Members were asked to consider and, if so minded, approve the drawing up of a specification and the obtaining of quotations for the repair work. A quote for £650 had been received from a single tender. The work would include jet washing the slabs, and then lifting up, reseating and regrouting any slabs that had moved. <i>It was RESOLVED that;</i> <i>The quote of £650.00 be approved as an emergency repair.</i>	
WS/22/062	Cemeteries 1 St Margaret's Churchyard Members were asked to note that the works to repair the wall leading to the brick shed would be started week commencing 20 March, weather dependent. The works to the wall were completed on 22 March at a cost of £580.00	
WS/22/063	War Memorials 1 Loudwater Members were asked to note that a yew hedge had been planted by the grounds team. It was noted that the planting looked very nice. 2 Flackwell Heath Members were asked to consider and, if so minded, approve the quotation to install bell bollards to prevent motorists from parking on the grass. The quote includes preliminaries (safety and welfare), collection of bollards from depot, excavating pits and setting bollards in concrete, making good the	

soil and seeding. Members were asked to note that it was a single tender action as there were no other satisfactory options from other suppliers.

It was noted that an email had been received from a FH resident against the idea of bollards and a reply was sent. Following a discussion, it was decided that 3 bollards would be positioned down the Common Rd side and one on the other side of the artwork. A balanced look should try to be achieved.

It was RESOLVED that;

The quote of £1,690.00 be approved.

Cllr Herschel abstained from the vote.

WS/22/064 Royal Mail bag drop boxes

Members were asked to note that no further update had been received from RoyalMail.

An update would be brought to the next meeting.

WS/22/065 FH Broxap bins

Members were asked to note that a survey had been done of the green cast iron bins and the deputy clerk had written to Buckinghamshire Council. A reply had been received and we are waiting to hear whether the bins in Flackwell Heath will be included in the current project underway at Buckinghamshire Council to replace litter bins.

A further update was received from BC with a photo of the litter bins to be installed. They would be fixed to the ground. The deputy clerk is to provide them with a plotted map of all the bins in FH. The concrete bins would not be replaced at this stage.



WS/22/066 LED Footway Lighting

Members were asked to note that the damaged lamp columns in The Orchard and Glenmore Close had been replaced at no cost to us.

The deputy clerk was thanked for this.

Members were asked to note that a survey of the lamp columns had taken place to check if any were obscured by trees. The grounds team would be cutting back those on the verges and the deputy clerk would be writing to the two residents who have trees in their gardens requiring attention.

WS/22/067 Heath End Rd Green Path

Members were asked to note that the deputy clerk had received replies to her letters to Berkeley Homes (developer of Abbey Barn South Development) and Highways. The developer is due to pay the Council £475,000 'towards a walking and cycling route between the Land and the village of Flackwell Heath'. The point that this payment is due to be made is linked to occupation levels, estimated to be late Summer 2024. As a result, the Parish Council would not be going ahead with formation of a new footpath and will monitor Buckinghamshire Council's progress on the matter.

Cllr D Johncock explained that this walking and cycling route had been highlighted by BC as part of their improvement plan and work with the Community Boards and that Section 106 money would be spent on the route.

Members were asked to receive a verbal update from Cllr Barron at the meeting. (see end of minutes)

It was noted that if any members had proposals for footpath improvements, they should bring them forward.

WS/22/068 Heath End Common

Members were asked to note that, following the meeting with the Tfb LAT on site, reports had been received from 4 utility companies and 1 more was awaited.

WS/22/069 Bus Shelters

Members were asked to note that the bench seat in the bus shelter in Station Road (opposite Boundary Rd Recreation Ground) had been removed from its base plates at both ends. It had been brought back to the depot and we were awaiting a quote from the original supplier for its reinstallation.

It was noted that the bench seat had been reinstalled on 20 March at a cost of £305 as part of maintenance.

WS/22/070 Committee Finances

Members were asked to note the committee's income and expenditure to Period 11 (February).

WS/22/071 **Questions from committee members and the public**

- Cllr Wilks thanked Cllr Dodds for managing the Office Refurbishment project

WS/22/072 **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 11040 to 11051 be signed and direct debits to Unicom and SSE be approved for payment.

The chairman of committee thanked members for their attendance and closed the meeting at 8.20pm.

Date and Time of next meeting: Thursday 8 June 2023 at 7.30pm

Signed:

Dated:

Verbal report to Chepping Wycombe – Works & Services Committee on 23/03/2023

Subject: Foot path / cycle path – Abbey Barn South to Flackwell Heath.

Report by: Alec Barron

The initial project was a proposal to link the two footpaths on the south side of Heath End Road, potentially at our own cost. Thanks to the tenacity of Wendy and Cheryl, the disclosure of a sum of money for the linkage of the new housing development at Abbey Barn South and Flackwell Heath has come to light.

The money, £475k will be made available on completion of the 400th dwelling at Abbey Barn South, and this is anticipated around September 2024.

Correspondence between Cheryl, and Ellie Caton of Bucks has indicated that the project will not be considered, nor resources allocated until the authority has the money.

I have written to Ellie to request a conversation with someone in the Transport Strategy and Funding Team to understand their “method of working”.

I have explained that in my role as representing Chepping Wycombe on the Community Board, that where funding has been made available, it can take 2 – 3 years to produce a report or paint some lines on the road under Transport for Bucks.

We shall see what the outcome is. My “frustration” is that they know the money is coming – we just need to make sure that they hit the ground running – and in the right direction!

You may be aware that it is a Bucks plan to have cycle and footpaths that traverse the County. Community Boards are being tasked to support this venture.

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting held on **Tuesday 18 April 2021** at **7.30pm** at the Council Office, Cock Lane, Tylers Green, High Wycombe Bucks HP10 8DS

The meeting was open to members of the public and press

Present	Cllr I Forbes – Chairman	Cllr L Webb
	Cllr A Barron – Vice-chairman	Cllr R Wilks
	Cllr L Willis	Cllr C Dodd
	Cllr H Darch	Cllr K Wood
	Cllr C Jordan (temp)	Cllr D Johncock (ex-officio)

Also present: Cllr L Johncock and B Sadler (TG resident)

At the start of the meeting the chairman suspended standing orders and asked the committee to approve the re-order of the agenda as follows;

FGP/22/041 **Apologies for absence**
Apologies for absence were received from Cllr J Herschel (holiday).

FGP/22/042 **Declarations of members' interests in agenda items**
Cllr Darch declared an interest in agenda item 6 Grants being a Governor at the Tylers Green First School.

FGP/22/043 **1 MVAS**
Members were asked to note that the three existing MVAS were ageing, with this in mind, members were asked to consider, for recommendation to Council, the acquisition of three new devices that would advise drivers of their speed and show an appropriate face. The signs could use ANPR data resulting in drivers being advised in writing and with police visits where necessary if the relevant authorities can co-operate. A short study will be undertaken and presented to Council with the recommendation if approved. It is hoped that support can be received from the Community Board.

***It was RESOLVED that;**
The committee supported the initiative to investigate further the purchase of one or two new signs. A report would be compiled with costings/time taken to download the information and police involvement.*

Mr Sadler thanked the committee and left the meeting at 7.50pm

FGP/22/044 **Staff Matters**
1 Staff Absence Report
Members were asked to receive a report on the sickness absence of staff since the last committee meeting in February.
The clerk advised that one member of the grounds team had been off sick for one day only since the last committee meeting.

2 National Living Wage 2023/24

Members were asked to note that the national living wage rate for 2023/24 is £10.42 per hour. This figure only effects the position of office cleaner, an increase of 92p per hour and an expenditure increase of £47.84 per annum.

3 LGPS Employers Contribution

Members were asked to note that the Employer contributions for 2023/24 have been reduced to 23.7% from 25.1%.

FGP/22/045

Policies and Procedures

Members were asked to consider adoption at the next full council meeting the following policy documents which can be found on the parish council website www.cwpc.org.uk. No changes were being 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;

The above policy documents be recommended at the next full council meeting for adoption.

FGP/22/046

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, therefore being incident free for 293 working days as at the date of the agenda being sent out.

FGP/22/047

Grants

Members were asked to consider a grant application request from Tylers Green First School for a £2,000 contribution towards a sound system for their main hall. Members were asked to note that the budget line for the current financial year stands at £5,000.

It was RESOLVED that;

A grant in the sum of £2,000 be recommended at the next full council meeting for approval.

Cllr Darch abstained from the vote

FGP/22/048

Legal – Telecommunications Mast, Straight Bit

Members were asked to note that the legal challenge from Hutchison 3G UK Ltd and EE Ltd is in the hands of our solicitor. The deadline for response had been extended by 28 days.

FGP/22/049

Community Board

Members were asked to note that there were no further updates on projects since the Annual Parish Meeting.

FGP/22/050

Neighbourhood Action Group

Members were asked to note the minutes of the last NAG meeting held on 16 March 2023. Cllr Johncock advised that the NAG would be taking forward a publicity campaign – understanding how drugs are accessed.

FGP/22/051

Annual Return and Governance Statement

Members were asked to consider the completed annual return with association documentation and governance statement with a view to recommendation for approval at full council.

The committee thanked the clerk and in particular for no adverse comments at all in the audit report to the chairman of the council.

It was RESOLVED that;

The Annual Return and Governance Statement be recommended to council for approval and signature by the chairman of the council.

FGP/22/052

Budget

1 Council Finances (Period 12) Outturn

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

2 Community Infrastructure Levy (CIL)

Members were asked to note that the current CIL total stands at £56,171, which will need to be spent by 2026/27.

3 5 Year Plan

Members were asked to note the 5-year plan.

It was noted that the Broxap bins should be deleted from the table and that the new MVAS be added. The bollards at Queensmead Road could be a match funded project with the Community Board.

FGP/22/053

Questions from council members and the public

There were no questions.

FGP/22/054

Accounts for Payment

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

It was RESOLVED that;

cheque numbers 11052 to 11054 and 11055 to 11063 be noted, along with transfers to Came & Co and WhitsonFays, a BACS payment to Payflow and direct debit to NEST pension. These payments were made for year end purposes.

The accounts for payment be approved and cheques numbered 11064 to 11074 along with direct debit payments to EE, Barclays, Buckinghamshire Council, Grenke, Shell (Fuelcard), Unicom and E-On Next be approved and signed.

Date and time of next meeting: Tuesday 3 October 2023 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on **14 February 2023** at **10.00am** via Microsoft Teams

Cllr C Dodds acted as chairman of the meeting.

Attendees: Cllr D Johncock, Cllr L Johncock, Cllr H Darch, Cllr A Barron, Cllr C Jordan

1. **Apologies for Absence**
Cllr R Wilks, Cllr S Digby, Cllr S Herron
2. **Declarations of Interest and Code of Conduct**
Cllr I Forbes declared an interest in 23/05237 and declined to comment.
3. **Applications for consideration**

WDC Ref	Property Address	Proposal	Comment
23/05172	Chepping Cottage Rays Lane Tylers Green Bucks HP10 8LH	Removal of x 1 Fir (Cypress) (T4)	We note the tree is in a conservation area. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. We request that a replacement tree be planted; species to be suggested by arboriculturist.
23/05055	45 St Johns Road Tylers Green Bucks HP10 8HW	Householder application for construction of single storey rear infill extension	No comment
23/05059	35 Whitepit Lane Flackwell Heath Bucks HP10 9HR	Householder application for construction of single storey rear extension, roof alterations, porch extensions and associated internal and external works	No comment
23/05075	16 Oakland Way Flackwell Heath Bucks HP10 9ED	Householder application for first floor rear and side extension and single storey front and side extension	No comment
23/05127	188 Kingsmead Road High Wycombe Bucks HP11 1JQ	Householder application for construction of single storey rear extension incorporating 2 roof windows	No comment
23/05173	23 Clayfields Tylers Green Bucks HP10 8AT	Householder application for rear single storey extension, replacement of existing conservatory	No comment
23/05237	Heath Cottage Rays Lane Tylers Green Bucks HP10 8LL	Reduce by 8 metres x approx 30 Holly trees	We note the trees are in a conservation area. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.

The chairman thanked members for their attendance and closed the meeting at 10.10.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on **28 February 2023** at **10.00am** via Microsoft Teams

Cllr H Darch acted as chairman of the meeting.

Attendees:

Cllr C Dodds, Cllr J Gurney, Cllr A Barron, Cllr C Jordan, Cllr K Wood, Cllr J Herschel and 10 members of the public

1. **Apologies for Absence**
Cllr R Wilks, Cllr D Johncock, Cllr L Johncock, Cllr S Digby, Cllr S Herron
2. **Declarations of Interest and Code of Conduct**
none
3. **Applications for consideration**

WDC Ref	Property Address	Proposal	Comment
23/05152	18 Whitepit Lane Flackwell Heath Bucks HP10 9HS	Householder application for construction of part single, part two storey rear extension following demolition of existing single storey extension	No comment
23/05133	The Derehams Inn Derehams Lane Loudwater Bucks HP10 9RH	Demolition of existing Public House, flat and outbuildings and replacement with 7 new build flats	See below
23/05160	5 Hedley Road Flackwell Heath Bucks HP10 9AY	Householder application for construction of front porch and single storey rear extension. Creation of first floor living accommodation internal and external alterations including replacement garden wall and enlargement of existing parking area following demolition of existing detached garage & store	No comment
23/05190	3 Woodlane Close Flackwell Heath Bucks HP10 9EP	Householder application for construction of single storey side/rear extension, loft conversion comprising front and rear dormer windows and front bay window	CWPC objects to this application. The dormer roof appears to sit higher than the ridge height of the original house. This would not be in keeping with the street scene and we believe it goes against the WDC design code. The proposal should, therefore, be amended accordingly.
23/05216	73 Straight Bit Flackwell Heath Bucks HP10 9NE	Householder application for construction of first floor rear extension and fenestration alterations including the insertion of 1 roof light & 3 Sun Tunnels (alternative scheme to pp 21/08202/FUL)	No comment
23/05233	Rosalie Kingsmead Road Loudwater Bucks HP11 1JL	Variation of condition 2 (plan numbers) attached to PP 18/06915/FUL (erection of 2 x 3 bed detached dwellings to the rear of Rosalie with associated parking and creation of 2 x parking spaces for Rosalie) to allow for alterations to the design of the approved houses	No comment
23/05247	12 Rugwood Road Flackwell Heath Bucks HP10 9EZ	Householder application for removal of existing conservatory and construction of single storey rear extension and incorporate three roof windows in the existing roof	No comment

23/05222	Adell Channer Drive Tylers Green Bucks HP10 8HJ	Demolition of existing chalet bungalow and erection of new dwelling with rooms within roof space, bin/cycle storage and engineering works in connection with parking provision (alternative scheme to pp 21/08478/FUL)	No comment
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The chairman thanked members for their attendance and closed the meeting at 11.05.

The Derehams Inn Planning Application Ref: 23/05133

CWPC strongly objects to this planning application for the following reasons:

(a) The development would be overbearing and not in keeping with the street scene.

The proposed 3rd floor, where previously there were only 2 occupied floors, would make the development overbearing. The proposed building is also too close to the cottage boundary.

Buildings are, as part of the planning process, meant to enhance and add to the desirability of an area. This development would not be in keeping with the street scene; an elevation drawing showing the relationship to the adjacent properties would demonstrate this.

(b) Loss of privacy.

The Juliet balcony on the 1st floor south side directly overlooks the cottages resulting in loss of privacy.

(c) The development causes a pinch point on the main road and a lack of sight lines for traffic.

The closeness of the front of the building to the street causes a pinch point on the main road. It is already a dangerous narrow blind bend with no footpath and any development there will narrow the sight line at the junction further. It will be hazardous for pedestrians and motorists. Whilst any development is underway there, if the scaffolding was to encroach onto the lane, it would make it impossible for large vehicles (fire engines, farm tractors and trailers, recycling lorries etc.) to actually gain access to the three roads above the pub.

(d) There is a lack of sufficient car parking places including visitor spaces.

(e) The amenity spaces are not fit for purpose.

Amenity spaces should have a reasonable degree of privacy and be designed with consideration for environmental factors that may affect their usability, such as sunlight and shade, noise or pollution. These amenity spaces have not been designed with this in mind...some will be in perpetual shade, the two beside the car park will have a lack of privacy and two are alongside the street.

(f) Surface water drainage is a problem.

Currently the pub has a gravel car park and during heavy rainfall, the garages at Ebenezer House flood. With the proposed hard landscaping, this can only make the situation worse.

If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on **14 March 2023** at **10.00am** via Microsoft Teams

Cllr L Johncock acted as chairman of the meeting.

Attendees:

Cllr D Johncock, Cllr C Jordan, Cllr R Wilks, Cllr A Barron, Cllr H Darch

1. **Apologies for Absence**
Cllr S Digby, Cllr S Herron
2. **Declarations of Interest and Code of Conduct**
none
3. **Applications for consideration**

WDC Ref	Property Address	Proposal	Comment
23/05072	Copse Hill House Kingswood Road Tylers Green Bucks HP10 8JE	Householder application for construction of two storey front extension with single storey porch, rear kitchen extension with basement, steps to rear garden modified to suit, second floor rear window to be replaced and roof lights over kitchen extension to be replaced with flat type units	No comment
23/05481	11 Links Road Flackwell Heath Bucks HP10 9LY	Remove broken branches by 2.5 metres and reduce the over extended limbs to stop it happening again by 2.5 metres x 1 Cedar (T2), reduction of 3.75 metres to old pruning points and shape so it doesn't snap out of old pruning points where they hollowed out x 1 Sycamore (T3) and reduction of 1.5 metres to old pruning points and shape as has been reduced before x 1 Horse Chestnut (T4)	We note the TPO in place. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
23/05305	36 Fennels Farm Rd Flackwell Heath Bucks HP10 9BS	Householder application for construction of single storey front extension, two storey side extension, part single/two storey rear extension and installation 1 x front dormer window, 1 x front roof light and 1 x rear dormer window	Although CWPC do not object to this application, we would like to draw the case officer's attention to our two concerns, ie a possible overdevelopment of the site and insufficient or impracticable car parking.
23/05328	38 Highlea Avenue Flackwell Heath Bucks HP10 9AH	Householder application for construction of side and rear extensions and addition roof extension following demolition of garage	No comment
23/05293	Maybrook Cottage Sandpits Lane Tylers Green Bucks HP10 8HD	Householder application for internal layout changes, general refurbishment to dwelling, replacement of fenestration to front, rear & side elevations & two new timber & aluminium box bay windows to the rear elevation at ground floor level, construction of an eyebrow dormer extension at first floor level to provide more bedroom space to loft & existing hip roof to be converted from hip roof to jerkinhead roof	Although CWPC do not object to this application, we would like to draw the case officer's attention to our concern. In addition to this application, there are two additional applications, 23/05311 – a Certificate of Lawfulness for a new garage, and 23/05541 – a permitted development application for a single storey rear extension. In combination, these three applications result in a huge

			increase in volume and an overdevelopment of the site and we request that the case officer examines that.
23/05303	The Horse & Jockey Church Road Tylers Green Bucks HP10 8EG	Display of illuminated and non-illuminated signs to the exterior of the building comprising of 1 x new double sided pictorial to existing gibbet, new vinyl detail, new linolites with 2 x new amenity boards with vinyl detail fixed below to existing post, 1 x new set of 10mm perspex letters, 2 x new amenity boards with vinyl text, 5 X new LED floodlights, 2 X new lanterns and 1 x new fascia with vinyl text	No comment

The chairman thanked members for their attendance and closed the meeting at 10.25.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on **28 March 2023** at **10.00am** via Microsoft Teams

Cllr C Dodds acted as chairman of the meeting.

Attendees:

Cllr C Jordan, Cllr A Barron, Cllr H Darch, Cllr D Johncock, Cllr L Johncock

1. **Apologies for Absence**
Cllr R Wilks, Cllr J Herschel, Cllr S Digby, Cllr S Herron
2. **Declarations of Interest and Code of Conduct**
none
3. **Applications for consideration**

WDC Ref	Property Address	Proposal	Comment
23/05392	23 Northern Woods Flackwell Heath Bucks HP10 9JL	Partial change of use from a summer house to be used as a business area for beauty/eye brow/eye lash business	CWPC object to this application. We question whether there is adequate parking as clients cross over for treatments. This is a busy road and a bus route and client parking in the road will exacerbate the existing parking problem. We also request confirmation from Environmental Health that the summer house is deemed suitable for a beauty salon given the potential need for washing facilities and the use of various noxious chemicals.
23/05452	Alpha House Swains Lane Flackwell Heath Bucks HP10 9BU	Change of use from Office to 2 x flats	CWPC object to this application for two reasons. It is a cramped development and Flat 4 has a lack of natural light apart from right at the front. We also wish to flag up that it is inappropriate to have the bin store at the front of the site and this should be combined with the existing bins at the rear.
23/05486	4A River View Flackwell Heath Bucks HP10 9AT	Householder application for construction of single storey rear extension	No comment
23/05514	52 Heath End Rd Flackwell Heath Bucks HP10 9EU	Householder application for construction of single storey front, side and rear extension (part retrospective)	We do not object to this application but we note that it is very close to the boundary.
23/05531	33 Highlea Ave Flackwell Heath Bucks HP10 9AH	Householder application for roof alterations and construction of single storey side link extension together with alterations to existing garage, first floor front and side extension, 2 x dormer windows to front and 1 x replacement dormer window to rear to facilitate creation of additional living accommodation at first floor and associated internal & external fenestration alterations including solar panels to roof	CWPC object to this application. It is an overdevelopment of the site and the 3 tandem parking spaces as shown on the drawings are not practicable.

<u>23/05516</u>	161 Heath End Rd Flackwell Heath Bucks HP10 9ES	Householder application for construction of replacement porch, first floor side extension, driveway & fenestration alterations & creation of repositioned access from Heath End Rd	CWPC object to this application for the following reasons: • we question the new access and ask Highways to advise whether it is deemed safe. The volume and speed of traffic at that point on the road could make this an unsafe option. • we would like to see a parking plan of the 4 spaces required by this would be 5-bed house • we request that, if the large tree (T1) is removed to permit the new access that 2 trees are planted in its place.
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The chairman thanked members for their attendance and closed the meeting at 10.32.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on **11 April 2023** at **10.00am** via Microsoft Teams

Cllr H Darch acted as chairman of the meeting.

Attendees:

Cllr A Barron, Cllr C Jordan, Cllr R Wilks, Cllr D Johncock, Cllr L Johncock, Cllr C Dodds

1. **Apologies for Absence**
Cllr J Herschel, Cllr S Herron
2. **Declarations of Interest and Code of Conduct**
none
3. **Applications for consideration**

WDC Ref	Property Address	Proposal	Comment
23/05523	31 Whitepit Lane Flackwell Heath Bucks HP10 9HR	Householder application for construction of single storey side and rear extension. Creation of first and second floor living accommodation with associated internal, external and fenestration alterations	No comment
22/08238	Land Adjacent The Rise Hammersley Lane High Wycombe Bucks HP13 7BX	Erection of one pair of semi-detached 2-bed dwellings with creation of new access from Hammersley Lane	CWPC objects to this application as we question the detrimental impact this may have on the Gomm Valley development proposals. It may restrict the Gomm Valley site with regards to landscaping as well as minimum back-to-back distances between houses. Hammersley Lane is a dangerous road and another access will exacerbate the problem. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.
23/05604	2 Church Road Tylers Green Bucks HP10 8EL	Householder application for construction of part single, part two storey rear extension and part demolition and extension of existing garage	CWPC do not object to this application but we request a condition is imposed should it be approved. We request that contractors' vehicles are parked on site or well away from the property. This would lessen the danger caused by on-street parking on this bus route and junction with Wheeler Avenue which is particularly busy at school start and end times.
23/05622	22 Hammersley Ln High Wycombe Bucks HP13 7BN	Householder application for construction of replacement detached garage	No comment
23/05655	73 Sedgmoor Rd Flackwell Heath Bucks HP10 9AW	Householder application for construction of single storey front porch, canopy cover to side car port, demolition of existing conservatory and construction single storey rear extension	No comment

23/05648	143 Heath End Rd Flackwell Heath Bucks HP10 9ES	Householder application for construction of part infill/part two storey rear extension and conversion of garage to habitable accommodation, hardstanding and additional parking area to front (part retrospective)	CWPC objects to this application. We believe that parking spaces 1 and 2 are too tight and we ask the case officer to look carefully at the impracticable parking arrangement.
23/05666	67 Robinson Road Loudwater Bucks HP13 7BJ	Householder application for construction of ground floor porch extension with pitched roof addition	No comment

The chairman thanked members for their attendance and closed the meeting at 10.21.

CWPC Planning Application Objections 14 Feb 2023 - 19 Apr 2023

Ref	Date	Property Address	CWPC objection / Officer's report (abbreviated)	Outcome
21/08082	02-Nov	Treadaway Court, Treadaway Hill, LW	CWPC strongly objects to this planning application. The parking arrangements have not improved since the previous application (20/07442) when we commented on the lack of on-site car parking. The Travel Report doesn't bear scrutiny. Our local councillors are very familiar with the area and know that the parking plan is not realistic or deliverable. The Buckinghamshire Countywide Parking Guidance MUST be adhered to. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination. The Parking Stress Survey has been examined by the Council's Highway Authority (LHA), who are satisfied that the additional vehicles generated by the proposal could be accommodated safely on the local road network. In light of the survey results, and the response from the Highway Authority, the Council has removed its objection to the current appeal.	APPROVED
22/07744	15-Nov	16 River View, FH	CWPC objects to this planning application. The extension is too close to the boundary; it should be 1m away for the entire length. We are also concerned that this application is part retrospective and that there may be encroachment onto the highway. The proposed two storey side extension does maintain a 1m gap to the boundary of the adjoining neighbour. Although the proposed development is part retrospective, there are no changes in terms of the size and bulk of the proposed extensions. Highways has confirmed that the proposed parking area would not encroach onto the public highway.	APPROVED
22/07963	29-Nov	Land at Rear 46 New Road, TG	CWPC object to this application for four reasons: - it is an overdevelopment of the site - it will have a negative impact on the privacy of 48a New Road - we are concerned that the new access road onto New Road is impractical; it would be very narrow and the area is currently used for parking for the existing house. We also have concerns that this would leave inadequate parking for the existing house. - This is essentially a 4 bed house with one bedroom called a study, is there sufficient parking for this & is the parking area sufficient for turning and parking. In the opinion of the Local Planning Authority, the proposed new dwelling, by virtue of its size, scale and siting, would appear cramped on a limited site and would be poorly related to the surrounding pattern of development in terms of plot size. In the opinion of the Local Planning Authority, the proposed dwelling, by virtue of its layout, siting and scale, would fail to preserve a satisfactory living environment for future and existing occupiers adjacent to the site. In particular, the proposed dwelling would harmfully reduce the outlook of a sole first floor habitable room window to side of no. 48a, appearing as harmfully dominating and overbearing for the occupiers of this property. The applicant has not included nor demonstrated adequate provision within the site clear of the highway for the parking of vehicles associated with both the proposed and existing dwelling. The development, if permitted, would therefore be likely to lead to additional on-street parking to the detriment of public and highway safety.	REFUSED
22/08215	17-Jan	65 Oakwood, FH	The only objection that CWPC have to this application is regarding the parking. We are concerned that there are not enough car parking spaces on-site. The front extension and associated garage conversion hereby permitted shall not be occupied until two off street parking spaces have been provided on the frontage of the application site, in accordance with a parking plan which has been submitted to and agreed in writing by the Local Planning Authority.	APPROVED
22/08238	31-Jan	Land Adjacent The Rise, Hammersley Lane, LW	CWPC objects to this application as we question the detrimental impact this may have on the Gomm Valley development proposals. It may restrict the Gomm Valley site with regards to landscaping as well as minimum back-to-back distances between houses. Hammersley Lane is a dangerous road and another access will exacerbate the problem. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.	PENDING
22/08253	31-Jan	39 Whinneys Road, LW	CWPC objects to this application because of the intrusion onto the neighbour's property as shown in the plans. If officers are minded to recommend approval of the application, we request that a condition is imposed to not allow the car port to be closed in. Whilst it would appear from the application that the proposed development is to be entirely within the curtilage of the application site, care should be taken upon the commencement and during the course of building operations to ensure that no part of the development, including the foundations and roof overhang will encroach on, under or over adjoining property.	APPROVED
23/05133	28-Feb	The Derehams Inn, Derehams Lane, LW	see link to website for comment	PENDING
23/05190	28-Feb	3 Woodlane Close, FH	CWPC objects to this application. The dormer roof appears to sit higher than the ridge height of the original house. This would not be in keeping with the street scene and we believe it goes against the WDC design code. The proposal should, therefore, be amended accordingly.	PENDING
23/05392	28-Mar	23 Northern Woods, FH	CWPC object to this application. We question whether there is adequate parking as clients cross over for treatments. This is a busy road and a bus route and client parking in the road will exacerbate the existing parking problem. We also request confirmation from Environmental Health that the summer house is deemed suitable for a beauty salon given the potential need for washing facilities and the use of various noxious chemicals.	PENDING
23/05452	28-Mar	Alpha House, Swains Lane, FH	CWPC object to this application for two reasons. It is a cramped development and Flat 4 has a lack of natural light apart from right at the front. We also wish to flag up that it is inappropriate to have the bin store at the front of the site and this should be combined with the existing bins at the rear.	PENDING
23/05531	28-Mar	33 Highlea Ave, FH	CWPC object to this application. It is an overdevelopment of the site and the 3 tandem parking spaces as shown on the drawings are not practicable.	PENDING
23/05516	28-Mar	161 Heath End Rd, FH	CWPC object to this application for the following reasons: - we question the new access and ask Highways to advise whether it is deemed safe. The volume and speed of traffic at that point on the road could make this an unsafe option. - we would like to see a parking plan of the 4 spaces required by this would be 5-bed house - we request that, if the large tree (T1) is removed to permit the new access that 2 trees are planted in its place.	PENDING

APPENDIX A

Project Proposals Chepping Wycombe Parish Council 5 year plan
2023 - 2028

Version 3.2 Apr 2023
All values £k

Status	Total Cost	App Cost	2022/23	2023/24	2024/25	2025/26	2026/27	GR/CIL Call	CIL	Comments
Office Remodelling	40	50	40					23.3	None	Uses £31.7k from EMR balance from GR - costs being finalised - Apr 23
Car Park Green Dragon	5	5	5						Y	Project by football club but may need help with funding or grants Small Projects
Derehams Rejuvenation Tracks	100	10	10		50	40		0	Y	No costings ready yet Sufficient to cover likely planning costs.
Derehams Rejuvenation Buildings	192.4	10	10	182.4				0	Y	Uses £148k from FAR (Oct 18) plus inflation plus 15% size increase Need to borrow
2023 MVAs Upgrade	25			25				15	Y	With CB support
Community Board Projects	45		5	10	10	10			Y	Ongoing projects need to be brought forward, contributory funding only required at present Use small projects funding
Skate Park	40		2	38					Y	Likely to proceed now as a joint funded idea.
Footpaths	40			10	10	10			Y	May be able to include application to Community Board to part fund
Bus shelter provision / replacement	40				20	20				Dependant on passenger number recovery
Straight Bit pe Improvements	12		12							Funded from part of reserves in EMR zip wire
Lean to (adjacent to depot)										Needs detail
Totals	539.4	75	84.0	265.4	90	80	20	38.3		

Revised F&GP Apr 2023

Community Board - plan to have a regular £5k in budget and to use this line for significant expenditure over this line only
Demimimis of £5k

WW2 Memorial Tylers Green
LW Bollards Station / Queensmead Rd

To be funded from normal revenue lines (signs outstanding Apr 23)

To be revisited by WS (Apr 23)

VALUES EXCEED OUR FINANCIAL RESOURCES SO ABOVE SUBJECT TO CHANGE

Annual Internal Audit Report 2022/23

CHEPPING WYOMBE PARISH COUNCIL

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During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

06/04/2023

Name of person who carried out the internal audit

ERNEST NEWHOUSE

Signature of person who carried out the internal audit

E. J. Maloney

Date

06/04/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

CHEPPING WYOMBE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		*Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

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Section 2 – Accounting Statements 2022/23 for

CHEPPING WYOMBE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	638,066	612,678	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	349,349	362,525	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	53,916	60,113	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	172,802	189,198	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	15,185	15,185	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	240,666	160,601	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	612,678	670,332	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	624,199	670,609	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,853,330	1,866,472	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	15,185	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)		✓		<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Signature] **SIGNED**

Date

06/04/2023

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNED

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2023
Chepping Wycombe Parish Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	638,066	612,678	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2	(+) Precept or Rates and Levies	349,349	362,525	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	53,916	60,113	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	172,802	189,198	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	15,185	15,185	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	240,666	160,601	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	612,678	670,332	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	624,199	670,609	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and assets	1,853,330	1,866,472	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total Borrowings	15,185	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

31st March 2022

31st March 2023

31st March 2022		31st March 2023	
	Current Assets		
2,440	VAT Control A/c	3,297	
0	Prepayments	1,804	
7,518	Current Bank A/c	14,826	
539,946	Business Account	578,949	
76,484	Term Deposits	76,585	
250	Petty Cash	250	
626,638		675,711	
626,638	Total Assets	675,711	
	Current Liabilities		
3,579	Creditors	4,413	
10,380	Accruals	967	
13,960		5,379	
612,678	Total Assets Less Current Liabilities	670,332	
	Represented By		
239,196	General Reserves	238,907	
44,809	EMR Cemeteries	47,188	
64,014	EMR Vehicles	69,647	
3,295	EMR Office Equipment	4,295	
26,440	EMR Play Equipment	22,797	
5,071	EMR Depot	4,651	
7,000	EMR Common Management	10,000	
42,067	EMR Footway Lights	48,567	
0	EMR Elections	3,000	
31,590	EMR Street Furniture	27,335	
0	EMR Warden House	(4,677)	
52,440	EMR Derehams Park	61,792	
2,020	EMR Derehams Lane Pavilion	2,020	
6,785	EMR Railway Land & Magpie Wood	8,345	
22,228	EMR Kingswood Improvement	30,228	
18,266	EMR Office Refurbishment	22,828	
37,719	EMR CIL	56,171	
9,738	EMR Community Board	17,238	
612,678		670,332	

20/04/2023

Chepping Wycombe Parish Council

10:16

Balance Sheet as at 1 April 2022

31st March 2022

31st March 2023

The above statement represents fairly the financial position of the authority as at 1 April 2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial
Officer

_____ Date : _____

Chepping Wycombe Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

30/03/2023	Current A/c	32,369.27
01/03/2022	Petty Cash	250.00
31/03/2023	Business Account	578,949.17

611,568.44

Other Cash & Bank Balances

76,584.61

688,153.05

Unpresented Payments

17,543.66

Closing Balance

670,609.39

All Cash & Bank Accounts

1	Current Bank A/c	14,825.61
2	Petty Cash	250.00
3	Business Account	578,949.17
	Other Cash & Bank Balances	76,584.61
	Total Cash & Bank Balances	670,609.39

Chepping Wycombe Parish Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2023

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	612,678.35	670,331.59
105	VAT Control A/c	2,439.69	3,297.46
110	Prepayments	0.00	1,804.07
	Less Total Debtors	2,439.69	5,101.53
500	Creditors	3,579.36	4,412.82
510	Accruals	10,380.48	966.51
	Plus Total Creditors	13,959.84	5,379.33
	Equals Total Cash and Bank Accounts	624,198.50	670,609.39
200	Current Bank A/c	7,518.12	14,825.61
210	Business Account	539,946.08	578,949.17
220	Term Deposits	76,484.30	76,584.61
230	Petty Cash	250.00	250.00
	Total Cash and Bank Accounts	624,198.50	670,609.39



Transactions

Mixed Payments Plan

20-40-71 40262919

Available balance	£32,184.05
Last night's balance	£32,369.27
Overdraft limit	£0.00

Showing **54** transactions between **01/03/2023** and **03/04/2023** from 01/03/2023 to 01/04/2023

Date	Description	Money in	Money out	Balance
03/04/2023	Credit Payment CHARGES COMMISSION FOR PERIOD 13FEB/12MAR ***** *****		-£35.22	£32,334.05
31/03/2023	Counter Credit Little Buddies Pre SUNNYDAYS March BGC	£756.00		£32,369.27
31/03/2023	Cheque 011051 CHQ		-£111.20	£31,613.27
31/03/2023	Remittance 43CHALFONT ST PETE 101084 REM	£150.00		£31,724.47
31/03/2023	Counter Credit BLACK LTD T/AS B 2022-025 BGC	£206.00		£31,574.47
31/03/2023	Counter Credit FC LIONS OF WYCOMB FC Lions BGC	£300.00		£31,368.47
31/03/2023	Cheque 011043 011043		-£180.00	£31,068.47
30/03/2023	Bill Payment WHITSONFAYS LTD INV-0084 BBP		-£8,000.00	£31,248.47
30/03/2023	Bill Payment AJGIBL GBP CLIENT AGRI/105217/2022 BBP		-£2,571.57	£39,248.47



Transactions

Active Saver

20-40-71 03511146

Available balance	£578,949.17
Last night's balance	£578,949.17
Overdraft limit	n/a

Showing 5 transactions between **06/03/2023** and **30/03/2023** from 01/03/2023 to 01/04/2023

Date	Description	Money in	Money out	Balance
30/03/2023	Funds Transfer 204071 40262919 FT 204071 40262919 FT		-£15,000.00	£578,949.17
24/03/2023	Funds Transfer 204071 40262919 FT 204071 40262919 FT		-£15,000.00	£593,949.17
14/03/2023	Funds Transfer 204071 40262919 BUILDING WORK FT		-£15,000.00	£608,949.17
07/03/2023	Funds Transfer 204071 40262919 FT 204071 40262919 FT		-£15,000.00	£623,949.17
06/03/2023	Credit Payment INTEREST PAID GROSS FOR PERIOD 5DEC/ 5MAR	£834.86		£638,949.17

Need to view older transactions?

If you have registered for online statements, then follow the link to view them
 If you don't have online statements, then statements may still be visible in Barclays Cloud It
 If you can't find the relevant statement/transactions online, you can order a copy statement

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 759676). Barclays Bank UK PLC adheres to The Standards of Lending Practice which is monitored and enforced by The Lending Standards Board. Further details can be found at www.lendingstandardsboard.org.uk.

Barclays Insurance Services Company Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number: 312078).

Barclays Smart Investor is a trading name of Barclays Investment Solutions Limited. Barclays Investment Solutions Limited is authorised and regulated by the Financial Conduct Authority. (Financial Services Register number: 155595). Barclays Investment Solutions Limited is a member of the London Stock Exchange & NEX.

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill

phone 03457 213 213

050 100 0000

Chepping Wycombe Parish Cncl
Council Office Cock Lane
High Wycombe
Buckinghamshire
HP10 8DS

M32/J1027451000

35839

Business Select Instant Access Account

Summary

Account title
**CHEPPING WYCOMBE
PARISH COUNCIL**

Sort code
089250

Account number
68694076 50

Statement date
30 March 2023

Statement number
15

Page number
1 of 1

Statement opening balance
76,497.11

Total withdrawals
0.00

Total deposits
87.50

Statement closing balance
76,584.61

Date	Description	Withdrawals	Deposits	Balance
17 MAY 22	OPENING BALANCE			76,497.11
5 OCT 22	INTEREST		87.50	76,584.61
Statement closing balance				76,584.61

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **OD/S** Overdrawn Intermediate Balance **NSTF** Non Sterling Transaction
Fee. Details of calculations of interest charged are available on request.

Change of interest rate*

New gross rates with effect from 1st March 2023

1.28% (AER 1.28%)

Previous gross interest rates

1.12% (AER 1.12%)

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Chepping Wycombe Parish Council**

County Area (local councils and parish meetings only): _____

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on **Monday 5 June 2023**

and ending on **Friday 14 July 2023**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2023 (i.e. Monday 3 July – Friday 14 July).

We have suggested the following dates: Monday 5 June – Friday 14 July 2023. The latest possible dates that comply with the statutory requirements are Monday 3 July – Friday 11 August 2023.)

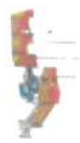
Signed: 

Role: Clerk/RFO

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.

No.	Description	Quantity	Unit of Measure	Unit Price	Discount %	Amount
Equipment and Installation						
PCM102721-0901	Frigate with stairs, inground	1	Pieces	30,190.00	25.00	22,642.50



OPTION 1

INSTALLATION	Installation - PCM102721-0901	1	Pieces	3,032.00		3,032.00
	Frigate with stairs, inground					

EN-RBOND 50 51-100	Supply & Install Bonded Rubber Mulch @ 50mm Depth	125	Squ. Metre	91.23		11,403.75
Preliminaries						

EN-TELEHANDLER	Telehandler Hire for 1 Week	1	Pieces	878.57		878.57
EN-SKIP	Skip Hire 8 Cy Mixed Waste (Not Rubber)	1	Pieces	507.98		507.98
EN-HERAS	Heras Fencing Unload, Erect & Dismantle	50	Metre	7.68		384.00
EN-HERASMIN	Heras Fencing Delivery & Collection Rate	1	Pieces	157.28		157.28
EN-HERASWK	Heras Fencing Hire Per Week	150	Metre	2.14		321.00
EN-SECUR1	Storage Container (6mx2.4m)-4wks Min Charge	1	Pieces	965.18		965.18
EN-INSP RP11	Inspection RP11 Post Installation	1	Pieces	435.71		435.71

It is good practice and a requirement of most insurers that a newly constructed play area is inspected & assessed by a qualified independent safety inspector (from Register of Play Inspectors International). We will arrange this for you and pass on the report for your file.

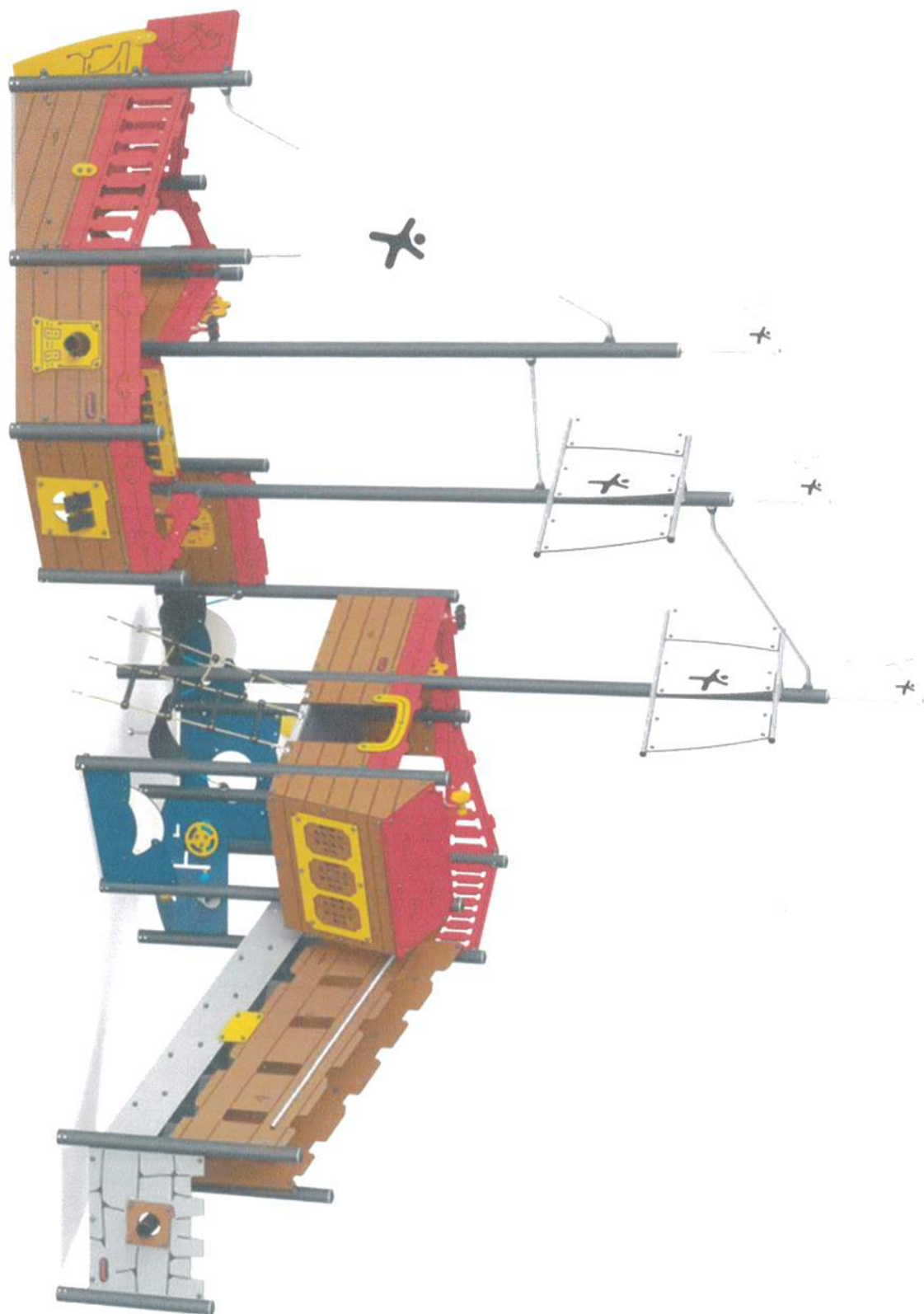
FREIGHT	Freight	1	Pieces	2,615.20		2,615.20
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Total GBP Excl. VAT
20% VAT

43,343.17
8,668.63

Total GBP Incl. VAT

52,011.80



No. Description Quantity Unit of Measure Unit Price Discount % Amount

Equipment and Installation

PCM113221-CUSTOM Custom Variant PCM113221 1 Pieces 38,100.00 25.00 28,575.00

20207090



OPTION 2

INSTALLATION Installation - PCM113221-CUSTOM 1 Pieces 7,246.58 7,246.58

Custom Variant PCM113221

Rubber Bond Mulch Safety Surface

EN-RBOND 70 101 Supply & Install Bonded Rubber Mulch @ 70mm Depth 125 Squ. Metre 98.59 12,323.75

Preliminaries

EN-TELEHANDLER Telehandler Hire for 1 Week 1 Pieces 878.57 878.57

EN-SKIP Skip Hire 8 Cy Mixed Waste (Not Rubber) 1 Pieces 507.98 507.98

EN-HERAS Heras Fencing Unload, Erect & Dismantle 50 Metre 7.68 384.00

EN-HERASMIN Heras Fencing Delivery & Collection Rate 1 Pieces 157.28 157.28

EN-HERASWK Heras Fencing Hire Per Week 150 Metre 2.14 321.00

EN-SECUR1 Storage Container (6mx2.4m)-4wks Min Charge 1 Pieces 965.18 965.18

EN-INSP RPII Inspection RPII Post Installation 1 Pieces 435.71 435.71

It is good practice and a requirement of most insurers that a newly constructed play area is inspected & assessed by a qualified independent safety inspector (from Register of Play Inspectors International). We will arrange this for you and pass on the report for your file.

FREIGHT Freight 1 Pieces 3,248.00 3,248.00

Total GBP Excl. VAT
20% VAT

55,043.05
11,008.61

Total GBP Incl. VAT

66,051.66

