

# CHEPPING WYCOMBE PARISH COUNCIL

## WORKS & SERVICES COMMITTEE

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

Report of the meeting held on Thursday 17 November 2022 commencing at 7.30pm  
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

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|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>Present:</b>      | Cllr C Dodds - Chairman<br>Cllr S Herron<br>Cllr J Herschel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Cllr C Jordan<br>Cllr K Wood<br>Cllr J Gurney |
| <b>Also present:</b> | Cllr I Forbes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                               |
| WS/22/028            | <b>Apologies for absence</b><br>Cllr D Johncock (ex officio) – holiday, Cllr L Johncock – holiday, Cllr S Barrett – work,<br>Cllr R Wilks (Vice Chairman) – family, Cllr A Barron - family                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                               |
| WS/22/029            | <b>Declarations of members' interests in Items on the agenda</b><br>There were none.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                               |
| WS/22/030            | <b>Delegated Action</b><br>Members were asked to note that since the last committee meeting in October the chairman of committee and clerk had instigated the following under delegated actions; <ul style="list-style-type: none"><li>• Schedule of Works from the architect at a cost of £350.00</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                               |
| WS/22/031            | <b>Committee Projects</b><br><b>1 Office Complex Refurbishment</b><br>Members were asked to note that we had received the Schedule of Works from the architect. This document, together with the drawings, would be uploaded to the tender portal and tenderers would have four weeks to provide their quotes. A meeting would be scheduled for when the tenders would be opened and shortlisted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |
| WS/22/032            | <b>Cemeteries</b><br><b>1 Altona Road Cemetery</b><br>Members were asked to note that the bench and plaque in memory of Cllr Kin will be installed by our Grounds Team next week.<br>It was noted that the bench had been installed by Mr Godliman and our Grounds Team and Cllr Kin's family had been informed.<br><b>2 St Margaret's Churchyard</b><br>Members were asked to note that a survey of the walls at St Margaret's church in September had identified that the wall leading to the brick shed had approximately 4m of loose capping stones and tiles.<br>Members were asked to consider and, if so minded, approve the quotation to repair the wall. Material would be salvaged from the wall but any additional coping stones and tiles required would be supplied by the parish council. We had taken a single tender action from the contractor who carried out the repair works to the brick piers in September 2022.<br><i><b>It was RESOLVED that;</b></i><br><i><b>The quote of £580.00 be approved.</b></i> |                                               |
| WS/22/033            | <b>War Memorials</b><br><b>1 Flackwell Heath</b><br>Members were asked to note that a mural of three poppies had been painted on the drain cover at a cost of £239.31.<br>It was noted that there was some concern regarding the longevity of the mural.<br><b>2 Loudwater</b><br>Members were asked to note that the box hedge had been removed from either side of the path due to blight. Bark had been put down temporarily and a yew hedge would be planted in due course.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                               |

- WS/22/034      **Royal Mail bag drop boxes**  
Members were asked to note that the lead time given to us for Royal Mail to remove the boxes had passed and a follow up letter would be sent to them.  
It was noted that the bag drop box in Church Road on the junction with Wheeler Avenue had been removed.
- WS/22/035      **LED Footway Lighting**  
Members were asked to note that the damaged lamp column in The Orchard, Flackwell Heath would be replaced shortly as the driver's insurance had agreed to pay for the work.  
It was noted that the lamp column in Glenmore Close, Flackwell Heath had been damaged by a waste lorry on 21 May. Following unsuccessful attempts to speak to anyone in the Waste Team at Buckinghamshire Council, this was reported to them by email on 27 May. On 7 June, we were told it would be passed to Veolia and, despite chasing it up with BC, we're still awaiting a response.
- WS/22/036      **Defibrillator**  
Members were asked to note that the headmistress of Loudwater School had given approval for the existing defibrillator to be moved, making it accessible to members of the public. A new cabinet had been ordered at a cost of £495.00.
- WS/22/037      **Heath End Rd Green Path**  
Members were asked to note that quotes would be brought to the next meeting in January to have the original green path between footpaths LMA/24/1 and LMA/18/1 cleared. Quotes would also be obtained for annual maintenance to keep the path maintained.
- WS/22/038      **Litter Scheme**  
Members were asked to note that in the parish council's newsletter next month we would be advertising for volunteers for the parish-wide Litter Scheme. Members were asked to consider how we should take the Litter Scheme forward.  
It was noted that Cllr Dodds would draft a proposal and circulate it to all council members. The intention would be to standardise the procedure prior to volunteers approaching the council and, moving forward, to have a record for audit purposes. Members to suggest areas to be litter-picked.
- WS/22/039      **Committee Finances**  
Members were asked to note the committee's income and expenditure to Period 7 (October).
- WS/22/040      **Committee Budget 2023/24**  
Members were asked to consider the draft budget. Members were asked to make suggestions for the budget lines.
- WS/22/041      **Questions from committee members and the public**  
  - Cllr Herschel enquired as to the progress of the refurbishment of the Flackwell Heath Broxap bins.  
A survey of the bins would be carried out in the first instance. A strategy needed to be agreed before organising a meeting with the relevant member of the Buckinghamshire Waste Team. It was noted that we will seek support from our Buckinghamshire Councillors.
- WS/22/042      **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 10949 to 10957 be signed and direct debits to Castle Water Limited, Shell (Fuel Card Services), Shorts Group Limited, SSE and Unicom be approved for payment.***  
It was noted that the charges for the electricity at Derehams was excessive and that the electricity was reported to be on 24/7.  
The chairman of committee thanked members for their attendance and closed the meeting at 8.10pm.

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

Signed: 

Dated: 15 December 2022

17-Nov-22

## Pending expenditure transactions

| PO | Chq        | Invoice No     | Supplier                        | Detail                                                | Net      | VAT    | Amount   |
|----|------------|----------------|---------------------------------|-------------------------------------------------------|----------|--------|----------|
|    | 10949      | AE1874/2022    | Active Enviropest               | Routine Rodent Inspection - 2 Nov                     | 40.00    | 0.00   | 40.00    |
| x  | 10950      | HW0000135956   | Adams & Page Ltd                | Replacement tyre - Transit, puncture repair - mower   | 105.00   | 21.00  | 126.00   |
| x  | 10951      | BA5559         | Brocklehurst Architects Limited | Produce Schedule of Works document                    | 350.00   | 70.00  | 420.00   |
|    | 10952      | 145320         | R T Machinery Ltd               | Hire of tractor with side arm flail - 9 days          | 2,250.00 | 450.00 | 2,700.00 |
|    | 10953      | 31660759 0051  | SSE                             | Electricity - Front Common, Penn                      | 123.70   | 6.18   | 129.88   |
|    | 10954      | 351661105 0043 | SSE                             | Electricity - Derehams                                | 1,561.13 | 78.05  | 1,639.18 |
|    | 10955      | 1148           | The Tree People Ltd             | Emergency tree work - Old Forge Rd, LW                | 600.00   | 120.00 | 720.00   |
|    | 10956      | 2211020        | Triumph Technologies Ltd        | Audio conferencing, Enterprise, Sharepoint - Nov 2022 | 58.20    | 11.64  | 69.84    |
|    | 10957      |                | Petty Cash                      | Petty Cash reimbursement July - November 2022         | 233.61   | 0.00   | 233.61   |
| DD | 8012884    |                | Castle Water Limited            | Chapel Rd allotments 1 Sep 2022 - 28 Feb 2023         | 303.42   | 0.00   | 303.42   |
| DD | 8020943    |                | Castle Water Limited            | Depot - 1 Sep 2022 - 28 Feb 2023                      | 228.53   | 0.00   | 228.53   |
| DD | 9004121693 |                | Shell (Fuel Card Services)      | Vehicle fuel - Oct                                    | 269.77   | 53.95  | 323.72   |
| DD | 195958     |                | Shorts Group Limited            | Dog Waste Collection - Oct - FH                       | 135.00   | 27.00  |          |
| DD | 195959     |                | Shorts Group Limited            | Dog Waste Collection - Oct - LW                       | 225.00   | 45.00  |          |
| DD | 195960     |                | Shorts Group Limited            | Dog Waste Collection - Oct - TG                       | 195.00   | 39.00  | 666.00   |
| DD |            |                | SSE                             | Footway lighting - Oct 2022                           | 67.89    | 7.60   | 75.49    |
| DD | 13159953   |                | Unicom                          | Landline & broadband - Oct                            | 128.06   | 25.61  | 153.67   |
|    |            |                |                                 |                                                       | 6,874.31 | 955.03 | 7,829.34 |

## Income received since last committee meeting over £500.00

|  |  |  |                           |          |      |          |
|--|--|--|---------------------------|----------|------|----------|
|  |  |  | Burial                    | 726.00   | 0.00 | 726.00   |
|  |  |  | Burial                    | 923.00   | 0.00 | 923.00   |
|  |  |  | Little Buddies Sep/Oct    | 1,161.00 | 0.00 | 1,161.00 |
|  |  |  | Flackwell Heath Minors FC | 650.45   | 0.00 | 650.45   |
|  |  |  |                           | 3,460.45 | 0.00 | 3,460.45 |

Signed: C. D. Jordan

Signed: [Signature]

Date: 17-11-22

Date: 17 Nov 2022

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