CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Report of the meeting held on Thursday 6 October 2022 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present: Cllr R Wilks – Vice-chairman, Cllr J Gurney, Cllr L Johncock, Cllr A Barron, Cllr C Jordan, Cllr D Johncock (ex officio)

Also present: none

WS/22/013 **Apologies for absence**

Cllr C Dodds – holiday, Cllr K Wood – family, Cllr S Herron – work, Cllr J Herschel – medical, Cllr S Barrett - work

WS/22/014 **Declarations of members' interests in Items on the agenda**

There were none.

WS/22/015 **Delegated Action**

Members were asked to note that since the last committee meeting in June the chairman of committee and clerk had instigated the following under delegated actions;

- Grab rail in the warden's bathroom at a cost of £114.95

WS/22/016 **Committee Projects**

1 Office Complex Refurbishment

Members were asked to note that the drawings had been approved by Building Control. Members were asked to note that the replacement security system had been installed at a cost of £3,100.

It was noted that the security company had to be called out because the lack of internet at the office was causing it to reset itself.

WS/22/017 **Cemeteries**

1 Cock Lane Cemetery

Members were asked to note that signs had been put in the cemetery to advise walkers of the steep drops if leaving the footpath.

2 Altona Road Cemetery

Members were asked to note that the bench and plaque in memory of Cllr Kin had been delivered. Our Grounds Team and Mr Godliman would be installing it within the next 6 weeks.

3 Hammersley Lane Garden of Rest

Members were asked to note that the works to redo the path with self-binding gravel had been completed at a cost of £4,600.

Members were asked to note that a new database had been developed of all the graves. The data includes plot number, names of grave occupants, date of ERoB and name of ERoB holder. The next stage is to take a photo of each grave and upload them to the database.

The clerk and deputy clerk were thanked and commended for the work involved.

4 St Margaret's Churchyard

Members were asked to note that the work to repair the brick piers had been completed at a cost of £350.00.

WS/22/018 **War Memorial – Flackwell Heath**

Members were asked to note that, following the recent site visit, we had published an article in the FH Grapevine newsletter looking for a local artist to paint a poppy on the drain cover. An artist had been found and would be starting the work soon. We would be covering the cost of their materials, approximately £192.

It was noted that proper preparation of the drain cover was required before commencing the artwork.

WS/22/019 **Royal Mail bag drop boxes**

Members were asked to note that we had received a further letter from Royal Mail stating that the lead time for removing the boxes is 16-20 weeks. A follow up would be done if the date of 8 November is not adhered to.

WS/22/020 **FH Broxap bins**

Members were asked to note that the deputy clerk had written to Buckinghamshire Council asking them to refurbish our green bins and stating that we were prepared to make a financial contribution towards the refurbishment. A reply had been received stating that it would be passed on to the Waste team. This would be followed up if a member of the Waste team doesn't contact us shortly.

WS/22/021 **LED Footway Lighting**

Members were asked to note that three lamp columns had been damaged in the last four months. One had been straightened but the other two would need replacing. We are trying to claim through the drivers' insurance companies for these two.

WS/22/022 **Japanese Knotweed**

Members were asked to note that Japanese Knotweed had been discovered at the Flackwell Heath Community Centre. We have agreed in principle with the Flackwell Heath Community Association to pay for the cost of a 5-year management plan amounting to £2,250.00 over 3 years.

Members were asked to consider and, if so minded, approve the payment of the management plan.

It was RESOLVED that;

The 5-year management plan be approved. The amount of £2,250.00 would be paid via a 3 year staged payment plan.

It was noted that approval would need to be sought from the neighbour alongside the Flackwell Heath Community Centre as it appears that the Japanese Knotweed extended onto their property.

It was noted that the deputy clerk had been in contact with Wycombe Heights Golf Club who now have a contractor dealing with the Japanese Knotweed at the club.

WS/22/023 **Defibrillator**

Members were asked to consider and, if so minded, approve the purchase of a cabinet for the defibrillator at Loudwater School at an estimated cost of £455. The council had previously agreed that, while we would not purchase or adopt PADs, we would support their maintenance and provide cabinets enabling them to be available to all members of the public. An offer to remove and fix the PAD in the new cabinet without charge would be made by Cllr Dodds to the headmistress if approved.

It was RESOLVED that;

The estimated cost of £455.00 be approved.

WS/22/024 **Heath End Common**

Members were asked to note that, following the recent site visit, wooden posts would be installed by our Grounds Team to prevent motorists parking on our land.

WS/22/025 **Committee Finances**

Members were asked to note the committee's income and expenditure to Period 5 (August).

It was noted that the expenditure for Vehicle Maintenance was high. Apart from the MOT and full service, the Isuzu had needed the air conditioner recharged, new rear shoes and drum as well as needing the windscreen wiper jets and seat belts being cleaned out. The Ford Transit had needed its injectors replaced.

It was noted that money was being put aside each year should any vehicle need to be replaced in the future.

WS/22/026 **Questions from committee members and the public**

There were none.

WS/22/027 **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 10918 to 10927 be signed and direct debits to Shell (Fuel Card Services) and Salix Finance Ltd be approved for payment.

The chairman of committee thanked members for their attendance and closed the meeting at 8.05pm.

Date and Time of next meeting: Thursday 17 November 2022 at 7.30pm

Signed: Katrina S A Wood Dated: 18 October 2022

Chepping Wycombe Parish Council

Pending expenditure transactions

6-Oct-22

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	10918	BA5535	Brocklehurst Architects Limited	Fees and expenses for stage 1 - Derehams Lane	670.40	107.04	777.44
	10919	441999	Clarity Copiers Ltd	Photocopy charges - Sep	76.84	15.37	92.21
	10920		Farnham Common Nurseries Ltd	Trees for QGC/memorial trees: cherry, whitebeam, mountain ash, copper beech, rowan	901.59	0.00	901.59
	10921	6116969	The Security Network Ltd	Security system is setting/unsetting due to no internet at premises	72.00	14.40	86.40
	10922	44396	Penn Motor Company Ltd	MOT on Isuzu	120.94	14.42	135.36
	10923	49607	R & D Contractors	Supply & fit grab rail in bathroom at warden's house	114.95	22.99	137.94
x	10924		SW Godliman	Repair works to brick piers - St Margaret's Church	350.00	0.00	350.00
	10925	2210020	Triumph Technologies Ltd	Audio conferencing, Enterprise, SharePoint - Oct 2022	58.20	11.64	69.84
	10926	817800	Wicksteed Leisure Limited	Cradle Seat - Straight Bit Rec Ground	261.50	52.30	313.80
x	10927	9283392	Viking	Oil sheets for shredder; bottles of still water	48.57	9.71	
x	10927	9314151	Viking	Rexel shredder	479.00	95.80	633.08
	BACS						
	DD	9003976599	Shell (Fuel Card Services)	Vehicle fuel - Sep	108.75	21.75	130.50
			Salix Finance Ltd	Loan for LED Lighting Programme (final payment)	7,592.40	0.00	7,592.40
					10,855.14	**365.42**	**11,220.56**

Income received since last committee meeting over £500.00

				Allotments	2,340.00	0.00	2,340.00
					2,340.00	**0.00**	**2,340.00**

Signed: .... Signed: C D Jordan

Date: 6.10.22 Date: 6-10-22

The RFO confirms that all goods and services have been received and that the invoices are accurate.
We have compared the invoice against the direct debit and payflow payments as above, along with the relevant purchase order details against the cheques