CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

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

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

WS/23/001 **Apologies for absence**
Cllr R Wilks (Vice-chairman) – family, Cllr J Herschel - medical.

WS/23/002 **Declarations of members' interests in Items on the agenda**
There were none.

WS/23/003 **Delegated Action**
Members were asked to note that, since the last committee meeting in March, there had been no delegated actions taken by the chairman of committee and clerk.

WS/23/004 **Committee Projects**
1 Office Complex Refurbishment
Members were asked to note that the work to refurbish the office had been completed at a cost of £42,343.04.

WS/23/005 **Cemeteries**
1 Hammersley Lane Garden of Rest
Members were asked to note that all the memorials had been photographed and their inscriptions had been typed up and saved.

The deputy clerk was thanked for undertaking the work and asked whether the same could be done at Altona Rd and Cock Lane Cemeteries.

WS/23/006 **War Memorials**
1 Flackwell Heath
Members were asked to note that 3, instead of 4, bell bollards had been installed to prevent motorists from driving over or parking on the grass. The cost was £1,590.

WS/23/007 **Royal Mail bag drop boxes**
Members were asked to note that a letter had been received from RoyalMail. Since January, another 4 pouchboxes had been removed, 1 in Loudwater and 3 in Flackwell Heath. The remaining 3 pouchboxes would be removed shortly and we would be kept updated.

Cllr Barrett and the deputy clerk were thanked for undertaking this project and asked whether they could look into having the old green BT boxes removed if they weren't being used.

WS/23/008 **FH Broxap bins**
Members were asked to note that Buckinghamshire Council had been provided with a map showing where we wish the 12 replacement bins to be installed. We are awaiting a date for the work to be done.

On comparing the map provided by BC with the map produced after our survey was done, 6 bins were found to be missing. It was decided to only replace 1 of the missing bins and it would be installed in Juniper Garden.

WS/23/009 **Heath End Rd Green Path**
Members were asked to note that a response had been received from Buckinghamshire Council and no work would be undertaken until they have had funding approved when the 400th house is started, estimated late Summer 2024.

WS/23/010 **Heath End Common**

Members were asked to note that, following the meeting with the TfB LAT on site, reports had been received from all the utility companies. The wooden posts would now be ordered and the work scheduled in for the beginning of September.

WS/23/011 **Litter Scheme**

Members were asked to note that no response had been received to our article in the newsletter looking for volunteers to be part of the Parish Litter Scheme.

It was asked whether the article could be put in the next Parish newsletter and on our Parish Facebook page.

WS/23/012 **Committee Site Visit**

Members were asked to choose the most suitable date for the committee site visit. Areas that would be visited are:

- Cock Lane Cemetery
- Offices
- Altona Rd Cemetery
- LW War Memorial

It was RESOLVED that;
The site visit be undertaken on Wednesday 5 July at 10am.

WS/23/013 **Committee Finances**

Members were asked to note the committee's income and expenditure to Yearend outturn.
Members were also asked to note the committee's income and expenditure to Period 1 (April).

WS/23/014 **Questions from committee members and the public**

There were none.

WS/23/015 **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 11101 to 11110 be signed and the BACS payment to Barclays Payflow and direct debits to Certas Energy, EE, E-ON Next, Shell (Fuel Card Services), Shorts Group Limited, SSE, DMH Stallard LLP and WhitsonFays be approved for payment.

The chairman of committee thanked members for their attendance and closed the meeting at 7.50pm.

Date and Time of next meeting: Thursday 21 September 2023 at 7.30pm

Signed: Katrina S A Wood Dated: **22 June 2023**

Chepping Wycombe Parish Council

Pending expenditure transactions 8-Jun-23

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
x	11101	259939	Alpha Packaging	Black refuse bags	599.76	119.95	719.71
	11102	452670	Clarity Copiers Ltd	Photocopy charges - May	54.69	10.94	65.63
x	11103	EA37465	Earth Anchors Ltd	Replacement bin lid and lock - TG Common	103.15	20.63	123.78
x	11104	227853	Fleet (Line Markers) Ltd	3 pin charger	50.85	10.17	61.02
	11105	330532	G R Kuhn	Prepare 2 x TG Memorial boards	400.00	0.00	400.00
	11106	6119676	The Security Network Ltd	Annual Service	82.50	16.50	99.00
	11107		Penn & Tylers Green Evening WI	Delivery of CWPC Newsletter	244.73	0.00	244.73
x	11108	267637	WEL Medical Ltd	Electrode pads	65.90	13.18	79.08
	11109		W Thompson	Soil & plants - front of office	63.70	0.00	63.70
	11110		Mr S W Godliman	Delivery of CWPC Newsletter - Flackwell Heath & Loudwater	630.00	0.00	630.00
	BACS		Barclays Payflow	Salaries & LGPS May	11,610.16	0.00	11,610.16
	DD	8737231	Certas Energy UK Limited	Gasoil	574.50	28.73	603.23
	DD	V02110857684	EE	Warden's mobile - May	17.87	3.57	21.44
	DD	KI-031D95C6-0022	E-ON Next	Gas - May	122.40	6.12	128.52
	DD	9005323885	Shell (Fuel Card Services) Ltd	Fuel - May	426.51	85.30	511.81
	DD	211775	Shorts Group Limited	Dog waste collection May - FH	192.00	38.40	
	DD	211776	Shorts Group Limited	Dog waste collection May - LW	320.00	64.00	
	DD	211777	Shorts Group Limited	Dog waste collection May - TG	416.00	83.20	1,113.60
	DD		SSE	Footway lighting - May	75.19	8.91	84.10
	TRNSF	367882	DMH Stallard LLP	Counsel fees	1,750.00	350.00	2,100.00
	TRNSF	INV-0088	WhitsonFays	Final payment - Office Refurb	18,070.44	0.00	
	TRNSF	INV-0092	WhitsonFays	Final payment - Office Refurb	1,272.60	0.00	19,343.04
					37,142.95	**859.60**	**38,002.55**

Income received since last committee meeting over £500.00

	CR			Burials	1,454.00	0.00	1,454.00
	CR			Permit	2,400.00	0.00	2,400.00
	CR			VAT reclaim	1,253.24	0.00	1,253.24
					5,107.24	**0.00**	**5,107.24**

Signed: C D Jordan Signed: Katrina S A Wood

Date: 8 - 6 - 23 Date: 8/6/23

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