

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Thursday 21 September 2023

Members of the council are summoned to attend the meeting to be held on **Thursday 21 September** at **7.30pm** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks, HP10 8DS

Committee Membership:

Cllr C Dodds - Chairman
Cllr R Wilks – Vice-chairman
Cllr L Johncock
Cllr J Herschel
Cllr J Gurney
Cllr D Johncock (ex officio)

Cllr C Jordan
Cllr S Herron
Cllr K Wood
Cllr A Barron
Cllr S Barrett

AGENDA

1. Apologies for absence

Schedule 12 of the Local Government Act 1972 requires members who cannot attend a meeting to tender apologies to the Clerk.

2. Declarations of members' interests in items on the agenda

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

- i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer (Clerk) of it.
- ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council.

3. Delegated Action

4. Committee Site Visits

5. Office Complex

6. Cemeteries

7. War Memorials

8. Royal Mail Bag Drop Boxes

9. BT cabinets

10. FH Broxap bins

11. LED Footway Lighting

12. Footpaths

13. Chiltern Green

14. Missing cats eye reflectors

15. BC land off Kingsmead Road between Willow Way and Station Road

16. Vehicles/Equipment

17. Committee Finances

18. Questions from committee members and the public

19. Accounts for payment



Cheryl Jeken
Deputy Clerk to the Council
15 September 2023

AGENDA ITEM 3

Delegated Action

Members are asked to NOTE the following designated actions by the Chairman of committee and the clerk since the last committee meeting in June:

- An additional standpipe at Cock Lane Cemetery was installed at a cost of £300.00
- A new strimmer was ordered at a cost of £424.17
- Vertical blinds for the front office windows were ordered at a cost of £625.00

AGENDA ITEM 4

Committee Site Visits

Members attended the committee site visit on 5th July. Areas visited were:

Cock Lane Cemetery

Members are asked to NOTE:

- the bank at the end of the top path will be built up and planted to act as a barrier to walkers
- the board next to the pedestrian gate will be removed as it is redundant
- the parish council will be paying to have the angled headstone straightened

Office Complex

Members are asked to NOTE that we will be obtaining a quote to have the handwritten agendas and minutes transferred to file.

Altona Road Cemetery

Members are asked to NOTE that 6 trees will be ordered in October to be put on either side of the new path and more holly will be ordered to go along the fence line. Quotes for 2 new benches will be brought to the next meeting. In the next newsletter, users of the cemetery will be asked for any ideas to improve the cemetery.

Loudwater War Memorial

Members are asked to CONSIDER installing bollards to prevent motorists from parking on the kerb. **APPENDIX A**

AGENDA ITEM 5

Office Complex

Members are asked to CONSIDER and, if so minded, APPROVE the removal of the roadside hedge in the warden's garden. This will allow vehicles to egress safely from the office carpark and expose the water meter for reading. The extra 1.2m will allow the path from the picnic area to be joined with the path from Cock Lane Cemetery thereby keeping walkers off the road.

AGENDA ITEM 6

Cemeteries

Members are asked to CONSIDER placing the recently stored Hammersley Lane burial data on the website and to CONSIDER a programme for the survey of burial data of the other cemeteries.

AGENDA ITEM 7

War Memorials

Members are asked to CONSIDER and, if so minded, APPROVE the quotation below to clean the memorials at Loudwater and Flackwell Heath. Members are asked to NOTE that this is a single tender action from the company that recently added the inscriptions.

Quote A £3, 440 (LW - £990, FH - £2,450)

AGENDA ITEM 8

Royal Mail bag drop boxes

Members are asked to NOTE that we are awaiting an update from RoyalMail as to whether the remaining 3 pouchboxes (Heath End Rd FH, Clearbrook Close LW, Kings Ride TG) have been removed.

AGENDA ITEM 9

BT cabinets

Members are asked to NOTE that the deputy clerk has made contact with the relevant person at BT regarding the removal or painting of disused BT cabinets and now has to provide them with the locations of all the cabinets that we wish them to investigate.

AGENDA ITEM 10

FH Broxap bins

Members are asked to NOTE that we are awaiting an update from Buckinghamshire Council as to when the work will be done.

AGENDA ITEM 11

LED Footway Lighting

Members are asked to NOTE that our lamp columns are due to be tested. A quote has been received for £18.75 per column. This includes an electrical test, visual structural inspection, certification and a report on condition and recommendations for remedial works. To test all our columns in need of a test will cost approximately £4,500.

Members are asked to CONSIDER and, if so minded, APPROVE the testing of our lamp columns over the following 18 month period.

AGENDA ITEM 12

Footpaths

Members are asked to NOTE that the committee wish to thank Jon and Darren for clearing the footpath on Sheepridge Lane. A follow up will be done in the Autumn.

AGENDA ITEM 13

Chiltern Green

Members are asked to NOTE that 4 trees will be ordered in October for Chiltern Green. The trees will have tubes inserted for watering by residents. Our staff will only monitor the wellbeing of the trees until they are firmly established.

AGENDA ITEM 14

Missing cats eye reflectors

Members are asked to NOTE that the deputy clerk has, on the advice of Buckinghamshire Highways, requested on FixMyStreet to have the missing cats eye reflectors in Sheepridge Lane and Treadaway Hill replaced.

AGENDA ITEM 15

BC land off Kingsmead Road

Members are asked to CONSIDER ways to improve the Buckinghamshire Council land between Willow Way and Station Road. **APPENDIX B**

AGENDA ITEM 16

Vehicles/Equipment

Members are asked to NOTE that we have had 3 weeks of downtime without a mower due to damage.

Members are asked to CONSIDER and, if so minded, APPROVE allowing the clerk to spend upto £15,000 on a good secondhand mower with engine and cutting deck. **APPENDIX C**

Members are asked to RECEIVE a verbal report from the deputy clerk on this year's maintenance costs for our vehicles.

AGENDA ITEM 17

Committee Finances

Members are also asked to NOTE the committee's income and expenditure to Period 5 (August). **APPENDIX D**

AGENDA ITEM 18

Questions from committee members and the public

A maximum of fifteen minutes will be given to members of the public, who may make representations, ask and answer questions and/or give evidence in respect of any item of business included in the agenda. If the chairman of the meeting agrees, representations and questions may be taken at the beginning of the meeting. Members of the public wishing to speak at the beginning of the meeting should inform the clerk of this request as soon as possible.

AGENDA ITEM 19

Accounts for payment

Accounts for payment will be circulated at the meeting for consideration by councillors.

Date and time of next meeting: Thursday 26 October 2023 at 7.30pm