

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Council meeting held on **Thursday, 22 February 2024 at 7.30pm** at the Council Chamber,
Cock Lane, Tylers Green, Bucks HP10 8DS

Present:

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

Also present: Mr M Humphries (St Peter's Church) and Mr R Read (P&TG Residents Association)

- FC/23/063 **Apologies for Absence**
Apologies for absence were received and approved from Cllr S Digby (holiday), Cllr J Herschel (family), Cllr S Herron (unwell) and Cllr S Barrett (meeting)
- FC/23/064 **Declarations of Interest and Code of Conduct**
There were none.

Council was asked to welcome Mark Humphries from St Peter's Church, Loudwater, who gave feedback on the work the church had been able to do and how the grant of £10,000 had assisted. Mark thanked the Council for the grant and advised how it had impacted on all groups of the community; specifically with the School Supplies project, lunch clubs, All About Me Boards for Remembrance Day, Christmas Lights Trail, Young At Heart tour of Oxford and surrounding areas, providing a Day Out to Warwick Castle and the Friday Club for primary school children. The next step will be a Community Café which is currently being trialled.

Mark thanked all present again for the grant and left the meeting at 7.38pm

Cllr Wood then asked for Standing Orders to be suspended to re-order the agenda; this was agreed.

- FC/23/065 **Memorial Plaques WW1 Trees, Tylers Green**
Council was asked to consider a request from the Penn & Tylers Green Residents Association to take over the care and replacement of the plaques at the WW1 trees around the Common as they were getting damaged. Mr Read was in attendance and gave a short history of the trees and plaques and his involvement.

There are 30 plaques in total and to replace them all with the same plaque as the WW2 trees would incur a unit cost of £40 - £50, so the total replacement could be between £1,200 to £1,500.

It was RESOLVED that;
the Parish Council would take over the care of the plaques possibly with a contribution from the Residents Association and a small working group, to include Mr Read, would be set up to investigate possible replacements and decide on how to proceed.

Mr Read thanked those present and left the meeting at 8pm

- FC/23/066 **Council Minutes**
Council was asked to consider the minutes of the Council meeting held on Tuesday, 19 December 2023.
- FC/23/060 Questions from Members** Cllr Dodds had asked a question about the interest rate from Barclays and the clerk advised that it was currently 1.5%. Alternative interest-bearing accounts would be investigated.

It was RESOLVED that;
The minutes of the Council meeting held on Tuesday 19 December 2023 be approved.

There was still an issue over the MVAS agenda item, however now that the project is no longer viable the minute stands

FC/23/067

Open Spaces Committee

Council was asked to consider the report of the Committee meeting held on Thursday, 11 January 2024.

Cllr Willis highlighted **OS/23/045 Derehams** project was moving forward and going for pre-planning advice.

It was RESOLVED that;

The report of the meeting held on Thursday 11 January be approved.

FC/23/068

Works & Services Committee

Council was asked to consider the report of the Committee meeting held on Thursday, 25 January 2024.

Cllr Dodds highlighted the following items;

WS/23/058 Vehicles – the Isuzu replacement was on further down the agenda for approval.

WS/23/057 FH Street Litter Bins – the bins were supposed to be changed over week beginning 12 February, however there was still no sign of them.

Cllr Wood advised that **WS/23/063** the postbox at the top of Hammersley Lane had been closed due to flooding. This information had been passed on from the Chairman of P&TG Residents Association.

It was RESOLVED that;

The report of the meeting held on Thursday 25 January 2024 be approved.

FC/23/069

Finance & General Purposes Committee

Council was asked to consider the report of the Committee meeting held on Thursday, 8 February 2024.

Cllr Johncock **FGP/23/035 Legal – Mast Straight Bit, Flackwell Heath** a request had been sent to Beacomms for a full disclosure of information however this had not been received. The planning application has been lodged and our objections have been uploaded.

It was RESOLVED that;

The report of the meeting held on Thursday 8 February 2024 be approved.

FC/23/070

Planning Meetings

It was RESOLVED that;

The reports of the Planning Meetings held on Tuesday 12 December 2023, Tuesday 2 January 2024, Tuesday 16 January 2024 and Tuesday 30 January 2024 be approved.

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

FC/23/071

S137 – Payment of Grants

Council was asked to note that the Department of Levelling Up, Housing and Communities has 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 2024/25 is £10.81. The amount was a result of increasing the amount of £9.93 for 2023/24 by the percentage increase in the retail index between September 2022 and September 2023 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 is asked to NOTE that the current budget allocation for the new financial year of £5,000 was well below the aforementioned limit.

Cllr Webb queried whether the grant budget line should be more realistic taking into account the amounts involved.

FC/23/072 **Grant Application – Tylers Green Middle School**
Council was asked to consider the recommendation from the Finance & General Purposes committee to award £1,500 to the Tylers Green Middle School for rejuvenating their pond and the creation of an outdoor teaching space.

It was RESOLVED that;

The request for £1,500 as a contribution towards the pond and outdoor teaching space be approved.

FC/23/073 **Replacement of the Isuzu 4x4**
Council was asked to consider the recommendation from the Works & Services committee to trade in the current Isuzu 4x4, which we have had for 10 years, for a new one with an updated specification. The estimated cost for part exchange and after the local government discount would be in the region of £22,500.

It was RESOLVED that;

The replacement of the current Isuzu 4x4 be approved at the estimated cost of £22,500.

FC/23/074 **January 2024 EMR Review**
Council was asked to consider the recommendation from the Finance & General Purposes committee to make the suggested adjustments to the current Earmarked Reserves. These adjustments were a streamlining exercise that would free up some funds for the Derehams project.

It was RESOLVED that;

The suggested adjustment to the Earmarked Reserves be approved.

It was noted that the only change since the Finance & General Purposes meeting was the agreed movement of £10,000 from the Community Board EMR

FC/23/075 **Amenity land neighbouring Knaves Beech Industrial Estate (Hedley Green)**
Council was asked to note that Aviva had been back in contact relating to the above site with the following advice from their Fund's valuer.

'A site of this size should achieve in the region of £350,000 - £700,000 if sold on the open market with vacant possession and the benefit of planning permission for industrial or residential development. Obviously, the site is subject to a long lease to the Parish Council and does not benefit from planning permission, so the actual value of the land today would be heavily discounted accordingly. The Fund Manager is willing to consider any offer from the Parish Council.'

It was RESOLVED that;

The clerk contact Aviva advising that the Parish Council is happy with the lease as is, however would be happy to consider being bought out of the lease at a reasonable price.

FC/23/076 **Biodiversity Project – Chiltern Rangers**
Following the last Council meeting in December when,
'It was RESOLVED that;
Further information be sought from Chiltern Rangers/John Shaw as to costs and terms of reference for this project together with information on the longer-term project.'

Council was now asked to consider the creation of a document setting out the long-term plans to tackle the challenges of biodiversity and climate change using green spaces.

The estimated cost for this would be between £2,830- 3,280 plus VAT.

It was RESOLVED that;

The creation of the document be approved along with a steering group.

It was noted that a meeting should be arranged with John Shaw, Chiltern Rangers and the attendees from the last meeting so that this could be progressed.

FC/23/077 Branch Road, Loudwater

Council was asked to receive a verbal update from Cllr K Wood about the land at Branch Road. This piece of land had been taken initially from the resident of the property on the corner of Branch Road and Queensmead Road for use as a compound when the building work on the other side of the road was underway. Once the work had finished it had been left and became a fly tipping area.

Cllr Wood advised that the plan had been to make the small patch of land into a Community Garden with the help of the Chiltern Rangers, however there had been no progress to date. It was felt that the land should be given back to resident.

FC/23/078 Skatepark Joint Project Update

Council was asked to receive a verbal update on the Skatepark Project from Cllr D Johncock, which is attached to this report.

The following statement is to be put into the public domain;

"Following an independent analysis and report on the findings of the recent "Consultation on Activities for Young People and Potential Provision of a Local Skate Park" Chepping Wycombe and Wooburn & Bourne End Parish Councils are pleased to publish the findings.

It is important to note that this survey is an early consultation with the community. It is not a referendum, nor is it a market research survey that is representative of the Parishes and wider area. At this stage it is only indicative of the community views rather than an expert opinion on the provision and possible additions.

No decisions have been made based on this analysis by the Joint Steering Group other than to consider the contents further over the coming months."

Members present at the meeting were happy to put their full support to the wording of the statement.

FC/23/079 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 Green Dragon Lane Car Park was now completed and therefore needed to be removed.

FC/23/080 Community Board Projects

Council received a verbal report from Cllr Barron which is attached to this report.

FC/23/081 Re-appointment of Internal Auditor

Council was asked to consider the re-appointment of Mr E Newhouse as Internal Auditor for the financial year 2023/24, being a competent and independent person.

It was RESOLVED that;

Mr E Newhouse be re-appointed as Internal Auditor for the financial year 2023/24.

FC/23/082 Questions by Members of the Council

Cllr Dodds asked when the newsletter would be ready. The clerk advised that the boxes of newsletters had been received the day before the meeting.

FC/23/083 Public Participation

There were no members of the public.

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 11253 to 11260 be signed and that the BACS payment to Payflow, direct debits to Barclays, Trade UK, NEST SSE, Triumph Technologies Ltd and Unicom along with Bank Transfers to Cutting Edge Garden Machinery, Speedy Fuels Ltd and Townsweb Archiving Ltd be also approved for payment.

The chairman thanked members for their attendance and closed the meeting at 9.01pm

Date and Time of Next Meeting: Tuesday 30 April 2024 @ 7.30pm

Skatepark - Statement to CWPC Council Meeting on 22 February 2024.

Just to bring you all up to date, we had a meeting of the Skatepark Steering Group on 13th February which was attended by myself and Alec Barron as part of the CWPC representation. The sole aim of the meeting was to receive a report from Cllr Stuart Wilson on his analysis of the survey that was undertaken across the area last year.

Following the presentation, we had a discussion about what to do next and it was agreed that we should not be rushed into making any snap judgements. A number of interesting points had been raised by the survey which needed to be seriously considered. These were as follows:

1. Other potential sites were suggested e.g. Glory Park, Soho Mills
2. Lack of communication about what is already available in the community e.g. climbing wall
3. Capacity constraints of other, current activities e.g. not enough volunteers for scouts guides etc
4. The survey (and by definition the Steering Group) has not compared use of skate parks to participation in other sports or use of other facilities

It was therefore agreed that a formal meeting of the Steering Group would be held asap to agree how to take these points forward. Meantime, the report would be put into the public domain with the following statement:

"Following an independent analysis and report on the findings of the recent "Consultation on Activities for Young People and Potential Provision of a Local Skate Park" Chepping Wycombe and Wooburn & Bourne End Parish Councils are pleased to publish the findings.

It is important to note that this survey is an early consultation with the community. It is not a referendum, nor is it a market research survey that is representative of the Parishes and wider area. At this stage it is only indicative of the community views rather than an expert opinion on the provision and possible additions.

No decisions have been made based on this analysis by the Joint Steering Group other than to consider the contents further over the coming months."

The report is due to be officially published on 4th March but I'm happy to circulate copies to Members in advance provided that it is seen as being for member Only Eyes at the moment.

At the forthcoming meeting of the Wooburn and Bourne End Council, Members would be asked to "**Receive** and **Approve** the text to be published with the report on the 4th March 2024 at 12 noon." I hope that we can also support that statement this evening too ??

Report to Full Council 22/02/2024 on "our" Community Board (BCWCB) by Alec Barron 22/02/2024

There has been very little activity on the BCWCB. The last meeting attended was on the 03/07/23, Highways and Transport sub-group (HAT) on Parking enforcement.

There is planned a HAT meeting on March 24th of the HAT sub-group.

Worth noting that there are a few HAT schemes relevant to CWPC.

HEME No	LOCATION	ROAD(S)	BRIEF DESCRIPTION	SPONSOR	COST	IMPLEMENTATION / COMMENT
↓-GOING PROJECTS FROM 20-21						
W HAT 3 :269445132 HEATH 30071480 -going from -21	FLACKWELL	The Common	Extend existing Double Yellow Lines from Straight Bit to entrance of the Flatted Community.	CLLR DAVID JOHNCOCK	£15,795.52	Supported by Public Consultation and APPROVED by Leader on 15/Nov/23. Now awaiting implementation by Highways Contractor
W HAT 6 :297944085 30067512 -going from -21	TYLERS GREEN	Ashley Drive	Create Parking Bays outside Recreation Ground.	CWPC (ALEC BARRON)	£4,969.97	Ashley Drive 2.1m Parking Bays – Remove existing verge cost estimate £51,850. Seen as too expensive by CWPC. Simpler, more cost-effective solution needed. New Project application required IDC.
W HAT 23 :36483499 -going from -22	LOUDWATER	Whole Area	Proposed to assess level of on street parking	CLLR NATHAN THOMAS	£4,957.99	FEASIBILITY ASSESSMENT - PICKED UP BY NEW CONTRACTORS (FUNDS RESERVED)
W HAT 25 :364367881 -going from -22	TYLERS GREEN	Junction of New Road & Ashley Drive and Junction of the Lawns & Ashley Drive	Overcome Parking problems	CLLR KATRINA WOOD		Supported by Public Consultation and now APPROVED by Leader in November 2023. Now awaiting implementation
W HAT 27 :364395502 -going from -22	TYLERS GREEN	School Road & Cock Lane	Improve Pedestrian safety outside schools	TYLERS GREEN FIRST SCHOOL	£14,298.16	Supported by Public Consultation and now APPROVED by Leader in November 2023. Now awaiting implementation

Jonathan Walters has been replaced by Steven Barrett (new Chairman)

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Open Spaces meeting held on **Tuesday 5 March 2024** 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 C Jordan	Cllr J Gurney
Cllr L Johncock	Cllr H Darch
Cllr S Herron	Cllr D Johncock
Cllr K Wood (ex officio)	

Also present: Mr D Grimsdell (P&TG Football Club)

- OS/23/050 **Apologies for absence**
Apologies for absence were received and approved from Cllr L Webb (Oxford University) and Cllr S Digby (holiday).
- OS/23/051 **Declarations of members' interests in Items on the agenda**
There were none.
- OS/23/052 **Delegated Action**
Members were asked to note that there had been no delegated actions taken since the last committee meeting.

Cllr Willis suspended standing order and asked members to approve a change in the agenda order as follows;

Members welcoming Mr Grimsdell, Liaison Officer for the P&TG Football Club who was wanting to develop a relationship with the parish council.

- OS/23/053 **Tylers Green Common**
1 Penn & Tylers Green Football Tournament Car Parking – 3 to 6 May 2024
Members were asked to consider the proposed plan from the Football Club for car parking on the Front Common, Tylers Green.

It was RESOLVED that;
the proposal would be agreed in principle. An agreement to be drawn up with stipulations on numbers of cars, stewarding at all times with a right to close the parking down if this was not happening and a permit cost to be finalised following a site visit by the clerk and councillors.

It was noted that the numbers of teams attending was requested.

Mr Grimsdell thanked members for their time and left the meeting at 7.45pm

- OS/23/053 **Allotments**
Members are asked to NOTE that there are no vacancies at either site.
- It was noted that there were currently 14 people on the waiting list for Ashley Drive and none on the waiting list for Chapel Road.
- 1 Ashley Drive – Track at the Scout Hut Entrance**
Members were asked to consider some remedial work to the above track. It is intended to deal with the potholes and raise the surface slightly to help with drainage as the track is holding water after heavy rain.
- It was RESOLVED that;***
the remedial to the track be approved.

2 Ashley Drive – extra plots

Members were asked to note that following a further inspection of the site 5 new full-size plots can be re-instated as soon as practicably possible.

OS/23/054

Playgrounds

1 Straight Bit Recreation Ground, Flackwell Heath

1.1 Flackwell Heath Bowls Club Site Visit

Members were asked to note the new date of Thursday, 21 March in the afternoon (time to be confirmed) for the site visit to meet with Bowls Club members to discuss the car parking issues and lighting.

1.2 Straight Bit Car Park

Members were asked to consider the single tender action quote to resurface the existing car park and white line the bays at a cost of £17,430.00.

Members were also asked to review a further quotation for an extension to the car park behind the toilet block at a cost of £10,860.00.

It was RESOLVED that;

this item be deferred to full Council on receipt of another quotation.

1.3 Accident Claim

Members were asked to consider a claim received by the office on Sunday 18 February 2024. The original incident had taken place in April 2023 at which time the claimant completed a FixMyStreet form. Buckinghamshire Council recently sent back the claim advising that the area was not under their jurisdiction. The clerk provided a verbal report.

It was RESOLVED that;

the claim be declined and the insurance company appraised of the issue.

2 Boundary Road Recreation Ground, Loudwater

2.1 Safety Surface

Members were asked to consider one of the quotations provided to replace the overgrown surfacing at the above site. The quotations were for the renewal of the whole area.

It was RESOLVED that;

Quote A in the sum of £29,124.00 be approved for recommendation to full Council.

3 Ashley Drive Recreation Ground, Tylers Green

3.1 Safety Surface

Members were asked to consider one of the quotations provided to replace the lifting surface around the teacup and roundabout at the above site.

It was RESOLVED that;

Quote A be approved for recommendation to full Council being the same company as for Boundary Road surfacing if they could match the alternative quote of £8,088.93.

OS/23/055

Oakland Way, Flackwell Heath

Members were asked to note that the bollards had arrived, the resident had been informed and the installation date was to be confirmed.

OS/23/056

Derehams Lane Recreation Ground

Members were asked to note that the drawings and supporting statement had been sent in for pre-planning advice.

It was noted that Cllr D Johncock and Cllr Wood asked for the rough estimated cost for the buildings. Clerk to send.

OS/23/057

Committee Finances

1 Income and Expenditure Month 10

Members were asked to note the committee income and expenditure to Period 10 (January). It was noted that Permit income was exceeding expectation. However, the electricity cost for the Front Common were a concern along with the water costs for the allotments.

OS/23/058

Questions from committee members and the public

- The path leading from the Common down towards New Road was a concern. The clerk advised that further work on the path level would be undertaken once the surface had dried.
- Cllr Forbes thanked the grounds team for clearing the road drain into Widmer Pond.
- Cllr Darch highlighted the unofficial path on the triangle opposite the Village Hall in Tylers Green. This site to be on the Summer Site Visit with a view to improving the surface.
- Cllr Jordan advised that he had sent a report on Magpie Wood but had missed the agenda. The report to be sent out separately.
- Cllr Willis ask about the muddy puddling near the play area at Derehams. The clerk advised that this had probably been created by the football clubs.

OS/23/059

Accounts for payment

Accounts for payment were circulated at the meeting for consideration by councillors. Cllr Darch asked about the height barrier. The clerk advised that it was the barrier section for the Cock Lane car park which had been bent by a high sided vehicle.

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 11261 to 11270 be signed and that direct debits to EE, E-on Next, NEST,Shell (Fuel Card), Shorts Group Ltd and SEE along with a transfer to DMH Stallard be approved for payment.

Date and time of next meeting: Tuesday 21 May 2024 @ 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 21 March 2024 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 A Barron
Cllr J Herschel
Cllr C Jordan
Cllr K Wood
Cllr S Herron
Cllr S Barrett

Also present: Cllr I Forbes

WS/23/065 **Apologies for absence**
Cllr D Johncock – meeting, Cllr L Johncock – meeting, Cllr J Gurney - medical

WS/23/066 **Declarations of members' interests in Items on the agenda**
Cllr J Herschel declared an interest in agenda item 18 Accounts for Payment being a recipient of an expense's cheque numbered 11275 and a cheque for RNLI numbered 11278.

WS/23/067 **Delegated Action**
Members were asked to note the following delegated action by the Chairman of committee and the clerk since the last committee meeting in January:

- 2 x Eastgate Anti Vandal benches @ £618 each were purchased for Altona Road Cemetery.

It's to be noted that the slats are metal and not plastic.

WS/23/068 **Offices, depot and warden's house**
Members were asked to note that the Grounds Team would like a lean-to attached to the depot at the bottom of the yard. Details would be brought to the next meeting.

It was noted that, as the new Isuzu would be parked in the depot, the chipper, spreader and tine harrow would be protected under the lean-to.

WS/23/069 **Cemeteries**
Members were asked to note that the deputy clerk had started to photograph the memorials in Cock Lane Cemetery and upload the photographs to the Find a Grave website.

WS/23/070 **War Memorials**
Flackwell Heath
Members were asked to note that our Grounds Team would clean the base of the plinth and the stone slabs before a decision is made as to whether further specialist cleaning is necessary.
Loudwater
Members were asked to note that we had received the reports of the relevant services from the LAT and we are now awaiting a date from a contractor to meet on site to discuss the works.

WS/23/071 **BT cabinets**
Members were asked to note that the deputy clerk had established that 6 of the 9 cabinets in Tylers Green need painting and had contacted Openreach to request that they are painted. To date, 1 had been done.
Cllr Barrett would let the deputy clerk know if he came across any BT cabinets in Loudwater that needed painting.

WS/23/072 **FH Street Litter Bins**
Members were asked to note that the replacement of the litter bins had been delayed but we expect it to be completed by the end of March.

WS/23/073 **Vehicles**
Members were asked to note that, following approval at the last F&GP meeting, the Grounds Team had been to test drive a new Isuzu 4x4 vehicle.

The final cost to the council was £17,996.75 (excl VAT) after the £500 deposit had been put down. It was approximately £5,000 less than what had been approved at F&GP. We requested a tow ball, seat covers and plastic lining as extras. We received £6,000 trade in and a £2,010 discount. The vehicle would be ready for collection w/c 25 March. As noted earlier, the new Isuzu would be parked in the depot.

A BACS payment of £20,996.10 (incl VAT) was approved, being the balance due after the deposit was taken into account.

WS/23/074 LED Footway Lighting

Members were asked to note that the testing of all the LED footway lighting in Loudwater has been completed and we are awaiting the report and certificates.

It was noted that the summary would be circulated to all members.

Members were asked to note that the insurance company of the driver who caused the damage to the lamp column in Chapel Lane had paid for the repair.

Members were asked to note that there had been an increase of approximately 6% in the maintenance costs from our lighting contractor starting on 1 April 2024.

It was noted that the annual cost for maintenance was considerably less now than before the LED lighting project in 2017.

WS/23/075 Cats eye reflectors

Members were asked to note that the cats eyes on Treadaway Hill had been completed following the resurfacing of the road.

It was noted that the deputy clerk would write to BC to thank them for completing the above work and to enquire as to when they intended to install cats eyes on Sheepridge Lane.

WS/23/076 Royal Mail Pouch Box

Members were asked to note that another dilapidated pouch box had been identified in Churchill Close, FH and the deputy clerk had written to Royal Mail asking for its removal.

It was noted that we had received a response from Royal Mail and the pouch box was earmarked for removal.

WS/23/077 Chiltern Green

Members were asked to note that the 4 trees had been planted in Chiltern Green.

It was noted that some residents of Chiltern Green had expressed their thanks to the Grounds Team for a job well done.

WS/23/078 Heath End Rd footpath

Members were asked to note that the Berkeley Group had confirmed that 250 properties had been occupied to date and that they are on track for the 300th occupation late summer 2024.

It was noted that, according to BC, 'as the developer has identified, the point that this payment is due to be made is linked to occupation levels...however, until funding is received the project cannot be prioritised or progressed.'

WS/23/079 Heath End Rd Common

Members were asked to note that the Grounds Team had installed wooden posts with reflectors along the edge of the common to deter motorists from parking on the grass.

WS/23/080 Committee Finances

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

It was noted that the cost of £5,600 for the Kubota repair would be charged to the Vehicle EMR and the amount credited to the budget line for Equipment Maintenance. The budget has been increased for next year.

WS/23/081 Questions from committee members and the public

There were none.

WS/23/082 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 11271 to 11282 be signed and direct debits to Barclays, Trade UK, Triumph Technologies and Unicom and Bank Transfers to Mr AG Nash and Arthur J Gallagher Insurance 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 30 May 2024 at 7.30pm

Signed:

Dated:

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting to be held on **Thursday 18 April 2024 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 J Herschel
	Cllr A Barron – Vice-chairman	Cllr R Wilks
	Cllr C Dodds	Cllr K Wood
	Cllr C Jordan (temp)	Cllr D Johncock (ex-officio)

Also present: Cllr L Johncock, Cllr S Barrett and Mr L White (FHRA)

FGP/23/028 **Apologies for absence**
Apologies were received and approved from Cllr L Webb (business), Cllr L Willis (unwell), Cllr K Wood (family) and Cllr H Darch (family)

FGP/23/029 **Declarations of members' interests in agenda items**
There were none.

FGP/23/030 **Staff Matters**
1 Staff Absence Report
Members were asked to receive a verbal report from the clerk on the sickness absence of staff since the last committee meeting in February. Two members of the grounds team have been absent each for two days – one with a back issue and the other with a migraine. All teams members were back at work.

2 National Living Wage 2024/25
Members were asked to note that the national living wage rate for 2024/25 is £11.44 per hour. This figure only effects the position of the office cleaner with an increase of £1.02 per hour the overall increase will be £212.16 per annum.

FGP/23/031 **Health & Safety Report of any incidents**
Members were asked to note that since the last committee meeting in February there had been one incident. On 22 March 2024 a member of the grounds team was bitten by a dog in an unprovoked attack. The dog walker's details were taken and also the name of the dog owner. The police were advised and we have a crime reference number.

Further updates, if any, to be brought to the next committee meeting in September.

FGP/23/032 **Policies and Procedures**
Members were asked to consider for recommendation of re-adoption at the next full council the following policy documents which can be found on the parish council website www.cwpc.org.uk. No changes were 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 Policy

It was RESOLVED that;

The above policies be recommended to the next full council meeting for re-adoption.

FGP/23/032

Grants

Members were asked to consider for recommendation to full council a request from the Juniper Hill School for a sum of £5,000 to assist with the purchase of play equipment for children with SEMH needs. The total project was estimated at £16,744.00.

Members were reminded that the budget line for Grants for the current financial year stands at £5,000.

It was RESOLVED that;

An award of £5,000 be recommended to the next full council meeting. Funds to be taken from the Community Infrastructure Levy EMR as the project was of community benefit, therefore complying with the expenditure criteria.

FGP/23/033

Legal

1 Mast – Straight Bit, Flackwell Heath

Members were asked to note that there was currently a 'Required and Refused' decision on the mast.

Cllr D Johncock sought clarification from the case officer and was told that required and refused meant that the LPA (Local Planning Authority) decided that the details of the mast were first "required" and having considered the details the LPA decided to refuse permission for them have refused this application.

2 Hedley Green/Knaves Beech

Members were asked to note that Aviva had declined the offer to buy the parish council out of the lease.

FGP/23/034

Community Board

Members were asked to note the report from Cllr Barron attached at the end of the report.

Cllr Barrett was in attendance – he is the Chairman of the Beaconsfield and Chepping Wycombe Community Board. He explained that he would be encouraging groups and organisations to apply for funding but also helping groups to make connections for symbiotic relationships. Following the next elections there will be a re-organisation of the Community Boards to match the new boundaries set out by the Boundary Commission.

FGP/23/035

Neighbourhood Action Group (NAG)

Members were asked to note the minutes from the last NAG meeting held on 29 February 2024.

FGP/23/036

Human Resources Support and Health & Safety Audit

Members were asked to consider the appointment of an HR & Health & Safety Company for a five-year term who are promoted by ACAS. Members will receive a verbal report from the clerk.

It was RESOLVED that;

The appointment of Peninsula Business Services by approved for a five-year period.

FGP/23/037

Risk Register

Members were asked to consider the addition of HR Matters in light of the previous item.

It was RESOLVED that;

Employment issues would be added to the Risk Register the mitigation being the HR company. Members were encouraged to make suggestions.

The item to be brought back to the September meeting.

FGP/23/038

Investing

Members were asked to note that the current interest rates being received from Barclays and the Co-operative Bank are 1.5% and 1.6% respectively. The monies held in the Co-operative Bank are covered by FSCS, however the Barclays Business Saver account is holding more than the £85,000 which would be covered by FSCS. Following the last council meeting the clerk contacted CCLA, who were currently offering around 5% interest on amounts over £25,000.

Members were asked to consider for recommendation to full council the option of investing with CCLA.

It was RESOLVED that;

A recommendation to invest fundings of circa £200k be taken to the next full council meeting.

Cllr Herschel left the meeting at 8.11pm

Cllr Herschel returned at 8.15pm

FGP/23/039 Annual Return and Governance Statement

Members were asked to consider the completed Annual Return and Governance Statement with a view to recommending for approval and signature at full council.

It was RESOLVED that;

The Annual Return and Governance Statement be recommended for approval and signature at full council

The Internal Audit took place on Wednesday 10 April, Mr Newhouse undertook an inspection of the accounts, Cllr Barron was also present. There were no points to note other than a very small saving if members undertook the BACS payments.

Thanks to the Clerk was noted for the excellent audit.

FGP/23/040 Budget

1 Council Finances (Period 12) Outturn

Members were asked to note the summary of the Council's yearend position.

2 Earmarked Reserves (Period 12) Outturn

Members were asked to note the yearend position of the earmarked reserves.

3 Community Infrastructure Levy (CIL)

Members were asked to note the budget line for CIL currently which stands at £72,128.99. These funds are to be used for community benefit and need to be spent within a timeframe as below:

£40,362.00	2025/26
£31,766.99	2026/27

FGP/23/041 Questions from council members and the public

Mr White highlighted the issue in Flackwell Heath relating to the Christmas Light funding which had been stopped by Buckinghamshire Council. Mr White asked if it would be possible to request funding. The clerk advised Mr White to complete the Grant Form which would be taken to the next appropriate meeting for discussion.

Cllr Barron highlighted the consultation on Buckinghamshire Council's Street Trading Policy. Cllr Barron had prepared and circulated a response which members were asked to contribute to prior to the clerk sending it back to the Council.

FGP/23/042 Accounts for Payment

The 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 11287 to 11293 and direct debit payments to EE, E-ON Next, Resquid Communications Ltd, Shell (Fuelcard), Trade UK and Unicom along with bank transfers to E Newhouse, Gallagher Insurance and Rialtas be approved and signed.

Date and time of next meeting: Tuesday 1 October 2024 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning meeting held on Tuesday 13 February 2024 at **10.00am via Microsoft Teams**

The meeting was open to members of the public and press

Cllr H Darch acted as chairman of the meeting.

Attendees:

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

1. Apologies for Absence

Cllr J Herschel, Cllr S Digby, Cllr S Heron

2. Declarations of Interest and Code of Conduct

All councillors declared an interest in application 24/05223 as CWPC own the land.

3. Applications for consideration

Ref	Property Address	Proposal	
24/05156	36 Fennels Farm Road Flackwell Heath Bucks HP10 9BS	Householder application for proposed construction of hip to gable roof extension, front and rear dormers, single storey side and rear extensions and fenestration changes (Alternative scheme to 23/06297/FUL)	No comment
24/05166	Land Between Babs Park and Home Meadow Drive West of Blind Lane Bourne End Bucks	Change of use of land from agricultural to equestrian use and construction of 2 x field shelters	CWPC does not object to this planning application but we wish to make a few observations. We note that this application is part retrospective as small paddocks have already been set up for horses on the bottom field. We question whether there is sufficient parking onsite for the increase in cars to the site. Will horseboxes be able to negotiate the narrow access to the site? Will the wooden structures provide sufficient shelter for the horses in winter or will more permanent shelters, ie brick, be required in the future?
24/05223	Recreation Ground Straight Bit Flackwell Heath Bucks	Prior notification application (Part 16, Class A) for proposed installation of a 20m monopole supporting 6 no. antenna apertures, 4 no. 0.6m dishes, 4 no. associated cabinets within a secure compound with landscaping and development ancillary thereto	See comment below

24/05183	Penn School Church Road Penn Bucks HP10 8LZ	Prune back lateral branches by 2-3m to prevent overhang and branch failure x 1 Beech (T1)	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.
24/05212	Ashdown Hammersley Lane High Wycombe Bucks HP13 7BZ	Householder application for construction of boundary retaining wall, hedging and fencing	No comment
23/08110	9 Old Forge Road Loudwater Bucks HP10 9TP	Householder application for extension of existing dropped kerb along the length of the pavement	No comment

The chairman thanked members for their attendance and closed the meeting at 10.23am.

24/05223 Recreation Ground, Straight Bit, Flackwell Heath

In certain respects, our objection very much reflects the conclusions of a recent planning appeal (APP/K0425/W/22/3309595) which was dismissed. Like the land in Flackwell Heath, the appeal related to an open parcel of land at the junction of Plomer Green Lane and Littleworth Road in High Wycombe. The appeal inspectors report dated November 2023 focussed on:

- the effect of the siting and appearance of the proposed installation on the character and appearance of the area, and;
- if any harm would occur, whether this is outweighed by the need for the installation to be sited as proposed, taking into account any suitable alternatives.

The land at Straight Bit, Flackwell Heath is similarly a green open space well used for by the community and for local events, and it provides an attractive focal point in the centre of the village. In particular, a mains electrical outlet has been provided on the rear of the toilet block to provide power for bands and public address facilities which are naturally sited in the location being proposed for the mast.

There is a general lack of street furniture near to the site with only sporadic lampposts and telegraph poles, which results in the majority of the site being free from development and gives the area an open and verdant character and appearance.

The mast would be 20m high and while there are a few 2 and 3 storey flatted developments within the village, no such flatted developments are within the proximity of the site. Instead, the houses nearby are two storeys which the mast would be much taller than. The aerials at the top of the mast sit higher than the nearby mature trees and would therefore stand out as a jarring feature and erode the open character of the area.

The width of the mast would also be greater than the limited street furniture nearby such as telegraph poles and lampposts along the main road. The proposed cabinets located to the side would increase the overall bulk of the proposal resulting in a prominent feature on the street scene even though it proposed to surround the base with a hedge.

Although the vegetation surrounding the site would provide some limited screening from long distance views, the top of the mast would be a much greater height than even the nearby mature trees. Furthermore, the screening from vegetation would be further limited in the winter months when leaf cover would be considerably less.

We therefore consider that the development would harm the character and appearance of the area and, as such, would be contrary to policies CP9, DM20 and DM35 of the Wycombe District Local Plan Adopted in August 2019. Amongst other things, these seek to ensure developments achieve a high quality of design which contributes positively to making places.

In addition to the potential visual and amenity impacts, there is a covenant on the land which restricts the use of the land to recreational and sporting uses. In addition, the Parish Council needs to increase the size of the current car park and the area along the back of the current car park has been identified as the most suitable location.

Enforcement query: H S J Outreach Centre Rayners Avenue Loudwater Buckinghamshire

The deputy clerk informed the meeting that, further to our enforcement query at the above address, we had received a reply from Planning Enforcement at Buckinghamshire Council. Although a breach of planning had been identified, the Council concluded that the breach in this case was not expedient to enforce against.

CHEPPING WYCOMBE PARISH COUNCIL PLANNING MEETING

Report of the Planning meeting held on Tuesday 27 February 2024 at **10.00am via Microsoft Teams**
The meeting was open to members of the public and press

Cllr L Johncock acted as chairman of the meeting.

Attendees:

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

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

Ref	Property Address	Proposal	Comment
24/05225	12 Berkeley Road Loudwater Bucks HP10 9TS	Householder application for a single storey front extension, partial garage conversion, raise existing roof and include 2 x roof lights, new porous drive and increase length of drop kerb	No comment
24/05320	22 Robinson Road Loudwater Bucks HP13 7BL	Householder application for proposed construction of single storey and two storey side and rear extensions	No comment

Members discussed the Certificate of Lawfulness application below.

24/05214/CLP Certificate of Lawfulness for proposed use of existing dwellinghouse (use class C3) as a children's home (use class C2): 21 Heath End Road, Flackwell Heath, HP10 9DT

Although in principle we have no objection to the use of this property for housing children in care, we have many concerns and, therefore, Chepping Wycombe Parish Council strongly object to this certificate.

This house is not suitable for 4 children, 3 would be better. We note that there are only 3 bedrooms with en-suite facilities so the individual using the 4th bedroom would have to access the shower on the ground floor through the kitchen.

No mention is given of the age of the children. Other approved licences state from 8 to 18 years of age and similar should be imposed by the planning department.

The application does not appear to be from a recognised organisation providing care facilities. Nothing is said about the suitability of the individual or company who will manage the care home.

The property is on a busy road, close to a roundabout and we are concerned that the daily activity at the site would be intensified by changes of shift workers and possibly taxis taking the young people to and from school. Would there be sufficient space for the cars to manoeuvre off the road?

The amenity space is inadequate. The recreational garden is very small. We note that the existing garage is to be converted into a games room but there appear to be no windows to provide natural light.

The chairman thanked members for their attendance and closed the meeting at 10.15am.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning meeting held on Tuesday 12 March 2024 at **10.00am via Microsoft Teams**

The meeting was open to members of the public and press

Cllr L Johncock acted as chairman of the meeting.

Attendees:

Cllr R Wilks, Cllr A Barron, Cllr D Johncock, Cllr J Herschel, Cllr H Darch

1. **Apologies for Absence**
Cllr C Jordan, Cllr C Dodds, Cllr S Digby, Cllr S Heron
2. **Declarations of Interest and Code of Conduct**
There were none.
3. **Applications for consideration**

Ref	Property Address	Proposal	Comment
24/05377	1 - 2 Nursery Lane Tylers Green Bucks HP10 8LS	Reduce 1-2 metres to maintain clearance to road and overall shape x 1 Ash (T1)	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.
24/05348	31 Clayfields Tylers Green Bucks HP10 8AT	Householder application for demolition of an existing conservatory, attached garage and covered entrance porch and construction of a single storey wrap-around rear and side extension and the existing driveway hardstanding extended	No comment
24/05431	16 Carrington Ave Flackwell Heath Bucks HP10 9AL	Householder application for demolition of an existing rear conservatory and detached garage and construction of roof extensions/alterations and construction of front, rear, side extensions	CWPC have no objection to this extension. However, we believe that the original planning permission for this development of houses included a condition for a grassed amenity area fronting this and a number of adjacent properties. We request that the homeowner re-instates the grassed amenity area fronting Carrington Avenue and continues to maintain it as a grassed area with a single width access to the open parking area and that the grassed area is not used for residential parking.

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

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

2 April 2024

Report of the Planning meeting held on Tuesday 2 April 2024 at **10.00am via Microsoft Teams**
The meeting was open to members of the public and press

Cllr H Darch acted as chairman of the meeting.

Attendees:

Cllr A Barron, Cllr C Jordan, Cllr S Digby, Cllr C Dodds

1. **Apologies for Absence**
Cllr R Wilks, Cllr D Johncock, Cllr L Johncock, Cllr J Herschel
2. **Declarations of Interest and Code of Conduct**
Cllr Darch declared an interest in 24/05450 and declined to comment.
3. **Applications for consideration**

Ref	Property Address	Proposal	Comment
24/05400	Midsummer Cottage Fairview Lane Flackwell Heath Bucks HP10 9EN	Householder application for replacement of existing flat roof double car port with three bay slate roof, brick and horizontal boarding open fronted car port and removal of existing garden room	No comment
24/05500	57 Robinson Rd Loudwater Bucks HP13 7BJ	Householder application for construction of single storey part front, part side extension with conversion of existing garage	No comment
24/05510	Car Park Old Kiln Road Flackwell Heath Bucks	Variation of condition 2 (plan numbers) attached to 22/05527/FUL (Redevelopment of existing car park comprising construction of 2 x pairs of 3-bed semi-detached houses and apartment block comprising 4 x 2-bed flats, landscaping and parking) to regularise the automatic opening vent (AOV) and lift overrun	CWPC strongly objects to this application. Notwithstanding the manner in which the application has been made – doing the work and then asking for permission - the change in the roof design to accommodate the lift over run is a major amendment and should be the subject of a full application. Moving the lift shaft from the back has put it in a very prominent, central location. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.
24/05450	28 Wheeler Avenue Tylers Green Bucks HP10 8EB	Householder application for construction of single storey side/rear extension and insertion of 3 x dormer windows to rear to facilitate conversion of existing loftspace to habitable accommodation	We understand that issues with a pressurised water main have necessitated this application to move the annex forward by approx. 2 metres. However, we now have concerns that this will result in the building being much nearer the footpath on the front right corner which will have a greater impact on the sight lines for vehicles on Wheeler Avenue. We are also concerned that this will reduce the amount of open space which is a feature of the estate which has led to other refusals, and make this extension more prominent. We also note the amendments to the internal design to add an extra utility room and move the door to exit on to the side directly on the footpath. We have

			concerns that this may create the possibility of the annex being used as a separate dwelling at some point in the future, so if agreed would request that it be conditioned to remain ancillary to the residential use of the main dwelling so that it cannot be severed or become a separate unit of residential accommodation in the future. We also note the request to vary the original condition for glazing in the roof dormers to respect the privacy of the neighbour to the rear to seeking to only have glazing in the bathroom and not the two bedrooms and for these to have opening windows. We would request that the original condition stands as it is important to ensure the privacy of the neighbours.
24/05516	Lark Rise Hammersley Ln High Wycombe Bucks HP13 7BY	Householder application for construction of single storey rear infill extension, single storey side extension, loft conversion to include new roof with two new front dormers and roof lights, new front porch and re-use of current patio for basement storage	No comment
24/05569	27 Philip Drive Flackwell Heath Bucks HP10 9JD	Householder application for construction of part single, part two storey rear extension	No comment
24/05573	Penns Cottage Hedley Road Flackwell Heath Bucks HP10 9AY	Householder application for construction of single storey rear extension, floor plan redesign and associated works	No comment

The chairman thanked members for their attendance and closed the meeting at 10.15am.

The following applications for Tylers Green missed the agenda because of the change in meeting date but were agreed by email correspondence.

24/05496 Astons

Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. We note the TPO in place and request that a replacement tree be planted; species to be suggested by arboriculturist.

24/05514 Rayners Lodge

Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. We note the TPOs in place and request that 3 replacement trees be planted; species to be suggested by arboriculturist.

24/05530 Tyler Cottage

We note the property 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.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

16 April 2024

Report of the Planning meeting held on Tuesday 16 April 2024 at **10.00am via Microsoft Teams**

The meeting was open to members of the public and press

Cllr C Dodds acted as chairman of the meeting.

Attendees:

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

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

Ref	Property Address	Proposal	Comment
24/05536	Copse Hill House Kingswood Road Tylers Green Bucks HP10 8JE	Crown raise by 7 metres to rebalance x 1 Sycamore (C) and prune back limb by 6 metres that is hanging over decking to rebalance tree x 1 Ash (A)	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.
24/05733	Fairlight 1 School Road Tylers Green Bucks HP10 8EF	Reduce by approx 1.75m and shape to manage risk of obstruction and falling branches on Bank Road x 1 Hawthorn, fell due to excessive shading, low amenity value and nuisance from spiky leaves x 1 Holly, fell to improve sight-lines when leaving drive, remove any obstruction to footpath and nearby bus stop x 1 Holly and reduce by approx 3.5m and shape to improve sight lines and obstruction to drive, reduce shading and reduce risk of falling branches x 1 Conifer	We note that this property is in the Conservation Area. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
24/05623	Penn School Church Road Penn Bucks HP10 8LZ	Pollard at near crown break as severe decay in base x 1 Ash (T3), fell as short life expectancy x 1 Ash (T64), coppice as decay and dysfunction at base x 1 Rowan, x 1 Willow (T11), fell as damaging historic wall x 1 Elm (A16) and fell as damaging historic wall x 1 Sycamore (A35)	We note the TPOs in place and that this property is in the 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 replacement trees be planted; species to be suggested by arboriculturist.
24/05723	17 Hillside Road Tylers Green Bucks HP10 8JJ	Crown lift to give approx 9m clearance from the ground, thin canopies by 10-15% and prune back lateral branches over the garden by 2m to let more light under and through the tree plus maintain the gap that lets the sun in x 2 Beech (T1 & T2)	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.
24/05724	Pippins Cottage Church Road Tylers Green Bucks HP10 8LN	Reduce the height and spread of the tree by up to 2 metres, reduce the overextending branch on house side by 3m to bring into shape, crown raise to 3m all round and remove all arisings for maintenance and to stop encroachment on the	We note the TPO in place for the Silver Birch and that this property is in the Conservation Area. Any works to be carried out only with the full approval

		building, especially during bad weather x 1 Silver Birch (T1) and reduce the height by 2 metres and spread of the tree by up to 1.5 metres, crown raise to 4m all around, ensuring 1m clearance from out building roof and remove all arisings for maintenance reasons, and to stop encroachment on the outbuilding x 1 Maple (T2)	of the Bucks Council Wycombe Area's tree consultant.
24/05526	52 The Greenway Tylers Green Bucks HP10 8BX	Householder application for proposed construction of single storey front extension, single storey rear extension, 2 storey side extension and changes to fenestration and boundary treatment	No comment
24/05633	West Cottage Hammersley Lane High Wycombe Bucks HP10 8HF	Householder application for construction of single storey side extension	No comment
24/05618	35 Berkeley Road Loudwater Bucks HP10 9TT	Householder application for garage conversion, construction of single storey front extension and new pitched roof	No comment but we would ask the planning officer to look at the available parking spaces within the curtilage.
24/05671	22 Northern Woods Flackwell Heath Bucks HP10 9JL	Householder application for demolition of existing single storey rear conservatory and erection of single storey rear extension	No comment
24/05661	94 Straight Bit Flackwell Heath Bucks HP10 9NA	Householder application for proposed construction of single storey rear extension	No comment
24/05729	13 The Meadows Flackwell Heath Bucks HP10 9LX	Householder application for proposed construction of single storey side extension and construction of new roof to existing single storey side extension (alternative scheme to Planning Permission 23/07051/FUL)	No comment

The chairman thanked members for their attendance and closed the meeting at 10.17am.

CWPC Planning Application Objections 7 Feb 2024 - 17 Apr 2024

23/07352	17-Oct 16 Sedgemoor Road, FH	CWPC objects to this application as it is an overdevelopment of the site based on the height and bulk of the proposed dwelling. The design does not allow for the fact that an immediate property is a single storey bungalow and, in that regard, is considered unneighbourly. Overall, it is out of keeping in the street scene and should therefore be refused.	REFUSED
23/07857	12-Dec The Warren, 3 Northend Close, FH	It is considered that the overall size and scale of the proposed extensions would be overly disproportionate, detracting from the modest appearance of the dwelling and considerably increasing its prominence. The proposed extensions would unbalance the existing appearance of the dwelling to an unacceptable extent, failing to adequately respect the dwelling's existing size and character. The additional bulk and height would exacerbate the existing relationship, with the proposed development appearing as visually cramped and inappropriately set within the plot, particularly given the close proximity of the two adjacent (and visually smaller) neighbours. There would be an unacceptable loss of light to the detriment of the amenity of the adjacent neighbour. The development would be considered unneighbourly, appearing as visually overbearing for no. 18 given its visual prominence from the first floor habitable room of this neighbouring property. CWPC does not object to this application but we request a condition be imposed that the conversion of the garage may not be used as accommodation and may only be used for the purpose as noted, ie a gym and study. Condition imposed: The development or use hereby permitted shall only be occupied or undertaken in connection with and ancillary to the occupation of the existing premises or use and shall at no time be severed and occupied as a separate independent unit.	APPROVED
24/05058	30-Jan 4 Parkview, FH	CWPC objects to this planning application as it will be out of keeping with the street scene. In this case of 5 mock-Tudor properties, the proposed cladding will be harmful to the character and appearance of the area. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.	WITHDRAWN
23/07822	30-Jan 33 Rugwood Road, FH	CWPC objects to this planning application for four reasons: - It is an overdevelopment of the site - Although the site plan shows parking for 4 cars, it is not practicable - The private amenity space for the new dwelling is not defined but, given the available space to the rear and the triangular shape of the plot, it would make this unsatisfactory. - The alleyway to the rear garden is too narrow and needs to be wider. We also note that the staircase on the ground floor plan does not appear to link up to the staircase on the first floor plan. There are significant concerns with the proposal, namely the inadequate space demonstrated within the site for the parking and manoeuvring of vehicles clear of the highway; impact on the character and appearance of the area; impact on neighbouring amenity; substandard quality of accommodation in terms of internal living environment; and a failure to demonstrate that the proposal would not have a harmful impact on protected species. In its entirety, the proposal is considered to represent a cramped form of development which would result in a harmful overdevelopment and over-intensification of the plot.	REFUSED
24/05166	13-Feb Land Between Babs Park and Home Meadow Drive West of Blind Lane, Bourne End	CWPC does not object to this planning application but we wish to make a few observations. We note that this application is part retrospective as small paddocks have already been set up for horses on the bottom field. We question whether there is sufficient parking onsite for the increase in cars to the site. Will horseboxes be able to negotiate the narrow access to the site? Will the wooden structures provide sufficient shelter for the horses in winter or will more permanent shelters, ie brick, be required in the future?	PENDING
24/05223	13-Feb Recreation Ground, Straight Bit, FH	see website for comment https://publicaccess.wycombe.gov.uk/idxpa-web/applicationDetails.do?activeTab=documents&keyVal=5821WJSCFX000&prevPage=inTray The proposed mast would be located in a prominent location on an area of protected Green Space, close to existing residential properties and the public highway along Straight Bit, Flackwell Heath. By virtue of its siting and appearance, the proposed development would appear unduly obtrusive, detracting from the visual character of the protected Green Space and the wider street scene. As such, the proposed development would be detrimental to the character and appearance of the area. In addition, the TRPNP24/05223/PNP16A proposed mast would appear as an intrusive and oppressive feature when viewed from the rear of No's 25 and 27 Straight Bit, resulting in an unacceptable loss of outlook and amenity to the residents of those properties. Limited information has been provided as to why alternative sites are not suitable for the proposed development or whether alternative designs could be provided. As such, the Council is not satisfied, on the basis of the information provided, that the applicant has fully explored all alternative siting and design options and that a suitable site which would have less visual impact is not available.	REFUSED
24/05214/CLP	27-Feb 21 Heath End Rd, FH	Although in principle we have no objection to the use of this property for housing children in care, we have many concerns and, therefore, Chepping Wycombe Parish Council strongly object to this certificate. This house is not suitable for 4 children, 3 would be better. We note that there are only 3 bedrooms with en-suite facilities so the individual using the 4th bedroom would have to access the shower on the ground floor through the kitchen. No mention is given of the age of the children. Other approved licences state from 8 to 18 years of age and similar should be imposed by the planning department. The application does not appear to be from a recognised organisation providing care facilities. Nothing is said about the suitability of the individual or company who will manage the care home. The property is on a busy road, close to a roundabout and we are concerned that the daily activity at the site would be intensified by changes of shift workers and possibly taxis taking the young people to and from school. Would there be sufficient space for the cars to manoeuvre off the road? The amenity space is inadequate. The recreational garden is very small. We note that the existing garage is to be converted into a games room but there appear to be no windows to provide natural light.	GRANT - PLANNING PERMISSION NOT REQUIRED

APPENDIX A

The proposed use aims to provide the young people with an environment as close as possible to a traditional family home. For example, most of the accommodation would be used for day-to-day living and the facilities would be shared by the occupants. The property would retain all of the necessary elements for day-to-day private domestic living and there would be no material alterations to the exterior of the building, such that its existing appearance would be maintained. Though the rear amenity space is small, this is an existing feature of the site, no different to the use of the property as a family dwelling, as existing. The property provides sufficient bedrooms for the proposed Class C2 use for a maximum of 1 young person to occupy their own bedroom and the ground floor care room to be used by the carer staying overnight. It is not considered that the number of young people residing in the proposed care home would be significantly greater than what could be achieved if the dwelling was occupied by a large family. Furthermore, the total number of occupants (maximum 6) would again be akin to a large family or a small HMO (which the property could also be converted to without requiring planning permission). It is considered that the size of the dwelling would be sufficient to accommodate such an arrangement, and whilst the size of the first floor bedrooms would be reduced to accommodate en-suites for three of the bedrooms, all would remain above the minimum technical internal space requirements. In terms of parking, the hardstanding to the front/side of the property is sufficient to accommodate at least five vehicles. As per the Buckinghamshire Countywide Parking Guidance, this would exceed the optimal requirements assessed as a Class C3 use dwelling, and it is considered this level of off-street parking would remain sufficient to accommodate the proposed use, irrespective of the proposed conversion of the garage. Given the existing level of off-street parking, the proposed number of staff and expected vehicular movements, and that when taking account of the evidence/information submitted by the applicant, it is considered that the proposed use would not result in a displacement of parking, whilst the vehicular trips generated would not be materially different than that of a busy family household with four children requiring various types of transportation needs. Based upon the details and supporting information provided, it appears unlikely that there would be a material change in the character of the use, whilst the effects of the change upon the neighbouring uses would appear to be minimal given the context of the site and proposal. Furthermore, no changes to the external appearance of the property are proposed. Accordingly, the Council is satisfied on the evidence that has been submitted and identified during this application that the proposed use would not constitute a material change of use.

24/05431 12-Mar 16 Carrington Ave, FH

CWPC have no objection to this extension. However, we believe that the original planning permission for this development of houses included a condition for a grassed amenity area fronting this and a number of adjacent properties. We request that the homeowner re-instates the grassed amenity area fronting Carrington Avenue and continues to maintain it as a grassed area with a single width access to the open parking area and that the grassed area is not used for residential parking.

In the opinion of the Local Planning Authority, the proposed development, given the part cat-slide, part half-hipped roof design, with undesirable intersections of roof connections to the proposed two storey front and rear extensions, would appear unbalanced, uncharacteristic and visually incongruous to the existing gable end dwellings within this residential area. Should the inappropriate roof form to be approved, it would set undesirable precedent to adversely affect the character and appearance of the wider neighbourhood if further similar development were to be approved.

Enforcement query: H S J Outreach Centre Rayners Avenue Loudwater Buckinghamshire

The deputy clerk informed the meeting that, further to our enforcement query at the above address, we had received a reply from Planning Enforcement at Buckinghamshire Council. Although a breach of planning had been identified, the Council concluded that the breach in this case was not expedient to enforce against.

Project Proposals Chepping Wycombe Parish Council 5 year plan 2024- 2028

Version 4.3 April 2024

All values £k

	Status	Total Cost	App Cost	22/23	23/24	24/25	25/26	26/27	27/28	GR/CIL Call	CIL	Comments
Derehams Rejuvenation Tracks	Dev App	200	10	0		190				0	Y	Uses crude estimates
Derehams Rejuvenation Buildings	Dev App	800	10	0.9	1.5	790				0	Y	Uses crude estimates
Community Board Projects		8			0.15	4	4					Funds in EMR
Play Areas - safety surfaces						40					Y	Uses crude estimates
Straight Bit car park improvements						25					Y	Uses crude estimates
Skate Park		38		0		38					Y	Slip to 24/25
Footpaths		30					10	10		10	Y	slip after Jan WS
Bus shelter provision / replacement		30				10	20					slip after Jan WS
Straight Bit Zip wire		12				12					Y	slip to 24/25
Lean to (adjacent to depot)												Needs detail
Totals		1118	20	1	1.65	1109	34	10	0	10.0		

VALUES EXCEED OUR FINANCIAL RESOURCES SO ABOVE SUBJECT TO CHANGE

Changes Jan 24 & Feb 24

VAS Upgrade

Play Safety Areas

Straight Bit Car Park

Derehams

Community Board line

removed

added

added

estimates revised

reduced to revised EMR value

Schemes completed

Green Dragon Playground	Approved	16.1	25	16.1						16.1	Y 100%	Completed
Refurbishing Broxap bins @ £250 each												Completed by Bucks High
Office Remodelling	App	40	50	40						23.3	None	Completed 23/24
2023 MVAS Upgrade		25			25					15	Y	Oct 23 reinstated for furt

Deminimis of £5k

LW Bollards Station / Queensmead Rd

Quotes being obtained

Report to F&GP 31/03/2024 on "our" Community Board (BCWCB) by Alec Barron

This was the first meeting that I have attended this year, (having missed the HAT meeting a few weeks ago). There were 27 attendees, with Steven Barrett as Chairman and Caroline Green as the Community Board Manager.

David Skinner of Bucks Council gave an update on County matters.

1. Foster Carers – National shortage. Bucks is looking at how it will assist in improving the situation.
2. Regeneration Framework – there is a specific development for High Wycombe (along with a couple of other areas).
3. Local Plans – these will go up to 2045 and will have an impact on new homes and growth.
4. Housing Strategy – continues to be developed.
5. Autistic Strategy – vision to have the right level of support for those impacted.
6. King George V house is closing – personal support being given to those impacted.
7. The Bucks Walking and Cycling strategy continues to be developed.

We then had 3 speakers that have had support from the BCWCB and giving an update on achievements.

The Secret Place presented by Joseph Osei-Bonsu (aka Kwakz).

For local youth – meeting at the Community Church in Wooburn Green.

Opportunity for youth music (recording and development), but also talk about topics of concern and the ability to express themselves. They have guest speakers to assist with life cycles / well being / health issues / food poverty etc. They even have had chefs in to talk about preparation of nutritious meals.

They have had equipment donations from various sources to support the music side. They have identified support for F.H. youth as being difficult due to transport issues – can take an hour for some potential members to walk to the venue.

BCWCB agreed to 9 months funding of the project – BCWCB have only delivered half of what has been promised. For the last 5 months, Kwakz has been personally funding the project. The balance needs to be sorted!

Creative Partnership Beaconsfield presented by Rhiannon Scott and Deb Saunders.

Mosaics – all age / ethnicity and ability groups have been involved with 21 workshops to design and manufacture the mosaics. 3 have been finished and mounted around Beaconsfield.

The Angel mosaic: Supported by NHS staff and mounted in the new Health Centre.

The Doves mosaic: mounted in the Dove café.

The Library mosaic: mounted in the Library (where else)!

The Creative Partnership are looking at commissioning 4 more mosaics with a wide variety of support and working groups involved. In addition they are also looking at forming a Well Being Trail – this is an activity based trail with the intention of improving general health (obese reduction in children) as well as mental health.

Flackwell Heath Residents Association presented by Larisa Townsend.

The FHRA is there to support community life with 4 major events per year.

1. Heathfest music festival – local artists and local support (bar and food outlets). It is a major fund raiser, however it cost £15k to make it happen.
2. Christmas event – carols, and lighting of the Xmas tree.
3. Easter trail in conjunction with the local Churches.
4. Summer Fayre – village event on Straight Bit common.

In addition, they have been organising a Repair Café on the 1st Saturday of the month, and whilst there is no charge for repaired items, they have had donations of £770 that has been forwarded to the Community Pantry at Christ Church. They have also have a monthly Food Market with produce from “local” food groups. Donations have been made for a Defibrillator at Green Dragon Lane recreation ground (Flackwell Heath Minors), and Heating system at the Scout & Guide hut.

Funding Report presented by Caroline Green:

The BCWCB funding of £31k has been “match funded” by a further £64k making nearly £100,000 towards projects.

Health and Wellbeing	63%
Highways and Transport (HAT)	32%
Youth	5%

The coming year budget is £55,852

There are already 4 project applications in the pipeline.

Jonathan Walters highlighted that if the budget is underspent, it will not be carried over as in past years – it will be clawed back!

It was also commented that applications may be down because the application forms may be intimidating! Caroline will assist in form applications.

The Highways and Transport deputy Chairman Catherine Oliver gave a status report.

The HAT meeting a month ago stripped out all old projects and only those for 23/24 are now in the list. There are on-going issues relating to Pavement Parking – currently awaiting Government guidance.

Parking enforcement continues to be an issue.

There are several vacancies relating to school patrols.

Alison Wheelhouse also made the comment that it was taking an absolute age to get HAT schemes implemented. In fact, for one of the schemes, Highways demanded up-front payment from Penn Parish Council, (which was paid), and Highways still have not started the project!!! David Skinner has volunteered to take this up with Highways.

Are we in the last stages of the Community Board?

Alec Barron 01/04/2024

Annual Internal Audit Report 2023/24

CHEPPING WYCOMBE PARISH COUNCIL

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS www.cwpc.org.uk

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 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 2023-24 AGAR period, were public rights in relation to the 2022-23 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 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Name of person who carried out the internal audit

10/04/2024 DD/MM/YYYY DD/MM/YYYY

E. G. NEWHOUSE AUDITOR

Signature of person who carried out the internal audit

Date

10/4/2024

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 2023/24

We acknowledge as the members of:

CHEPPING WYCOMBE 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 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS www.cwpc.org.uk WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

CHEPPING WYCOMBE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	612678	670332	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	362525	386532	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	60113	67501	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	189198	211821	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	15185	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	160601	203815	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	670332	708729	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	670609	719673	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	1866472	1890062	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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

W. J. Thompson

Date

09/04/2024

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE 12/13/24

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

SIGNATURE REQUIRED

ANNUAL RETURN
FOR THE YEAR ENDED 28 MARCH 2024
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	612,678	670,332	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	(+) Precept or Rates and Levies	362,525	386,532	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	60,113	67,501	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	189,198	211,821	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	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	160,601	203,815	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	670,332	708,729	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	670,609	719,673	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	1,866,472	1,890,062	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	0	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

Balance Sheet as at 1 April 2023

31st March 2023

31st March 2024

Current Assets			
3,297	VAT Control A/c	4,671	
1,804	Prepayments	0	
14,826	Current Bank A/c	26,145	
578,949	Business Account	615,976	
76,585	Term Deposits	77,477	
250	Petty Cash	76	
675,711			724,344
675,711	Total Assets		724,344
Current Liabilities			
4,413	Creditors	4,015	
967	Accruals	11,600	
5,379			15,615
670,332	Total Assets Less Current Liabilities		708,729
Represented By			
238,907	General Reserves		280,159
47,188	EMR Cemeteries		26,554
69,647	EMR Vehicles		77,105
4,295	EMR Office Equipment		2,055
22,797	EMR Play Equipment		5,000
4,651	EMR Depot		3,939
10,000	EMR Common Management		4,984
48,567	EMR Footway Lights		55,067
3,000	EMR Elections		6,000
27,335	EMR Street Furniture		12,335
(4,677)	EMR Warden House		1,823
61,792	EMR Derehams Park		127,268
2,020	EMR Derehams Lane Pavilion		0
8,345	EMR Railway Land & Magpie Wood		5,345
30,228	EMR Kingswood Improvement		20,228
22,828	EMR Office Refurbishment		0
56,171	EMR CIL		72,129
17,238	EMR Community Board		8,738
670,332			708,729

10.3.2024

The **co-operative** bank

co-operativebank.co.uk/business

*phone 03457 213 213



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

048679 *****

Business Select Instant Access Account

Summary	Date	Description	Withdrawals	Deposits	Balance
---------	------	-------------	-------------	----------	---------

Account title
**CHEPPING WYCOMBE
PARISH COUNCIL**

10 MAY 23	OPENING BALANCE				76,928.91
5 OCT 23	INTEREST			547.59	77,476.50

Sort code
089250

Statement closing balance

77,476.50 ✓

Account number
68694076 50

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.

Statement date
8 March 2024

Statement number
17

Page number
1 of 1

Statement opening balance
76,928.91

Total withdrawals
0.00

Total deposits
547.59

Statement closing balance
77,476.50

Deposits° into this account are eligible for the Financial Services Compensation Scheme (FSCS). More information can be found overleaf.

°For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

Current gross interest rates*

1.62%

(AER 1.63%)

38

THE CLERK OF THE COUNCIL
CHEPPING WYCOMBE PARISH COUNCIL SA
COUNCIL OFFICE
COCK LANE
TYLERS GREEN
HIGH WYCOMBE
HP10 8DS

Your Business Current Account

At a glance

29 Mar - 04 Apr 2024

Date	Description	Money out £	Money in £	Balance £
29 Mar	Start Balance			27,468.56
2 Apr	DD Direct Debit to Nest Ref: It000005068504	685.95		26,782.61
	DD Direct Debit to EE Limited Ref: Q24971996507537583	24.24		26,758.37
	DD Direct Debit to Gocardless Ref: Triumph-Evz4CM679D	729.00		26,029.37
	DD Direct Debit to Bucks Council Ref: 1000106644	50.69		25,978.68
	STO Standing Order From Loudwater Bowls		6.05	25,984.73
	Giro Direct Credit From Matthew Hawes Ref: Wanderersfc		671.00	26,655.73
3 Apr	DD Direct Debit to Shorts Group Ltd Ref: Che012	1,489.44		25,166.29
	DD Direct Debit to Sse Energy Supply Ref: 0083473-DD00347982	69.26		25,097.03
	DD Direct Debit to Screwfix Direct LT Ref: 6331640071257794	100.00		24,997.03
	Cheque Issued Ref: 011273	201.24		24,795.79
	Cheque Issued Ref: 011276	150.00		24,645.79
	Cheque Issued Ref: 011277	50.00		24,595.79
	Direct Credit From Fla He Minor Ref: Derehams Nov-Mar		825.00	25,420.79

Start balance	£27,468.56
Money out	£3,728.96
Commission charges	£0.00
Interest paid	£0.00
Money in	£1,502.05
End balance	£25,241.65

Your deposit is eligible for protection
by the Financial Services
Compensation Scheme.

Continued

Today: 27 Mar 2024



Transactions

Active Saver

20-40-71 03511146

Available balance	£615,975.57
Last night's balance	£615,975.57
Overdraft limit	n/a

Showing 4 transactions between **04/03/2024** and **26/03/2024** from 26/02/2024 to 27/03/2024

Date	Description	Money in	Money out	Balance
26/03/2024	Funds Transfer 204071 40262919 FT 204071 40262919 FT		-£15,000.00	£615,975.57 ✓/A
25/03/2024	Funds Transfer 204071 40262919 FT 204071 40262919 FT		-£20,000.00	£630,975.57
21/03/2024	Funds Transfer 204071 40262919 FT 204071 40262919 FT		-£15,000.00	£650,975.57
04/03/2024	Credit Payment INTEREST PAID GROSS FOR PERIOD 4DEC/ 3MAR	£2,646.70		£665,975.57

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.

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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 Place, London E14 5HP.

Chepping Wycombe Parish Council

Supporting Reserves Reconciliation for ANNUAL RETURN 28 March 2024

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	670,331.59	708,729.31
105	VAT Control A/c	3,297.46	4,671.15
110	Prepayments	1,804.07	0.00
	Less Total Debtors	5,101.53	4,671.15
500	Creditors	4,412.82	4,014.98
510	Accruals	966.51	11,600.00
	Plus Total Creditors	5,379.33	15,614.98
	Equals Total Cash and Bank Accounts	670,609.39	719,673.14
200	Current Bank A/c	14,825.61	25,971.07
210	Business Account	578,949.17	615,975.57
220	Term Deposits	76,584.61	77,476.50
230	Petty Cash	250.00	250.00
	Total Cash and Bank Accounts	670,609.39	719,673.14