CHEPPING WYCOMBE PARISH COUNCIL
OPEN SPACES COMMITTEE

Members of the council are summoned to attend the meeting to be held on **Tuesday 5 September 2023** 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 L Webb (Vice-chairman)	Cllr S Herron
	Cllr J Gurney	Cllr S Digby
	Cllr K Wood (ex officio)	Cllr H Darch

Also present: Two representatives from Flackwell Heath Bowls Club

OS/23/015 **Apologies for absence**

Apologies for absence were received and approved from Cllr Jordan (holiday), Cllr D Johncock (holiday) and Cllr L Johncock (holiday)

OS/23/016 **Declarations of members' interests in Items on the agenda**

There were none reported.

At this point the chairman welcomed the representatives from Flackwell Heath Bowls Club, suspended standing orders with the approval of the committee and gave them the opportunity to speak.

OS/23/017 **Flackwell Heath Bowls Club** – there is an issue with parking, the path leading to the club and lighting. The car park appears to be constantly full which makes match days extremely difficult. A proposed plan for an extended car park was shown. The path has been reported as uneven and the lack of lighting poses an issue when the club is open in the evening for skittles or whist.

The committee decided that a visit to the site would be beneficial – arrangements would be made by the clerk communicating with the chairman of the club. Cllr Webb thanked the club for attending and all they were doing to raise the profile of the club.

The committee were thanked for their time and the representatives left at 7.45pm

OS/23/018 **Allotments**

Members were asked to note that the allotment renewals had been sent out for the new agreement year.

Members were asked to note that the allotment competition had been judged by Cllr Wilks and Cllr Wood, who were thanked. Certificates were handed out at the BBQ and picnic.

OS/23/019 **Playgrounds**

1 Ashley Drive Recreation Ground, Tylers Green

1.1 Replacement Basket Swing

Members were asked to note that the replacement basket swing had been installed.
Cllr Darch asked about the concrete pads at the gate entrances – these had been completed.

2 Straight Bit Recreation Ground, Flackwell Heath

2.1 Replacement Boat

Members were asked to note that the start date for installation is Monday 11 September. The delay had been due to the non-availability of installation contractors.

2.2 Telecommunications mast

Members were asked to note that a non-intrusive survey undertaken by drone had already been completed and that a further survey would be taking place on Wednesday 20 September 2023. This will entail trial bore holes.

2.3 Swing Repair
Members were asked to note that the double bay swing at the site was due to be repaired in early September. Since the meeting this has been completed.

3 Boundary Road Recreation Ground, Loudwater
Members were asked to note that a further meeting with the Chairman of Council, Chairman of committee and the clerk had taken place with the resident who highlighted an issue relating to the riverbank at the site. This item to be covered later in the agenda.

3.1 Tootin Train
Members were asked to note that the toddler equipment (Springy) had been installed at the site by Jon and Darren.

3.2 Memorial Bench Request
Members were asked to consider a request for an additional bench at the site.

It was RESOLVED that;
The bench be approved in principle but in a different place on the site.

OS/23/020 **Treeworks**
Members were asked to consider one of the quotations below for tree works.

Track 6, Tylers Green (opposite the village hall)
Reduction of the lime trees along the track and removal of an overhanging ash branch.

It was RESOLVED that;
Quote B in the sum of £3,000.00 be ordered and approved.

King's Wood
Boundary trees – fell 6 and tidy 2
Rushbrooke Close – fell Ash tree to the side of a property and remove Willow limb overhanging the garden.

It was RESOLVED that;
Quote B in the sum of £4,525.00 be ordered and approved.

OS/23/021 **Oakland Way, Flackwell Heath**
Following a request made by a resident of Oakland Way to plant additional trees on the verge at the junction with Heath End Road to stop people parking. An inspection of the site was made and due to the presence of a manhole and cabling it was felt more prudent to install bollards rather than trees that could cause issues long term with their root systems.

Members were asked to consider an approach to Buckinghamshire Council to install bollards on the verge to dissuade parking.

It was RESOLVED that;
The clerk be asked to contact, in the first instance, the local area technician to gain the relevant permission.

Members were also asked to note that a request had been made to remove the bench on the verge on the other side of the road.

OS/23/022 **Committee Site Visits**
Members attended the committee site visit on **Tuesday 11 July**. Areas visited were:

Boundary Road Recreation Ground, Loudwater
Following concerns raised by a resident about the bank the members visited the site to review the situation.

Members were now asked to consider the introduction of a planting scheme, to include bramble and other such spiky plants, in front of the inlet pipe to dissuade people from approaching the edge.

It was RESOLVED that;
a planting scheme to introduce more brambles and spiky plants be approved.

Magpie Wood, Loudwater
Cllr Jordan had highlighted an issue with the post and wire boundary fence running down the Chiltern Way path. On inspection the wire had been cut in several places.

Since the site visit Darren and Jon completed a full-length repair of the wire.

Front & Back Common, Tylers Green
Following the inspection of the memorial trees, Darren and Jon attended the site and removed the dead tree on the back common which will be replaced in the Autumn and have re-staked the trees.

Members were asked to consider the installation of a post and chain fence to continue from the memorial trees on the Back Common to stop people from parking on the grass.

It was RESOLVED that;
Following the recent incursion on the Back Common another approach would be necessary. The clerk was asked to investigate and prepare a planning application for the creation of a bund.

Cllr Wood complimented the team – all issues that had been raised on the site visit in July had been resolved.

OS/23/023 **Skate Park Update**
Members were asked to note that the public consultation was underway with a good response rate. Cllr Webb did highlight that there had been some strong opposition from the Woodburn Town residents.

OS/23/024 **Derehams Lane Recreation Ground**
Members were asked to note that a meeting with the architect was held on 20 June. Revised drawings had been created showing changes, these are not written in stone and are still for further consideration and discussion before going to pre-planning.

A further meeting of the sub group prior to talking to the architect will be arranged.

1 Loudwater Bowls Club
Members were asked to note the report from Cllr Jordan following the last meeting of the Bowls Club.
The Bowls Club had highlighted issues with drainage ditches – these will be cut back in the Autumn when the wildflowers have died back.

OS/23/025 **Committee Finances**
Members were asked to note the committee income and expenditure to Period 4 (July).

OS/23/026 **Questions from committee members and the public**
Cllr Gurney advised that there would be a meeting of the 'Save the Derehams Inn' on Thursday 14 September at the Rugby Club. The group have formalised themselves and have a full committee. Their next step will be raising funds to purchase the building.
Cllr Herron asked if there had been any further movement of the car park and Green Dragon Lane.
The clerk advised that a request for a further £5k had been made but paperwork was required to back this request.

Cllr Webb advised that the History Group had replaced the Flackwell Heath 'now and then' maps with new prints on Foamex board.
Cllr Forbes thanked Cllr Wood and the staff for dealing with the traveller incursion.
Cllr Willis highlighted the state of the Red Kite site on the junction of Branch Road with Norwood Road. The area is completely overgrown and there is a stolen car dumped on the land.
Cllr Wood advised that she would follow this up again.

OS/23/026 Accounts for payment

Accounts for payment were circulated at the meeting for consideration by councillors.

It was RESOLVED that;
The payments made during the summer break be noted.
the accounts for payment be approved and cheques numbered 11156 to 11163 be signed and that direct debits to EE, E-on Next, NEST and Shell (Fuel Card) be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 8.44pm

Date and time of next meeting: Tuesday, 2 November 2023 @ 7.30pm

Signed: Katrina S A Wood **Dated: 19 December 2023**

Chepping Wycombe Parish Council

Pending expenditure transactions 11-Jul-23

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	11118	454153	Clarity Copiers Ltd	Photocopy charges - June	39.53	7.91	47.44
	11119	S251011983	Tilhill Forestry Ltd	Management fee for Qtr ending June	427.50	85.50	
	11119		Tilhill Forestry Ltd	Credit balance	-38.33	-7.67	467.00
	11120	4887	BALC	EAP Membership Services	48.60	0.00	48.60
x	11121	8477	K & S Walker Ltd	12 yard skip for depot	345.00	69.00	414.00
x	11122	SI/04426882	Nomix Enviro Ltd	Weedkiller lance and cleaners	164.08	32.82	196.90
	11123	929888	UK Safety Management Ltd	PAT testing	149.99	30.00	179.99
	11124	AE2105/2023	Active Enviropest	Routine rodent inspection - July	40.00	0.00	40.00
	11125		Petty Cash	Jul-23	176.52	0.00	176.52
	BACS		Barclays Payflow	Salaries & LGPS - June	11,609.96	0.00	11,609.96
	DD		Barclays	Bank charges May-Jun	89.82	0.00	
	DD		Barclays	Loyalty reward May-Jun	-12.28	0.00	77.54
	DD	V02121066436	EE	Warden's mobile - June	20.20	4.04	24.24
	DD	KI-031D95C6-0023	E-ON Next	Gas - June	29.39	1.47	30.86
	DD	KI-DDBA27F4-0014	E-ON Next	Electricity April - June	392.33	19.62	411.95
	DD	296422/2023	Grenkeleasing Ltd	Quarterly rental	149.28	29.86	179.14
x	DD	1386228192	Trade UK (B&Q)	Postcrete & white spirit	67.12	13.43	80.55
x	DD	1387444662	Trade UK (Screwfix)	Crete pothole & crete sealer	42.48	8.50	50.98
	DD	TT-321	Triumph Technologies Ltd	Audio conferencing, E3 and SharePoint - July	63.44	12.69	76.13
	DD	214327	Shorts Group Limited	Dog waste collection June - FH	240.00	48.00	
	DD	214328	Shorts Group Limited	Dog waste collection June - LW	400.00	80.00	
	DD	214329	Shorts Group Limited	Dog waste collection June - TG	520.00	104.00	1,392.00
	DD	9005509350	Shell (Fuel Card Services) Ltd	Fuel - June	411.31	82.26	493.57
	DD	TT-443	Triumph Technologies Ltd	Migration to 365	3,240.00	648.00	3,888.00
	DD		NEST	Pensions - June	631.07	0.00	631.07
	DD		SSE	Footway lighting - June 2023	80.05	9.47	89.52
					19,327.06	1,278.89	20,605.95

Income received since last committee meeting over £500.00

	CR			Flackwell Heath Minors - May	650.40	0.00	650.40
	CR			Little Buddies - June	621.00	0.00	621.00
	CR			Interest earned Mar-May	1,407.46	0.00	1,407.46
	CR						
	CR						
					2,678.86	0.00	2,678.86

Signed: C D Jordan Signed: Katrina SAWood

Date: 11-7-23 Date: 11/7/23

The RFO confirms that all goods and services have been received and that the invoices are accurate.

We have compared the invoice against the direct debit and payflow payments as above, along with the relevant purchase order details against the cheques

Chepping Wycombe Parish Council

Pending expenditure transactions 1-Aug-23

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	11126	4895	BALC	Resolving & dealing effectively with challenging situations' - K Wood	45.00	0.00	45.00
	11127	16352	C.L.G. Auto Electrics	Chipper - lighting rewired	130.00	26.00	156.00
	11128	455348	Clarity Copiers Ltd	Photocopy charges - July	31.90	6.38	38.28
x	11129	13319	Clarke and Allen Gardeners Ltd	Kubota - service	823.62	164.72	
x	11129	13373	Clarke and Allen Gardeners Ltd	Kubota - repair damage to rear axle	2,045.35	409.07	3,442.76
x	11130	430610	Country Supplies	Posts, rails, pegs	297.96	59.59	357.55
	11131		HMRC	Tax and NI - July	3,435.00	0.00	3,435.00
	11132		Information Commissioner	Annual data protection fee	40.00	0.00	40.00
	11133	TP/22/9051/2	Zirkon Ltd	Stage 2 of Knotweed Management Plan - FH Community Centre	418.00	83.60	501.60
	11134	2614966	Viking	Archive boxes and water	86.95	17.39	104.34
x	11135	822196	Wicksteed Leisure Limited	Basket seat, train sit-on	2,551.67	510.33	3,062.00
	BACS		Barclays Payflow	Salaries & LGPS - July	13,248.68	0.00	13,248.68
	DD		Chris Dodds	Expenses for installing defibrillator at Bowls Club	27.31	0.00	27.31
x	DD	1396470182	Trade UK (B&Q)	Tarmac ballast, mastercrete, sealant	75.06	15.02	
x	DD	1399214411	Trade UK (B&Q)	Nails	7.30	1.46	98.84
	DD	13412830	Unicom	Broadband & landline - July	95.47	19.09	114.56
	DD	TT-611	Triumph Technologies Ltd	IT support package - Sept	351.80	70.36	
	DD	TT-20 (credit note)	Triumph Technologies Ltd	IT support package - refund	-296.31	-59.26	66.59
	DD	KI-031D95C6-0024	E-ON Next	Gas charges - office - July	82.80	4.14	86.94
					23,497.56	1,327.90	24,825.46

Income received since last committee meeting over £500.00

	CR			FH Bowling	1,440.00	0.00	1,440.00
	CR			Burials	922.00	0.00	922.00
	CR						
	CR						
					2,362.00	0.00	2,362.00

Signed: Sue Fitz

Date: 2/8/23

Signed: Katrina S A Wood

Date: 2/8/23

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

Chepping Wycombe Parish Council

Pending expenditure transactions

15-Aug-23

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	11136	13444	Clarke and Allen Gardeners Ltd	Trimax flail deck - repair	155.24	31.05	186.29
x	11137	646	External Plumbing Services Ltd	Additional standpipe at Cock Lane Cemetery	300.00	60.00	360.00
x	11138	17608	Greenbarnes Ltd	Interpretation panels - Tylers Green	2,015.58	403.11	2,418.69
	11139	46672	Penn Motor Company Ltd	Isuzu - strip rear brakes	106.52	21.30	127.82
	11140	719016800004	SSE	Front Common Supply - Qtr 2	158.55	7.89	166.44
	11141	822556	Wicksteed Leisure Ltd	Yoyo chains	330.84	66.17	397.01
	11142	BA5794	Brocklehurst Architects Limited	Fees for workstage 4 - Derehams	1,950.00	417.04	2,367.04
	11143		W Thompson	Plants for office, staple gun and miscellaneous office supplies	87.57	0.00	87.57
	11144	7425758709	National Association of Local Councils	K Wood-Engaging with local communities through digital engagement	32.68	6.54	39.22
	BACS						0.00
	DD	V02130503213	EE	Warden's mobile - July	20.20	4.04	24.24
	DD	9005666128	Shell (Fuel Card Services)	Fuel - July	153.96	30.79	184.75
	DD	216767	Shorts Group Limited	Dog waste collection - July - TG	416.00	83.20	
	DD	216768	Shorts Group Limited	Dog waste collection - July - FH	192.00	38.40	
	DD	216769	Shorts Group Limited	Dog waste collection - July - LW	320.00	64.00	1,113.60
	DD		SSE	Footway lighting - July	73.08	8.66	81.74
	DD	13452677	Unicom	Broadband and line rental - Aug	95.47	19.09	114.56
					6,407.69	**1,261.28**	**7,668.97**

Income received since last committee meeting over £500.00

	CR			Hiscox - insurance	36,609.14	0.00	36,609.14
	CR			Legal fees - reimbursement	4,200.00	0.00	4,200.00
	CR			Cellnex - Green Dragon mast	2,843.48	0.00	2,843.48
					43,652.62	**0.00**	**43,652.62**

Signed: [signature]

Date: 15/08/23

Signed: [signature]

Date: 15/8/23

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

Chepping Wycombe Parish Council

Pending expenditure transactions 24-Aug-23

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	11145	AE2175/2023	Active Enviropest	Routine rodent inspection - Aug	40.00	0.00	40.00
x	11146	135616	Briants of Risborough Ltd	Pole pruner	65.81	13.16	78.97
x	11147	13334	Clarke and Allen Gardeners Ltd	Kubota - repair damage to rear axle	2,521.47	504.29	3,025.76
	11148	526306364	AJGIBL GBP CLIENT NST ACCOUNT	Insurance	249.44	0.00	249.44
	11149	13490/23	Gough Contractors Ltd	Repair pressure loss on boiler	60.00	12.00	72.00
	11150		HMRC	Tax and NI - Aug	3,021.64	0.00	3,021.64
x	11151	2313508	H S Jackson & Son (Fencing) Ltd	White and red reflectors for posts - Heath End Common	48.00	9.60	57.60
	11152	46702	Penn Motor Company Ltd	Ford Transit annual service	552.41	110.48	662.89
	11153	421904375 0008	SSE	Electricity - Derehams	1,322.06	66.93	1,388.99
	11154		W Thompson	Engraving of Chain of Office	36.08	7.22	43.30
x	11155	2864256	Viking	Diaries, wall planners, kitchen supplies	139.41	20.38	
x	11155	2902316	Viking	Stamps and miscellaneous office supplies	478.91	12.78	651.48
	BACS		Barclays Payflow	Salaries & LGPS - Aug	11,643.89	0.00	11,643.89
	DD		Barclays	Bank charges Jun-Jul	39.22	0.00	
	DD		Barclays	Loyalty reward Jun-Jul	-6.25	0.00	32.97
	DD		NEST	Pensions - Jul	631.07	0.00	631.07
					20,843.16	756.85	21,600.01

Income received since last committee meeting over £500.00

	CR			HMRC - VAT reclaim	2,603.71	0.00	2,603.71
	CR			Burials & permit	1,117.00	0.00	1,117.00
	CR						
					3,720.71	0.00	3,720.71

Signed: [illegible] Signed: Katrie S A Wood

Date: 24.8.23 Date: 24/8/23

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

Chepping Wycombe Parish Council

Pending expenditure transactions

5-Sep-23

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
x	11156	2888235	Spaldings Limited	Latex and Nitrile gloves	122.28	24.46	146.74
	11157		Cllr A Barron	Broadband expenses Apr-Jun 23	45.00	0.00	45.00
	11158		Cllr R Wilks	Broadband expenses Apr-Jun 23	45.00	0.00	45.00
	11159	10000155675	Castle Water Limited	Derehams 1 Jul - 31 Dec 23	930.57	109.46	1,040.03
	11160	456750	Clarity Copiers Ltd	Photocopy charges Aug 23	23.98	4.80	28.78
	11161	230521	GDT (Fire Extinguishers) Ltd	6 month Fire Alarm and Fire Extinguisher Service	261.00	52.20	313.20
x	11162	236597	George Browns Ltd	Stihl strimmer	509.86	101.97	611.83
	11163	SB20231129	PKF Littlejohn LLP	Annual Governance & Accountability Return	1,050.00	210.00	1,260.00
	BACS					0.00	0.00
	DD	V02140566244	EE	Mobile phone charges - Aug	20.20	4.04	24.24
	DD	KI-031D95C6-0025	E-ON Next	Gas charges - office - Aug	46.03	2.30	48.33
	DD		NEST	Pensions - Aug	631.07	0.00	631.07
	DD	9005853059	Shell (Fuel Card Services)	Fuel - Aug	370.67	74.13	444.80
					4,055.66	**583.36**	**4,639.02**

Income received since last committee meeting over £500.00

	CR			Burials	1,225.00	0.00	1,225.00
	CR			Allotment renewals	988.00	0.00	988.00
					2,213.00	**0.00**	**2,213.00**

Signed: ....

Date: 05/09/23.

Signed: ....

Date: 5.9.23

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