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 6 June 2024 at 7.30pm

Signed: Katrina SA Wood Dated: 30 April 2024

Chepping Wycombe Parish Council

Pending expenditure transactions

21-Mar-24

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	11271	AE2488/2024	Active Enviropest	Routine rodent inspection - Feb	40.00	0.00	40.00
	11272		Post Office Ltd	Annual road tax - Ford Transit	320.00	0.00	320.00
	11273		SSE	Front Common Aug-Oct	191.66	9.58	201.24
	11274		T Olsen	Annual licence for pedestrian access to Fennels Wood	250.00	0.00	250.00
	11275		J Herschel	Broadband expenses Apr 2023 - Mar 2024	180.00	0.00	180.00
	11276		The Penn Trust	M Green - Litter Scheme 2023/24	150.00	0.00	150.00
	11277		The Penn Trust	Lady J Heath - Litter Scheme 2023/24	50.00	0.00	50.00
	11278		RNLI	J Herschel - Litter Scheme 2023/24	70.00	0.00	70.00
	11279		Wycombe Food Hub	P Pitcher - Litter Scheme 2023/24	25.00	0.00	25.00
	11280		Motor Neurone Disease Association	P Davies - Litter Scheme 2023/24	17.00	0.00	17.00
	11281		HMRC	Tax and NI - Mar	3,197.13	0.00	3,197.13
	11282		Petty Cash	Petty Cash	174.25	0.00	174.25
	BACS					0.00	0.00
	DD		Barclays	Bank charges Jan - Feb	36.50	0.00	
	DD		Barclays	Loyalty reward Jan - Feb	-5.70	0.00	30.80
x	DD	1460755936	Trade UK (B&Q)	Supplies for depot	27.50	5.51	
	DD	1463175795	Trade UK (B&Q)	Gloss paint	30.83	6.17	70.01
	DD	1464708754	Trade UK (Screwfix)	Air tool hose	24.99	5.00	29.99
	DD	11541	Triumph Technologies Ltd	IT support/365 - Mar and Annual Panda Anti-virus	607.50	121.50	729.00
	DD	13669481	Unicom	Landline and broadband - Mar	108.93	21.79	130.72
	TRANSFER		Mr A G Nash	Window cleaning - exterior	35.00	0.00	35.00
	TRANSFER		Arthur J Gallagher Insurance	Annual insurance for vehicles	2,492.96	0.00	2,492.96
					8,023.55	**169.54**	**8,193.09**

Income received since last committee meeting over £500.00

				Flackwell Heath Minors	1,383.30	0.00	1,383.30
					1,383.30	**0.00**	**1,383.30**

Signed: Katrina S A Wood

Date: 21/3/24

Signed: [illegible]

Date: 21/3/24

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