

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 September 2023 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 K Wood
Cllr J Gurney
Cllr D Johncock (ex officio)

Cllr C Jordan
Cllr L Johncock
Cllr A Barron
Cllr J Herschel

Also present: Cllr I Forbes

WS/23/016 **Apologies for absence**
Cllr S Herron – holiday, Cllr S Barrett - work

WS/23/017 **Declarations of members' interests in Items on the agenda**
There were none.

WS/23/018 **Delegated Action**
Members were asked to note that, since the last committee meeting in June, the following designated actions had been taken by the Chairman of committee and the clerk:

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

WS/23/019 **Committee Site Visits**
Members had attended the committee site visit on 5th July. Areas visited were:
Cock Lane Cemetery
Members were asked to note:

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

Office Complex

Members were asked to note that we would be obtaining a quote to have the handwritten agendas and minutes transferred to file.

Altona Road Cemetery

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

It was asked whether the trees could be ordered from Buckinghamshire Council.

It was asked whether we could find anyone to purchase the benches and we would provide plaques with a dedication message. The deputy clerk would liaise with the person who wishes to fund a tree in honour of Cllr Bob Kin.

Loudwater War Memorial

Members were asked to consider installing bollards to prevent motorists from parking on the pavement.

It was asked whether the bollards could be more appealing than simple bollards to keep the area as attractive as possible.

It was RESOLVED that;

Quotes for bollards and costs for their installation will be brought to the next meeting.

- WS/23/020 **Office Complex**
 Members were asked to consider and, if so minded, approve the removal of the roadside hedge in the warden's garden. This will allow vehicles to egress safely from the office carpark and expose the water meter for reading. The extra 1.2m will allow the path from the picnic area to be joined with the path from Cock Lane Cemetery thereby keeping walkers off the road.
It was RESOLVED that;
The roadside hedge would be removed and a path created. The inner hedge would be made good and the fence extended if needed.
- WS/23/021 **Cemeteries**
 Members were asked to consider placing the recently stored Hammersley Lane burial data on the website and to consider a programme for the survey of burial data of the other cemeteries.
It was RESOLVED that;
The deputy clerk would look into uploading our memorial data from Hammersley Lane onto the websites Find a Grave and BillionGraves with a link from our website.
The deputy clerk would then, over the next two years, do the same for Cock Lane and Altona Road memorials.
- WS/23/022 **War Memorials**
 Members were asked to consider and, if so minded, approve the quotation to clean the memorials at Loudwater and Flackwell Heath. Members were asked to note that this is a single tender action from the company that recently added the inscriptions.
It was RESOLVED that;
In the first instance, the deputy clerk would contact the charity War Memorials Trust for a full or part contribution to the cost.
The quote of £3,440.00 be approved, subject to applying for a grant.
- WS/23/023 **Royal Mail bag drop boxes**
 Members were asked to note that the remaining 3 pouchboxes (Heath End Rd FH, Clearbrook Close LW, Kings Ride TG) had been removed by Royal Mail on 24 August.
 The deputy clerk would write a letter of thanks to Royal Mail.
- WS/23/024 **BT cabinets**
 Members were asked to note that the deputy clerk had made contact with the relevant person at BT regarding the removal or painting of disused BT cabinets and now has to provide them with the locations of all the cabinets that we wish them to investigate.
 In the first instance, the deputy clerk would ask for two cabinets to be removed or painted: one on the corner of Hedley Rd and Chapman Lane FH and one on the junction of Swains Lane and Fennels Farm Way FH. Once completed, Cllr D Johncock would provide the deputy clerk with a list of any others that require attention.
- WS/23/025 **FH Broxap bins**
 Members were asked to note that we had received an update from Buckinghamshire Council. They were still committed to replacing the litter bins but financial pressures had held up the plans. One option may be to replace them a few at a time, subject to funding.
- WS/23/026 **LED Footway Lighting**
 Members were asked to note that our lamp columns are due to be tested. A quote had been received for £18.75 per column. This includes an electrical test, visual structural inspection, certification and a report on condition and recommendations for remedial works. To test all our columns in need of a test will cost approximately £4,500.
 Members were asked to consider and, if so minded, approve the testing of our lamp columns over the following 18 month period.
It was RESOLVED that;
The testing of our lamp columns be carried out at a cost of approximately £4,500.
- WS/23/027 **Footpaths**
 Members were asked to note that the committee wished to thank Jon and Darren for clearing the footpath on Sheepridge Lane. A follow up would be done in the Autumn.

WS/23/028 Chiltern Green

Members were asked to note that 4 trees would be ordered in October for Chiltern Green. The trees will have tubes inserted for watering by residents.

It was noted that the residents had requested that some children be present for the planting.

WS/23/029 Missing cats eye reflectors

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

It was noted that the deputy clerk had received an email from BC to say that they were looking to see if there was money in the budget to have it done this year.

WS/23/030 BC land off Kingsmead Road

Members were asked to consider ways to improve the Buckinghamshire Council land between Willow Way and Station Road.

It was noted that Cllr Wood would look into it with BC in the first instance.

WS/23/031 Vehicles/Equipment

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

Members were asked to consider and, if so minded, approve allowing the clerk to spend upto £15,000 on a good secondhand mower with engine and cutting deck.

It was RESOLVED that;

The purchase of a secondhand mower not be approved and that the EMR for vehicles be updated and a report of what mix of vehicles is required be taken to Full Council.

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

The deputy clerk updated the members. Repairs to the Kubota had amounted to approximately £4,500. Repairs to the RTV had cost over £800. The Isuzu had a pre-MOT check and work would need to be done to the clutch, shocks, exhaust and possibly the bearings within the next year. The tyres were also running down.

WS/23/032 Committee Finances

Members were asked to note the committee's income and expenditure to Period 5 (August).

WS/23/033 Questions from committee members and the public

There were none.

WS/23/034 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 11164 to 11174 be signed and the direct debits to Barclays, Triumph Technologies, SSE, Trade UK, Unicom and Shorts Group be approved for payment.

The chairman of committee thanked members for their attendance and closed the meeting at 8.50pm.

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

Signed:

Katrina SA Wood

Dated: 19 October 2023

Pending expenditure transactions

19-Oct-23

[illegible]

Income received since last committee meeting over £500.00

Monthly received since last committee meeting over 200000						
CR			Burials	2,001.00	0.00	2,001.00
			Allotment renewals	624.00	0.00	624.00
			Flackwell Heath Minors	650.45	0.00	650.45
				3,275.45	0.00	3,275.45

Signed: Kortner s A Wood

Signed: _____

Date: 19/10/23

Date: 19 Oct 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 payoff payments as above, along with the relevant purchase order details against the cheques