

# CHEPPING WYCOMBE PARISH COUNCIL

Members of the council are summoned to attend the Council meeting to be held on **Tuesday, 30 April 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 J Gurney                   | Cllr J Herschel |
| Cllr R Wilks                    | Cllr C Jordan   |
| Cllr A Barron                   | Cllr I Forbes   |
| Cllr H Darch                    | Cllr S Herron   |
| Cllr L Webb                     | Cllr S Barrett  |
| Cllr S Digby                    |                 |

Also present: Mrs K Griffiths and Mr S Guy

Members of the public are permitted to make representations, ask and answer questions, in respect of any item of business included in the agenda. A fifteen-minute period is permitted in total.

FC/23/085      **Apologies for Absence**  
Apologies for absence were received and approved from Cllr L Willis (unwell)

FC/23/086      **Declarations of Interest and Code of Conduct**  
There were none.

## **Confidential items – exclusion of public and press**

***In view of the confidential nature of the business to be considered it was recommended that Council resolve to exclude the public and press from the remainder of the meeting as permitted under the Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972, s. schedule 12A***

FC/23/087      **Co-Option to the Council**  
**Loudwater Membership**  
Due to a casual vacancy for a Loudwater following the death of Cllr Robert Kin, written notification was provided to Buckinghamshire Council's Electoral Services division under the provisions of the Local Government Act 1972 s 84. The by-election possibility period of 14 days following the date of notification expired without any names put forward to the Council for candidates for the vacant post. The Buckinghamshire Council confirmed that the Parish Council could now fill the post by way of co-option.

Nominations were invited at the meeting. However, two candidates had applied. Both candidates were individually given the floor to introduce themselves and take questions from members present.

Mr Guy left the meeting

It was noted that both were strong candidates and Mr Guy would be asked to consider putting his name forward for election in 2025. Standing orders were suspended by approval for a secret ballot, which was won by Mrs Griffiths.

***It was RESOLVED that;***  
***the position of councillor for the Loudwater ward be offered to Mrs Kirsty Griffiths who would be duly appointed once she had signed the Declaration of Acceptance of Office to agree to abide by the Parish Council's Code of Conduct and a Declaration of Interest statement.***

The successful candidate would be advised the day after the meeting.  
**Following voting the council session was re-open to the public and press.**

- FC/23/088      **Council Minutes**  
*It was RESOLVED that;*  
*The report of the Council meeting held on Thursday 22 February 2024 be approved as an accurate record.*
- FC/23/089      **Open Spaces Committee**  
Council was asked to consider the report of the Committee meeting held on Tuesday 5 March 2024.  
*It was RESOLVED that;*  
*The report of the Committee meeting held on Tuesday 5 March 2024 be approved.*
- FC/23/090      **Works & Services Committee**  
Council was asked to consider the report of the Committee meeting held on Thursday 21 March 2024.  
Cllr Herschel queried whether the litter bin project had been completed. Cllr Wilks advised that it had.  
*It was RESOLVED that;*  
*the report of the meeting held on Thursday 21 March 2024 be approved.*
- FC/23/091      **Finance & General Purposes Committee**  
Council was asked to consider the report of the Committee meeting held on Thursday 18 April 2024.  
Cllr Forbes advised that the items of note were on the meeting agenda for consideration.  
*It was RESOLVED that;*  
*The report of the meeting held on Thursday 18 April 2024 be approved.*
- FC/23/092      **Planning Meetings**  
*It was RESOLVED that;*  
*The reports of the planning meetings held on 13 February 2024, 27 February 2024, 12 March 2024, 2 April 2024 and 16 April 2024 be approved.*  
  
Council was also asked to note the schedule of applications from February to April, showing eventual outcomes of the parish council submitted objections.
- FC/23/093      **Policies and Procedures**  
Council was asked to consider the recommendation from the Finance & General Purposes Committee to re-adopt the following policy documents. Council was asked to note that no changes were proposed.
- **Information & Data Protection Policy**
  - **Retention & Disposal Policy**
  - **Management of Transferable Data Policy**
  - **Data Breach Policy**
  - **Standing Orders**
  - **Financial Regulations**
  - **Publicity Policy**
  - **Complaints Procedure**
- It was RESOLVED that;*  
*All the above policies and procedures be approved for re-adoption.*

- FC/23/094      **5 Year Plan**  
Council was asked to note the revised 5 Year Plan. The Plan is kept up to date as projects progress and are completed.
- FC/23/095      **Community Board Projects**  
Council was asked to note the report from Cllr Barron previously noted at the Finance & General Purposes Committee.
- FC/23/096      **Annual Return and Governance Statement**  
Council was asked to consider the recommendation from the Finance & General Purposes Committee to approve for signature the completed annual return and governance statement.
- It was RESOLVED that;***  
***The annual return and governance statement be approved for signature.***
- Council was asked to note the dates for the exercise of public rights being 3 June to 12 July 2024.
- Thanks was noted to the Clerk for an exemplary report from our auditor.
- FC/23/097      **Safety Surfacing – Boundary Road Recreation Ground, Loudwater & Ashley Drive Recreation Ground, Tylers Green**  
Council was asked to consider the recommendation from the Open Spaces Committee to approve the quotes for the above sites.
- It was RESOLVED that;***  
***both quotations;***  
***Boundary Road Recreation Ground in the sum of £29,124.00 and Ashley Drive Recreation Ground in the sum of £8,089.00 be approved and the works ordered.***
- FC/23/098      **Grants**  
**1 Juniper Hill School, Flackwell Heath**  
Council was asked to consider the recommendation from the Finance & General Purposes committee to award a £5,000 grant from the Community Infrastructure budget line as a contribution towards new play equipment for children with SEMH needs at the school.
- It was RESOLVED that;***  
***The award of £5,000 be approved for the new play equipment.***
- FC/23/099      **Straight Bit Car Park, Flackwell Heath**  
Council was asked to consider one of the quotations received from the re-surfacing and marking out of the car park at the above site.
- It was RESOLVED that;***  
***Quote B in the sum of £17,250.00 be approved and the works ordered.***
- FC/23/100      **Investing**  
Council was asked to consider the recommendation from Finance & General Purposes to invest circa £200k in CCLA.
- It was RESOLVED that;***  
***In the first instance a sum of £200k would be approved for investment with CCLA, with a view to increasing the amount at a later date.***

- FC/23/101      **Meeting Date Change**  
Council was asked to consider the change in date for the Works & Service Committee from Thursday 30 May to Thursday 6 June as agreed by the Chairman & Vice-chairman of committee.
- It was RESOLVED that;  
The change of date to Thursday 6 June 2024 be approved.***
- FC/23/102      **Questions by Members of the Council**  
A question had been received by Cllr Jordan, as follows;  
A resident, who lives on Rayners Avenue, has highlighted her concerns about the parking near her driveway and the railway bridge. It makes leaving her driveway dangerous as the parking blocks the vision splay. Could the parish assist?  
Unfortunately, the parish council cannot assist in this instance.
- FC/23/103      **Public Participation**  
There were no questions.
- FC/23/104      **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 11294 to 11298 be signed and that the BACS payment to Payflow, direct debits to Barclays and NEST be approved for payment.***

The Chairman thanked members for their attendance and closed the meeting at 8.50pm

**Date & Time of Next Meeting: Tuesday 25 June 2024 @ 7.30pm**

Signed: 

Dated: 25 June 2024

Pending expenditure transactions

30-Apr-24

| PO | Chq   | Invoice No            | Supplier                                       | Detail                                               | Net       | VAT   | Amount    |
|----|-------|-----------------------|------------------------------------------------|------------------------------------------------------|-----------|-------|-----------|
|    | 11294 |                       | Friends of Tylers Green Middle School (FOTGMS) | Contribution towards pond & outdoor teaching space ✓ | 1,500.00  | 0.00  | 1,500.00  |
|    | 11295 |                       | HMRC                                           | Tax & NI - Apr ✓                                     | 3,168.42  | 0.00  | 3,168.42  |
|    | 11296 |                       | Mr Stephen Godliman                            | Newsletter delivery - Loudwater & Flackwell Heath ✓  | 670.00    | 0.00  | 670.00    |
| x  | 11297 | 4082584               | Viking                                         | Dell monitor, office supplies ✓                      | 117.63    | 16.03 |           |
| x  | 11297 | 4104809               | Viking                                         | Photocopier paper ✓                                  | 29.49     | 5.90  |           |
| x  | 11297 | 4131234 (credit note) | Viking                                         | Photocopier paper ✓                                  | -19.95    | -3.99 | 145.11    |
|    | 11298 | 467199                | Clarity Copiers Ltd                            | Photocopy charges - Apr ✓                            | 37.41     | 7.48  | 44.89     |
|    | BACS  |                       | Barclays Payflow                               | Salaries & LGPS - April ✓                            | 12,414.46 | 0.00  | 12,414.46 |
|    | DD    |                       | Barclays                                       | Bank charges Feb - Mar ✓                             | 41.00     | 0.00  |           |
|    | DD    |                       | Barclays                                       | Loyalty reward Feb - Mar ✓                           | -6.60     | 0.00  | 34.40     |
|    | DD    |                       | NEST                                           | Pension - WT & CJ - Mar ✓                            | 685.95    | 0.00  | 685.95    |
|    |       |                       |                                                |                                                      | 18,637.81 | 25.42 | 18,663.23 |

Income received since last committee meeting over £500.00

|  |  |  |                      |          |      |          |
|--|--|--|----------------------|----------|------|----------|
|  |  |  | Little Buddies - Mar | 648.00   | 0.00 | 648.00   |
|  |  |  | HMRC - VAT Reclaim   | 4,671.15 | 0.00 | 4,671.15 |
|  |  |  |                      | 5,319.15 | 0.00 | 5,319.15 |

Signed: .....

*[Signature]* 30/04/24

Date: .....

Signed: .....

*[Signature]* 30/04/24

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 payroll payments as above, along with the relevant purchase order details against the cheques