

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

"Cherish the past, adorn the present, construct for the future"

Report of the meeting held on Thursday 6 June 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 L Johncock Cllr D Johncock (ex officio)	Cllr C Jordan Cllr K Wood Cllr S Herron Cllr S Barrett
WS/24/001	Apologies for absence Cllr J Herschel – holiday, Cllr J Gurney - holiday	
WS/24/002	Declarations of members' interests in Items on the agenda There were none.	
WS/24/003	Delegated Action Members were asked to note that there had been no delegated actions by the Chairman of committee and the clerk since the last committee meeting in March.	
WS/24/004	Offices, depot and warden's house Members were asked to note that the lean-to requested by the Grounds Team would be attached to the depot at the bottom of the yard. It would have three bays: one for the hopper and harrow, one for the chipper and trailer and one for general stores, eg benches, posts, etc. The roof would be of polycarbonate and would be at an angle for the water to run off into the woods. Members were asked to consider and, if so minded, approve the ballpark figure of £5,000 for the lean-to which would include materials, hiring of scaffolding, etc. <i>It was RESOLVED that;</i> <i>The ballpark figure of £5,000.00 be approved.</i>	
WS/24/005	Cemeteries <u>Altona Road</u> Members were asked to note that two memorial benches have been installed by our Grounds Team. We have received contributions for both benches.	
WS/24/006	War Memorials <u>Loudwater</u> Members were asked to note that we have received a quote of £3,450 from a Bucks-approved contractor for the works to install 8 bollards. The licence costs £1,080 and the bollards cost £146 each, bringing the total cost of the project to £5,698. Members were asked to consider and, if so minded, approve the quote below for the installation of the bollards. Members were asked to note that this is a single tender action from the company that we've recently used for installing bollards. It was noted that the bollards were required as the parked cars on the pavement were a safety issue. <i>It was RESOLVED that;</i> <i>The quote of £5,698.00 be approved.</i>	
WS/24/007	BT cabinets Members were asked to note that the remaining 5 BT cabinets in Tylers Green have been cleaned.	
WS/24/008	FH Street Litter Bins Members were asked to note that 10 litter bins have been replaced by Bucks Council. Two of the green litter bins on Chapel Road remain, one outside the Wesleyan Chapel and one opposite. It was noted that Cllr Dodds, Cllr D Johncock and Cllr Herschel would take a walk around to decide whether any bins needed to be moved.	

WS/24/009

LED Footway Lighting

Members were asked to note that the testing of all the LED footway lighting in Flackwell Heath has been completed at a cost of £7,143.75. We have received the report and are awaiting the certificates and a quote for the urgent repair work. The summary has been circulated to all members.

It was noted that the deputy clerk would request a quote for all the urgent and high risk works, excluding isolators from the quote.

Members were asked to note that, following the report after the testing of the LED footway lighting in Loudwater, we have received a quote for the repairs to the 9 high priority lamps.

Members were asked to consider and, if so minded, approve the quote of £4,777.15 for the repairs.

It was noted that the maintenance costs involved are far less than what we were spending prior to the lights being changed to LED.

It was RESOLVED that;

The quote of £4,777.15 be approved.

WS/24/010

Cats eye reflectors

Members were asked to receive the response below from Road Safety regarding the installation of cats eyes in Sheepridge Lane.

Buckinghamshire Highways receive many requests to introduce additional measures, including additional cats eyes reflectors on sections of roads of public concern. Our policy is to direct the available funding for this type of work towards those sites which have a demonstrable personal injury collision record, meeting a strict criterion. This method of targeting measures to those locations supports our objective of improving the safety of the network through the reduction in frequency and severity of reported injuries. This policy has been adopted so that the casualty data provided by Thames Valley Police (TVP) can be analysed in detail to ensure that schemes are designed to address the particular factors that have been attributed to the recorded injury collisions at those locations.

In the last 5 year period from 01/01/2019 to 31/12/2023 there have been 2 recorded slight injury collisions both at the NE end of the lane near the junction with Heath End Road. On that basis Buckinghamshire Highways are not planning to make changes to the highway around this location.

It was noted that Cllr Barrett and the deputy clerk would write a letter to Road Safety regarding installing cats eyes in Sheepridge Lane after receiving evidence from councillors on accidents they had witnessed.

WS/24/011

Bus Shelter

Members were asked to consider the feasibility of continuing with the project to install a bus shelter in Heath End Road opposite Rugwood Road following the announcement by Arriva of the proposed closure of the High Wycombe depot and the discontinuation of their 6/6a routes should the closure go ahead.

It was noted that numbers hadn't recovered after Covid and that it was mostly college students using the bus. There was also a dial-up service which was popular.

Cllr Wilks proposed a motion to leave this in abeyance. Cllr Woods seconded the motion.

It was RESOLVED that;

The bus shelter project be left in abeyance until after the development of the college site has been completed.

WS/24/012

Committee Site Visit

Members were asked to note that the W&S site visit will be on Wednesday 24 July. Areas that will be visited are:

- Heath End Common & path
- Altona Rd Cemetery
- Hammersley Lane Garden of Rest

WS/24/013

Committee Finances

Members were asked to note the committee's income and expenditure to Yearend outturn.

Members were also asked to note the committee's income and expenditure to Period 1 (April).

WS/24/014

Questions from committee members and the public

- Cllr L Johncock enquired as to whether there was any signage along Sheepridge Lane warning drivers of the footpaths crossing the lane.
Cllr D Johncock, Cllr L Johncock and Cllr Dodds would look into where appropriate signage could be put and then the deputy clerk would write to Highways.
- Cllr Barron explained that phone calls regarding footpaths were being diverted from Bucks Council to us.
The parish council should write to the call centre at BC and correct them.

WS/24/015

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 11307 to 11318 be signed and direct debits to EE, E-ON Next, NEST, Peninsula Business Services, SSE, Redsquid Communications, Shell (Fuel Card Services) and Shorts Group and Bank Transfers to Rhino Play and Penn & Tylers Green Sports & Social Club be approved for payment.

The chairman of committee thanked members for their attendance and closed the meeting at 8.25pm.

Date and time of next meeting: Thursday 19 September 2024 at 7.30pm

Signed:



Dated: 25 June 2024

6-Jun-24

Pending expenditure transactions

PO / Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
✓ 11307	5461	BALC	New Councillor online training	90.00	0.00	90.00
✓ 11308	10002337073	Castle Water	Water - Widmer Pond - Sep 2024	86.28	0.00	86.28
✓ 11309	10002340637	Castle Water	Water - Cook Lane Cemetery - Sep 2024 - VOID ALREADY PAID	0.00	0.00	0.00
✓ 11310	468515	Clarity Copiers Ltd	Photocopy charges - May	59.91	11.99	71.90
✓ 11311	48909	Dolphin Mobility Ltd	Stairlift service	102.00	0.00	102.00
✓ 11312	6124834	Grange Security Services	Reset alarm and CCTV system following being offline	99.50	19.90	119.40
✓ 11313	8319	Kingsmead Testing Services Ltd	PAT testing	192.50	38.50	231.00
✓ 11314	OAS10106913	Origin Amenity Solutions	Grass seed - Derehams	371.12	0.00	371.12
✓ 11315	5471	SparkX Ltd	LED Footway light testing - Loudwater	2,625.00	525.00	
✓ 11315	5472	SparkX Ltd	LED Footway light testing - Flackwell Heath	7,143.75	1,428.75	11,722.50
✓ 11316	947996	SSE	Electricity - Derehams Nov 2023 - May 2024	1,360.81	272.16	1,632.97
x 11317	4213497	Viking	Printer paper, hand towels, stamps, etc	120.92	15.68	
11317	4227011	Viking	Printer paper	27.49	5.50	
11317	4244725 (credit)	Viking	Refund for inferior printer paper	-14.95	-2.99	151.65
✓ 11318	SI-2471	A Ellis Tree Surgery Ltd	Totteridge Common - 6 x ash fell	1,050.00	210.00	1,260.00
✓ BACS						
✓ DD	V02230019381	EE	Warden's mobile phone - May	21.48	4.30	25.78
✓ DD	KI-031D95C6-0034	E-ON Next	Gas - council offices - May	94.90	4.74	99.64
✓ DD		NEST	Pension - WT & CJ - May	685.95	0.00	685.95
✓ DD	U004254801	Peninsula Business Serv	Provision of business services	150.90	28.50	179.40
✓ DD	912144	SSE	Footway lighting - Apr	62.43	9.39	71.82
✓ DD	13886	Redsquad Communications Ltd	IT support/365 - June	368.57	73.71	442.28
✓ DD	9007527612	Shell (Fuel Card Services) Ltd	Fuel - May	296.85	59.37	356.22
✓ DD	240924	Shorts Group Limited	Dog waste collection - May - FH	256.80	51.36	
✓ DD	240925	Shorts Group Limited	Dog waste collection - May - LW	428.00	85.60	
✓ DD	240926	Shorts Group Limited	Dog waste collection - May - TG	556.40	111.28	1,489.44
✓ TRANSFER	201803	Rhino Play (SW) Limited	New play surface - Boundary Rd (50%)	14,562.00	2,912.40	17,474.40
✓ TRANSFER	201804	Rhino Play (SW) Limited	New play surface around roundabout - Ashley Drive (50%)	4,070.00	814.00	4,884.00
✓ TRANSFER	201817	Rhino Play (SW) Limited	Replace net unit and repair mulch - Flackwell Heath (50%)	1,749.00	349.80	2,098.80
✓ TRANSFER	201818	Rhino Play (SW) Limited	Replace bearing of roundabout - Flackwell Heath (50%)	1,482.50	296.50	1,779.00
✓ TRANSFER	201819	Rhino Play (SW) Limited	Replace Spring Rocker & resurface - Ashley Drive (50%)	1,172.00	234.40	1,406.40
✓ TRANSFER		Penn & Tylers Green Sports & Social Club	Refund of bond	300.00	0.00	300.00
				39,572.11	7,559.84	47,131.95

Income received since last committee meeting over £500.00

		HMRC - VAT reclaim	926.48	0.00	926.48
		Burials	750.00	0.00	750.00
			1,676.48	0.00	1,676.48

Signed: *[Signature]* Date: *6/6/2024*

Signed: *[Signature]* Date: *6/6/2024*

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