

CHEPPING WYCOMBE PARISH COUNCIL

Report of Council meeting held on **Tuesday, 25 June 2024 at 7.30pm** at the Council Chamber, Cock Lane, Tylers Green, Bucks HP10 8DS

The meeting was open to the public and press

Present:

Cllr K Wood (Chairman)	Cllr C Dodds
Cllr J Gurney	Cllr L Webb
Cllr C Jordan	Cllr S Digby
Cllr A Barron	Cllr I Forbes
Cllr H Darch	Cllr L Willis

Also present: Mr S Bristow (FHRA)

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/24/011 **Apologies for Absence**
Apologies were received and approved from Cllr D Johncock (holiday), Cllr E Johncock (holiday), Cllr S Herron (holiday), Cllr R Wilks (holiday), Cllr K Griffiths (holiday), Cllr S Barrett (family) and Cllr J Herschel.

FC/24/012 **Declarations of Interest and Code of Conduct**
There were none.

FC/24/013 **Council Minutes**
It was RESOLVED that;
the reports of the Council meeting held on Tuesday 30 April 2024 and the Annual Council meeting held on Tuesday 9 May 2024 be approved as an accurate records.

FC/24/014 **Open Spaces Committee**
Council was asked to consider the report of the Committee meeting held on Tuesday 2 May 2024.
OS/24/006 Derehams Lane Recreation Ground
Cllr Forbes asked if there had been any progress. He was advised that the planning officer who had attended the site meeting had been signed off sick and was due to return to work on 28 June after which time we would expect to receive her report.
It was RESOLVED that;
the report of the Committee meeting held on Tuesday 21 May 2024 be approved.

FC/24/015 **Works & Services Committee**
It was RESOLVED that;
The report of the Committee meeting held on Thursday 6 June 2024 be approved.

FC/24/016 **Planning Meetings**
It was RESOLVED that;
the reports of the Planning Meetings held on 30 April 2024, 14 May 2024, 28 May 2024 and 11 June 2024 be noted.

Council was also asked to note the schedule of applications from February to April showing eventual outcomes of the parish council submitted objections.

Cllr Barron highlighted application 24/05510 Car Park Old Kiln Road, Flackwell Heath advising that an amendment had been received to increase the number of flats to 5 and to re-shape existing trees. Application to be commented on.

FC/24/017

Grant Applications

Council was asked to consider the two applications for funding that had been received since the last Finance & General Purposes committee meeting in April.

1 St Peters Church, Loudwater

The grant request, in the sum of £4,000, will help run the Love Loudwater project for a further year. The funds being requested would go to help us supply school vouchers to families in our community that are in need and help purchase additional Baby Bank items.

It was RESOLVED that;

the grant be approved in the sum of £4,000 as an expenditure from CIL (Community Infrastructure Levy) being for the wellbeing and benefit of members of the parish.

2 Flackwell Heath Residents Association

The grant request, in the sum of £7,772.71 being the total estimated cost inclusive of VAT, would pay for the installation and removal of Christmas light display in Flackwell Heath for December 2024.

Mr Bristow attended the meeting and explained the reason behind the request. An application to the Community Board had also been submitted and an alternative supplier was being sought.

It was RESOLVED that;

the request be deferred to the Finance & General Purposes committee meeting on 1 October for further consideration as definitive costs have not yet been finalised.

The clerk to send through a timeline for the application to be re-submitted.

Mr Bristow thanked the meeting and left at 7.55pm

FC/24/018

Accident Claim

Council was asked to note that an accident claim had been received by the office on Sunday 18 February 2024. The original incident took place in April 2023 at which time the claimant completed a FixMyStreet form. Buckinghamshire Council eventually responded to the claimant, in February 2024, advising that the area was not under their jurisdiction. The clerk provided a verbal report.

The claim had been considered at Open Spaces in March and declined; however, the claimant was still pursuing compensation for the accident.

It was RESOLVED that;

the claim be declined. The site was signed appropriately with the parish council name and it was felt that the claimant should not have attempted a repair of any kind on the fence.

Cllr Darch abstained from the vote.

FC/24/019

Human Resources – Employee Handbook and Policies

Following the approval at full council to engage the services of Peninsula Business Services, Council was now asked to consider the recommendation from the Staff Panel to adopt the Employee Handbook and Policies.

It was RESOLVED that;

the Employee Handbook and policies be approved for adoption with the few typographic errors corrected and the insertion of 'business use' under car insurance.

- FC/24/020 **Health & Safety Review**
Council was asked to note that as part of the Peninsula package a Health & Safety Review was undertaken. Council was asked to consider the report with a view to engaging their services.
- Cllr Barron provided a statement in support of the company's engagement attached to the minutes.
- It was RESOLVED that;***
Peninsula be engaged to assist with the creation of Health & Safety documentation along with an updated Fire Risk Assessment.
- FC/24/021 **Loudwater Bowls Club**
Council was asked to note that the Loudwater Bowls Club will cease at the end of the bowling season (end of September). The Club were currently deciding on how to dispose of the portacabin used as a changing facility.
- Cllr Jordan was asked to continue attending the club meetings as our representative until the cessation of the Club.
- FC/24/022 **Loudwater Centre/Boys Club, Birfield Road**
Council was asked to note that a couple of meetings had taken place with representatives of the Club. The building was in urgent need of updating, specifically the toilet areas. The building was being used by badminton groups, Scouts, Brownies, Zumba, Forget Me Not Club and the Medley Dance Group and an improvement to the toilets would be positive step to increasing potential income and encouraging further use of this essential community building.
- Council was asked to consider taking on the project of replacing the toilets subject to cost and quotations being obtained by the clerk.
- It was RESOLVED that;***
that the project to replace the toilets was approved subject to the cost of the quotations received for the work.
- It was noted that a meeting was taking place on the same evening as the Council meeting to establish interest in the Centre with a view to setting up a new committee and Trustees. It was also noted that a representative from the Parish Council would be offered.
- FC/24/023 **Questions by Members of the Council**
Cllr Jordan highlighted the poor state of Loudwater – there was a lack of tidiness.
Cllr Wood mentioned the application for a Council credit card which had been extremely long winded but seemed to have been approved by the bank.
Cllr Wood also mentioned that the Derehams Inn was back on the market for sale.
- FC/24/024 **Public Participation**
There were no members of the public present at this time.
- FC/24/025 **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 11319 to 11329 be signed and that direct debits to Barclays, Barclays Paylow, HMRC, Trade UK and SSE along with transfer to John Lee Construction and DanceMelody Ltd be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 8.45pm

Signed: 

Dated: 15 October 2024

Peninsular Health & Safety proposal. 25/6/2024

First and foremost: Health and Safety is all our responsibility, each and every one of us. We have a duty of care to our employees, fellow councillors and members of the public. Each of our employees has a duty of care to their fellow workers and members of the public.

This is not a delegated responsibility – not the Clerk, nor a H&S representative, nor a Chairman of F&GP, nor Peninsula who maybe providing a service.

We have asked Peninsula to give us a report on the current status of our Health and Safety situation.

Whilst we can argue on some of the points, some of them we may not have been aware of, or even discounted because of the very stable work force we have, there are merits to having an exhaustive evaluation.

Of the 51 status elements, 18 have been identified as requiring immediate and urgent actions, 16 requiring further action and 17 as satisfactory.

You have the report included in Appendix “E”.

Core to having a satisfactory performance is a Health & Safety Policy, reviewed annually and countersigned by the most senior person within the organisation.

Additionally, the Fire Risk Assessment must be carried out by a competent person.

Some key indicators towards having a satisfactory performance in this area are:

Employee Safety Handbook

Health Surveillance – with documentation held for 40 years!

Equipment training.

Risk assessments of hazardous substances

Training and Training needs – identified through the risk assessment process.

As with all things – Documentation, documentation, documentation.

(H&S consultations, work equipment checks, occupational driving risk, violence & aggression, workplace noise, and young persons). Is asbestos an issue in our building?

Peninsula proposed contract over 5 years will cost £10 short of £11,500 – payments monthly. That will give us:

On site assessments, written policies, annual reviews and “time saving software”!

It is worth re-iterating the caveat that accompanied their report:

“This report however has been prepared on the strict understanding that our Client retains ownership of, and remains responsible for, the management of health and safety in the workplace. Accordingly, Peninsula will not accept liability for any accident, injury or damages of any kind resulting from the use of, or reliance upon, any information contained in the report.

Health and Safety is our responsibility.

We can however mitigate the chances of going to prison or reduce the chances of personal liability by having a robust system in place where the Health and Safety has been reviewed by competent professionals. This applies not only to us as Councillors, but to the Clerk and our employees.

It would be fair to say that there are other companies that offer similar contracts and maybe varying prices. It would also be true to say that we have also been disappointed in the support that others have given.

Reviews.io on an internet search indicates a high level of satisfaction: 99% on a survey of 964 reviews giving a 5 star or blobs!

I would recommend that we pursue this contract for 5 years and review on renewal.

Alec Barron 25/06/2024

Pending expenditure transactions

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