

CHEPPING WYCOMBE PARISH COUNCIL



COUNCIL AGENDA

Members of the council are summoned to attend the Council meeting to be held on **Thursday, 19 December 2024 at 7.30pm** at the Council Chamber, Cock Lane, Tylers Green, Bucks HP10 8DS

The meeting is open to the public and press

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.

1. Apologies for Absence

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk.

2. Declarations of Interest and Code of Conduct

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

- i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer (Clerk) of it.
- ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council.

3. Council Minutes

To CONSIDER the attached minutes of the Council meeting held on Tuesday 15 October 2024 (Pages 3-7) and the Special Council Meeting held on Thursday 31 October 2024 (Page 8)

4. Open Spaces Committee

To CONSIDER the attached report of the Committee meeting held on Thursday 31 October 2024 (Pages 9-11)

5. Works & Services Committee

To CONSIDER the attached report of the Committee meeting held on Thursday 19 September 2024. (Pages 12-13)

6. Finance & General Purposes

To CONSIDER the attached report of the Committee meeting held on Tuesday 3 December 2024 (Pages 14-16)

7. Planning Meetings

To CONSIDER the attached reports of the Planning Meetings held on 15 October 2024 (Page 17), 29 October 2024 (Pages 18-19), 12 November 2024 (Page 20), and 26 November 2024 (Page 21).

Council is also asked to NOTE the schedule of applications from October to December **APPENDIX A (Pages 22-23)**, showing eventual outcomes of the parish council submitted objections.

8. **Calendar of Meetings**
Council is asked to CONSIDER the recommendation from the Finance & General Purposes committee to APPROVE the meeting dates for 2024 **APPENDIX B** (Page 24)
9. **Fees & Charges 2024/25**
Council is asked to CONSIDER the recommendation from the Finance & General Purposes committee to APPROVE the Fees and Charges for 2024/25 **APPENDIX C** (Pages 25-28). There has been an increase of 2% rounded, excepting allotment and pavilion rentals.
10. **Grant Applications**
Council is asked to NOTE that there is currently £1,691.82 uncommitted budget.

10.1 Flackwell Heath Minors FC – Toilet Refurbishment
Council is asked to CONSIDER and if so minded, APPROVE an application from the Flackwell Heath Minors FC for grant of £5,000 as a contribution to the refurbishment of the toilets in the pavilion at Green Dragon Lane, Flackwell Heath. The total cost of the project is estimated at £13,060 with funds of £8,150 being already available. **APPENDIX D** (Pages 29-30)
11. **Biodiversity Project**
Council is asked RECEIVE an update on the project from Cllr Luca Webb.
12. **Investing - CCLA**
Council is asked to NOTE that our application for an account has been successful.
13. **Five Year Plan**
Council is asked to CONSIDER the recommendation from the Finance & General Purposes committee to adopt the new rolling 5-year Plan **APPENDIX E** (Page 31)
14. **Council Budget 2025/26**
Council is asked to CONSIDER the recommendation from the Finance & General Purposes committee to APPROVE the budget for 2025/26 **APPENDIX F** (Page 32). Individual committee budgets have been agreed at committee level prior to being taken to the Finance & General Purposes committee.
15. **Precept 2025/26**
Council is asked to CONSIDER the recommendation from the Finance & General Purposes committee to APPROVE the Precept being increased from £62.73 for a Band D property to £68.97 per year. This is an increase of £6.25 over the year making an impact of 0.52p per month. **APPENDIX F** (Page 32)
16. **Questions by Members of the Council**
At the time of agenda dispatch, no questions by members have been received.
17. **Public Participation**
Members of the public wishing to speak at the beginning of the Council meeting should approach the Clerk with this request as soon as possible.
18. **Accounts for Payment**
Accounts for payment are to be circulated at the meeting for consideration by councillors.



Wendy Thompson
Clerk of the Council
12 December 2024

Date & Time of Next Meeting: Thursday 13 March 2024 @ 7.30pm tbc

CHEPPING WYCOMBE PARISH COUNCIL

COUNCIL MEETING

Report of the the Council meeting held on **Tuesday, 15 October 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 D Johncock (Vice-chairman)	Cllr L Johncock
Cllr S Herron	Cllr J Gurney
Cllr L Willis	Cllr I Forbes
Cllr R Wilks	Cllr C Jordan
Cllr A Barron	Cllr S Digby
Cllr H Darch	

Also present: Mr R Tackley (Buckinghamshire Council) and Mrs L Townsend (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/24/026 Apologies for Absence

Apologies for absence were received and approved from Cllr K Griffiths (holiday), Cllr J Herschel (health) and Cllr L Webb (business)
Cllr S Barrett was not in attendance.

FC/24/027 Declarations of Interest and Code of Conduct

Cllr I Forbes and Cllr H Darch declared a personal interest in Agenda Item 16 being in receipt of expenses cheques.

FC/24/028 Council Minutes

Council was asked to consider the minutes of the Council meeting held on Tuesday 25 June 2024 and the Special Council Meeting held on Tuesday 2 September 2024.

It was RESOLVED that;

the minutes of both meeting be approved as an accurate record.

FC/24/029 Open Spaces Committee

Council was asked to consider the report of the Committee meeting held on Tuesday 2 September 2024.

OS/24/016 Derehams

Cllr Willis advised that a Derehams Working Party meeting had taken place on 9 October to discuss the report received on the pre-planning application. Following that meeting the Clerk had contacted the architect with the suggestion of using the Bowls Club clubhouse as part of a new scheme. The next step would be to undertake a site visit, gaining access to the clubhouse to access the feasibility of using the building and/or altering the building. Cllr Wood advised that she would contact the Chairman of the Bowls Club for a convenient date and time for a site visit. The architect would also be invited.

It was RESOLVED that;

the report of the Committee meeting be approved.

FC/24/030 Works & Services Committee

Council was asked to consider the report of the Committee meeting held on Thursday 19 September 2024.

WS/24/024 LED Footway Lighting Cllr Dodds advised that this item was for further discussion later in the meeting.

WS/24/026 Heath End Road Footpath Cllr D Johncock advised that a walk along the site had been undertaken and Cllr Barron had managed to take a video recording of the path which would be taken to the next Works & Services committee meeting in November. Cllr Herschel, Cllr Barron and Cllr D Johncock had been present on the walk.

***It was RESOLVED that;
the report of the Committee meeting be approved.***

FC/24/031

Finance & General Purposes

Council was asked to consider the report of the Committee meeting held on Tuesday 1 October 2024

FGP/24/005 2 Risk Register Cllr Barron highlighted the register as being updated as previously requested using the employment of Peninsular Business Solutions as a mitigating factor with Employment issues.

FGP/24/013 1 Precept Timetable Cllr Barron highlighted this point asking for project information from the committees for budgeting purposes.

FGP/24/011 NAG Cllr Forbes advised that a new SD card had been purposed for the Tylers Green Community Speedwatch Team as the original card had failed.

FGP/24/008 2 Flackwell Heath Tennis Club Cllr Digby asked about the grant application. The Clerk advised that an email had been sent asking for further information and a plan.

***It was RESOLVED that;
the report of the Committee meeting be approved.***

FC/24/032

Planning Meetings

It was RESOLVED that;

the reports of the Planning Meetings held on 25 June 2024, 9 July 2024, 23 July 2024, 6 August 2024, 20 August 2024, 3 September 2024, 17 September 2024 and 1 October 2024 be approved.

Council was also asked to note the schedule of applications from June to October, showing eventual outcomes of the parish council submitted objections.

Cllr Digby had noted a parking issue with a previously discussed application. Cllr D Johncock asked for the address and said that he would take it forward.

Cllr Darch highlighted the Ashwells plans for the next planning meeting and asked that all concerned have a look at the documentation on-line.

FC/24/033

Community Board

Council welcomed Ross Tackley, the covering Community Board Manager for Beaconsfield & Chepping Wye, and received a verbal update on the boards and the current projects. The current situation was that the parish was split across two Community Boards this was greeted with dissent. The Chairman of Council had been in communication with the Cabinet Member for Communities to ask for a resolution to the situation and had been told that it would be looked into, however, to date Flackwell Heath had been moved to another Board but not with Tylers Green and Loudwater. The situation was felt to be unacceptable.

Ross continued with bringing the Council up to date with projects – the Flackwell Heath project had been approved along with the Bridging the Gap project and there was further project for Juniper Hill School near to completion.

FC/24/034

Grant Applications

Council was asked to consider the recommendation from the Finance & General Purposes committee to approve the following application;

1 Flackwell Heath Residents' Association

Flackwell Heath Residents' Association had applied for a grant in the sum of £2,748.15 towards the Christmas Lights in the village. The amount requested was 50% of the total cost and to be granted on a non-recurring basis.

It was RESOLVED that;

a grant in the sum of £2,748.15 be approved on a non-recurring basis.

FC/24/035

Financial Regulations

Council was asked to consider the recommendation from the Finance & General Purposes committee to adopt the New Model Regulations. Council was asked to note that amendments had been made by combining the New Model Regulations with our existing Regulations as agreed at committee level.

It was RESOLVED that;

the New Model Financial Regulations be approved for adoption.

FC/24/036

Investing - CCLA

Council was asked to consider the recommendation from the Finance & General Purposes committee to invest an initial sum of £250k with CCLA and for the authorised signatories to be Cllr K Wood, Cllr A Barron, Cllr S Herron, Cllr Forbes and Mrs W Thompson (Clerk).

It was RESOLVED that;

the sum of £250k be invested and that the authorised signatories by Cllr K Wood, Cllr A Barron, Cllr S Herron, Cllr I Forbes and Mrs W Thompson.

FC/24/037

LED Footway Lighting

Council was asked to consider the recommendation from the Works & Services committee to accept the quotation of £10,217.08 for the repairs to 54 high priority lamps in Flackwell Heath following the inspection undertaken by our lighting contractor.

It was RESOLVED that;

the quotation for £10,217.08 for the repairs to 54 high priority lamps in Flackwell Heath be approved. The expenditure to be covered by the Footway Lighting Earmarked Reserve.

The chairman asked to suspend standing orders so that the agenda items could be taken out of order as follows.
Members present were in agreement.

FC/24/038

Devolved Services – Tylers Green & Flackwell Heath

Council was asked to note the offer and maps from Buckinghamshire Council relating to the above. Council was asked to consider the options with a view to either expressing an interest or declining the offer.

It was RESOLVED that;

the offer be accepted as it was only for an initial period of two years.

FC/24/039

Public Participation

Mrs Townsend thank the Council for their support with the grants for current projects and advised that her dealings with the Community Board had been only positive.

In view of the confidential nature of the business to be considered it is 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.

Mrs Townsend and Mr Tackley left the meeting at 8.20pm

FC/24/040 Staff Committee

Council was asked to receive a verbal report from the Staff Committee attached to this report
APPENDIX 1 Council was asked to consider the recommendations of the Staff Committee.

***It was RESOLVED that;
a salary uplift of 6.3% be awarded, backdated to April for the current financial year.***

FC/24/041 Questions by Members of the Council

Cllr Darch asked if the Football Club had been in contact about parking issues with the matches coming up. The Clerk advised that she had emailed and was awaiting a response.

Cllr Willis asked about the enforcement of the double yellow lines on Queensmead Road. Cllr Wood said she would follow this up.

FC/24/042 Accounts for Payment

***It was RESOLVED that;
the accounts for payment be approved and cheques numbered 11380 to 11388 be signed and that direct debits to Barclays, Barclaycard, Clear Business (Unicom), E-On Next, Redsquid Communications Ltd (Triumph Technologies), Shell (Fuel Card Services), Shorts Group Ltd and Trade UK along with a transfer to Jayne McFarlane be approved for payment.***

Date & Time of Next Meeting: Thursday 19 December 2024 @ 7.30pm

Full Council meeting – verbal report on Salaries meeting

CWPC has not agreed the 2023 / 24 salary changes

For period 2023 / 2024

£4,058 = 1% of precept.

Current 2023 / 2024 Salaries	=	£151,495
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Salaries 2024 / 2025	=	£161,039
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For a decade we have had a stable workforce. All our staff are ageing, and we do not appear to have any succession plans in place.

Grounds team:

The informal meeting discussed the possibility of taking on additional 'devolved services' to include grass cutting. Grass cutting is not the issue – it is the strimming that is labour intensive. Any increase, particularly a suggestion in W&S to augment the parish footpath network may result in a different work pattern i.e. two teams of 2 in the Grounds team. This would be beneficial in relation to issues regarding lone working practices.

Administrative team:

The current Clerk fulfils a range of duties that exceed a standard job description for the role. The current support staff do not have the ambition to replace the Clerk and thus we are extremely vulnerable in the event of absence. CWPC needs to consider recruitment of a Deputy Clerk who may be able to replace the Clerk in the event of retirement.

CHEPPING WYCOMBE PARISH COUNCIL

Report of the **Extra-ordinary Council meeting** held on **Thursday, 31 October 2024 at 7.00pm** at the Council Chamber, Cock Lane, Tylers Green, Bucks HP10 8DS

In view of the confidential nature of the business to be considered it is 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.

Present:	Cllr K Wood (Chairman)	Cllr C Dodds
	Cllr S Herron	Cllr J Gurney
	Cllr L Willis	Cllr I Forbes
	Cllr R Wilks	Cllr C Jordan
	Cllr A Barron	Cllr S Digby
	Cllr L Webb	

1. Apologies for Absence

Apologies for absence were received and approved from Cllr D Johncock & Cllr L Johncock (holiday), Cllr H Darch (holiday), Cllr J Herschel (personal) and Cllr K Griffiths (unwell)
Cllr S Barrett – No apologies given

2. Declarations of Interest and Code of Conduct

There were none tendered.

3. Salaries and Staffing

Council was asked to consider the recommendations from the Staff Panel.

It was RESOLVED that;

- *The bonus pool of £6,250 be approved for payment in the November payroll.*
- *The recruitment process for a full-time deputy clerk to start as soon as possible.*
- *The recruitment of a full-time grounds person for succession planning with a view to a start date within the first quarter of the new financial year.*
- *An increase from April 2025 for the two grounds persons salary to £15.69 inclusive of pension be approved.*
- *The salary budget be increased to £265k for the financial year 2025/26, with further confirmation at precept setting.*

4. Flackwell Heath Scouts

Council was asked to consider a request from the Flackwell Heath Scouts to renew their lease on the building and land early to allow them to apply for grant funding.

It was RESOLVED that;

The extension of the lease be approved in the first instance for 25 years, however taking advice from our solicitor to update the lease and also possibly increase the length to 30 years with a break clause

5. Questions by Members of the Council

There were none.

The chairman thanked members for their attendance and closed the meeting at 7.24pm

CHEPPING WYCOMBE PARISH COUNCIL

OPEN SPACES COMMITTEE

Report of the meeting held on **Thursday 31 October 2024** at **7.30pm** at the Council Office, Cock Lane, Tylers Green,
High Wycombe Bucks HP10 8DS

Present: Cllr L Willis (Chairman) Cllr I Forbes
Cllr L Webb (Vice-chairman) Cllr C Jordan
Cllr J Gurney Cllr S Digby
Cllr S Herron
Cllr K Wood (ex officio)

Also present: Mr R Read

OS/24/028 **Apologies for absence**
Apologies for absence were received and approved from Cllr D Johncock & Cllr L Johncock (holiday) and Cllr H Darch (holiday)

OS/24/029 **Declarations of members' interests in Items on the agenda**
There were none.

OS/24/030 **Delegated Action**
Members were asked to note the following delegated actions since the last committee meeting in September;

6 no fruit trees for Derehams Orchard	£270.00
1 no gooseberry bush	£16.00
3 no Whitebeam	£120.00
1 no Rowan (pink) replacement memorial tree	£40.00

OS/24/031 **Derehams Lane Recreation Ground**
Members were asked to receive a verbal update from Cllr Webb following the sub-group meeting on 9 October 2024. There had been a delayed response from the pre-planning application following a site visit in May. It was felt that going straight for planning would be the best next option with the following changes to answer some of the issues with the original application.

- Use of the Bowls Club clubhouse rather than building a new building – issue with this would be if the toilets could become integral to the building. For nursery use, parking would have to be available.
- The new pavilion would be for changing facilities for the football pitches, the addition of a small office space was mentioned and a community area.
- To investigate revitalising the MUGA area

Members were also asked to note that following a meeting with a Loudwater resident a plan to rejuvenate the Orchard at the site had been put into place. The fence currently around the area will be removed to allow for spread and the six new fruit trees along with further re-wilding of the area, 3 Whitebeam had been purchased and it was hoped that wildflowers will be threaded through/around the trees. Large pathways will be created through the entire area making access easy.

1 Loudwater Bowls Club

Members were asked to note that a site visit to the Clubhouse has been arranged for Friday 1 November 2024 at 10.30am. An update will be given at the next committee meeting.

OS/24/032 **Allotments**

Members were asked to note that there were currently 11 people on the waiting list for Ashley Drive and there was no-one on the waiting list for Chapel Road.

Members were also asked to note that the track at Chapel Road had been inspected by the grounds team and remedial works will be undertaken.

OS/24/033

Playgrounds

1 Straight Bit Recreation Ground, Flackwell Heath

1.1 Cargo netting on Grand Tower

Members were asked to note that the replacement cargo netting was still awaited from France, the small holes in the wet pour would be filled at the same time as the netting replacement.

2 Ashley Drive Recreation Ground, Tylers Green

2.1 Replacement Springy

Members were asked to note that the new springy had eventually been installed at the site.

OS/24/034

Tree Work

Railway Land: Members were asked to note that the work along the Railway Land at Holly Place that was approved at the last meeting was completed on 15 October at a cost of £950.00.

Straight Bit to Cherrywood Gardens: Members were asked to note that the work ordered following the last committee meeting, for the path leading from Straight Bit to Cherrywood Gardens, Flackwell Heath in the sum of £600.00 has been booked for 15 January 2025. Following the work being completed a site visit will take place to assess further requirements as previously approved.

King's Wood: Members were asked to note that there was some serious ash dieback near to the Skills & Thrills area in the wood; quotations were currently being obtained, the initial work would probably be in the region of £4,000.

Members were asked to consider delegating to the Clerk the power to get the work completed up to £4,000. The expenditure would be taken from the Earmarked Reserve which currently stands at £20,228.

It was RESOLVED that;

The Clerk be delegated the power to complete initial works up to the sum of £4,000.

OS/24/035

Memorial Plaque Project, Tylers Green Common

Members were asked to note that the first 11 stainless steel replacement plaques had been installed along Track 6 (opposite the village hall) and the next batch had been sent off for etching.

OS/24/036

Biodiversity Project

Members were asked to consider the notes from a meeting with Cllr Wood, Cllr Johncock and John Shaw with a view to agreeing the felling of approximately 5 trees on Orchard Green. This is part of the Chiltern Rangers/Flackwild Heath initiative. Members were happy to take the advice on the felling of the trees.

Members were asked to receive a verbal update from Cllr Wood on the revised draft Biodiversity Strategy with a view to creating a sub-committee to review the document in detail and undertake further work as deemed necessary to take the project forward prior to full Council approval.

It was RESOLVED that;

A sub-committee be created with a view to working through the strategy and making recommendations for a parish strategy to be brought back to the committee. Membership of this committee to be Cllr L Webb, Cllr K Wood, Cllr D Johncock, Cllr S Herron, Cllr C Jordan and Cllr I Forbes.

OS/24/037

Devolved Services

Members were asked to note that the devolved services offer from Buckinghamshire Council had been accepted and we are now awaiting the legal pack. The areas that will be included in the cutting cycle for 2025/26 are: **Tylers Green:** The Greenway, Kite Wood Road, Birch Way, Court Lawns, Cherry Tree Way and Chepping Close. **Flackwell Heath:** Chiltern Green and Southfield Road.

- OS/24/038 **Railway Land**
Members were asked to note that contact had been made with a Civil Engineering Company for assistance. Following a discussion with one of the civil engineers, it was felt that a GeoTech Company would be best placed, in the first instance, to survey the bank and make recommendations. A contact has been received and an appointment is now being arranged.
- OS/24/039 **Draft Committee Budget 2025/26**
Members were asked to consider the draft budget to the Finance and General Purposes committee.
- It was RESOVLED that;***
The draft budget for 2025/26 be recommended to the Finance & General Purposes committee.
- OS/24/040 **Committee Finances**
1 Income & Expenditure
Members were asked to note the income and expenditure for month 6 (September).
- OS/24/041 **Questions from committee members and the public**
- Mr Read asked that an inspection of the replacement Lime trees at the top of Track 6 be undertaken with a view to cutting back the scrub which is currently overwhelming them. The Clerk advised that she would ask the ground team.
 - Cllr Wood asked about the hole that had be reported to her in Nursery Lane. The Clerk advised that the Warden had attended and could not find the hole.
 - Cllr Herron asked about the zip wire in Ashley Drive which had been missing. The Clerk advised that the pieces had been found and the sip wire was now back in place. However, it looked as though it had not been installed correctly.
 - Cllr Jordan mentioned some trees in Magpie Wood that needed inspecting. The Clerk advised that she would ask the grounds team to attend and meet with Cllr Jordan on site.
- OS/24/042 **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 11389 to 11393 be signed and that a transfer to Sam Perry, direct debits to HMRC, Peninsula Business Services and SSE along with a BACS payment to Barclays Payflow be approved for payment.

The chairman of the meeting thanked members for their attendance and closed the meeting at 8.07pm

Date and time of next meeting: TBC

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Report of the meeting held on Thursday 14 November 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 C Jordan Cllr K Wood Cllr S Herron Cllr D Johncock (ex officio)
WS/24/032	Apologies for absence Cllr J Gurney – family. Cllr J Herschel – family. Cllr S Barrett was not in attendance.	
WS/24/033	Declarations of members' interests in Items on the agenda There were none.	
WS/24/034	Delegated Action Members were asked to note the following delegated actions by the Chairman of committee and the clerk since the last committee meeting in September: • Electrical installation check carried out in the depot at a cost of £370. • Digital timer on security light replaced at a cost of £140. • Boiler in council office replaced at a cost of £4,455.	
WS/24/035	Offices, depot and warden's house Members were asked to note that work to install a lean-to at the depot was nearly completed with only the guttering and a bulk head light left to install. It was noted that the bulk head light, outside socket and switch inside the depot had been installed at a cost of £230. Mr Godliman and the Grounds Team were thanked for a job well done. Members were asked to note that, following the fixed wire check in the depot, we had received a report from the contractor and we were awaiting a quote for the replacement of the circuit board. Members were asked to note that we had received an energy proposal from a Solar Installation company. The proposed system would have 24 panels with bird blockers on the office roof, a storage battery and hybrid converter. There would be an estimated annual electricity bill savings of £1,621 and payback would take 9 years, 7 months. The estimated savings for the next 24 years would be £60,771. It was noted that two more quotes would be sought. Members were asked to consider and, if so minded, approve the quote of £1,600 from our current security company to upgrade our CCTV system, rewire the hall camera and add a camera to the front of the building to give a general view of the car park, thereby improving the security of the premises. It was RESOLVED that; The quote of £1,600 be approved.	
WS/24/036	Cemeteries Members were asked to consider whether or not headstones in our three cemeteries must include the deceased's full name as printed on the death certificate. It was RESOLVED that; our Cemetery Regulations be updated with a more relaxed approach to the inscriptions allowed, ie the name that the deceased is known by should be allowed. To avoid issues arising in the future, it might be worth considering a form that the EROB holder signs before the internment takes place, confirming that they are aware of our regulations.	
WS/24/037	War Memorials Members were asked to note that the Flackwell Heath War Memorial had been cleaned by our Grounds Team.	

WS/24/038

FH Street Litter Bins

Members were asked to note that we had not received a response to our letter to Bucks Council. Members are asked to CONSIDER whether we should ask BC to supply us with two black bins at cost to replace the two green cast iron bins in Chapel Rd.

It was noted that a reply had been received on the day of the committee meeting stating that BC would come back to us as soon as possible with a response. We would wait and see what the response is but, if unsatisfactory, we would pay for 2 new bins and ask BC to install them free of charge.

WS/24/039

LED Footway Lighting

Members were asked to note that the 9 high priority repairs to the LED footway lighting in Loudwater had been completed at a cost of £4,777.15.

Members were asked to note that a purchase order for £10,217.08 for the 54 high priority repairs to the LED footway lighting in Flackwell Heath had been raised.

It was noted that the work should be completed by Christmas at the latest.

WS/24/040

Cats eye reflectors

Members were asked to note that we had received a response from Highways to our letter requesting that cats eye reflectors are installed in Sheepridge Lane and that the speed limit is reduced. Based on the frequency and also the contributory factors identified by Thames Valley Police, they are not planning any changes to the highway at this time.

It was noted that the deputy clerk would respond to the letter, thanking them for their response and requesting them to consider the changes to Sheepridge Lane if there were significant accidents in the future.

WS/24/041

Heath End Rd footpath

Members were asked to note that a TEAMS meeting had taken place between a couple of BC employees and the FH members of the W&S Committee to have an initial chat regarding the proposed footpath/cycle path connecting the Abbey Barn development with FH. Notes and presentation slides from the meeting had been circulated to all members as well as a video created by Cllr D Johncock following a 'drive by' along Heath End Rd by a few councillors.

Cllr Dodds said that it had been an excellent meeting, that BC would have another meeting with us within a year and that the project was likely to be completed in 4-5 years.

WS/24/042

Draft Committee Budget 2025/26

Members were asked to consider the draft budget to the Finance and General Purposes committee.

It was RESOLVED that; the draft budget for 2025/26 be recommended to the F&GP committee.

It was noted that the rates would go up slightly, a further increase of £250 to the proposed budget, to give a 5% increase for the year.

WS/24/043

Committee Finances

Members were also asked to note the committee's income and expenditure to Period 7 (October).

It was noted that Darren was doing a lot of the maintenance of the equipment and vehicles and that they were running better.

WS/24/044

Questions from committee members and the public

- Cllr Wood informed the committee that a meeting had been held with the Cabinet member for Community and an officer and it had been agreed that all wards of Chepping Wycombe Parish Council would go into the same Community Board for the restructure in May 2025.
- Cllr Dodds and Cllr Wilks thanked the deputy clerk for her work and wished her well with her move. The deputy clerk thanked the councillors for their support over the past 5½ years.

WS/24/045

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 11395 to 1147 be signed and that direct debits to EE, E-ON Next, Shell (Fuel Card Services) Ltd, Shorts Group Limited, Redsquid Communications Ltd and Trade UK as well as transfers to Gough Contractors Ltd, SparkX Ltd and Sam Perry be approved for payment.

The chairman of committee thanked members for their attendance and closed the meeting at 8.20pm.

Date and time of next meeting: TBC

Signed:

Dated:

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting held on **Tuesday 3 December 2024 at 7.30pm** at the Council Office, Cock Lane, Tylers Green,
High Wycombe Bucks HP10 8DS

The meeting was open to members of the public and press

Present:

Cllr A Barron – Chairman	Cllr J Herschel
Cllr I Forbes – Vice-chairman	Cllr R Wilks
Cllr C Dodds	Cllr H Darch
Cllr K Griffiths	Cllr K Wood
Cllr D Johncock (ex-officio)	

Also present: Cllr L Johncock, Cllr C Jordan and Cllr Digby

FGP/24/025 **Apologies for absence**
Apologies for absence were received and approved from Cllr L Willis (unwell) and Cllr L Webb (work).

FGP/24/026 **Declarations of members' interests in agenda items**
Cllr Wood declared an interest in agenda item 6.2 Fees & Charges being in receipt of the Chairman's Allowance.

FGP/24/027 **Staff Matters – Absence Report**
Members received a verbal report from the clerk on the sickness absence of staff since the last committee meeting in October. The clerk advised that two members of the grounds team had been absent, both due to hospital procedures for 18 days and 21 days respectively.

FGP/24/028 **Health & Safety Report of any incidents**
Members were asked to note that there had been one incident since the last committee meeting in October. On the 12 November one of the grounds team caught his neck with the blade of the hedge cutter, while adjusting the non-engaged head. The head of the cutter fell onto the grounds man's shoulder and nicked the left side of his neck. No absence was caused by the incident. This manner of adjustment will not be undertaken again.

1 Update on Peninsula

Members were asked to note that a follow up meeting took place on 16 October a report had been received highlighting areas that were outstanding. The clerk advised that since the meeting the following items had been addressed; Emergency lighting checks, Fire Drill procedures, Oil tank check and Ladder checking qualifications.

FGP/24/029 **Investing – CCLA Update**
Members were asked to note that confirmation had been received and our application had been approved. Funds will be transferred as soon as practicable.

FGP/24/030 **Policies and Procedures**
1 Calendar of Meetings 2025
Members were asked to consider the Calendar of Meetings with a view to recommending for approval at the next full council.

It was RESOLVED that;
the Calendar of Meetings be recommended for approval at the next full council meeting.

2 Fees and Charges 2025/26

Members were asked to consider the schedule of Fees and Charges, with a view to recommending for approval at the next full council. The schedule showed an increase of 2% (CPI) rounded. Allotments fees had been held as they stand.

It was noted that the issue of Access Gate onto Council Owned Land would be taken for further consideration to the next Open Spaces meeting in January.

It was RESOLVED that;

the schedule of Fees and Charges be recommended to full council for approval.

Noted: Cllr J Herschel abstained from the vote

Cllr K Wood abstained from the vote after declaring an interest.

FGP/24/031 Grants

Members were asked to note that there was currently £1,691.82 remaining in the budget, taking account the grant for the Christmas Lights in Flackwell Heath awarded at the last meeting.

1 Flackwell Heath Tennis Club

Members were asked to note that following the last meeting the clerk had contacted the Tennis Club twice for more information as requested. To date no further information had been received.

FGP/24/032 Publicity

Members were asked to note that all were welcome to contribute an article for the next newsletter. An email with a submission date would be sent out.

FGP/24/033 Community Board

Members were asked to note that Cllr Wood, Cllr Barron, Cllr Wilks and the Clerk met with Cllr Arif Hussain, Cabinet Member for Communities and Wendy Morgan-Brown, Head of Partnerships and Communities on Monday 11 November to discuss the issue of the parish being split between two Boards. At the meeting it was agreed that Chepping Wycombe Parish Council would be aligned to a single Community Board, confirmation is awaited. The attendees of the meeting were thanked.

FGP/24/034 Neighbourhood Action Group (NAG)

Members were asked to note the minutes from the last NAG meeting held on 22 October 2024. Cllr Johncock advised that there was still a lack of police support. Cllr Herschel asked what the NAG priorities were; 1 Speeding, 2 Drugs – educating carers/guardians and 3 ASB which was deemed to be a policing issue.

It was noted that there was currently no date for the next meeting. However, it will probably be set for some time in February.

FGP/24/035 Budget

1 Committee Finances (Period 7) October

Members were asked to note the summary of income and expenditure by committee. Cllr Forbes highlighted the rental income being higher than expected. The clerk advised that the Payaway monies received for the mast at Green Dragon Lane were now up to date.

2 Council Finances (Period 7) October

Members were asked to note the summary of the Council's financial position.

3 Finance & General Purposes Committee Draft Budget 2025/26

Members were asked to consider the committee draft budget, members were encouraged to suggest adjustments prior to being recommended for approval at the next full council.

It was RESOLVED that;

the committee budget be recommended to full council for approval

Noted: Cllr J Herschel voted against the motion

Cllr I Forbes abstained from the vote

4 Council Draft Budget 2025/26

Members were asked to consider the Council draft budget, as above making any adjustments, prior to being recommended for approval at the next full council.

It was RESOLVED that;

the Council budget be recommended to full council for approval.

5 Precept 2024/25

Members were asked to receive a short presentation from the chairman of committee with a recommendation to increase the Precept therefore a request for a 9.95% change in our Precept charged to householders was proposed. However, there could be a slight change to the Precept received if the housing numbers vary from the current estimate.

It was RESOLVED that;

the precept be recommended to full council however, the presentation of the precept for full council would be changed to show the current precept for a Band D property which is £62.73 per year against the new proposed figure of £68.97 per year. An increase of £6.25 over the year making an impact of 0.52p per month.

6 Community Infrastructure Levy (CIL)

Members were asked to note that the budget line for CIL currently stands at £53,854.78. These Funds are to be used for community benefit and need to be spent within a timeframe as below:

£14,112.23	2025/26
£31,767.33	2026/27
£7,975.22	2027/28

7 Five-Year Plan

Members were asked to note that the rolling five-year plan had been revised. Members were asked to consider the new style making any suggestions for amendment for recommendation to full Council.

It was RESOLVED that;

the new style rolling 5-year plan be recommended to full council for approval.

FGP/22/036

Questions from council members and the public

Cllr Digby advised that on her last visit to the Straight Bit Recreation Ground the car park was full and there were no people using the facility and the Bowls Club were unable to park.

The clerk advised that it was impossible to police the car park.

Cllr Wilks asked if there had been any interest in the Deputy Clerk position.

The clerk advised that no interest had been received as yet.

FGP/24/037

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 11402 to 11408 be signed BACS payment for Barclays Payflow and direct debits to Castle Water, EE, E-ON Next, HMRC, NEST, Peninsula Business Services, Redsquid Communications Ltd and SSE along with transfers to SparkX Ltd, Mr A G Nash (ICU Window Cleaning) and Rhino Play (SW) Ltd be approved for payment.

Noted: Cllr Herschel did not return to the meeting.

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

Date and time of next meeting: Provisional date 27 February 2025 tbc

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning meeting held on Tuesday 15 October 2024 at **10.00am via Microsoft Teams**
The meeting was open to members of the public and press

Cllr C Dodds acted as chairman of the meeting.

Attendees:

Cllr A Barron, Cllr R Wilks, Cllr S Digby, Cllr H Darch, Cllr C Jordan, Cllr D Johncock, Cllr L Johncock

- 1. Apologies for Absence**
Cllr K Griffiths, Cllr S Herron
- 2. Declarations of Interest and Code of Conduct**
There were none.
- 3. Applications for consideration**

Ref	Property Address	Proposal	Comment
24/07187	31 Clayfields Tylers Green Bucks HP10 8AT	Householder application for the construction of single storey rear extension and infill side extension following the demolition of existing conservatory, and existing driveway hardstanding extended	No comment
24/07183	51 Straight Bit Flackwell Heath Bucks HP10 9NE	Householder application for construction of single storey side extension and internal alterations	No comment
24/07332	18 Berkeley Rd Loudwater Bucks HP10 9TS	Reduce in height by up 2 metres as this was not carried out previously x 4 Ash (T1-T4)	We note the TPO in place. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
24/07307	10 Birch Way Tylers Green Bucks HP10 8BN	Reduce in height and width by 2.5-3m to clear from the property and wires and prevent any limb failure over the high target area (footpaths and road) x 1 Oak (T1)	We note the TPO in place. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
24/07224	66 Sedgmoor Rd Flackwell Heath Bucks HP10 9AP	Householder application for construction of single storey side/rear extension	No comment

Cllr Dodds thanked members for their attendance and closed the meeting at 10.05am.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

29 October 2024

Report of the Planning meeting held on Tuesday 29 October 2024 at **10.00am via Microsoft Teams**
The meeting was open to members of the public and press

Cllr L Johncock acted as chairman of the meeting.

Attendees:

Cllr A Barron, Cllr C Dodds, Cllr C Jordan, Cllr D Johncock, Cllr K Griffiths, Cllr H Darch, Cllr J Herschel

- 1. Apologies for Absence**
Cllr R Wilks, Cllr S Digby, Cllr S Herron
- 2. Declarations of Interest and Code of Conduct**
There were none.
- 3. Applications for consideration**

Ref	Property Address	Proposal	Comment
24/07366	The Old Bakehouse Elm Road Penn Bucks HP10 8LQ	Reduce and shape height by around 1.5m, trim growth hard all round without losing green foliage cover and sympathetically trim an 'archway' onto the rear side to allow access to electric meter x 1 Bay (T1), fell and grind out stump to a depth of approx. 200mm below the stumps current ground level x 1 Cypress (T2), reduce overhanging lateral growth back by around 1m and remove 1 x dead low branch x 1 Copper Beech (T3) and reduce height by around 0.5m x 2 Italian Cypress (G4)	We note that the property is in the Conservation Area. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. We request that a replacement tree be planted; species to be suggested by arboriculturist.
24/07240	Ashwells Field Cock Lane Tylers Green Buckinghamshire	Submission of details of access, appearance, landscaping, layout and scale pursuant to outline planning permission 18/05002/R9OUTE (Outline application for the erection of up to 109 dwellings. The application includes details of site access only) for erection of 14 x 2-bed, 55 x 3-bed, 30 x 4-bed and 7 x 5-bed houses (106 units in total)	See below
24/07290	3 Rosebank Cottages London Road Loudwater Bucks HP10 9TA	Householder application for construction of timber pergola, engineering works to rear garden and erection of replacement boundary fencing	No comment
24/07273	57 Norwood Road Loudwater Bucks HP10 9UU	Construction of a single detached dwelling, creation of 2 parking spaces and associated works	No comment
24/07347	75 Coppice Farm Rd Tylers Green Bucks HP10 8AH	Householder application for construction of new single storey rear and side extensions following part demolition of existing single storey side extension	No comment
24/07424	Joma 53 Kite Wood Road Tylers Green Bucks HP10 8HH	Fell as suffering from early signs of ash dieback, several past pruning points are visible and it is clear that localised decay exists at these points and appears to be the remnants of Inonotus hispidus on the main stem at 5m x 1 Ash (T1)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. We note the TPO in place and

			request that a replacement tree be planted; species to be suggested by arboriculturist.
24/06780	Rosalie Kingsmead Road Loudwater Bucks HP11 1JL	Variation of condition 2 (plan numbers) attached to 24/05035/FUL (Construction of 2 x detached dwellings to rear and provision of parking spaces to Rosalie) to allow for substitution of drawings	CWPC objects to this application. It is a major alteration to the application rather than a minor amendment. With the additional bedroom and bathroom in the roof space of both new dwellings, it is a substantial overdevelopment of the site. We also question whether there is sufficient off-street parking. Where is the parking for Rosalie?

Cllr L Johncock thanked members for their attendance and closed the meeting at 10.28am.

24/07240 Ashwells Field, Cock Lane, Tylers Green

CWPC objects to this application for a number of reasons.

An access into the current Ashwells development is unnecessary in view of the new access planned onto Cock Lane. It would lead to congestion and danger to school pupils who use this Close, which surely will become even busier when the new parking restrictions around the school come in to place shortly. Other similar sized developments nearby are served by a single access road namely Wheeler Avenue and Southcote Way.

We remain seriously concerned that the planned new access onto Cock Lane at the end of the single track exit will cause traffic to back up to London Road and create even more congestion and danger.

We remain concerned, as we have input previously, that the extra traffic generated will increase the danger to pupils from Tylers Green Middle School crossing from the small Kings Wood car park. This car park was provided to enable parking for those using the wood, not as a school car park. The developers should be required, as part of permission to proceed, to work with Bucks Council & TGMS to find a safe solution; possibly funding and installing a pedestrian controlled crossing of appropriate design or installing an in-and-out at the school so parents do not use the Kings Wood car park.

The application includes provision for access into the Gomm Valley. The recent rejection at Appeal of the application to build there now seems to make this unnecessary, and notwithstanding that we remain of the opinion that allowing this access would inevitably create the completely undesirable possibility of exacerbating traffic congestion in the Ashwells Field development, and onto Cock Lane. The access should, therefore, be removed from the plans.

We are concerned that the planned 'management company' to manage the open spaces in the development, whilst definitely needed, will be expensive to maintain over time and its funding is unclear to us in both the short and long term. Our concern is that, if this is not managed and properly funded in perpetuity by the developers or residents, it will either become a complete eyesore or a burden on ratepayers; we note that similar issues with 'communal green spaces maintenance' in the locality are currently being taken on by Chepping Wycombe Parish Council as a consequence of funding issues.

We don't believe there is enough visitor parking. The Buckinghamshire Parking Standards (September 2022) states that 20% of the total number of spaces are required for unallocated or visitor parking. The plan shows 216 allocated parking spaces and only 24 unallocated visitor spaces which is well below the parking standard.

If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

12 November 2024

Report of the Planning meeting held on Tuesday 12 November 2024 at **10.00am via Microsoft Teams**
The meeting was open to members of the public and press

Cllr H Darch acted as chairman of the meeting.

Attendees:

Cllr A Barron, Cllr C Jordan, Cllr D Johncock, Cllr L Johncock, Cllr R Wilks, Cllr C Dodds, Cllr S Digby

1. **Apologies for Absence**
Cllr K Griffiths, Cllr S Herron
2. **Declarations of Interest and Code of Conduct**
There were none.
3. **Applications for consideration**

Ref	Property Address	Proposal	Comment
24/07310	759 London Road Loudwater Bucks HP11 1HH	Householder application for construction of side and rear single storey extension, detached garaged to front, and associated works	No comment
24/07531	6 Sedgmoor Close Flackwell Heath Buckinghamshire HP10 9BH	Crown reduce to previous pruning points by 1.5 metres and crown thin of 15% to allow more light, good arboricultural practice and maintain good healthy trees x 1 Hornbeam (T1) and x 1 Oak (T2)	We note the TPO in place. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant and by an approved tree surgeon.
24/07404	Pightle Cottage Cock Lane Tylers Green Bucks HP10 8DP	Householder application for construction of a garage	No comment
24/07446	41 Clayfields Tylers Green Bucks HP10 8AT	Householder application for construction of single storey side extension and garage conversion	No comment

Cllr Darch thanked members for their attendance and closed the meeting at 10.06am.

Below is a comment agreed prior to the meeting.

24/07405/CLP 17 Buckingham Way Flackwell Heath Buckinghamshire HP10 9EH

Certificate of Lawfulness for proposed use of the land for siting a mobile home for use ancillary to the main dwelling *CWPC object to this application. While it may be a mobile home, it is clearly intended to be used in the longer term. If officers are minded to recommend approval of the application, we request a condition that limits it to either a set period of time, eg 3 years, or so that it cannot be used throughout the year, eg limited to only 11 months of the year.*

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

26 November 2024

Report of the Planning meeting held on Tuesday 26 November 2024 at **10.00am via Microsoft Teams**
The meeting was open to members of the public and press

Cllr C Dodds acted as chairman of the meeting.

Attendees:

Cllr A Barron, Cllr R Wilks, Cllr C Jordan, Cllr H Darch, Cllr S Digby, Cllr D Johncock, Cllr L Johncock

1. **Apologies for Absence**
Cllr K Griffiths, Cllr S Herron
2. **Declarations of Interest and Code of Conduct**
There were none.
3. **Applications for consideration**

Ref	Property Address	Proposal	Comment
24/07556	2 Philip Drive Flackwell Heath Bucks HP10 9JB	Householder application for construction of part single, part double storey side extension with changes to parking	No comment
24/07583	12 The Orchard Flackwell Heath Bucks HP10 9PR	Householder application for demolition of existing conservatory and construction of single storey rear extension, proposed pitched roof over existing garage and 4 new rear rooflights	No comment
24/07609	Tylers Green First School School Road Tylers Green Bucks HP10 8EF	Clear a way through the woodland to allow teachers to easily view and pass through the area. Crown lift as drooping to the ground, to a height of up to 3 meters x Holly and x Laurels. Remove any growth from the walls, clear smaller and denser ground growth and remove any low-level Holly that could potentially harm children	We note the TPO in place and that the property is in the Conservation Area. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
24/07616	11 Chapman Lane Flackwell Heath Bucks HP10 9AZ	Householder application for construction of entrance porch and single storey side extension	No comment
24/07580	43 Fennels Way Flackwell Heath Bucks HP10 9BX	Householder application for raising of roof, roof extensions/alterations, construction of single storey rear extension, front entrance porch and additional vehicular access	No comment
24/07598	Westlands 4 Glebelands Tylers Green Bucks HP10 8EE	Householder application for construction of front porch and window dormer extensions in association with proposed roof conversion	No comment
24/07544	Tycoed Sandpits Lane Tylers Green Bucks HP10 8HD	Householder application for construction of triple carport	No comment

Cllr Dodds thanked members for their attendance and closed the meeting at 10.17am.