

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

Signed: 

Dated 19 December 2024

3-Dec-24

Pending expenditure transactions

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	11402	10004150883	Castle Water	Widmer Pond Oct 24 - Mar 25	122.84	0.00	122.84
	11403	GV 50	Flackwell Heath Community Association	Grapevine magazine x 15 copies	75.00	0.00	75.00
x	11404	OASIO130812	Origin Amenity Solutions	Solenoid for line marker; check valve	180.32	36.06	216.38
	11405	2995835	Spaldings Limited	Stihl gear lube	7.60	1.52	9.12
x	11406	5110680	Viking	Stamps, envelopes, copier paper	374.75	18.25	393.00
	11407	476468	Clarity Copiers Ltd	Photocopy charges - Nov	44.64	8.93	53.57
	11408	2005334	SSE	Electricity - Front Common Aug-Nov	195.15	9.75	204.90
	BACS		Barclays Payflow	Salaries & LGPS - Nov	17,078.68	0.00	17,078.68
	DD	10004042446	Castle Water	Altona Rd Cemetery Sep 24 - Oct 24	20.96	0.00	20.96
	DD	V02290479922	EE	Mobile phone charges - Nov	20.20	4.04	24.24
	DD	KI-031D95C6-0040	E-ON Next	Gas - council offices - Nov	259.23	12.96	272.19
	DD		HMRC	Tax & NI - Nov	6,660.41	0.00	6,660.41
	DD		NEST	Pension - Oct - WT & CJ	743.97	0.00	743.97
	DD		NEST	Pension - back pay for this tax year - WT & CJ	244.52	0.00	244.52
	DD	U004610597	Peninsula Business Serv	Provision of business services - HR - Nov	150.90	28.50	179.40
	DD	U004619275	Peninsula Business Serv	Provision of business services - H&S - Nov	192.65	36.38	229.03
	DD	18678	Redsquad Communications Ltd	New laptop for clerk & professional services	955.13	191.03	1,146.16
	DD	1974386	SSE	Footway lighting - Oct	64.48	9.70	74.18
	TRANSFER	5840	SparkX Ltd	Plumb & concrete lamp post - Chapel Rd	550.00	110.00	660.00
	TRANSFER		Mr A G Nash	Window cleaning - council office	35.00	0.00	35.00
	TRANSFER	201925	Rhino Play (SW) Ltd	Replace bearing of roundabout - Flackwell Heath (Final 50%)	1,482.50	296.50	1,779.00
					29,458.93	763.62	30,222.55

Income received since last committee meeting over £500.00

CR			HMRC	VAT reclaim	2,243.97	0.00	2,243.97
CR				Burials & permit	1,305.00	0.00	1,305.00
					3,548.97	0.00	3,548.97

Signed: *Sen. Carter*Signed: *Katherine S. A. Wood*Date: *4/12/2024*Date: *4/12/24*

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