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 RESOVLED 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: Katrina SA Wood Dated: 19th December 2024

Chepping Wycombe Parish Council

Pending expenditure transactions 14-Nov-24

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	11395	AE2832/2024	Active Enviropest	Routine rodent inspection	40.00	0.00	40.00
	11396	10003829306	Castle Water	Water - Hammersley Lane Cemetery Sep 24 - Feb 25	32.29	0.00	32.29
	11397	475002	Clarity Copiers Ltd	Photocopy charges - Oct	91.50	18.30	109.80
	11398	470515	Country Supplies	Shingle - track 4 Back Common	41.25	8.25	49.50
	11399	9824	Parochial Church Council St Peters Loudwater	Annual grant	753.00	0.00	753.00
x	11400	2992098	Spaldings Limited	Pallet truck, padlocks, bulbs, oil and grease for equipment	804.88	160.98	965.86
	BACS					0.00	0.00
	DD	V02280608727	EE	Mobile phone - Oct	21.48	4.30	25.78
	DD	KI-031D95C6-0039	E-ON Next	Gas - council offices - Oct	196.15	9.81	205.96
	DD	9008446488	Shell (Fuel Card Services) Ltd	Fuel - Oct	100.22	20.04	120.26
	DD	253991	Shorts Group Limited	Dog waste collection - Oct - FH	256.80	51.36	
	DD	253992	Shorts Group Limited	Dog waste collection - Oct - LW	428.00	85.60	
	DD	253993	Shorts Group Limited	Dog waste collection - Oct - TG	556.40	111.28	1,489.44
	DD	18035	Redsquid Communications Ltd	IT support/365	368.57	73.71	442.28
x	DD	1546870466	Trade UK (B&Q)	Paint, paint brushes, extension pole, roller - stairs in council office	93.88	18.77	
x	DD	1548180475	Trade UK (B&Q)	Barrier pipe, radiator key, etc	22.64	4.54	
	DD	1548871494	Trade UK (Screwfix)	Stormguard seal	60.83	12.16	
	DD	1550612298	Trade UK (B&Q)	Batteries	14.97	3.00	
	DD	1554765358	Trade UK (B&Q)	Pipe insulation wrap	10.97	2.19	243.95
	TRANSFER	14076/24	Gough Contractors Ltd	Supply and fit new shower board in warden's house	640.00	128.00	768.00
	TRANSFER	5801	SparkX Ltd	Call out - Saltash Close	205.00	41.00	246.00
	TRANSFER	5802	SparkX Ltd	Report dead service to SSE - Saltash Close	127.00	25.40	152.40
	TRANSFER	1356	Sam Perry	Install bulk light & outdoor socket to outside of depot & switch inside	230.00	46.00	276.00
					5,095.83	**824.69**	**5,920.52**

Income received since last committee meeting over £500.00

	CR			Flackwell Heath Minors	705.27	0.00	705.27
	CR			Burials	1,496.00	0.00	1,496.00
					2,201.27	**0.00**	**2,201.27**

Signed: Katrina S A Wood

Date: 14/11/24

Signed: S Hemon

Date: 14/11/24

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