CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Report of the meeting to be held on **Thursday 13 February 2025** at **7.30pm** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks, HP10 8DS

Present: Cllr C Dodds - Chairman
Cllr R Wilks – Vice-chairman
Cllr L Johncock
Cllr A Barron
Cllr D Johncock (ex officio)
Cllr C Jordan
Cllr S Herron
Cllr K Wood
Cllr S Barrett

Also present: Cllr K Griffiths

WS/24/046 **Apologies for absence**

Apologies were received and approved from Cllr Gurney (recovery from operation) and Cllr Herschel (unwell)

WS/24/047 **Declarations of members' interests in items on the agenda**

There were none.

WS/24/048 **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 November:

- Leak in Wardens House (behind the shower) £640.00

WS/24/049 **Offices, depot and warden's house**

1 Lean-to

Members were asked to note that work to install a lean-to at the depot was nearly completed with only a small section of guttering left to install.

2 Electrical installation to depot/workshop

Members were asked to note that two quotes had been received for this work. However, Cllr Dodds had now created a revised specification for the works that would tidy up the current electrics and futureproof the supply. He will meet with the two contractors on site to discuss the requirements.

The new quotations will be brought back to committee in June.

3 Solar Panels

Members were asked to note that two quotations for this work had been received to date. No further action to be taken on the item at the moment.

Cllr S Barrett arrived 7.40pm

4 CCTV Upgrade

Members were asked to note that the CCTV upgrade took place in December we have an 8-channel recorder and 5 cameras around the office complex site.

5 Washroom are refurbishment – workshop

Members were asked to note that two quotations had been received. A third quotation will be obtained.

It was RESOLVED that;
the Chairman of committee along with the clerk would have delegated authority to spend up to £8,000 on the project.

WS/24/050 **Cemeteries**

1 Altona Road

Members were asked to note that the photographing of the memorials had not been started at the site.

Members were asked to note that the crab apple trees had been planted in the extension area along the path as previously agreed.

2 Cock Lane

Members were asked to note that the bed at the end of the path had been built up and planted with broome, buckthorn and berberis.

WS/24/051 **War Memorials**

Members were asked to note that the Grounds Team would be scheduling in another clean of the memorial. They felt that they did not have enough time to do a complete job.

It was noted that Cllr Darch had asked 'why is the St Margarets church war memorial not included in the planned works for cleaning memorials and what can we do to facilitate getting it cleaned as it is in a very dirty and sorry state?'
The clerk advised that the parish council did not have authority to touch anything on the building walls, but an approached had already been made to the Parish Office to obtain a faculty for the work to be carried out.

WS/24/052 **FH Street Litter Bins**

Members were asked to note that emails had been exchanged with Mr Sexton (Buckinghamshire Council) in relation to the relocation of two bins and a replacement bin. However, in the meantime two bins in the village have gone missing, which will need replacing. Cllr Dodds has also been in contact with Mr Sexton and is awaiting a reply at which point a site visit will probably be the next best course of action. Cllr D Johncock offered his assistance.

It was RESOLVED that;
we hold the project until a reply and possible site visit with Mr Sexton has been arranged.

WS/24/053 **LED Footway Lighting**

Members were asked to note that the 54 high priority repairs to the LED footway lighting in Flackwell Heath started in early December. The Clerk had asked for an update on progress which is still awaited.

WS/24/054 **Improving our footpaths project**

This item has been deferred due to Cllr Herschel being unable to attend the meeting. A slide deck is being prepared which will be circulated to members upon receipt.

WS/24/055 **Committee Finances**

Members were asked to note the committee's income and expenditure to Period 9 (December).

WS/24/056 **Questions from committee members and the public**

There were no questions

WS/24/057 **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 11417 to 11421 be signed and that direct debits to Barclays, Castle Water, EE, E-ON Next, Peninsula Business Solutions, Shell (Fuel Card Services) Ltd, Shorts Group Limited, and Trade UK as well as transfers to Carington Estates, Cutting Edge Garden Machinery, Brocklehurst Architects, CLG Auto Electrics, FHRA, GDT Fire Extinguishers, SparkX and K&S Walker be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 8.01pm

Date and time of next meeting: Thursday 12 June 2025 @ 7.30pm

Signed: Katrina S A Wood **Dated: 13 March 2025**

Chepping Wycombe Parish Council

Pending expenditure transactions

13-Feb-25

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	11417	2938/2025	Active Enviropest	Rodent inspection	40.00	0.00	40.00
	11418	399450	Checkprint Ltd	5 x Cheque Books	212.60	42.52	255.12
	11419		Chiltern Society	Subscription renewal	30.00	0.00	30.00
x	11420	476393	Country Supplies	Self binding gravel/sleepers/postcrete/post&rail	403.11	80.62	
x	11420		Country Supplies	Self binding gravel TG Common	89.00	17.80	590.53
x	11421	5314700	Viking	Bulk Washing up Liquid/Bulk Hand soap/Bulk Bleach/Water/Coffee	117.78	14.36	132.14
	DD		Barclays	Bank charges Dec-Jan	21.08	0.00	21.08
	DD	10005025787	Castle Water	Depot Cock Lane December	45.63	0.00	45.63
	DD	10005119182	Castle Water	Altona Rd December	7.56	0.00	7.56
	DD	10005111738	Castle Water	Chapel Rd Allotments December	2.07	0.00	2.07
	DD	23104582030	EE	Mobile January	21.48	4.30	25.78
	DD	KI-031D95C6-0042	E-On Next	Gas January	404.31	80.86	485.17
	DD	4724483	Peninsula Business Solutions	HR	150.90	28.50	179.40
	DD	4740717	Peninsula Business Solutions	H&S	192.65	36.38	229.03
	DD	9008987253	Shell (Fuelcard Services Ltd)	Vehicle Fuel January	248.09	49.62	297.71
	DD	260048	Shorts Group Ltd	Green Waste Removal	190.00	38.00	228.00
	DD	2001790440	Trade UK (B&Q)	Painting Equipment/Cleaning Items	98.96	19.79	118.75
	TRANSFER	14124	Carington Estates Ltd	Annual Licence - Oakwood	50.00	10.00	60.00
	TRANSFER	94A	Cutting Edge Garden Machinery	Viking Handmower service/repair	244.32	48.87	
		89A	Cutting Edge Garden Machinery	Kubota RTV Service/repair	1,336.33	267.26	
		102A	Cutting Edge Garden Machinery	Kubota mower Unit Unit - service/repair	1,338.15	267.62	
		104A	Cutting Edge Garden Machinery	Trimax Flail head - service/repair	534.00	106.81	
		103A	Cutting Edge Garden Machinery	Etesia ride on mower (small) - service/repair	75.50	15.10	
		110A	Cutting Edge Garden Machinery	Air filter supplied	13.03	2.61	4,249.60
	TRANSFER	6303	Brocklehurst Architects Ltd	Derehams project fees including survey	2,350.00	470.00	2,820.00
	TRANSFER	16879	CLG Auto Electrics	Rear lights on Transit	70.00	14.00	84.00
	TRANSFER	10225	FHRA	Part grant award payment	1,458.45	0.00	1,458.45
	TRANSFER	241119	GDT Fire Extinguishers	6 monthly service - office complex	105.00	21.00	
		241075	GDT Fire Extinguishers	6 monthly service - Derehams plus replacement extinguisher	132.00	26.40	284.40
	TRANSFER	6035	SparkX	Call out - 1 Saltash Close, Loudwater	205.00	41.00	246.00
	TRANSFER	12130	K&S Walker Ltd	Skip replacement depot	365.00	73.00	438.00
					10,552.00	**1,776.42**	**12,328.42**

Income received since last committee meeting over £500.00

					Net	VAT	Amount
	CR		Little Buddies	Derehams Pavilion	688.50	0.00	688.50
					688.50	**0.00**	**688.50**

Signed: Katrina S A Wood

Date: 13/2/25

Signed: S Stewart

Date: 13-2-25

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