

CHEPPING WYCOMBE PARISH COUNCIL



COUNCIL AGENDA

Members of the council are summoned to attend the Council meeting to be held on **Tuesday, 29 April 2025 at 7.30pm** at the Council Chamber, Cock Lane, Tylers Green, Bucks HP10 8DS

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 Thursday 13 March 2025(Pages 3-5)

4. Finance & General Purposes Committee

To CONSIDER the attached report of the Committee meeting held on Thursday 17 April 2025 (Pages 6-8)

5. Planning Meetings

To CONSIDER the attached reports of the Planning Meetings held on 25 March 2025 (pages 9-10) and 15 April 2025 (pages 11-12)

Council is also asked to NOTE the schedule of applications from March to April **APPENDIX A** (page 13), showing eventual outcomes of the parish council submitted objections.

6. Policies and Procedures

Council is asked to CONSIDER the recommendation from the Finance & General Purposes Committee to re-adopt the following policy documents which can be found on the parish council website www.cwpc.org.uk , however if anyone would like to have a copy prior to the meeting please contact the office. Council is asked to NOTE that no changes are proposed.

6.1 Information & Data Protection Policy

6.2 Document Retention & Disposal Policy

6.3 Management of Transferable Data Policy

6.4 Data Breach Policy

6.5 Standing Orders

6.6 Financial Regulations

6.7 Publicity Policy
6.8 Complaints Procedure

7. Annual Return and Governance Statement

Council is asked to CONSIDER the recommendation from the Finance & General Purposes Committee to APPROVE for signature the completed annual return and governance statement.

Council is asked to NOTE the dates for the exercise of public rights being 3 June to 14 July 2025.
APPENDIX B (pages 14-30)

8. Section 137 Expenditure limit for 2025/26

Council is asked to NOTE that the Ministry of Housing, Communities and Local Government has advised of an increase in the Section 137 expenditure limit to £11.10 per elector from £10.81 for the last financial year. The increase reflects the percentage rise in the retail price index between September 2023 and September 2024, in accordance with Schedule 12B of the Local Government Act 1972.

Council is reminded that Section 137 of the Act allows parish and town councils incur expenditures for purposes that benefit their communities when no specific statutory power is available.

9. Meeting Date – Annual Parish Meeting

Council is asked to NOTE the Annual Parish Meeting date – Thursday 22 May 2025. The meeting will start at 7pm and will be held at the Council Offices, Cock Lane.

10. IT Security Working Group

Council is asked to CONSIDER and, if so minded, APPROVE the formalising of the working group with Cllr Webb as the lead. Cllr Webb to be asked to create the Terms of Reference for the group.

11. Publicity

Council is asked to NOTE that the next newsletter will hopefully be ready for circulation after the Election. The following was noted at the Finance & General Purposes meeting in February.

'It was noted that Cllr Johncock offered to produce an article on Resilience once the Plan had been approved. Cllr Forbes offered an article on Rights of Way and Cllr Wood would write an article on the Penn & Tylers Green Expo. It was agreed that the publication would not go out until May.'

12. Questions by Members of the Council

At the time of agenda dispatch, no questions by members have been received.

13. 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.

14. Accounts for Payment

Accounts for payment are to be circulated at the meeting for consideration by councillors.



Wendy Thompson
Clerk of the Council
22 April 2025

Date & Time of Next Meeting: Tuesday 24 June 2025 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Council meeting held on **Thursday, 13 March 2025 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 L Webb
Cllr D Johncock (Vice-chairman)	Cllr L Johncock
Cllr J Gurney	Cllr S Barrett
Cllr J Herschel	Cllr I Forbes
Cllr R Wilks	Cllr C Jordan
Cllr A Barron	Cllr L Willis
Cllr H Darch	

Also present: Mrs J Gurney

FC/24/061 Apologies for Absence

Apologies for absence were received and approved from Cllr S Digby (holiday), Cllr K Griffiths (holiday), Cllr S Herron (work commitment) and Cllr L Webb (work commitment).

FC/24/062 Declarations of Interest and Code of Conduct

Cllrs Barron & Wilks both declared an interest in agenda item 15 Accounts for Payment being in receipt of expenses payments.

FC/24/063 Council Minutes

Council was asked to consider the minutes of the meeting held on Thursday 19 December 2024.

It was RESOLVED that;

The minutes were an accurate record of the meeting and were approved.

FC/24/064 Open Spaces Committee

Council was asked to consider the report of the meeting held on Tuesday 28 January 2025.

OS/24/052 Railway Land Cllr Willis advised that the commissioned survey report had been received and would be further considered at the next Open Spaces meeting in May.

It was RESOLVED that;

The report of the meeting be approved.

FC/24/065 Works & Services Committee

Council was asked to consider the report of the meeting held on Thursday 13 February 2025.

WS/24/049 2 Electrical Installation to depot/workshop Cllr Dodds highlighted this item advising that the quotations were for consideration later in the meeting.

WS/24/049 5 Washroom Refurbishment Cllr Dodds also advised that he would be revising the specification for the toilet area in the depot and this would be handled next week.

WS/24/051 War Memorials Cllr Darch asked about progress regarding the memorial on the wall of St Margaret's Church, Tylers Green. The clerk advised that the parish was waiting for an answer from the church office as it was felt that a faculty would be required.

It was RESOLVED that;

The report of the meeting be approved.

FC/24/066

Finance & General Purposes

Council was asked to consider the report of the meeting held on Thursday 27 February 2025.

FGP/24/043 Investing – CCLA Update Cllr Barron thanked Cllr Wood for circulating the quarterly webinar slide deck. It was also noted that a further £50k had been deposited into the CCLA account since the agenda had been circulated. The total invested at the time of the meeting stood at £200k.

It was noted that the advertisement for the deputy clerk had not been successful, and other avenues were being investigated.

FC/24/067

Planning Meetings

It was RESOLVED that;

the Planning Meetings held on 10 December, 21 January 2025, 11 February 2025 and 4 March 2025 be approved.

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

FC/24/068

Electrical Upgrade to Workshop/Garage

Council was asked to consider the two quotations for the above work to remove and replace the consumer units in the Workshop and Garage. Cllr Dodds met with both contractors and had explained the requirements and advised that both quotations were reasonable.

It was RESOLVED that;

Quote A in the sum of £2,600 be approved and the works ordered.

FC/24/069

Resilience Plan

Council was asked to receive a short report from Cllr D Johncock on the revised Plan following the Finance & General Purposes Committee meeting. Cllr Johncock explained the rationale behind the Plan and advised that it had been kept simple, however flexibility was important as until the Plan was used for the first time any gaps or issues could not be pre-empted. The Plan would be passed to Buckinghamshire Council's Resilience Team for their information. The Plan would come back for review on an annual basis to keep up to date with any changes in the parish.

Council was asked to consider the recommendation from the Finance & General Purposes committee to approve the Resilience Plan, which will come back to committee on an annual basis for review.

It was RESOLVED that;

the Plan be approved.

FC/24/070

Land off Hammersley Lane

Council was asked to consider an offer of 2 acres of woodland situated behind properties on Hammersley Lane. It would act as a green barrier to any development behind and could become an intrinsic part of the Biodiversity Plan. The land was originally part of the old nursery, and the current owners have no interest in the site and would like to 'gift' it. Following a site visit with Mr A Smith, who is acting as an intermediary with the owners, the only issue would be access which is currently being investigated by Mr Smith with Nicholas King Homes who are in turn negotiating with the management company who look after the common areas of the small development. The access would be via the gas easement strip.

To proceed, Mr Smith would require a positive show interest from the council so that an agreement for the transfer of land could be made.
Council was asked to consider the ownership of the 2-acre strip of woodland subject to obtaining access rights along the easement strip.

It was RESOLVED that;

In principle, the parish council would be interested in land subject to suitable access rights for both the parish and in future residents.

FC/24/071

Re-appointment of Internal Auditor

Council was asked to consider the recommendation from Finance & General Purposes committee the re-appoint of Mr E Newhouse as Internal Auditor for the financial year 2024/25, being a competent and independent person.

It was RESOLVED that;

Mr E Newhouse be re-appointed as Internal Auditor for the financial year 2024/25.

FC/24/072

Annual Parish Meeting

Council was asked to note the date for the above meeting – Thursday 22 May 2025 starting at 7pm and it would be held at the Council Offices, Cock Lane, Tylers Green.

FC/24/073

Questions by Members of the Council

Cllr Forbes asked if the path opposite the village hall had been completed. The clerk advised that it had. The green grass protector was the only option for the path.

Cllr Jordan asked about the hedge on Fassetts Road. Cllr Wood advised the Local Area Technician had reported it to the Enforcement Team and would report back.

Cllr Johncock advised that he would be hand delivering nomination papers next week and if anyone wanted their papers to go, they should hand them directly to him or to the clerk.

Cllr Wood highlighted Cllr Clive Jordan. This was Cllr Jordan's last full council meeting as he would be stepping down. He was thanked for his years of wonderful service to the parish.

FC/24/074

Public Participation

There were none.

FC/24/075

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 cheque number 11426 to 11433 be signed and that direct debits to Barclays, Clear Business (Unicom), EE, E-On Next, Shell (Fuel Card Services), Shorts Group Ltd and Trade UK along with a transfers to Cllr A Barron, Brocklehurst Architects Ltd, Castle Water, Core Geotechnics Ltd, Country Supplies, Good Directions Ltd, E Hambling, ICU Window Cleaning (AG Nash) and SSE be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 8.11pm

Date & Time of Next Meeting: Tuesday 29 April 2025 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting to be held on **Thursday 17 April 2025 at 7.30pm**
at the Council Office, Cock Lane, Tylers Green, High Wycombe Bucks HP10 8DS

The meeting is open to members of the public and press

Present:	Cllr A Barron – Chairman	Cllr J Herschel
	Cllr I Forbes – Vice-chairman	Cllr H Darch
	Cllr L Willis	Cllr C Dodds
	Cllr K Wood	Cllr K Griffiths
	Cllr L Webb	Cllr D Johncock (ex-officio)

Also present: Cllr L Johncock

FGP/24/053 **Apologies for absence**
Apologies for absence were received and approved from Cllr R Wilks (holiday).

FGP/24/054 **Declarations of members' interests in agenda items**
There were none tendered.

FGP/24/055 **Staff Matters**
1 Staff Absence Report
Members were asked to receive a verbal report from the clerk on the sickness absence of staff since the last committee meeting in February. The clerk advised that there had been no sickness absence just two members of the grounds team each off for 2 days each with issues relating to medical procedures.

It was noted that Cllr Darch asked about the recruitment for a new deputy clerk. The clerk advised that a further advertisement had been placed this time with NALC with a closing date of 9 May. An application has been received which came via the website. The clerk also confirmed that an advertisement would be placed for the additional grounds team support.

2 National Living Wage 2025/26

Members were asked to note that the national living wage rate for 2025/26 is £12.21 per hour. This figure only effects the position of the office cleaner, an increase of £0.77 per hour and an expenditure in increase of £160.16 per annum.

FGP/24/056 **Health & Safety Report of any incidents**
Members were asked to note that since the last committee meeting in February there had been one incident. On 25 March 2025 a member of the grounds team suffered a glancing blow on the head. A branch that had been cut from a hedge line fell catching the groundsman on the head and right shoulder. The relevant protective equipment was being worn at the time of the incident. The groundsman suffered some stiffness in his neck – no workdays were lost.

FGP/24/057 **Policies and Procedures**
Members were asked to consider recommending for re-adoption at the next full council the following policy documents. No changes were proposed.

- 1 Information & Data Protection Policy
- 2 Document Retention & Disposal Policy
- 3 Management of Transferable Data Policy
- 4 Data Breach Policy
- 5 Standing Orders
- 6 Financial Regulations
- 7 Publicity Policy
- 8 Complaints Policy

It was RESOLVED that;
the policies as above 1-8 be recommended for re-adoption at the next full council meeting.

Members were reminded that the Risk Register was currently being revised in line with our insurance company and will be brought back to committee for consideration and further recommendation for adoption in October.

It was noted that an IT Security working group would be created with Cllr Webb as the lead; this is connected to the Resilience Policy and will be brought back to committee in October.

FGP/24/058 Neighbourhood Action Group (NAG)

Members were asked to note the minutes from the last NAG meeting held on 25 February 2025.

It was noted that a further meeting had taken place on 16 April. Cllr Johncock advised that a new PC had been assigned to the area PC Mollie Sweetman. He also advised that a publicity campaign was being worked on to highlight drugs that looked like sweets, this would take the form of public presentations in all wards.

Cllr Herschel highlighted the importance of CPR training. Ray Cox was looking into further training.

FGP/24/059 Investing – CCLA Update

Members were asked to note that the agreed sum of £250k had now been deposited with CCLA. During the month of February, we received £286.22 in interest.

It is noted that following receipt of an up-to-date statement from the CCLA the interest rate is now currently 4.50% as opposed to Barclays that is currently 1.50% falling to 1.35% in May.

Members were also asked to note that the Instant Access Savings Account with the Co-operative Bank had been closed and the sum of £79,287.27 transferred to Barclays.

FGP/24/060 Annual Return and Governance Statement

The Internal Audit took place on Thursday 3 April, Mr Newhouse undertook an inspection of the accounts that took just under 2 hours, Cllr Barron was present. Members were asked to receive a verbal report from the chairman of committee. The committee thanked the clerk for her work throughout the year and for the AGAR in achieving a great result with no issues raised.

Members were asked to consider the completed Annual Return and Governance Statement with a view to recommending for approval and signature at full council.

It was RESOLVED that;

the Annual Return and Governance Statement be recommended for approval and signature at the next full council.

FGP/24/061 Budget

1 Council Finances (Period 12) Outturn

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

It was noted that the Works & Services committee income was lower than expected.

2 Committee Finances (Period 12) Outturn

Members were asked to note the Committee's yearend position.

3 Community Infrastructure Levy (CIL)

Members were asked to note that the budget line for CIL was £53,854.99. These funds have to be used for community benefit and need to be spent within a timeframe as below:

£14,112.44	2025/26
£31,767.33	2026/27
£7,975.22	2027/28

Cllr D Johncock asked about the planning expenditure for the £14,112.44. Cllr Barron advised that it would be put towards the cost of the Derehams Lane Recreation Ground project.

Questions from council members and the public

- Cllr Johncock highlighted the importance of producing the newsletter as soon as possible after the Election as the precept increase needed to be explained.
- Cllr Webb highlighted an issue relating to the Boxing Club in Flackwell Heath and the business rates classification. Cllr Griffiths advised that she had passed this onto Cllr D Johncock who was helping to find an alternative premises as the old Budgens store would be transferred to Mcarthy Stone.
- Cllr Darch asked about the work being undertaken on Hammersley Lane by Taylor Wimpey. Cllr Wood advised that in her Buckinghamshire Council capacity along with Cllr N Thomas they had raised an enforcement query on the work.
- Cllr Willis asked whether there was anything being done for Cllr Jordan for his long services on the council. Cllr Wood advised that there would be something done to mark all the long serving members service.
- Cllr Barron formally thanked Cllr Herschel for his contributions.

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 11437 to 11438 be signed Transfer payments for Brocklehurst Architects Ltd, Country Supplies, Crown Oil Environmental, Gallagher Insurance, Newco Electrical, Ernest Newhouse, Rialtas Business Solutions Ltd and Tilhill Forestry Ltd and direct debits to Barclays, Buckinghamshire Council, Castle Water EE, E-ON Next, Grenke Leasing Ltd, NEST, Redsquid Communications Ltd, Shel (Fuelcard Services) and Trade UK be approved for payment.

The chairman of committee thanked members for their attendance and closed the meeting at 8.10pm

Date and time of next meeting: Tuesday 2 October 2025 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

25 March 2025

Report of the meeting to be held at **10.00am via Microsoft Teams**
The meeting was open to members of the public and press

Present: Cllr L Johncock (Chairman) Cllr K Griffiths
 Cllr A Barron Cllr H Darch
 Cllr R Wilks Cllr J Herschel
 Cllr D Johncock

1. Apologies for Absence

Apologies for absence were received and approved from Cllr C Dodds (away) and Cllr S Digby (connectivity issue).

2. Declarations of Interest and Code of Conduct

There were none.

3. Applications for consideration

Ref	Property Address	Proposal	Comment
25/05356	13 New Road Tylers Green Bucks HP10 8DJ	Householder application for construction of detached garden room	No comment
25/05421	Woodcot Kingswood Avenue Tylers Green Bucks HP10 8DR	Householder application for construction of single-storey front, rear and side extension and loft conversion	No comment
25/05453	29 Meadow Walk Tylers Green Bucks HP10 8DG	Householder application for construction of part two storey, part single storey side/rear extension	No comment
25/05446	52 Heath End Rd Flackwell Heath Bucks HP10 9EU	Householder application for construction of single storey outbuilding ancillary to main dwelling	We would query vehicular and plant access during the proposed build because previous work on the site resulted in damage to the adjacent grass verge. Therefore if the application is recommended for approval, CWPC would ask that a condition be placed for verge re-instatement.
25/05485	35 St Johns Road Tylers Green Bucks HP10 8HW	Household application for construction of part single storey, part two storey, part first floor rear extension, new bay window to front in connection with garage conversion to habitable living space and extension to single storey pitched roof along front elevation.	No comment
25/05514	12 Green Dragon Lane Flackwell Heath Bucks HP10 9JU	Household application for construction of first floor rear extension.	No comment
24/07009	The Happy Union 265 Boundary Road Loudwater Bucks HP10 9QN	AMENDED PLANS Change of use of existing public house with internal and external alterations including conversion of roof space to	CWPC strongly object to this application as follows: Impact of traffic on an already busy roundabout at the bottom of Treadaway Hill.

		form 21 bed house in multiple occupation (HMO) (sui generis)	Parking at the property is an ongoing issue as the allocation of spaces appears to be inadequate for the accommodation. Should this application be minded for approval, we would request that this be brought before the planning committee for determination.
<u>25/05467</u>	9 Robinson Road Loudwater Bucks HP13 7 BL	Householder application for construction of part single two storey side and rear extensions, first floor front extension, new front and rear dormers and alterations to garden levels to form new patio (Alternative scheme to implemented scheme under 18/07001 to include additional rear dormer.	No comment
<u>25/05492</u>	41 Chapman Lane Flackwell Heath Bucks HP10 9BD	Householder application for construction of single storey front extension and changes to existing fenestration.	Objection the proposed changes to the front of the building would affect the street scene and the overall character of the estate.

The chairman thanked members for their attendance and closed the meeting at 10.21am

NEXT MEETING: TUESDAY 15 APRIL @ 10AM

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

15 April 2025

Report of the meeting held at **10.00am via Microsoft Teams**
The meeting was open to members of the public and press

Present: Cllr L Johncock (Chairman) Cllr A Barron
 Cllr D Johncock Cllr H Darch
 Cllr D Dodds

1. Apologies for Absence

Apologies for absence were received and approved from Cllr R Wilks (holiday) and a late apology was received from Cllr S Digby.

2. Declarations of Interest and Code of Conduct

There were none given.

3. Applications for consideration

Ref	Property Address	Proposal	Comments
25/05508	48 Dolphin Court Loudwater Bucks HP11 1XF	Householder application for replacement of windows and door.	No comment
25/05572	Primrose Cottage Beacon Hill Penn Bucks HP10 8ND	Householder application for construction of single storey rear extension and internal/external alterations.	No comment
25/05578	61 Clearbrook Close Loudwater Bucks HP13 7BP	Householder application for construction of single storey ground floor area extension.	No comment
25/05416	6 Hillcroft Road Tylers Green Bucks HP10 8EA	Householder application for construction of single storey front extension to form porch and new lean-to roof to front.	No comment
25/05776	3 Chilterns Close Flackwell Heath Bucks HP10 9BB	Reduce the height of the trees by 4-5 metres and reduce shoots overhanging the boundary line to previous x 1 Beech (T1)	OBJECTION: On reading the arboriculturists report we are concerned that herbicide plugs have been inserted into the tree trunk and would like a comment on any harm they could be doing to the tree.
25/05623	Land adjacent Fir Cottage (Millar Wood) Rays Lane Tylers Green Bucks HP10 8LH	Remove due to early symptoms of Ash Dieback x 4 Ash (1), remove dead branch over pavement x 1 Beech (2), remove damaged stem and monolith remainder of tree x 1 Ash (3) and remove due to early symptoms of Ash Dieback x 1 Ash (4)	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.
25/05742	Blue Ridge Kingswood Avenue Tylers Green Bucks HP10 8DR	Pruning of branches by approximately 3m of some of the lower hanging branches which get less light and appear to be breaking off and falling by themselves x 1 Oak (8)	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.

25/05628	6 Hillside Road Tylers Green Bucks HP10 8JJ	Household application for construction of two storey front extension and associated external alterations.	No comment
25/05811	Hawthorne Cottage Bank Road Tylers Green Bucks HP10 8LA	Fell x 2 conifers (T1 & T2)	We note that the trees are within 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.
25/05642	2 Hammersley Lane Loudwater Bucks HP13 7BN	Householder application for construction of two storey infill extension to side and single storey to the rear, loft conversion and retaining walls and landscaping to the rear (part retrospective)	No comment
25/05693	137 Heath End Road Flackwell Heath Bucks HP10 9ES	Householder application for construction of single storey open porch, new front garden wall and replacement gates setback and additional site access gates and dropped kerb.	No comment
25/05676	84 Ashley Drive Tylers Green Bucks HP10 8AX	Householder application for construction of proposed extension to existing dropped kerb.	No comment
25/05679	33 Berkeley Road Loudwater Bucks HP10 9TT	Householder application for extension to existing dropped kerb.	No comment

The chairman of the meeting thanked members for their attendance and closed the meeting at 10.22am

The next meeting will be held on **TUESDAY, 6 MAY @ 10AM**