CHEPPING WYCOMBE PARISH COUNCIL

OPEN SPACES COMMITTEE

Report of the meeting held on **Tuesday 3 September 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 L Johncock	Cllr H Darch
	Cllr S Herron	Cllr D Johncock
	Cllr K Wood (ex officio)	

Also present: Mr R King (Loudwater Bowls Club)

OS/24/014 **Apologies for absence**

There were no apologies.

OS/24/015 **Declarations of members' interests in Items on the agenda**

There were none.

The chairman of committee asked to suspend standing orders and re-order the agenda as follows; all present approved the request.

OS/24/016 **Derehams Recreation Ground**

1 Loudwater Bowls Club

Members had been asked to note the letter received from the Bowls Club in July asking for guidance on the possible removal of their clubhouse, along with the confirmation that the club would be dissolved at the end of the current season. Information received from Cllr Jordan, who had been attending the club meetings, suggested that there had been interest in the site from a neighbouring bowls club.

Mr King attended the meeting to bring members up to date with the situation at the Bowls Club. He asked that the lease be cancelled and left a schedule of assets – attached to the minutes. He also advised that the interest that had been shown by the neighbouring club was no longer viable. Members expressed their sadness that the club would be closing.

It was RESOLVED that;
The Clerk contact the solicitors in order that the lease could be cancelled, and any handover of assets could be undertaken as smoothly as possible, and liaise with Mr King.

OS/24/017 **Delegated Actions**

Members were asked to note following delegated actions since the last committee meeting in May 2024;

Tree work:

Elmshott Close, Tylers Green – removal of dead Oak tree	£750.00
15 Hillside Road, Tylers Green – removal of overhanging branch and dead Beech tree	£475.00
Boundary Road, Loudwater – removal of Sycamore and 2 Ash trees	£675.00

OS/24/018 **Allotments**

Members were asked to note that following the inspections undertaken in May and June – 28 letters in total, across both sites, were sent out to underperforming allotment holders. Since then, 5 had been returned at Chapel Road and 3 at Ashley Drive. The allotment renewals had been sent out which may also result in further allotments being given back.

Members were also asked to note that the track at Chapel Road would be inspected by the grounds team with view to organising remedial work to the potholes.

It was also noted that the track at the bottom of Ashley Drive allotments (near the scout hut) needed some attention.

1 Allotment Competition
Following the judging by Cllr Webb and Cllr Wilks that took place on Saturday 20 July, members were asked to note winners at each site.

Members were also asked to note that the BBQ at Flackwell Heath (11 August) had been a great success, and the Picnic at Ashley Drive was due to take place on Saturday 7 September, all were welcome.

OS/24/019 **Playgrounds**

1 Straight Bit Recreation Ground, Flackwell Heath

1.1 Straight Bit Car Park
Members were asked to note that the car park had been successfully resurfaced and marked.

1.2 Accident Claim
Members were asked to note that there was a claim being made for damage sustained to a car windscreen at the above site. The insurance company were involved and dealing with the issue.

2 Boundary Road Recreation Ground, Loudwater

2.1 Safety Surface
Members were asked to note that the safety surfacing had been completed.

3 Ashley Drive Recreation Ground, Tylers Green

5.3.1 Safety Surface
Members were asked to note that the safety surfacing had been completed.

3.2 Replacement Springy
Members were asked to note that the new springy was still on order but had been prioritised for installation.

OS/24/020 **Derehams Lane Recreation Ground**
Members were asked to note that the pre-planning advice was still awaited. Repeated requests for a response had been made via the architect.

Members were asked to note that there has been interest in rejuvenating the Orchard at the site. However, the clerk was unable to give any update at the present time, due to a meeting with the interested parties being postponed.

Members were asked to note that a meeting with a company called Padel House, who are promoting Padel a game played in doubles on an enclosed court. Cllr Webb provided a verbal report on the meeting along with a short description of how the game was played. It was felt that the sport was currently expensive and inaccessible but its growing popularity in the UK was noted and acknowledged.

OS/24/021 **Tree Work**
Members were asked to consider the quotations received for tree work along the Railway Land. These works required a climber and were outside the expertise of the grounds team.

The quotes received were Quote A £1,050.00 and Quote B £950.00. Both contractors were used on a regular basis and produce a high standard of work.

It was RESOLVED that:
Quote B be in the sum of £950.00 be approved and the works ordered.

Members were asked to consider works to the footpath leading from Straight Bit to Cherrywood Gardens in Flackwell Heath. The surface of the path is looked after by Buckinghamshire Council, however the verge between the path surface and the property fences is in 'no man's land'. An initial quote had been obtained to gauge the potential cost involved the options laid out as follows:

Option 1 – cutting branches away from cables only	£600.00
Option 2 – cutting branches as above and trimming sides along the alleyway	£1,650.00
Option 3 - cutting branches as above reducing the width and height of hedge	£4,250.00

It was RESOLVED that;
In the first instance, Option 1 would be approved and then a visit to the site arranged for members to assess what further action to take

OS/24/022 **Memorial Plaque Project, Tylers Green Common**

Members were asked to note that the first 11 stainless steel replacement plaques had been completed at a cost of £418.00 – these are for the trees along Track 6 (opposite the village hall). The next batch would be sent off shortly.

OS/24/023 **Committee Site Visit Feedback**

Following the committee site visit in July members were asked to note the completed works that had been highlighted;

Tylers Green Commons

- Trees on the back Common crown lifted
- A survey had been undertaken for the replacement of posts around the Common and these are on order
- A replacement Rowan for the Back Common would be ordered for planting over winter.
- Cllr Forbes had started to refresh the Management Plan and will have a meeting with the clerk and warden to further update the Plan.

Members were asked to consider the work to the footpaths on the Back Common and on the triangle opposite the village hall. Both jobs to be undertaken by the grounds team.

It was RESOLVED that;
The works to the two footpaths be approved.

Railway Land

- Overhanging branches had been removed and trees crown lifted
- The path had also been opened up
- Contact had been attempted with Sustrans – our contact has left the company.
- A land survey of the bank at the site had not yet been instigated – quotes to be obtained.

Straight Bit, Flackwell Heath

- Car park was inspected
- Cllr Johncock highlighted the requirement for a refreshed look at a zip wire for the play area. A sub-group meeting would be organised to explore this again.

OS/24/024 **Committee Budget 2024/25 Initial Discussion**

Members were asked to bring along suggestions for projects for the new financial year so that at the next meeting at the end of October a draft budget could be agreed.

It was noted that the Biodiversity Strategy was mentioned as this would need some investment.

OS/24/025 **Committee Finances**

1 Committee Finances

Members were asked to note the income and expenditure for month 4 (July)

OS/24/026 **Questions from committee members and the public**

Cllr Darch asked about the letter to the football and cricket club following the unauthorised parking on the common. The clerk advised that there had been no response.

OS/24/027 **Accounts for payment**

The 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 11355 to 11363 be signed and that transfers to Mr AG Nash (ICU Window Cleaning), direct debits to EE, E-on Next, HMRC, Peninsula Business Services and SSE along with a BACS payment to Barclays Payflow be approved for payment.

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

Date and time of next meeting: Thursday 31 October 2024 @ 7.30pm

Signed Katrina S A Wood **Dated 15 October 2024**

Chepping Wycombe Parish Council

Pending expenditure transactions

3-Sep-24

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
x	11355	2557	A Ellis Tree Surgery Ltd	Works to trees at Fennels Wood/Railway Lane	2,440.00	488.00	2,928.00
	11356	SB20241067	PKF Littlejohn LLP	Annual Governance & Accountability Return	1,050.00	210.00	1,260.00
	11357		Wendy Thompson	5 x 'No Dogs Allowed' signs, cleaning items & milk for office	52.57	0.00	52.57
	11358	472462	Clarity Copiers Ltd	Photocopy charges - Aug	40.08	8.02	48.10
x	11359	2264	Collison Tree Care Ltd	Tree work in Loudwater	675.00	135.00	810.00
	11360	6126481	The Security Network Ltd	Repair camera in foyer	77.00	15.40	92.40
	11361		Petty Cash	Petty cash	204.00	0.00	204.00
	11362	1412363	SSE	Electricity - Derehams Nov 23 - Aug 24	1,284.02	256.80	
	11362	1411438	SSE	Electricity - Front Common May 24 - Aug 24	193.61	9.69	1,744.12
	11363	5613	SparkX Ltd	Major tree works around column in Hammersley Lane	350.00	70.00	420.00
	BACS		Barclays Payflow	Salaries & LGPS - August	12,413.67	0.00	12,413.67
	DD		EE	Mobile phone - Aug	21.48	4.30	25.78
	DD		E-ON Next	Gas - council office - Aug	15.00	0.75	15.75
	DD		HMRC	Tax & NI - August	3,169.22	0.00	3,169.22
	DD		Peninsular Business Serv	Provision of business services - H&S - Aug	192.65	36.38	229.03
	DD		Peninsular Business Serv	Provision of business services - HR - Aug	150.90	28.50	179.40
	DD		SSE	Footway lighting - July	64.48	9.70	74.18
	TRANSFER		Mr A G Nash	Window cleaning - offices	35.00	0.00	
	TRANSFER		Mr A G Nash	Cleaning of 3 bus shelters in Loudwater	45.00	0.00	80.00
					22,473.68	**1,272.54**	**23,746.22**

Income received since last committee meeting over £500.00

	CR			Flackwell Heath Minors	691.65	0.00	691.65
				FC Lions	610.00	0.00	610.00
				Burials	1,582.00	0.00	1,582.00
				Allotment renewals	1,430.00	0.00	1,430.00
					4,313.65	**0.00**	**4,313.65**

Signed: ....

Date: 3.9.24

Signed: ....

Date: 03/09/24

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

Chepping Wycombe Parish Council

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	BACS		Barclays Payflow	Salaries & LGPS - August	12,413.67	0.00	12,413.67
	DD		EE	Mobile phone - Aug	21.48	4.30	25.78
	DD		E-ON Next	Gas - council office - Aug	15.00	0.75	15.75
	DD		HMRC	Tax & NI - August	3,169.22	0.00	3,169.22
	DD		Peninsular Business Serv	Provision of business services - H&S - Aug	192.65	36.38	229.03
	DD		Peninsular Business Serv	Provision of business services - HR - Aug	150.90	28.50	179.40
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Signed: .... Signed: ....

Date: 3.9.24 .... Date: 03/09/24 ....

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Chepping Wycombe Parish Council

Pending expenditure transactions 21-Aug-24

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	11347	AE2689/2024	Active Enviropest	Routine rodent inspection - 30 July	40.00	0.00	40.00 AB
	11348	HW0000158987	Adams & Page Ltd	Puncture repair - mower	25.00	5.00	30.00 AB
x	11349	321057	Broxap Limited * HOLD.	2 wheelie bin housings and fixing kits	1,050.00	210.00	1,260.00 AB
	11350	13939/24	Gough Contractors Ltd	Servicing of Potterton boiler; Landlord's Gas Safe certification	150.00	30.00	180.00 AB
x	11351	2968260	Spaldings Limited	Graffiti removal kit, cable ties, bungee cords, wet wipes	153.91	30.78	184.69 AB
x	11352	4604578	Viking	Copier paper, postage stamps, bottled water	137.83	19.07	156.90 AB
	11353		Les Willis	Food and drink for FH Allotments BBQ	82.94	0.00	82.94 AB
	11354		Mr N C Brown and Mrs S Brown	Refund of permit (less admin charge) to access the woods	138.00	0.00	138.00 AB
	DD	6815303	Clear Business	Landline & broadband	91.31	18.26	109.57 AB
	DD		NEST	Pension - Jul - WT & CJ	685.95	0.00	685.95 AB
	DD	U004387419	Peninsular Business Serv	Provision of business services - H&S - Jul	192.65	36.38	229.03 AB
	DD	15284	Redsquid Communications Ltd	IT support/365 - Aug	368.57	73.71	442.28 AB
	DD	9007891495	Shell (Fuel Card Services) Ltd	Fuel - Jul	230.35	46.07	276.42 AB
	DD	246290	Shorts Group Limited	Dog waste collection - Jul - LW	AB 342.40	68.48	
	DD	246291	Shorts Group Limited	Dog waste collection - Jul - FH	AB 205.44	41.09	
	DD	246292	Shorts Group Limited	Dog waste collection - Jul - TG	AB 445.12	89.02	1,191.55 AB
	DD	1513258419	Trade UK (B&Q)	Products for clearing paths at cemeteries	57.51	11.49	69.00 AB
	TRANSFER	6646	Engrave-It UK Limited	11 x WW1 stainless steel plaques	418.00	0.00	418.00 AB
	TRANSFER	201864	Rhino Play (SW) Limited	New play surface Boundary Rd (Final 50%)	14,562.00	2,912.40	17,474.40 AB
	TRANSFER	201880	Rhino Play (SW) Limited	New play surface Ashley Drive (Final 50%)	4,070.00	814.00	4,884.00 AB
					23,446.98	**4,405.75**	**27,852.73**

Income received since last committee meeting over £500.00

	CR			Burials	517.00	0.00	517.00
				Little Buddies Pre-School	567.00	0.00	567.00
				Burials, permit, grass cutting	1,035.00	0.00	1,035.00
				Flackwell Heath Minors	691.65	0.00	691.65
					2,810.65	**0.00**	**2,810.65**

Signed: A. R. M. Barnes Signed: Katrina S A Wood

Date: 20/08/2024 Date: 21/8/24

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

Chepping Wycombe Parish Council

Pending expenditure transactions 12-Aug-24

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount	
	11339	471451	Clarity Copiers (HW) Ltd	Copy charges July	37.06	7.41	44.47	AB
	11340	2253	Collison Tree Care Ltd	King's Wood (FoxWood) Overhanging tree	750.00	150.00		
	11340	2254	Collison Tree Care Ltd	15 Hillside Road 2 x dead Beech trees	475.00	95.00	1,470.00	AB
	11341	240504	GDT Fire Extinguishers Ltd	Fire alarm service/fire extnguisher service	267.00	53.40	320.40	AB
	11342	1392424	Gough Contractors Ltd	Leaking radiator Wardens House	60.00	12.00	72.00	AB
	11343	Z7004382	Information Commissioner	GDPR/Data Protection	40.00	0.00	40.00	AB
	11344	116057	Origin Amenity Solutions	Feed & Weed/Fertiliser	368.50	73.70	442.20	AB
	11345	5551	SparkX Ltd	Bracken Way, FH Call out	205.00	41.00	246.00	AB
	11346	1328642	SSE Energy Solutions	Front Common 6mths	359.49	17.98	377.47	AB
	DD		Barclays	Bank Charges	37.55	0.00		AB
			Barclays	Loyalty Reward	-5.91	0.00	31.64	AB
	DD	36	E-ON Next	Gas - Office Complex	45.31	2.27	47.58	AB
	DD	2250084448	EE	Warden's Mobile - July	21.48	4.30	25.78	AB
	DD		HMRC	NI & Tax - July	3,211.83	0.00	3,211.83	AB
	DD	1216686	SSE Energy Solutions	Footway Lighting - June	62.43	9.39	71.82	AB
	TRANSFER	9599	British Heart Foundation	Cardiac Science Poewrheart G5 Pads - St Peters	58.33	11.67	70.00	AB
					5,993.07	**478.12**	**6,471.19**	

Income received since last committee meeting over £500.00

	CR		Cellnex	GDL Mast	4,053.22	0.00	4,053.22
					4,053.22	**0.00**	**4,053.22**

Signed: A R W Barnes

Date: 12/8/2024

Signed: Katrina S A Wood

Date: 12/8/2024

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

Chepping Wycombe Parish Council

Pending expenditure transactions

23-Jul

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	11330	HW0000157406	Adams & Page Ltd	Puncture Repair - trailer	20.00	4.00	24.00
	11331	469758	Clarity Copiers Ltd	Photocopy charges - June	70.61	14.12	84.73
x	11332	460581	Country Supplies	Rounded posts & top soil - TG Common & Derehams	55.46	11.09	66.55
x	11333	2956947	Spaldings Limited	Strimmer head x 2	18.00	3.60	
x	11333	2957267	Spaldings Limited	Strimmer cord	50.24	10.05	
x	11333	2958225	Spaldings Limited	Base part for strimmer	44.52	8.90	
x	11333	2958543	Spaldings Limited	Replacement eyelet for strimmer	8.90	1.78	145.99
x	11334	5540	SparkX Ltd	Carry out urgent work to 5 columns in Flackwell Heath	581.60	116.32	697.92
	11335	251018649	Tilhill Forestry Ltd	Forest Management - Qtr ending 30 June	437.50	87.50	525.00
x	11336	4421196	Viking	Stationary and cleaning supplies	77.93	15.59	93.52
	11337	AE2650/2024	Active Enviropest	Routine rodent inspection - July	40.00	0.00	40.00
	11338	TP/22/9051/3	Zirkon Ltd	Stage 3 Invasive Plant Management - Straight Bit	418.00	83.60	501.60
	BACS		Barclays	Salaries & LGPS - July	12,514.64	0.00	12,514.64
	DD		Barclays	Bank charges May-Jun	39.05	0.00	
	DD		Barclays	Loyalty reward May-Jun	-6.21	0.00	32.84
	DD	V02240318660	EE	Warden's mobile phone - Jun	21.48	4.30	25.78
	DD	KI-DDBA27F4-0018	E-ON Next	Electricity - council offices Apr-Jun	378.69	18.93	397.62
	DD	KI-031D95C6-0035	E-ON Next	Gas - council offices - Jun	52.82	2.64	55.46
	DD	310374/2024	Grenkeleasing Ltd	Photocopier Q2 Jul-Sep	149.28	29.86	179.14
	DD		NEST	Pension - WT & CJ - Jun	685.95	0.00	685.95
	DD	U004344628	Peninsula Business Serv	Provision of business services - H&S -Jun	192.65	36.38	229.03
	DD	U004379609	Peninsula Business Serv	Provision of business services - HR -Jul	150.90	28.50	179.40
	DD	14581	Redsquid Communications Ltd	IT support/365 - Jul	368.57	73.71	442.28
	DD	9007688963	Shell (Fuel Card Services) Ltd	Fuel - Jun	276.13	55.23	331.36
	DD	243385	Shorts Group Ltd	Dog waste collection - Jun - TG	445.12	89.02	
	DD	243386	Shorts Group Ltd	Dog waste collection - Jun - LW	342.40	68.48	
	DD	243387	Shorts Group Ltd	Dog waste collection - Jun - FH	205.44	41.09	1,191.55
	DD	1504446267	Trade UK (B&Q)	Gorilla tape	11.33	2.27	13.60
	TRANSFER	1226	Sam Perry	Loudwater Boys Club - replace 5 x LED bulbs, 1 x car park PIR	330.00	66.00	396.00
	TRANSFER	756615	Speedy Fuels Limited	500l diesel	648.25	129.65	777.90
	TRANSFER	4008	Cutting Edge Garden Machinery	Chipper - full service & repair electrics	459.53	0.00	459.53
	TRANSFER		Adrianne Thompson	Data entry	470.00	0.00	470.00
	TRANSFER		Juniper Hill School Fund	Grant - new play equipment	5,000.00	0.00	5,000.00
	TRANSFER	LCO03039	Clear Insurance Management Ltd	Local Councils Insurance Renewal	10,465.12	0.00	10,465.12
	TRANSFER		St Peters Church, Loudwater	LoveLoudwater Grant	4,000.00	0.00	4,000.00
					39,023.90	**1,002.61**	**40,026.51**

Income received since last committee meeting over £500.00

				HMRC - VAT reclaim	690.87	0.00	690.87
				Burials	550.00	0.00	550.00
				Burials	530.00	0.00	530.00
				Burials	656.00	0.00	656.00
				Little Buddies Pre-school	756.00	0.00	756.00
				Flackwell Heath Minors	691.65	0.00	691.65
				HMRC - VAT reclaim	11,352.31	0.00	11,352.31
				Flackwell Heath Minors	1,000.00	0.00	1,000.00
				On Tower - mast	2,029.36	0.00	2,029.36
					18,256.19	**0.00**	**18,256.19**

Signed: ......Sue Fathers...... Signed: ......Katherine S Wood......

Date: ......25/07/2024...... Date: ......26/07/2024......

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