

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 12 June 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 J Gurney
Cllr S Guy
Cllr S Herron
Cllr K Wood
Cllr D Johncock (ex officio)

Also present: Cllr J Waters (Buckinghamshire Council)

WS/25/001 Apologies for absence

Apologies for absence were received and approved from Cllr Barron (holiday) and Cllr L Townsend (meeting).

WS/25/002 Declarations of members' interests in items on the agenda

There were none tendered.

WS/25/003 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 February:

- Toilet in Wardens House (replacement syphon) £130.00
- Etesia mower repair £385.00

WS/25/004 Offices, depot and warden's house

1 Electrical Mains Distribution board replacement in depot/workshop

Members were asked to note that the above work was completed in March following approval at full Council. Cost of the works to the revised specification provided by Cllr Dodds was £2,600.00.

2 Energy Proposal

Members were asked to receive a verbal update and report from Cllr Dodds on the future proofing of the parish council electrical supply, report attached. This item would be brought back to the next committee meeting in September for further consideration.

It was noted that Cllr Guy advised of his experience with PV panels which he felt were a good investment and Cllr D Johncock asked about the addition of a main input socket for a fuel run generator.

3 CCTV extension

Members were asked to note that a further camera had been ordered for the front office at a cost of £455.00. The system had been upgraded in December and has the capacity to run the extra camera. The camera was being installed for staff safety reasons.

4 Washroom are refurbishment – workshop

Members were asked to note that no quotes, in line with the revised specification, had been received at the time of the agenda circulation. This project would now be taken back in-house. A provisional sum for the work to be obtained and taken to council for consideration.

WS/25/005 War Memorials

Members were asked to note that we were still waiting for a response from St Margaret's Church in relation to the cleaning of the war memorial on the church wall.

1 Flackwell Heath

Members were asked to note that the war memorial has been scheduled for a further clean by the grounds team in September.

2 Loudwater

Members were asked to note that the war memorial has also been scheduled for a clean by the grounds team in September

Members were asked to note that a revised quotation for the bollards to be installed on the footpath had been requested from the contractor, once received, the licence from Buckinghamshire Council will be purchased and the works progressed. The bollards were being installed to stop parking on the footpath apron in front of the war memorial.

It was noted that Cllr Waters added that he was currently dealing with parking issues elsewhere and would be happy to assist with parking at the War Memorial in Loudwater

WS/25/006 FH Street Litter Bins

Members were asked to note that the missing litter bin at the top of Chapel Road had been replaced by Buckinghamshire Council's Waste Team. Cllr Dodds added that the Waste Team had taken 2 Broxap bins away and had not replaced them with 1. However, progress had been made.

Members were asked to note that Cllr Dodds and Cllr Wilks would be undertaking a survey of the litter bins and would then meet with either Dan Sexton, or a member of his team to discuss usage of the bins and possible location changes.

WS/25/007 Improving our footpaths project

Members were asked to note that Cllr Dodds will meet with Mr Herschel to discuss this project. Mr Herschel will attend the next meeting in September with an outline of the project for consideration.

WS/25/008 Committee Site Visits

Members were asked to note the two dates offered for the site visit which will start at 11am, either Monday 7 July or Wednesday 9 July. Areas on the list:

Office/Depot complex:

- Lean to extension to bottom garage
- New main installation
- Washroom project
- Energy Cost Saving Project

It was noted that the Site Visit would take place on Wednesday 9 July starting at 11am at the office complex. Cllr Johncock added a further site – Hedley Road footpath to look at more opening up of the hedge line.

WS/25/009 Members were asked to note the committee's income and expenditure to Period 1 (April).

WS/25/010 Questions from committee members and the public

Cllr Waters offered assistance with any issues that were relating to Buckinghamshire Council. He asked if he could know which areas the parish had taken on under Devolved Services – the clerk would send this information through.

He also advised that he had been asked about possible fencing around the play equipment at Boundary Road Recreation Ground. He was advised that the Open Spaces committee had already considered this item and had decided against fencing.

Cllr Wilks advised that the Crossing Patrol Person for Juniper Hill School had finally taken up post and the car park at Green Dragon Recreation Ground was now being used for drop off and pick

up. This had been a project that Cllr D Johncock had worked on closely with the headteacher at the school – Park & Stride.

WS/25/011 **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 11450 to 11451 be signed and that direct debits to Barclays, Barclaycard, Castle Water, Clear Business, E-ON Next, EE, Nest Pension and Shell (Fuelcard Services Ltd) along with Bank Transfers to Adams & Page Ltd, Castle Water, Cutting Edge Garden Machinery, Flackwell Heath Minors FC, ICU Window Cleaning (AG Nash). Right Signs (HW) Ltd and Spaldings Ltd also be approved for payment.

The chairman of the meeting thanked members for their attendance and closed the meeting at 8.20pm

Date and time of next meeting: Thursday 25 September 2025 @ 7.30pm

Signed

Katrina SA Wood

Dated 24 June 2025

Pending expenditure transactions

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
x	11450	5835589	Viking	Shorthand pads x 12	11.99	2.40	14.39
	11450	5824744	Viking	Water/document wallets/refill pads/	51.80	10.36	62.16
	11450	5840766 Credit	Viking	Refund on refill pads	-12.49	-2.50	-14.99
	11451	484106	Clarity Copiers (HW) Ltd	Copy Charges	44.43	8.89	53.32
	TRANSFER	169746	Adams & Page Ltd	Kubota F3890 - new tyre	54.75	10.95	65.70
	TRANSFER	10006441800	Castle Water	Cock Lane Cemetery April	8.14	0.00	8.14
	TRANSFER	8034	Cutting Edge Garden Machinery	Estesia AK88 Repair	385.80	77.17	462.97
	TRANSFER		Flackwell Heath Minors FC	Grant payment - Toilet Refurb	5,000.00	0.00	5,000.00
	TRANSFER		ICU Window Cleaning AG Nash	Window Cleaning - Office	35.00	0.00	35.00
	TRANSFER	295	Right Signs (HW) Ltd	Long serving Members - gold lettering	102.00	20.40	122.40
	TRANSFER	3035900	Spaldings Ltd	Replacement Mesh Visor (JK)	8.40	1.68	10.08
	DD		Barclays Bank	Bank Charges April-May	17.80	0.00	17.80
	DD		Barclaycard	Online Playgrounds - wet pour	97.00	19.40	116.40
			Barclaycard	Nomix Enviro - Hilite herbicide	133.32	26.66	159.98
			Barclaycard	Cashback	-3.00	0.00	-3.00
	DD	10006562094	Castle Water	Office Complex April-May	19.97	0.00	19.97
	DD	10006530704	Castle Water	Hammersley Lane Garden of Rest March-August	31.86	0.00	31.86
	DD	7801962	Clear Business (Unicom)	Landline & Broadband	97.89	19.58	117.47
	DD	KI031D95C6-0046	E-On Next	Gas- May	55.38	2.77	58.15
	DD	2351375658	EE	Warden's mobile May	24.66	4.93	29.59
	DD		Nest Pension	Pension May	609.92	0.00	609.92
	DD	9009712193	Shell (Fulecard Services Ltd)	May	261.54	52.31	313.85
					7,036.16	255.00	7,291.16

Income received since last committee meeting over £500.00

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	CR	SSE	Power Outage Q4 25 25	500.00	0.00	500.00
				500.00	0.00	500.00

Signed: K. L. L. L.

Signed: *Karen A. Wood*

Date:

Date: 12/16/22.

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