APPENDIX A

CWPC Planning Application Objections 20 Jun 2025 - 10 Oct 2025

25/06107	17-Jun	34 Wheeler Avenue	CWPC objects to this application for the following reasons: 1. Extension in front of build line for street 2. Porch finish is out of keeping with street scene in colour 3. Loss of parking space due to garage conversion It is also noted that there is no comment regarding a dropped kerb for proposed third parking space	PERMITTED
25/06309	08-Jul	The Royal British Legion, FH	CWPC strongly objects to this planning application for the following reasons: • There is insufficient parking for the intended number of residents. The suggestion of using nearby parking bays situated by the neighbouring shops and takeaways is not acceptable as this road has restricted parking. • The lounge window for one of the ground floor flats will have all pedestrian traffic to and from the main entrance at a distance of less than one metre. Therefore severely impacting on privacy and noise. • Another of the ground floor flats will have the lounge and bedroom windows facing the solid brick wall of the Swim Street building. The lounge and bedroom windows of the flat above will also look directly onto the Swim Street building. This will seriously and unacceptably impact the visual amenity of the flat occupants. CWPC do not object to the site being developed but it must be the right scheme for the location. In addition, the RBL was an asset of community value which has been lost. There should therefore be a S106 contribution applied to this development for the provision of additional community facilities elsewhere. If Buckinghamshire Council are minded to allow the application, then we ask that the application be called in for determination.	PENDING
25/06220	08-Jul	15 Chapel Road, FH	CWPC strongly objects to the proposal of the use of solid gates at the entrance to the site. There are no gated properties in this part of Flackwell Heath and the proposal would be completely out of character with the surrounding homes. The gates used should be see-through (wrought iron, for example) and it is strongly urged that the gates be positioned further within the site to enable vehicles to drive clear of the road whilst opening. CWPC makes no comment regarding the plans for the house itself.	PERMITTED
25/06361	08-Jul	Land Rear Of 21 Chapman Lane, FH	CWPC strongly objects to this planning application for the following reasons: •It is an overdevelopment of the site. •It is a back garden development which is against local policy. •The driveway access is too restricted for residents and delivery vehicles, and especially for emergency service vehicles. •First floor windows will impact on neighbour privacy. If Buckinghamshire Council are minded to allow the application, then we ask that the application be called in for determination.	PENDING
25/06533	08-Jul	Land Adjacent Hilltop Hammersley Lane, TG	CWPC strongly objects to this planning application, and is agreement with the inspector's comments regarding the previous application. This would be an inappropriate over-development of Green Belt land, which should be protected. If Buckinghamshire Council are minded to allow the application, then we ask that the application be called in for determination.	REFUSED
24/07240	19-Aug	Ashwells Field Cock Lane Tylers Green Buckinghamshire	CWPC objects to this application for the following reasons: •There is inadequate parking provision within the development which will inevitably lead to overspill parking in Ashwells, on Cock Lane and in the CWPC car parks provided purely for the users of the cemetery and Kings Wood, not the general public. We are also concerned that this will increase congestion and cause be a danger to residents and parents and particularly pupils of Tylers Green Middle School (TGMS) and Tylers Green First School where there have already been serious accidents involving children from parking. •Access to/from the development via Ashwells would create congestion and be a danger to residents and parents/pupils of TGMS. We reiterate there are other similar size developments nearby which are served by a single access road. •There is no plan provided for the long term maintenance and upkeep of open spaces within the development. A lasting contract should be in place for this to ensure it's care prior to final permission being given. •The use of 2.5 storey builds should be minimal for the openness of the site and long views into the site from elsewhere. •Further clarification on the materials to be used is required. •We are also concerned with the traffic calming proposals which apparently involve alterations to our car park but we have had no discussion with the developers regarding this and have not seen proper plans. We do not intend to give permission for our car parks to be altered and have advised the developers of this. •We also believe that our residents should be consulted regarding all traffic calming proposals in line with Council policies and we are still awaiting this consultation. Planning should be subject to satisfactory consultations. For the reasons outlined and given the large amount of public interest, Chepping Wycombe Parish Council formally requests that this application be called in to the planning committee for decision.	PENDING

25/06123	19-Aug	5 Windsor Crescent Loudwater Buckinghamshire HP10 9TU	CWPC objects to this application for the following reasons: •It is an overdevelopment of the site •Loss of established green space and therefore biodiversity in the area •Inadequate access to driveways for the proposed property and that at number 5 If Buckinghamshire Council are minded to allow the application, then we ask that the application be called in to the Planning Committee for determination.	**PENDING**
PL/25/2353	09-Sep	Gomm Valley, Ashwells Reserve Site & Pimms Grove Cock Lane High Wycombe Buckinghamshire	CWPC objects to this application. The Council reaffirms the objection made on previous applications for the Gomm Valley proposal and notes that the revised application does not address the Planning Inspector's reason for refusing the last submission. We oppose the use of a hybrid application for this site. The Development Brief requires a comprehensive strategy for the whole site. Approving Phase 1 alone risks embedding poor-quality design and infrastructure that would prejudice the rest of the development. The primary concern for CWPC is the volume of traffic this development will generate, along with its management. Particular worries are Hammersley Lane and the A40 London Road. The one-day traffic study conducted on traffic already using the A40 is an inadequate measure of traffic flows along this road. Therefore, it cannot be used as a basis to assess the impact of the proposed Gomm Valley development on traffic. Significant congestion already exists along the A40, especially at the junctions with Hammersley Lane and Gomm Road. The previous Inspector was clear that the A40 corridor is highly sensitive, with limited reserve capacity and unpredictable driver behaviour when junctions are saturated. Those concerns have not been removed simply by substituting one modelling package for another. A single weekday snapshot cannot adequately reflect the day-to-day in traffic flows, seasonal differences, or the potential for network stress. During peak periods, these locations pose considerable hazards to both motorists and pedestrians. Without a comprehensive, long-term traffic management strategy from Buckinghamshire Council, these issues are likely to worsen. Additionally, the safety of pedestrians on Hammersley Lane—particularly near the proposed access point—remains a major concern. Hammersley Lane currently lacks continuous footpaths and safe crossing points. The proposed new access would worsen this situation and put pedestrians at risk. We are also concerned about knock-on congestion affecting nearby residential roads, including Robinson Road, which are already under pressure from local traffic. Another critical issue is the increased risk of flooding along the A40. It is well known that rainwater often flows down Hammersley Lane, and with the proposed development removing areas of permeable land that currently absorb excess water, this risk is expected to rise. The Gomm Valley is an important green space for both environmental and community reasons. The Development Brief makes clear the vital importance of preserving the valley shoulders and limiting encroachment up the valley sides. We are deeply concerned that the current applications propose increased	**PENDING**

accounts produced by the Clerk. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance & General Purposes committee.

2.7. Regular back-up copies shall be made of the records on any Council computer and stored either online or in a separate location from the computer. The Council shall put measures in place to ensure that the ability to access any Council computer is not lost if an employee leaves or is incapacitated for any reason.

~~2.8. *The Finance & General Purposes Committee are required to appoint two of their members to become in-house auditors of the council. They are required to satisfy themselves, at any reasonable time, but at least twice in a financial year, that the financial affairs and systems of overview of the council are in order and comply with all relevant regulations and statues affecting the council. They will report directly to the committee.*~~

3. Accounts and audit

3.1. All accounting procedures and financial records of the Council shall be determined by the Clerk in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the Clerk must be sufficient to explain the Council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate;**
- **a record of the assets and liabilities of the Council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The Clerk shall complete and certify the annual Accounting Statements of the Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the Clerk shall submit them (with any related documents) to the Council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**

3.6. **Any officer or member of the Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the Council, supply the Clerk, internal auditor, or external auditor with such information and explanation as the Council considers necessary.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation[1] regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;

5.9. where the value is between £1,000 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the Clerk shall seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council or relevant committee. Avoidance of competition is not a valid reason.

5.14. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £2,000 excluding VAT.

[1] The Regulations require Councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- the Clerk, in consultation with the Chairman of the Council or Chairman of the appropriate committee, for any items below £3,000 excluding VAT.
- a duly delegated committee of the Council for all items of expenditure within their delegated budgets for items under £3,000 to £10,000 excluding VAT.
- in respect of grants, a duly authorised committee within any limits set by Council and in accordance with any policy statement agreed by the Council.
- the Council for all items over £10,000;

Such authorisation must be supported by a minute (in the case of Council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the Council or make any contract on behalf of the Council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of Council services or to public safety on Council premises, the Clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk.

6. Banking and payments

6.1. The Council's banking arrangements, including the bank mandate, shall be made by the Clerk and authorised by the Council; banking arrangements shall not be delegated to a committee. The Council has resolved to bank with Barclays Bank. The arrangements shall be reviewed annually for security and efficiency.

6.2. The Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the Council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading. Where the certification of invoices is done as a batch, this shall include a statement by the Clerk that all invoices listed have been 'examined, verified and certified' by the Clerk.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking, in accordance with a resolution of the Council, unless the Council resolves to use a different payment method.

6.6. For each financial year the Clerk may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Council or a duly delegated committee may authorise in advance for the year.

6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.

6.8. A list of such payments shall be reported to the next appropriate meeting of the Council or Finance & General Purposes committee} for information only.

6.9. The Clerk shall have delegated authority to authorise payments only in the following circumstances:

i. any payments of up to £2,000 excluding VAT, within an agreed budget.

ii. payments of up to £3,000 excluding VAT in cases of serious risk to the delivery of Council services or to public safety on Council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the Council or committee, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting .

iv. Fund transfers within the Councils banking arrangements up to the sum of £25,000, provided that a list of such payments shall be submitted to the next appropriate meeting.

6.10. The Clerk shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, each committee. The

APPENDIX C

		Finance / Risk	Impact	Chance 1= v.low 2= low 3= neutral 4= high 5= v.high	Severity 1= v.low 2= low 3= neutral 4= high 5= v.high	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
F1	Asset Maintainance	Failure to maintain physical assets, (buildings / venues / structures) due to poor monitoring / inspection / housekeeping	Devaluation or Higher costs of repair / replacement	2	4	8	Maintain up-to-date asset register	2	8	On-going by clerk and reported annually to F&GP
F2			Harm to individuals leading to Loss of reputation	2	5	10	Staff inspect and maintain buildings, equipment and other assets, carrying out necessary remedial work: immediately if a health & safety issue [irrespective of budgets], otherwise promptly, or plan and implement	2	10	Clerk
F3			Financial Loss, Fines and Penalties leading to Loss of reputation	1	5	5	Professional inspection and maintenance as required, e.g. fire and burglar alarms; PAT testing of major electrical equipment; gas boilers; vehicles, mowers, etc.	1	5	Logged via invoice file - Clerk

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F4	Asset Loss / Damage	Loss or damage to council assets Buildings, Equipment, Civic Regalia, Third parties due to poor maintenance, H&S risks, incorrect Insurance or poor cost recovery	Loss of use of asset or building	4	4	16	Ensure adequate insurance to cover loss and consequential losses, supplemented by adequate reserves to cover current value and actual cost of replacement	2	8	Annual review by clerk with professional advice prior to renewal of insurances and Clerk to recommend extra security measures
F5			Disruption	4	4	16	Annual review of cost of replacement (via EMR process)	2	8	Report to F&GP
F6							Insurance to cover consequences where available	2	8	Annual review by clerk with professional advice prior to renewal of insurances & report to F&GP
F7			Financial Loss, Injury & loss of reputation	3	4	12	Professional inspection and maintenance as required, e.g. fire and burglar alarms; PAT testing of major electrical equipment; gas boilers; vehicles, mowers, etc.	2	8	Annual review by clerk with professional advice prior to renewal of insurances & report to F&GP

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F8	Reporting	Annual Report Late, Inaccurate or Incomplete financial records, Financial Regulations not aligned with Legislation	Poor public image / Loss of reputation	3	3	9	Observation and reporting to clerk by members	2	6	Continuous by members and included in council's annual report
F9			Financial Loss / Internal Auditor report poor	2	4	8	Monitor monthly and at each committee/council meeting. Periodic change of internal auditor. Chairman F&GP attends.	1	4	Continuous by members and included in council's annual report
F10			Qualified Accounts required	2	5	10	External auditor validated and appointed by NALC. Internal auditor approved by full Council.	1	5	Continuous by members and included in council's annual report
F11			Financial Loss	3	5	15	Timely response by staff	1	5	Clerk
F12							Monitoring of contractor's progress	1	5	Clerk

Ref	Finance	Risk	Impact	Chance (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Severity (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
F13	Accounting Issues	Incorrect accounting 1.Payments / Late Payments 2.Invoicing / Unpaid Invoices 3.Expenses 4.Banking errors not identified 5.Loss of Cheques	Financial Loss	1	5	5	Clear procedures well documented electronically	1	5	Continuously monitored by clerk and reviewed at appraisal
F14			Failure in budgetary and financial reporting	1	5	5	Up-to-date job description for RFO	1	5	Job descriptions reviewed at staff appraisals and updated as required by clerk and signed-off by staff panel
F15							Accounts kept up-to-date	1	5	Accounts and filing processed monthly by clerk and staff
F16			Monthly report does not reconcile	1	5	5	Monthly reconciliation always validated by Chairman F&GP	1	5	Checked monthly
F17			Members overpaid / underpaid	1	5	5	Correspondence electronically filed. Approved by Clerk & Committee	1	5	Monthly review of outstanding correspondence by the Clerk
F18	Loss of Cash	Loss of cash from 1.Fraud 2. Dishonesty 3.Malicious action by third-parties	Reduction of available funds	2	5	10	Clear procedures in council's Financial Regulations	2	10	Annual review of regulations by council
F19			Disruption	2	5	10	Adherence to those procedures	2	10	Clerk to keep up to date with procedures
F20			Loss of reputation	2	5	10	In-house, internal and external auditing	1	5	Monitored by F&GP
F21							Insurance to cover risks of cash and malicious actions	1	5	Annual insurance review
F22							Ensure Fidelity insurance requirements are being met	1	5	Annual insurance review
F23							Staff awareness and training, including password security	1	5	Certificate of compliance from hosting service
F24							Robust virus protection, including firewall between council's web and email host	1	5	As provided by IT support
F25							Member awareness of risk	2	10	New member / councillor training

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	Finance / Risk		Impact	Chance 1= v.low 2= low 3= neutral 4= high 5= v.high	Severity 1= v.low 2= low 3= neutral 4= high 5= v.high	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
F26	Precept	Poor annual budgeting from 1. Setting of precept 2.Precept rule changes 3. Untimely receipt of precept / grants fails to reflect immediate and long-term needs	Failure to provide expected level of services and functions	3	3	9	Maintenance of adequate reserves	1	3	Clerk , chairman and vice- chairman of F&GP
F27			Loss of confidence in the council	2	4	8	In- year budget reviews to confirm adequacy of budgets and spending	2	8	Clerk & F&GP
F28			Lack of cash flow	1	3	3	Accounts kept up-to-date. Account regularly monitored. Reserve of 5 months plus.	1	3	Clerk & F&GP
F29			Budget does not balance	1	3	3	Accounts kept up-to-date. In- year budget reviews to confirm adequacy of budgets and spending	1	3	Clerk & F&GP
F30	Salaries & HMRC	Incorrect Salaries 1.National Insurance 2.Pay As You Earn 3.VAT return	Staff underpaid / overpaid	2	5	10	Monitored on monthly basis and checked via Chairman F&GP	1	5	Clerk, Chairman F&GP and Chairman of Council
F31			HMRC overpaid / underpaid HMRC challenge / Loss of Income	2	5	10	Monitored on monthly basis and checked via Chairman F&GP	1	5	Clerk, Chairman F&GP and Chairman of Council

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F32	Budgets	Poor annual budgeting 1. Cemetery Income low 2. Allotment expenditure high 3. Increased services without funding 4. Fees & Services not reviewed	Failure to provide expected level of services and functions	3	3	9	Maintenance of adequate reserves	1	3	Clerk , chairman and vice- chairman of F&GP
F33			Loss of confidence in the council	2	3	6	In- year budget reviews to confirm adequacy of budgets and spending	1	3	Clerk & F&GP
F34			Lack of cash flow	1	3	3	Accounts kept up-to-date. Account regularly monitored. Reserve of 5 months plus	1	3	Clerk & F&GP
F35			Budget does not balance	1	3	3	Accounts kept up-to-date. In- year budget reviews to confirm adequacy of budgets and spending	1	3	Clerk & F&GP
F36	Borrowing / Lending	Issues due to borrowing or lending.	Failure of third party to repay loan	2	5	10	Due diligence when making loans and consider impact on council funds if the loan could not be repaid in full	2	10	At time of loan request by council on advice of clerk
F37			Inability of council to repay a loan	3	5	15	Loan repayments built into annual budgets and future budget forecast	2	10	Late payments reported to chairman and vice- chairman of F&GP

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F38	Bankruptcy	Bankruptcy of council's bankers or investment companies	Financial Loss of funds	1	5	5	Bank only with those licensed and covered by Financial Services Compensation Scheme	2	10	Annual review by council on advice of clerk
F39			Inability to meet commitments	2	5	10	Deposits to be held in those covered by Financial Services Compensation Scheme, ideally in amounts covered by the scheme guarantees	1	5	Report to F&GP every six months
F40			Loss of reputation	2	5	10	Council ensures safe banking	1	5	Chairman F&GP
F41	Insurance	Inadequate Insurance for Liabilities, Buildings or Assets	Financial Loss of funds	1	5	5	Bank only with those licensed and covered by Financial Services Compensation Scheme	2	10	Annual review by council on advice of clerk
F42			Inability to meet commitments	2	5	10	Deposits to be held in those covered by Financial Services Compensation Scheme, ideally in amounts covered by the scheme guarantees	1	5	Report to F&GP every six months
F43			Loss of reputation	2	5	10	Council ensures safe banking	1	5	Chairman F&GP

	Finance Risk		Impact	Chance 1= v.low 2= low 3= neutral 4= high 5= v.high	Severity 1= v.low 2= low 3= neutral 4= high 5= v.high	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
F44	Services	Failure to meet standards regarding provision of services from devolved or agency / partnership agreements with principal authorities	Financial implications if grant insufficient to cover costs	3	4	12	Council decision to take on services after risk assessment to include resource implications, staff and contractors	2	8	On consideration of agreement
F45			Cancellation of agreement	1	4	4	Clear statement of management responsibility for each service	1	4	Monitor through F&GP
F46			Refund of income	3	4	12	Regular scrutiny of performance against targets	1	4	Clerk
F47			Loss of reputation	2	4	8	Through relevant committees	1	4	Council as appropriate
F48	Key Staff	Loss of key staff from 1.long-term illness 2. Accident 3.Resignation	Failure to deliver services and oversight of staff	4	4	16	Clear procedures well documented electronically	3	12	Continuously monitored by clerk and reviewed at appraisal
F49			Failure in budgetary and financial reporting	2	2	4	Up-to-date job description for RFO	2	4	Job descriptions reviewed at staff appraisals and updated as required by clerk and signed-off by staff panel
F50							Accounts kept up-to-date	1	2	Accounts and filing processed monthly by clerk and staff
F51			Correspondence backlog	4	2	8	Correspondence electronically filed	1	2	Monthly review of outstanding correspondence by the Clerk

		Finance Risk	Impact	Chance 1= v.low 2= low 3= neutral 4= high 5= v.high	Severity 1= v.low 2= low 3= neutral 4= high 5= v.high	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
F52	Elections	Election costs	Planned elections (Contested)	4	4	16	Discuss likely cost with Returning Officer and ensure funds are available to meet anticipated costs from ear-marked reserve or from general reserves	2	8	Annually by clerk during budget setting process for F&GP
F53			Risks of elections to fill a casual vacancy	3	3	9	None	2	6	Annually by clerk during budget setting process for F&GP

	People									
		Risk	Impact	Chance 1= v.low 2= low 3= neutral 4= high 5= v.high	Severity 1= v.low 2= low 3= neutral 4= high 5= v.high	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
P1	Employee Liability	Staff / Ground Staff Temporary Staff Contracted resources fail to fulfil obligations	Employee action for negligence or grievance	3	5	15	All Personnel and Health & Safety issues now covered by Peninsula Business Solutions	1	5	Continuous by the Clerk including training and refresher courses (updated August 2024)
P2							Staff awareness and appropriate training including awareness of advice from NALC	1	5	Register of all training maintained by clerk (staff and members)
P3			Fines and penalties with Loss of reputation	3	5	15	Insurance to cover consequences of failure	1	5	Annually by clerk
P4							Documented policies and procedures	1	5	Policies held on website, procedures documented electronically. All employees have a hard copy of the Employee Handbook
P5			Loss of Services	3	5	15	Documented policies and procedures	1	5	Policies held on website, procedures documented electronically. All employees have a hard copy of the Employee Handbook
P6	Contractors / Suppliers	Contractors / Suppliers failure or not insured Poor procurement decisions	Third Party Liability	1	5	5	Check cover prior to undertaking work. Keep an up to date copy of certificate.	1	5	Clerk/Deputy Clerk
P7			Lack of Service	4	3	12	Timely response by staff	1	3	Clerk
P8			Loss of reputation	4	3	12	Monitoring of contractor's progress Observation and reporting to clerk by members	1	3	Clerk Continuous by members and included in council's annual report
P9	Resignation	Loss of Key Staff 1.Clerk 2.Deputy Clerk 3.Warden due to resignation	Failure to deliver services and oversight of staff	4	4	16	Clear procedures well documented electronically	3	12	Continuously monitored by clerk and reviewed at appraisal
P10			Failure in legal, budgetary and financial reporting	3	5	15	Up-to-date job description for RFO	2	10	Job descriptions reviewed at staff appraisals and updated as required by clerk and signed-off by staff panel
P11							Accounts kept up-to-date	1	5	Accounts and filing processed monthly by clerk and staff
P12			Correspondence backlog	4	2	8	Correspondence electronically filed	1	2	Monthly review of outstanding correspondence by the Clerk

Ref	Category	People / Risk	Impact	Chance (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Severity (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
P13	Illness / Accident	Loss of Key Staff 1.Clerk 2.Deputy Clerk 3.Warden due to long-term illness or accident	Failure to deliver services and oversight of staff	4	4	16	Clear procedures well documented electronically	3	12	Continuously monitored by clerk and reviewed at appraisal
P14			Failure in budgetary and financial reporting	2	2	4	Up-to-date job description for RFO	2	4	Job descriptions reviewed at staff appraisals and updated as required by clerk and signed-off by staff panel
P15							Accounts kept up-to-date	1	2	Accounts and filing processed monthly by clerk and staff
P16			Correspondence backlog	4	2	8	Correspondence electronically filed	1	2	Monthly review of outstanding correspondence by the Clerk
P17	Claims	Current or ex-employee brings claim against Council	Financial Loss due to unfair / constructive dismisal	3	5	15	Assistance from Peninsula Business Solutions.	2	10	Clerk 5 Year contract which commenced in 2024

	Chepping Wycombe Parish Council	Governance Risk	Impact	Chance 1= v.low 2= low 3= neutral 4= high 5= v.high	Severity 1= v.low 2= low 3= neutral 4= high 5= v.high	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
G1		Non compliance with regulations, Standing Orders, Unprofessional manner, operations affected by legislation	Loss of confidence	3	3	9	Clear Standing Orders and protocols	1	3	By Clerk when appropriate
G2			Fines, Penalties & Legal Challenge	3	5	15	Insurance to cover risks. Immediate access to legal advice	1	5	Clerk/F&GP
G3			Council unable to deliver services	3	4	12	Clear Standing Orders and protocols	2	8	Clerk & Council
G4			Loss of reputation	3	4	12	Documented procedures and timings to deal with enquiries from the public	1	4	Clerk, agreed by council
G5		Breach of legal powers	Fines, Penalties & Legal Challenge	2	5	10	Council enjoys Power of Competence but needs to be aware of requirements in respect of seeking quotations and awarding contracts.	2	10	Clerk
G6			Loss of reputation	2	3	6	The council financial regulations need to be adhered to when authorising planned expenditures	1	3	Clerk
G7							If the council uses s137 powers or CIL funding they need to be minuted	1	3	Clerk
G8							Keep up-to-date with changes in legislation	1	3	Clerk through PD courses and council membership of NALC
G9		Poor reporting to members and the public	Members become ill-informed	2	2	4	Preparation and distribution of agendas, reports and minutes within agreed timescales	2	4	Clerk and committee chairman & vice-chairman
G10			Confusion and misunderstanding with actions not reflecting intentions of council	3	3	9	Improved chairmanship skills	2	6	Clerk and committee chairman & vice-chairman to members at committee meetings
G11		Timetabling failures when responding to consultation invitations	Effect on council's reputation	2	2	4	**Clerk ensures timely responses**	1	2	**By clerk and agreed by F&GP**

		Governance / Risk	Impact	Chance (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Severity (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
G12	Council Members	Members lack relevant knowledge of procedures and legal requirements	Poor oversight of council activities	3	3	9	Oversight by the Clerk. Training and refresher courses for members	2	6	Refresher training at inception of new council
G13			Loss of reputation / legal challenge	3	4	12	Keep up-to-date with changes in legislation. Councillor training as soon as practicable. Insurance to cover risk. Adherence to Councillor's Code of Conduct.	2	8	Clerk & Chairman of Council
G14			Council fails to achieve its purposes	3	3	9	Relevant councillor training at regular intervals within the 4 year cycle.	2	6	Training record maintained by Clerk
G15		Members conflict of interests	Loss of reputation	3	4	12	Declarations of interests at meetings. Adherence to Councillor's Code of Conduct.	1	4	Declarations at all meetings
G16							Maintenance of register member's interests and gifts. Adherence to Councillor's Code of Conduct.	2	8	Annual review of interests by all members monitored by clerk and noted on website
G17							Publication of interests on the council website. Adherence to Councillor's Code of Conduct.	2	8	Undertaken by the Clerk

	Systems	Risk	Impact	Chance (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Severity (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
S1	Council Function	Council unable to function due to unexpected circumstances including loss of access to premises	Loss of reputation	3	3	9	Observation and reporting to clerk by members	2	6	Continuous by members and included in council's annual report
S2			Suppliers not paid / delivery failure / debt not recovered	5	3	15	Timely response by staff	1	3	Clerk
S3							Monitoring of contractor's progress	1	3	Clerk
S4	Documents	Poor protection of hard and soft documents from Fire Theft or Damage	Loss of documents	2	2	4	Use of fire-resistant safe for key documents and the Cloud	2	4	Clerk **and staff**
S5			Failure of legal obligations	2	2	4	Use of fire-resistant safe for key documents and the Cloud	1	2	Clerk and staff
S6			Failure to pay suppliers	2	2	4	Use of fire-resistant safe for key documents and the Cloud	1	2	Clerk and staff
S7			Debt not recovered	2	2	4	Use of fire-resistant safe for key documents and the Cloud	1	2	Clerk and staff
S8	Data	Data loss identifying individuals to Third Party DSAR responses Data protection Breach	Fines and penalties	2	5	10	Council enjoys Power of Competence but needs to be aware of requirements in respect of seeking quotations and awarding contracts.	2	10	Clerk
S9			Loss of reputation	2	3	6	The council financial regulations need to be adhered to when authorising planned expenditures	1	3	Clerk
S10			Legal Challenge	4	5	20	Office covered by Redsquid for any data breach. Councillors anti-virus. GDPR traininig	3	15	Clerk through PD courses and council membership of NALC
S11			Delivery of Services	4	5	20	Redsquid for data. Insurance cover for business continuity. CWPC IT Security Policy	3	15	Clerk
S12	Information	Failure to respond to FOI request or right of inspection of records	Loss of confidence	3	3	9	Clear Standing Orders and protocols	1	3	By Clerk when appropriate
S13			Loss of reputation Financial Loss	3	4	12	Documented procedures and timings to deal with enquiries from the public	1	4	Clerk, agreed by council

APPENDIX D

Chepping Wycombe Parish Council – IT Security & Acceptable Use Policy

This policy applies to **all staff members and councillors** of Chepping Wycombe Parish Council. Some elements are relevant only to members of staff using council-issued digital devices, whilst other elements apply only to councillors using their own personal devices to conduct council business. Several items apply to both staff and councillors – these are clearly marked within the document.

The policy sets out the rules for secure and responsible use of the Council's IT systems, data, and digital communications.

Policy Items Applicable to CWPC Staff and Councillors

1. Passwords

- **Creation & Format:** Passwords must be at least 8 characters and include upper- and lower-case letters, numbers, and special characters.
- **Confidentiality:** Passwords are strictly personal and must not be shared.
- **Forgotten or Compromised Passwords:** Staff or councillors must immediately notify the Clerk if they suspect their password has been compromised.
- **Document Protection:** Passwords for protected documents must be transmitted separately (e.g. by phone call, not email).
- **Multi-Factor Authentication (MFA)** should be in place for all relevant staff.

2. Use of Public WiFi

- When using public Wi-Fi, staff and councillors using their council emails must use a VPN (Virtual Private Network).

3. Mobile Phone Texting / SMS

- Neither staff nor councillors should send official Council communications via SMS or text message.
- All official communications must be via email or via postal correspondence.

4. **Email Use**

- Emails must be written professionally and may be treated as formal records.
- Staff and councillors must not make unauthorised commitments on behalf of the Council.
- Business-critical information must not be stored solely in inboxes; it should also be saved to shared systems.
- Out-of-office replies for both staff and councillors should include alternative contacts, and one of these should be the Clerk of the Council.

5. **USB Drives & Portable Devices**

- Use of USB drives is discouraged due to risk of loss or theft.
- Only **encrypted USB drives** authorised by the Council may be used. These must be password-protected and never left unattended in public spaces.

Policy Items Applicable to CWPC Staff

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6. **Computer Usage**

- Council computers lock automatically after 5 minutes of inactivity, but staff must still lock their devices whenever leaving their desks.
- Computers must be shut down daily.
- All work should be saved to designated shared drives or approved systems, not personal devices.

7. **Emergency System Access:**

- In an emergency, the Clerk can arrange access to staff email accounts via Redsquid.
- If the Clerk's email needs to be accessed, the Deputy Clerk may obtain access with approval from the Chair of the Council.

8. **Internet Use & Firewall**

- Work internet access is restricted to business purposes and limited personal use within this policy.
- Inappropriate, offensive, or illegal sites must not be accessed.

- The Council's **BitDefender firewall** is updated **monthly**. Firewall security reviews (including open port checks and password updates) are conducted regularly by Redsquid, the council's IT security provider.

9. Software

- For additional cyber protection, staff cannot download or install external software on Council systems. Only authorised applications may be used.

10. System Access Controls – Staff Departures

- When staff leave the Council, Redsquid will remove all system access within **24 hours**.
- Laptop devices of former staff members which are not in active are stored in a safe and collected securely by Redsquid to be wiped of all data.

11. Financial & Sensitive Data

- Sensitive financial information, including salary data, is stored on a **separate computer** for additional protection.
- This system, like all Council laptops and devices, must be protected by **multi-factor authentication (MFA)**.
- CWPC maintains regular, automated backups and tests restoration processes regularly.

12. Misuse of IT

Misuse of IT systems may result in disciplinary or formal Council action. Examples include:

- Sharing or attempting to discover another user's password.
- Attempting to bypass security controls.
- Installing or running malicious software.
- Using Council systems abusively or unlawfully.
- Leaving laptops unattended in public.
- Wasting Council IT resources.

13. Cloud-Based File Sharing

- Large files must be shared only using the Council's approved WeTransfer account.
- All WeTransfer links must have a time-limit set on access.

14. Emergency IT Procedures

- In case of sudden staff absence: the Clerk (or Deputy Clerk, if appropriate) will set up out-of-office replies or arrange limited email forwarding via Redsquid.
- Virus incident: any affected machine must be disconnected from the network immediately and reported to IT.
- Cyber-attack or data breach: escalate immediately to the Clerk of the Council who will liaise with Redsquid as appropriate.

Policy Items Applicable to CWPC Councillors

15. Councillor Devices

- Councillors are expected to use their own personal devices for Council duties.
- Councillors must ensure that their devices are kept secure, with up-to-date antivirus protection and strong passwords in place.

APPENDIX E

CHEPPING WYCOMBE PARISH COUNCIL

APPLICATION FOR GRANT/DONATION BY CHARITABLE, VOLUNTARY OR OTHER ORGANISATIONS
(Local Government Act 1972, Section 137)

Please note: this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. It the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

Name of organisation: St Margaret's Church - Community Events

Sponsor: St Margaret's Church, Tylers Green Contact details: E

Treasurer/Financial Officer: Contact details: (

How is the organisation established (delete as appropriate)

Registered as a Charity	Yes an 'Excepted Charity '
Charity No	Benefice ID: 27-397BT.

What are the objectives of the organisation?
Does the organisation carry out any trading activity with a view to profit?
Does your organisation have a membership?

St Margaret's Church are looking to be involved in local community events on the common, including the Remembrance Service and Christmas Carols on the common and any other similar events throughout the year. The church want to embrace its presence in the community and work with all of the community creating a sense of worth and value to everyone living within our village

For what purpose of project is the grant/donation requested?

Currently for Remembrance services we have relied on a loan of a flag pole to use on the common *This of course is not ideal so it was decided to have a specific flag pole that is used solely for these events would be much more practical* *The Penn and Tylers Green Residents society have agreed to fund half the cost of the flag pole and we are then looking to see if Chepping Parish Council would match fund the other half.* *The Flag pole has been currently privately funded by Mr Robert Sadler so we would be looking to reimburse him in full*

Please specify:

Total estimated cost of the project	£731.62
Dates to commence and complete	04.11.25
Amount already available	£0.00
Amount expected to be available at start	£365.81 from 50% donation from Penn and Tylers Green Residents Society

Other applications for grants for the project:

Body: Penn and Tylers Green Residents Society	Amount applied for: 50% match fudning

Amount being requested from CWPC : £365.81

Who will benefit from the project, specifically with residents of Chepping Wycombe in mind? *This will be a community project on the common, for all of the community to attend* *Whether through the actual service of Remembrance or when out walking or passing within the community the flagpole and the opportunity to reflect and remember will be possible*

I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true.

Signed: Dated: 08.10.25

Capacity in which signed: On behalf of St Margaret's Church, member of PCC

Should the application be successful any cheque will be made payable to the name of the organisation as stated overleaf and sent to the Treasurer unless otherwise stated.

Alternative addressee for grant: I	

Please return the completed application and supporting documents to:

Clerk of the Council
Chepping Wycombe Parish Council
Cock Lane
Tylers Green
Bucks HP10 8DS

Or alternatively send the application via email to clerk@cwpc.org.uk
Any queries please do not hesitate to contact the office on: 01494 814600

CONFIRMATION OF ORDER

Specialised Canvas Services Ltd
Adelphi Way
Ireland Industrial Estate
Staveley
Chesterfield S43 3LS
01246 472949

charlotte.towers@flagmakers.co.uk

Ref No. 304572/2
Order No. 8831431869
Required By 05/08/2025
Confirmed On 23/07/2025
Contact I
Tel
Mob

Delivery Address: (if different)

Tylers Green Village Hall
Church Road
Tylers Green
Bucks
HP10 8LN
United Kingdom

Re : 8m Glassfibre Flagpole & Delivery

Item	Qty	Pack	Description	Unit Price	Total
A	1	Unit(s)	**PLEASE DO NOT DELIVER THIS UNTIL THE 5TH AUGUST** THERE WILL BE NOBODY AROUND TO TAKE IN COLLECTION	£0.00	£0.00
B	1	Unit(s)	6.0m Glassfibre flagpole complete with external halyard, white finial and hinged base and studding RRP 8m Flagpole (as paid): £384.25 RRP 6m Flagpole (as required: £289.50 Owe back incl VAT: £113.70	£289.50	£289.50
D	1	Unit(s)	Gold finial for fibreglass flagpole	£42.59	£42.59
E	1	Unit(s)	180cm x 90cm (2 yard) Union sewn, rope & toggle RRP 2.5 yard Flag (as paid): £117.61 RRP 2 Yard Flag (As required): £84.09 Owe back incl VAT: £40.22	£84.09	£84.09
G	1	Unit(s)	Fitted With Antifray	£8.50	£8.50
H	1	Unit(s)	Dedicated Transport Delivery - Price is only valid for 30 days from quotation date *Please note that we are unfortunately unable to call the customer before hand or offer a time for delivery* Based on Standard Collection and Delivery Times	£185.00	£185.00
I	1	Unit(s)	Paid by Card with thanks Order reference: 304572 Payment reference: 8831431869 Date : 2025-07-23 16:29:38 Authorization code: 081489	£0.00	£0.00

Sub Total	£609.68
VAT	£121.94
TOTAL	£731.62

57.