

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

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

Present:

Cllr C Dodds - Chairman	Cllr S Guy
Cllr R Wilks – Vice-chairman	Cllr S Herron
Cllr L Johncock	Cllr K Wood
Cllr A Barron	Cllr L Townsend
Cllr J Gurney	Cllr C O’Leary
Cllr D Johncock (ex officio)	

Also present: Ms W Thompson (Clerk of the Council)
Cllr J Waters (Buckinghamshire Council)

WS/25/034 **Apologies for absence**
There were none.

WS/25/035 **Declarations of members’ interests in items on the agenda**
There were none tendered.

WS/25/036 **Delegated Action**
Members were asked to note the following delegated action by the Chairman of committee and the clerk since the last committee meeting in November:

- External PIR floodlights in yard replaced, depot heater switch issues investigated £244.00
Cllr Townsend expressed an interest in providing training for residents, on the use of defibrillators.

WS/25/026 **Offices, depot and warden’s house**
1 Washroom area refurbishment – workshop
Members were asked to note that work was underway; the electrics had been disconnected and the room gutted. The project was to be ongoing with the work undertaken by the grounds team during periods of bad weather.

2 Front Door Entry

Members were asked to note that the front door electrics had been completed, facilitating keypad entry and push button exit. The system was working well.

WS/25/027 **Cemeteries**

1 Altona Road

Members were asked to note the following:

- The crown would be lifted on the Plane tree in the centre of the cemetery, work to be undertaken by the grounds team.
- The small trees along the top footpath had been trimmed, and the paths had been weeded and raked.
- The photographing and uploading of memorials, to Find A Grave website, was continuing and would be an ongoing project with an aim for it to be completed for summer 2026.

2 Cock Lane

Members were asked to note the following:

- Six new posts had been installed at the car park entrance.

- The car park fencing had been repaired.
- The new memorial bench had been installed.
- The raised flower bed had been replanted, and the paths had been weeded and raked.
- Cllr Dodds made a particular note of thanks to the grounds team for the above work.

3 Hammersley Lane Garden of Rest

Members were asked to note the hedges had been trimmed, and the paths had been weeded and raked.

WS/25/028

War Memorials

1 Tylers Green

Members were asked to note that permission from St Margaret's Church was granted during October and the cleaning of the memorial had been completed, the surrounding vegetation was also cut back and the vicar had highlighted it as a job well done.

Cllr D Johncock asked whether the lettering on the memorial would be repainted, the clerk advised a member of the grounds team would carry out the work in spring/summer, in good weather.

2 Loudwater

Members were asked to note the following:

- New picket fencing had been installed alongside the yew hedge to help prevent damage. Cllr Dodds advised that a little more infilling of yew was required, this would be completed by the grounds team. Cllr Dodds also requested that the yew hedge be kept to the height of the fence.
- The paving slabs in front of the bench, which had raised due to an underlying tree root, had been lifted and resealed to lie flat.
- The memorial had been cleaned, weeded and replanted.

6.3 Flackwell Heath

Members were asked to note that the memorial had been cleaned, weeded and replanted. It was noted that the painted drain cover at the memorial needed attention.

WS/25/029

Improving our footpaths project

Cllr Wilks provided a report on his initial footpath survey of CWY/45/1, which was found to be in overall good condition. Cllr Dodds provided a verbal report on his initial surveys of CWY/62/1 and CWY/63/1, the report was yet to be written up. Mr J Herschel provided a project update which was shared on his behalf by Cllr Dodds, see attached.

Cllr Dodds and Mr Herschel would review and update the survey form before sharing it with those who had volunteered to survey the paths.

Cllr Barron asked what the ultimate plan for the gathered information was, Cllr Dodds advised the findings would be shared with the Buckinghamshire RoW team and the Chilterns Society for their records and to take any necessary action.

WS/25/030

Draft Committee Budget 2026/27

Members were asked to consider the draft budget for 2026/27.

Cllr D Johncock expressed concern over the 366% increase in electricity costs for footway lighting. The clerk advised the supplier billing had been changed from unmetered to half-hourly metered, the pricing had been negotiated and a 12 month contract was in place.

Cllr Waters offered to look into the contracts for street/footway lighting Buckinghamshire Council currently have in place, and would share his findings with the clerk.

It was RESOLVED that;

The draft budget for 2026/27 be recommended to Council in December.

Members were asked to bring suggestions for new projects for 2026.

- WS/25/031 Members were asked to note the committee's income and expenditure to Period 6 (September).
- WS/25/032 **Questions from committee members and the public**
 Cllr Waters requested the use of an MVA for Boundary Road, Loudwater; he would organise it's siting and volunteers. Cllr Waters also advised that the Chief Executive of Buckinghamshire Council had resigned but was due to remain in post until the new year.
 Cllr Wilks, in response to Cllr Townsend's enquiry regarding defibrillator training (see WS/25/025), highlighted his St John Ambulance training and that CPR was more important, use of a defibrillator being a last resort.
- WS/25/033 **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 numbers 11469 and 11470 be signed and that direct debits to Barclaycard, Castle Water, Clear Business, E-On Next, EE, Fuel Card Services, HMRC, Nest, Redsquid Communications, Shorts Group, Trade Point (B&Q) and Trade Point (Screwfix), along with Bank Transfers to Active Enviropest, Adams & Page, Castle Water, Cleaning with Sammi, Collison Tree Care, Country Supplies, Farnham Common Nurseries, Barclays, PF & DF Gray, R Sadler (grant), K Saunders (expenses) and Wicksteed Leisure also be approved for payment.

The chairman of the meeting thanked members for their attendance and closed the meeting at 8.18pm

Date and time of next meeting: Thursday 12 February 2026 @ 7.30pm

Signed: 

Dated: 18 December 2025

Update footpath Improvements Update

1. Survey form

A draft survey form with a focus on the condition of stiles, gates and waymark posts [described by Bucks ROW Team as ‘furniture’] has been prepared

2. Survey form trialled

The draft has been trialled on a footpath in Flackwell Heath and amendments will be made to simplify the form making it easier to use

3. Survey of stiles in Loudwater leading into Penn PC

While most stiles in the parish have been replaced by the parish by sponsoring the Chiltern Society ‘Donate a Gate’ scheme there are still quite a few where landowners have refused to have their stiles replaced. We have prepared a plan to survey their condition and their ease of use by walkers.

Once we have up to date information we should approach the Bucks RoW Team to determine if it is possible under more recent legislation to see some or all of them replaced with gates, enabling walkers to more easily use these footpaths.

Realistically we should have the survey completed and supporting documents prepared by early in the new year

4. Fennels Wood and the Railway Land

The parish council pays the owner of Fennels Wood a modest annual fee for residents to use the marked paths in the wood, in addition to the two legal Definitive footpaths.

The council owns the two sections of the old railway track in Loudwater. The two sections are blocked by that part which was bought by the county to enable an extension to the school.

To enable walkers to walk the full route the council built a new route through lower Fennels Wood which included a number of stairways.

The condition of the stairs and handrails is being surveyed and necessary repairs can be put in hand by the clerk under delegated powers.

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
x	011470	490680	Clarity Copiers (High Wycombe) Ltd	Print/copy charges, Oct '25	123.62	24.73	148.35
x	011470	6455264	Viking Office UK Ltd	Bleach, Handtowels, Diaries, Paper, Coffee, Clips (and envelopes etc)	154.80	22.76	177.56
x	011470	6513960	Viking Office UK Ltd	Credit for returned incorrect envelopes (C4 non-window)	-15.49	-3.10	-18.59
x	011470	6531172	Viking Office UK Ltd	Credit for returned incorrect envelopes (C4 window)	-15.99	-3.20	-19.19
							139.78
	TRANSFER	AE3297/2025	Active Enviropest	Routine pest control inspection, 29/09	40.00	0.00	40.00
	TRANSFER	HW0000175624	Adams & Page Ltd	Puncture repair - mower	25.00	5.00	30.00
	TRANSFER	10008263367	Castle Water	Kingswood Cemetery, Cock Lane Oct '25	13.50	0.00	13.50
	TRANSFER	10008266696	Castle Water	Hammersley Lane GoR, Sep '25 - Feb '26	36.07	0.00	36.07
	TRANSFER	046	Cleaning with Sammi	Office Cleaning, Oct '25	135.00	0.00	135.00
	TRANSFER	2512	Collison Tree Care Ltd	Tree work, boundary of Kings Wood / 408 Micklefield Road	1,650.00	330.00	1,980.00
x	TRANSFER	505401	Country Supplies	Posts and postcrete for Cock Lane Cemetery	156.76	31.35	188.11
x	TRANSFER	093857	Farnham Common Nurseries Ltd	1 x Sorbus Vilmosini (TG Common), 4 x Taxus Baccata (LW War Me	176.00	35.20	211.20
	TRANSFER	N/A	Payroll	Salaries & LGPS November '25	17,167.90	0.00	17,167.90
	TRANSFER	0014661	PF & DF Gray	Annual hedgecutting (all Parish)	1,800.00	360.00	2,160.00
	TRANSFER	N/A	Sadler, Robert	Grant for Flagpole, Tylers Green Common	365.81	0.00	365.81
	TRANSFER	N/A	Saunders, Karen - Expenses	Mileage & parking, Clerks Induction Course 7/11.	17.50	0.00	17.50
x	TRANSFER	0000829950	Wicksteed Leisure Ltd	Parts to repair Teacup Twister at Ashley Drive	150.58	30.12	180.70
	DD	N/A	Barclaycard	Bucks Council, Defib Pads, Locker Keys, Flowers	286.34	0.00	286.34
	DD	1000806255	Castle Water	Flackwell Heath Allotments, Oct '25	150.74	0.00	150.74
	DD	10008173475	Castle Water	Altona Road Cemetery, Oct '25	13.50	0.00	13.50
	DD	8251617	Clear Business	Broadband and phones, Nov '25	97.89	19.58	117.47
	DD	KI-031D95C6-0051	E-On Next	Gas, Office, Oct '25	188.28	9.41	197.69
	DD	V02401699076	EE	Warden phone	24.66	4.93	29.59
	DD	9010629467	Fuel Card Services Ltd	Fuel - vehicles & equipment, Oct '25	359.16	71.83	430.99
	DD	N/A	HMRC	Tax & MI, Nov '25	5,176.98	0.00	5,176.98
	DD	N/A	Nest	Pensions Oct '25	1,300.47	0.00	1,300.47
	DD	26796	Redsquad Communications Ltd	ICT and Voice Service Charge, Dec '25	523.73	104.75	628.48
	DD	286119	Shorts Group Ltd	TG Dog Bins, Oct '25	589.80	117.96	707.76
	DD	286118	Shorts Group Ltd	LW Dog Bins, Oct '25	453.70	90.74	544.44
	DD	286117	Shorts Group Ltd	FH Dog Bins, Oct '25	272.20	54.44	326.64
x	DD	2007569120	Trade Point (B&Q)	Cleaning supplies - Office and vehicles	16.04	3.21	19.25
	DD	2007629824	Trade Point (B&Q)	Fixings for memorial bench, Cock Lane	11.50	2.30	13.80
x	DD	2007769096	Trade Point (B&Q)	Palisade fencing & posts - LW War Memorial	383.33	76.67	460.00
x	DD	2007877663	Trade Point (B&Q)	Fencing LW War Memorial, Maintenance supplies for street furniture	273.75	54.75	328.50
x	DD	2008101553	Trade Point (B&Q)	Drill Set, Dust pan & brush, Mop Refills	27.50	5.50	33.00
x	DD	2007575071	Trade Point (Screwfix)	Workwear - Bodywarmers	54.98	11.00	65.98
x	DD	2008111532	Trade Point (Screwfix)	Worklight (rechargeable), dust masks	43.07	8.62	51.69
					32,228.68	1,468.55	33,697.23

Income received since last committee meeting over £500.00

		Little Buddies	Preschool, Derehams, October '25	729.00	0.00	729.00
		Burial Fees	Various	630.00	0.00	630.00
				1,359.00	0.00	1,359.00

Signed:  Date: 13.11.25

Signed:  Date: 13/11/25

The RFO confirms that all goods and services have been received and that the invoices are accurate.
We have compared the invoice against the direct debit and payment details as above, along with the relevant purchase order details against the cheques