

CHEPPING WYCOMBE PARISH COUNCIL



ANNUAL PARISH MEETING

**Minutes of the Meeting held on Thursday 22 May 2025 at 7.00pm
at the Council Offices, Cock Lane, Tylers Green**

Chairman of the meeting: Cllr K Wood - Chairman of the Council

The following council members were also present:

Cllr J Gurney, Cllr R Wilks, Cllr A Barron, Cllr S Guy, Cllr I Forbes, Cllr K Wood, Cllr H Darch, Cllr N Thomas, Cllr L Johncock, Cllr D Johncock, Cllr K Griffiths, Cllr L Willis, Cllr C Jordan, and Cllr L Webb

The attendance book was signed by:

1 residents from Tylers Green P&TG Residents' Society, 5 resident from Flackwell Heath, Mr M Balbini (Clerk Wooburn & Bourne End), Cllr M West (Buckinghamshire Council) and Cllr J Waters (Buckinghamshire Council), CWPC Warden, Assistant Clerk and CWPC Clerk.

1. Welcome

Cllr Wood welcomed everyone and provided an outline of the meeting and introduced the new councillors; Larisa Townsend, Nathan Thomas and Steve Guy. Cllr Wood also thanked the members that had not stood for re-election; after Jeff Herschel, Clive Jordan and Sue Digby, who had all made significant contributions to the parish council during their tenure.

2. Apologies for absence:

Apologies for absence were received and accepted from Cllr Herron, Cllr S Wilson (BC) and L Tebbut (Tylers Green Resident).

3. Minutes of the last annual parish meeting

The minutes of the meeting held on Thursday 22 May 2025 were approved and signed as a true record of the meeting.

There were no matters arising from the minutes.

4. Finance & General Purposes committee

Cllr Barron, Chairman of the committee provided a report on the year (attached to this report)

5. Open Spaces Committee

Cllr Willis, Chairman of the committee advised the following;

This committee looks after the amenity and leisure areas within the 3 wards, this includes the woods in Loudwater and Tylers Green, the play areas and equipment of which there are now 5 in the parish and, of course Derehams Recreation Ground.

- Derehams – the planning application was being put together for submission following an extensive wait back from the pre-planning stage. The Loudwater Bowls Club had folded and therefore, as part of the application, this building would be re-purposed for community use with the existing pavilion being set aside for changing facilities.
Bat and newt surveys were being carried out along with a tree survey to ensure that the eco systems on the site would not be compromised.
- The normal maintenance had been done over the year with the grounds team still doing jobs in-house.
- Thanks for the support of the committee and we look forward to a new year.

6. Works, Services & Planning Committee

Cllr Dodds Chairman of the committee advised the following;

This committee looks after cemeteries, war memorials, bus shelters, footway lighting, the office complex, machinery and vehicles, gates and stiles and street furniture.

Works that has of will be completed within the year;

Depot

- A lean-to that acts as an extension to the garage has been erected.
- The electric main has been renewed and we are currently investigating the possibility of photovoltaic panels and batteries to make the office complex more efficient and greener.

LED Footway lighting

- On going maintenance of the lamps and columns

Cemeteries

- A project to upload the graves on 'Find A Grave' continues – the last cemetery Altona Road is currently being uploaded.

7. Questions from members of the public

Mrs Hunt asked about the access point to the Derehams site.

As part of the planning application there would be a second access point further up the lane which would not be so steep and lead directly into a car park.

Cllr Townsend asked about the Biodiversity Strategy.

This has formed part of the Open Spaces committee agendas and would be a regular item going forward with the Biodiversity Strategy being taken for consideration and approval.

8. Leaving Presentation to Long Serving Members

Cllr D Johncock spoke about Sue Digby who had been a councillor since 2007 (length of service 18 years) and had been a solid and support member of the council whose involvement would be greatly missed.

Cllr Forbes spoke about Jeff Herschel who had been a councillor for 25 years over two separate periods – firstly as a Tylers Green councillor from 1992 to 1995 and then a councillor for Flackwell Heath from 2003 until 2025. He has also served as a Wycombe District Councillor.

Jeff had championed so many projects during his time with CWPC – Community Payback workers, the bridleway and bridge in King's Wood, stile to gate project to make the parish more accessible to walkers, LED footway lighting project and with the help of his wife Denise registered the parish council land. His enthusiasm and drive would be missed. Thank you Jeff for your service.

Cllr Willis spoke about Clive Jordan who had been a councillor for 30 years, known locally as Mr Loudwater he has worked tirelessly in Magpie Wood keeping the paths clear and introducing bluebells. He has always been a reliable member of the parish council. He was also on the Loudwater Forum and the parish representative to the Loudwater Sports Club and Bowls Club. A resounding thanks to Clive for all the work and time he has committed to the parish council again he would be missed.

9. Vote of thanks

The chairman of the meeting Cllr K Woods proposed a vote of thanks to the council's staff; Wendy, and Suzanne in the office along with Graeme, Johnathan and Darren the grounds team.

Members were also thanked for their continued support throughout the year.

The chairman of the meeting declared it closed at 7.30pm, thanked everyone for their attendance and invited all to stay for refreshments and an opportunity to speak to members of the council present.

Wendy Thompson
Clerk to the Council
June 2025

First, I would like to say thank you to the Parish Staff for undertaking the plans made by the Parish Council. We had a member of the Admin Staff leave us at Christmas, to pursue other activities in early retirement. This has increased the pressure on the remaining staff and we are actively recruiting for a Deputy Clerk.

My thanks also go to the committee for listening and commenting on the Chairman's reports throughout the year, and to my deputy, Councillor Ian Forbes for his support.

Finance is a satisfying number puzzle to match Income with Expenditure and, Reserves with Contingencies (those future needs or unforeseen circumstances).

I am pleased to say once again, that the numbers balance between Income and Expenditure, and this has been validated by our external auditor.

The Parish Councillors would like to thank our Responsible Financial Officer & Parish Clerk – Wendy Thompson, for her excellent work in the end of year exam known as the AGAR – Annual Governance and Accounting Return. Ten out of ten does not do justice to the number of points that are checked – probably closer to 500 out of 500! The auditor did say that we were a very well-run Council, however, I am not sure whether he was referring to the Councillors or to the Clerk! She certainly gets my vote of thanks.

The Parish Income was predominantly from the Precept (the smallest bit of the annual Bucks Council Tax demand each year). This was supplemented by additional income from burials, rents and permits. Additionally, we get some money from the Community Infrastructure Levy or CIL, but this income is totally dependent on new housing developments.

Expenditure breaks down into three areas with committee oversight:

F&GP is basically the overheads– the running of the council (salaries etc), and this uses up 70% of the budget. (Rounding of numbers)!

Works and Services uses 15% of budget, again rounding of numbers.

Open Spaces also uses 15% of budget and again rounding of numbers.

Of course, Finance is more than the money - (very important though it is).

We have responsibilities for Staffing – (I have already mentioned we are recruiting for a Deputy Clerk, we will also be recruiting for an additional grounds person, with a bias towards plants). Health and Safety, Standing Orders - (rules and regulations that govern the way the Parish Council is run and conducts itself), including managing risk and resilience.

There are other reporting structures that we have oversight of:

The Neighbourhood Action Group – reporting on Police actions / concerns and Community Speed watch.

Community Board – this has been relatively dormant this year due to a review and re-organisation by Bucks.

There is one item I would like to draw your attention to, and that is the precept. This year it has increased by 9.95%. Before the sharp intake of breath, it is worth pointing out that the Parish precept increase on a Band D property is approx. 2 cups of coffee a year. Why the big increase – we plan to rebuild Derehams pavilion complex, and that will deplete our reserves, and will require a loan – this project is a big expenditure!

I would like to thank all our staff for their efforts and dedication in supporting Councillors and undertaking Council instructions to support the community. Their work is much appreciated.

Alec Barron Chairman F&GP - 15/05/25