CHEPPING WYCOMBE PARISH COUNCIL

Report of the Council meeting held on **Thursday, 19 March 2026 at 7.30pm** at the Council Chamber, Cock Lane, Tylers Green, Bucks HP10 8DS

The meeting was open to the public and press

Present:	Cllr K Wood	Cllr S Guy
	Cllr D Johncock	Cllr L Johncock
	Cllr A Barron	Cllr R Wilks
	Cllr S Herron	Cllr L Townsend (L)
	Cllr C O'Leary	Cllr I Forbes
	Cllr H Darch	Cllr C Dodds
	Cllr N Thomas	Cllr K Griffiths

Also present: Cllr J Waters (BC), Cllr P Drayton (BC), Cllr S Wilson (BC) and Cllr J Merry (PPC)

FC/25/058 **Apologies for Absence**
Apologies were received and approved from Cllr J Gurney (holiday). Late apologies were received after the meeting from Cllr L Webb (business).

FC/25/059 **Declarations of Interest and Code of Conduct**
Declarations were received from Cllr D Johncock for **Agenda Item 16 Accounts for Payment** being in receipt of an expense's payment. Cllr Dodds for **Agenda Item Grants 10.1 St Peter's Church** being a member of the congregation and Cllr Wood for Agenda item Grants 10.2 Loudwater Centre being the Chairman of Trustees for the centre.

The Chairman asked to suspend standing orders to re-order the meeting and bring forward **Agenda Item 11 Penn & Tylers Green Conservation Area Re-Appraisal.** Council approved the re-ordering.

FC/25/060 **Penn & Tylers Green Conservation Area Re-Appraisal**
Following an approach from Penn Parish Council in relation to the above, Council was asked to consider the paper from Cllr Forbes with a view to approving an expenditure of up to £5,000 as a contribution towards the re-appraisal.

It was RESOLVED that;
Council would not approve funding for the Conservation Area Re-Appraisal.

Vote: 2 For, 7 Against and 5 abstained.

Cllr J Merry thanked those present and left the meeting at 7.55pm

FC/25/061 **Council Minutes**
Council was asked to consider the minutes of the Council meeting held on Thursday 18 December 2025.

It was RESOLVED that;
the minutes were an accurate record of the meeting and were approved.

FC/25/062 **Open Spaces Committee**
Council was asked to consider the report of the Committee meeting held on Thursday 29 January 2026.

Cllr Darch asked if there had been any movement on **OS/25/047 2 Widmer Pond** and **3 Bus Stop.** The Clerk advised that no further progress had been made on either item.

It was RESOLVED that;
the report be approved as an accurate record.

FC/25/063 **Works & Services Committee**

Council was asked to consider the report of the Committee meeting held on Thursday 12 February 2026.

It was RESOLVED that;
the report be approved as an accurate record.

FC/25/064 **Finance &General Purposes**

Council was asked to consider the report of the Committee meeting held on Tuesday 3 March 2026.

Cllr D Johncock highlighted the review of the Committee Terms of Reference. Cllr Barron advised that the Finance and General Purposes committee Terms would be the first to be reviewed and would be the marker for a template/layout for the other committees.

It was RESOLVED that;
the report be approved as an accurate record.

FC/25/065 **Planning Meetings**

Council was asked to consider the reports of the Planning Meetings held on 23 December 2025 13 January 2026, 27 January 2026, 17 February 2026, and 3 March 2026. The reports were noted.

Council was also asked to note the schedule of applications from December to March, showing eventual outcomes of the parish council submitted objections.

Cllr Darch advised that the application for Tycoed, Hammersley Lane had been approved, and the Condition 6 had been removed. Cllr Darch also advised that the office had received several contacts from the architect for White Rose Cottage requesting to meet.

FC/25/066 **Publicity**

Council was asked to consider the recommendation from the Finance & General Purposes committee to approve the proposals from the Publicity working group.

It was RESOLVED that;
the Publicity working group proposals be approved.

During the working group meeting the Parish Council logo was mentioned, it was felt that there was a need for a refresh. Council was asked to consider the options tabled at the meeting.

It was RESOLVED that;
further work on the designs for consideration would be produced before any decision would be made.

FC/25/067 **Section 137 Expenditure Limit 2026/27**

Council was asked to note that the Ministry of Housing, Communities and Local Government had advised of an increase in the Section 137 expenditure limit to £11.60 per elector from £11.10 for the last financial year. The increase reflects the percentage rise in the retail price index between September 2024 and September 2025, in accordance with Schedule 12B of the Local Government Act 1972. Section 137 of the Act allows for expenditures for purposes that benefit the community when no specific statutory power is available.

FC/25/068 **Grants**

1 St Peter's Church, Loudwater

Council was asked to consider the recommendation from the Finance & General Purposes committee to approve the grant request from St Peter's Church, Loudwater in the sum of £8,000 to support their community work; with the caveat that the parish council support be recognised by the church on their publicity and the parish council to receive a 6 monthly feedback report on the use of the funds. This would not to be a recurring grant.

It was RESOLVED that;
the grant of £8,000 be approved and paid from Grants (S137).

Vote: 11 For and 3 abstained

It was noted that the church would be asked to provide photographs from the projects for the parish's social media.

Loudwater Centre
Council was asked to consider a request from The Loudwater Centre for assistance to replace the flooring of the upstairs hall at a cost of £9,239.00.

It was RESOLVED that;
the grant of £9,239.00 be approved. The funds to come from CiL (Community Infrastructure Levy).

FC/25/069 **Re-appointment of Internal Auditor**
Council was asked to consider the recommendation from Finance & General Purposes committee to approve the re-appointment of Mr E Newhouse as Internal Auditor for the financial year 2025/26, being a competent and independent person.

It was RESOLVED that;
the re-appointment of Mr Newhouse as Internal Auditor for the financial year 2025/26 be approved.

FC/25/070 **Back Office**
Council was asked to consider a proposal to re-purpose the back office as an archive space. The washroom and seating area will be updated to house the grounds team.

It was RESOLVED that;
the re-purposing of the back office for an archive space be approved.

FC/25/071 **Annual Parish Meeting**
Council was asked to note the date for the above meeting – Wednesday 13 May 2026 starting at 7pm it will be held at the Council Offices, Cock Lane.

Cllr P Drayton thanked the meeting and left at 8.32pm

FC/25/072 **Questions by Members of the Council**

- Cllr Darch asked about the joint meeting with Wooburn and Bourne End Parish Council to work on a response to the Bucks Local Plan.
  Cllr Johncock advised that an extension of a week had been given following a representation from Cllr S Wilson. A joint response would be forthcoming. Wooburn & Bourne End had undertaken an excellent review of the documentation. The response would be sent on Monday 23 March.
- Cllr Wilks advised that he was having an issue with Outlook and his iPad was continually freezing.

FC/25/073 **Public Participation**
Cllr Wilson apologised for not attending meetings before and would try to attend in the future.
He mentioned the Local Plan and that 6.5k responses across the County had been received.
Cllr Waters advised of the public meeting on 20 March in relation to the work he was doing in Loudwater in tandem with the Community Board to garner interest in a residents Society.

FC/25/074 **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 number 11476 to 11480 be signed and that direct debits to Barclaycard, Castle Water, Clear Business (Unicom), EE, E-On Next, Shell (Fuel Card Services), HMRC, Redsquid Communications, Shorts Group Ltd, SSE and Trade UK along with a transfers to Active Enviropest, BMKALC, Bucks Fire and Security Ltd, Castle Water, Clarity Copiers (HW) Ltd, Core Geotechnics Ltd, Country Supplies, Grange Security Systems, Cllr D Johncock, Lyreco, Nisbets, Barclays and W Thompson.

The Chairman thanked members for their attendance and closed the meeting at 8.50pm

Date & Time of Next Meeting: Thursday 30 April 2026 @ 7.30pm

Signed: Katrina S.A Wood Dated: 30 April 2026

Chepping Wycombe Parish Council

Pending expenditure transactions

19-Mar-26

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount	
	011476	N/A	DVLA (Post Office Ltd)	Vehicle Tax, Transit RO17 NZA	345.00	0.00	345.00	
	011477	N/A	Motor Neurone Disease Association	Paul Davies - Litter Collection Scheme '25-'26	50.00	0.00	50.00	
	011478	N/A	Penn Trust, The	Miles Green - Litter Collection Scheme '25-'26	150.00	0.00	150.00	
	011479	N/A	Tracey Olsen	Access permission, Fennels Wood '26	250.00	0.00	250.00	
	011480	N/A	Wycombe Food Hub	Philip Pitcher - Litter Colletion Scheme '25-'26	50.00	0.00	50.00	
	TRANSFER	AE3472/2026	Active Enviropest	Routine Rodent Inspection, Office/Depot, 02/03/26	40.00	0.00	40.00	
	TRANSFER	6678	Bucks & MK Association of Local Councils	Councillor Essentials, Parts 1-3 Feb '26	90.00	0.00	90.00	
	TRANSFER	6662	Bucks & MK Association of Local Councils	Councillor Essentials, Parts 1-3 Feb '26	90.00	0.00	90.00	
	TRANSFER	6666	Bucks & MK Association of Local Councils	Councillor Essentials, Parts 1-3 Feb '26	90.00	0.00	90.00	270.00
	TRANSFER	7015	Bucks Fire & Security Ltd	Supply & installation of additional CCTV camera, Straight Bit	650.00	130.00	780.00	
	TRANSFER	10009464849	Castle Water	Kingswood Cemetery, Feb '26	10.36	0.00	10.36	
	TRANSFER	495577	Clarity Copiers (High Wycombe) Ltd	Print/copy charges, Feb '26	45.63	9.13	54.76	
	TRANSFER	26026	Core Geotechnics Ltd	Railway Land - attend, survey and report	961.35	192.27	1,153.62	
x	TRANSFER	511928	Country Supplies	Mulch for biodiversity project	191.66	38.33	229.99	
x	TRANSFER	513620	Country Supplies	Fencing for Cock Lane Cemetery	105.12	21.02	126.14	356.13
	TRANSFER	6133027	Grange Security Systems	Call Out - Office/Depot Alarm	77.00	15.40	92.40	
	TRANSFER	N/A	Johncock, Cllr D	Broadband Jan/Feb/Mar '26	45.00	0.00	45.00	
	TRANSFER	6220252070	Lyreco	Office stationery/supplies	51.99	2.20	54.19	
x	TRANSFER	32997771	Nisbets	Heavy Duty Gloves, Bottled Water	27.32	5.46	32.78	
x	TRANSFER	33048538	Nisbets	Sugar (balance of above order)	3.50	0.00	3.50	
x	TRANSFER	33064487	Nisbets	Cleaning supplies for Derehams, sparkling water for office	25.61	5.12	30.73	67.01
	TRANSFER	N/A	Payroll	Salaries & LGPS	16,461.27	0.00	16,461.27	
	TRANSFER	N/A	Thompson, W	Expenses - plants for biodiversity area, Altona Rd cem, LW war mer	75.00	15.00	90.00	
	DD	N/A	Barclaycard	Feb '26 purchases - biodiversity, Isuzu rear light, Gard Exp refund	808.20	0.00	808.20	
	DD	10009293901	Castle Water	Office/Depot, Feb '26	51.79	0.00	51.79	
	DD	10009383858	Castle Water	Altona Road Cemetery, Feb '26	10.36	0.00	10.36	
	DD	10009485411	Castle Water	Chapel Road Allotments, 1/2-11/3 '26	40.87	0.00	40.87	103.02
	DD	8588058	Clear Business	Landline & broadband, Mar '26	108.41	21.68	130.09	
	DD	KI-031D95C6-0055	E-On Next	Gas, Office, Feb '26	331.52	66.30	397.82	
	DD	9011308371	Fuel Card Services Ltd	Vehicle fuel, Feb '26	370.63	74.13	444.76	
	DD	N/A	HMRC	Tax & NI, Mar '26	6,059.83	0.00	6,059.83	
	DD	30699	Redsquid Communications	ICT & Voice, Mar '26	586.60	117.32	703.92	
	DD	295364	Shorts Group Ltd	Dog bins, TG, Feb '26	471.84	94.37	566.21	
	DD	295363	Shorts Group Ltd	Dog bins, LW, Feb '26	362.96	72.59	435.55	
	DD	295362	Shorts Group Ltd	Dog bins, FH, Feb '26	217.76	43.55	261.31	1,263.07
	DD	IV04182657	SSE	Footway Lighting, Feb '26	724.46	144.89	869.35	
x	DD	2010540205	Trade UK (B&Q)	Plumbing items for washroom, spirit levels	118.63	23.74	142.37	
x	DD	2010637229	Trade UK (B&Q)	Saws, gravel boards, clamps, glue	82.38	16.48	98.86	
x	DD	2010723738	Trade UK (B&Q)	Postcrete, mops, padlocks	85.00	17.00	102.00	
x	DD	2010785848	Trade UK (B&Q)	Plasterboard & ancillaries for Depot Washroom refurb	246.88	49.36	296.24	
x	DD	2010787383	Trade UK (B&Q)	Cement, Ballast, Gravel etc for Drain Repair Track 4/5	52.55	10.51	63.06	
x	DD	2010888295	Trade UK (B&Q)	Postcrete, GDL Bollards	37.50	7.50	45.00	
	DD	2010961733	Trade UK (B&Q)	Postcrete, GDL Bollards	25.00	5.00	30.00	777.53
					30,678.98	**1,198.35**	**31,877.33**	

Income received since last committee meeting over £500.00

			Flackwell Heath Minors	Green Dragon Lane rent, Sept-Nov '25	705.27	0.00	705.27
			Flackwell Heath Minors	Green Dragon Lane rent, Dec '25-Feb '26	705.27	0.00	705.27
			HMRC	VAT	3,962.68	0.00	3,962.68
					5,373.22	**0.00**	**5,373.22**

Signed: ....

Date: 20|3|2026

Signed: Katrine S A Wood

Date: 20|2|2026

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