

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Council meeting held on **Thursday, 30 April 2026 at 7.30pm** at the
Council Chamber, Cock Lane, Tylers Green, Bucks HP10 8DS

The meeting was open to members of the public and press

Present:	Cllr K Wood (Chairman)	Cllr C Dodds
	Cllr D Johncock (Vice-chairman)	Cllr J Gurney
	Cllr A Barron	Cllr S Guy
	Cllr R Wilks	Cllr H Darch
	Cllr L Johncock	Cllr C O'Leary
	Cllr K Griffiths	Cllr L Webb (late)

Also present: Cllr J Waters (BC)

FC/25/075 Apologies for Absence

Apologies were received and approved from Cllr N Thomas (another meeting), Cllr I Forbes (holiday), Cllr L Townsend (holiday) and Cllr S Herron (medical).

FC/25/076 Declarations of Interest and Code of Conduct

There were none.

FC/25/077 Council Minutes

Council was asked to consider the report of the Council meeting held on Thursday 19 March 2026.

FC/25/068 Grants 2 Loudwater Centre – Cllr Wood thanked all present for the funding for the new floor at the Centre and had provided a picture.

Cllr Darch asked if there was any further news about the bus stop improvements at Widmer Pond. The clerk advised that there was no update at present.

It was RESOLVED that;

the report be an accurate record of the meeting and were approved.

FC/25/078 Finance & General Purposes Committee

Council was asked to consider the report of the Committee meeting held on Thursday 16 April 2026.

FGP/25/050 Policies and Procedures 10. Finance & General Purposes Committee Terms of Reference Cllr Barron advised that the Terms of Reference had been deferred and will be brought back for consideration in October.

It was RESOLVED that;

the report of the meeting be approved.

FC/25/079 Planning Meetings

Council was asked to consider the reports of the Planning Meetings held on 24 March 2026 and 7 April 2026. The reports were noted.

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

Cllr D Johncock advised that the application for 21 Chapman Lane, Flackwell Heath had been refused by the planning inspectorate, which would stop future applications of a similar type.

Policies and Procedures

Council was asked to consider the recommendation from the Finance & General Purposes Committee to re-adopt the following policy documents which could be found on the parish council website www.cwpc.org.uk. Council was asked to note that no changes were being proposed.

- 1 Information & Data Protection Policy**
- 2 Document Retention & Disposal Policy**
- 3 IT Security and Acceptable Use**
- 4 Data Breach Policy**
- 5 Standing Orders**
- 6 Financial Regulations**
- 7 Complaints Procedure**

All the above documents were taken on block.

***It was RESOLVED that;
the documents above numbered 1 – 7 be approved for re-adoption.***

8 Planning Meeting – Terms of Reference

Council was asked to consider the adoption of the revised Planning Meeting Terms of Reference. Cllr D Johncock advised that they would be always open to review as circumstances and requirements change.

***It was RESOLVED that;
the Planning Meeting Terms of Reference be approved and adopted.***

9 Staffing Panel – Terms of Reference

Council was asked to consider the re-adoption of the Staffing Panel Terms of Reference. Cllr Darch advised that the document could be improved. Cllr Wood advised that they would be reviewed at the Chairmans' meeting on 20 May but asked that they be approved in principle pending further revision.

***It was RESOLVED that;
the Staffing Panel Terms of Reference be re-adopted and be brought back with further revisions at the next full Council meeting.***

Council was asked to note that the Publicity Policy had been deferred as revisions were required to bring the policy up to date these would be brought back to the next full Council meeting for consideration.

Annual Return and Governance Statement

Council was asked to consider the recommendation from the Finance & General Purposes Committee to approve for signature the completed annual return and governance statement.

Cllr Wood advised that the internal audit had gone extremely well with a clean bill of health. Thanks were noted to the Clerk.

***It was RESOLVED that;
The Annual Return and Governance Statement be approved for signature by the Chairman of Council.***

Council was asked to note the dates for the exercise of public rights being 3 June to 14 July 2026.

- FC/25/082 **Biodiversity Plan – Orchard Green, Flackwell Heath**
Council was asked to note the updated plan and the progress made on the site. The working group met on 15 April to discuss plans for the sites involved in the project. Cllr D Johncock advised that the site was in a developmental stage and the plan would act as a model for future sites.
- Council was asked to note the record of the meeting.
- FC/25/083 **Meeting Date – Annual Parish Meeting REMINDER**
Council was asked to note the Annual Parish Meeting date – Wednesday, 13 May 2026. The meeting will start at 7pm and will be held at the Council Offices, Cock Lane.
- FC/25/084 **Meeting Date Change – Open Spaces**
Council was asked to consider the date change for the next Open Spaces committee from Thursday, 21 May 2026 to Thursday 28 May 2026.
- It was RESOLVED that;
the date change to Thursday 28 May 2026 be approved.***
- FC/25/085 **Questions by Members of the Council**
Cllr Wilks asked if a list of sub committees and their membership could be circulated. Cllr Wood agreed that would be a good idea and this could be sent out after the Annual Council meeting.
- FC/25/086 **Public Participation**
Cllr Waters advised that the Clerk had contact him to asked if he could chase the Derehams Recreation Ground planning application which he did and at the time of the meeting had not had a response.
He thanked Cllr Townsend, Cllr Griffiths and Cllr Thomas for their attendance at the Loudwater Village Association meeting. A working group meeting had been set for 18 May and also a litter pick on 13 June. He also mentioned £3k from the Community Board had been ringfenced from last years' monies to support the initiative.
He advised that the Highways Team had changed along with a new contractor dealing with yellow lines.
- Cllr Wood advised that following an approach from a resident to the office regarding a 'tarmac path' through King's Wood, she had been in contact with Bucks Council. She had highlighted that King's Wood was a registered village green and therefore no permanent surface could be laid. No further communication had been received by the time of the meeting.
- In view of the confidential nature of the business to be considered it was recommended that Council resolve to exclude the public and press from the remainder of the meeting as permitted under the Public Bodies (Admissions to Meetings) Act 1960.***
- FC/25/087 **Chairman's Update**
Council was asked to receive an update from the Chairman on staffing matters.
Cllr Wood advised that all the new job descriptions had been signed by the grounds team.
- Also, that a dispensation for a potential extended absence be agreed for a member of the council if it became necessary (LGA 1972 s85).
- FC/25/088 **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 as follows; direct debits to Barclaycard, Barclays, Buckinghamshire Council, EE, Iris Software, Nest , Peninsula Business Solutions Ltd, Redsquid Communications, Shorts Group Ltd, SSE and Trade UK along with bank transfers to Briants***

of Risborough, CG Tree & Garden Services, Clarity Copiers, Cleaning with Sammi, Country Supplies, Cutting Edge Garden Machinery, External Plumbing Services, Grange Security, Lyreco, Nisbets, Origin Amenity Solutions, Rialtas Business Solutions, K Saunders, SparkX Ltd, Tilhill Forestry and Turvill Printing Services.

The Chairman thanked members for their attendance and closed the meeting at 8.01pm

Date & Time of Next Meeting: Tuesday 23 June 2026 @ 7.30pm

Signed: 

Dated 23 June 2026

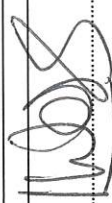
30-Apr-26

Pending expenditure transactions

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
x	TRANSFER	0340/34010188	Briants of Risborough	Mower parts/spares, gloves	190.37	38.07	228.44
x	TRANSFER	2478	CG Tree & Garden Services	Tree work carried out at 37A Straight Bit	980.00	196.00	1,176.00
	TRANSFER	496796	Clarity Copiers	Printing/Copying, Mar '26	48.40	9.68	58.08
	TRANSFER	076	Cleaning With Sammi	Office Cleaning, April '26	126.00	0.00	126.00
x	TRANSFER	517407	Country Supplies	Mushroom Compost, Biodiversity Project	100.00	20.00	120.00
x	TRANSFER	8719	Cutting Edge Garden Machinery	Repair to Kubota mower - brake switch	113.53	22.71	136.24
x	TRANSFER	797	External Plumbing Services	Repair leak at Altona Road Cemetery	240.00	48.00	288.00
	TRANSFER	6132476	Grange Security Systems	Annual Alarm Service - Derehams '26	108.00	21.60	129.60
x	TRANSFER	6220252424	Lyreco	Stationery	72.54	14.51	87.05
x	TRANSFER	33229743	Nisbets	Sparkling Water	18.87	3.77	22.64
x	TRANSFER	33249816	Nisbets	Still Water	16.17	3.23	19.40
x	TRANSFER	OAS10184900	Origin Amenity Solutions	Line Marking Paint	97.23	19.45	116.68
	TRANSFER	SM33351	Rialtas Business Solutions	Annual Support & Maintenance - Accounts Software	1,142.00	228.40	1,370.40
	TRANSFER	EXPENSES	Saunders, K	Expenses - CILCA Session 1	24.85	0.00	24.85
x	TRANSFER	INV-6959	Sparkx Ltd	Repair, Col. 2 Conway Close LW	560.00	112.00	672.00
	TRANSFER	S252032365	Tilhill Forestry	Kings Wood Management, Jan-Mar '26	450.00	90.00	540.00
	TRANSFER	00029928	Turville Printing Services	400 x Newsletters	91.00	18.20	109.20
	DD	N/A	Barclaycard	April statement - Flooring for depot washroom, office stationery	114.08	22.82	136.90
	DD	N/A	Barclays	Bank charges, 13/3-12/4	19.48	0.00	19.48
	DD	N/A	Buckinghamshire Council	Rates 2026/27 - Hammersley Lane Garden of Rest	69.00	0.00	69.00
	DD	V02467431175	EE	Warden Phone, Apr '26	27.52	3.60	31.12
	DD	INV-ISL-1339368	Iris Software	Staffology Payroll, March '26	39.00	7.80	46.80
	DD	N/A	Nest	Pensions April '26	1,429.85	0.00	1,429.85
	DD	U005605160	Peninsula	HR Services	150.90	28.50	179.40
	DD	U005621878	Peninsula	H&S Services	192.65	36.38	229.03
	DD	31674	Redsquad Communications	ICT & Voice, Apr '26	554.94	110.99	665.93
	DD	298068	Shorts Group Ltd	Dog Bins, TG, Mar '26	471.84	94.37	566.21
	DD	298067	Shorts Group Ltd	Dog Bins, LW, Mar '26	362.96	72.59	435.55
	DD	298066	Shorts Group Ltd	Dog Bins, FH, Mar '26	217.76	43.55	261.31
	DD	IV04386410	SSE	Electricity, Derehams Pavilion, Mar '26	280.58	14.03	294.61
x	DD	2011315733	Trade UK (B&Q)	Cleaning supplies, Memorial bench resetting	60.92	12.18	73.10
	DD	2011524686	Trade UK (B&Q)	Garden Furniture Oil (memorial bench, back common)	18.33	3.67	22.00
x	DD	2011700059	Trade UK (B&Q)	Ladder Hooks, Bleach (depot), Postcrete (stock), Sanding paper, Wo	146.71	29.33	176.04
	DD	2011514471	Trade UK (Screwfix)	Wood filler (memorial bench, back common)	13.66	2.73	16.39
					8,549.14	1,328.16	9,877.30

Income received since last committee meeting over £500.00

	Burial Fees	Various	724.00	0.00	724.00
	Burial Fees	Various	743.00	0.00	743.00
			1,467.00	0.00	1,467.00

Signed: Signed: 

Date: 30.4.26

Date: 30/04/2026

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 payroll payments as above, along with the relevant purchase order details against the cheques