CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Report of the meeting held on **Thursday 11 June 2026** at **7.30pm** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks, HP10 8DS

Present:	Cllr S Guy – Chairman	Cllr R Wilks
	Cllr C Dodds – Vice-chairman	Cllr L Johncock
	Cllr A Barron	Cllr L Townsend
	Cllr C O'Leary	Cllr K Wood
	Cllr D Johncock (ex officio)	

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

WS/26/001 **Apologies for absence**

Apologies were received and approved from Cllr S Herron (medical) and Cllr J Gurney (family).

WS/26/002 **Declarations of members' interests in items on the agenda**

There were none tendered.

WS/26/003 **Delegated Action**

Members were asked to note the following delegated actions by the Chairman of committee and the clerk since the last committee meeting in February:

- Water leak repair at Altona Road Cemetery — £240.00
- Replacement lamp, col. 2 Conway Close — £560.00
- Replacement lamp, col. 3 Hedley Road — £570.00
- Purchase of 2 gates for picnic area (see item 4.2 below) — £1133.48

WS/26/004 **Offices, depot and warden's house**

1 Washroom area refurbishment – workshop

Members were asked to note that the refurbishment was almost complete. Ceiling and wall panels, flooring, toilet, sink/vanity unit, water heater, towel rail and wall heater had all been installed. The electrical items were still to be connected. The spend to date on the project was c.£1700.00.

2 Picnic Area

Members were asked to note two kissing gates had been ordered for installation at the entrance to the picnic area from CWPC office car park and the entrance from the picnic area into the woods. This was to deter motorbikes from entering the picnic area and Kings Wood. The cost of these two gates was £1133.48, inc delivery.

3 Office

Members were asked to note there was an issue with the radiator in the front office whereby the tail was corroding. The plumber had attended and resolved the problem but the invoice had not yet been received so cost could not be confirmed at the meeting.

4.4 Vehicles

Members were asked to note the intention of replacing the Transit during 2026. The decision followed significant issues with the vehicle starting, and at the time no permanent solution had been found.

WS/26/005 **Cemeteries**

1 Altona Road

Members were asked to note the following:

- The gates had been rubbed down, primed and were in the process of being repainted.
- The photographing and uploading of memorials, to Find A Grave website, was progressing and would remain an ongoing project.

2 Cock Lane

2.1 Fencing

Members were asked to consider the installation of approx. 45m palisade fencing along the roadside of Cock Lane where there are significant gaps in the current tree line. The cost of fencing and installation was to be no more than £5000.00.

It was RESOLVED that;
The fencing be purchased from our approved contractor up to a cost of £5000.00.

2.2 Appreciation

Members were asked to note receipt of a thank you card from a resident who was very pleased with the condition of the cemetery and the dug grave for his family member's funeral.

3 Hammersley Lane Garden of Rest

Members were asked to note that an inspection of the flint wall had taken place and the remedial work was yet to be undertaken; 3m haunching blown and 2m^2 flintwork would be repaired by grounds team.

WS/26/006 **Footway Lighting**

Members were asked to note the following:

- Following the liquidation of Zeta Specialist Lighting, the cost of the agreed replacement Phosco 950 lanterns was £325.00 each.
- Vehicle damage to col. 6 Chapel Road had been reported, column leaning. The plumb and concrete repair by the contractor (Sparkx) had been completed, at a cost of £550.00.

WS/26/007 **War Memorials**

Members were asked to note the War Memorials in Flackwell Heath and Loudwater had been replanted for summer.

1 Loudwater War Memorial

Members were asked to consider the suggestion of having an Unknown Tommy and/ or an Unknown Woman in War silhouette statue for positioning at Loudwater War Memorial for Remembrance each year. Cost for single silhouette £200.00, cost for pair £350.00.

It was RESOLVED that;
Two pairs of Unknown Tommy and Unknown Woman in War silhouette statues be purchased, for Loudwater and Flackwell Heath War Memorials, at a cost of £700.00.

WS/26/008 **Street Furniture**

Members were asked to note a request from Cllr Forbes for the bench on Church Road (TG) be adopted by CWPC and be included for maintenance or replacement. Since Cllr Forbes had made his request we had been approached for a memorial bench in Tylers Green and this would be a suitable location. Once payment had been received the bench would be ordered.

WS/26/009 **Improving our footpaths project**

Members were asked to receive an update on the project from Cllr Dodds:
Cllr Dodds advised that the project had stalled due to recent extreme weather conditions. Mr Herschel had now provided maps to him and to Cllr Townsend, and in more suitable weather the paths, in Loudwater and Flackwell Heath respectively, would be walked and reported on. Cllr Forbes suggested that he may cover Tylers Green ward with Cllr Darch.

WS/26/010 **Sheepridge Lane Green Footpath**

Members were asked to note that the first cut and side on the Sheepridge Lane green footpath had been completed. It was noted that from our boundary onward the path was in need of attention and a request was made to contact the Clerk at Little Marlow Parish Council regarding this.

WS/26/011 **Site Visit**
Members were asked to consider a date for the site visit.
Sites to visit were:

- Loudwater War Memorial – to review the roadside bollards, new fencing and reseated paving.
- Altona Road Cemetery – to consider whether any improvements were required, in particular around the perimeter.
- Cock Lane Cemetery & Car Park – to review the need for any restriction in accessing the car park before the Ashwells development was due to begin and to view the line of fencing ordered (see WS/26/005).
- CWPC Depot – to review the work undertaken in the depot washroom refurbishment.

It was RESOLVED that;
The site visit would take place on Wednesday 22 July 2026. Members would meet at 5pm in the Council Depot.

WS/26/012 **Happy to Chat Bench Project**
Members were asked to note that the project had been deferred to the next meeting, but were invited to research potentially suitable locations, bench styles and costs; to be presented to the Clerk prior to the next agenda publication.

WS/26/013 **Committee Finances**
Members were asked to note the committee's income and expenditure to Period 2 (May).

WS/26/014 **Questions from committee members and the public**
Cllr Waters noted his appreciation of the purchasing of the Unknown Tommy and Unknown Woman in War silhouette statues for the Loudwater and Flackwell Heath War Memorials.
Cllr Waters advised that members from the newly formed Loudwater Village Residents Association had made enquiries about the installation of fencing around the play area at Boundary Road Recreation Ground. The Clerk advised that the lease for the ground was currently under review and no action could be taken at this time.
Cllr Barron asked about the conditions in the office/chamber during the recent heatwave and suggested air conditioning may be required. It was resolved that the Clerk/Deputy Clerk would investigate options and pricing on portable and fixed air conditioning units for consideration at a later date.

WS/26/015 **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 11482 be signed and that direct debits to Barclaycard, Clear Business, E-On Next, Fuel Card Services, Nest, along with Bank Transfers to Active Enviropest, BMKALC, Castle Water, CG Tree & Garden Services, K&S Walker, Penn Motor Company, and K Saunders (expenses) also be approved for payment.

The chairman of the meeting thanked members for their attendance and closed the meeting at 8.22pm

Date and time of next meeting: Thursday 24 September 2026 @ 7.30pm

Signed: Katrina S.A. Wood **Dated: 23 June 2026**

Chepping Wycombe Parish Council

Pending expenditure transactions

11-Jun-26

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount	
	011482	N/A	Cash	Petty cash reimbursement	184.38	0.00	184.38	
	TRANSFER	AE3587/2026	Active Enviropest	Routine rodent inspection, 21/5	40.00	0.00	40.00	
	TRANSFER	7084	BMKALC	Councillor Essentials Training - D Johncock	90.00	0.00	90.00	
	TRANSFER	7082	BMKALC	Councillor Essentials Training - L Townsend	90.00	0.00	90.00	
	TRANSFER	7085	BMKALC	Councillor Essentials Training - K Griffiths	90.00	0.00	90.00	
	TRANSFER	7083	BMKALC	Councillor Essentials Training - I Forbes	90.00	0.00	90.00	360.00
	TRANSFER	10010396662	Castle Water	Derehams, May '26	39.18	2.90	42.08	
	TRANSFER	10010389192	Castle Water	Office/Depot, May '26	54.61	0.00	54.61	
	TRANSFER	10010378878	Castle Water	Chapel Road Allotments, May '26	189.02	0.00	189.02	
	TRANSFER	10010416508	Castle Water	Ashley Drive Allotments, May '26	104.56	0.00	104.56	390.27
x	TRANSFER	2509	CG Tree & Garden Services Ltd	Tree works - boundary 37A Straight Bit	280.00	56.00	336.00	
	TRANSFER	15826	K&S Walker	Skip empty/exchange, depot	415.00	83.00	498.00	
	TRANSFER	53726	Penn Motor Company Ltd	Transit RO17 NZA, inspection of start-up problem & replacement in	325.99	65.20	391.19	
	TRANSFER	EXPENSES	Saunders, K	CiLCA Session 2, Mileage & Parking	18.00	0.00	18.00	
	DD	N/A	Barclaycard	Vinyl Flooring (depot refurb), M&S Flowers (Cllr Willis resignation)	152.10	24.81	176.91	
	DD	8830414	Clear Business	Voice & Broadband, June '26	80.99	18.20	99.19	
	DD	KI-031D95C6--0058	E-On Next	Gas, Office, May '26	122.00	6.10	128.10	
	DD	9011864827	Fuel Card Services Ltd	Vehicle Fuel, May '26	309.32	61.86	371.18	
	DD	N/A	Nest	Pensions	1,429.85	0.00	1,429.85	
						4,105.00	**318.07**	**4,423.07**	

Income received since last committee meeting over £500.00

					0.00	**0.00**	**0.00**

Signed: ....

Date: 11 JUN 26 ....

Signed: Ian Fitz ....

Date: 11 / June / 26 ....

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