

MINUTES OF THE MEETING HELD ON THURSDAY 10th MAY 2018 AT
8.00 PM IN THE CHURCH ROOM, WEST WYCOMBE

ATTENDANCE:

Cllrs Mrs V. Smith, Mr N Harris, Mr N. Timberlake, Mrs K. Cheshire, Mr R. Seymour, Mr P. Brown,
Mr S. Cope
Mrs S Henson - Clerk

APOLOGIES: None received

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS BY MEMBERS RELATING
TO ITEMS ON THE AGENDA: None declared

CONFIRMATION AND SIGNING OF MINUTES OF THE APRIL MEETING

The Minutes for the April Parish Council meeting were agreed by those Councillors present and signed by the Chairman.

REPORT ON PROGRESS ON ITEMS IN THE PREVIOUS MINUTES

Clerks report

1. HAGS completed the Pedestal Playing Field maintenance work
2. Clerk has ordered and paid for 2 new discs in the wooden trail
3. Clerk organised replacement of the bulb in the light above the defibrillator.
4. Cheque to Complete Tree Services was never received by them. Clerk has cancelled it and reissued.
5. The Chairman attended the BCC Unitary meeting
6. The Chairman and Clerk attended the WDC Unitary meeting
7. The VAT claim for £3098.56 has been received.
8. The Precept and Council Tax support grant have been received
9. Internal audit completed.
10. Policies relating to items on the agenda as well as revised Financial Regulations and Standing Orders have been emailed to 6 Councillors and hard copy to one Councillor.
11. The Clerk has emailed Sajid Javid and James Brokenshire re our decision to ask for two unitary status
12. Clerk has reported a broken light in Bradenham Road outside house number 97/99.
13. Clerk has invited the local organisations and our County and District Councillors to the Annual Parish meeting.
14. There has been an issue over gas barbecues on the Pedestal Playing Field.

MEETING CLOSED

MEETING REOPENED

251.1 Correspondence Received from 13th April – 10th May 2018

1. Monthly website report – emailed
2. Chilterns Conservation Board newsletter – emailed
3. SLCC latest GDPR information – we do not have to appoint a Data Protection Officer.
4. Email from a West Wycombe resident about the drains and gullies – Clerk has responded and informed other services –Thames Water are dealing with it and have to replace a cracked drain cover. Parish Council is arranging to have grips from the hill downwards cleared.
5. Project Griffin – anti terrorism training – July 23rd – emailed to Councillors. Clerk will attend
6. West Wycombe Art Group request for permission to erect signs at art exhibition – on Village Hall/NT land – passed to Village Hall Committee.
7. Notification from the ICO that the fee will increase from £35 to £40 – we have this set up as a direct debit.
8. Insurance renewal invitation – emailed.
9. HS2 updates but no relevant information at the moment.
10. Internal audit report
11. Request for permission to erect a banner for the Samaritans Cycle Ride on 30th June – Councillors agreed that it could go by the entrance barrier to the Pedestal Play Area.

12. Request from Thames Valley Police Neighbourhood Team to advise on crime prevention etc. request permission to erect a gazebo in the parish on 29th July. Clerk will suggest the Village Hall or Swan Yard once they have contacted the appropriate owners.
13. Emails from BCC and WDC re the unitary status
14. Cllr Hayday has a 9k fund for his area and has asked for ideas on works that our required in the parish.

251.2 Planning Decisions

18/05663/TPO-72 Copperfields High Wycombe -Shorten overhanging branches by up to 2 metres to 2 x Sycamore trees (T1 and T2) to contain the growth of large dominating tree species - permitted

251.3 To discuss the Silent Soldier campaign and the World War 1 Centenary

It was resolved to purchase one soldier silhouette at a cost of £100.

251.4 To receive an update on GDPR; to approve a Privacy Policy for allotment holders; grant of exclusive right (burials) holders; those people who contact the Parish Council

The Clerk reported that the government legislation will not require Parish Councils to appoint a Data Protection Officer. Once the policies and statements have been approved, allotment holders will be sent letters re GDPR.

It was resolved to approve the Privacy Policies for allotment holders; grant of exclusive right (burials) holders and those people who contact the Parish Council.

251.5 To consider updates to the Financial Regulations to include approval for the use of variable Direct Debits and online banking to HMRC and to approve the amended Financial Regulations

It was resolved to approve the revised Financial Regulations.

251.6 To discuss and agree on the insurance provider from the 1st June 2018

Came & Company, our insurance brokers had submitted quotes from three providers, our current provider, Inspire came in at the lowest price and covers all our requirements. It was resolved to continue with Inspire.

251.7 To revise our Standing Orders and to adopt the new Standing Orders developed by NALC

It was resolved to adopt the Revised Standing Orders to be used in conjunction with the new Standing Orders developed by NALC.

251.8 To agree to pay the internal auditor

The honorarium has been at £75 ever since 2008 when we started to undertake internal audits and the work load due to regulation has increased. It was resolved to increase the honorarium and pay £125. Councillors appreciated the amount of work undertaken by the internal auditor. To be reviewed annually.

Cllr Mrs Smith left the room, Cllr Harris took the Chair

251.9 To agree to pay the Chairman's Allowance of £150

It was resolved to pay the Chairman's Allowance of £150 to Cllr Mrs Smith.

Cllr Mrs Smith entered the room and took the Chair.

251.10 To receive and discuss the internal auditors report

The internal auditor submitted a thorough report which was issued to all Councillors. No issues of concern were raised and the good quality of the bookkeeping was commented upon.

251.11 To complete the Annual Governance Statement

The Chairman read out all the statements and explained their implications. All questions were answered in the affirmative and the form was signed off by the Chairman.

251.12 To approve the accounts for the year ending 31st March 2018

Councillors had copies of the final accounts prior to the meeting. It was resolved to accept and approve these accounts.

251.13 To set the date of 18th June until 27th July for the public inspection of the annual accounts to include the first 10 days of July

It was resolved to set the above dates for inspection to comply with 30 working days.

251.14 To agree on a policy for fires and barbecues on the Pedestal Playing Field

Cllr Cope reported an increase in barbecue usage on the playing field particularly since the arrival of the table tennis table. He recently came across a gentleman wheeling a gas barbecue onto the field. It was resolved to order signs stating that fires and barbecues were not allowed. One sign will go under the main sign as well as small signs near the seats and table tennis table. This item will be added to our play area policy – to cover casual and authorised fires and barbecues.

251.15 To report and discuss any Highways issues

The Clerk has written to a house in West Wycombe Road about the width of their hedge which is affecting the pavement.

Cllr Hayday has a 9k Leaders Fund for highways work – Clerk has so far suggested the short section of road on the Chorley Road triangle and footway repairs near Gerrard Court and the Pedestal Roundabout. Councillors suggested Church Lane needed resurfacing. Toweridge Lane needs an inspection. Verge at top of Park Farm Road needs investigating.

BCC has stated that they are aware of the damaged control box at the Pedestal and it will be repaired within the next few months.

The caravan dumped in Portway Drive has been reported to WDC and should be removed by 12th May.

Due to drain and water flow issues, Thames Water have visited the High Street and undertake work and in the process broke a drain cover near the archway by The Church Room. The National Trust team has kindly cleared the grips up Church Lane and they will be fully cleared by our contractor.

Clerk has had a site visit with the Deputy Manager of Grant and Stone requesting them to clear the boundary between the fence and the wood yard. To date nothing has improved.

251.16 To approve the accounts for May 2018 and signing of cheques - appendix 2

It was resolved to approve the accounts.

251.17 Members questions

Cllr Mrs Cheshire reported that the fence between the swings has been damaged.

Cllr Mrs Cheshire gave her apologies for the Annual Parish Meeting.

251.18 Date of next meeting

Annual Parish Meeting on Thursday 24th May 2018 at 8pm in The Church Room; Thursday 14th June 2018 at 8pm in The Church Room

Cheques to be paid in May 2018

Mrs S Henson	525.33
Bucks CC	181.97
HMRC - online	65.60
Mrs S Henson	12.30
Acorn Landscaping	190.64
TBS Hygiene	77.76
RBS Ltd	142.80
HAGS	735.60
Complete Tree Services	2046.00
West Wycombe PCC	250.00
Mrs J P Smith	150.00
Miss L M Hewitt	125.00
Royal British Legion Surrey	100.00
Came & Company	918.72
Southern Electricity dd	145.36
Total	5667.08

April salary
May pension
Tax
April expenses
1/12 highways grass cutting
April collections
Annual software support – finance
Pedestal Play equipment maintenance as per inspection
Re issue cheque for BG tree works
Annual Hire of Church Room
Chairman's allowance
Internal auditor's honorarium
Silent Soldier campaign
Insurance renewal
Energy

Statement of Account as at 1st May 2018

Opening balance – 1 st April	29170.61
Less April cheques	3267.73
Plus Precept and CTSG	22409.56
Plus VAT refund	3098.56
Plus BCC devolved services	2033.58
Total	53444.58