

MINUTES OF THE MEETING HELD ON THURSDAY 9<sup>th</sup> MAY 2019 AT  
8.00 PM IN THE CHURCH ROOM, WEST WYCOMBE

ATTENDANCE:

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

APOLOGIES:

Cllr Mr P. Brown, County Cllr Mr D Hayday, District Cllrs Mrs J. Teesdale and Mr I McEnnis

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS BY MEMBERS RELATING TO ITEMS ON THE AGENDA: Cllr Cope declared a pecuniary interest in the item relating to the Chairman's Allowance

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. Order has been placed with Complete Tree Services for the work on the trees in Park Farm Road – planned start date of 17<sup>th</sup> May. Clerk has delivered notes to residents advising them of the proposed work.
2. The three troughs will be planted up and in place around the 13<sup>th</sup> May.
3. Downley Dynamos have repaired and re seeded some of the grass and repositioned the big goal posts to give that area a chance for the grass to re-establish.
4. Clerk has asked for a price to sand down the wooden elements of the Multi Play as per the play inspection report however our contractor states that some of the issues are too deep to be sanded out and has recommended that we get a price for replacement wooden elements with appropriate bolts – the contractor would charge £200 to remove the old panels and install new ones. The price for the spare parts is £90 plus VAT but £121 for delivery – supplier is in North Wales and one piece of wood is nearly 2m long. Clerk is work with our contractor to see if there is another way of dealing with the issue.
5. We need to consider replacing the basket swing completely, preferably with a metal frame and more durable swing element. Clerk has found one company – HAGS who make a metal framed unit – this would cost £4630 for removal of old unit, erection of new unit including the cost of site safety fencing. The old one cost £3187 for the unit alone in 2010. Clerk has also asked Playdale for a price. A site visit is planned for the 17<sup>th</sup> May.
6. The car dumped on private land has been removed.
7. We will have a burial of ashes on 22<sup>nd</sup> May.

MEETING CLOSED FOR PUBLIC QUESTION TIME

MEETING REOPENED

262.1 Correspondence Received from 12<sup>th</sup> April -9<sup>th</sup> May 2019

1. Monthly website reports – emailed
2. Police and Crime Commissioners newsletter - emailed and on website.
3. WDC information about the changes to waste recycling sites – the Garden Centre Bins will be removed from 21<sup>st</sup> May – the site will be monitored for 1 -2 months for fly tipping.
4. Email from a local resident about the felling of trees and the track at the top of the hill and the pond –Clerk has responded with the information supplied by Sir Edward Dashwood.
5. Notification from a film company that they will be filming on the Chorley Road on 2<sup>nd</sup> May – we have subsequently been offered and received a donation of £125 for the inconvenience – this will go towards the two new MVAS.
6. Request from Samaritans to put up a notice for a cycle event- granted with date restrictions.
7. BCC email advising us that they are running behind on the completion of the A40 road safety scheme.

8. Request for permission to put up signage on our white entry gates near Toweridge Lane for a corporate relay taking place in West Wycombe Park – denied, but alternative position agreed.
9. Email from Chiltern Society representative to confirm that they will be looking after four of our footpaths in the coming season.
10. The VAT refund of £4471.79 has been received
11. Transport for Bucks information on LAF money towards the purchase of two solar MVAS.
12. Transport for Bucks advised us that weed killing will take place in the growing season but no dates have been set. Clerk, after consultation with Cllr Mrs Smith, has asked our contractor to undertake weed killing as the weeds are growing strongly and will get out of control.
13. Invitation to attend a meeting on how we would like the new unitary authority to work with us – The Hub on June 4<sup>th</sup> at 6pm. Cllr Mrs Smith and Clerk will attend.
14. Quotations from Solagen and Swarco for two solar powered MVAS units.
15. Quotation from Earth Anchors for a metal picnic bench and seats which will also allow a wheelchair to fit at the table.
16. Came and Company Insurance broker's comparison of three insurance policies – Inspire (Axa) our current policy comes out at the best price. Inspire £908.30, Hiscox - £1302; Ecclesiastical - £1307.

## 262.2 Planning

### Applications

**19/06065/CTREE -Land Adjacent Pedestal Playing Field, Cookshall Lane, High Wycombe** -Crown lift by approximately 5m to 30 x Lime Trees – no objection but question if it is 30 or 50 trees.

**19/05910/FUL -397 West Wycombe Road, High Wycombe** -Householder application for alterations to roof including reroofing and increase in ridge height, construction of 1 x rear dormer and conversion of garage to habitable accommodation – we have concerns over the following items:

1. The creation of a 4 bedroomed property with inadequate parking for potentially more than 2 cars. The loss of the garage and a drive on a steep slope and odd angle reduce the available space for parking cars and we believe there is insufficient room for 2 cars and there is certainly no space available to manoeuvre cars - they would be reversing directly onto the main road with insufficient visibility .
2. This property is very close to Park Farm Road and Copperfields and we can see a potential problem of the pavement being used for parking on a stretch of road which is already difficult and sometimes even impossible for pedestrians to navigate due to the number of cars parked on the pavement; these also block the visibility for residents trying to enter the West Wycombe Road from Park Farm Road and Copperfields.
3. Due to the height of the proposed new roofline and creation of a dormer window we have concerns over the loss of privacy and the overlooking of the gardens and living space of properties in both Park Farm Road and Copperfields.
4. The quality of the drawings submitted make it very difficult to interpret dimensions.

**19/05824/CLP -The Limes, Church Lane, West Wycombe** -Certificate of lawfulness for proposed repairs and renovation of existing outbuilding with new enlarged doors to gable end, insertion of roof lights, re-laying patio and new stairs between existing split levels – no objection

### Decisions

**19/05285/FUL -1 Bradenham Road West Wycombe** -Householder application for construction of first floor side extension and porch to the front elevation – permit

## 262.3 To discuss and agree on the insurance provider from the 1<sup>st</sup> June 2019

After studying three comparisons it was resolved to continue with our current insurer, Inspire (Axa) at a cost of £908.30.

## 262.4 To agree to pay the internal auditor

It was resolved to pay Miss Hewitt an honorarium of £125.

## 262.5 To agree to add Cllrs Cope and Harris to the bank mandate

It was resolved to add Cllrs Cope and Harris to the bank mandate and Cllr Cope would be added to the online second signatory list.

Cllr Cope left the room and Cllr Harris took the Chair.

262.6 To agree to pay the Chairman's allowance of £150

It was resolved to pay Cllr Cope as the new Chairman the allowance of £150.

Cllr Cope returned to the room and Cllr Harris handed the Chair back to Cllr Cope.

262.7 To review the Health and Safety Risk Assessment

The Clerk had issued the current Health and Safety Risk Assessment prior to the meeting. Councillors reviewed the document and agreed that no modifications were required.

262.8 To receive and discuss the internal auditors report

Councillors received a copy of all the internal auditor's documents and thorough reports prior to the meeting. There were no issues raised and the Clerk was complemented on the standard of the bookkeeping. The Parish Council will thank her for a thorough audit. It was resolved to formerly adopt the report.

262.9 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.

262.10 To approve the accounts for the year ending 31<sup>st</sup> March 2019

Councillors had copies of the final accounts prior to the meeting. It was resolved to accept and approve these accounts. The Chairman and Clerk/RFO signed them off.

262.11 To set the date of 17<sup>th</sup> June until 26<sup>th</sup> 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.

262.12 To agree to purchase a metal picnic table with fixed benches for the Pedestal Playing Field

It was resolved to place an order with Earth Anchors for a metal table with fixed benches at a cost of £972 due to the vandalism on the previous recycled table and benches which had cost £500 in 2015 and has been broken twice.

262.13 To discuss any highways issues

The A40 road safety scheme has been delayed but they will be completing the project as proposed. We now have matching belisher beacons.

The gully near Church Lane needs observing. We are monitoring the state of Church Lane. A member of the public raised a question about the Pedestal Roundabout and whether it could be improved in appearance. Clerk will follow through with Bucks County Council –it has to be easily maintained due to the hazards connected with its position. It must also ensure there is clear visibility.

262.14 To approve the accounts for May 2019 and signing of cheques - appendix 2

It was resolved to approve the accounts. See end of Minutes for list of payments.

262.15 Members questions

No members questions.

262.16 Date of next meeting

13<sup>th</sup> June 2019 at 8pm in The Church Room, West Wycombe

**Cheques for payment in May**

Mrs S Henson	551.68	April salary
Bucks CC	199.17	May pension
HMRC - online	63.40	Tax
Mrs S Henson	425.08	Mileage/troughs/stationery/toner/APCM refreshment
Acorn Landscaping	199.81	1/12 highways grass cutting
TBS Hygiene	100.80	April collections
RBS	145.20	Finance software support

Miss L.M. Hewitt	125.00	Internal auditor honorarium
Chairman's Allowance	150.00	Annual allowance 1/419 -31/3/20
St Lawrence PCC	125.00	6 months use of The Church Room
Came &Company	908.30	Insurance renewal from 1.6.2019
Castle Water	14.52	Allotment water supply
Southern Electric (dd)	79.12	Street light energy
BT	147.12	Phone
<b>Total</b>	<b>3234.20</b>	

**Statement of Account as at 1<sup>st</sup> May 2019**

Opening balance – 1 <sup>st</sup> April	25636.06
Less April cheques and dd's	2921.12
Plus Precept	21750.00
Plus Devolved Services	2033.58
Plus VAT refund	4471.49
Plus film donation J.Carter –Heart FM advert	125.00
<b>Total</b>	<b>51095.01</b>