



**YOU ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL
TO BE HELD ON THURSDAY 9th NOVEMBER 2017 AT 8PM
IN THE CHURCH ROOM, WEST WYCOMBE**

MEMBERS OF THE PUBLIC and PRESS ARE INVITED TO ATTEND

AGENDA

1. To accept apologies for absence
2. Declaration of disclosable pecuniary interests by Members relating to agenda items
3. To confirm and sign the minutes of the previous meeting
4. Report on progress on items in the previous minutes

**MEETING CLOSED FOR PUBLIC QUESTIONS
MEETING RE-OPENED**

5. Correspondence – see Appendix 1
6. Planning Applications & decisions: None at the time of producing the agenda
7. To approve the purchase of poppy wreaths under S137 expenditure
8. To discuss the Local Plan
9. To agree to place an order with Complete Tree Services for the burial ground
10. To consider a request from Chilterns Conservation Board for a donation
11. To discuss any highways issues including cleaning of the Perspex bus stop
12. To agree to place an order for work to replace two posts and part of the rope log equipment on the Pedestal playing field as a result of damage caused by the travellers
13. To consider making a response to the Air Quality Monitoring Consultation
14. To consider making a response to the BCC Mobile Library Consultation
15. To discuss the budget for 2018/2019
16. To agree to place an order with our current contractors for open spaces work in 2018/2019
17. To approve the accounts for November 2017 and signing of cheques - appendix 2
18. Members questions
19. Date of next meeting -Thursday 14th December 2017 at 8pm in The Church Room
20. Dates for 2018

SHARON L. HENSON, CLERK

2.11.2017

**PLEASE REPLY TO: Clerk to the Parish Council, Mrs. Sharon L. Henson,
18, Portway Drive, West Wycombe, Buckinghamshire HP12 4AU
Telephone: 01494 – 448048 Email: clerk@westwycombe.org.uk**

Correspondence Received from 12th October – 2nd November 2017

1. Monthly website report – emailed
2. Chilterns Conservation Board newsletter – emailed
3. Email from a local resident about the installation of a dog waste bin at the end of Park Farm Road - emailed.
4. WDC Notification of Air Quality Monitoring Consultation, we can ask for it to be extended based upon our past air quality history the fact that we have more traffic jams in the village and if all the extra houses are built in Princes Risborough then there will be more occasions when the part time traffic lights are operational causing more traffic tail backs– emailed and agenda item (see map enclosed). The link for the public to respond will go in the December Contact.
5. Notification of the new Local Plan Consultation – emailed – Chairman and Clerk to attend a meeting on 2nd November.
6. Response from Downley Dynamos over the parking issues – still plan to proceed with extending the car park; have re-issued guidelines to parents of home and visiting teams.
7. Price from Complete Tree Services - £325 to fell 7 limes, £180 to stump grind; £1200 to fell 8 field maples in shelter belt.
8. Price for 2018/2019 from Acorn Landscaping and Stillman Garden Services - emailed
9. Contractor for Pedestal Playing Field will not be increasing his prices
10. Chalk, Cherries and Chairs – Chilterns AONB – emailed
11. WDALC Minutes and new Chairman's letter – passed to Cllr Mrs Smith
12. BCC Budget Consultation – emailed and on website
13. Price for removing two stepping posts and concreting in new ones and rehangng new ropes - £295
14. BCC TRO for works in Bradenham Road in the new year – residents will be able to access their homes – it will go into the December Contact.
15. Email from Chiltern Society with the annual cost for clearing some of our footpaths - £220.08 – we are due a credit from last year so we will wait until the invoice arrives to see whether this has been accounted for.
16. BCC consultation on the mobile library service – emailed and on website – agenda item

Clerks report

1. Chairman and Clerk attended the Rural Forum
2. Chairman and Clerk attended the Local Plan meeting
3. One tenant still to pay for their allotment plot.
4. Work on Rosemary Close grass to take place in second week of November.
5. Please see dates for next year's meetings – enclosed
6. All non working street lights in High Street reported to TfB.
7. No response from Castle Water re Allotment water supply.
8. No reply from Network Rail re cutting the embankment.
9. Please study budget documents enclosed

Appendix 2

Cheques to be paid in November

Mrs S Henson	514.90	October salary
Bucks CC	169.31	November pension
HMRC - online	64.80	Tax/NI
Mrs J.P Smith	75.00	Refund for cleaning the bus shelter
Mrs S Henson	125.47	October expenses incl black cartridge
West Wycombe Estate	351.24	Welding cover over height barrier padlock (50%)
Acorn Landscaping	215.83	7/12 highways grass cutting
TBS Hygiene	422.04	October collections and new bin (approx.)
Southern Electricity dd	155.34	Street light energy
Total	2093.93	

There could be a bill from Peter Gomme

Statement of Account as at 1st November 2017

Opening balance – 1 st October	47070.20
Plus allotment rents	80.00
Downley Dynamos rent	400.00
Less October cheques	3223.04
Total	44327.16

West Wycombe Parish Suggested Budget for 2018/19 for discussion by Council

Estimated Running Costs for 2018/2019

Clerks salary, pension	(Staff)		9900
Expenses, Ann Report, stationery/s/ware	(Adm)	1980)	
Auditors	(Adm)	500)	
Chairman's Allowance	(Adm)	150)	
Postage	(Adm)	120)	4550
Insurance	(Adm)	1000)	
Hire of Rooms	(Adm)	300)	
Use of office, energy, broadband	(Adm)	500)	
Web site, telephone line	(Adm)		2000
Training	(Adm)		100
Subscriptions	(Adm)		400
Fete	(Adm)		500
Misc donations	(Adm)		500
S137 expenditure Old Peoples Party/Poppy Wreaths	(Adm)		200
Lighting (maintenance and energy)			3280
Replacement street lighting reserve			14000
Pedestal Playing Field maintenance and rent			4260
Pedestal Playing field equipment			2500
Burial Ground maintenance and refuse and tree works			5700
Allotment maintenance incl water, hedge cutting and scrub clearance			1200
Highways - verge grass cutting/weed killer/salt/dog bins/sign cleaning			6090
Chorley Road project – Transport for Bucks feasibility			3000
VAT on purchases (reclaimable)			2000
General reserve			12000
Total			72180
Income:			
Opening balance (incl reserves for lighting, Pedestal and general reserve)			31000
VAT refund			2500
Precept			43500
Council Tax Support Grant			1000
Bucks CC – devolved services			2034
Downley Dynamos			400
Allotment rents			360
Councillor donation (for emptying dog bin)			150
Total			80944

West Wycombe Parish Suggested Budget for 2018/19 for discussion by Council

I have worked out our proposed and planned expenditure for the remainder of this financial year. This includes paying for the burial ground trees; the maintenance work on the Pedestal Play equipment; work in Rosemary Close; rights of way work; all the normal monthly payments. At the end of October we had £44,327.16 in the bank as the second half of the precept and the majority of the allotment rents have now been paid in. We are due £500 from Cllr Hayday's Leaders Fund however this will refund the Park Farm dog bin. With the cheques for November allowed for and the projected expenditure for the remainder of the year we would have a yearend balance of approximately £31,000. Of this theoretically £14,000 is in reserve for street lights, £1000 for the Pedestal and £12000 general reserve. The remainder is made up of underspend and a VAT refund of approximately £2000.

The quote from Stillman Garden Services Ltd is increased by £200 from last year to £1450 – she undertakes the work in the allotments, the Pedestal Roundabout verge, Cutty Alley, weed killing on West Wycombe Road and the Pedestal Playing Fields, tidying the Church Lane garden. Acorn Landscaping will be increasing their price by 3% - it will increase the monthly payment including VAT by £6.47. Peter Gomme will keep the same price for next year's grass cutting at the Pedestal. John Lawrence prices are known as he priced for the 5 years when we gave him the contract for the burial ground – we are going into the final year. I have also allowed for the work by Dan Green on both ends of Toweridge Lane. I have also allowed a contingency for the extra bits and pieces of open spaces work that has been needed – weed killing, trees cutting back from crossing and around bus shelter. I have not increased the lighting reserve but have added a further £2000 to the general reserve. At this stage I do not know whether we will get the Council Tax Support grant or what the figure will be – I have reduced this year's figure for now.

The decision to cease the street lighting maintenance has, so far proved to be the correct one – last year we spent £3000 on maintenance and repairs, this year it is £853 and £661.48 relates to last year. £3000 has been allowed for the BCC survey on speed reduction in Chorley Road. Emptying the dog bins is now costing £900 per annum.

I am keeping £2500 in the Pedestal Play equipment budget so that we can build up a reserve for replacement equipment. We paid out £700 for a replacement basket swing which had been vandalised.

The traveller incursion has cost us £1384 – this covers the Cookshall Lane entrance, extra padlocks, work on the height barrier and replacement parts for the play equipment and eventual installation.

Telephone and insurance costs have come down through setting up new agreements. Energy costs have been negotiated and these will stand until September 2018.

There should be enough information for the Councillors to start a budget discussion and to decide whether there are any other items we should be considering.

Sharon Henson, Clerk/RFO

2/11/17



Parish Council Meetings for 2018

All meetings start at 8pm in The Church Room , High Street, West Wycombe unless indicated on the Agenda issued before the meeting

Members of the public are always welcome and there is a session at the beginning of the meeting where questions can be asked and statements made. We look forward to seeing you.

11th January
8th February
8th March
12th April
10th May – Annual Parish Council meeting
24th May – Annual Parish Meeting
14th June
12th July
13th September
11th October
8th November – budgets discussed
13th December – Precept set

1.11.2017