

MINUTES OF THE MEETING HELD ON THURSDAY 16<sup>th</sup> JULY 2020 AT  
8.00 PM BY ZOOM

ATTENDANCE: Cllrs Mr S. Cope, Mr N Harris, Mrs V. Smith, Mrs K. Cheshire, Mr N. Timberlake,  
Mrs S Henson - Clerk  
Cllr I. McEnnis

No members of the public

APOLOGIES: Cllrs Mr R. Seymour, Mr P Brown, Cllr Mr D. Hayday

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS BY MEMBERS RELATING TO ITEMS ON THE AGENDA – Cllr Harris declared a pecuniary interest in the planning application for tree works in West Wycombe Park.

CONFIRMATION AND SIGNING OF MINUTES OF THE JUNE PARISH COUNCIL MEETING  
The Minutes for the June Parish Council meeting were agreed by those Councillors present and will be signed by the Chairman outside the meeting.

MEETING CLOSED FOR PUBLIC QUESTION TIME

MEETING REOPENED

CLERKS REPORT

1. Both vacant allotments have new tenants.
2. Clerk has ordered tamper proof bolts for the tri table at a cost of £22 – these are due in early August.
3. Clerk has met with beekeeper; land has been cleared for the hive and discussions on future land maintenance have been arranged.
4. The new noticeboard is up in Chorley Road. A smaller size may be required for the replacement in the Village Hall car park.
5. The flashing heritage light in Church Lane has been repaired.
6. Should we consider installing a solar powered camera over the Pedestal Car Park.
7. We should now be able to install the original Chorley Road MVAS on the entry to the High Street from the Pedestal Roundabout.

274.1 Correspondence Received from 11th June – 16<sup>th</sup> July 2020

1. Website analysis for June – emailed.
2. NALC, SLCC and BMKALC emails with constant updates in connection with COVID 19 relating to the closure and re-opening of burial grounds, play areas, virtual meetings and all the changes made by the CORONAVIRUS 2020 Act.
3. Buckinghamshire Council daily and weekly updates – links put on website
4. Email from beekeeper – site visit arranged and further information provided
5. Notification of Play Inspection during September arranged by Buckinghamshire Council
6. Agenda and papers for the first NW Chilterns Community Board meeting – Chairman will log in, papers emailed to all Councillors.
7. Acknowledgement and appreciation from West Wycombe Post Office and Stores for our thank you letter.
8. Public Governance Elections for South Central Ambulance Service looking for candidates.
9. Earth Anchors price for tri table fixings - £22. Clerk has ordered this kit.
10. Community Board Chairmen, Vice Chairmen and administrator – forwarded to Cllr Cope
11. Community Board priorities and subgroups – forwarded to Cllr Cope. Funding bids must be in by August as long as it comes within the agreed subgroups.
12. HS2 update – emailed to Councillors
13. Confirmation that our Expression of Interest for further safety work on Bradenham Road has been submitted.
14. Clerk has been invited to a Buckinghamshire working group to sort out interaction between Buckinghamshire Council and parishes.

274.2 Planning Applications & decisions:

**20/06405/FUL -25 Portway Drive High Wycombe**-Householder application for construction of single storey rear extension and loft conversion (alternative to 20/05507/FUL) – West Wycombe Parish Council has no objections as the applicant has assured us that he will not be installing Velux windows in the front facing roof. We would have objections if Velux windows were to be installed to the front as this would have a detrimental effect on the overall street scene. We have no objections to the rear facing Velux windows.

**20/06719/TPO-West Wycombe Conservation Area West Wycombe Park West Wycombe**-Tree works as per schedule – no objection

Decisions

**20/06161/FUL - 50 Chorley Road, West Wycombe** – erection of front porch – permitted.

274.3 To consider COVID19 and decisions or actions which may be required including support

The Parish Council had received all current government guidelines relating to COVID19. Councillors studied the requirements for the re-opening of play areas and it was agreed that we could not comply with the requirements listed. It was agreed that we would put up signs stating that the play area would remain closed. We had not re-opened the play area but if people chose to ignore this decision then signs stating what they should consider, what they should do and how to behave would be erected on the entrances and on the equipment on the evening before the guidance changed. All equipment, tables and benches were sprayed with disinfectant and wiped down with bacterial wipes on the evening before the guidance changed as the equipment has been used throughout lockdown despite government guidelines.

274.4 To agree to place an order for fencing work in the burial ground at a cost of £380 incl VAT

It was resolved to place an order with Dave Stocks Fencing to undertake the work at a cost of £380.

274.5 To agree to place an order to convert the Parish Council heritage lights to LED

Quote for LED conversion of the Heritage lights has been received – cost will be £8929.98 plus VAT and we need to pay £6852.30 plus VAT in advance.

It was resolved to place an order with SSE Contracting to convert the parish council's heritage lights to LED.

274.6 To agree to have the height barrier at Pedestal Car Park modified and new locks fitted at a maximum cost of £800

Due to further traveller activity in the vicinity, it was resolved to place an order with VG Agricultural Services for install a half height barrier, special locks and padlocks on the entrance to the Pedestal Playing Field at a maximum cost of £800. This includes 5 keys.

274.7 To consider revising burial ground fees

Burial Ground fees have not changed since 2016 and there are some categories we do not charge for e.g. grant of exclusive rights and interment as two separate fees, second inscriptions, second urn plots, single and double plots, children.

It was resolved to make the following changes/additions to the fee structure.

Charge for granting an Exclusive Right of Burial for 99 years - £50

Children up to the age of 16 – free of charge

Memorial plaque under an existing tree - £45

Additional inscription on a memorial -£35

274.8 To consider any highways issues including installing the MVAS on the entrance to the High Street

The original MVAS unit which had been erected in Chorley Road will be erected on the entry to the High Street on the lighting column previously agreed with Bucks CC.

There will a Bus Rally going through West Wycombe in September.

274.9 To review the Health and Safety Risk Assessment

The Risk assessment must be reviewed annually. With the COVID 19 pandemic it was agreed that this would need to be reflected in the risk assessment.

The following additions were agreed:

To place signs in the bus shelters to reflect the government guidelines in relation to public transport and COVID19.

To add a sentence relating to the repair and replacement of noticeboards as necessary.

To add hand sanitizing and masks when meetings in The Church Room restart to comply with the government guidelines current at the time of the resumption.

To add a sentence covering the COVID19 government guidelines in relation to the Pedestal Play Area.

274.10 To approve the accounts for July 2020 signing of cheques - appendix 2

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

274.11 Members questions

Cllr Timberlake wondered whether we could sow wild flower seeds along any of the verges we are responsible for. Cllr Harris pointed out that wild flowers tend to only flower in nutritionally poor soil which means all grassed areas would have to be cut and the grass collected and disposed of. Grass verges have 1m of cut grass to make pavements easier for residents to walk along and to not restrict driver's visibility of pedestrians. This is something we may be able to undertake when we develop our environmental project in the field above the burial ground.

274.12 Date of next meeting

The next Parish Council meeting will be held on Thursday 13<sup>th</sup> August at 8pm via ZOOM or in The Church Room

**Payments to be made in July 2020**

Mrs S Henson	597.42	June salary
Bucks CC	221.30	July pension
HMRC - online	86.00	Tax
Acorn Landscaping	488.14	3/12 highway grass,4/12 burial ground, Pedestal strimming 3/12
TBS Hygiene	100.80	June collections
Mrs S Henson	15.80	Diary/disinfectant, ant bacterial wipes
Viking (debit card)	19.02	Noticeboard magnets/labels
Viking (debit card)	64.17	Laminator, pouches, yellow paper
Screwfix (debit card)	16.99	Backpack sprayer
JSG Handyman & Plumbing Services	135.00	Installation of noticeboard + fixings not included in delivery
Earth Anchors	781.20	Noticeboard
SSE Contracting	8222.76	Advance part payment of heritage light LED Conversion
V & G Agricultural Services	960.00	Height barrier, toothed padlocks, keys
Castle Water (dd)	18.66	Allotment water 4/10
Southern Electric (dd)	79.12	Street light energy
<b>Total</b>	<b>11,806.38</b>	

**Statement of Account as at 1<sup>st</sup> July 2020**

Opening balance – 1 <sup>st</sup> June	47794.75
Plus allotment rent	10.00
Less June payments	2588.33
<b>Total</b>	<b>45216.42</b>