



**YOU ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL  
TO BE HELD ON THURSDAY 9<sup>th</sup> FEBRUARY 2017 AT 8.00PM  
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 items on the agenda
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 agree to place an order for the work on the trees in Rosemary Close
8. To report and consider any Highways issues including parking issues in the High Street and application for a roadside sign for West Wycombe Pre School
9. To approve the accounts for February 2017 and signing of cheques - appendix 2
10. Members questions
11. Date of next meeting -Thursday 9<sup>th</sup> March 2017 at 8pm in The Church Room

SHARON L. HENSON, CLERK

2.2.2017

**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 12<sup>th</sup> January – 2<sup>nd</sup> February 2017

1. Emails from a High Street resident about parking.
2. Permission request for Mr Yandell – fee to be paid by the PCC to the PC.
3. Application for temporary sign for the verge from the West Wycombe Pre School
4. Transport for Bucks letter giving permission for MVAS sites – 1. Post to be installed on the open field between the houses on Chorley Road as well as lamp posts opposite nos 24 and 40; lamp posts 6 and 7 on entrance to the village; lamp post in Chapel Lane.
5. Confirmation from the Pensions Regulator that they have received our declaration of compliance.
6. Confirmation from Barclays Bank that we can set up online banking for HMRC
7. Information Commissioner – Renewal of Data Protection registration – suggest we set up a Direct Debit as we will always have to pay this fee of £35.
8. Website report – forwarded
9. Email from Cllr Hayday asking about HGV's and parking in the parish – Clerk gave a full response.
10. My Bucks Newsletter
11. Chiltern Society Newsletter
12. HS2 Update – nothing relevant to us.
13. Highways Satisfaction Survey – forwarded
14. Email reporting unsocial activity in the Garden Centre Car Park – West Wycombe Estate has dealt with the matter.
15. Chilterns Conservation Board Newsletter

If any Councillors would like copies of the various Newsletters please let me know and I will forward them.

### Clerks Report

1. Letter issued to all residents of Rosemary Close – only issue raised by residents at no 6 asking if the grass and trees in front of their house is included in the assessment – it is not an area devolved to us by BCC. No other comments. Clerk has provided a price for an extra tree on private land to be cut down.
2. The work on the allotment hedge has been started.
3. Leaflets have been placed on cars parking in the High Street and an article has been put in Contact to encourage safer and more considerate parking.
4. The MVAS has been ordered.
5. Clerk has asked The Handyman for a price to carry out maintenance to the Pedestal Play equipment
6. Thames Water have been asked by WDC to deal with the water leak near the public toilets
7. Clerk has reported light no3 Church Lane and light no 18 High Street as not working
8. Clerk has written to Pre School to congratulate them on their 'Outstanding' Ofsted.

### Appendix 2

#### **Cheques to be paid in February**

Swarco	1207.87	30% deposit on MVAS
Mrs S Henson	509.50	January salary
Bucks CC	166.53	February pension
HMRC - online	70.20	Tax/NI
Acorn Landscaping	215.83	10/12 highways grass cutting
Mrs S Henson	9.00	January expenses
TBS Hygiene	81.00	December collections
TBS Hygiene	64.80	January collections
Stillman Garden Services	540.00	Allotment hedge
Southern Electricity dd	150.47	Street light energy
<b>Total</b>	<b>3015.20</b>	

#### **Statement of Account as at 1<sup>st</sup> February 2017**

Opening balance – 1 <sup>st</sup> Jan	30464.36
Less January cheques	5797.69
<b>Sub Total</b>	<b>24666.67</b>
Deposit account	2629.84
<b>Total</b>	<b>27296.51</b>

## West Wycombe Parish Suggested Budget for 2017/18

### Estimated Running Costs for 2017/2018

Clerks salary, pension	(Staff)		9850
Expenses, Ann Report, stationery/s/ware	(Adm)	1660 )	
Auditors	(Adm)	500 )	
Chairman's Allowance	(Adm)	100 )	
Postage	(Adm)	120 )	4130
Insurance	(Adm)	1000 )	
Hire of Rooms	(Adm)	250 )	
Use of office, energy, broadband	(Adm)	500 )	
Web site, telephone line	(Adm)		2300
Training	(Adm)		100
Subscriptions	(Adm)		450
Fete	(Adm)		500
Misc donations	(Adm)		500
S137 expenditure Old Peoples Party/Poppy Wreaths	(Adm)		200
Lighting (maintenance and energy)			3000
Replacement street lighting reserve			8000
Pedestal Playing Field maintenance and rent			3860
Pedestal Playing field equipment			2000
Burial Ground maintenance and refuse and tree works			4740
Allotment maintenance incl water, hedge cutting and scrub clearance			1500
Highways - verge grass cutting/weed killer/salt/dog bins/sign cleaning			6000
Chorley Road project – 70% balance for MYSI			2800
General reserve			8000
<b>Total</b>			<b>57930</b>
<b>Income:</b>			
Opening balance (includes lighting and general reserve totalling £14,000)			20000
VAT refund			2000
Precept			42000
Council Tax Support Grant			1051
Bucks CC – devolved services			2139
Downley Dynamos			300
Allotment rents			360
Interest			2
<b>Total</b>			<b>67852</b>

## **West Wycombe Parish Budget for 2017/18**

I have worked out our proposed and planned expenditure for the remainder of this financial year. This includes paying for the maintenance work on the Pedestal Play equipment; the extra maintenance work at the allotments; all the normal monthly payments. At the end of January we had £27,296 in the bank. . With the cheques for February and March allowed for and the projected expenditure for the remainder of the year we would have a yearend balance of approximately £20,000. Of this theoretically £14,000 is in reserve - £6000 for street lights an £8000 general reserve.

We still have to pay for the MYSI - £4021 and £1051 for the Rosemary Close trees but this has been allowed for. Stillman Garden Services Ltd who undertake the work in the allotments, the Pedestal Roundabout verge, Cutty Alley, weed killing on West Wycombe Road and the Pedestal Playing Fields, and the extra job of tidying the Church Lane garden; Acorn Landscaping who undertake the devolved grass cutting and Peter Gomme who looks after the Pedestal Playing Field have all kept their prices the same. John Lawrence prices are known as he priced for the 5 years when we gave him the contract for the burial ground. I have also allowed for the work by Dan Green on both ends of Toweridge Lane.

I have increased the lighting reserve by £2000 and added a further £2000 to the general reserve.

We have terminated our contract with SSE Contracting for our lighting maintenance but have allowed £1000 for lighting repairs and maintenance and the current non working lights have been reported and SSEC have been asked to paint numbers on the lighting columns, where possible, prior to the contract ending at 31<sup>st</sup> March. If we need a new column this is often as a result of an accident and is paid for under our insurance. We have one set of costings for converting our lighting to LED in three stages – Chorley Road - £10,200, Bradenham Road - £7,200 and then the rest - £7200 – we have 57 lights and our reserve figure will go a long way towards this project – LED street lights reduce energy costs by about a third (not as much as domestic costs) but lights are guaranteed for 10 years and reduce light pollution. Bradenham Road lights were installed in 2005 and Chorley Road are pre 1999, the heritage lights vary between pre 1999 and 2004.

We have paid for the BCC survey on MYSI sites and raised a cheque for 30% of the purchase price of the MYSI. Cllrs Mc Ennis and Mrs Teesdale have contributed £500 towards this project.

Emptying the dog bins is now costing £700 per annum.

I am keeping £2000 in the Pedestal Play equipment budget so that we can start to build up a reserve for replacement equipment.

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

**Sharon Henson, Clerk/RFO**

**1/02/17**

The tool below will help you set your Council Tax for 2017/18. It is constructed on the basis that your share of Council Tax Support Grant (CTSS) will reduce by 17.5%; this is a provisional figure.

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### Input 1

Select your Organisation using the drop down Box in the Pink Box	
Parish	WestW'- Parish Council

### Input 2

Enter either your proposed Precept Demand **D11** or Band D Council Tax for 2017/18 **D13**

Precept	£42,000.00
Or	
Band D Tax	£0.00

Table - Summary of Results		Do not enter data below		
Year	2016-17	2017-18	Difference	
Precept	£40,500.00	£ 42,000.00	£1,500.00	
CTSS Grant	£1,274.57	£ 1,051.52	-17.50%	
Income	£41,774.57	£ 43,051.52	£1,276.95	
Tax Base	540.66	541.13	0.47	
Band D Tax	£74.91	£ 77.62	3.62%	

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### Input 1

Select your Organisation using the drop down Box in the Pink Box	
Parish	WestW'- Special Expenses

### Input 2

Enter either your proposed Precept Demand **D11** or Band D Council Tax for 2017/18 **D13**

Precept	£0.00
Or	
Band D Tax	£0.00

Table - Summary of Results		Do not enter data below		
Year	2016-17	2017-18	Difference	
Precept	£3,100.00	£ -	-£3,100.00	
CTSS Grant	£0.00	£ -	N/A	
Income	£3,100.00	£ -	-£3,100.00	
Tax Base	540.66	541.13	0.47	
Band D Tax	£5.73	£ -	-100.00%	