



**YOU ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL  
TO BE HELD ON THURSDAY 14<sup>th</sup> MAY 2015 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 items on the agenda
3. To confirm and sign the minutes of the previous meetings
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: **15/06148/FUL -6 Beechwood Road, High Wycombe** -Householder application for construction of first floor rear extension  
**15/06026/FUL-Castle Transmission Tower, Toweridge Lane** -Installation of 2 x dipole antennas, 1 x 1.8m diameter satellite dish, 1 x equipment cabin and development ancillary thereto including 2 x GPS antennas  
**15/05833/LBC -Floras Temple, Park Farm Road High Wycombe** -Listed Building application for installation of secondary glazing to Flora' Temple windows and removal of asbestos cement roof and replacement with modern fibre cement roof to adjacent outbuilding
7. To agree to allow Mr J.A Stevens, the Role B agent for Princes Risborough Town Council, to represent West Wycombe Parish Council at any Select Committee hearings relating to the High speed Rail (London-Birmingham) Bill HOC/00178 and to have Mrs S. Henson, Role B Agent for West Wycombe Parish Council, as a witness at any said hearings
8. To agree to pay Miss L.M. Hewitt a £75 Honorarium for the internal audit process
9. To discuss the Pedestal Playing Field in relation to dogs and dog faeces; litter bin, car park
10. To discuss the state of the access to Meads Yard
11. To agree to pay the Chairman's Allowance of £100 for the year 2014/2015
12. To report and discuss any highways issues
13. To complete the External Audit Statement and to consider and complete the Annual Governance Statement and to receive the Internal Auditors report
14. To discuss a revised budget for the Financial Year 2015/2016
15. To approve the accounts for May 2015 and signing of cheques – appendix 2
16. Members questions
17. Date of next meeting – Thursday 11<sup>th</sup> June at 8pm in The Church Room

SHARON L. HENSON, CLERK

7.5.2015

**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 9th April – 7th May 2015

1. Emails from BCC re the Devolution agreement – it is still being re-written and currently a third version is being considered.
2. WDC Invitation to the Chairman to a WW1 Memorial Service on 19<sup>th</sup> May.
3. Information about a Hand Held Tour Guide – circulated to Councillors
4. Notification of Armed Forces Day – 27<sup>th</sup> June – posters to go on Noticeboards
5. Chilterns Conservation Board newsletter – forwarded to Councillors
6. HS2 update and conference invitation – issued to Councillors
7. Email response from WDC and Cllr Teesdale re 316 West Wycombe Road – all Councillors included in email response.
8. Minutes of NAG held on 28<sup>th</sup> April – issued to Councillors
9. Chiltern Society confirming they will cut our footpaths as per last year's list.
10. Copied in on emails to Thames Valley Police re antisocial behaviour.
11. Chilterns Conservation Board Chalk and Trees magazine
12. Emails about dog fouling on the Pedestal Playing Field

### Clerks Report

1. Clerk will produce Minutes of Annual Parish meeting once contributors have forwarded their reports.
2. The Annual Report will be produced in July.
3. Internal Auditor has books at the current time and Clerk will email the report to Councillors prior to the meeting.
4. The Chairman judged West Wycombe School's parking poster competition and the Clerk awarded the prizes at a school assembly.
5. The budget for this year has been revised due to changes in potential finance and Commitments. Please study the enclosed papers which show the budget and expenditure up to 31<sup>st</sup> March 2015 and the proposed budget for the coming year.
6. Cllr Harris recommended that we consider a lidded litter bin for the Pedestal Playing Field – see enclosed suggestion. The outer cover lifts off for emptying.
7. Clerk has been trying to sort out the change of signatures – Cllr Mrs Cheshire is a signatory and Barclays want Cllr Harris to go to the High Wycombe Branch with certain documents to allow his addition to the signature list.
8. Please ensure that you have completed your declaration of Interests and where applicable include partners/wives information.
9. Clerk has tried to make contact with the potential tenant for an allotment plot and to date he has not responded – on that basis the Clerk recommends that we do not offer this plot out and just cut the grass – it is close to the hedge and previous tenants have not made a success of it.

### Appendix 2

#### **Cheques to be paid in May 2015**

Mrs S. Henson S/O	517.99	April salary
Mrs S Henson	46.04	Balance of April salary
Bucks County Council	162.95	Pension – May
TBS Hygiene Ltd	48.00	Dog bin collection for March
Southern Electric dd	141.74	Energy (street lights)
Staples	36.62	Stationery
Rialtas Business Solutions	133.20	Annual Allotment software maintenance
AED Locator	18.02	Delivery charge for second defibrillator
D R Dakin Elect Contract	120.00	Installation of defibrillator at Village Hall
Bucks & Milton Keynes ALC	174.28	Subscription
Peter Gomme	350.00	2 cuts of Pedestal Playing Field
Acorn Landscaping	215.83	1/12 – highways grass cutting
Mrs J.P.Smith	29.95	Annual Parish Meeting expenses
Mrs S Henson	159.79	Expenses April 2015

**Total** **2154.38**

**Statement of Account as at 30<sup>th</sup> April 2015**

Opening balance – 1 <sup>st</sup> April	6956.81
Plus 50% of precept	19125.00
Plus Community Tax Support Grant	1498.34
Plus allotment rent	10.00
Plus HMRC VAT refund	3997.79
Less April cheques	3619.90
<b>Sub Total</b>	<b>27968.04</b>
Deposit account	2627.51
<b>Total</b>	<b>30595.55</b>

Notes from the NAG Meeting held on 28<sup>th</sup> April

In attendance

Nigel Finn

Sylvia Storey

Mike Jones

Vicki Smith

Rachel TVP

TVP Rachel gave us some info from the TVP May Newsletter

No Burglaries this last month

Speed awareness event was very successful in catching motorists. Quite a few to appear in Court.

There have been 6 people arrested for drink driving in our area over the last few months.

Piddington

Parking problem continue in Kings Street

TVP have leafleted the residents in Kings Street

TVP cleared away cannabis that was fly tipped

Someone still parking on the bus stop regularly

Concern about this weekend's "Family day" at the Dashwood Arms. Possible noise problems.

Lane End

Nigel to check the footpath 82 for damage.

Stokenchurch

Continued parking problems by Atkins Court.

West Wycombe

A resident has been in touch with TVP regarding unsociable car parking.

West Wycombe School Travel Team have run a poster competition with the children for a poster which encourages "No Parking" at the School and telling them to park in the garden centre car park. The Parish Council gave the winners book tokens as prizes.

Next meeting booked for 16<sup>th</sup> June at 7pm in the upstairs room of West Wycombe Village Hall

Vicki Smith

29-04-2015

**Revised Budget for 2015/16 for  
West Wycombe Parish Council**

**Estimated Running Costs for 2015/2016**

Clerks salary, pension	(Staff)		9588
Expenses, Ann Report, stationery/s/ware	(Adm)	1850 )	
Auditors	(Adm)	418 )	
Chairman's Allowance	(Adm)	100 )	
Postage	(Adm)	120 )	5338
Insurance	(Adm)	2000 )	
Hire of Rooms	(Adm)	250 )	
Use of office, energy,broadband	(Adm)	500 )	
Election	(Adm)	100 )	
Web site, telephone line	(Adm)		2346
Training	(Adm)		100
Subscriptions	(Adm)		550
Fete	(Adm)		500
Misc donations	(Adm)		500
S137 expenditure Old Peoples Party/Poppy Wreaths (Adm)			200
Lighting (maintenance and energy)			6100
Replacement street lighting reserve			5000
Pedestal Playing Field maintenance and rent			4260
Pedestal Playing field equipment			2500
Burial Ground maintenance and refuse and tree works			4240
Allotment maintenance incl water, hedge cutting and scrub clearance			800
Highways - verge grass cutting/weed killer/salt/dog bins/sign cleaning			4400
Buck CC – TRO Church Lane			3000
General reserve			6000
<b>Total</b>			<b>55422</b>
<b>Income:</b>			
Opening balance			9584
VAT refund			3998
Precept			38250
Council Tax Support Grant			1498
Bucks CC – devolved services			2229
Downley Dynamos			300
<b>Total</b>			<b>55859</b>

## Revised budget for 2015/2016

The budget for our first discussion was originally produce in November and revised in January 2015. At the time we had a larger than planned for balance in our account, some of this was caused by the failure of Bucks CC to produce the Traffic Regulation Order for double yellow lines in Church Lane – we had reserved £3000 for this and the money reserved for the allotment water supply was not needed as we received donations from our County and District Councillors in the previous financial year and were able to install the water supply in March 2014 and had to pay for it prior to installation.

We started talking about installing an extra piece of equipment in the Pedestal Playing Field which was not just for children – a concrete table tennis table would seem to suit all ages, however it was decided instead to purchase two defibrillators. This took our end of year balance, once the VAT refund has been received, to £13,582 – our projected end of year figure was £14,000.

When I planned the budget there was no allowance made for the play equipment and we had to allow for an election and also pay for grass cutting to the standard we expect. At that time nothing was agreed by Bucks CC on devolved services.

The devolved services from BCC are going to happen and we should receive £2229 from them for grass cutting and we are not going to have an election - £1000 had been allowed for this.

I am recommending that we adjust the budget to allow for £2,500 for new equipment but not make any decisions about the equipment until the final quarter of the financial year. We can find £900 from the election and the balance of £1,600 will have to be found from our budget at that time – it will depend on weather for grass cutting at the Pedestal, whether we have any burials etc. We will still have £5000 reserve for street lighting and £6000 as a general reserve.

16.4.2015