

MINUTES OF THE MEETING HELD ON THURSDAY 12<sup>th</sup> DECEMBER 2019 AT  
8.00 PM IN THE CHURCH ROOM, WEST WYCOMBE

ATTENDANCE: Cllrs Mr S. Cope, Mr N Harris, Mr R. Seymour, Mrs V. Smith, Mrs K. Cheshire (from 8.10), Mr N. Timberlake (from 8.20) Mrs S Henson - Clerk

One member of the public

APOLOGIES: Cllr Mr P. Brown, County Cllr Mr D. Hayday

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS BY MEMBERS RELATING TO ITEMS ON THE AGENDA – Cllr Mrs Cheshire declared a personal interest in the planning application for 30 Portway Drive.

CONFIRMATION AND SIGNING OF MINUTES OF THE NOVEMBER MEETING

The Minutes for the November Parish Council meeting were agreed by those Councillors present and signed by the Chairman.

REPORT ON PROGRESS ON ITEMS IN THE PREVIOUS MINUTES

Clerk's Report

1. Clerk attended the BMKALC Conference which was all about social media, websites, new code of conduct and media policy.
2. Clerk has distributed gifts to those people who volunteer for the Parish Council.

MEETING CLOSED FOR PUBLIC QUESTION TIME

MEETING REOPENED

269.1 Correspondence Received from 14<sup>th</sup> November – 12<sup>th</sup> December 2019

1. Website analysis for November – emailed.
2. Minutes of NAG meeting held on Tuesday 19<sup>th</sup> November at Marlow Police Station at 7pm.
3. My Bucks – emailed
4. Police and Crime Commissioner Newsletter - emailed
5. TfB road safety news – on website
6. WDALC agenda for 12<sup>th</sup> December – Clerk has given apologies
7. Quotations from Acorn Landscaping and Stillman Garden Services
8. Release form from Badduns Films – Clerk has completed
9. Devolved Services agreement from Bucks County Council – January agenda
10. Update on the new proposed Community Boards – we will be in the North West Chilterns going as far as Stoke Mandeville and including Downley, Hughenden, Stokenchurch and Princes Risborough
11. Quote from Complete Tree Services for the Park Farm tree and West Wycombe Road cut back
12. Email from MH-P Internet re: updating of websites to comply with accessibility legislation
13. BCC pension valuation email
14. Request from a resident to have the defibrillator code – Clerk will contact AED Locator to confirm what their advice is as regards the Parish Council issuing the code to individuals. Resident to be advised that if they are concerned that the code was not issued by the 999 service during their recent call, this is a matter for them to take up directly with the service.

269.2 Applications

**19/07572/FUL – 31 Bradenham Road, West Wycombe** - Householder application for erection of two-storey rear extension and two-storey side extension (part over existing single-storey addition to the side elevation) and front porch – no objection.

**19/07595/FUL – 14 Copperfields, High Wycombe** - Householder application for erection of single-storey extensions to front & rear of dwelling – no objection as long as it doesn't contravene National Trust covenants on the adjacent land.

**19/07497/FUL – 30 Portway Drive, West Wycombe** - Householder application for construction of single-storey rear extension - no objection as long as it doesn't contravene National Trust covenants on the adjacent land.

**19/07950/FUL – 8 Beechwood Road, West Wycombe** – householder application for construction of first floor side/rear extension – no objection.

#### Decisions

**19/07276/LBC – West Wycombe Park Office, West Wycombe House, West Wycombe Park, West Wycombe** - Listed Building application for repair to and shortening of existing entrance wall & pier – permit.

**19/07090/LBC – Rose Cottage, High Street, West Wycombe** – Listed building application for replacement window and associated general repairs to Rose Cottage to include repointing of chimney stack and replacement porch – permit.

**19/06975/FUL – Wyeseide, Park Farm Road, High Wycombe** – Householder application for construction of roof extension incorporating habitable space within loft, including rear & side dormers and additional roof lights, part single-storey, part two-storey rear extension and fenestration alterations (alternative scheme to pp 18/07931/FUL). Amendments – permit.

**19/06788/ADV – Car Park, Chorley Road, West Wycombe** – Display of 5 non-illuminated signs in association with car park signage – permit.

#### 269.3 To receive an update on the Chorley Road MVAS installation

The units have been installed but are not operational. Swarco will be sending a technician to set them up.

Clerk will start the claim for the LAF support for the MVAS units once we have paid for them.

#### 269.4 To report and discuss any Highways issues including agreeing to place an order for the replacement tree in Park Farm Road and the cutting back of trees/bushes on the West Wycombe Road.

Clerk continues to discuss the replacement name signs.

Clerk has reported the loose kerb stone outside Brocklehursts – this is the reply: “Reference report number 40116579 - Thank you for your enquiry. This is an ongoing issue. We seem to repair and the trucks knock it out again. Another issue here is getting in to do the work. To be able to work safely and due to parked vehicles we would need to close the street for the duration of the works. This defect has been programmed for repair when resources are available.”

Clerk has chased the repair of the damaged lighting column near Portway Drive – their response is: Fixed – so I have sent a photograph of the broken column again and asked what ‘Fixed’ meant!

It was resolved to place an order for maintenance of the Cutty Alley barrier at a cost of £223.

Clerk will talk to West Wycombe Estate re: the surface of the path.

It was resolved to place an order for the replacement tree at the bottom of Park Farm Road but not to cut back the property boundary. Discussion took place regarding the overhanging wisteria and other plants from the boundary of the house adjacent to the planting area. Clerk will write a letter to the property owners.

It was resolved to place an order for cutting back the shrubs and trees along the West Wycombe Road at a cost of £295.

#### 269.5 To discuss the details of the new basket swing unit

The metal frame is made from mild steel and is then zinc-primed and powder-coated. Most standard colours are available. It was resolved to purchase the metal option, in dark green. The suppliers thought January would be an option, but we will ask for mid-February onwards.

#### 269.6 To consider budgets and projects for 2020/2021 including the conversion of the website to be fully accessible as per legislation which we should comply with by September 2020

Councillors discussed the proposed website modifications to make it accessible for all and agreed that it looked very good. Would like to introduce more photos and possibly include ancient, modern, seasonal and the services we have created e.g. the burial ground, the allotments and the Pedestal Playing Field.

No further decisions can be made until Wycombe District Council submit the Council Tax statistics. January agenda.

- 269.7 To agree to place contracts for our maintenance of grass, hedges, other related highways maintenance work burial ground and Pedestal Playing Field  
All our contractors have carried out a good level of service throughout the year and it was not felt necessary to go out to new companies.  
Acorn have quoted for the burial ground, Stillman would like to be asked again for next year particularly if we undertake the environmental project. Peter Gomme is keeping his prices the same as for the last 6 years.  
It was resolved to place an order with Acorn Landscaping for the annual maintenance contract for the burial ground at a cost of £2760 per annum. We will place orders directly with contractors for the field and shelter belt hedge and to also continue with the contract for cutting the devolved grass verges at the same price as the current year.  
It was resolved to place the annual contract for all other landscape maintenance with Stillman Garden Services at a cost of £1865 per annum.  
It was resolved to continue working with Peter Gomme for cutting the Pedestal Playing Field grass at the same price as the last 6 years.
- 269.8 To discuss creating a media policy for approval at the January meeting.  
Councillors had received a draft copy of a media policy prior to the meeting. Councillors suggested it should be modified to be gender-neutral and a few other modifications appropriate to our Parish Council are required. Cllr Cope will go over the document prior to the January meeting.
- 269.9 To discuss VE Day, Friday 8<sup>th</sup> May  
Cllr Cope had called a meeting of interested community groups to discuss a plan for the commemorations. A provisional programme of events was produced in conjunction with the church, the bell ringers, the school and pre-school. Cost of a piper would be covered by the Parish Council, other costs would be covered by the Events Team. Community and Craft groups could make some bunting.
- 269.10 To discuss and agree to an increase in the Clerk's hours from January 2020  
Over 5 of the past 7 years the Clerk has made an average overtime claim of 60 hours per year. Currently, after deducting holiday allowance, the Clerk works 382 hours per year. With the forthcoming unitary changes, it was felt that the workload would probably increase as we will be within a bigger 'catchment' area. It was resolved to increase the Clerk's hours by 52 hours per year.
- 269.11 To approve the accounts for December 2019 signing of cheques - appendix 2  
It was resolved to approve the accounts. See end of Minutes for list of payments.
- 269.12 Members Questions  
The Events Team were congratulated on a very successful Festive Fayre.
- 269.13 Date of next meeting  
Thursday 9<sup>th</sup> January 2020 at 8pm in The Church Room, West Wycombe

**Payment made at end of November**

Printerland – debit card	287.24
South Bucks Business – debit card	20.00
<b>Total</b>	<b>307.24</b>

New set of cartridges  
Envelopes and paper

**Payments to be made in December**

Mrs S Henson	551.68
Bucks CC	199.17
HMRC - online	63.40
Mrs S Henson	56.60
Acorn Landscaping	199.81
TBS Hygiene	126.00
Swarco	4518.83
Lawrence Landscapes	292.00
Eros	115.20
SLCC	126.00
Stillman Garden Services	1707.00
Chiltern District Council	77.22
Neil Harris	72.50
The Red Lion	76.00
HMRC – online	63.40
Castle Water (dd)	45.30
Southern Electric (dd)	25.32
Southern Electric (dd)	23.86
Southern Electric (dd)	81.57
<b>Total</b>	<b>8420.86</b>

October salary  
November pension  
Tax  
Mileage/parking  
7/12 highways grass cutting  
November collections  
MVAS unit balance  
Final invoice  
Hire of cherry picker  
Annual subscription  
Annual maintenance contract  
Burial ground waste collection – quarterly  
MVAS padlocks  
National Trust team Christmas gift  
Tax (duplicate payment -adjust in January)  
Allotment water supply  
Feeder pillar energy  
Feeder pillar energy  
Street light energy

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

Opening balance – 1 <sup>st</sup> November	50225.47
Less November cheques, direct debits and debit card	2796.13
Plus allotment rent	40.00
<b>Total</b>	<b>47469.34</b>