

MINUTES OF THE MEETING HELD ON THURSDAY  
14th JANUARY 2016 AT 8.00 PM IN THE CHURCH ROOM, WEST WYCOMBE

ATTENDANCE:

Cllrs Mrs V. Smith, Mr N Harris, Mr R Seymour, Mrs K. Cheshire, Mr S Cope,  
Mr N. Timberlake, Mrs S. Henson – Clerk

APOLOGIES FOR ABSENCE: County Cllr Mr D Hayday  
1 member of the public

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS BY MEMBERS RELATING  
TO ITEMS ON THE AGENDA

Cllr Cope declared a non-pecuniary interest in the item relating to the burial ground car park  
Cllr Harris declared a non-pecuniary interest in the planning application for St Lawrence Church.

CONFIRMATION AND SIGNING OF MINUTES OF THE DECEMBER MEETING

These were agreed by those Councillors present and signed by the Chairman.

REPORT ON PROGRESS ON ITEMS IN THE PREVIOUS MINUTES

Clerks Report

1. Chairman and Clerk had a meeting on HS2 on 29<sup>th</sup> December as we had to agree on the next stage of the process. After much discussion it was agreed that we would ask HS2 to carry out our mitigation requests and not carry on our appeal to the House of Lords although our 'gut' reaction was to proceed to that stage we could see that we could end up with nothing.
2. Chairman attended the January NAG but nothing was discussed as other members did not attend.
3. Chairman and Clerk gave apologies for the January WDALC meeting as they were both unwell.

MEETING CLOSED FOR PUBLIC QUESTIONS

MEETING REOPENED

224.1 Correspondence Received from 10<sup>th</sup> December – 14<sup>th</sup> January 2016

1. WDALC Training Course on Internal Audit, financial controls, risk assessment – 2<sup>nd</sup> February
2. Email from WDC planning department agreeing with our concerns over the increase in bedrooms at 460 WW Road and the parking implications.
3. WDC information about the Precept and the Council Tax support grant which is to be reduced.
4. Community Safety Agreement survey – forwarded to Councillors
5. BCC Local Area Forum priorities survey – forwarded to Councillors
6. BMKALC – notification of the new process being set up for appointing external auditor from April 2016
7. Information about celebrating the Queen's 90<sup>th</sup> birthday – Community Clean ups and a Beacon.
8. WDC Notification that the planning application for Mede Cottage has been withdrawn.
9. Request from Chilterns Conservation Board for financial support – February agenda.
10. Letter from a Princes Risborough resident supporting our view on the HS2 Construction route.
11. Press release from BMKALC about a proposed 3.99% rise in the Bucks CC Council Tax
12. Community Policing Awards request for submissions
13. Email of resignation from Cllr Mike Hogan. Clerk will advertise the vacancy in Contact.
14. BCC – How we manage our assets – circulated to Councillors, on website and noticeboards
15. Thank you note from Stephen Clarke for his Christmas gift for maintaining our noticeboard

- 224.2 Planning Applications  
**15/08161/FUL- Mede Cottage, Park Farm Road** -- Erection of 1 x 4 bed detached – dwelling – withdrawn.  
**15/08322/FUL-St Lawrence Church Of England Church, Church Lane, West Wycombe** -Application for construction of single storey extension to North / West elevation, incorporating 2 x rooflights and restoration of historic window to Ground floor of North elevation - the Parish Council support the principal of the church endeavouring to meet changing demands and modern needs. We note that there are some historical and factual inaccuracies in the planning application which gives us some cause for concern for what is now a public document . In principal we do not object however we have the following comments to make. We would prefer a more sympathetic design for the roof lights. We do wonder whether the proposed position of the extension would diminish the prominence of the tower on this Grade 1 Listed building. We assume that the flint work referred to will conform to the Chilterns Building Design Guide.
- Decisions  
**15/08404/CLP-460 West Wycombe Road High Wycombe** -Certificate of lawfulness for proposed construction of 1 x dormer window to side and 1 x front roof light in connection with loft conversion and fenestration alterations – Grant Consent
- 224.3 To agree the budget for 2016/2017 and to set the Precept  
The Clerk/RFO issued updated budget calculations prior to the meeting. It was resolved to accept the budget as presented with a planned for expenditure of £55,756 and to set a precept of £40,500.
- 224.4 To consider the BCC Transport Plan  
Councillors discussed the plan and the Clerk will complete the online questionnaire.
- 224.5 To agree to place an order for work on the trees in the Burial Ground and to discuss use of the Burial ground car park  
It was resolved to place an order with Complete Tree Services for the tree works at a cost of £515 plus VAT.  
We have requests recently for using the burial ground car park in connection with activities at St Pauls Church. Our planning permission was granted for use in connection with burials and those visiting graves therefore we are not in a position to offer the car park for any other use.
- 224.6 To report any Highways issues including village signage  
From 1<sup>st</sup> February the Carousel 40 bus service will become half hourly into High Wycombe and hourly to Thame.  
From 18<sup>th</sup> January there will be a new National Express direct services to Birmingham, Stratford upon Avon, Walsall, Wolverhampton, Gatwick and Central London from the Handy Cross Coach park.  
The road surface near the Chorley Road junction and Church Lane up towards the Caves needs attention.  
Councillors will complete the Church Lane parking survey.  
Chorley Road drainage needs surveying.  
Village signage will be addressed once the Garden Centre has opened.
- 224.7 To agree to pay the Clerks overtime for 2015 and the Working from home allowance  
The Clerk has worked a total of 90 hours overtime in the year 2015 – mainly due to HS2. The salary for December has this amount of hours added and the salary figure represents this less tax, NI and increased pension payment. Expenses also include the annual retrospective payment of £500 for the working from home allowance which covers use of home, electricity, internet. It was resolved to make these payments.
- 224.8 To discuss the Parish Emergency Plan  
This was last updated in 2009. We will start working on this in March.

224.9 To discuss the celebrations for the Queens 90<sup>th</sup> Birthday – Clean for the Queen (4.5.6 March) and a Beacon on 21<sup>st</sup> April and to agree to such necessary expenditure eg litter-Pickers

Cllr Cope offered to act as lead on the project. Cllr Harris thought the National Trust would also be involved. It was resolved to register our interest and that we would buy extra litter pickers and sacks etc. once more information was supplied.

Cllr Harris reported that the National Trust will be holding a Beacon event on top of West Wycombe Hill on 21<sup>st</sup> April.

224.10 To approve the accounts for January 2016 and signing of cheques – appendix 2

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

224.11 Members questions

Nothing raised

224.12 Date of next meeting

Thursday 11<sup>th</sup> February 2016 at 8pm in The Church Room, West Wycombe

Cheques to be paid in January 2015

Mrs S Henson s/o	517.99	December salary
Mrs S Henson	1090.82	Balance of December salary and annual overtime
Bucks CC	465.31	January pension
HMRC	361.80	Tax & NI
Mrs S Henson	532.68	Expenses for December and Working from Home
TBS Hygiene	48.00	Collections for November
Acorn Landscaping	215.83	9/12 highways grass cutting
John K Lawrence	839.50	Third quarter Burial Ground maintenance
Staples	15.79	Stationery
Senior Citizens Christmas party	100.00	Standing Order
Southern Electric Contracting	762.90	Street lighting maintenance
Southern Electric Contracting	95.32	Street light repairs
Southern Electricity dd	159.82	Street light energy
<b>Total</b>	<b>5205.76</b>	

**Statement of Account as at 1<sup>st</sup> January 2016**

Opening balance – 1 <sup>st</sup> December	26317.32
Less December cheques	3959.42
Plus Downley Dynamos	300.00
<b>Sub Total</b>	<b>22657.90</b>
Deposit account	2628.52
<b>Total</b>	<b>25286.42</b>