

MINUTES OF THE MEETING HELD ON THURSDAY 11th JUNE 2020 AT 8.00 PM BY ZOOM

ATTENDANCE: Cllrs Mr S. Cope, Mr N Harris, Mrs V. Smith, Mrs K. Cheshire, Mr P. Brown, Mr N. Timberlake (no audio)
Mrs S Henson - Clerk Cllr Mr D. Hayday, Cllr I. McEnnis

1 member of the public

APOLOGIES: Cllrs Mr R. Seymour

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS BY MEMBERS RELATING TO ITEMS ON THE AGENDA – Cllr Brown declared a personal interest in the planning application for 50 Chorley Road.

CONFIRMATION AND SIGNING OF MINUTES OF THE MARCH PARISH COUNCIL MEETING AND THE ANNUAL PARISH MEETING

The Minutes for the March Parish Council meeting and the Annual Parish 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. Clerk is waiting to hear from Chiltern Rangers to reschedule a meeting regarding our ideas for an environmental project.
2. We received £4,387.36 in VAT.
3. 50% of the Precept was received on 1st May
4. Clerk asked our weed spraying contractor to spray the High Street
5. The A4010 HS2 Group is in the process of submitting three bids under the HS2 Road Safety Fund – more measures to slow down traffic in the Bradenham Road; improve safety at the railway bridge and the crossing by the diverted footpath before the railway bridge; white lining the whole of the A4010 and improved safety measures at the Bradenham/Red Lion junction.
6. Clerk is to have a site meeting with the beekeeper to finalise a site on the allotments. To avoid being a nuisance, bees can be forced to fly above head height by surrounding the hive with hedging, solid fencing or simple screening such as is used for windbreaks. Bees are very precise about their flight paths in order to save their energy and do not generally go off course. If she sited a hive in one of the top corners do you think it would be acceptable to grow some sort of barrier on the allotment side to encourage the bees upwards on their flights? Obviously if at any time the bees are found to be a nuisance, she would remove them from the site.
7. Clerk has written to Grant and Stone asking them to cut back the tree around the pelican crossing traffic light.
8. Due to speeding traffic throughout our parish the Clerk has written to Thames Valley Police Neighbourhood Team asking for Speedwatch.
9. Clerk has arranged for maintenance work on the Pedestal Playing Field Car park.£540 plus VAT.
10. Clerk has asked our contractor to remove the climbing plants which are growing on a section of the Pedestal boundary fence as cars are 'hiding' behind it and leaving large amounts of litter. Everyone will be more visible.
11. Downley Dynamos have pegged down the matting in the grass section of the car park and we will not cut the grass for a while to allow it to 'lock' the matting into the ground.
12. West Wycombe Estate have repaired the broken post and rails in the car park boundary fence. Sir Edward and the Clerk had a site visit after reports of the damage in case it was a prelude to a traveller incursion.

13. Clerk has asked Fynecast who own Gerrard Court to cut back the hedge growing over the pavement.
14. Clerk has reported the two VAS units in Bradenham Road as neither are working.
15. Clerk has reported a deep pothole in Slough Lane.
16. Clerk has reported the fly tipping in the Pedestal Playing Field car park.
17. Clerk postponed the delivery of the Noticeboard until two people can work together.
18. We still need to move the Tri table.
19. Clerk has asked JSG Handyman and Plumbing Services (James Glasgow) for a price to put up the noticeboard (£105 see quotation) and repair the Bradenham Road bus shelter. The bus shelter work should be paid for from the HS2 fund. He has reported back that the roof on the bus shelter is in good condition. Clerk is in touch with the resident who looks after the bus shelter.
20. Clerk has asked Southern Electric for an up to date price for converting our heritage lights (11) to LED to save money on repairs and reduce our energy costs. It should be in the region of £9000. No price received to date.
21. Clerk has asked Mr Stocks carry out a site visit and provide a price to repair the burial ground and adjacent field fencing.
22. Clerk has had the top burial ground field cut.
23. Two of our existing allotment tenants have kindly decided to dig plot 1 which has been vacated. It will be a big job so the plot will not be offered until September. Clerk has agreed that if they need a rotovator they must submit a bill to the Parish Council and we will refund them. One tenant has also offered to purchase two replacement apple trees from Brogdale and plant them and clear some more of the top of the allotments in preparation for the beehive. Clerk has said they should submit a bill for the apple trees so that the money can be refunded.
24. Clerk has reported the stone paving stones dumped in the verge near Myze Farm.

273.1 Correspondence Received from 13th March – 11th June 2020

1. Website analysis for March, April, May – emailed.
2. Police and Crime Commissioner Newsletter – emailed
3. Emails cancelling all meetings planned by Bucks CC, WDC and Buckinghamshire Council
4. Email cancelling the Rural Forum Farm Walk – hope to arrange for later in the year prior to the October meeting.
5. NALC, SLCC and BMKALC emails with constant updates in connection with COVID 19 relating to closure of burial grounds, play areas, virtual meetings and all the changes made by the CORONAVIRUS 2020 Act.
6. Buckinghamshire Council daily and weekly updates – links put on website
7. Notification that two allotment tenants have terminated their tenancy. Clerk has one local person on the waiting list and then will approach those applicants further afield.
8. Email from a Bradenham Road resident and a High Street resident and via a Councillor from a resident in Chorley Road about the speed of the traffic.
9. WDALC Virtual meeting on 30th April and 18th June at 7.30pm – emailed
10. Email from Buckinghamshire Council re electric vehicle charging points – Clerk has responded that the only 'public' suitable space would be the Garden Centre car park, but this is obviously privately owned. The High Street is used for residents parking and this would limit the already lacking number of available parking spaces that there are in the High Street. If there are any residents in the village that have an electric car, then they may feel that they have their own designated car parking space with this. What then happens when and if more than one person has an electric car, and anyone else driving through the village looking for a charge. It could cause difficult situations. If it must be on a street and not in a car park, then perhaps the layby on Bradenham Road (not ideal but could be for anyone driving through).
11. Residents in Church Lane reporting non-functioning streetlights.
12. Request from the Chairman of Bledlow cum Saunderton for information on traffic volumes etc to help with their bid to the HS2 Safety fund – Clerk has responded.
13. Emails from the A4010 HS2 Group to progress our bid to the HS2 Safety Fund
14. Email from our insurance company in relation to bees on the allotments – they replied as follows: 'There are no insurance restrictions or exclusions in regards to the keeping of bees. More importantly, as the beekeeper will be responsible for the bees, if anyone is injured as a result, she would be liable and her insurance would act. Although very unlikely, if in the

event that someone is injured and can prove the Parish Council as the landowners are liable, our policy will respond under the public liability section. It is also good news that the rest of the plot holders are happy for the hives to be in place as we would have recommended speaking with them for their agreement/concerns/objections if you hadn't already obtained these. '

15. Request from allotment tenant to supply a hose pipe to the top of the allotments.
16. Renewal of our insurance policy.
17. Countersigned Devolved Services Contract returned from Buckinghamshire Council.
18. Email from a resident asking us to consider an email newsletter

273.2 To adopt a scheme for the Delegation of Powers in Exceptional circumstances

Councillors received a copy of the proposed scheme prior to the meeting. It was resolved to adopt the scheme and that we would continue to hold Zoom meetings for the foreseeable future. It was agreed that we would hold a meeting on 13th August. Zoom is currently being paid for by the Chairman on a monthly basis; this cost will be refunded. refunded.

273.3 Applications :

20/06161/FUL - 50 Chorley Road, West Wycombe – erection of front porch – no objections.

20/05886/FUL_-Towerage Farm & Towerage Barn Toweridge Lane West Wycombe- Construction of 2 x brick piers marking the entrance to Towerage Farm and West Wycombe Estate – West Wycombe Parish Council understands the need for some sort of structure to define the transition from public land to private land however there are questions over the appropriateness of the proposed structures in this very open rural farm setting with the old farm buildings.

20/05792/FUL_-Myze Farm Oxford Road West Wycombe-Construction of steel framed agricultural machinery and implement store – West Wycombe Parish Council has no objections as this is a well established agricultural site however due to the recent construction of a similar structure within our parish and its dominance on the street scene we would appreciate some form of planting scheme to soften the outline of the structure as it will be highly visible from the A40 and within this very rural setting

20/05507/FUL -25 Portway Drive High Wycombe-Householder application for construction of single storey rear extension and loft conversion - 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.

Decisions

20/05383/CLP -16 Rosemary Close High Wycombe-Certificate of lawfulness for proposed construction of single storey rear extension- grant consent

20/05429/CTREE -Fish Pond Field, West Wycombe Park West Wycombe-Tree works as per schedule – permit. Not to make a TPO

20/05886/FUL_-Towerage Farm & Towerage Barn Toweridge Lane West Wycombe- Construction of 2 x brick piers marking the entrance to Towerage Farm and West Wycombe Estate – permit

20/05792/FUL_-Myze Farm Oxford Road West Wycombe-Construction of steel framed agricultural machinery and implement store – permit

20/05507/FUL_-25 Portway Drive High Wycombe-Householder application for construction of single storey rear extension and loft conversion – permitted

273.4 To agree to pay the internal auditor

It was resolved to pay the internal auditor a fee of £125

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

Currently guidance has not changed in relation to playgrounds. The signs on the equipment are beginning to fade and some have been damaged. Clerk will replace all the signs.

Parish Councillors

acknowledged that West Wycombe Post Office and Stores and Tudor House butchers as well as the shop at the Pedestal Garage had been a tremendous support and contribution to the community. As the pandemic is still present and we do not know how much longer people will need to be shielded and have their food delivered by West Wycombe Post Office and Stores and Tudor House we will, at this stage write a 'big thank you letter' to them. Any other actions will not occur until we are officially out of the pandemic and we can go back to 'normal'.

Cllr Cope, as Chairman, muted himself from the meeting and Cllr Harris took over as Chairman

273.6 To agree to pay the Chairman's allowance of £150

It was resolved to pay the Chairman's allowance to Cllr Cope.

Cllr Cope unmuted himself and resumed his seat as Chairman

273.7 To receive and discuss the internal auditors report

Councillors received a copy of all the internal auditor's documents and thorough reports prior to

the meeting. There were no issues raised and the Clerk was complemented on the standard of the bookkeeping. The Parish Council will thank her for a thorough audit. It was resolved to formally adopt the report.

273.8 To complete the Annual Governance Statement

Councillors had a copy of the statements prior the meeting.

All questions were answered in the affirmative and the form was signed off by the Chairman.

273.9 To approve the accounts for the year ending 31st March 2020

Councillors had copies of the final accounts prior to the meeting. It was resolved to accept and approve these accounts. The Chairman and Clerk/RFO signed them off.

273.10 To note the date of 15th June until 24th July for the public inspection of the Annual accounts

It was resolved to set the above dates for inspection to comply with 30 working days.

273.11 To consider any highways issues

Potholes in Church Lane, opposite the Caves and Slough Lane are repaired

The Clerk reported that TfB have acknowledged the state of the Pedestal roundabout and the Bradenham Road surface and that work is planned

Councillors are aware of the concern by residents in all areas of the parish about speeding.

Some residents have indicated they would be volunteers when Speedwatch is reinstated.

Cllr Hayday advised everyone that he was working with the Council and Police to address the recent spate of 'Car Meets' and the 'boy racers' which have become evident.

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

It was resolved that if, when we receive the up to date figure, it is within our budget figure of £10,000, the Clerk could place the order for the work. We would like the work undertaken prior to the clocks changing.

273.13 To agree to have maintenance carried out on the Pedestal Car Park surface

The prices for planings and excavator had been issued to Councillors via email and the decision was made to carry out the work prior to the meeting as it was easier to undertake the work during lockdown.

273.14 To agree to have maintenance carried out on fencing in the burial ground and the adjacent field

The Clerk has asked the contractor who undertook the original work to carry out a site visit as after 21 years some of the posts have rotted and been damaged by falling trees. No price to date.

273.15 To agree to place an order with JSG Handyman to remove and replace the Chorley Road Noticeboard at a cost of £105

It was resolved to place the order. The noticeboard can be delivered direct to JSG Handyman.

273.16 To discuss the allotment competition and modification of the Rules and Regulations to allow for bees on site

Due to COVID 19, lockdown and consultation with the allotment holders, it was agreed to postpone the competition. Only five tenants wanted to go ahead with it at the current time. A preliminary date of 29th August has been issued but this may well change. As we are allowing a beekeeper to have hives at the top of the allotments it was resolved that we would continue to 'not allow tenants to have bees' on their plots. This will also prevent any cross contamination of bees.

273.17 To approve the accounts for April, May and June 2020 signing of cheques - appendix 2

It was resolved to approve the accounts. Those for April and May had been emailed to Councillors for approval. See end of Minutes.

273.18 Members questions

Cllr Harris raised concerns about possible drug dealing in the High Street – the police will be notified. There are also a large amount of the small nitrous oxide bulbs on the roads and pavements throughout the parish.

273.19 Date of next meeting

The next Parish Council meeting will be held on Thursday 16th July at 8pm via ZOOM or in The Church Room

Payments made in April 2020

Mrs S Henson	597.62	March salary
Bucks CC	221.30	April pension
HMRC - online	85.80	Tax
Mrs S Henson	21.60	March mileage
Acorn Landscaping	429.81	12/12 highway grass cutting 1/12 burial ground
TBS Hygiene	100.80	March collections
Stillman Garden Services	250.00	Moss clearing
Shaw & Sons	93.60	New lockable Minute book
Rialtas Business Solutions	148.80	Allotment software support and maintenance
The Cartridge People (debit card)	372.80	Set of print cartridges
Castle Water (dd)	18.66	Allotment water 1/10
Southern Electric (dd)	79.12	Street light energy
Total	2419.91	

Statement of Account as at 1st April 2020

Opening balance – 1 st March	32774.46
Less March cheques, dd's	8356.47
Total	24417.99

Payments made in May 2020

Mrs S Henson	597.62	April salary
Bucks CC	221.30	May pension
HMRC - online	85.80	Tax
Acorn Landscaping	488.14	1/12 highway grass, 2/12 burial ground, Pedestal strimming 1/12

BMKALC	223.59
Came & Co	996.61
TBS Hygiene	100.80
Rialtas Business Systems	148.80
BT(dd)	163.87
Castle Water (dd)	18.66
Southern Electric (dd)	79.12
Total	3124.31

Annual Subscription
Insurance
April collections
Alpha Accounts software support/maintenance
Phone
Allotment water 2/10
Street light energy

Statement of Account as at 1st May 2020

Opening balance – 1 st April	24417.99
Plus Bucks Council – devolved services	2033.62
Plus VAT refund	4387.36
Less April payments	2419.91
Total	28419.06

Payments to be made in June 2020

Mrs S Henson	597.62
Bucks CC	221.30
HMRC - online	85.80
Acorn Landscaping	488.14
TBS Hygiene	126.00
Miss L M Hewitt	125.00
Simon Cope	150.00
Glynn Spratt	55.00
MGM Hire	300.00
R.J. Stallwood and Co	288.00
Castle Water (dd)	18.66
Southern Electric (dd)	81.57
Southern Electric (dd)	25.62
Southern Electric (dd)	25.62
Total	2588.33

May salary
June pension
Tax and NI
2/12 highway grass,3/12 burial ground,
Pedestal strimming 2/12
May collections
Internal audit
Chairman's allowance
Cutting top field
Excavator work on the Pedestal Car Park
Delivery of one load of planings
Allotment water 3/10
Street light energy
Feeder pillar energy
Feeder pillar energy

Statement of Account as at 1st June 2020

Opening balance – 1 st May	28419.06
Plus 50% precept	22500.00
Less May payments	3124.31
Total	47794.75