

MINUTES OF THE MEETING HELD ON THURSDAY 12th MARCH 2020 AT
8.00 PM IN THE CHURCH ROOM, WEST WYCOMBE

ATTENDANCE:

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

2 members of the public – prospective candidates

APOLOGIES: Cllrs Mr R. Seymour, County Cllr Mr D. Hayday

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS BY MEMBERS RELATING
TO ITEMS ON THE AGENDA – Cllr Harris declared a pecuniary interest in the planning application for
Fish Pond Field. Cllr Cope declared a personal interest in the application for Rosemary Close.

CONFIRMATION AND SIGNING OF MINUTES OF THE FEBRUARY MEETING

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

REPORT ON PROGRESS ON ITEMS IN THE PREVIOUS MINUTES

MEETING CLOSED FOR PUBLIC QUESTION TIME

MEETING REOPENED

CLERKS REPORT

1. Clerk has sent photographs of tree damage in the top burial ground field to West Wycombe Estate.
2. The replacement basket swing has been installed.
3. The tools for the tri table have been delivered.
4. Collection of the litter pick bags has been requested as well as more bags for the future.
5. Clerk is meeting Chiltern Rangers regarding our ideas for an environmental project.
There is also a contact within the Chilterns Conservation Board's Chalk, Cherries and Chairs project.
6. We should be able to claim back £4,387.36 in VAT if no further invoices are received.
7. We should have a final bank balance of £24,427.93.
8. Clerk has delivered 20 COVID 19 posters to all public establishments as well as placed on
noticeboards
9. Cllr Mrs Smith and Clerk attended the Rural Forum
10. Clerks meeting was cancelled as no officers from the new unitary were available to attend a meeting.
11. Clerk is meeting new contractor in the burial ground on Monday 16th March.
12. Agenda and posters have been put up for the Annual Parish Meeting and leaflets issued

272.1 Correspondence Received from 14th February – 12th March 2020

1. Website analysis for February – emailed.
2. Police and Crime Commissioner Newsletter – emailed
3. BMKALC - Election purdah and publicity information
4. FOI request from a resident about the Pedestal Playing Field – Clerk will respond within the
statutory 20 days
5. WDC – information re Coronavirus COVID19 - on website
6. Guidance on Councillor allowances including those parishes who pay allowances, this does not
apply to the annual Chairman's Allowance paid for extra work and travel in connection with their
role– we do not pay Councillor Allowances but we have always paid a Chairman's Allowance.
7. Confirmation that the domain name – westwycombeparishcouncil.gov.uk has been accepted
with conditions – once we have made our site accessible, we will meet all the conditions
required.
8. SLCC Clerks meeting in Chesham on 10th March .
9. Notification that MH-P Internet is changing its company name to Parish Council Website as from
1st April.
10. Newsletter 8 from Bucks Unitary – emailed

11. Request from a beekeeper living in this parish for us to consider having hives on either the allotments or the burial ground top field –emailed.
12. Chilterns Conservation Board newsletter -emailed
13. Notification from Buckinghamshire Council that all existing contracts with Bucks CC will be automatically transferred to the new Council on 1st April.
14. Copy of email complaint from one of our volunteer litter pickers about the litter caused by waste collection as well as the amount of litter on the West Wycombe Road from Plomer Hill.
15. Wycombe Rural Forum agenda – 12th March – Cllr Mrs Smith and Clerk will attend.
16. Emails about the A4010 project – the bus shelter is leaking and we want this sorted.
17. Waste Transfer Note from TBS Ltd
18. Bucks County Council letter about the HS2 Road Safety Fund
19. Quote from Stillman Garden Services for chemically clearing moss with a highways approved product and manually removing mud, grass and weeds on three roads in the parish - £250 - emailed
20. Thank you note from West Wycombe Preschool for the recent donation.
21. Thank you note from West Wycombe Community Library
22. Confirmation of a site visit by Chiltern Rangers on 9th April at 9.30am
23. Invitation to the Parish Councils working group meeting to plan the first unitary conference for parishes.
24. Buckinghamshire Council Newsletter – emailed
25. Candidates packs and advice to Clerks for the forthcoming elections
26. Updating emails from WDC and BCC about COVID 19.

272.2 Applications :

20/05383/CLP -16 Rosemary Close High Wycombe-Certificate of lawfulness for proposed construction of single storey rear extension- no objection

20/05429/CTREE -Fish Pond Field, West Wycombe Park West Wycombe-Tree works as per schedule – no objection

Decisions

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 – permit

272.3 To consider a request by a bee keeper to put hives on either the allotments or the top burial ground field and, if necessary, modify the allotment rules and regulations

The Clerk has spoken to one tenant who has an allergy to bees and wasps and he was in favour of bees on the allotment. The bee keeper has British Beekeeping Insurance and works in High Wycombe. It was resolved to advise the allotment holders of our intention. We will make a final decision at the April meeting. Clerk will ask the insurance company if we would have any liability.

272.4 To develop the allotment competition

Prior to the meeting the Clerk had issued two suggestions for a competition structure. It was resolved to go with categories for Whole Plot, Half Plot and Newcomer and consider the use of space, the variety of crops, healthiest crops, use of various growing methods, eco friendly, use of recycled materials, innovation. Clerk will send out details to tenants. Judging on 13th June.

272.5 To consider any highways issues

It was resolved to place an order with Stillman Garden Services for pavement moss removal on three roads at a total cost of £250.

HS2 Road Safety Fund – Councillors agreed that we should work with the A4010 Group to ensure the bus shelter was properly repaired or replaced, that vegetation along the Bradenham Road should be cut back to ensure the road signs are visible and to suggest that the sides of the road to Princes Risborough are white lined and that the ditch along the Bradenham Road should be cleared to prevent flooding.

272.6 To discuss new noticeboards

Councillors were presented with several different ideas from 4 suppliers at different prices for new noticeboards. It was resolved to purchase a noticeboard taking 18 A4 notices from Earth Anchors, preferably in spruce green with a domed header and with three rails to be fixed to the existing posts. Clerk will ascertain whether we could return the rails if the fixings would not work with the existing oak posts and whether we could order a set of legs to go with the noticeboard. Gas struts hold the front open and the notices are held with magnets. Once we have one noticeboard and we can decide on the best fixing system we will order a further two green noticeboards and one black one for the High Street. Each noticeboard will cost £840 plus installation costs.

272.7 To consider the Local Government Pension Scheme Discretionary Policy

It was resolved not to make any modifications to the existing policy and the Chairman signed the document. Clerk will forward a copy to Bucks County Council

272.8 To discuss the Annual Parish Meeting and the draft accounts for 2019-2020

Clerk has issued invitations to all the local organisations for the Annual Parish Meeting. Acceptances to attend or produce reports for the Annual Parish Meeting from West Wycombe Estate, St Lawrence PCC, West Wycombe Library, West Wycombe Cricket Club, West Wycombe Pre School, West Wycombe Events Team, West Wycombe Community Association and the National Trust. There are insufficient police officers to be able to send one to the meeting.

Draft accounts will be issued at the meeting.

Cllr Mrs Smith and the Clerk will organise refreshments. Clerk will supply soap and towels for attendees to wash their hands.

272.9 To discuss the VE Day Commemorations

Meeting to be held on 16th March where more details will be clarified however COVID 19 may influence what can actually occur on the day.

272.10 To consider the coronavirus -COVID19 and decisions or actions which may be required

COVID 19 may have an effect on the Annual Parish Meeting, the Summer Fayre and the elections as well as future Parish Council meetings. We may need to be more aware of the more vulnerable members of our community. We will continue to comply with government guidelines. If the elections are postponed we assume that Councillors will extend their term of office; we will wait for guidelines on this to also be issued.

272.11 To approve the accounts for March 2020 signing of cheques - appendix 2

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

272.12 Members questions

Cllr Mrs Cheshire raised concerns about the amount of parking at the entry to Portway Drive which is making it dangerous for residents to access Portway Drive from the West Wycombe Road. West Wycombe Estate have been clearing the Garden Centre Car Park – concerns over the tree works being undertaken in a Conservation Area and the state of the wall by the road.

272.13 Date of next meeting

Annual Parish Meeting on Thursday 19th March 2020 at 8pm in The Church Room, normal Parish Council meeting – 9th April at 8pm in The Church Room

Payments to be made in March 2020

Mrs S Henson	593.62	February salary
Bucks CC	221.30	March pension
HMRC - online	90.38	Tax and NI
Mrs S Henson	42.70	January and February mileage and expenses
Acorn Landscaping	199.81	11/12 highways grass cutting

TBS Hygiene	100.80
Earth Anchors Ltd	144.00
Sovereign Design & Play Systems	6492.46
Sparkx Ltd	216.00
Chiltern District Council	77.22
Information Commissioner (dd)	35.00
Castle Water (dd)	14.94
Southern Electric (dd)	25.92
Southern Electric (dd)	28.08
Southern Electric (dd)	74.24
Total	8356.47

February collections
Tri table kit
Balance on basket swing, removal, installation, security
Street light repairs
Burial ground waste collection – quarterly
Data Protection
Burial ground water 1/4/20 – 31/8/2020
Feeder pillar energy
Feeder pillar energy
Street light energy

Statement of Account as at 1st March 2020

Opening balance – 1 st February	36759.34
Less February cheques, dd's	3994.88
Plus	10.00
Total	32774.46

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