

MINUTES OF THE MEETING HELD ON THURSDAY
12th MAY 2016 AT 8.00 PM IN THE CHURCH ROOM, WEST WYCOMBE

ATTENDANCE:

Cllrs Mrs V. Smith, Mr N Harris, Mr R. Seymour, Mr S Cope, Mrs K. Cheshire, Mr N. Timberlake
from 8.20 Mrs S. Henson – Clerk

APOLOGIES: District Cllr Mr I. McEnnis

8 members of the public

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

Cllr Mrs Smith as elected Chairman declared a pecuniary interest in the item relating to the
Chairman's Allowance.

Cllr Cope declared a personal interest in the planning application for Mede Cottage.

CONFIRMATION AND SIGNING OF MINUTES OF THE APRIL 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 attended the LAF meeting at Longburrow Hall
2. The Clerk has put a piece in Contact with reference to the Emergency plan – we had a response from one resident who lives in Chorley Road.
3. Notification from TBS Hygiene that the cost per dog bin will go up by 20p per collection. No response yet to my request to empty the NT bin on top of the hill.
4. Mr Stocks has replaced the gate post at the burial ground. Lawrence Garden Services will paint it.
5. West Wycombe Estate has tidied the trees around the pedestal sheep field which should improve access to the bus stop in Bradenham Road.
6. West Wycombe School has asked if they can use the allotment plot originally allocated to them in 2010 but never used – Clerk has met with one of the Governors to hand it back to them. The Parish Council agreed to write a letter of support to the two deputy head teachers.
7. Plot 11 is being worked by the tenants this year.
8. A memorial has been erected for Mr Podesta in the burial ground and Mrs Webster's ashes are to be buried during May.
9. All the planting and hedge removal has been completed at the Pedestal roundabout.
10. The first two cuts of the Pedestal Playing Field have taken place and the second cut of the verges has taken place. The daffodils in the left hand verge seem to be blind so the contractor will be asked to cut them down if the grass needs cutting.
11. The Clerk attended the Transport for Bucks meeting held in Aylesbury where all the budget issues, asset management and personnel structure were discussed.

MEETING CLOSED FOR PUBLIC QUESTIONS

MEETING REOPENED

228.1 Correspondence Received from 14th April – 12th May 2016

1. My Bucks Newsletter – forwarded to Councillors
2. Website monthly report – forwarded to Councillors
3. Agenda for LAF held on 3rd May.
4. Chilterns Conservation Board Newsletter – forwarded to Councillors
5. Zurich Insurance requesting information relating to the renewal of our insurance policy – the Clerk is not happy with the policy presented and is sourcing another quote – renewal is due on 1st June.
6. Notification of WDALC training course on insurance risk assessment and health and safety on 19th May – forwarded to Councillors
7. Rural Forum Minutes
8. Broadband update – forwarded to Councillors
9. Request from WDC asking if we have any plans to celebrate the 100th anniversary of the end of World War 1 in 2018

10. Notification that the next WDALC meeting has been set for 29th June – Chairman and Clerk unable to attend
11. Report of a fallen tree into the garden of 2 Chorley Road from the allotments – Stillman Garden Services have dealt with it and three fencing planks need to be replaced – Clerk has given instruction to go ahead and undertake the extra work and invoice accordingly.
12. Email from BCC giving an update on the parking restrictions in Church Lane – due to be signed off on 12th May.
13. Emails from BCC Cabinet and Councillors re the state of Bellfield Road and Desborough Avenue.
14. Enquiry about being a Parish Councillor from a High Street resident
15. Letter from WDALC stating that they are looking for a new secretary, training secretary and Chairman.
16. Email from a Chorley Road resident offering to go on the Emergency Planning list and also enquired about being a Parish Councillor.
17. Email from a Park Farm Road resident about the Mede Cottage planning application.

228.2 Planning

Applications

16/06122/FUL -14 Bradenham Road, West Wycombe -Householder application for construction of part two storey, part single storey side / rear extension and erection of canopy over existing front door – no objection

16/06002/FUL – Mede Cottage, Park Farm Road – erection of 1 x 4 bed dwelling with associated parking and creation of new parking for Mede Cottage - The Parish Council strongly objects on the grounds that this is an over development of the site and will have a considerable dominance and impact and will be visually intrusive on the neighbouring properties. Park Farm Road is adjacent to the Conservation Area of West Wycombe Park and currently presents a harmonious entrance to Saw Mill House and Floras Temple. We feel that the design of the proposed property is uninspiring and incongruous and lacking in detail in a very pretty residential street of 1930's properties.

The planning statement states that the ' eaves level of the proposed dwelling would equate to the top of the close board fence' however on the plans the North view/Street scene would seem to indicate that it would be more visible and with the depth of the roof from the ridge there would still be a considerable mass visible from the West Wycombe Road. The plans would also seem to indicate that the front door is on the North side with access onto the West Wycombe Road shown which would require a new access to be created.

We have concerns about the proposal to remove the trees on site as these would provide some element of both visual and noise screening.

There are already long standing problems with an overload of the sewage system and the application states that it will be on main drainage however it also states under the question about connecting to the existing sewage system as – unknown - .

Although stated to be a 4 bedroom property, 3 with en suite facilities as well as a separate bathroom, this has the potential to be a six bed roomed property or suitable for conversion to flats or a house of multiple occupancy –the latter two options would be totally out of keeping and unacceptable in Park Farm Road and would exacerbate the sewage issue.

The plans show a brick wall with three cars parked in front of it and another parked at right angles in what would have to be a turning circle to ensure that cars drove forward to access Park Farm Road, this means that this family home would have virtually no recreation space.

The proximity of the proposed dwelling to Mede Cottage will mean that Mede Cottage, a family home, has virtually no recreational space.

We assume that the front garden of Mede Cottage is to be dug up to create parking for two cars at the front of the property as well as the two to the rear of the property in the integral garage. Currently Mede Cottage park one car on Park Farm Road. If this is the proposal then this would totally destroy the street scene and create a very urban appearance in a classic tree lined road.

There are already huge problems caused by the narrow drive at 399 West Wycombe Road. Residents at 399 do not use their property for parking as space for parking and turning is limited. They continually park on Park Farm Road on the junction with the A40 and are constantly reversing out on to Park Farm Road. Extra cars parked on both sides of Park Farm Road will cause difficulties for emergency vehicles and waste recycling

vehicles. Bucks County Council highways have already raised concerns over this situation.

The creation of this property will seriously adversely affect the value of the neighbouring properties, in particular The Haven and will be a dominant structure overlooking all the currently very private rear gardens on this side of Park Farm Road.

If minded to approve we would want a condition imposed that a conversion to either flats or a house of multiple occupancy would not be allowed.

Due to the position of the site, if approved, we would want to see a construction traffic management plan created and imposed.

The Parish Council strongly recommends that this goes to committee with a site visit and that it should be refused. We believe that this application is contrary to sections of Policy H17 as it will have an adverse effect on the character and appearance of the surrounding area and the residential amenities of neighbouring properties

Decisions

16/05597/FUL-Byeways, Park Farm Road High Wycombe -Householder application for construction of two storey rear extension, erection of canopy over existing front garage door, fenestration alterations and alterations front driveway – **permit**

16/05555/FUL-The Langdales, Park Farm Road High Wycombe -Householder application for erection of part two storey/part single storey rear extension & replacement of flat to existing dormer with pitched roof – permit

16/05525/FUL-62 Chorley Road, West Wycombe -Householder application for construction of single storey front porch extension, single storey rear extension and insertion of front rooflight & 2 x rear dormer windows in connection with conversion of loft to provide additional habitable living accommodation – permit

Cllr Cope attended the recent planning training and had found it very valuable. Currently Building regulations has been taken out of local government control and it is possible that some elements of local government planning may go the same way.

228.3 To consider a request from Piddington & Wheeler End Parish Council to borrow our litter pickers and high viz jackets and to have some of the Clean for Queen plastic bags

It was agreed that we could give litter bags and lend litter pickers and some high viz waistcoats.

228.4 To report any Highways issues

Bucks CC has been asked to restart the parking attendant inspections in the High Street. The potholes in Bellfield Road and Desborough Avenue have been reported. None of the other work reported as much as 5 months ago has been undertaken by Transport for Bucks. At the Transport for Bucks Conference the Clerk raised this issue.

The grips in Towerage Lane need clearing as the water is flooding the cricket meadow. As the soakaway is on private land Transport for Bucks will not undertake this work. Cllr Harris provided contact details of a contractor with a mini digger.

228.5 To discuss the Parish Council's insurance

The renewal for this policy came through from Zurich however it no longer reflected our needs and seemed to have become a blanket policy even covering cars – the price quoted was £1140.35 for 1 year, £1094.28 for 3 years and £1048.22 for 5 years. The Clerk contacted Came & Co, Local Authority insurance brokers who have submitted a quote from Hiscox at £797.97– this is based on the assets register which was sent to them. At this stage the Clerk has not asked for longer term quotes.

It was resolved to move the policy from Zurich to Hiscox via Came & Company Brokers.

228.6 To agree to pay the internal auditor a fee of £75

It was resolved to pay the internal auditor a fee of £75.

Cllr Mrs Smith left the room.

Cllr Harris took the chair.

228.7 To agree to pay the Chairman's allowance of £100

It was resolved to pay a Chairman's Allowance of £100.

Cllr Mrs Smith returned to the room and took the Chair

- 228.8 To receive and discuss the internal auditors report
The internal auditors report was issued by email prior to the meeting and hard copies were issued at the meeting. No issues were raised.
- 228.9 To set the date for the public inspection of the annual accounts to include the first 10 days of July
It was resolved to set the date from 1st July – 15th August to allow for 30 working days.
- 228.10 To complete the Annual Governance Statement
The Chairman read out all the statements and explained their implications. All questions were answered in the affirmative and the form was signed off by the Chairman.
- 228.11 To agree and sign off the accounts for the year ending 31st March 2016 providing no issues are raised by the internal auditor
The RFO went through the figures with Councillors and the accounts were agreed and signed off and Section 2 of the External Audit form was signed off by the Chairman and Clerk/RFO.
- 228.12 To approve the accounts for May 2016 and signing of cheques
Clerk reported that invoices from Complete Tree Services, Stillman Garden Services, BMKALC and an extra one from Staples had arrived since producing the agenda papers. Still waiting for invoice from the Tree People and TBS. The VAT for 2015 – 2016 has been refunded - £2828.73 on 29th April. 50% of the Precept was paid into our account on 29th April.
It was resolved to approve the accounts. See end of Minutes.
- 228.12 Members questions
The Clerk reported that the Data Protection Policy needs updating and we need to develop an Information Security Policy – June Agenda
The Clerk reported that our Risk Assessment needs updating – June agenda
The Clerk will investigate the cost of astroturf in the goalmouth on the Pedestal Playing Field
Cllr Cope asked who owned the very large conifers in Rosemary Close – Clerk will investigate.
- 228.13 Date of next meeting
Thursday 9th June 2016 at 8pm in The Church Room
- The Chairman closed the meeting at 9.30pm

Cheques to be paid in May 2016

Mrs S Henson	509.50	April salary
Bucks CC	166.53	May pension
HMRC	45.83	Tax
TBS Hygiene	48.00	March Collections
Acorn Landscaping	215.83	1/12 highways grass cutting
Staples	21.48	Desk diary, files
Rialtas	135.60	Accounts software annual maintenance
Peter Gomme	350.00	Two cuts of the Pedestal
Mrs S Henson	250.64	Expenses for April incl printer ink
Miss L.M. Hewitt	75.00	Internal auditor's fee
Mrs J.P. Smith	100.00	Chairman's allowance
BMKALC	184.28	Annual subscription
Complete Tree Services	618.00	Burial Ground tree works
Stillman Garden Services	434.00	Planting/hedge clearances at Pedestal/ allotment tree/fence
Came &Co	797.97	Insurance premium for Hiscox
Southern Electricity dd	150.84	Street light energy
BT dd	123.35	Telephone
Total	4226.85	

Statement of Account as at 1st May 2016

Opening balance – 1st April

11313.90

Less April cheques	2926.61
Plus Precept and Council Tax support grant	21524.57
Plus HMRC VAT refund	2828.73
Plus Allotment fee	10.00
Sub Total	32750.59
Deposit account	2628.85
Total	35369.44