

MINUTES OF THE MEETING HELD ON THURSDAY
11th MAY 2017 AT 8.00 PM IN THE CHURCH ROOM, WEST WYCOMBE

ATTENDANCE:

Cllrs Mrs V. Smith, Mr N Harris, Mrs K. Cheshire, Mr N. Timberlake, Mr S. Cope.
Mrs S. Henson – Clerk County Cllr Mr D Hayday

APOLOGIES: Cllrs Mr R. Seymour, Mr P. Brown, Cllr Mrs J Teesdale, Cllr Mr I Mc Ennis

5 members of the public

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

Cllr Mrs Smith declared a pecuniary interest in relation to the Chairman's Allowance.

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

1. The tenant on plot 15 has given up his allotment – there are raised beds, a mannequin, wooden planks and loads of wood chippings on the plot. Clerk has a prospective tenant if we clear it. It is too much to expect someone to take it on as it is.
2. Clerk has contacted SWARCO re the MYSID as it will not download data and is still flashing red when it should be green.
3. Clerk has added the MYSID to the insurance policy.
4. HMRC has refunded the VAT we claimed - £2481.98
5. Clerk will be on holiday from 16th September – 1st October.
6. The burnt out litter bin has been replaced.
7. All the roadside weed killing has been completed.
8. Cllr Harris has inspected the burial ground trees – 7 trees to be removed in the avenue, 8 need felling in shelter belt with plans for the future for further felling and under planting.

MEETING CLOSED FOR PUBLIC QUESTIONS
MEETING REOPENED

239.1 Correspondence Received from 7th April – 11th May 2017

1. Notification of 50% of precept and Council Tax Support Grant - £22051.52.
2. Emails from Cllr Hayday making requests relating to highways activities/ HGV traffic/gullies/verge clearance/speed limits/projects.
3. Thank you letter from Chilterns Conservation Board re the Hillforts project donation
4. Emails from residents of Copperfields about the bollards and parking issues – residents may attend the meeting. The police have carried out a site visit.
5. Email from a resident of West Wycombe Road about the reduced hedge height at Rent a Van – Clerk has already made a complaint and a letter is being sent to them by Planning Enforcement
6. Email from The Chiltern Society re footpath clearance – Clerk has requested that they carry out the work again this year.
7. April Newsletter from Chilterns Conservation Board
8. Notification that the school has given up the allotment – the adjacent tenant will cut the grass and plant flowers to make it look nice. Still not sure what the school plan to do with the shed.
9. Website report – emailed to Councillors
10. Suggestion from allotment tenant to create a plant/seed exchange – Clerk has emailed allotment tenants with the idea
11. Notification that the Vice Chairman of WDALC had resigned.
12. Internal auditors report – emailed
13. Email from Downley Dynamos saying that they had asked their grass contractor to cut and trim the field in order to assess the amount of work involved and the cost
14. Came & Company with insurance renewal – due on 1st June
15. Emails about bumble bees on the allotments – action is in progress.

- 239.2 Planning Decisions
17/05262/FUL -6 Chapel Lane High Wycombe-Householder application for construction of single storey side extension – permit.
- 239.3 To review the rental for Downley Dynamos use of the Pedestal Playing Field
Following the attendance of and discussions with the Chairman and Vice Chairman at the Annual Parish Meeting. The Clerk will try to ascertain the rents they are paying for other pitches and whether they are a charity.
- 239.4 To consider the hire of a skip and small digger to clear an allotment and for tenants use (skip)
Clerk has obtained prices from two suppliers but in each case we would need to find a digger driver and it would work out extremely expensive. We also have a price of £180 for a digger and driver and would need to pay £300 for an 8 wheel grab loader – this would be more efficient as it is estimated that there are at least 2 -3 6yd skips worth of wood chippings. We would need to dispose of the wood separately as it would change the waste to industrial waste. It was resolved to proceed with order the digger/driver/grab loader and the wood would be removed either for the beacon on June 9th or stored at the bottom of the car park. When we have a date – the ground would need to be dry – the Clerk will contact some allotment holders should we need to remove the wood.
- 239.5 To report and discuss any Highways issues
The light and belisher beacons at the zebra crossing need replacement parts and will take longer to repair.
Loose kerb opposite The Church Room.
Transport for Bucks has placed an order for the Copperfields bollards – we have not agreed to pay for these as we are still waiting for information about the accident and any insurance claim.
- 239.6 To consider the repair of potholes in the Pedestal Playing Field Car park
There are two large potholes formed at the entrance of the Pedestal Car Park. It was resolved arrange to purchase a bag of type 1 scalplings which Cllr Harris will spread. The play equipment maintenance has been completed.
- 239.7 To agree to pay the internal auditor a fee of £75
It was resolved to pay £75 to the internal auditor.
- Cllr Mrs Smith left the room and Cllr Harris took the Chair
- 239.8 To agree to pay the Chairman's allowance of £100
Due to the immense amount of work undertaken by the Chairman it was resolved to increase the Chairman's allowance to £150.
Cllr Mrs Smith re-entered the room and took the Chair
- 239.9 To receive and discuss the internal auditors report
The internal auditor's reports were circulated prior to the meeting and are on the website under publications. No issues were raised however they would like sight of the Pedestal Play Areas weekly inspection which Cllr Cope will provide. They reported that the books were well kept and in good order.
- 239.10 To set the date of 7th June until 19th July for the public inspection of the annual accounts to include the first 10 days of July
It was resolved to set the above dates for inspection to comply with 30 working days.
- 239.11 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.

239.12 To approve the accounts for May 2017 and signing of cheques - appendix 2

The Clerk reported that Came & Company Insurance brokers had submitted comparison renewal documents for three companies – Hiscox (our current insurer), Ecclesiastical and Inspire. Inspire were the cheapest by £100 and £150 respectively and we could reduce it by a further 5% if we took out a 3 year binding agreement. Councillors considered the comparison chart.

It was resolved to take out insurance with Inspire.

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

239.13 Members questions

Final details of the litter pick on 13th May were discussed and agreed upon.

239.14 Date of next meeting:

8th June at 8pm in The Church Room

The Chairman closed the meeting at 9.45pm

Cheques to be paid in May

Mrs S Henson	514.90	April salary
Bucks CC	169.31	May pension (BCC increased to 22.1%)
HMRC - online	64.80	Tax/NI
Acorn Landscaping	215.83	1/12 highways grass cutting
Mrs S Henson	91.76	April expenses refreshments for APM
TBS Hygiene	129.60	November and April collections
RBS Ltd	139.20	Alpha software maintenance and support
Glasdon	337.87	Litter bin – fire replacement
JCE Services	285.00	Weed spraying in 30mph areas
SWARCO Traffic Ltd	2818.38	70% balance on MYSID
Castle Water	5.21	Burial ground water
Peter Gomme	350.00	2 grass cuts
Miss L M Hewitt	75.00	Internal auditor
Mrs J P Smith	150.00	Chairman's allowance
Came & Company	835.31	Insurance premium
British Telecom	133.46	Phone
Southern Electricity dd	150.47	Street light energy
Total	6466.10	

Statement of Account as at 1st May 2017

Opening balance – 1 st April	21523.79
Less April cheques	5540.19
Plus VAT refund	2481.98
Plus allotment rent	10.00
Sub Total	18475.58
Deposit account	2629.84
Total	21105.42