

MINUTES OF THE MEETING HELD ON THURSDAY  
7<sup>th</sup> SEPTEMBER 2017 AT 8.00 PM IN THE CHURCH ROOM, WEST WYCOMBE

ATTENDANCE:

Cllrs Mrs V. Smith, Mr N Harris, Mr R. Seymour, Mr N. Timberlake, Mr S. Cope  
County Councillor Mr D Hayday Mrs S. Henson – Clerk  
APOLOGIES: Cllrs Mr P. Brown, Mrs K. Cheshire  
1 member of the press

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS BY MEMBERS RELATING TO ITEMS ON THE AGENDA: Cllrs Mrs Smith, Mr Seymour and Mr Harris as Committee Members for the Village Hall declared a pecuniary interest in the planning application for Old School House as currently the Preschool use the Village Hall as their venue.  
Cllr Harris declared a pecuniary interest in the planning application for tree works, NT plans

CONFIRMATION AND SIGNING OF MINUTES OF THE AUGUST MEETING

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

REPORT ON PROGRESS ON ITEMS IN THE PREVIOUS MINUTES

**Clerks report**

1. Allotment plot 15 has been cleared and has been handed over to a new tenant.
2. Clerk has submitted the forms for the LAF Local Priorities budget for a consultation on speed control for Chorley Road – we have stated that we will contribute £2500 - £3000 for the consultation.
3. Invoices for allotment rent went out on 4<sup>th</sup> September.
4. Final 50% of precept has been received
5. Invoice for Downley Dynamos will be issued in late September.
6. Someone has cut the Cookshall Lane hedge – not our contractor or West Wycombe Estate.
7. Clerk has asked for prices for playground maintenance from two playground companies.
8. Clerk has asked from Complete Tree Services to supply a price for the burial ground tree work.
9. Clerk has reminded Cllr Hayday about funding for the Park Farm dog waste bin.
10. Clerk is on holiday from 16<sup>th</sup> September and resumes work on Wednesday 4<sup>th</sup> October.

MEETING CLOSED FOR PUBLIC QUESTIONS  
MEETING REOPENED

243.1 Correspondence Received from 15<sup>th</sup> August – 7<sup>th</sup> September 2017

1. Monthly website report – emailed
2. Transport Strategy Management policy consultation
3. Transport for Bucks Stakeholder Conference – September 12<sup>th</sup> AVDC offices, 8.30 – 2pm.
4. Transport for Focus Group meeting – September 12<sup>th</sup> – 2.30pm - Clerk will attend.
5. BCC reporting that a new belisha/lighting column has been ordered for the High Street.
6. Email from a resident re anti-social behaviour and possible underage drinking in the Pedestal Playing Field in the evening – police are aware and will carry out patrols where shifts coincide.
7. Dog bin for Park Farm Road will be installed in early September.
8. Signage application from West Wycombe Chamber Festival – Clerk has given approval
9. Conference to explain the HS2 Community Fund on 12<sup>th</sup> October – Clerk will attend
10. Play Inspection report – emailed – October agenda
11. BMKALC notification of Parish Liaison meeting on 13<sup>th</sup> September – we have given our apologies but have posed a question asking if a Parish Lengsthman's Scheme could be consider by BCC – Hampshire do this.
12. Bucks Playing Field Association – we no longer subscribe.

13. Clerk has queried Castle Water's bill as they are still charging for waste water on the allotment stand pipe.

#### 243.2 Planning

##### Applications

Cllr Mrs Smith, Mr Harris and Mr Seymour left the room

**17/06850/ADV-Old School House West Wycombe Combined School**, Church Lane, West Wycombe -Display of 1 x non-illuminated post mounted sign – no objection as long as it meets National Trust approval.

Cllr Mrs Smith and Mr Seymour returned to the room.

**17/07161/CTREE – Woodland Between Park Farm House And North Of Woodhaven Toweridge Lane High Wycombe Buckinghamshire** -| Carry out hedge/edge restoration works along approx. 300m stretch of Toweridge Lane, West Wycombe Park - remaining hedge understory to be coppiced to ground level and allowed to regenerate. Trees to be felled to ground level. Mature trees along line to be retained and reduce crown by 15% by removing up to 2 meters apical and lateral growth to alleviate strain on decaying stem to 1 x Mature Beech (T1)– no objection

Cllr Harris returned to the room

**17/07115/LBC-Towerage Barn Toweridge Lane West Wycombe** -Listed building application for retention of a log burner with blackened steel stove pipes – no objection

**17/07149/FUL-337F West Wycombe Road** -Construction of detached garage with implement store (part retrospective) – no objection in principal however we would want a condition imposed to ensure that it is not converted into a residential dwelling at any time in the future.

#### 243.3 To receive the external auditors report

Mazars has asked that in future, although the Clerk claims back expenses we did not consider it petty cash and should put N/A under that part of the Annual Return – the form has been completed this way for over 10 years so not sure why they decided to make the change. In future although we approve the financial accounts in April prior to issuing them at the Annual Parish Meeting, the figures we use from these accounts to complete the Annual Return should be approved at the same time as the Annual Governance Statement.

They also want all bank reconciliations to show 31<sup>st</sup> March – our deposit account did not change from 31<sup>st</sup> December and the bank did not issue any further statements and there was no change in the figure, as their criteria for paying interest had changed. Clerk has transferred all funds from the deposit account into the current account therefore this problem should not occur in the future.

Next year we will have different external auditors so this may be the reason for some of the above comments.

#### 243.4 To discuss any highways issues including Chorley Road

Clerk has asked Acorn Landscapes to cut the vegetation around the bus shelter opposite the playing field and a window cleaner has been asked to look at the possibility of cleaning the bus shelter.

Clerk and Chairman have agreed to further weed spraying at a cost of £150 – the excessive rain has caused more weeds to grow along the stretch from the Pedestal to the Chorley Road junction and Toweridge Lane.

SEC has raised a repair order for lighting column 16 in Bradenham Road –this is the only repair so far this financial year.

Clerk has asked for a price for washing our heritage lights and trimming back branches around two of the lights as well washing the heritage lights owned by BCC.

The Church Lane side garden has been pruned for the autumn.

The gate we donated for the footpath in the sheep field is to be installed on 18<sup>th</sup> September – West Wycombe Estate has been advised and the Clerk has given permission for them to park in the burial ground car park whilst they undertake the work. West Wycombe Estate to be asked to clear the roadside area above the Rectory as well as looking at the trees in the copse for safety reasons as two have fallen into the top burial ground field in the past..

Light 17 Chorley Road is not working.

The car parking area at the top of Church Lane has been created by the National Trust. The Sunday service on the 40 route has begun and the weekly one has been brought forward by 10 minutes.

243.5 To discuss work for the grassed area in the centre of Rosemary Close

Acorn Landscapes provided a price of £122 incl VAT for turf to be laid and £107 incl VAT for grass seed to repair the grass where the tree stumps were ground out. He has concerns that one of the areas will just become a parking area. He also raised concerns about cars being parked on the grass at Rosemary Close.

It was resolved to place an order for the turf option. Residents will be sent a letter to remind them that the grass is amenity grass which the parish council maintains and should not be used for parking cars. Residents should use the road, their allocated parking space or their garage.

243.6 To discuss whether to apply for any HS2 Community Fund

Clerk will attend a conference on 12 October to find out more about this fund.

243.7 To approve the accounts for September 2017 and signing of cheques - appendix 2

Prior to the meeting the Clerk had issued budget to date sheets to all Councillors. We will be over budget on the Pedestal Playing Field due to replacement of the basket swing and the burnt litter bin as well as replacement parts caused by traveller damage as well as low risk issues raised in the play inspection report (October agenda).

The lighting maintenance budget will show an overspend as the bill for the last quarter of the previous year as well as one repair from last year were received in the new financial year. Currently, this year, we will only have had two repairs as mentioned under highways above.

The administration budget will be over as we have used more print cartridges than normal due to the size and number of some of our planning applications

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

243.8 Members questions

None

243.9 Date of next meeting:

**12th October** 2017 at 8pm in The Church Room

The Chairman closed the meeting at 9.10 pm

**Invoice paid in August after the meeting**

BT dd	127.62
Total of August bills paid	<b>3362.80</b>

**Cheques to be paid in September**

Mrs S Henson	514.90	August salary
Bucks CC	169.31	September pension
HMRC - online	64.80	Tax/NI
TBS Hygiene	64.80	August collections
Peter Gomme	350.00	2 cuts of Pedestal grass
Mrs S Henson	17.40	August expenses
Acorn Landscaping	215.83	5/12 highways grass cutting
Chiltern Society	30.00	Annual Subscription
West Wycombe Estate	51.94	50% contribution towards heavy duty padlocks
Rialtas Business Systems	139.20	Accounts package support
Southern Electric dd	19.57	Feeder pillar
Southern Electric dd	21.80	Feeder pillar
Southern Electricity dd	160.24	Street light energy
Castle Water dd	314.41	Allotment water for 193 days – being disputed
Castle Water dd	14.37	Burial ground water
<b>Total</b>	<b>2148.57</b>	

**Statement of Account as at 1<sup>st</sup> September 2017**

Opening balance – 1 <sup>st</sup> August	31202.37
Less August cheques	3362.80
<b>Total</b>	<b>27839.57</b>