



# West Wycombe Parish Council

**YOU ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL  
TO BE HELD ON THURSDAY 15<sup>th</sup> JULY 2021 IN THE VILLAGE HALL, WEST WYCOMBE**

**MEMBER OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND  
PLEASE WEAR A MASK AND DO NOT ATTEND IF YOU HAVE ANY COVID SYMPTOMS**

## **AGENDA**

1. To accept apologies for absence
2. Declaration of disclosable pecuniary interests by Members relating to agenda items
3. To confirm and sign the minutes of the June Parish Council Meeting
4. Report on progress on items in the previous minutes

## **MEETING CLOSED FOR PUBLIC QUESTIONS AND MEETING RE-OPENED**

5. Correspondence – see Appendix 1
6. Planning Applications & decisions:  
**21/06776/FUL-316 West Wycombe Road, High Wycombe** -Change of use of first floor from an existing office to an admin/management office for private hire minibus business  
**21/06831/CTREE -OS Parcel 2178, West Wycombe Burial Ground, High Street ,West Wycombe** -Fell to ground level x 8 Prunus and x 1 Ash (G4 and T1211)  
**21/06715/CTREE-West Wycombe Combined School Church Lane West Wycombe** - Tree works as per schedule
7. To agree to place an order for tree works in West Wycombe Burial Ground (£2145); Pedestal Playing Field (£640)
8. To agree to place an order for the Community Orchard Environmental project with Chiltern Rangers - £2630
9. To report and discuss any highways issues
10. To set a date to review the Christmas lights
11. To discuss Her Majesty's Platinum Jubilee Celebrations for 2022
12. To consider COVID19 and decisions or actions which may be required
13. To approve the accounts for July 2021 - appendix 2
14. To agree that August payments can be agreed by the Chairman
15. Members questions
16. Date of next meeting -Thursday 9<sup>th</sup> September at 8pm in The Church Room, West Wycombe

SHARON L. HENSON, CLERK

8.7.2021

**PLEASE REPLY TO: Clerk to the Parish Council, Mrs. Sharon L. Henson,  
18, Portway Drive, West Wycombe, Buckinghamshire HP12 4AU  
Telephone: 01494 – 448048 Email: [clerk@westwycombeparishcouncil.gov.uk](mailto:clerk@westwycombeparishcouncil.gov.uk)**

## Appendix 1

### Correspondence received 10th June – 8th July 2021

1. Website analysis for June – emailed.
2. Buckinghamshire Council daily and weekly updates and press releases – links put on website.
3. Minutes of the 17<sup>th</sup> June meeting of WDALC – forwarded to Cllr Cope.
4. Email from Chiltern Rangers planning a Flower Survey on 21<sup>st</sup> July with a grass cut and collect on 27<sup>th</sup> August- emailed.
5. Buckinghamshire Council Newsletter to Town and Parish Council – forwarded.
6. Police and Crime Commissioner Newsletter – emailed
7. Emails connected with Declaration of Interest and Acceptance of Office from the Monitoring and Returns Officers of Buckinghamshire Council.
8. Emails in connection with the felling of a tree in the area surrounding St Paul's Churchyard – the Clerk has responded, and the issue is resolved.
9. Request from Downley Dynamos to install goal post sockets – Clerk has responded that as long as they are sunk so as not to cause a trip hazard or affect mowing they can go ahead. They also sought advice about the Pavilion as they want to undertake maintenance – no planning issues but advised to contact West Wycombe Estate. They are currently applying for grants towards funding of this work.
10. Thank you email from the Churchwarden of St Lawrence and St Paul's Churches for the support we provide to the PCC.
11. Email from John Pateman apologising for not replying to our suggested meeting dates. New dates have been suggested for a meeting to discuss the High Street PID.
12. Notification from PFK Littlejohn that they have received our audit documents.
13. Four emails from residents interested in standing as a Parish Councillor. Clerk has asked for CV's and interviews will take place on 15<sup>th</sup> July.
14. Notification of North West Community Board meeting on 20<sup>th</sup> July.
15. Notification of Clerks Forum on 5<sup>th</sup> August.
16. BKALC training on planning on 22<sup>nd</sup> July – Clerk tried to book a space but full.
17. Notification from Buckinghamshire Council HS2 Road Safety Fund that all three of our bids for work have passed the first stage and look as if they will be successful.

### Clerks Report

1. Clerk has asked Karen Smith for information as to when: the gullies will be cleared; the road surface in Bradenham Road will be resolved; the grass along all our verges/junctions and adjacent to footpaths is to be cut.
2. Clerk has chased the National Trust re the archway cobbles.
3. Clerk has chased Buckinghamshire Council about extending the double yellow lines in Chorley Road.
4. The installation of the new swings should be complete by 15<sup>th</sup> July.
5. Clerk has chased Waste and Recycling services about swapping the litter bin in the Pedestal Playing Field
6. We have a burial of ashes on 15<sup>th</sup> July.
7. Clerk had a further site meeting with Complete Tree Services to discuss the removal of two trees by the ashes site in the burial ground. This will lighten the area and allow the existing trees and grass to thrive. We also discussed crown lifting the lime avenue.
8. Clerk has offered the bark chippings in the burial ground to allotment holders. The bulk of these will be used by Complete Tree Services to mulch around the trees in the burial ground in the next couple of months.
9. Clerk has had the spring on the gate near the Pedestal Garage entrance to the playing field replaced and the netting on the swing dividers repaired.
10. Clerk has asked Dan Green to mechanically dig out the grips on one end of Toweridge Lane and to brush cut the grass on the other end. Work should be undertaken week beginning 12<sup>th</sup> July.
11. Clerk has responded to Sir Edward re using the wood adjacent to the burial ground top field.
12. Clerk has commented on the West Wycombe School tree application – the plans and tree marking are too small to identify. Clerk has also spoken to Alastair Cunningham, the Tree officer about this.
13. We need to set a date to sort out the existing Christmas tree lights and plan ahead.
14. Clerk has ordered a new basketball net and requested one post to be replaced on the Pedestal Playing Field. Not sure how we reach to replace the net!
15. We need to discuss the purchase/creation of a bench for the Community Orchard/Platinum celebrations.

## Appendix 2

### Payments to be made in July 2021

JDC Paints (debit card)	5.02	Marker paint for burial ground
Giff gaff (debit card)	6.00	Monthly charge for mobile
Smart Numbers (dd)	23.99	July service charge
Mrs S Henson	599.42	June salary
Mrs S Henson	49.58	three months expenses
Bucks Council	221.30	July pension
HMRC - online	84.00	Tax
Acorn Landscaping	488.14	Highway grass, burial ground, Pedestal strimming

TBS Hygiene	115.20
Complete Tree Services	2220.00
BMKALC	76.00
JSG Handyman	80.00
Southern Electric (dd)	80.21
Castle Water (dd)	13.95
<b>Total</b>	<b>4062.81</b>

June collections  
 Tree works – BG £1620; Pedestal - £600  
 Training for 2 Councillors  
 Replacement gate spring/repairs to swing barrier  
 Streetlight energy  
 Allotment water

#### **Statement of Account as at 1<sup>st</sup> July 2021**

Opening balance – 1 <sup>st</sup> June	47196.75
Less June expenditure	1773.58
<b>Total</b>	<b>45423.17</b>

#### **Payments to be made in August 2021**

Sophos (debit card)	50.00	Ant viral software
Giff gaff (debit card)	6.00	Monthly charge for mobile
Smart Numbers (dd)	23.99	August service charge
Mrs S Henson	599.42	July salary
Bucks Council	221.30	July pension
HMRC - online	84.00	Tax
Acorn Landscaping	488.14	Highway grass, burial ground, Pedestal strimming
TBS Hygiene	144.00	July collections
Southern Electric (dd)	80.21	Streetlight energy
Castle Water (dd)	13.95	Allotment water
<b>Total</b>	<b>1711.01</b>	

Probably have the bill from Wicksteed for the swings, replacement post in the Pedestal as well as some minor maintenance bills.