

MINUTES OF THE MEETING HELD ON  
WEDNESDAY 13th APRIL 2005  
AT 8.00P.M. IN THE CHURCH ROOM, WEST WYCOMBE

ATTENDANCE: Cllrs Mrs J. Smith in the Chair, Mr R. Seymour, Mr M. Gerrard, Mr D. Callaghan, Mrs A. Harris, Mrs S. Henson, Clerk  
Mr Nick Phillips – Property Manager, The National Trust

APOLOGIES FOR ABSENCE WERE ACCEPTED FROM:  
Cllr F. Downes and Cllr Mrs Dakin

TO DECLARE ANY PECUNIARY, NON-PECUNIARY, PERSONAL OR PRIVATE INTERESTS: Cllr Mrs Harris declared a personal interest in the school planning application

CONFIRMATION AND SIGNING OF THE MARCH PARISH COUNCIL MEETING MINUTES

These were agreed by those Councillors present and signed by the Chairman

REPORT ON PROGRESS ON ITEMS FROM PREVIOUS MINUTES

1. Thames & Chilterns in Bloom Association – Britain in Bloom, passed to Cllr Mrs Harris and Nick Phillips - both the Garden Centre and The National Trust would be interested in this event.
2. Wycombe Partnership Networking event on 7<sup>th</sup> April was attended by Cllr Mrs Smith and Mr Neil Timberlake
3. Cllr Mrs Smith attended meeting at Molins – people would generally like light engineering on the site.

MEETING CLOSED FOR PUBLIC QUESTIONS  
MEETING REOPENED

105.1 CORRESPONDENCE RECEIVED FROM 11<sup>TH</sup> MARCH – 13<sup>TH</sup> APRIL

1. 1. WDC Renewable Energy Seminar on 13<sup>th</sup> April at The Environment Centre, The Rye – 10 –1pm – Cllr Seymour attended and found it very interesting but it was geared more towards housing.
2. WDALC Minutes and notice of meeting on 14<sup>th</sup> April.
3. DEFRA letter about Quality parishes and parish planning and Broadband
4. Newsletter from the Assoc of Burial Authorities
5. TRANQUIL – quiet lanes project leaflet
6. WDC – Quality Counts Tour invitation letter
7. DEFRA – Quality Parishes and Parish Planning
8. Macmillan Cancer Relief appeal
9. In Focus Newsletter
10. CPRE Magazine – Countryside Voice
11. Matters Arising Newsletter
12. Invitation to Rural Housing Trust event on 16<sup>th</sup> May at 2.45 at Bledlow Village Hall Chairman and Clerk will attend.
13. Hacker Young – calling the audit for 30<sup>th</sup> June.
14. Cheque and letter for £300 from WDC towards the Parish Plan – Clerk will write with a thank you and copies of the questionnaires.
15. Allianz Cornhill – insurance renewal policy
16. Wycombe Local Committee agenda and papers for 20<sup>th</sup> April – Chairman will attend. Questions have already been put forward.

17. Quotes from Lawrence Landscapes for fencing on the boundary of the car park with St Paul's Church (£485 plus VAT) and additional costs for maintenance of the news gates in the burial ground from Lawrence Landscapes (£322 for initial staining and the 06 - £165, 07 - £168, 08 - £171). It was resolved to place the order for the fence and accept the prices for maintenance.
18. Confirmation of the telephone line from BT
19. Minutes of WDC/BCC/Clerks meeting
20. Report from our internal auditor
21. New licensing law guidelines from WDC
22. BCC – Getting Closer to Local Communities

#### 105.2 PLANNING

**West Wycombe County Combined School** – single classroom extension for reception class and new IT classroom extension to existing hall – as the school is in a Conservation Area we really feel that design and materials selected are not sympathetic to the character of the village, although we can see that they have tried to match it to the existing hotchpotch of buildings. Clay tiles should be used, not concrete as specified. We accept that the school does need more space. We would expect to see an agreement drawn up to ensure the West Wycombe Hill Road is kept clean and tidy and that the size of lorries used is restricted. West Wycombe Hill could suffer from erosion and we would want it and the verges restored to their original state and we would not want residents to be inconvenienced any more than they are already. We would insist that the school guaranteed that parents would use the Garden Centre Car Park and not block resident's garages and access during the construction period.

**VJB/05/05428/FUL – amended plans – 8 Chapel Lane** –insertion of two rear dormers in connection with loft conversion – we feel strongly that these Edwardian houses should not have the roofline changed and therefore object.

**VJB/05/05473/FUL – 21 Bradenham Road** – constr of part two-storey, part single storey front and side extension – no objection

**MJD/05/05589/FUL – 373 West Wycombe Road** –dem of det house and dbl garage and erect of block of 6 x 1 bed flats with assoc covered parking, bin store and secure cycle storage – we find the design acceptable but we are extremely concerned that existing residents of Copperfields and those using the rear access to West Wycombe Road houses will be affected by the increase in traffic and parked vehicles. One bedroomed flats could still have two cars and therefore the parking provision is inadequate. We would like to see some conditions imposed to ensure that this development does not cause a traffic nuisance to neighbouring properties.

**VJB/05/05235/FUL – 23 Copperfields** – erection of wall and gate to enclose the front entrance of the house – refused

**VJB/05/05220/FUL – 22 Copperfields** – const of front porch ext, partial change of use of garage and external alterations – permit

#### 105.3 TO CONSIDER THE REVISED NALC AGREEMENT ON SALARIES AND CONDITIONS OF SERVICE FOR LOCAL COUNCIL CLERKS

The Chairman and Councillors considered all the papers for these new conditions based upon work and budget criteria rather than population and agreed that the current Clerk will be placed at SCP36 on Profile 2 and that we would review annually within the NALC/SLCC guidelines.

#### 105.4 TO RESOLVE TO APPROVE THE ACCOUNTS FOR THE YEAR ENDING

## MARCH 2005 AND FOR APRIL 2005 AND SIGNING OF CHEQUES

Councillors had copies of the annual accounts prior to the meeting.

The RFO presented the complete accounts for the period ending March 31<sup>st</sup> 2005. We have ended the year with a balance of £6639.98 and this includes the HM Customs & Excise refund of £4050.50. This is the tightest we have run to a budget and had to claim an interim VAT refund to maintain our cash flow.

Acceptance of the accounts was proposed by Cllr Mrs Smith. It was resolved to accept the accounts.

The Internal Auditor, Miss L.Hewitt had completed her final report. As a result of her previous inspections, the Clerk has created an assets register.

Hacker Young have called the audit; Councillors completed the statements of assurance.

### 105.5 TO DISCUSS THE PRODUCTION OF THE PARISH PLAN, THE ANNUAL REPORT and creation of the PARISH COUNCIL WEBSITE

The questionnaires are now printed and will be allocated for delivery during the weekend of 16/17<sup>th</sup> April. Cllr Callaghan will give a short talk on the parish Plan during the Annual Parish Meeting.

Part of the process of obtaining Quality status is to produce a printed Annual Report, and creating a website and development of electronic technology.

The report will be distributed in the June issue of Contact. The Annual Report will contain a Chairman's report, Finance Report, list of all Councillors, Parish Plan information and details of the website.

Mike Henson joined the meeting at 9.15 and showed Councillors how a website could look and how it could be developed. The idea will be to have a Parish Council website which acts as a link to the community and becomes a newsy and live 'diary' of the Parish. Organisations, businesses and charities will be given the opportunity to be involved in the project. He suggested that he puts forward a financial proposal for a three year period to cover the creation and development of the site and the weekly updating which would be required if it is used as we would hope. Councillors liked the design put forward and the concept and agreed to supply information and to receive costings.

### 105.6 REPORT ON HIGHWAYS, LIGHTING AND FOOTPATHS – including Cessation of the Bradenham Road bus service

The Z S buses along the Bradenham Road ceased with only a weeks notice.

The clerk contacted Cllr Peter Cartwright who had not been aware of the plans and he is chasing for a better Sunday bus service for our parish.

New Rider & Call timetables and free tickets have been issued to every household in the Parish. It is hoped that the bus and information will be in the village on 23<sup>rd</sup> April and at some time in the library.

### 105.7 MATTERS RAISED BY COUNCILLORS

The Clerk reported that all the gates had been erected in the burial ground over the Easter break, however a member of the public is constantly leaving them open and mothers from the school, playgroup and others are still using it as a public car park as it appears to be 'open'. It was agreed to purchase a chain and combination padlock to put on the gates and to break people's habit of using the car park. With the travellers about to start their annual visit to the area it is very important that these gates are kept shut. Families using the burial ground will be written to and advised of the combination and our intentions. The pedestrians are able to walk around the side of the gate; car drivers can pull up to the gate and park or unlock it and drive in. A piece will

be put in Contact and if special access is required to the Car Park, then people will be advised to contact the Clerk. It will be emphasised that the Burial Ground is in the ownership and the responsibility of the parish Council and is NOT connected to the church in any way.

105.8 DATE OF NEXT MEETING

Thursday 5<sup>th</sup> May – Annual Parish Meeting in The Church Room at 8pm

Thursday 12<sup>th</sup> May – Annual Parish Council meeting and May Parish Council meeting. Reports requested from Councillors on the Parish Plan, the Community Association and School activities. It was agreed to ask the Church Warden if they would like to give a short report of their activities.

There being no other business; the Chairman closed the meeting at 10.10pm