

MINUTES OF THE MEETING HELD ON THURSDAY  
8<sup>th</sup> APRIL 2010  
AT 8.00 PM. IN THE CHURCH ROOM, WEST WYCOMBE

ATTENDANCE: Cllrs Mrs V. Smith, Chairman, Mr R. Seymour, Mr N. Timberlake,  
Mr D. Callaghan, Mr F. Downes, Mrs C. Dakin, Mrs A. Harris, Mrs S. Henson - Clerk

6 members of the public

APOLOGIES FOR ABSENCE WERE ACCEPTED FROM:

Dist Cllr Mrs Teesdale, Dist Cllr McEnnis,

TO DECLARE ANY PERSONAL OR PREJUDICIAL INTERESTS: None declared.

CONFIRMATION AND SIGNING OF MINUTES OF THE MARCH PARISH COUNCIL  
These were agreed by those Councillors present and signed by the Chairman

REPORT ON PROGRESS ON ITEMS FROM PREVIOUS MINUTES

1. The Chairman, Cllr Callaghan and the Clerk attended the WDALC meeting.
2. The Chairman has sat for the Standards Board
3. The Chairman and Clerk attended the Rural Forum meeting
4. Clerk has spoken to BCC Highways and a site meeting re bollards for Chorley Road /Oxford Road junction has been set up for April 22<sup>nd</sup>.
5. Clerk after consultation with Chairman and Cllr Seymour has placed an order for the spray coated aluminium noticeboard for the allotments. Clerk obtained a price for the alternative wooden one mentioned by Neil Harris but this worked out at £150 more expensive. To be delivered on 9<sup>th</sup> April.
6. The Clerk has been in regular contact with WDC re 316 West Wycombe Road and discussions are on going with the land owner.
7. The Chairman, Cllr Downes and the Clerk attended the BCC Civic Service.

MEETING CLOSED FOR PUBLIC QUESTIONS  
MEETING REOPENED

161.1 Correspondence received from 12th March – 8<sup>th</sup> April 2010

1. Notice of audit from Mazars – we have been selected for a spot check.
2. Refund of £865.66 from Allianz Insurance for lighting column in Bradenham Road. Order for the work to be carried out has been placed.
3. Price from Lawrence Landscape of £301 plus VAT to kill the moss, scarify and reseed the grass in the burial ground.
4. BCC Consultation on proposed footpath diversion for footpath 10.
5. WDC notification that the shortlist of sites for Gypsy & Traveller sites will be Dry Banks, Oxford Road, Stokenchurch and Five Oaks Farm, Studley Green.
6. Minutes of WDALC Meeting
7. Thames Valley Police competition to vote in the Community Policing Awards
8. Price from James Glasgow of £55 to replace the glass with toughened glass in the Burial Ground Notice Board – Clerk has given him permission to go ahead.
9. News of the Woods newsletter
10. In Focus magazine
11. Literature on 'Hate Waste' campaign
12. Notification that administration of our Allianz Insurance has passed to AON. Policy renewal document. We will need to add the Allotments and the Pedestal Playing Field for public liability and notify them of the Fete on 11<sup>th</sup> September.
13. WDC clarification of proposals for Wycombe Community Stadium- circulate
14. WDC anti-social behaviour minimum standards leaflets
15. Price from Mr Turney for height barrier - £1180.00
16. WDC Strategic Housing Land Availability Assessment – there are no sites within our parish.
17. What's On in the Chilterns

18. Community Voice and a request for copy for the next combined issue of this with Buckinghamshire Times. Clerk will submit an article on the Allotments and Play Area/Fete
19. Chiltern Society Rights of Way intention to request that the top part of Cookshall Lane should be properly defined as a bridleway with the lower section a restricted byway.

161.2 Planning

**JREMM/10/05434/CTREE – Fern Cottage, Church Lane** – crown lift to 4m to 1 yew – no objection

Decisions

**GMG/10/05308/CONSA - Footpath 10** – consultation on new footbridge – refused.

**MJD/10/05039/FUL – Ripon, Cookshall Lane** – demolition of existing dwelling and redevelopment of site to provide 1 pair of 3 bed detached dwellings with associated access and alterations – permit

161.3 To discuss our request for the BCC delegated budget for 2011/2012

The surface of the pavements from the Pedestal to the village is getting rougher and more uncomfortable to walk on and the pavement on Bradenham Road from the railway bridge and towards Bradenham is breaking up. We will submit a bid for pavement works.

161.4 To discuss the GROW scheme run by WDC (green waste)

It was agreed that the Clerk would write to WDC and ask when the GROW scheme will be implemented in our parish but acknowledging that there are issues with green bins for West Wycombe and some flats.

161.5 To discuss the three proposals for the Pedestal Playing Field

We have received quotations and drawings/plans from Playdale, Playground Facilities and Playground Services. All the schemes have been phased over a three year period with the Ball Wall being the last piece of equipment which would be installed. The other equipment could be mixed and matched according to what we wanted to achieve for each phase. Total budget over the three years is £40,000 in every case. Playground Facilities came in at £35,000 however the ball wall specified was smaller than the other two, if the same size had been used then all three came in at around the £40,000. Councillors selected Playdale as first choice, followed by Playground Facilities and then Playground Services. Playdale and Playground Services drawings/plans will be taken to the school, preschool and toddler group for comments. Plans will be put on show at the Annual Parish Meeting.

County Cllr Frank Downes made an official presentation from his Community Leaders Fund of a cheque for £1500 towards play equipment

161.6 To discuss the West Wycombe Fete – September 11<sup>th</sup>

A small group of Councillors and the Clerk met informally to develop the idea and create a plan. The Clerk has contacted all the local organisations re the Fete. A marquee has been booked and individual Councillors have been given specific tasks. Clerk to contact West Wycombe Estate and Mr Rooke and continue liaising with local organisations. Businesses to be contacted. A license will be required from WDC. No one from the general community has reacted to the articles in Contact.

161.7 Highways issues which need reporting or acting upon

Kerb stone just beyond The George and Dragon moved by a lorry. Bollards are still missing at Reg's Island. Signs for DJ Disco and Grant and Stone signs have been reported to BCC.

161.8 To place an order for the treatment of the moss/grass in the Burial Ground

Lawrence Landscapes have supplied a price of £301 to treat, scarify and re-seed. It was resolved to place an order for the works.

161.9 To revise the Financial Regulations and Standing Orders, to review the Risk Assessment document and the Insurance Policy

It was resolved to amend the monetary values: the Clerk can spend up to £500 in emergencies; tenders by three companies will be requested for projects valued over £4000 and the petty cash will be increased to £50.

Standing Orders, although modified over the years, are those created when the Parish Council was created in 1987. They should reflect the current guidance from NALC. It was resolved that the Clerk will combine both documents and financial elements will be put into the Financial Regulations.

Risk Assessment and Insurance policy need to be amended to cover our tenancy of the Allotments and The Pedestal Playing Field. Once play equipment is installed this will be insured separately. The areas will not be added to our assets register but equipment will be added.

161.10 To approve the accounts for April 2010 – Appendix 2: Signing Cheques:

It was resolved to accept the accounts. See end of Minutes

161.11 To approve the accounts for the year ending 31st March 2010 and to re-appoint the internal auditor

The Clerk went through the annual accounts presented to Council. Councillors resolved to accept them and the Chairman and RFO signed them off.

It was resolved to re-appoint the internal auditor – Miss Lesley Hewitt.

161.12 To discuss the Annual Parish meeting

The meeting will start at 8pm on Thursday 29<sup>th</sup> April with reports from the Chairman and RFO, followed by short reports from the PCC, the school, the National Trust, the Community Library, the Pre School and West Wycombe Estate. The plans for the play equipment will be on display and the evening will end with light refreshments.

161.13 Matters Raised by Councillors

None raised.

161.14 Date of Next meeting

**Annual Parish Meeting – 29<sup>th</sup> April; Annual Parish Council Meeting and May Meeting – 13<sup>th</sup> May – The Church Room at 8pm**

There being no other business to conduct the Chairman closed the meeting at 9.35 pm

**STATEMENT OF ACCOUNT AS AT 1.4.2010**

<b>Opening balance</b>	5654.59
<b>Less March s/o,dd and cheques</b>	3034.65
<b>WDC difference paid</b>	15.33
<b>Plus HM Customs refund</b>	2462.96
<b>Less BCC Priority Fund (paid into wrong account by BCC)</b>	1500.00
<b>Closing balance as at 31.3.2010</b>	<b>3098.23</b>
<b>Business Premium Account balance as at 31.12.09</b>	131.42
<b>Plus BCC Priority Fund</b>	1500.00
<b>Plus Cllr Downes donation</b>	1500.00
<b>Closing Balance as at 31.3.2010</b>	<b>3131.47</b>
<b>Bank of Ireland Account as at 31.3.10</b>	13641.86
<b>Total funds</b>	<b>20371.56</b>

**Accounts to be paid in April**

Mrs S Henson (s/o)	508.88
BCC Pension	153.46
Tax & NI	11.52
Southern Electric Contracting - repairs & maintenance	1114.81
Southern Electric – energy for lights(dd)	475.08
Chiltern Paving – salt for Garden Centre	48.18
BALC – planning workshop	15.00
BALC Annual subscription	167.40
Petty Cash	20.00
Greenbarnes Noticeboard	671.05
Peter Ansell – Pedestal Maintenance 1/12	136.00
<b>Total</b>	<b>3321.38</b>

**HMRC to date, 8<sup>th</sup> April, still has not refunded the VAT although the replacement forms for the coming year were received 2 weeks ago.**