

MINUTES OF THE MEETING HELD ON THURSDAY 10<sup>th</sup> OCTOBER 2019 AT  
8.00 PM IN THE CHURCH ROOM, WEST WYCOMBE

ATTENDANCE:

Cllrs Mr S. Cope, Mr N Harris, Mrs V. Smith, Mrs K. Cheshire, Mr P. Brown, Mr N. Timberlake.  
Mrs S Henson - Clerk  
Three members of the public

APOLOGIES: Cllr Mr R. Seymour, County Cllr Mr D. Hayday, District Cllrs Mr I McEnnis,  
Mrs J. Teesdale

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS BY MEMBERS RELATING  
TO ITEMS ON THE AGENDA – Cllr Harris declared a pecuniary interest in the planning application for  
the West Wycombe Park Office. Cllr Mrs Smith declared a personal interest in the planning application  
for Rose Cottage, High Street, West Wycombe

CONFIRMATION AND SIGNING OF MINUTES OF THE SEPTEMBER MEETING

The Minutes for the September 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. Clerk has issued invoices to allotment tenants – so far 17 plots have been paid for - £335. £130,  
still to come in. Tenants have been advised that there will be a competition next year – details to  
be issued in March 2020. Three tenants have terminated their tenancy. Clerk will contact people on  
the waiting list.
2. Clerk has issued the invoice to Downley Dynamos for their use of the playing field and this has  
been paid.
3. Clerk has purchased three bulbs for the two defibrillators.
4. Clerk has given permission for a new headstone in the burial ground.
5. Clerk has reported the water leak near Grant and Stone – spoke to the company but nothing  
happened
6. Clerk has written to the High Wycombe Police Inspector about the recent spate of vandalism and  
the increased amount of small gas cylinders found in the High Street and the Pedestal Playing  
Field. Insp. Wall at Wycombe Police Station has advised us that he will ask his  
special constable supervisors to organise some high visibility patrols. It may take a week to get it  
organised but they will definitely help out. He urges the community to submit any information they  
may have through the Marlow Neighbourhood Team via their email address.

MEETING CLOSED FOR PUBLIC QUESTION TIME

MEETING REOPENED

267.1 Correspondence Received from 13<sup>th</sup> September – 10<sup>th</sup> October 2019

1. Website analysis for September – emailed.
2. Notification of Clerks meeting at WDC on 4<sup>th</sup> November
3. Beacons of the Past Newsletter – emailed
4. Rights of Way Improvement Plan consultation – closing date 24<sup>th</sup> December – November  
agenda
5. Confirmation of the MVAS order
6. Notification that the next WDALC meeting will be on 12<sup>th</sup> December and not the 19<sup>th</sup> – our  
meeting date. Clerk will send apologies. 2020 will see the dates change to the third Thursday of  
the month.
7. Update on the HS2 A4010 project – work affected by the extremely wet weather – put on  
website.
8. Emails from a High Street resident about traffic issues relating to the High Street pavement.  
Agenda item.
9. Request from the Pre School to use the Pedestal Playing Field car park for parents on Walk to  
School week in 2020. Clerk has given permission.

10. Copy email from a High Street resident about a car mounting the pavement causing a safety issue for her son.
11. Email from a West Wycombe Road resident about Rent a Van. Clerk has spoken to the resident on the phone.
12. Notification from Bucks Unitary shadow cabinet that allowances for Councillors are being discussed.
13. Confirmation from Castle Water that they will now take direct debits from our account for the burial ground water supply. Not received such assurance for the allotment account.
14. High Wycombe Transport Strategy Workshop - **Workshop 1 (afternoon session)**: Monday 4<sup>th</sup> November 2019 2pm – 4:30pm in 'The Room', Buckinghamshire New University or **Workshop 2 (evening session)**: Tuesday 5<sup>th</sup> November 2019 7pm – 9:30pm in 'The Room', Buckinghamshire New University.
15. Police and Crime Commissioners Newsletter – emailed
16. Survey by BCC - Give us your views on household recycling centres – emailed and website
17. Survey by BCC - Looking to the future of the rights of way network in Bucks – emailed and website
18. ROSPA Play Inspection report for the Pedestal Playing Field – issued by email. November agenda.

#### 267.2 Applications

**19/07276/LBC -West Wycombe Park Office West Wycombe House West Wycombe Park West Wycombe** -Listed Building application for repair to and shortening of existing entrance wall & pier – no objection

**19/07090/LBC – Rose Cottage, High Street, West Wycombe** – Listed building application for replacement window and associated general repairs to Rose Cottage to include repointing of chimney stack and replacement porch- no objection

#### Decisions

**19/06964/TPO-West Wycombe Conservation Area, West Wycombe Park, West Wycombe** - Thin reduce over extended limbs by 15% by removing 2m of apical and lateral growth to 1 x Horse Chestnut (T1) to alleviate strain on densely foliated heavy limbs – permit

**19/06576/LBC -Myze Farmhouse Oxford Road West Wycombe**-Listed Building application for replacement of 3 windows to front elevation of Myze Farmhouse – permit

**19/06545/FUL-Car Park, Chorley Road West Wycombe**-Installation of 2 x parking meters and 2 x. CCTV cameras - permit

#### 267.3 To receive an update on the Chorley Road MVAS installation

The hinged posts and ground screws are due to be installed. The Clerk has ordered the MVAS units. Cllr Brown has removed the current MVAS off the pole.

#### 267.4 To report and discuss any Highways issues including the addition of bollards on a section of the High Street

1. The 4 missing bollards at Copperfields caused by the road traffic accident have been replaced.
2. Clerk has reported lights 19, 23,24, 89 as not working. Steps House light is now working.
3. Clerk has reported the water leak near Grant &Stone – spoke to the company but nothing appeared to happen.
4. Clerk has reported damaged kerb stones from the Pedestal roundabout to the Chorley Road triangle.
5. Clerk has reported and requested road and pavement cleaning after the heavy rain.
6. Clerk has requested that the entire length of the High Street pavement be hand swept/cleaned. The head of Waste and Cleansing has asked his contractor to investigate.
7. Clerk has asked for an update on the damaged light column on the West Wycombe Road.
8. Clerk has had a site visit with a highways engineer to obtain advice on the request for bollards. We would need to produce a design and access statement and allow a minimum total cost of £1,500 per bollard installed to cover the design and consultation as well as the bollards and installation on any scheme. We have to fill in a form to TfB and we need to produce a design and access statement. We have to consider pedestrian safety, wheelchair access, removal lorry access, supermarket and other delivery lorries, traffic going on to pavement to allow ambulances through, two HGV's meeting at the same time and gridlock

as well damage to the Conservation Area buildings and a possible increase in pollution from standing traffic.

9. West Wycombe sign at Bradenham Road has lettering coming off.

10. Clerk will chase A40 safety team about the West Wycombe sign on the entry from Piddington. Clerk has checked and this is now in place. Clerk will ask the team for a cost to replace the other two signs.

**267.5 To discuss the autumn litter pick**

Clerk has ordered and received 35 printed high viz vests. We have sufficient bags for the litter pick. Dates for the spring litter pick discussed. Everyone will rendezvous at the Village Hall to receive high viz vests, bags and litter pickers. Hot drinks and cake will be available for volunteers as well as hand washing toilet facilities. West Wycombe Pre School have asked for leaflets for the children's bags and posters to put up. Clerk has organised this. The Spring Litter Pick will be on 7<sup>th</sup> March. The Clerk will book the village hall.

**267.6 To consider whether to renew until 31<sup>st</sup> March 2022 the Devolved Services Agreement with the new unitary authority at the current budget**

Councillors had received paperwork prior to the meeting with information on what the new Bucks Unitary would be offering. They plan to extend the current agreement until 31<sup>st</sup> March 2022 with the budget and annual payments staying the same i.e. for us that has been around £2000 in 2015/16 to £2034 in 2019/20. We however spend a great deal more to cover the 30mph areas of grass cutting, siding out, hedging, rights of way clearance, weed killing, maintenance e.g. checking for obstructions, minor street furniture repairs and clearing, removal of fly posters, approval of charity event advertising – many of these items were not on the original list when we took up devolved services at the end of 2014/2015. To date, this year we have spent £2000, last year we spent £3,700. It was resolved to renew the devolved services agreement, but we will ask if any increase would be considered

**267.7 To start considering the budget for 2020/2021**

Councillors discussed the needs of the parish. We will conduct a new Parish Plan once unitary status is established; we will look at installing a Green Gym on the Pedestal Playing Field; we will consider areas where we can plant more trees; we will develop a environmental project with the top burial ground field; we will complete the conversion to LED lights. Currently we are running on track and will be able to purchase the replacement basket swing from the reserve and we will have money from the reserve to contribute towards the feasibility study for the High Street bollards.

**267.8 To approve the accounts for October 2019 signing of cheques - appendix 2**

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

**267.9 Members Questions**

Cllr Mrs Smith reported that a Neighbourhood Action Group meeting is planned for 21/22 October. The Church Warden, members of the PCC and Revd Jenny Ellis were thanked for their care of the Squire family at the recent funeral for their daughter Libby.

**267.10 Date of next meeting**

14th November 2019 at 8pm in The Church Room, West Wycombe

**Payments made in September**

CEF (debit card)	14.36	Light bulbs for defibrillators
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**Payments to be made in October**

Mrs S Henson	551.68	September salary
Bucks CC	199.17	September pension
HMRC - online	63.40	Tax
Mrs S Henson	42.30	Mileage/parking
Acorn Landscaping	199.81	6/12 highways grass cutting
TBS Hygiene	100.80	September collections
John K Lawrence	872.25	2/4 burial ground maintenance
Swarco	1953.12	30% of total cost

G Spratt	60.00	Shelter belt hedge cutting in burial ground
St Lawrence PCC	125.00	Remaining 6 months room rental
Castle Water (dd)	20.61	Burial ground water supply until March 2020
Southern Electric (dd)	76.67	Street light energy
<b>Total</b>	<b>4264.81</b>	

**Statement of Account as at 1<sup>st</sup> October 2019**

Opening balance – 1 <sup>st</sup> September	36943.21
Less September cheques and dd's	5472.93
Plus allotment rents	200.00
Plus balance of precept	21750.00
<b>Total</b>	<b>53420.28</b>

**Draft - West Wycombe Parish Budget for 2020/21**

**Estimated Running Costs for 2020/2021**

Clerks salary, pension	(Staff)		10,200
Expenses, stationery/s/ware	(Adm)	2680 )	
Auditors	(Adm)	500 )	
Chairman's Allowance	(Adm)	150 )	
Postage	(Adm)	120 )	5250
Insurance	(Adm)	1000 )	
Hire of Rooms	(Adm)	300 )	
Use of office, energy, broadband	(Adm)	500 )	
Cost of election	(Adm)		2000
Web site, telephone line	(Adm)		2000
Training	(Adm)		100
Subscriptions	(Adm)		400
S137 Village Clock	(Adm)		300
Misc donations	(Adm)		500
S137 expenditure Old Peoples Party/Poppy Wreaths	(Adm)		200
Lighting (maintenance incl cleaning heritage lights and energy)			2000
Replacement street lighting reserve - heritage lights (£8000 in reserve)			2000
Pedestal Playing Field maintenance and rent			3000
Pedestal Playing field equipment			7000
Burial Ground maintenance and refuse and tree works			5700
Allotment maintenance incl water, hedge cutting and scrub clearance			1200
Highways - verge grass cutting/weed killer/salt/dog bins/sign cleaning			10000
High Street project – Transport for Bucks feasibility			3000
2 noticeboards			3000
VAT on purchases (reclaimable)			2000
General reserve			10000
<b>Total</b>			<b>69850</b>
<b>Income:</b>			
Opening balance (incl reserves for heritage lights and general reserve)			28000
VAT refund			5250
Precept			45000
Council Tax Support Grant			0
Bucks CC – devolved services			2034
Downley Dynamos			400
Allotment rents			470
<b>Total</b>			<b>81154</b>

## **West Wycombe Parish Suggested Budget for 2020/2021**

The Clerk has worked out our proposed and planned expenditure for the remainder of this financial year. This includes paying for the remainder of the MVAS, a new basket swing unit, two noticeboards, tree in Park Farm Road, cutting back the trees and shrubbery by the railway bridge and all the normal monthly payments. At the end of October we had £50,2250 in the bank as the second half of the precept and the majority of the allotment rents have now been paid in. Allowing for the projected expenditure for the remainder of the year we would have a yearend balance of approximately £28,000.

The cost of an election has been allowed for but most of this is an unknown.

An allowance of £300 per annum has been included to support the maintenance of the village clock.

The Council Tax support grant will no longer be paid.

I am increasing the Pedestal Play equipment budget so that we can build up a reserve for replacement/new equipment.

The new LED lights have reduced our energy costs dramatically as well as the need for repairs, but I have increased our reserve to £10,000 to complete the replacement.

Telephone and insurance costs have come down through setting up new agreements. Energy costs have been negotiated and these will stand until September 2022.

I have allowed for the High Street feasibility study.

I have increased the highway maintenance budget as we seem to have to take on more work year on year.

The Precept has been increased to £45,000 from £43,500 but we will need to wait for WDC figures before we can really work this out.

Band D properties have been paying the following figures towards the Parish Council Precept:

15/16	£71.93	16/17	£74.91	17/18	£77.62	18/19	£78.77	19/20	£79.37
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**Sharon Henson, Clerk/RFO**

**1.11.2019**