



**YOU ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL  
TO BE HELD ON THURSDAY 13<sup>th</sup> FEBRUARY 2020 AT 8PM  
IN THE CHURCH ROOM, WEST WYCOMBE**

**MEMBERS OF THE PUBLIC and PRESS ARE INVITED TO ATTEND**

## **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 January Parish Council Meeting
4. Report on progress on items in the previous minutes

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

5. Correspondence – see Appendix 1
6. Planning Applications & decisions: **20/05069/FUL-Plant And Harvest Garden Centre, Chorley Road, West Wycombe** -Demolition/relocation of existing structures, alteration of the existing cottage, extension to provide a replacement dining area and WCs, construction of 3 x greenhouses, construction of education centre, new opening in the existing boundary wall, raising the boundary wall at the east end of the site, finials to existing gate piers, construction of covered ways and relocation and conversion of the gardeners' shed to create WCs & re-build section of damaged south wall & new gate
7. To consider a request to install a seat in memory of a member of Downley Dynamos Football Club on the Pedestal Playing Field
8. To consider making donations to West Wycombe Community Library and West Wycombe Preschool
9. To discuss the management of the defibrillators
10. To consider any highways issues including the latest on the Chorley Road MVAS units
11. To adopt a media policy
12. To discuss the March 7<sup>th</sup> Community Litterpick
13. To discuss the Annual Parish Meeting
14. To discuss the VE Day Commemorations
15. To discuss details of the allotment competition
16. To discuss the Woodland Trusts tree planting scheme
17. To discuss becoming .gov.uk instead of .org.uk when we change to the accessible website
18. To approve the accounts for February 2020 signing of cheques - appendix 2
19. Members questions
20. Date of next meeting - Thursday 12<sup>th</sup> March and the Annual Parish Meeting on Thursday 19<sup>th</sup> March 2020 at 8pm in The Church Room

SHARON L. HENSON, CLERK

6.2.2020

**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@westwycombe.org.uk**

### Correspondence Received from 9<sup>th</sup> January – 6<sup>th</sup> February 2020

1. Website analysis for January – emailed.
2. Police and Crime Commissioner Newsletter – emailed
3. Request for permission to install a hardwood 4-seater memorial bench in the Pedestal Playing Field in memory of one of Downley Dynamos young players who died from sepsis recently. They would create a concrete base for it. Suggested site on the Cookshall Lane side parallel to the hedge between the two sets of trees. Friends have already raised £22,000 for UK Sepsis Trust.
4. Request from West Wycombe Village website for up to date information on the Parish Council. Clerk will update this once all the details of the new unitary authority have been finalised.
5. Notification that the last WDC Clerks meeting has been postponed until 25<sup>th</sup> February – Clerk will attend.
6. Information on the Woodland Trusts tree planting schemes – emailed
7. WDALC Minutes and agenda for meeting on 19<sup>th</sup> March – we will give our apologies as it is the date of Annual Parish Meeting
8. Notification from BT that prices are going up
9. Invoice from TBS Hygiene stating that from 1<sup>st</sup> March the price is going up from £3.50 per bin to £4 per bin. However Pet Waste Solutions are quoting £12.50 per bin per week.
10. Accounts from West Wycombe Community library
11. Request from West Wycombe Preschool for any financial help we can give – Clerk has asked for accounts and had confirmation that they are a charity not a company.
12. Information about VE Day Small Grant scheme - £150 per project – passed to Chairman
13. Defibrillator deployment policy – criteria for providing a code number will change on 1<sup>st</sup> March - enclosed
14. My Bucks – emailed
15. WDC Adopted Local Plan and Supplementary Design Guidance
16. Election background information - enclosed

### Clerks Report

1. Transport for Bucks have refunded £3,200 towards the cost of the Chorley Road speed reduction project.
2. Chiltern District Council, after many emails, have now swept 95% of the pavements in the parish. Clerk has thanked them. We need to consider having moss removed on some pavement areas as they are extremely slippery and one resident slipped and landed on her back at the top of Portway Drive.
3. Clerk is still under discussions over new West Wycombe entry gate signs – manufacturer isn't keen to just produce the signs and wants to include the gates. Clerk has asked for process for both options.
4. The HS2 A4010 project within our parish is now complete.
5. Clerk has submitted a response to the supplementary planning guidance on Air Quality – enclosed
6. The last allotment plot has been allocated and paid for.
7. Would you all start thinking about what you want to include/cover/categories for the allotment competition

### Payments to be made in February 2020

Mrs S Henson	593.04	January salary
Bucks CC	221.30	February pension
HMRC - online	90.38	Tax and NI
Acorn Landscaping	199.81	10/12 highways grass cutting
TBS Hygiene	126.00	January collections
MH-P Internet	1440.00	Annual webmaster service
James Glasgow HandyMan	223.00	Cutty Alley barrier maintenance
Eros	115.20	Cherry picker hire for Christmas tree light dismantling
Castle Water (dd)	45.30	Allotment water supply
Southern Electric (dd)	84.01	Street light energy
<b>Total</b>	<b>3138.04</b>	

### **Statement of Account as at 1<sup>st</sup> February 2020**

Opening balance – 1 <sup>st</sup> January	39098.48
Less January cheques, dd's	5539.14
Plus refund from TfB – MVAS units	3200.00
<b>Total</b>	<b>36759.34</b>

## **TOWN & PARISH COUNCIL ELECTIONS**

**7 MAY 2020**

### **BRIEFING NOTE – BACKGROUND INFORMATION**

#### When are they taking place?

The Town & Parish Council elections will take place on 7 May 2020. Hours of poll will be 7am – 10pm.

#### What other elections are taking place on this date?

The Unitary elections for the new Buckinghamshire Council and the Police & Crime Commissioner elections will also be taking place on 7 May 2020, hours of poll exactly the same.

#### How will the elections be administered?

As the Register of Electors are not going to be merged before the Elections, the elections will be administered by the relevant current District offices. For example, if your town or parish council falls within the existing district of Wycombe, your election will administered by the Wycombe Elections office. Similarly, if you fall within the existing district of Aylesbury Vale, then this will be administered by the Aylesbury Vale district office, and likewise for those councils that fall within the Chiltern & South Bucks area, your elections office in the district of Chiltern & South Bucks will administer your election.

#### What is the process for the Verification and Count, and when will they take place?

As there are three elections taking place on the same day, ALL ballot boxes for all the elections will need to be verified before any counting takes place. This is because the Returning Officer will need to ensure that all votes issued are accounted for, and are also not in the wrong box for the Count.

At close of poll at 10pm, the Presiding Officers will return their ballot boxes, and all associated documentation to the Count venues. Verification for all of the three elections will then take place that evening.

The Returning Officer has determined that the Count for the Buckinghamshire Unitary Council Elections will take place on Friday 8 May 2020 commencing at 10am.

The Count for the Town and Parish Council Elections will take place on Saturday 9 May 2020 commencing at 10am.

The arrangements for the Police and Crime Commissioner elections are being run by the Police Area Returning Officer (PARO) for the Thames Valley region. The Buckinghamshire Returning Officer is still awaiting confirmation on the details of the Count for this election although it is understood that the Count for this election will take place on Monday 11 May 2020.

## Area Counts

There will be area Counts for both the Buckinghamshire Council, and Town & Parish Council elections on 8 May 2020 and 9 May 2020 respectively.

The Count for those Town & Parish Councils within the Wycombe 'district' will be held in High Wycombe. The Count for those Town & Parish Councils within the Aylesbury Vale 'district' will be held in Aylesbury, and the Count for those Town & Parish Councils within the Chiltern & South Bucks 'districts' will be held in Denham.

Final arrangements for the venues for each Count is still being finalised and once details are available, they will be circulated to all Town and Parish Councils by the end of February.

Until the close of the nomination period, the number of contested Town and Parish Council Elections will not be known. Therefore, the final arrangements for the Counts will be confirmed at that time.

## Ballot papers

As there are three elections on the same day, the ballot papers for each election will be a different colour. Confirmation in relation to what the colour for each election will be is still awaited.

## Notice of Election

The Notice of Election will be published on 31 March 2020. The period for nominations will then commence, and the deadline for nominations for the election will be 4pm on 8 April 2020. Nomination forms can be delivered by parish clerks, collectively and individually, but cannot be sent in the post or electronically. Original signed forms must be provided. Candidates can deliver their own nomination forms if they so wish.

Following the deadline, a complete statement of persons nominated will be published.

## Candidates/Agents Briefings

The Returning Officer will be holding briefings across Buckinghamshire for all candidates and agents in March, which will provide information on the process for nominations and all confirmed arrangements for the Counts. There will be briefings in each 'area', i.e. in the Wycombe 'district', in the Aylesbury Vale 'district', and in the Chiltern/South Bucks 'district'. Dates will be confirmed in the next week or so for these briefings, and details will sent direct to Town and Parish clerks.

## Nomination Forms/Information

These will be sent to all Town and Parish Councils from the Area Offices in the lead up to the Notice of Election being published. Each Area Office will be in contact with their respective Town and Parish Councils Clerks and it is currently envisaged that the forms and information will be circulated by the end of February. Copies will be held by

the individual clerks so candidates can liaise with them rather than having to visit the Area Office in question. Further information will be circulated to all Clerks about Purdah by the end of February (purdah will commence when the Notice of Election is published on 31 March).

### Paying For The Election

As per previous Town and Parish Elections, the cost of running them will be absorbed by the Area Offices in the first instance. The Town and Parish Councils will then be issued with an invoice for the costs relevant for their own individual election. It is anticipated that the invoices will be sent out in June. If you wish to receive information of estimated costs of the election for your council, please contact your relevant 'district' office who can provide some indicative costings for you. Please bear in mind that the costs will vary depending on whether you have a contested or non-contested election.

### Questions/Queries

Please contact your relevant Area Office if you have any questions or queries relating to the Town and Parish Council Elections. (These contact details should also be used on polling day itself).

### Contact Details

#### Aylesbury:

[ereg@aylesburyvaledc.gov.uk](mailto:ereg@aylesburyvaledc.gov.uk)

01296 585701

The Gateway  
Gatehouse Road  
Aylesbury  
HP19 8FF

#### Chiltern:

[elections@chilternandsouthbucks.gov.uk](mailto:elections@chilternandsouthbucks.gov.uk)

01895 837236

King George V House  
King George V Road  
Amersham  
HP6 5AW

#### South Bucks:

[elections@chilternandsouthbucks.gov.uk](mailto:elections@chilternandsouthbucks.gov.uk)

01895 837236

Capswood  
Oxford Road  
Denham  
UB9 4LH

#### Wycombe:

01494 421180

[elections@wycombe.gov.uk](mailto:elections@wycombe.gov.uk)

Queen Victoria Road  
High Wycombe. HP11 1BB



West Wycombe Parish Council's response to the Air Quality Supplementary Planning Document – January 2020

West Wycombe Parish Council is concerned that when all the extra housing is constructed in Princes Risborough and beyond there will be a huge increase in traffic flow through their parish along the A4010. The AQMA only starts at the Pedestal roundabout. We did raise the area selected as a concern and would have liked it extended however this was not implemented. Half of the residents of our parish live in the AQMA and we do not feel that sufficient emphasis is being put on developers to actually implement schemes which will reduce traffic and subsequent air pollution. All traffic from Princes Risborough going through to the M4 and M40 will have to travel through our parish. There is insufficient regular public transport to reduce vehicle movement for the majority of these new residents who are working outside the central Wycombe area. Developers will probably work on a piecemeal strategy ensuring they have less policies to comply with. We know that due to the cost of houses in this area most houses will have at least two residents with cars in order that they can afford to live here.

Developers must be made to put money into workable schemes for their developments – not just electric charging points; they need to construct shops, doctor and dentist surgeries and schools within their developments to ensure that less car journeys need to be made by the new residents of their developments. They must also create and plant up large enough green spaces to make a significant contribution to reducing greenhouse gases. Too often developers have been allowed to get away with producing new estates to minimum standards in order to enhance their own profitability. The planning authority must work to ensure that this attitude can longer be acceptable.

Sharon Henson  
Clerk to the Council

31.1.2020

## **1. WEST WYCOMBE PARISH COUNCIL - MEDIA POLICY**

### **Introduction**

1. West Wycombe Parish Council ('the Council') is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council's publication scheme, please contact the Council's clerk and in their absence, the Chairman.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet ('the media').
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

### **Legal requirements and restrictions**

4. This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Acts 1998 and 2018, other legislation which may apply and the Council's standing orders and financial regulations. The Council's financial regulations and relevant standing orders referenced in this policy are available via the Council's publication scheme.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council's publication scheme.

### **Meetings**

6. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council's standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.
7. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's standing orders.

8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply. In order that we can co-operate with this, it is preferable if the Parish Council can be advised in advance of the meeting of the intention to photograph, record or film the proceedings.
9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
10. Oral reporting or commentary about a Council meeting by a person who is present at the meeting is not permitted.
11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.

**Other communications with the media**

13. This policy does not seek to regulate councillors in their private capacity.
14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.
15. The Council's Clerk, or in their absence, the Chairman, may contact the media if the Council wants to provide information, a statement or other material about the Council.
16. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.

Signed.....

Dated.....