

Meeting Open to Press and Public
CHEPPING WYCOMBE PARISH COUNCIL

COUNCIL AGENDA

TUESDAY 25 JANUARY 2011



TO ALL MEMBERS OF THE COUNCIL

You are hereby summoned to attend the meeting of the Council to be held on Tuesday 25 January 2011 at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Buckinghamshire, HP10 8DS.

1. APOLOGIES FOR ABSENCE

At the time of Agenda despatch, Apologies for Absence have been received from D Johncock (Other Business), J Savage (Other Business) and J White (Other Business).

2. DECLARATIONS OF INTEREST AND CODE OF CONDUCT

Council is asked to receive any declarations of personal or personal and prejudicial interest by Members relating to items on the agenda.

If any Member is uncertain as to whether an interest should be disclosed, he or she is asked, if possible, to contact the Clerk and/or the District Solicitor prior to the meeting.

Members are reminded that if they are declaring an interest, whether personal or personal and prejudicial, then they should state the nature of that interest, whether or not they leave the meeting.

Councillors are reminded of their duty to consider all items on the agenda with respect to the Crime and Disorder Act 1998, Human Rights and Race Relations (Amendment) Act 2000.

3. COUNCIL MINUTES

To consider the attached Minutes of the Council Meetings held on 2 November 2010 (pages 5-8).

4. AMENITY LAND COMMITTEE

To consider the attached report of the Committee meeting held on 18 November 2010 (pages 9-13).

5. LEISURE FACILITIES COMMITTEE

To consider the attached report of the Committee meeting held on 25 November 2010 (pages 14-19).

6. WORKS, SERVICES AND PLANNING COMMITTEE

To consider the attached report of the Committee meeting held on 9 December 2010 (pages 20-22).

7. FINANCE AND GENERAL PURPOSES COMMITTEE

To consider the attached report of the Committee meeting held on 18 January 2010 (pages 23-27).

IMPORTANT NOTE: If possible, to avoid duplication of printed papers, Members are asked to bring with them to the Council meeting copies of the Agenda and Confidential Agenda of the Finance and General Purposes Committee meeting for 18 January 2011, previously circulated.

Members are asked to consider any recommendations arising from the meeting and:

- (i) Set the Council Budget for 2011/12

- (ii) **Set the Council Precept level for 2011/12**
- (iii) **Set Staff Salaries for 2011/12 (including the consideration of any confidential business to be considered *in the absence of the Press and Public*).**

8. DIAMOND JUBILEE AND OLYMPICS

At the Works, Services and Planning meeting on 9 December 2010, it was agreed that this meeting of Council should consider options for celebrating/commemorating the Diamond Jubilee (2-5 June 2012) and Olympics (27 July – 12 August 2012) and Para Olympics (31 August – 11 September 2012).

9. WARD BUDGET: COUNCILLOR MS K WOOD

District Councillor Ms K Wood will kindly be attending this meeting to formally present her Ward Allocation budget (£560) to the Council for planting around Queensmead, Loudwater.

10. PROPOSITIONS

Proposition from D Johncock (Flackwell Heath):

“Proposition: That the Council rejects the offer (previously considered by Council most recently on 2 November 2010) made by Wycombe District Council to adopt land at Magpie Gardens for future maintenance purposes on the basis that the cost of providing such a service should be met by the District Council or Developer and that, in future, the District Council Planning Department should be asked to seek better s.106 agreements with Developers that improve the infrastructure of Communities; such as financial contributions to playground improvements.”

11. QUESTIONS BY MEMBERS OF THE COUNCIL

At the time of agenda dispatch, no questions by Members have been received.

12. ADDRESS BY MEMBERS OF THE PUBLIC

Attention is drawn to Standing Orders 30.04 and 30.05.

The Chairman should ask Members of the Public if they wish to address the Council on any matter that affects the Council.

A fifteen minute period is permitted in total. If the Chairman of Council is in agreement, Questions can be taken at the beginning of the Council meeting.

Members of the Public wishing to speak at the beginning of the Council meeting should approach the Clerk with this request as soon as possible.

Members of the Council are reminded that legal matters, contracts and staffing matters should be considered in private.

If adequate notice has not been given of new items of expenditure, in accordance with legislation, such expenditure cannot be authorised.

13. ACCOUNTS FOR PAYMENT

The Accounts for Payment are to be circulated at the meeting for the approval of Members.

Members are reminded to declare any personal or personal and prejudicial interests in any items submitted for payment.

Members of the Press and Public are asked to be excluded from the meeting for the consideration of any Confidential Payments, such as payments to members of the Council Staff.



H R O Jones
Clerk of the Council
20 January 2011

CHEPPING WYCOMBE PARISH COUNCIL

COUNCIL MEETING

2 NOVEMBER 2010

MINUTES

Minutes of the Council meeting held at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: J Herschel (Chairman of the Council), D Johncock (Vice-Chairman), J Savage, J Eadon-Smith, Mrs S Digby, Ms E Belcher, Mrs S Herron, Ms J Johnson, Mrs J Chalmers, C Jordan, L Willis, M Wilkes, R Smith, I Forbes, Ms K Wood and J White.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from C Dodds (Other Business).

2. DECLARATIONS OF INTEREST AND CODE OF CONDUCT

There were none.

3. WARD BUDGET: COUNCILLOR MRS JULIA LANGLEY

Regrettably, due to sickness, Councillor Mrs Julia Langley was unable to attend the meeting to present her Ward Allocation budget (£490) in person to the Council for a Winder Bench at Juniper Green, Flackwell Heath.

Once more, the Council formally acknowledged its appreciation to Mrs Langley for the contribution that would benefit both residents and visitors to the Parish alike.

4. COUNCIL MINUTES

It was **RESOLVED** that:

the Minutes of the Council Meeting of 24 June 2010 be approved and signed as a correct record by the Chairman of Council.

5. COMMITTEE REPORTS

(i) AMENITY LAND COMMITTEE

The report of the Committee meeting held on 7 September 2010 was received and noted.

(ii) LEISURE FACILITIES COMMITTEE

The report of the Committee meeting held on 23 September 2010 was received and noted.

(iii) WORKS, SERVICES AND PLANNING COMMITTEE

The report of the Committee meeting held on 14 October 2010 was received and noted.

(iv) FINANCE AND GENERAL PURPOSES COMMITTEE

The report of the Committee meeting held on 21 October 2010 was received and noted.

It was RESOLVED that:

- (i) the reports of the Committees in the September/October 2010 cycle be formally approved together with any recommendations therein; and
- (ii) in relation to the Item 9. of the Works, Services and Planning Committee meeting of 14 October 2010 9. (EQUIPMENT: Wood Chipper), the matter was put to a recorded vote with the following result:

voting 12 In Favour and 3 Against, approval be granted for the purchase of a new Wood Chipper at a cost of approximately £9,000 with the money being drawn from the Ear Marked Reserve for Cock Lane Cemetery Track, as this project would not need to be undertaken for at least 10 years.

D Johncock requested that his opposition to this proposal and resolution be recorded in the Minute Book.

6. MAGPIE CLOSE, FLACKWELL HEATH s.106

Following a thorough and wide ranging debate, **it was agreed that:**

- (i) Wycombe District Council be advised that the Parish Council saw no evidence that any regard had been taken of the precondition stipulated by the Council prior to any consideration of adoption of the land at Magpie Close within the revised draft scheme (namely, the inclusion of anti-parking bollards and low maintenance surfacing);
- (ii) Wycombe District Council be further asked to advise on the s.106 options that were discussed and agreed with Shanly Homes in relation to the development of the above site (in particular in relation to the apparent absence of funding for local improvements, e.g. Playgrounds) and whether such alternative s.106 benefits could be further considered with Shanly Homes as part of this scheme; and
- (iii) Council be kept informed of any substantive developments for reconsideration at a future meeting once the details at (i) and (ii) above were forthcoming.

7. PROPOSITIONS

There were none.

8. QUESTIONS BY MEMBERS OF THE COUNCIL

Sale of Second Hand Cars: Oaklands

Following a question raised by Mrs J Chalmers, it was agreed that:

Council Members be asked to raise awareness of the problem of Second Hand Car sales being made on the Highway at Oaklands, Flackwell Heath with Thames Valley Police (through Police Surgeries, NAG meetings and directly with PCs and PCSOs).

Sale of Local Authority owned Woodland

Following a question raised by C Jordan, it was agreed that:

Council be asked to monitor any development in Central Government policy relating to the disposal of Local Authority owned/maintained woodlands.

9. ADDRESS BY MEMBERS OF THE PUBLIC

There were none.

10. ACCOUNTS FOR PAYMENT

D Johncock declared a personal and prejudicial interest in cheque No. 6799 (Member Expenses Jul-Sep 10), and did not take part in the consideration of that item.

M Wilkes declared a personal and prejudicial interest in cheque No. 6801 (Member Expenses Apr-Sep 10), and did not take part in the consideration of that item.

I Forbes declared a personal but not prejudicial interest in cheque No. 6815 (Thames Water Utilities) in his capacity as an employee of Thames Water.

It was RESOLVED THAT the accounts for payment, cheque numbers 6796 to 6817 and Direct Debit to Unicom (Telephone Oct 10) be approved for payment and the cheques be signed.

The meeting concluded at 8.15 pm.

H R O Jones
Clerk of the Council
3 November 2010

CHEPPING WYCOMBE PARISH COUNCIL

AMENITY LAND COMMITTEE

Report of the meeting of the Committee held on **Thursday 18 November 2010** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks

Present: Ms K Wood (Committee Chairman), C Jordan, Ms E Belcher, Mrs S Digby, I Forbes, Mrs J Chalmers and J Herschel (ex-officio).

In Attendance: J White (Item 5: Railway Land and Fennels Wood)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from D Johncock (ex-officio) (Other Business), L Willis (Other Council Related Meeting: M40 Group), R Smith (Other Business) and Ms J Johnson (Other Business).

2. DECLARATIONS OF INTEREST

There were none.

3. TYLERS GREEN COMMON

Car Park on Old Common Road: Surface Work

It was noted that the work to complete the levelling of the car park was completed in the week commencing 1 November 2010 significantly under budget by utilising materials and tools being employed at Kingswood.

Speed Calming Rays Lane: Request from Rose Cottage

It was agreed that:

- (i) the request for an additional speed bump on Rays Lane, Tylers Green be declined on the basis that the work was unbudgeted, without support by way of evidence of speeding problems and potentially liable to increase a flooding risk; and
- (ii) the owner/occupier of Rose Cottage, Rays Lane be duly notified of (i) above.

Widmer Pond Benches: EIIR Replacement

It was noted District Councillor C Harriss had kindly donated £194.77 utilising his Ward allocation Budget to contribute towards the cost of the replacement and slab surfacing of one of the EIIR benches at Widmer Pond and would be thanked for doing so.

It was further noted that discussions were continuing with Penn Parish Council through the Joint CWPC/Penn Working Group relating to contributions for benches and a more comprehensive plan for the larger site around the pond.

4. KINGSWOOD

Kingswood All Ability Path

Members received a verbal update report from the Clerk in relation to progress in the project to extend the disabled access path in Kingswood.

Members asked for it to be recorded in the Minute Book that the Committee was extremely pleased with the project management of this piece of work (especially in the obtaining of over 80% third party contributory funding) and the Clerk was thanked for the work he had carried out in this area.

It was noted that outstanding action included:

- the compilation of historical text for Interpretive Board No.4
- the installation of x2 Winder Seats
- the purchase and installation of x3 Picnic Tables (one of which with wheelchair access)
- the finalisation of the route map
- the final design, manufacture and installation of x4 Interpretive Boards.

It was agreed that:

- (i) an 'Opening Ceremony' for the Kingswood All Ability Path be arranged to take place in Spring 2011 to include all Partner bodies who had helped to complete and fund the project and primary user groups (including local Schools) together with the Local MPs and, if available, other Guests (to be determined);
- (ii) other events of primary users be organised and the facility be offered for use for educational (e.g. School Groups) and local interest (e.g. Wycombe Wildlife Trust) activities; and
- (iii) the production of further and more detailed information (not included on Interpretive Boards) be supported and made available in due course on the Council's web site.

5. RAILWAY LAND AND FENNELS WOOD

Railway Land and Fennels Wood: Future Development

Members received a presentation on options for the future development of the Railway Land and Fennels Wood, Loudwater from J White together with a tabled copy of a written report on the same topic.

It was noted that the £1,000 worth of Ear Marked Reserve available for Tree Work at the Railway Land would be utilised in full before the end of the current Council Year. Tree Work in 2011/12 would be costed directly to the appropriate Budget Vote.

J White was thanked by the Committee for his work in this area which was seen as providing thought provoking options for the future.

It was agreed that:

- (i) the recommendations within the report before Members (Amenity Area Loudwater: Disused Railway Land November 2010) be agreed, in principle, for long term consideration by the Council;
- (ii) copies of the report be provided to local forums (including The Loudwater Action Forum) for consideration and comment;
- (iii) a meeting be set up with local residents (neighbouring the Railway Land and Fennels Wood) in Spring 2011 on site to invite comment on suggestions for developing the site;
- (iv) immediate action be taken to ensure that all trees under the Council's responsibility were in a safe condition;
- (v) immediate action be taken to ensure that all wooden steps and step ways that were the responsibility of the Council were put in a safe condition; and
- (vi) the proposal for long term development of the Railway Land and Fennels Wood be referred to the Committee for reconsideration once the results of (ii) and (iii) above were available.

6. COMMITTEE FINANCES

Income and Expenditure

It was agreed that:

the contents of the report before Members be noted.

Budget Setting

It was agreed that the following amendments be made to the notional 2011/12 Committee for consideration by the Finance and General Purposes Committee meeting on 18 January 2011:

BUDGET VOTES	From	To
<u>102</u> Fennels Wood	Rename Cost Centre	Fennels Wood and Railway Land
<u>102/4037</u> Grounds Maintenance	1,500	2,500
<u>103</u> Railway Land	Delete Cost Centre or merge with 102 Fennels Wood	N/A
<u>103/4037</u> Grounds Maintenance	1,000	Nil
<u>104/4902</u> Kingswood Disabled Path	Rename Vote	Kingswood Paths
<u>104/1005</u> Income – Wood Sales	Nil	Projection as 10/11 Actual
<u>105/4912</u> Bin D/Bin Replacement	1,000	Nil – Delete Vote Line
<u>108</u> Station Rd River Bank Maintenance	Rename Cost Centre	Old Forge Bank
EAR MARKED RESERVES	From	To
<i>[TG Common Management</i>	<i>1,000 Allocation</i>	<i>Nil]</i>
<i>[TG Commemorative Trees</i>	<i>Transfer 1,900</i>	<i>TG Common Management]</i>
TG Common Management	8,000 EMR at 31/03/12	8,900 EMR at 31/03/12
TG Commemorative Trees	1,900 EMR at 31/03/12	Nil – Delete Reserve Line
<i>[Widmer Pond Improvements</i>	<i>1,500 Allocation</i>	<i>2,500 Allocation]</i>
Widmer Pond Improvements	7,000 EMR at 31/03/12	8,000 EMR at 31/03/12

7. ACCOUNTS FOR PAYMENT

J Herschel declared a personal and prejudicial interest in cheque No. 6824 (Staff Long Service Awards), and did not take part in the consideration of that item.

It was **RESOLVED** that:

The accounts for payment, cheque numbers 6818 to 6835 and Direct Debits to Shell UK Ltd (Vehicle Fuel Oct 10) and Unicom (Telephone Charges Oct 10) be approved for payment and the cheques be duly signed.

8. DELEGATED ACTION

It was noted that since the last meeting of the Amenity Land Committee, the Clerk had authorised and processed the following permit:

- Tylers Green Middle School to use Kingswood for Cross Country from 20 September 2010 – 22 July 2011 (with the understanding that the All Ability Path work was taking place in November and December 2010) (23/09/10).

The meeting concluded at 8.55 pm.

H R O Jones
Clerk of the Council
19 November 2010

CHEPPING WYCOMBE PARISH COUNCIL

LEISURE FACILITIES COMMITTEE

Report of the meeting of the Committee held on **Thursday 25 November 2010** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: D Johncock (Chairman), C Jordan (Vice-Chairman), L Willis, J Herschel, I Forbes, Mrs E Belcher, J White, Mrs S Herron and Mrs S Digby

Members in attendance: M Wilkes (Item 3: Parking on Green Verges and Orchard Green)

Others in attendance:

Mrs E Dare (Allotment Tenant) (Item 5: Flackwell Heath Allotments)
Mr J Quelch (Allotment Tenant) (Item 5: Flackwell Heath Allotments)
Mr R King (Loudwater Bowls Club) (Item 3: Loudwater Bowls Club Meeting)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from J Savage (Other Business).

2. DECLARATIONS OF INTEREST

There were none.

3. SPORTS GROUNDS

Green Dragon Sports Ground

Parking on Green Verges and Orchard Green

It was agreed that:

- (i) the forthcoming NAG meeting be asked to include on its agenda; the legality and measures to prevent unauthorised Green Verge parking by vehicles;
- (ii) the issue at (i) above be raised with the Residents' Associations, Societies and Forums of each Ward (especially Police and Traffic Groups and Environmental Groups of these organisations);
- (iii) the Clerk be asked to respond to Flackwell Heath Sports Club setting out the Council's interest in preventing the Green Verges throughout the Parish being destroyed by vehicles and suggesting the introduction of a Sunday Parking Marshal at the Green Dragon site.

Derehams Lane Sports Ground

Loudwater Bowls Club Meeting: 3 November 2010

The Committee received representations from Mr R King (Loudwater Bowls Club) on issues relating to the management of Derehams Lane Sports Ground.

It was agreed that:

- (i) the notes of the meeting of the Loudwater Bowls Club of 3 November 2010 be received;
- (ii) the Council's existing policy of keeping the Top Car Park padlock locked (apart from on days of Sporting Activities) be maintained;
- (iii) the padlock combination be altered on a quarterly basis;
- (iv) the general issue of parking (including parking by Bowls Club Members) be referred to the Derehams Lane Sports Ground Working Group for further discussion; and
- (v) Wycombe Croquet Club be asked to notify the Council of its intentions for a new site as soon as these details were known.

Derehams Lane Sports Ground Working Group

Members received an update from report in relation to progress in the negotiations for the new Derehams Pavilion lease with Loudwater Football Club. It was noted that a meeting between the Club Treasurer, Committee Chairman and Clerk of the Council was being planned to carry this forward.

Proposed New Vehicle and Pedestrian Entrance

It was agreed that:

- (i) the residents of Derehams Avenue be consulted by the Council on the proposal to create two new entrances into the Derehams Sports Ground Site at the end of Derehams Avenue, namely:
 - vehicle entrance gate (to be used only by maintenance and Council vehicles)
 - pedestrian/bridleway entrance)
- (ii) the creation of a new pedestrian/equestrian and vehicular access at the end of Derehams Avenue into Derehams Lane Sports Ground be reconsidered by the Committee at its meeting on 10 February 2011 in light of the findings of the consultation at (i) above.

Cost of Re-fencing MUGA (Multi Use Games Area)

It was noted that Some Members had suggested that the Committee should, in the future, consider the possibility of relocating the MUGA facilities to an alternative site, such as Boundary Park Recreation Ground or possibly under the M40 viaduct.

It was further noted that the current BCC Local Priorities Fund could not be utilised to fund this activity.

It was agreed that:

any action relating to re-fencing the perimeter boundary of the Derehams Sports Ground MUGA be deferred until such time as a comprehensive plan for the whole Derehams site was available.

4. RECREATION GROUNDS AND PARKS

All sites: Improvement Plans

It was agreed that:

- (i) the decision to obtain a Public Works Loan for Playground Improvements be referred to the new Council administration following the elections in May 2011, but in the meantime provision be made in the notional draft budget to be referred to the Finance and General Purposes Committee on 18 January 2011 to allow for a 6month repayment in the 2011/12 year of a notional 10 year loan of £175,000 to cover all three sites (i.e. a budget of £10,000 in 2011/12); and
- (ii) the Council be tasked with continuing to pursue grant possibilities to cover and/or supplement the cost of the Playground Improvements Project.

5. ALLOTMENTS

Tylers Green Allotments

Perimeter Path Clearance: Council Requirements

It was agreed that:

the Allotment Regulations continue to require that grass strips be maintained by tenants (including plots at boundary edges) to allow for essential site work to be carried out, including hedge cutting.

Tylers Green Allotment Hut: Painting Request

It was agreed that:

the request that the Council considers painting (green or brown) or camouflaging (some form of trellis) the Tylers Green Allotment Hut be reviewed at a later date in order to allow natural weathering time to resolve the problem being experienced by the resident in question.

Flackwell Heath Allotments

The Committee received representations from two Flackwell Heath allotment tenants.

Chain Link Fencing: Costs of Completing

It was agreed that:

- (i) the cost of continuing the Chain Link fencing at the Flackwell Heath Allotment site (£2,500) be included in the notional draft Committee budget referred to the Finance and General Purposes Committee meeting on 18 January 2011; and
- (ii) the Committee would consider further options for securing the Allotment site once more information was available and following discussions with Allotment Tenants.

Bonfire Policy: Request for Reconsideration

It was agreed that:

The Flackwell Heath Allotment Regulations be amended to read:

“q. a bonfire for the disposal of diseased material is permitted upon the tenant’s own plot but only as follows: between September and May.”

6. COMMITTEE FINANCES

Income and Expenditure

It was agreed that:

the contents of the report before Members be noted.

Budget Setting

It was agreed that the following amendments be made to the notional 2011/12 Committee for consideration by the Finance and General Purposes Committee meeting on 18 January 2011:

BUDGET VOTES	From	To
<u>201/4906</u> Ashley Drive New Plots	500	1,000
<u>203/4906</u> Chapel Road New Plots	500	1,000
<u>New Vote:</u> Chapel Road Allotment Fencing	Nil	2,500
<u>211/4037</u> Ashley Drive Rec. Grounds Maintenance	1,200	1,000
<u>211</u> Ashley Drive Rec.	Rename Cost Centre	Ashley Park
<u>New Vote:</u> Derehams Lane New Access	Nil	1,500
<u>215/1001</u> Green Dragon Income Rents	12,500	New Cost Centre: Finance and General Purposes Committee Income Rents
<u>216/4037</u> Boundary Road Rec. Grounds Maintenance	1,200	1,000
<u>216</u> Boundary Road Rec.	Rename Cost Centre	Boundary Park
<u>220/4401</u> Boundary Road Rec. General Recreation Dog Bin Emptying	3,642	3,826
EAR MARKED RESERVES	From	To
<i>[Green Dragon Fence</i>	<i>Transfer 4,350</i>	<i>Play Equipment Reserve]</i>
Green Dragon Fence	4,350 EMR at 31/03/12	Nil – Delete Reserve Line
<i>[Play Equipment Reserve</i>	<i>3,000 Allocation</i>	<i>13,000 Allocation i.e. 10,000 increase for notional PWL repayment]</i>
Play Equipment Reserve	21,000 EMR at 31/03/12	35,350 EMR at 31/03/12

8. ACCOUNTS FOR PAYMENT

J Herschel declared a personal and prejudicial interest in cheque No. 6840 (Member's Expenses Sept-Oct 10), and did not take part in the consideration of that item.

It was RESOLVED THAT the accounts for payment, cheque numbers 6836 to 6844 and staff payflow be approved for payment and the cheques be signed.

9. DELEGATED ACTION

It was noted that since the last meeting of the Committee, the Clerk had authorised and processed the following permit:

- Wycombe Athletic Football Club Seasonal Permit to play football at Derehams Lane Sports Ground from 1 October 2010 – 30 May 2011 (23 09 10).

The meeting concluded at 9.50 pm.

H R O Jones
Clerk of the Council
26 November 2010

CHEPPING WYCOMBE PARISH COUNCIL

WORKS, SERVICES AND PLANNING COMMITTEE

Report of the meeting of the Committee held on **Thursday 9 December 2010** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: C Dodds (Vice-Chairman in the Chair), J Eadon-Smith, D Johncock, Ms J Johnson, C Jordan, R Smith, M Wilkes and

In attendance: I Forbes

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from J Herschel (Meeting at Wycombe District Council), Mrs S Herron (Other Business) and Mrs J Chalmers (Other Business).

2. DECLARATIONS OF INTEREST

There were none.

3. CEMETERIES

Altona Road and Cock Lane Cemeteries

It was agreed that:

- (i) no further action be taken regarding the renaming of Altona Road and Cock Lane Cemeteries at the present time; and
- (ii) funeral directors be contacted to ascertain their comments on the proposal.

4. FOOTPATHS AND BRIDLEWAYS

Parish Footpath 12a

It was agreed that:

the proposal for closure or diversion of footpath 12a be referred to the Bucks County Council Rights of Way Team for consideration.

5. PROJECT MONITORING

St Peters Church, Loudwater

It was noted that work on the rebuilding of the Church Wall would commence on 13 December 2010, with completion before Christmas Eve for the Carol Service, subject to weather conditions.

St Margaret's, Tylers Green

It was noted that work on the rebuilding of the knocked down church wall would commence as soon as possible, subject to the weather conditions. Work was also scheduled for 2011 for the rebuilding of the damaged wall panels.

Benches

All the new locations for the benches were noted, with installation being completed as soon as possible.

Tree work

All the work being carried out was noted.

Community Payback

The work at all the locations was noted and all areas were deemed to be greatly improved.

In 2011, further work would be required along the back stream and on the Railway Land in Loudwater.

Work had been carried out at Tylers Green Allotment site with the shed being renovated and the path cleared at the bottom of the site nearest to the Scout Hut.

6. FINANCES

Income and Expenditure

It was noted that the Insurance, Rate and Salary lines would be transferred to the Finance & General Purposes Committee Income and Expenditure budgets.

The Chairman would provide a report on the cost of the Community Payback Work for 2010 at the next Committee Meeting on 3 March 2011.

The Chairman would provide a report on the need for a Walk Behind Flail at the next Committee Meeting on 3 March 2011.

Budget Setting

It was agreed that:

(i) the notional 2011/12 Committee Budget be recommended for consideration by the Finance and General Purposes Committee meeting on 18 January 2011 without amendment; and

(ii) the consideration of the Diamond Jubilee and Olympics be referred to Council on 25 January 2011.

7. ACCOUNTS FOR PAYMENT

There were none.

The meeting concluded at 8.40 pm.

A Banham
Deputy Clerk

13 December 2010

CHEPPING WYCOMBE PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

Report of the meeting of the Committee held on **Tuesday 18 January 2011** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: I Forbes (Chairman), Ms K Wood (Vice-Chairman), J Eadon-Smith, J Herschel, C Dodds, J White.

In Attendance: C Jordan

FGP/11.01. APOLOGIES FOR ABSENCE

Apologies for absence were received from M Wilkes (Other Business), D Johncock (Other Business) and J Savage (Other Business).

FGP/11.02. DECLARATIONS OF INTEREST

There were none.

FGP/11.03. REVIEW OF HEALTH AND SAFETY

Health and Safety Policy Statement

It was **RESOLVED** that:

the wording of the draft Health and Safety Policy Statement be adopted by the Council for 2011 and duly signed by the Chairman of Council (review date: January 2012).

Annual Accident Report 2010

It was noted that no Staff Accidents were recorded in 2010.

FGP/11.04. LOCAL GOVERNMENT LEGISLATION

The Localism Bill

It was noted that the Council would need to consider the implications for the authority of the Localism Bill being enacted and that any cost implications for the Council would require future debate. In addition to the impact of a Village Plan statement, the Committee was also mindful of the necessity for appropriate training sessions to deal with new powers or duties for Parish and Town Councils that could come into force.

FGP/11.05. AUDIT REPORTS

In House Audit

The Committee received a verbal update report from the In House Auditors, who were broadly content with the financial operations and processes of the Council. It was requested that both the Clerk and Finance Assistant be thanked for their work.

It was agreed that:

- i. a training session be allocated for Members to deal with Financial Reporting;
and
- ii. a basic order book (hard copy) be kept in the Office to assist Staff with key information when there were absences and to act as a log of receipts for orders.

Internal Audit Report (Interim) 2010/11

The contents of the Internal Audit (Interim) 2010/11 report were noted together with an update on how all the minor recommendations had been implemented.

Internal Audit: Best Value Review

It was noted that Mr D Timms had been appointed the Internal Auditor for the 2011/12 Council Year.

FGP/11.06. COUNCIL REGULATIONS AND POLICIES

Review of Committee Terms of Reference, Standing Orders and Financial Regulations

It was agreed that:

the Policies and Regulations Working Group be asked to consider Committee Terms of Reference, Council's Standing Orders and Financial Regulations prior to the Committee meeting on 17 March 2011 with the aim of bringing a recommended model to that meeting.

FGP/11.07. LAND REGISTRATION

Land Registration Update

It was noted that the progress in registering Council owned/maintained land (and Land in which the Council had an interest) was satisfactory and that the Committee would be kept informed of significant developments.

FGP/11.08. GRANTS, SUBSCRIPTIONS AND DONATIONS

Joint Bucks County Council/FHRA: Request for a Grant

It was noted that the body seeking the contribution was essentially the Juniper School Parents' Association.

It was noted that the Council power to contribute financially and/or to incur expenditure not otherwise authorised on any project which in the Council's opinion is in the interest of the area or part of it and/or all or some of its inhabitants was conferred under the provisions of the Local Government Act 1992, s.137. The Committee was satisfied that all of the s.137 criteria existed in this case for a grant to be lawful.

It was agreed that:

at its meeting on 25 January 2011, Council be recommended to approve a grant of £350 to representatives of Juniper School, Flackwell Heath for planting between Churchill Close and Highlands (to be paid on completion of the project).

FGP/11.09. COMMITTEE FINANCES

Income and Expenditure

The contents of the report before Members was noted.

Budget Setting 2011/12

It was RESOLVED that:

- (i) the contents of the report before Members be noted;
- (ii) Council be recommended at its meeting on 25 January 2011 to set the precept increase at 2.0%;
- (iii) Council be further recommended to adopt the following proposed amendments to the draft 2011/12 Budget:

BUDGET VOTES	From	To
<u>401/4453</u> Office Equipment	2,060	Nil
<u>401/4068</u> Computers & Data Storage	2,060	Nil

<u>201/4906</u> Ashley Drive New Plots	1,000	Nil
<u>101/4037</u> Gen Amenity Areas Grounds Maintenance	3,000	2,500
<u>102/4037</u> Fennels Wood & Railway Land Grounds Maintenance	2,500	2,000
<u>104/4037</u> Kingswood Grounds Maintenance	5,000	4,250
<u>105/4037</u> Tylers Green Common Grounds Maintenance	4,000	3,750
EAR MARKED RESERVES	From	To
<i>[Deed of Grant</i>	<i>Transfer amount to be agreed</i>	<i>General Reserve]</i>
Deed of Grant	10,200 EMR at 31/03/12	Amount to be agreed EMR at 31/03/12
<i>[Play Equipment Reserve</i>	<i>17,350 Allocation</i>	<i>7,350 Allocation]</i>
Play Equipment Reserve	35,350 EMR at 31/03/12	25,350 EMR at 31/03/12
<i>[Kingswood Improvements</i>	<i>2,500 Allocation</i>	<i>Nil Allocation]</i>
Kingswood Improvements	11,150 EMR at 31/03/12	8,650 EMR at 31/03/12

It was suggested that The Deed of Grant transfer would be used to bring the 2011/12 budget into balance such that there would be no call on or transfer from the general reserve and the actual figure after checking would be presented to Council. This figure was £3,306.

FGP/11.10. ACCOUNTS FOR PAYMENT

It was **RESOLVED THAT** the accounts for payment, cheque numbers 6889 to 6901, direct debit to Unicom (Telephone Charges to Jan 11) and staff payflow be approved for payment and the cheques be signed.

FGP/11.11. EXCLUSION OF PRESS AND PUBLIC

Confidential Reports and Exclusion of Press and Public

In view of the confidential reports it was **RESOLVED** that the press and public be excluded from the remainder of the meeting.

FGP/11.12. REVIEW OF STAFF SALARY PROPOSAL

It was **RESOLVED** that:

The staff salary proposals for 2011/12 be recommended to Council on 25 January 2011 without amendment.

The meeting concluded at 9.25 pm.

H R O Jones
19 January 2011