

Councillors:	Cllr M Heath (MH) - <i>Chairman</i>	Cllr J Walsh (JW)
	Cllr S Williams (SW) - <i>Vice-Chairman</i>	Cllr M Skelton (MS)
	# Cllr K Bowen (KB)	Cllr S Sproul (SS)
	# Cllr W Davey (WD)	Cllr G Hollis (GH)
	Cllr A Hans (AH)	Cllr F Duffy (FD)
	Cllr M E Hagon (MEH)	Cllr S Jefferys (SJ)
Associates:	Edna Austin (EA)	
Clerk:	Jagjit Brar	# - <i>Apologies Received</i>

Minute	Meeting Minutes	Action
20200309/01	Apologies for Absence See above	
20200309/02	Report from County Councillor – Cllr R. Reed Apologies from the Clerk, County Councillor was missed off invitation list	
20200309/03	Notification of any urgent other business to be taken under item 200210/16 1.Parish Council Insurance – Cllr SW 2.Succession Planning – Cllr AH 3.Youth Project – Cllr JW 4.Coronavirus – EA	
20200309/04	Approval of Minutes 1. Parish Council on 10 February 2020 Proposed by Cllr MH, seconded Cllr SW – <u>AGREED</u> 2. Communities Committee on 18 February 2020 – Proposed Cllr MH, seconded Cllr AH – <u>AGREED</u> Q. <i>Do we have suitable insurance and risk assessments for the children's tea party?</i> – Cllr JW A. Clerk to investigate <i>Cllr MEH noted no GNS volunteers were available for the Village Fayre event</i> 3. Planning Committee on 14 January 2020 Proposed Cllr SJ seconded Cllr MS – <u>AGREED</u> 4. Services Committee on 24 February 2020 Proposed Cllr MH seconded Cllr SW – <u>AGREED</u> 5. Services Committee Part II on 24 February 2020 Proposed Cllr MH seconded Cllr SW – <u>AGREED</u> 6. Planning Committee on 25 February 2020 – Proposed Cllr GH seconded Cllr SW – <u>AGREED</u> <i>Cllr GH noted Cllr Egleton will be calling the McDonalds application to extend opening hours into the SBDC Planning Committee.</i>	Clerk

	<p>7. Neighbourhood Planning Steering Group on 2 March 2020 Proposed Cllr MH seconded Cllr JW - <u>AGREED</u></p> <ul style="list-style-type: none"> Noted the neighbourhood plan would aim for sign off at the next Full Council meeting on 14 April 2020 as it was identified that some areas of the Parish had been omitted. Further additions to be made including strengthening GB3 policy. Cllr GH noted Policies GB1-6 should take precedent over an un-adopted Local Plan Agreed that the document should have a final wordsmithing before submission Cllr FD noted that the Clerk had done an excellent job in pulling together all of the contributions into the final document and making it look as does, all agreed. 	Clerk
20200309/05	<p>Outstanding Actions following Last Meeting</p> <p>191209/06/3 - BALC Conference Local Council Award Scheme as we should be able to achieve the first award easily. Clerk to progress when has capacity.</p>	Clerk
20200309/06	<p>Chairman's Report The Clerk and Chairman met with Claire Hawkes, the Localities Director at Buckinghamshire Unitary Council. She advised on her remit including Community Boards the new Charter and devolved assets.</p> <p>Cllr SW reported she took Joy Morrissey MP for a drive round Denham pointing out current issues in Pinstone Way and the HS2 works on the Western Slopes, she has requested to be kept informed on current and future issues.</p>	
20200309/07	<p>Report from District Councillor – Cllr GH £1.5m additional funds allocated to road improvements. Savings from the Unitary formation will be seen in 2-3 years' time.</p> <p>Cllr MEH raised ongoing issues with road surfacing in Willowbank. Residents have been injured and repairs carried out have been substandard, i.e. pressed down by foot.</p> <p>Cllr R. Reed and Cllr B. Harding have seen the extent of the issue. Residents are being told Willowbank is next on the schedule however that has not yet been confirmed as noted by Cllr GH.</p> <p>Clerk to raise with the LAT</p>	Clerk
20200309/08	<p>Reports from Outside Bodies Discussed in Part II</p>	
20200309/09	<p>Annual Parish Meeting – Thursday 19 March 2020 at 7pm</p> <ul style="list-style-type: none"> Reports from Chairs Chairman will welcome and introduce staff and Councillors, approve the minutes of the last meeting and introduce Committee Chairs to 	Clerk

	<p>present their reports alongside PowerPoint slides and finally the speakers</p> <ul style="list-style-type: none"> • Publicity Leaflets available and ready for distribution, Cllr SW is coordinating • Stalls and Speakers Speakers will each be given 10 minutes and then questions and all stalls confirmed, Cllr SW to contact Colne Valley Park 	<p>Cllr SW</p> <p>Cllr SW</p>
20200309/10	<p>Update on Local Plan and Neighbourhood Plan</p> <ul style="list-style-type: none"> • Booking of halls for consultation after Full Council on 14 April 2020 at the following locations at varying times. All sessions to be led by Councillors: <ul style="list-style-type: none"> ○ Denham Memorial Hall – Cllr SW ○ Higher Denham Community Association – Cllr JW and EA ○ St Marks, Denham Green – Cllr FD and Cllr SJ ○ Toby Carvery, Tatling End – Cllr WD ○ New Denham Community Centre – Cllr MEH, Cllr KB and resident Tony Valentine • Next Steering Group moved to Monday 30th March, all Councillors are required to attend. 	<p>All Cllrs</p> <p>All Cllrs</p>
20200309/11	<p>Councillor Training – Tuesday 24 March 2020 at 7pm Postponed until after the election – Clerk to confirm</p>	<p>Clerk</p>
20200309/12	<p>Elections 2020 Hard copies of nomination forms distributed to all councillors present. All forms to be hand delivered, Clerk advised to allow time for corrections, don't leave it until the last day, Wednesday 8 April at 4pm. Clerk has copies for those who gave apologies at the meeting.</p> <p>Councillors to meet at 7pm on 24 March 2020 to complete forms.</p>	<p>All Cllrs</p>
20200309/13	<p>Garage Lease Cllr SW to progress with EI Group</p>	<p>Cllr SW</p>
20200309/14	<p>Cricket Club Lease Clerk updated that the final version of the lease is now ready to send to the Cricket Club.</p> <p>Clerk to arrange meeting with Cllr MH, Cllr SW and Cllr JW to have a final review before sending.</p>	<p>Clerk</p>
20200309/15	<p>Filming in the Village – Matilda The Musical Clerk noted that there has been a request from a film production to shoot in the Village in the summer of 2020 for approximately a week, how would the Council wish to respond?</p> <p>Cllrs SW and Cllr MH request a meeting with them to point out our concerns and issues following previous filming, in particular parking.</p>	<p>Clerk</p>

	Clerk to arrange meeting to get final dates for filming, encourage use of local businesses and discuss compensation donations.	
20200309/ 16	Haskins Development The developers are contacting us to gain support, individual councillors may be contacted. Agreed Clerk to respond back that we will wait until the outcome of the Local Plan, and then look to engage.	Clerk
20200309/ 17	Correspondence List To note correspondence since the last meeting.	
20200309/ 18	Financial Matters and Reports 1. To note current Barclays Bank balance - Agreed 2. Income and Expenditure Report - Agreed 3. To note - no change Metrobank balance 4. To note – no change Nationwide Savings balance 5. To note - Unity Trust Application in progress 6. To note – Pipeline Report Cllr AH requested an up to date version to monitor how accurate our predictions were and to help with accruals 7. Payments to approve – Agreed	Clerk
20200309/ 19	Any other business notified at 20200309/03 above 1. Parish Council Insurance – Cllr SW Does our insurance include covering costs of cancellation of events for example hall hire costs due to Coronavirus? Clerk to investigate 2. Succession Planning – Cllr AH Could we review our standing orders in light of the coming elections to try to get some fresh blood into the council and possibly look at rotation of the Chairs to share responsibilities and get new views and ideas? It is standard practice for most trustees and boards it allows development of members and it helps with planning when people move on, as some councillors might this year? It was AGREED that standing orders be reviewed and the Chairman requested Cllr AH to draft some policy suggestions and forward them to the Clerk, Cllr JW and Cllr SW also offered send through some information from business and the Church. 3. Youth Project – Cllr JW A favourable response from BCC Youth Service towards a programme in Denham in the summer. LEAP funding of £2.5 -3k from Sport England is available for a 30 month programme. A questionnaire will be distributed by the Youth Service. If the summer programme is successful they will look to further activities. Possible venues are Higher Denham Community Centre and Glebe Field and New Denham Community Centre and Denham Utd Ladies as there is access to toilets and refreshments. Cllr KB is contacting DULFC.	Clerk Clerk Cllr AH Cllr JW Cllr SW Cllr KB

	<p>The Chairman suggested toilet facilities at Knighton Way Recreation Ground be investigated as it has suitable facilities and recent improvements, to be taken forward by Services Committee.</p> <p>4. Coronavirus – EA Virtual meetings were discussed and the Clerk advised that the guidance from NALC is business as usual. Councillors may join virtual meetings however there must a physical meeting with the minimum quorate of three councillors where members of the public can attend but virtual Cllrs cannot vote. Cllr AH offered Zoom software which offers 40 minutes of virtual meeting.</p> <p>Clerk to advise further as the situation develops.</p> <p>5. Cllr GH reported a streetlight out on the A412, request to Councillors to double check which light, Ast. EA offered to identify</p>	<p>Clerk</p> <p>Clerk</p> <p>EA</p>
20200309/20	PART II Closed to members of the public	
20200309/21	Date of Next Meeting To confirm the date of the next meeting is on Tuesday 14 April 2020 starting at 7.30pm with a Public Session in the Parish Council Office.	

Meeting Closed at 9.40pm
Jagjit Brar – Clerk
9 March 2020

**Minutes of the FULL COUNCIL meeting
PART II ONLY**

Monday 9 March 2020 at 7.30pm in the Parish Council Office, Denham

Members are reminded that they should declare publicly any interest that they might have in any matter (whether it is apparent in the agenda or not) immediately prior to any discussion on it. They should state whether it is a personal interest only, or a prejudicial interest as well, and what the nature of the interest is.

Minute No	Agenda Item	Action
20200309/20/1	<p>Recruitment Deputy - Clerk Role Interviews are taking place this week with a view to recruiting very soon</p>	
20200309/20/02	<p>Any other business</p> <p>Denham Allotments Following a disagreement last year between two plot holders, a report was sent to the Police and an investigation has now taken place. The council has received some threats as a result and have forwarded them on to the Police.</p> <p>It was agreed that the Council takes this issue very seriously and has a zero tolerance policy with regards to threats to staff and the Council.</p>	

Meeting Closed at 9:45pm

Jagjit Brar – Clerk & RFO
10 February 2020