

Minutes of the **MEETING OF THE PARISH COUNCIL**

Held on **Monday 8 June 2020 at 7.30pm** via Zoom Video Conferencing

Councillors:	Cllr J Walsh (JW) - Chairman	Cllr A Hans (AH) – Vice-Chairman
	Cllr S Williams (SW)	Cllr M Skelton (MS)
	Cllr M Heath (MH)	Cllr S Sproul (SS)
	Cllr W Davey (WD)	Cllr G Hollis (GH)
	Cllr F Duffy (FD)	Cllr K Bowen (KB)
	Cllr M E Hagon (MEH)	Cllr S Jefferys (SJ)
Associate Member:	Edna Austin (EA)	
County Cllr:	Cllr R Reed (RR)	# - Apologies Received
Clerk:	Jagjit Brar (JB)	Guest: Sharan Bhinder-Dhonsi
Deputy Clerk:	Jeremy Day	Guest: Buledy Sangwa

Minute	Meeting Minutes	Action
20200608/ 01	Apologies for Absence None	
20200608/ 02	Notification of any urgent other business to be taken under item 20200608/15 <ul style="list-style-type: none"> - Clerk – Flower Planters - Cllr JW welcomed guest Sharan Bhinder-Dhonsi 	
20200608/ 03	Approval of Minutes <ol style="list-style-type: none"> 1. Parish Council 11 May 2020 Proposed by Cllr MH, seconded by Cllr GH – AGREED with following amendment: <ul style="list-style-type: none"> - Cllr SW – Minute No: PC 20200511/06/3 <ul style="list-style-type: none"> o <i>Cllr SW updated that the previous rental increase in 2012 was from £25 to £60, an increase of 140%. Therefore the next proposed increase at a rate of 140% will be £144 per quarter, subject to repair of the dilapidations.</i> 2. Annual Meeting of the Parish Council 18 May 2020 Proposed by Cllr MH, seconded by Cllr MEH – AGREED with the following amendments: <ul style="list-style-type: none"> - Cllr MH – Min No: PC 20200518/07/3 <ul style="list-style-type: none"> o <i>Insert Cllr GH to member of Communities Committee</i> - Cllr MH – PC 20200518/09 <ul style="list-style-type: none"> o <i>Cllr MH to send further corrections</i> 3. Planning Committee 19 May 2020 Proposed by Cllr SW, seconded by Cllr JW – AGREED with following amendment: <ul style="list-style-type: none"> - Cllr JW – Removal of red introduction text - Cllr FD – To note, Cllr FD was present at the meeting as was Cllr JW 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>4. Neighbourhood Planning 28 May 2020 Proposed by Cllr MH, seconded by Cllr SW - <u>AGREED</u></p> <ul style="list-style-type: none"> - Cllr MEH – Minute No: NPG 20200528/10 <ul style="list-style-type: none"> o <i>Correction of date of next meeting to Thursday 11 June 2020</i> - Cllr SW noted that minutes should be sent to Neil Homer for approval <p>5. Extraordinary Meeting of the Parish Council 29 May 2020</p> <ul style="list-style-type: none"> - Proposed by Cllr JW, seconded by Cllr MH - <u>AGREED</u> - Cllr SW was advised that old bank cards will be cancelled once new ones have been received. <p>6. Services Committee 1 June 2020 Proposed by Cllr MH, seconded by Cllr SW – <u>AGREED</u> with following amendment:</p> <ul style="list-style-type: none"> - Cllr SW – Minute No: SV 200601/04/a <ul style="list-style-type: none"> o <i>Rod Black works for BC (not TfB)</i> 	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>
<p>20200608/04</p>	<p>Matters Arising from Previous Minutes</p> <p><u>To Note</u> - Items to be progressed after the Audit:</p> <ul style="list-style-type: none"> • 200309/19-1 - Parish Council Insurance • 191209/06/3 - Local Council Award Scheme • 20200511/06/- 4 - Councillor Handbook <p>20200511/06/- 5 Youth Project</p> <ul style="list-style-type: none"> - Clerk to contact neighbouring Parishes <p>20200518/10 – Staffing Committee Terms of Reference included for information, the Clerk proposed that the Terms of Reference are worked through by the new Resources Committee and then brought to Full Council for ratification.</p> <p>Cllr MEH was in agreement however Cllr MH disagreed and felt it should be worked on by Full Council. Post meeting clarification by Cllr MEH.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>
<p>20200608/05</p>	<p>Report from Unitary Councillors – Cllr RR & Cllr GH</p> <ul style="list-style-type: none"> • Cllr GH – Local Plan The Planning Inspectors have reported back that there was not enough evidence to show that South Bucks District Council had complied with the Duty to Cooperate with Slough Borough Council for their housing need, therefore the Plan likely to be withdrawn. <p>Buckinghamshire Council have responded and requested a meeting with the Inspectors once lockdown restrictions have eased as they maintain that they have complied. Other authorities that have chosen this route have had their Local Plans rejected.</p> <p>The Neighbourhood Plan will go some way to protect Denham in the interim but we will now be subject to National Planning Policy.</p> <ul style="list-style-type: none"> • Cllr GH – Community Boards 	

	<p>The Community Boards are being set up and Cllr Santokh Chhokar has been appointed the Chair of the Denham, Gerrards Cross and Chalfont Board. Currently training for Chairs and no meeting dates have been set yet.</p> <p>Other points to note:</p> <ul style="list-style-type: none"> - Buckinghamshire Council has seen a drop in income from parking, business rates and planning fees. - It is difficult to find venues big enough to allow physical meetings and meetings continue online. <p>Clerk to forward papers to Cllr RR</p> <ul style="list-style-type: none"> • Cllr RR – South Bucks Planning Committee The South Bucks Planning test meeting has taken place with the following changes to note. Ten or more objections from residents will no longer automatically call the application to committee, and it is unclear who made this decision. Officers are not currently carrying out site visits. - Cllr MEH raised the question that what will be the new process going forward if ten objections are not considered and how can we ensure consistency? - Cllr GH responded that any Unitary Councillor can now call in an application but the Parish Council cannot even though we are knowledgeable on material planning issues. • Cllr RR – Travellers Travellers in Denham Court Drive were moved on the next day, rubbish left behind has been sorted and three addresses have been found which can lead to possible prosecution. Covid-19 has had an impact on evicting travellers. • Cllr RR – Local Plan The Planning Inspectors initial findings were that SBDC did not comply constructively and cooperatively with Slough, they only met on 9 September 2016 and then again on 1 October 2017. <p>A whole Bucks Plan is unlikely as current and adopted Local Plans are in place in Wycombe and Aylesbury Vale.</p>	Clerk
20200608/ 06	<p>Chairman’s Report</p> <p>Cllr JW welcomed Buledy Sangwa to the meeting as he joined late.</p> <p>Youth Project</p> <ul style="list-style-type: none"> - Cllr JW updated Council that Buckinghamshire Council hope to put on some outdoor activities in August. - The young people’s survey is currently on the Parish Council website and Twitter Account to identify the type of activities they would like to see. The Youth Service have now made a link with Chalfont Community College and will work with them on 	

	<p>responses to the survey. The Survey has also been sent to Denham Utd Ladies Football Club for distribution to their youth team.</p> <ul style="list-style-type: none"> - The Youth Service are currently unable to carry out any outreach work with young people due to Covid-19 restrictions. - Cllr MEH offered to provide a link to Meadows School in Hillingdon - Deputy Clerk offered contacts from former governor college in Hillingdon - Cllr SW suggested that Harefield Academy may also have Denham pupils <p>1. <u>Mission Statement:</u> Cllr JW reminded Council to keep in mind the Mission Statement: <i>The purpose of Denham Parish Council is to work within its statutory powers to maintain and enhance the public amenities within the parish and to help the people of Denham improve their quality of life by working in partnership with Buckinghamshire Unitary Council.</i></p> <ul style="list-style-type: none"> - Cllr MH suggested removal of Unitary and addition of 'other agencies' as per her email sent at 18.07 today <p>2. Clean Up and Brighten Up Denham Cllr JW updated that we like to start some projects that cheer up the area and residents can see. The installation of planters will go towards this.</p> <ul style="list-style-type: none"> - Cllr GH – removal of graffiti would also help particularly on bus stops - Cllr MS – whilst a clean and brighten is welcomed currently the grass verges currently look disgraceful and it's a shame we changed from Blue Sky - Cllr MEH – No cutting at all in Willowbank - Cllr MH – A combination of Covid-19, a new contractor (Roots Gardens), a new Clerk have contributed. A meeting with the new contractors is being arranged to address our concerns - Cllr KB – the wildflower verges in Harefield look beautiful, now is the time we must introduce them in Denham ready for September <p>3. Parish Projects Matrix Cllr JW explained the Parish Projects matrix was circulated to help Councillors think about what we deliver going forward, and offered to meeting informally with a coffee over Zoom to share ideas. Clerk to arrange.</p> <ul style="list-style-type: none"> - Cllr SW noted that the GNS scheme is for all vulnerable residents not just older residents <p>4. Working with Buckinghamshire Council Cllr JW proposed that we work closely with the new Unitary Councillors and Officers and build positive relationships going forward to help us deliver projects in Denham</p>	<p>Cllr MEH Deputy Clerk</p> <p>Clerk</p> <p>Deputy Clerk</p> <p>Clerk</p>
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20200608/ 07	<p>Neighbourhood Plan <u>The Clerk presented the Draft Neighbourhood Plan and timetable for adoption of the Plan.</u></p> <p>Minor corrections for Clerk were pointed out by Cllr FD.</p> <p>Cllr JW proposed, seconded by Cllr GH that the Neighbourhood Plan go out for consultation. All Councillors <u>AGREED</u></p>	Clerk
20200608/ 08	<p>Martin Baker Sports Ground Cllr FD update on project progress:</p> <ul style="list-style-type: none"> - Currently the Planning Application is with the Council and they are yet to publish the 8 week validation period - Once permission is granted Martin-Baker will proceed to order the changing facility to arrive in September 2020 - Ben Harris of Denham Utd has advised that the County FA will be starting the season in October 2020 and everything is currently on schedule - Cllr MH to circulate draft lease to Cllr FD, Cllr JW and the Clerk - The Martin- Baker team have made all of the arrangements with their project and design managers - All utilities, water, drainage electricity etc. has been arranged - All pitch preparation has gone well, cutting, rolling and weed control has meant the pitch is nearly ready for play - The attached report highlights the bird's eye view and further information. <p>Cllr MEH congratulated Cllr FD on his progress with this project Cllr MH also thanked Cllr FD for picking up this project</p>	Cllr MH
20200608/ 09	<p>Charities Committee <u>To Note</u> - Garage Lease to be taken forward by the Charities Committee as the lease is with the Village Green Trust. Clerk to forward Cllr SW's report to all members.</p> <p>Councillors agreed to meet in the evening due to work commitments. Clerk to arrange next date.</p>	Clerk Clerk
20200608/ 10	<p>Communities Committee It was <u>AGREED</u> to continue to meet at 7.30pm with the next meeting on Tuesday 16 June 2020</p>	Clerk
20200608/ 11	<p>Resources Committee</p> <ul style="list-style-type: none"> • <u>For Information only</u> - Draft Terms of Reference for Staffing Committee attached <p>Clerk to schedule meeting</p>	Clerk
20200608/ 12	<p>Reports from Outside Bodies Cllr JW - Denham Aerodrome minutes attached and noted the aerodrome is only open for repatriation flights</p> <p>Cllr MH – the response to the consultation from Cllr JW was very good</p>	

20200608/ 13	Correspondence List Noted	
20200608/ 14	<p>Financial Matters and Reports</p> <ol style="list-style-type: none"> 1. Current Barclays Bank balance - <u>AGREED</u> 2. Savings Account statements – Metrobank, Nationwide, Unity Trust - <u>AGREED</u> 3. Income and Expenditure Report - <u>AGREED</u> 4. Payments to approve, including two late additions – <u>APPROVED</u> 5. Councillor Allowance – Forms noted and to be forwarded to the Clerk 6. Review of Asset Register Clerk advised new additions include Defibrillators, CCTV on the Pyghtle and gym and play equipment, reviewed and <u>AGREED</u> 7. Approval of Risk Register Clerk updated that no changes have been made, and proposed the 2020 document- <u>AGREED</u> Clerk <p>Clerk updated that the internal audit went well despite problems with the financial management software that were not resolved until the morning of the audit despite raising it with Edge more than a week earlier.</p>	All Cllrs
20200608/ 15	<p>Any other business notified at 20200608/02 above</p> <p>Planters and Flowers The Clerk updated that the Deputy had sourced barrier baskets from a company named Windowflowers that proved to be the best option and competitively priced.</p> <p>The Deputy Clerk seeks approval for 20 barrier baskets at £215 pounds each plus £2 per week maintenance, watering and weeding charge. An initial expenditure of £4,300 – <u>ALL AGREED</u></p> <p>Planters to be sourced for areas of Denham that do not have railings, New Denham, Tatling End and Higher Denham. Costs and locations to be forwarded to all Councillors for approval by email by the Deputy Clerk</p>	Deputy Clerk Deputy Clerk
20200608/ 16	Part II Members only	
20200608/ 17	Date of Next Meeting To confirm the date of the next meeting is on Monday 13 July 2020 starting at 7.30pm with a Public Session.	

Upcoming Meetings and Events:

Time	Day	Date	Meeting
4.00pm	Tuesday	9 June 2020	Planning Committee
3.00pm	Wednesday	11 June 2020	Neighbourhood Planning
7.30pm	Tuesday	16 June 2020	Communities Committee
10.30am	Thursday	18 June 2020	Finance Committee
7.30pm	Monday	6 July 2020	Services Committee
7.30pm	Monday	13 July 2020	Full Council

Meeting Closed at 9.30pm
Jagjit Brar – Clerk
08 June 2020

PC 20200608