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|---------------------|-------------------------------|---|
| <b>Councillors:</b> | 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)                      |
|                     | Cllr Edna Austin (EA)         | Cllr R Reed (RR) – County Cllr            |
|                     |                               |   |
| <b>Clerk:</b>       | Jagjit Brar (JB)              | <b>Guest:</b> Sharan Bhinder-Dhonsi (SBD) |
|                     | # - <b>Apologies Received</b> | <b>Guest:</b> Alan Head (AWH)             |

| Minute      | Meeting Minutes  | Action       |
|-------------|--|--------------|
| 20200713/01 | <b>Apologies for Absence</b>   |              |
| 20200713/02 | <b>Notification of any urgent other business to be taken under item 20200713/12</b> <ul style="list-style-type: none"> <li>- Clerk – Road naming of Police Station Development</li> <li>- Cllr JW &amp; Cllr FD – Update on Martin Baker project</li> <li>- Cllr JW – Cricket club lease update</li> <br/> <li>- Cllr AH – confirmed the updated Council Etiquette Guidelines</li> </ul>   |              |
| 20200713/03 | <b>Approval of Minutes</b> <ol style="list-style-type: none"> <li>1. Parish Council 8 June 2020<br/>Proposed by Cllr JW, seconded by Cllr AH - <b>AGREED</b></li> <li>2. Planning Committee 9 June 2020<br/>Proposed by Cllr SW, seconded by Cllr KB - <b>AGREED</b></li> <li>3. Communities Committee 16 June 2020<br/>Proposed by Cllr SW, seconded by Cllr MH - <b>AGREED</b></li> <li>4. Finance Committee 18 June 2020<br/>Proposed by Cllr AH, seconded by Cllr MH - <b>AGREED</b></li> <li>5. Planning Committee 30 June 2020<br/>Proposed by Cllr SW, seconded by Cllr KB - <b>AGREED</b></li> <li>6. Services Committee 6 July 2020<br/>Proposed by Cllr MH, seconded by Cllr SS - <b>AGREED</b></li> <li>7. Charities Committee 7 July 2020<br/>Proposed by Cllr AH, seconded by Cllr JW – <b>AGREED</b> <ul style="list-style-type: none"> <li>- Cllr MH advised she had a personal not pecuniary interest</li> </ul> </li> </ol> | <b>Clerk</b> |
| 20200713/04 | <b>Matters Arising from Previous Minutes</b> <p>Items to be progressed from July onwards:</p> <ul style="list-style-type: none"> <li>• <b>200309/19-1</b> - Parish Council Insurance</li> <li>• <b>191209/06/3</b> - Local Council Award Scheme</li> <li>• <b>20200511/06/- 4</b> - Councillor Handbook</li> </ul> <p>Clerk to also investigate new IT providers</p>   | <b>Clerk</b> |

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|---------------------------|--|---|
| <p><b>20200713/05</b></p> | <p><b>Report from Unitary Cllr RR</b></p> <ul style="list-style-type: none"> <li>- Positive feedback from residents in Denham Green re flower baskets</li> <li>- First meeting of the Council on 15 July 2020, currently 196 Councillors</li> <li>- Travellers were moved on from Denham Green in 24 hours</li> <li>- First Community Board (CB) meeting on 22 July 2020</li> <li>- S106 Local Priorities meeting scheduled for 16 July 2020, Cllr SS stressed that we must ensure funds stay within Denham</li> </ul> <p><b>Report from Unitary Cllr GH</b></p> <ul style="list-style-type: none"> <li>- Currently difficult to manage virtual meetings due to numbers</li> <li>- First meeting on 15 July 2020 will have issues such as climate change and equality on the agenda</li> <li>- S106 meeting will likely be sharing ideas not voting at this stage</li> </ul>   |   |
| <p><b>20200713/06</b></p> | <p><b>Chairman's Report</b></p> <p><b>1. Clean Up and Brighten Up Denham progress</b></p> <ul style="list-style-type: none"> <li>- Good feedback on flower planters</li> <li>- Cllrs discussed positioning of planters, quick growing flowers such as geraniums, sponsorship to bring the costs down as per the Christmas Fayre, hanging baskets</li> <li>- Phase II £5,370 + VAT plus maintenance of £1,326 + VAT<br/><b>ALL AGREED</b></li> <li>- Phase III - £6,180 + VAT plus maintenance of £2,200 + VAT<br/><b>ALL AGREED</b></li> <li>- Graffiti removal – New Denham x 2 bus stops £350 + VAT – <b>ALL AGREED</b></li> </ul> <p><b>2. S106 Funding for Denham</b></p> <ul style="list-style-type: none"> <li>- £20k in 2002 to relocate pedestrian crossing</li> <li>- £67.5k in 2008 improvements to junction Willow Ave/Oxford Rd</li> <li>- Cllr SJ and JW will defend funds for Denham at meeting on 15 July and will propose widening of junctions in Willow Ave and Newtown Rd and new pedestrian crossing by the shops</li> <li>- Cllr GH advised all Cllrs in new CB area are invited</li> </ul> <p><b>3. Resurfacing Projects</b></p> <ul style="list-style-type: none"> <li>- Updates received regarding resurfacing of Savay Lane and A412, we will ask for a date for Willowbank resurfacing.</li> <li>- Cllr MH requested flooding is raised at the meeting with TfB</li> </ul> <p><b>4. Etiquette</b> – covered above</p> <p><b>5. Garage Lease</b></p> <ul style="list-style-type: none"> <li>- A letter has been sent to the Commercial Director of the EI Group with 14 days to respond to agree a commercial lease</li> <li>- Thanks to SBD for her input</li> <li>- Cllr FD has carried out a visual inspection</li> </ul> <p><b>6. Play Areas</b></p> <ul style="list-style-type: none"> <li>- Agreed at Services to re-open the play areas with large banners ordered.</li> <li>- Cllrs assigned to carry out visual inspections <ul style="list-style-type: none"> <li>o Tatling End – Cllr WD</li> <li>o Way and Tillard – Cllr MS</li> <li>o Denham Green Open Space – Cllr GH</li> <li>o Knighton Way Lane – Cllr MEH</li> <li>o Denham Green – Cllr FD</li> <li>o Alderbourne – Cllr SW</li> </ul> </li> </ul> | <p style="text-align: center;"><b>Clerk</b></p> |

|             |   |       |
|-------------|---|-------|
|             | <p>7. August Meetings – To note summer break for meetings</p> <p>8. Letters To Note:</p> <ul style="list-style-type: none"> <li>- Letter sent to Big Yellow regarding fumes and vibrations</li> <li>- Letter sent to Planning Enforcement regarding 2 Hollybush Farm Cottages</li> </ul> <ul style="list-style-type: none"> <li>• Cllr MH raised trees have been felled in the Pinstone Way operation, Cllr WD advised Enforcement will be visiting</li> <li>• Cllr SW advised that verges had been torn up by Big Yellow construction lorries, could we ask them to re-plant wildflower verges on completion?</li> </ul>   | Clerk |
| 20200713/07 | <p><b>Community Boards - See attached report</b></p> <ul style="list-style-type: none"> <li>- List of 18 projects have been forwarded to Aniqah Sultan, Clerk to forward list to all Cllrs</li> <li>- There is a focus on health and mental health</li> <li>- Request to Aniqah as to ownership of the Red Cross building</li> </ul>  | Clerk |
| 20200713/08 | <p><b>Neighbourhood Plan Update</b></p> <ul style="list-style-type: none"> <li>- Few telephone enquiries, one resident visited the office, two hard copies hand delivered.</li> <li>- Face to face meetings discussed but risk of transmission still too great – <b>AGREED</b> not to proceed with face to face.</li> <li>- Clerk to add minutes of the 11 June 2020 onto the next Agenda</li> </ul>  | Clerk |
| 20200713/09 | <p><b>Reports from Outside Bodies</b></p> <p>None</p>   |       |
| 20200713/10 | <p><b>Correspondence List</b></p> <p>Noted</p>  |       |
| 20200713/11 | <p><b>Financial Matters and Reports</b></p> <ol style="list-style-type: none"> <li>1. <b>Approval of the Annual Governance Statement 2019/20</b><br/><b><u>ALL AGREED</u></b></li> <li>2. <b>Approval of Annual Accounting Statement 2019/20</b><br/><b><u>ALL AGREED</u></b></li> <li>3. Barclays Bank current account balance – <b>AGREED</b> <ul style="list-style-type: none"> <li>○ Cllr AH pointed out that we have earned nearly £3k in interest this year</li> </ul> </li> <li>4. Savings Account Balances – Barclays Premium, Metro, Nationwide, Unity Trust – <b>AGREED</b> <ul style="list-style-type: none"> <li>○ Clerk advised that each savings account will now be reconciled on the Edge software every month</li> <li>○ Clerk advised planning for new play areas should start including outdoor gyms</li> </ul> </li> <li>5. Income and Expenditure Report - <b>AGREED</b></li> <li>6. Payments to approve – <b>ALL AGREED</b> <ul style="list-style-type: none"> <li>○ Cllr MH – Wanted to thank Susan for her attention to detail</li> <li>○ Cllr JW advised Cllr expenses for approval – <b>AGREED</b></li> </ul> </li> </ol> |       |
| 20200713/12 | <p><b>Any other business notified at 20200713/02 above</b></p> <p><b>Martin Baker Project</b></p> <ul style="list-style-type: none"> <li>- Planning has been validated and completion on 3<sup>rd</sup> August 2020</li> <li>- 11 week delivery lead time for containers which will be October which aligns with the proposed start of FA local league season</li> </ul>  |       |

|                    |  |  |
|--------------------|--|--|
|                    | <ul style="list-style-type: none"> <li>- Limited income from the club – approx. £3k per annum</li> <li>- Costs approx. £7k per annum plus possible peppercorn rent</li> <li>- Will need grant funding - FA/Sport England grants available</li> <li>- Need to look at other uses of the building, coffee mornings etc.</li> <li>- Cllr SW – we have a marquee if needed</li> <li>- Cllr AH proposed this projects stays with Full Council, seconded by Cllr JW as not everyone is on Services and all Cllrs should be kept up to speed. Heads of Terms, Planning, the opening and activities. <b>ALL AGREED</b> it stays within Services but it may even end up with its own possible committee</li> <li>- Cllr JW proposed Heads of Terms come to the Clerk and it is worked on over the summer, Cllr MH to forward to Clerk when received</li> </ul> <p><b>Naming of Police Station Development</b></p> <ul style="list-style-type: none"> <li>- Following discussion at the meeting and by email, it was <b>AGREED</b> that we continue with the original suggestion of Robert Peel Close and object to a change.</li> <li>- Cllr WD proposed, seconded by Cllr GH an alternative suggestion of Peel Close <b>ALL AGREED</b>.</li> </ul> <p><b>Cricket Club</b></p> <ul style="list-style-type: none"> <li>- No response from the cricket club with regards to the lease and they have resumed playing cricket.</li> <li>- Cllr GH declared a personal interest and highlighted further safety netting is required, Clerk to follow up.</li> </ul> | <p style="text-align: right;"><b>Cllr MH</b></p> <p style="text-align: right;"><b>Clerk</b></p> <p style="text-align: right;"><b>Clerk</b></p> |
| <b>20200713/13</b> | <b>Part II</b><br>Members only   |  |
| <b>20200713/14</b> | <b>Date of Next Meeting</b><br>To confirm the date of the next meeting is on <b>Monday 14 September 2020 starting at 7.30pm</b> with a Public Session.   |  |

#### Upcoming Meetings and Events:

| Time          | Day           | Date                     | Meeting               |
|---------------|---------------|--------------------------|-----------------------|
| 7.00pm        | Wednesday     | 15 July 2020             | Resources Committee   |
| 11.00am       | Monday        | 20 July 2020             | Coffee & Chat         |
| 4.00pm        | Tuesday       | 21 July 2020             | Planning Committee    |
| 7.30pm        | Tuesday       | 21 July 2020             | Communities Committee |
| 4.00pm        | Tuesday       | 11 August 2020           | Planning Committee    |
| 11.00am       | Monday        | 17 August 2020           | Coffee & Chat         |
| 4.00pm        | Tuesday       | 1 September 2020         | Planning Committee    |
| 10.00am       | Friday        | 4 September 2020         | Finance Committee     |
| 7.30pm        | Monday        | 7 September 2020         | Services Committee    |
| <b>7.30pm</b> | <b>Monday</b> | <b>14 September 2020</b> | <b>Full Council</b>   |

Meeting Closed at 9.30pm  
Jagjit Brar – Clerk  
13 July 2020

**Minutes of the FULL COUNCIL meeting  
 Monday 13 July 2020 at 7.30pm via Zoom Video Conferencing**

**PART II ONLY**

|                     |                              |                                  |
|---------------------|------------------------------|----------------------------------|
| <b>Councillors:</b> | 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)             |
|                     | Cllr Edna Austin (EA)        |                                  |
|                     |                              |                                  |
| <b>Clerk:</b>       | Jagjit Brar (JB)             | # - <i>Apologies Received</i>    |

| <b>Minute No</b>      | <b>Agenda Item</b>   |  |
|-----------------------|--|--|
| <b>20200713/13/01</b> | <b>Co-Option of Alan Head as a Councillor</b><br>Cllr JW proposed that Alan Head is Co-opted as a Parish Councillor, seconded by Cllr GH – ALL AGREED                            |  |
| <b>20200713/13/02</b> | <b>Appointment of Sharan Bhinder as an Associate Member</b><br>Cllr JW proposed that Sharan Bhinder is appointed as an Associate Member, seconded by Cllr SW – <b>ALL AGREED</b> |  |
| <b>20200713/13/03</b> | <b>Any other business</b>  |  |

Jagjit Brar – Clerk & RFO  
 13 July 2020