

## Minutes of the FULL COUNCIL MEETING OF THE PARISH COUNCIL on Monday 13 March 2023 at 7.30pm at the Denham Bowls Club, Denham Way, Denham, UB9 5AX

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| <b>Councillors:</b> | Cllr S Williams (SW) - Chairman | Cllr S Jefferys (SJ) – Vice Chairman        |
|                     | Cllr J Walsh (JW)               | Cllr A Head (AWH)                           |
|                     | Cllr A Hans (AH)                | Cllr S Sproul (SS)                          |
|                     | Cllr M Heath (MH)               | Cllr E Austin (EA)                          |
|                     | ## Cllr G Hollis (GH)           | Cllr W Davey (WD)                           |
|                     | # Cllr B Keen (BK)              | Cllr M Goonesekera (MG)                     |
| <b>UA Cllr</b>      | # Cllr Santokh Chhokar          |                                             |
| <b>Clerk</b>        | Mr. Derek Wilson (Clerk)        | # Apologies given<br>## Apologies not given |

Meeting was voice recorded.

| Agenda No   | Agenda Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Action |
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| 20230313/01 | <b>Welcome and Apologies for Absence</b> – See above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |
| 20230313/02 | <b>Declaration of Interests</b><br>The Clerk in a Part 2 agenda item and will leave the meeting prior to discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |
| 20230313/03 | <b>Public Session</b><br>Mrs. Jennifer Thompson arrived to listen to the proceedings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |
| 20230313/04 | <b>Approval of Minutes</b><br>The following minutes were reviewed and <b>agreed</b> by members present.<br><br><b>Parish Council meeting</b> – 13 February 2023 – Proposed by Cllr SW<br>Seconded by Cllr SJ – Agreed<br>Cllr AH referred to an item on page 4 about the amount of information given in the minutes, item 14 could have said list of grants presented which were then approved, rather than give specifics of grants given. A discussion took place and agreed that these should be listed within the minutes as a matter of public record.<br><b>Services meeting</b> – 7 February 2023 – Proposed by Cllr MH<br>Seconded by Cllr SW – Agreed<br><b>Planning meeting</b> – 9 February 2023 – Proposed by Cllr AWH<br>Seconded by Cllr JW – Agreed<br><b>Communities meeting</b> – 28 February 2023 – Proposed by Cllr SW<br>Seconded by Cllr WD – Agreed<br><b>Finance meeting</b> – 2 March 2023 – Proposed by Cllr AH Seconded by Cllr JW – Agreed<br><b>Extraordinary Council Meeting</b> – 2 March 2023 – Proposed by Cllr SW Seconded by Cllr MH – Agreed. The candidate will commence employment on Wednesday 15 March 2023. |        |
| 20230313/05 | <b>Report from Unitary Councillors</b> <ul style="list-style-type: none"> <li>There was no written report from Cllrs.</li> <li>UA Cllr SC had sent his apologies to this meeting.</li> </ul> Cllr AWH raised concern about the lack of participation from the Unitary Councillors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |

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|                    | <b>Action:</b> Cllr SW will write to Councillors requesting their attendance at future meetings or provide a copy of their report if they cannot attend the meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Cllr SW</b>              |
| <b>20230313/06</b> | <b>Report from Outside Bodies</b> <ul style="list-style-type: none"> <li>Cllr JW attended the Denham Aerodrome meeting, but the minutes do not come out until the next available meeting.<br/> <b>Action:</b> Cllr JW to forward a copy of the minutes to the office.</li> <li>Cllr MH attended the Denham Village Hall meeting and advised about funding issues. The next meeting is due to take place tomorrow evening 14 Mar. It was raised about the cost of hiring the hall to refer to their website for costings.</li> </ul>                                                                                                                                                                                                                                            | <b>Cllr JW</b>              |
| <b>20230313/07</b> | <b>Chairman's Report</b> <ul style="list-style-type: none"> <li>Cllr SW attended a meeting with Cllr David Brackin Chair of Fulmer Parish Council to discuss mutual ideas. They do a village newsletter, which they email out to their residents and going to give an example at the next Community Board meeting. They also use a Transport consultant for their planning discussions, with the name passed on to Cllr AWH as Chair of Planning.</li> <li>Cllr SW referred to the Chalfonts, Gerrards Cross Community Board information in the agenda pack.</li> <li>Meeting attended with Andrew Wood, Chairman of Gerrards Cross Town Council, referred to the Motorway Service area is likely to be within the Iver location and proximity to Pinewood Studios.</li> </ul> |                             |
| <b>20230313/08</b> | <b>Civility and Respect Pledge</b> <ul style="list-style-type: none"> <li>This pledge is being proposed by NALC requesting Parish and Town Councils to sign-up to. It is going to Policy and Procedures; details are contained within your agenda pack for noting and a newsletter advising about a variety of training modules that are available. This can then be brought back to a Council meeting.</li> </ul>                                                                                                                                                                                                                                                                                                                                                             |                             |
| <b>20230313/09</b> | <b>Attendance at Meetings</b> <ul style="list-style-type: none"> <li>Cllr SW referred to the lack of attendance at recent meetings, with some Cllrs not giving their apologies and this has led to some chasing telephone calls to members, in order that the meeting can be quorate to take place.</li> <li>It was accepted that there might be an occasion for non-attendance due to personal circumstances, but apologies should be given in advance.</li> </ul>                                                                                                                                                                                                                                                                                                            |                             |
| <b>20230313/10</b> | <b>Electoral Review of Buckinghamshire Council</b> <ul style="list-style-type: none"> <li>Very good news from the Local Government Boundary Commission about Denham joining with Gerrards Cross and retaining New Denham and Willowbank within the parish.</li> <li>We need to go back to the Boundary Commission and publicise the good news. Responses need to be returned by 11 April.</li> <li>A discussion took place on how to publicise this news. A future item at the Annual Meeting of the Council</li> </ul> <b>Action:</b> To place our news on the website, noticeboards and on Facebook.<br><b>Action:</b> Cllr AWH to draft response for email circulation to Cllrs.                                                                                            | <b>F&amp;C<br/>Cllr AWH</b> |

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|             | <p><b>Action:</b> To build-up a database of email addresses for future communications to local residents.</p> <p>Cllr MH referred to changing the date of our Council meetings for Cllrs to attend Gerrards Cross meetings and vice-versa for them to attend our meetings.</p> <p><b>Action:</b> Cllr SW to check the cycle of meetings with Gerrards Cross.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>Clerk</b></p> <p><b>Cllr SW</b></p> |
| 20230313/11 | <p><b>Denham Village Garage</b></p> <ul style="list-style-type: none"> <li>There is nothing to report other than the builder has come down with Covid and will require chasing after full recovery.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Clerk</b>                              |
| 20230313/12 | <p><b>Martinsfield Update</b></p> <ul style="list-style-type: none"> <li>A meeting is being scheduled on Thursday with Denham United FC to discuss a variety of issues at the site.</li> <li>Since our casual worker has been employed made sure water and heaters are turned off when DUFC leave the site.</li> <li>Signage is being done along the A412 to show it is home ground for DUFC.</li> <li>A few little issues which have been resolved by Martin Baker.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                           |
| 20230313/13 | <p><b>Project Phoenix</b></p> <ul style="list-style-type: none"> <li>Cllr JW advised the meeting that all 3 Unitary Authority Cllrs have been supportive of this project and Cllr SC is taking these matters forward at Bucks and influencing fellow UA Cllrs for their support.</li> <li>Community board members from Iver, Gerrards Cross and the Chalfonts have signed-up, as they recognise the need for such a facility. This could assist everyone and to share the costings of the operation between parishes.</li> <li>At the previous Community Board meeting a presentation was given by Cllr SW about the Memory Café. A list of dates to be supplied to all neighbouring parish clerks to get their interest in attending future Memory Café events.</li> <li>Cllr MH advised that the other parishes should be contacted to see if they would like to contribute to the facility and therefore spreading the cost of using this dementia centre, instead of just falling onto Denham residents and they might be able to provide an alternative site.</li> </ul> |                                           |
| 20230313/14 | <p><b>Scout Hut</b></p> <ul style="list-style-type: none"> <li>No further progress on trying to establish vehicular access using one of the RoW DEN17/2. Clerk has written to the RoW officer and Cllr JW has contacted David Amieson. No response has been received.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                           |
| 20230313/15 | <p><b>Cricket Field Bungalow</b></p> <ul style="list-style-type: none"> <li>Replacement driveway cost – Quotation received due to flooding issues. Cllr AWH advised that it will be nonsense to spend the money on this driveway without first addressing the drainage issue of the ground. Drainage needs to be done first to alleviate the flooding.</li> <li>Cllr AWH does not support this proposal about the driveway and seconded by Cllr WD to review the drainage first. Agreed by members and the proposal is returned to Council.</li> <li>Cllr JW referred to the letting agreement about the project management costs for works.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                       |                                           |

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|             | <ul style="list-style-type: none"> <li>• Cllr MH advised that we should be obtaining the quotes, similar to those that are obtained for the Services committee, instead of relying on the letting agent to obtain quotes from their preferred contractor.</li> <li>• Cllr SW referred to the rental increase and this item will be discussed under Part 2 of the agenda.</li> </ul>                                                                                                                                                                                                                                                  |     |
| 20230313/16 | <b>HM Lord-Lieutenant's Garden Party and HM King Charles III Coronation</b> <ul style="list-style-type: none"> <li>• Email received within the pack of papers to nominate someone to attend. It was agreed to nominate James Foray for his work during covid and the foodbank.</li> <li>• Coronation event grant application article In &amp; Around magazine</li> </ul>                                                                                                                                                                                                                                                             |     |
| 20230313/17 | <b>Pinewood Studio Press Release</b> <ul style="list-style-type: none"> <li>• To note for information</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |
| 20230313/18 | <b>Wildflower Verge</b> <ul style="list-style-type: none"> <li>• Quote received from Blue Sky for £500 to carry out the work to verge in Denham Green at the junction of the A412 and Moorfield Road. Spray and rotovate. This work is being done in the next couple of weeks in three stages. – Everyone agreed to the expenditure.</li> </ul>                                                                                                                                                                                                                                                                                      |     |
| 20230313/19 | <b>In and Around Magazine</b> <ul style="list-style-type: none"> <li>• It was agreed to do an article on the Boundary Commission and the garden party. Half a page article is being done free and if going for a full page to pay the additional cost.</li> <li>• A couple of articles have already been submitted, which are contained within this agenda pack.</li> </ul>                                                                                                                                                                                                                                                          |     |
| 20230313/20 | <b>Grant Request</b> <ul style="list-style-type: none"> <li>• A grant request from Denham United Ladies Football Club. The project relates to redecoration of their changing room block and club house. The cost is £2300, and the amount of grant requested is £1150. – All Agreed to the grant requested.</li> </ul>                                                                                                                                                                                                                                                                                                               |     |
| 20230313/21 | <b>Financial Matters and Reports</b> <ul style="list-style-type: none"> <li>• The clerk now has visual access to Flagstone. Unfortunately, second access is not available as only one user can transfer. There will be an arrangement between Cllr AH and Cllr MH to be responsible in any unforeseen event.</li> <li>• Financial Comparison Report – Close to spending against budget allocation. Virements will be actioned in the next couple of weeks before year end closure.</li> <li>• Cllr JW asked about the date for audit – This needs to action.</li> <li>• Payments Report – All Payments agreed by members.</li> </ul> | F&C |
| 20230313/22 | <b>Correspondence</b> <ul style="list-style-type: none"> <li>• All correspondence available in SharePoint.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |     |
| 20230313/23 | <b>Part II – Members Only</b> <ul style="list-style-type: none"> <li>• Minutes 13 February 2023</li> <li>• Cricketfield Bungalow</li> <li>• Holiday payment request</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |
| 20230313/24 | <b>Date of Next Meeting</b><br>Wednesday 12 April 2023 at 7.30pm, at Denham Bowls Club, Denham Way, Denham UB9 5AX                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |

**Signed:** Derek Wilson – Executive Clerk & RFO

**Date:** 14 March 2023