

Minutes of the meeting of the PARISH COUNCIL on Monday 22 May 2023 at 7:30pm at the Denham Bowls Club, Denham Way, Denham, UB9 5AX

Councillors:	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)
UA Cllr	# Cllr Santokh Chhokar	
Clerk	Mr. Derek Wilson (Clerk)	# Apologies given ## Apologies not given

The meeting was voice recorded – Agreed by members present.

Agenda No	Minutes
20230522/01	Welcome and Apologies (See above)
20230522/02	Election of Chairman The Parish Clerk read out that one nomination had been received for the position of Chairman Cllr Sharon Williams, proposed by Cllr AWH and seconded by Cllr MEH. All members agreed and duly accepted.
20230522/03	Election of Vice-Chairman Cllr SW advised that the standing orders do not allow the position of vice-chairman to be held by someone who is also chair of a standing committee. This rule requires further discussion and should be referred to the next meeting of the Policy and Procedures. ACTION: Clerk to place on the next P&P agenda
20230522/04	Signing Acceptance of Office Cllr SW will come into the office to sign the declaration of office, as Chairman tomorrow. ACTION: Clerk to action paperwork.
20230522/05	Declaration of Interests Declaration of interests to those members claiming expenses.
20230522/06	Approval of Minutes - - Minutes of Parish Council Meeting 12 April 2023 Proposed by Cllr SW and Seconded by Cllr AWH – All agreed. Project Phoenix was raised and will be discussed later as an agenda item. Not all parish councillors have been to Princes Risborough and to arrange a visit to see their operation. - Minutes of Services Meeting 2 May 2023 Proposed by Cllr MH and Seconded by Cllr EA – All agreed. The date of the next meeting should read 5 June 2023 - Minutes of Communities and Events 18 April 2023 Proposed by Cllr AH and Seconded by Cllr SW – All agreed. Discussion about the Dementia Bus training. - Minutes of Planning Meeting 3 May 2023 Proposed by Cllr AWH and Seconded by Cllr SW – All agreed. - Minutes of Planning Meeting 4 April 2023 Proposed by Cllr AWH and Seconded by Cllr SW – All agreed. Planning application CM/0003/23 Quarry works at New Denham. Residents

	concerned at KWL public meeting is to be arranged date to be confirmed. Minutes of Finance Meeting 2 May 2023 Proposed by Cllr AH and Seconded by Cllr MH – All agreed.
20230522/07	Report from Unitary Councillors Cllr GH gave his report about Bucks Council AGM everyone re-appointed. Patricia Birchley was made Chairman of the Council. Interesting planning applications coming forward, and all three Unitary Authority Cllrs re-appointed to the planning committee. When the levelling-up act comes onto the books, re-writing of the Neighbourhood Plan can be actioned. The top-down targets for housing need have been removed. Previously Developed Land (PDL) within the Green Belt can be built on, if providing affordable housing will be granted permission based upon the new NPPF.
20230522/08	Report from Outside Bodies Denham Village Hall cracks of movement have been discovered, similar to the parish office will be reported through to committee. ACTION: Cllr MH to raise this issue with the Village Hall committee.
20230522/09	Chairman's Report - Not much to report this month, as the office have been involved in the internal audit and dealing with outstanding issues. - Information to note that Royal Assent was granted for the formation of Denham Parish Council on 5 March 1894 making this the 130-year anniversary in 2024, being referred through to Communities and Events for a commemoration event. ACTION: To be discussed by Communities at a later date.
20230522/10	Election to Committees and their Terms of Reference To note – Councillor attendance at meetings 2022/23 and requests Number of Cllrs per committee 6 – Planning 8 – Communities and Events 8 - Services 7 - Finance 7 – Policies and Procedures Election of Chairs of the standing committees are elected at this meeting, as per the Standing Orders agreed on 12 September 2022. Rule 4 d vi, any other committee than a standing committee elect the Chair at their first meeting, Rule 4 d vii. Discuss at next Policy and Procedures meeting. Also, to review Cllrs who may wish to stand for a position that are not present at the meeting. - Election of Chairman to the Services Committee – Cllr MH Proposed by Cllr WD and Seconded by Cllr SS – Agreed by members. - Election of Chairman to the Communities Committee – Cllr MEH Proposed by Cllr SS and Seconded by Cllr MH – Agreed by members. - Election of Chairman to the Planning Committee – Cllr AWH Proposed by Cllr MEH and Seconded by Cllr SS – Agreed by members. - Election of Chairman to the Finance Committee – Cllr AH Proposed by Cllr AWH Seconded by Cllr MH – Agreed by members. - Election of Chairman to the Policy and Procedures Committee – Cllr MEH Proposed by Cllr SS Seconded by Cllr AH – Agreed by members. The Vice-Chair positions will be discussed at their first meeting of the municipal year 2023-2024.

20230522/ 11	Election to Outside Bodies a) Denham Aerodrome Consultative Committee – Cllr JW b) Denham Bowls Club – Cllr WD c) Denham Cricket Club – Cllr AH d) Denham Village Hall management Committee – Cllr GH e) Denham Village School Governors – Cllr AH (providing it is only as a representative and not as a governor). f) New Denham Minerals Liaison Committee – Cllr SW/AWH will go the public meeting and report back. Cllr EA would like to go on this outside body as a representative. g) South Bucks Association of Local Councils (up to 5 reps) – Cllrs SW, MH, EA h) Denham United Ladies Football Club – Cllr SS i) Denham Allotment User Group – Cllr MH/SL j) HS2 Liaison Group – Cllrs SW, MH, AWH k) London Greenbelt (up to 2 reps on Zoom) – Cllrs EA, BK
20230522/ 12	Review of Insurance • Policy does not expire until September 2023, to be discussed at the next Finance meeting. ACTION: Clerk to place this item on the agenda of the next Finance committee.
20230522/ 13	Review of Asset Register • Cllr AH requested the Clerk to find out if anything above £500 should be capitalised and anything below £250 should not be shown on the asset register. • Equally anything that has been given/donated to DPC should have a nominal charge of £250. • Discussion about the valuation of the bungalow was last completed 15.7.2019. A new valuation will take place after all the work has been completed and this also applies to the Denham Village Garage, along with assessing market rental value. ACTION: Clerk to investigate the issue relating to capitalisation of assets and if they are shown on the asset register and to get the bungalow re-valued, along with the Village Garage.
20230522/ 14	Annual Review of DPC Policies a) DPC Standing Orders (based on NALC) Reviewed and amended. b) DPC Financial Regulations c) DPC Code of Conduct 2023 d) DPC Equality, Diversity, and Inclusions 2023/24 e) DPC Constitution f) DPC Associate Member Policy g) DPC Whistleblowing Policy h) DPC Recruitment and Selection Policy i) DPC Health and Safety Policy j) DPC Safeguarding Policy k) DPC GDPR and Fol Policy l) DPC Website Policy m) DPC Fundraising Policy n) DPC Councillor Tablet Policy o) DPC Bullying and Harassment Policy p) DPC Terms of Reference for Committees q) DPC Employee Code of Conduct r) DPC Lone Worker Policy s) DPC Disciplinary Policy t) DPC Staff Absence Procedures u) DPC Hybrid/Home Working Policy Policies d, o, q, r and u were reviewed in March 2023

	Policies a, p and t were reviewed in September 2022 Policy s was reviewed in November 2022 All the rest were reviewed on 9 May 2022 and will go to Policy and Procedures committee at a later date. The following policies require discussion tonight to be agreed. - DPC Financial Regulations – Proposed by Cllr AWH Seconded by Cllr AH - DPC Code of Conduct – Proposed by Cllr SW Seconded by Cllr SS The code of conduct needs to be signed annually by Councillor by the next meeting in June 2023. ACTION: Clerk to arrange paperwork for signing. - DPC Constitution – Proposed by Cllr AWH Seconded by Cllr AH DPC can have 15 members on the Council. - DPC Associate Member Policy – Proposed by Cllr AWH Seconded by Cllr MEH All members agreed to the above policies being adopted.
20230522/15	Internal Audit Internal Audit happened on Thursday 18 May. The Chair thanked the F&C Administrator and Clerk for getting all the files together for the audit. Cllr AH was equally thanked for his assistance leading up to the audit. Cllr AH requested a copy of the mandate from the bank, as this was requested through the audit. The internal audit went very well, and the Clerk thanked all members of the team. Cllr AH added his thanks to the F&C Administrator and Clerk with this being the Clerks first audit.
20230522/16	Tilehouse Lane MVAS – To Note. NAL Socket been installed 16 May 2023 and the MVAS was installed today. The Clerk emailed Liz Charter from the Community Board and the residents Zemina and Gary Calder to advise them of this installation.
20230522/17	Martinsfield Update – Nothing to report.
20230522/18	Project Phoenix - A general discussion took place that this issue had been left with Cllr SC and he should be emailed for a progress update, as nothing has moved on since the meeting and we should reconvene a meeting to establish the next steps. - Cllr GH advised that the Property and Asset is looking to get the maximum value out of the site to partially fill a budget black hole. We may need to walkaway and look for an alternative site.
20230522/19	Scout Hut Still waiting for a response on the technical issues relating to this site.
20230522/20	Cricket Field Bungalow Replacement driveway cost still awaiting a further quotation and being referred to the Services committee for discussion and brought back to Council. ACTION: Clerk will refer this through to the next Services Committee.
20230522/21	Denham Village Garage Work has commenced on the re-tiling of the roof and the work should be completed by Wednesday. Cllr MH thanked the Clerk and Deputy Clerk for all their hard work in dealing with the outstanding work in Services.
20230522/22	Financial Matters and Reports Flagstone Update - Cllr AH advised monies coming back from Nationwide. A monthly Flagstone report should be attached to a future Council agenda.

2. **Financial Comparison Report** - Not available this month due to internal Audit and financial year-end reports being produced.

3. **Revised Payments Report for May 2023 totalling £40,982.41**

Payments over £500 (inc VAT) May 2023 – To Note	
D Wardley (Paid)	£677.81
Dr Tech New Councillor Tablets	£1,231.20
Turfcare MB Grass and Marking	£627.50
BALC Annual Subscription	£1,274.50
Roots 2 nd Cut	£5,734.51
Drayton Fencing Supply and Fit Fence	£3,294.00
SparkX Remedial Work as per quotation	£18,172.88
Phillip Newell Grass Cutting April	£784.00
Higher Denham (PAID) Coronation Grant	£1,000.00
Willowbank (PAID) Coronation Grant	£500.00
Denham Way (PAID) Coronation Grant	£500.00
R Watts Knighton Way – Trees	£1,104.00
Playsafety -Play Area inspections	£860.40

- The members agreed to the payments being approved with the exception of Roots about the appalling work that has been carried out recently.
- Cllr AWH requested that the invoice payment for Roots should be held until such a time that the grass has been cut to a satisfactory standard. This was Seconded by Cllr WD.
- Review of Contracts should be scrutinized by Council on a regular basis.

20230522/ 23	Correspondence List – see attached. • All correspondence is available in SharePoint.
20230522/ 24	Part II – Members Only
20230522/ 25	Date of Next Meeting 12 June 2023 at 7.30pm, at Denham Bowls Club, Denham Way, Denham, UB9 5AX

Signed: Derek Wilson – Executive Clerk and RFO

Date: 23 May 2023

Upcoming Meetings and Events:

Time	Day	Date	Meeting
6.00pm	Thursday	25 May 2023	Annual Meeting of the Parish Council
7.30pm	Monday	5 June 2023	Services Committee
7.00pm	Tuesday	6 June 2023	Planning Committee
6.00pm	Wednesday	7 June 2023	Policy and Procedures Committee
7.30pm	Wednesday	12 June 2023	FULL COUNCIL
11.00am	Friday	16 June 2023	Finance Committee
7.30pm	Tuesday	20 June 2023	Communities Committee