

Minutes the MEETING OF THE PARISH COUNCIL on Monday 11 March 2024 at 7:30pm at the Denham Parish Council Office, Village Hall, Village Road, Denham UB9 5BN.

Councillors:	Cllr S Williams (SW) - Chairman	
	Cllr J Walsh (JW)	Cllr A Head (AWH)
	Cllr A Hans (AH)	# Cllr S Sproul (SS)
	Cllr M Heath (MH)	# Cllr B Keen (BK)
	Cllr W Davey (WD)	Cllr E Austin (EA)
	Cllr S Jefferys (SJ)	Cllr G Hollis (GH)
	## Cllr M Goonesekera (MG)	# = Apologies received
Clerk:	Derek Wilson	## = Apologies not given

Meeting has been voice recorded.

Agenda No	Minutes	Actions
20240311/01	Welcome and Apologies for Absence - Apologies received from Cllr S Sproul and Cllr B Keen and Cllr SC (UA Cllr). - Welcomed Cllr JC (UA Cllr).	
20240311/02	Declaration of Interests Under Section 33 Localism Act 2011 to grant dispensation to Councillors who may have incurred expenses whilst carrying out their duties as a Parish Councillor.	
20240311/03	Public Session (not to exceed 15 mins – Standing Order 3 (e & f) and no member of the public can speak for more than 5mins, Standing Order 3 (g). No members of the public present	
20240311/04	Approval of Minutes - Minutes of Planning Meeting dated 6 February 2024 Proposed by Cllr AWH Seconded by Cllr JW – Members agreed. - Minutes of Full Council Meeting dated 12 February 2024 Proposed by Cllr SW Seconded by Cllr AWH – Members agreed. - Minutes of Finance Meeting dated 16 February 2024 Proposed by Cllr AH Seconded by Cllr GH – Members agreed. Cllr JW referred to the Risk Management Policy and the Financial Regulations being part of the finance meeting, this seconded by Cllr AH. Action: Clerk to check the recording and correct the minutes accordingly. - Minutes of Communities and Events dated 20 February 2024 Proposed by Cllr AH Seconded by Cllr SW – Members agreed. Cllr SW referred to the second bullet point about tea dance/bingo advises April 2024, instead it should be June 2024. Cllr JW will only be supporting the Memory Café and not events. Music on the Green should be an action for all Cllrs. - Minutes of Services Meeting dated 4 March 2024 – Proposed by Cllr MH Seconded by Cllr WD – Members agreed. Cllr MH referred to the Devolved Services that there are no changes to the 2016 agreement. However, we need to check the mapping showing the grass cuts. This was confirmed by the Devolution Officer to the Clerk. The agreement was sent to Cllrs but not all the appendices were included, as the number of documents came in several email	Clerk

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	• Cllr JC referred to the ASB in Skylark Road with vehicles being left abandoned. Witness statements are being taken and this is reducing the issue. • Cost of living support is available across the County if required. • The redundant IHG building will become additional office space for Bosch with a showroom facility. Cllr JC has advised them to speak with the parish council. Action: Cllr JC to email Bosch introducing the Clerk, as a point of contact for future liaison. • Working with Cllr JW on removing these excessive road signs littering throughout the parish. Fix My Street is stating 6-8 weeks. • Cllr JW referred to the banners outside the Community Centre at New Denham with some coming off, the edge of Moorfield Road (White Plains) some very tatty. New Denham Community have given their consent to place it on their property. Action: A polite letter should be written requesting that they remove these banners. The highways banners should be removed by our handyman that don't have permission and may cause obstruction to sightlines. • Fly tipping under the A40 bridge would not have been an issue if the police had reacted when the caravan was first reported. • Cllr GH also gave an update on fly tipping within the local area. • Gladwins Wood had built a house 4 years ago surreptitiously had evaded planning enforcement (at the bottom of Pinstone Way). The building has been consented through the High Court and the business must be in place for 10 years. Planning Enforcement are dealing with issue through the appeal process. • Cllr GH referred to the priory way garage block with asbestos and L&Q are dealing with this issue. Cllr JC left the meeting at 8.18pm	Cllr JC Clerk
20240311/08	Executive Clerk's Report – (To Note) • NALC training events that are available on-line. Anyone wishing to book events should contact our Finance Clerk.	
20240311/09	Risk Management Plan / Financial Regulations • A general discussion took place, and it was agreed that these two policies should be placed on the finance committee. • Cllr SJ referred to risk management of events Action: A simple checklist should be produced for Communities and Events. Clerk to speak with DC about this issue.	Clerk/DC
20240311/10	Computers and Software initial assessment • Verbal update by Cllr JW, this has come out of the last finance meeting. 7 Cllrs use Tablets and attach a keyboard via Bluetooth. There is no justification to completely replace with tablet. The keyboards cost £20 each Action: Clerk to arrange 7 keyboards for councillors that have tablets. • The six software packages have been reviewed Edge, Adobe, SharePoint and the corporate packages such as Diligent and Convene. • Edge might be useful as they have an administrative package and would sit alongside our finance package. This has limitations to what we need to do with regards to editing of documents. • Adobe will cost £4000 for 15 Councillors and will do editing per annum.	Clerk

	• SharePoint is best used by the compiler of the document and cannot be edited by councillors. A viewing portal and does not • Diligent and Convene, use their own platforms with their own viewing Diligent costs £5,500 per annum and Convene approx. £3,000 per annum. This would mean that two separate platforms for document management. • The third option is a company called 'Muhimbi' and annotations is one of those key areas that it can do. It integrates with SharePoint and Microsoft and costs approx. £1800 per annum. • We should get a trial of this software and have a demo at the next finance meeting 19 April 2024. • Cllr AWH spoke about Convene with it being 'ease of use' and add to the demonstration of different types of software for evaluation purposes and compatibility. • Cllr MH suggested that we review the tablet policy, as there are restrictions placed on users that no longer need to be there. Action: This policy should be reviewed at the next Policy and Procedures meeting that takes place. • Password protection – The subject of being able to change your password needs to be addressed. Action: The Clerk to check with our IT support on how this be resolved.	Clerk Clerk
20240311/ 11	Neighbourhood Plan 2020 - 2036 • Denham Parish Neighbourhood Plan was officially made 21 January 2021. • Cllr GH gave an update on the consequences of the Levelling-Up bill. If you have a Neighbourhood Plan that is less than 5 years old and addresses the quota of housing required by Bucks Council. As Bucks do not have an up-to-date Local Plan the Neighbourhood plan would control the amount of development. • The hierarchal policy documents would relate to NPPF. • At a recent planning meeting of the LPA, it referred to our Neighbourhood Plan being adopted in 2022, so whether there is a hiatus between being made and adopted needs verification. Action: Cllr GH to check with NP Officer. • The last figure quota was 119 dwellings in the period 2022-2033 The Planning Inspector passed the plan, even though the figure is not quoted in the Neighbourhood Plan. • We should start reviewing the Neighbourhood Plan and need to identify how many have already been built and these figures could be revised based upon the LPA HELA information. • If the Neighbourhood Plan is less than 5 years old and identifies the quota we will be able to use this policy. It may require a partial review to meet the latest quota. Action: To place this item on the next planning agenda for discussion.	Cllr GH Clerk
20240311/ 12	Martinsfield (To Note) • Cllr MH referred to David contacting the FA to see what grants are available to expand Martinsfield into two full sized pitches, as there is demand for additional pitch space. Also, to look at other options such as flood lighting to increase revenue at this site.	
20240311/ 13	Scout Hut (To Note) • It was agreed to remove this item from future agendas.	

20240311/ 14	Financial Matters and Reports 1. Flagstone Update – To Note 2. Financial Comparison Report (attached) – To Note 3. A revised Payments Report for February/March 2024 totaling £28,884.82 was circulated – Members agreed. <table><tr><th colspan="2">Expenses over £500 + VAT February/March 2024 (To Note)</th></tr><tr><td>D Wardley – Handyman Services March + Expenses</td><td>£700.00</td></tr><tr><td>Dr Tech – Monthly IT Charges March</td><td>£637.44</td></tr><tr><td>Turfcare – MB Grass and Marking March</td><td>£665.15</td></tr><tr><td>Surfacing London – Allotment Road resurfacing</td><td>£21,000.00</td></tr><tr><td>Window Flowers – Maintenance Charge</td><td>£2,053.92</td></tr><tr><td>Forward Trust – Flailing</td><td>£1,502.40</td></tr></table>	Expenses over £500 + VAT February/March 2024 (To Note)		D Wardley – Handyman Services March + Expenses	£700.00	Dr Tech – Monthly IT Charges March	£637.44	Turfcare – MB Grass and Marking March	£665.15	Surfacing London – Allotment Road resurfacing	£21,000.00	Window Flowers – Maintenance Charge	£2,053.92	Forward Trust – Flailing	£1,502.40
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20240311/ 15	Date of Next Meeting 15 April 2024 at 7.30pm, at Denham Parish Council Offices, Village Road, Denham UB9 5 BN														

Part 1 meeting concluded at 9.15pm

Signed: Derek Wilson – Executive Clerk and RFO

Date: 15 March 2024

Upcoming Meetings and Events:

Time	Day	Date	Meeting
6.30pm	Wednesday	13 March 2024	Policy and Procedures
7.30pm	Tuesday	19 March 2024	Communities and Events
7.30pm	Monday	8 April 2024	Services
7.00pm	Tuesday	9 April 2024	Planning
7.30pm	Monday	15 April 2024	Full Council