

Minutes of the PARISH COUNCIL on Monday 13 May 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 ## = Apologies not given
Clerk:	Derek Wilson	

Minutes were voice-recorded

Agenda No	Minutes	Actions
20240513/01	Welcome and Apologies for Absence Apologies received from Cllrs J Walsh, S. Jefferys, B Keen, S Sproul and the Unitary Cllrs J Chokkar and S Chokkar.	
20240513/02	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. None declared by the members present.	
20240513/03	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 attended the meeting.	
20240513/04	Election of Chairman The Clerk read out a nomination form had been received for Chairman Cllr Sharon Williams. There were no other nominations received Cllr Sharon Williams duly elected for the position of Chairman for the ensuing municipal year 2024-25.	
20240513/05	Election of Vice-Chairman - The Clerk had received two nomination forms for the position of Vice-Chairman. The two nominations received were for Cllr A Hans and Cllr M Heath. The Chairman asked if members wanted to vote by a show of hands and members felt a ballot was preferential. - Ballot forms were issued to the members present and were duly counted by the Clerk, upon their completion. - The meeting was informed that Cllr M Heath was appointed as Vice-Chairman for the ensuing municipal year 2024-25.	
20240513/06	Signing Acceptance of Office Cllr S Williams duly signed the declaration of office, witnessed by the Clerk.	
20240513/07	Approval of Minutes - Minutes of Planning Meeting dated 9 April 2024 – Deferred to the next meeting, as there was no seconder from the meeting attending tonight. - Minutes of Full Council Meeting dated 15 April 2024 – Proposed by Cllr SW Seconded by Cllr AH – Members agreed.	

	- Minutes of Communities and Events dated 16 April 2024 – Proposed by Cllr AH Seconded by Cllr WD – Members agreed. - Minutes of Policy and Procedures Meeting dated 17 April 2024 – Proposed by Cllr EA Seconded by Cllr SW – Members agreed. - Minutes of Finance Meeting dated 19 April 2024 – Proposed by Cllr AH Seconded by Cllr AWH – Members agreed. - Minutes of Services Meeting dated 7 May 2024 – Proposed by Cllr MH Seconded by Cllr EA – Members agreed. A couple of typographical errors just need amending. Cllr MH will see the Clerk to amend where necessary. Cllr AWH referred to Buckinghamshire Golf Club being Called-In due to changes to access arrangements using the west gate entrance and potential increased traffic issues within the village.	Clerk
20240513/08	Report from Outside Bodies No reports were given.	
20240513/09	Chairman's Report Bucks Golf Club – Cllr SW informed the members of a meeting that taken place involving the owners on 22 April about their plans for the club. It was also an opportunity to advise the owners of resident's concerns that have been raised with the parish, such as the green boundary fencing erected. BMKALC Meeting – Not much to report from this meeting. Beating the Bounds – Only three residents turned-up due to this event being on the bank holiday weekend and there was another event taking place which clashed. Drive around with LAT – This is a six weekly review and grass cutting will happen in Denham within the next week 20 May. This date is unacceptable, as an accident is waiting to happen. Infrastructure & Highways – Meeting attended with Cllr MH parking across the Community Board was raised and planning a future Community Safety workshop in the Village Hall. Denham Village Flag raising event – Attended on Saturday 11 May. The Town Crier was very good and gave the event gravitas. Annual Parish Meeting – Well attended and good communication between stall holders, residents, and Councillors.	
20240513/10	Report from Unitary Councillors - Cllr JC had submitted a written report – Gladwins Wood appeal, Grass Cutting starting next week, Parking enforcement, Fibre roll-out in Denham area happening within the next 12 months. Attended the Annual Parish Meeting and the Denham Village Flag unveiling. - Cllr GH representing the UA referred to the following items within his report. Bucks Council have produced their Annual Report. HS2 Road Safety Fund 1 May - 31 July 2024 £600k available Bucks Bucks Revenue & Benefits are only sending one reminder with a cost saving of £58K. Council Tax reduction available for hardship. Dementia Action Week 13-19 May 2024 Neighbourhood Plan revision/update – Cllr GH is willing to take the lead on this policy. The working group will need to be set-up to review.	

20240513/ 11	Executive Clerk's Report - Clerk's Meeting 22 April 2024 The Clerk referred to the notes attached to the agenda. Main points covered Bucks Street Trading Policy and our response is attached with the agenda. - Clerk's Forum 23 April 2024 Town Hall, High Wycombe – Similar concerns raised by different parishes over Bucks Street Trading Policy.	
20240513/ 12	Election of Committees A table was circulated amongst members present. - Agreed	
20240513/ 13	Election to Outside Bodies A table was circulated amongst members present. - Agreed	
20240513/ 14	Risk Management Policy The risk management policy and matrix were agreed by the members present.	
20240513/ 15	Training and Development Policy The training and development policy were agreed by the members present.	
20240513/ 16	New Contracts for Events Co-Ordinator and Project Manager Events Co-Ordinator – Part Time Discussion took place over the remuneration (based upon a pro-rata basis) and potential 3 days a week or 16-20 hours (flexible). The main task list should include weekend/evening working and attend the event. This also should include being available at events. Performance review will be carried out by EC/DC. Project Manager – Part Time Discussion took place over the remuneration (based upon a pro-rata basis) and flexible hours, as this role is completely different where you cannot confirm number of days as it will be dependent on the work. There might be working from home and weekend work. The main task list refers to using Microsoft Project, although this could be equivalent software. The same should also apply to the person specification. - Both roles were agreed by the members present.	
20240513/ 17	Martinsfield See Services Minutes – Nothing further to add. The plan of Martinsfield has been collected by David Brench.	
20240513/ 18	Buckinghamshire Street Trading Policy This consultation ends 26 May 2024. Copy of response attached for approval. This was agreed by the members present and will be sent through to Buckinghamshire Council as our response to this consultation.	
20240513/ 19	Fibre Rollout (To Note) Lloyd Little, Senior Programme Officer (Digital) who presented to the Community Board on Project Gigabit, has let me know of some fibre activity which will be happening in your area. The map (attached) shows the areas where Openreach are building a new exchange which will deliver to multiple premises in the area, so this will result in a huge increase in fibre rollout. I have requested further information but unfortunately, the timeline of 12 months is all that has been published at the moment. Lloyd will be	

	monitoring and will let us know once he receives more details. The team have been pushing for the information, but CityFibre aren't obligated to provide it until they start construction works.																											
20240513/20	TVP Statistics (To Note) Noted the statistics from Thames Valley Police.																											
20240513/21	Financial Matters and Reports - Flagstone Update (See attached). Transfer funds £300k for improved interest rate return. _ Agreed by members present. - Financial Comparison Report (attached) - A revised Payments Report circulated for April/May 2024 - £24,301.69. – Agreed by members present. <table><tr><th colspan="2">Expenses over £500 + VAT for April/May 2024 (To Note)</th></tr><tr><td>D Wardley – Handyman Services - April</td><td>£800.00</td></tr><tr><td>Dr Tech – Monthly IT Charges - April</td><td>£651.30</td></tr><tr><td>Dr Tech – New Laptop for Office</td><td>£920.40</td></tr><tr><td>Turfcare – MB Grass and Marking - April</td><td>£665.15</td></tr><tr><td>Brissco – Proforma Pointers</td><td>£824.77</td></tr><tr><td>Bell Cornwell Professional Fees – Southlands Meeting</td><td>£1,512.00</td></tr><tr><td>Thompkins Bros – Alderbourne Play Area Surface</td><td>£5,598.00</td></tr><tr><td>Roots – 2nd Cut April</td><td>£5734.51</td></tr><tr><td>Phillip Newell – Grass Cutting and Expenses</td><td>£823.00</td></tr><tr><td>IBB Law (Paid) – Professional Fees</td><td>£1975.19</td></tr><tr><td>Playsafety – Annual Inspection</td><td>£900.00</td></tr><tr><td>Basil and Crew Petting Zoo</td><td>£580.00</td></tr></table>	Expenses over £500 + VAT for April/May 2024 (To Note)		D Wardley – Handyman Services - April	£800.00	Dr Tech – Monthly IT Charges - April	£651.30	Dr Tech – New Laptop for Office	£920.40	Turfcare – MB Grass and Marking - April	£665.15	Brissco – Proforma Pointers	£824.77	Bell Cornwell Professional Fees – Southlands Meeting	£1,512.00	Thompkins Bros – Alderbourne Play Area Surface	£5,598.00	Roots – 2 nd Cut April	£5734.51	Phillip Newell – Grass Cutting and Expenses	£823.00	IBB Law (Paid) – Professional Fees	£1975.19	Playsafety – Annual Inspection	£900.00	Basil and Crew Petting Zoo	£580.00	
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20240513/22	Date of Next Meeting 10 June 2024 at 7.30pm, at Denham Parish Council Offices, Village Road, Denham UB9 5 BN																											

Signed: Derek Wilson – Executive Clerk and RFO

Date: 14 May 2024

Time	Day	Date	Meeting
7.30pm	Tuesday	14 May 2024	Communities and Events meeting
10am – 1pm	Saturday	18 May 2024	Parish Council Stall outside Johnson Frazine solicitors, Denham Green
10am – 4pm	Bank Holiday Monday	27 May 2024	Denham Village Fayre
7.30pm	Monday	3 June 2024	Services meeting
7.00pm	Tuesday	4 June 2024	Planning meeting
2pm – 5pm	Sunday	9 June 2024	80 th D-Day Anniversary, Village Green
7.30pm	Monday	10 June 2024	Full Council Meeting

Chairman _____

Date _____