

Minutes of the PARISH COUNCIL meeting on Monday 8 July 2024 at 7:30pm at the Denham Parish Council Office, Village Hall, Village Road, Denham UB9 5BN.

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

Meeting was voice recorded

Agenda No	Minutes	Actions
20240708/01	Welcome and Apologies for Absence Apologies received from Cllr M Goonesekera and Cllr S Chokkar	
20240708/02	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. No declaration of interests was given.	
20240708/03	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.	
20240708/04	Approval of Minutes - Minutes of the Services Meeting dated 3 June 2024 – Proposed by Cllr MH Seconded by Cllr SW – Agreed by the members present. Finger post signage was discussed. - Minutes of the Planning Meeting 4 June 2024 – Proposed by Cllr AWH Seconded by Cllr SW – Agreed by members present. - Minutes of the Policy and Procedures Meeting dated 12 June 2024 – Proposed by Cllr EA Seconded by Cllr MH – Agreed by members present. It was agreed to trial the use of microphones at the next meeting. - Minutes of the Communities and Events Mtg dated 20 June 2024 – Proposed by Cllr BK Seconded by Cllr SW – Agreed by members present. Promoting Denham Parish Council through residential group leaders and Neighbourhood Watch members. Food Hygiene courses Level 2 (high level with legislation). Level 1 is perfectly adequate and to produce a standard card with 5-6 key points. Allergies need to be identified by those attending the events.	

	- Minutes of the Finance Meeting dated 21 June 2024 – Proposed by Cllr AH Seconded by Cllr MH – Agreed by members present. Revised financial papers need to be sent out to members of this committee, once end of June statements received. - Minutes of the Services Meeting dated 1 July 2024 – Proposed by Cllr MH Seconded by Cllr SJ – Agreed by members present. Allotment judging to be reviewed twice a year, doing the judging in July and again in September for winner and highly commended. N.B. Unfortunately, the full council minutes Part 1 dated 10 June 2024 were missed off this agenda and will go to the next meeting in September for approval. Action: The Clerk will circulate a copy of the minutes to members for their information and will be discussed at the next meeting.	Clerk
20240708/ 05	Report from Outside Bodies - Cllr MH met with Bucks Council on the A412, and a new drain was discovered. Work will commence on 3rd and 4th week of August. - Old Mill Road double yellow lines are being re-evaluated due to increased costs by Atkins. Restriction for the cars parking on the A40 needs to be lifted. - No updates are given by Atkins, or Buckinghamshire Council – Cllr GH and JC will investigate this issue. Both will be copied into an email and will ask for updates to the road. They will also deal with the drainage issue. - Denham Green E-ACT wants a council representative to act as an ambassador for the school and DPC. Cllr AH advised that he is willing to serve. Cllr JC will notify the school accordingly.	Cllr GH/JC Cllr AH/JC
20240708/ 06	Chairman's Report - Attended the Highways and Transport community board meeting. - Self-defence classes in the village hall are going to be put on for ladies. - Bicycle ID Marking will also take place soon. - Drive around with the LAT to look at issues in Denham. - Cllr SW reported to two accidents that occurred in Village Road this year. One was knocked down and the other a dog was killed. Bucks will not reduce the speed on this road to 20mph but Cllr SW is looking at the possibility of a road narrows sign with the LAT.	
20240708/ 07	Report from Unitary Councillors Cllr JC reported on the following matters. Oxford Gardens has been resurfaced. Tatling End there will be a plain and patch of A40 – Summer 2024. Grass cutting by the new flats in Tatling End will be cut this week by Bucks Council. Planning application for the Syrup bar objections have been made due to potential increase in parking and noise. Phoenix House application to be called-in, all three UA Cllrs will need to be involved. This will be going to the strategic sites committee.	

	Cllr GH referred to potential increase of housing targets by the new government and building on 'grey' land. Duty to Co-operate may return and there will be changes to planning legislation to follow. Cllr GH was asked about the Neighbourhood Plan, and he will head up a working party. Action: Clerk to supply names to Cllr GH from past work undertaken.	Clerk
20240708/08	Executive Clerk's Report - SLCC Bucks AGM Meeting – Haddenham Airfield 13 June 2024 – Clerk reported on the issues raised at the meeting. The street trading policy is due to be revised by Bucks and will be re-consulted. - Worknest Advisory Service – To Note - NALC Events – To Note	
20240708/09	New Financial Regulations Resolution: This Council agrees to Adopt the financial regulations that has been proposed by NALC and made the necessary changes to reflect Denham Parish Council. - The bold text indicates legal requirements, which a council cannot change or suspend. The text shown in red type are the changes to reflect DPC - Paragraph 5.5 refers to a listing in para 6.12 but this was omitted from the NALC model regulations. Email has been sent clarifying this issue and report back to members on the response. The new financial regulations have been adopted by the Council – Agreed to Adopt by the members present, subject to the paragraph 5.5 being clarified.	Clerk
20240708/10	Invitation to Tender Documents Grass Cutting, Rights of Way Maintenance, and Weed Spraying This tender document will be placed on the Government Contract Finder website due to the value. RoW and Footpaths have been clarified with Steve Finn. No mow May does not work, as it makes the grass tougher to cut. Grass cuttings need to be cleared away and should be part of the essential quote. To remove the work optional from the tender documents, in order that we can be notified what the additional cost will be. Amend both tender documents to remove the word 'Optional' from the grass cutting. Another issue is to amend the wording under payment terms that advises payment will be paid on receipt of invoice. Grass cutting of Play areas and Open Spaces This is a smaller contract that does not need to go onto the Government Contract Finder website and will go out to some of our localised contractors to invite them to tender for the service. The two resolutions were then put before members to agree, as shown on the addendum sheet.	

	Resolution: A) This Council agrees to formally go out to tender on the Governments' Contracts Finder website for the Grass Cutting, Rights of Way, Weeding, as this contract exceeds the value of £25k. B) This Council agrees to formally contact local businesses in the surrounding area to tender for Grass Cutting of Play Areas and Open Spaces, as this contract falls below the threshold set by Government. Therefore, does not need to be placed on the Governments' Contract Finder website. Both resolutions were agreed by the members present. The deadline for submission of tenders on both documents will be Friday 20 September 2024 by 12noon.	
20240708/ 11	Data Protection Information for Cllrs This is to note the presentation.	
20240708/ 12	Denham Warden Under sickness absence 2nd bullet point the word 'tow' should be changed to two. No other changes Resolution: This Council accepts the job specification for the position of Denham Warden and to advertise the position through a variety of sources to employ this individual on a permanent basis to carry out work in the five areas of Denham Parish. Agreed by the members present Clerk to advertise the job position	Clerk
20240708/ 13	Biodiversity Policy - Cllr EA presented this policy to council. Appendix A could be incorporated into a revised Neighbourhood Plan. - Members had a general discussion about the policy, which is being adopted by other parish councils since January 2024. - A letter should be sent to Bucks Council The following resolution was agreed and adopted by the members present. This Council adopts this Biodiversity Policy as one of the key policies under Environment Act 2021. Public authorities who operate in England must consider what they can do to conserve and enhance biodiversity in England. Proposed by Cllr SJ - 7 Councillors agreed and two voted against.	
20240708/ 14	Denham United Grant Application - See attached application form received 26 June 2024 - The amount of grant requested was for £3,830.00 for two sets of 5-a-side goals at Martinsfield. This is for the U8's using this type of pitch facility. Summer event of a football tournament. Future publicity recognising DPC's contribution should be promoted.	

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20240708/15	Martinsfield See Services Minutes																											
20240708/16	Financial Matters and Reports 1. Flagstone Update – Cllr AH advised members that another £50k has been transferred into Flagstone A/c for allocation. 2. Financial Budget Heading – Initial start of the financial year shows approximately £64k spent (month 2) 3. Financial Comparison Report 4. Revised Payments list for June/July 2024 for £31,577.80 Cllr AH advised members on the processing of invoices for payment and the procedures followed. It is normally 30-day terms and conditions <table><tr><th colspan="2">Expenses over £500 + VAT for June/July 2024 (To Note)</th></tr><tr><td>D Wardley – Handyman Services - June</td><td>£800.00</td></tr><tr><td>Dr. Tech – Monthly IT Charges - June</td><td>£631.32</td></tr><tr><td>Turfcare – MB Grass and Marking - June</td><td>£665.15</td></tr><tr><td>Colne Valley – Annual Contribution</td><td>£6,818.40</td></tr><tr><td>Roots – Grass Cut 3 May/June</td><td>£5,734.51</td></tr><tr><td>Denham Memorial Hall – Office Rent</td><td>£1,116.99</td></tr><tr><td>Marlec – Proforma solar bus shelter lighting</td><td>£2,396.50</td></tr><tr><td>Wakeling Associates – Architects for DBC</td><td>£5,760.00</td></tr><tr><td>Bell Cornwell – Objection Letter</td><td>£2,400.00</td></tr><tr><td>JogPost (Paid)</td><td>£662.40</td></tr><tr><td>Premier Clean – Bus stop anti graffiti</td><td>£1,974.00</td></tr><tr><td>Lamps and Tubes – Bunting removal</td><td>£582.00</td></tr></table>	Expenses over £500 + VAT for June/July 2024 (To Note)		D Wardley – Handyman Services - June	£800.00	Dr. Tech – Monthly IT Charges - June	£631.32	Turfcare – MB Grass and Marking - June	£665.15	Colne Valley – Annual Contribution	£6,818.40	Roots – Grass Cut 3 May/June	£5,734.51	Denham Memorial Hall – Office Rent	£1,116.99	Marlec – Proforma solar bus shelter lighting	£2,396.50	Wakeling Associates – Architects for DBC	£5,760.00	Bell Cornwell – Objection Letter	£2,400.00	JogPost (Paid)	£662.40	Premier Clean – Bus stop anti graffiti	£1,974.00	Lamps and Tubes – Bunting removal	£582.00	
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20240708/17	Date of Next Meeting 9 September 2024 at 7.30pm, at Denham Parish Council Offices, Village Road, Denham UB9 5 BN Cllr SJ has given her apologies to the next meeting as she will be away.																											

Signed: Derek Wilson – Executive Clerk and RFO

Date: 9 July 2024

Upcoming Meetings and Events:

Time	Day	Date	Meeting
11am to 2pm	Friday	5 July 2024	Memory Café St. Marks Hall, Denham Green
7.30pm	Monday	8 July 2024	Full Council Meeting
3pm to 5pm	Sunday	14 July 2024	Afternoon Social with Bingo
7.00pm	Tuesday	6 August 2024	Planning Committee Meeting
7.30pm	Monday	2 September 2024	Services Committee Meeting
7.00pm	Tuesday	3 September 2024	Planning Committee Meeting
7.30pm	Monday	9 September 2024	Full Council Meeting

Chairman _____

Date _____