

Minutes of the MEETING OF THE PARISH COUNCIL on Monday 9 September 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 (JC) (Unitary Authority)
	# Cllr M Goonesekera (MG)	#	= Apologies received
Clerk:	Derek Wilson	##	= Apologies not given

Agenda No	Minutes	Actions
20240909/01	Welcome and Apologies for Absence Apologies received from Cllrs SJ, AWH, MG and Unitary Cllr SC. A welcome was made to two new prospective Councillors who indicated an interest. Jade Griffiths-Heath (JGH) and Saadia Baber (SB). Introductions were made from the Councillors.	
20240909/02	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 declared.	
20240909/03	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). Both visitors to the Council explained how they would like to become involved in Denham Parish Council. An Associate Member form had already been issued to JGH and the form will be issued tomorrow to SB and another prospective candidate.	
20240909/04	Approval of Minutes - Minutes of the Communities and Events Meeting dated 14 May 2024* Proposed by Cllr AH Seconded by Cllr WD – Members agreed. Discussion took place on item 14 Drone video footage (Take One) for the Festival in the Park and collating footage over 8 months for our new website refresh. - Minutes of the Full Council Meeting dated 10 June 2024* Proposed by Cllr SW Seconded by Cllr MH – Members agreed.	

	- Minutes of the Planning Meeting dated 2 July 2024 Proposed by Cllr JW Seconded by Cllr EA – Members agreed. Southlands Road issues are ongoing and further updates will be on future agendas. Discussion about CiL payments as to whether they have been spent. A table will be introduced on the next agenda that will show payments received and when they need to be spent (date) as there is a 5-year limitation with unspent contributions going back to Bucks Council. - Minutes of the Full Council Meeting dated 8 July 2024 Proposed by Cllr SW Seconded by Cllr AH – Members agreed. Item 5 on page 2 Cllr AH had previously expressed an interest in becoming a Governor of Denham Green Academy. Cllr JC has passed on the details and with the start of a new academic year in September there might have been some delay. - Minutes of the Committee and Events Meeting dated 1 August 2024 Proposed by Cllr AH Seconded by Cllr GH – Members agreed. Cllr AH proposed a vote of thanks to JM, SJ for 130-year event held on Saturday at Martinsfield. - Minutes of the Planning Meeting dated 6 August 2024 Proposed by Cllr SW Seconded by Cllr EA – Members agreed. *Both minutes were inadvertently omitted from the last Council agenda in July. The Clerk apologies for this error, as it was a genuine error when compiling the agenda.	
20240909/05	Report from Outside Bodies Cllr AH referred to the meeting that took place in July with Denham Cricket Club that the meeting had a positive outcome. Keen to find a more permanent solution with the nets to protect adjacent residences. They will apply for a grant for renovation work to be done to the pavilion, will speak with Denham Bowls Club to find out how they secured a grant from HS2.	
20240909/06	Chairman's Report 130-year celebrations at Martinsfield, to commemorate Denham Parish Council. A thank you to Cllr SJ, JM and TK for their support on the day, over and above their usual workload. - The Chair had circulated a report to members about various activities undertaken since the last meeting such as attending the Community Board Meeting 10 July presentation with Bucks Youth Justice Team. Stuart Grosse Group Commander of Service Delivery from Bucks Fire & Rescue Service. Project Gigabyte – 2 cabinets installed in Denham 17 July – Allotments Meeting (Ref Services Minutes) 26 July – Meeting with Denham Cricket Club 30 July – SBALC meeting AQMA meeting to discuss the revoking of certain areas in Bucks, Denham relates to the M40/M25.	

20240909/ 07	Report from Unitary Councillors Cllr JC referred to the good work that has been done at 130-year event. The new NPPF2024 consultation will conclude on 24 September 2024. Bucks are taking a huge increase in housing numbers from 63,000 to 85,000 40% increase with a potential new town district created on top. Green Belt Assessment review will need to be re-done on potential release of Grey Belt land that provides limited contribution. Grey Belt definition is previously developed land and any other parcels of Green Belt land that has a limited contribution. Duty to co-operate with neighbouring authority areas will return. Car Boot field serves a purpose of a green belt area between London and Bucks. Cllr JC referred to the EV charging site application will test the Planning Inspectorate at appeal through this new policy, as well as Pinstone Way for 46 dwellings. Call-In request support is required from the Unitary Authority Councillors and to be notified if there is a reason why the call-in request cannot take place. Action: Cllr GH, JC and SC to respond.	UA Cllrs GH/JC/SC
20240909/ 08	Executive Clerk's Report (To Note) A burglary occurred last Thursday 30/8 near to Denham Green Railway Station. Police have checked the CCTV cameras and assessing the footage. Police from Amersham reviewed the recorded CCTV footage.	
20240909/ 09	Review of Community Boards in Buckinghamshire (To Note) Review of local Community Boards means that more parishes will be bidding for less money amongst these groups, which become larger than the existing community boards.	
20240909/ 10	Air Quality Management Areas in Bucks This has been reported under the separate Chairman's report circulated.	
20240909/ 11	Muhimbi Software Trial and Tablet Keyboard Cllr JW reported on the Muhimbi software that has been assessed. The hardware first is the separate keyboard that matches the Tablets. The software allows for comments to be annotated. The copy and paste function does not work (original documents cannot be altered), sharing comments on the post-it note function. The software will work on Councillor own laptops. Tablets already need a keyboard with Finance committee. Cllr AH proposed a budget of £4000 limit to go ahead to purchase tablets and keyboards. – Members agreed Action: EC to arrange for the hardware to be purchased before it is done before the end of the financial year.	EC
20240909/ 12	Website Update / Marketing Since the publication of the agenda a proposal has been sent in to refresh our website. The proposal is to go for the complete package at a cost of £2200 (Option 2). Proposed by Cllr SW Seconded by Cllr GH – Members agreed. Action: EC to arrange for this proposal to be completed. Drone footage of Denham Parish for marketing purposes. They have been used before by Chesham Villages and provide a link to the website refresh. The video will cover a 3–4minute footage throughout an 8-month period. The Saturday footage for the 130-year celebrations was a one-off cost of £850. Subsequent footage on Option 3 is £500 per month Totalling £4000. There was a discussion about only having 6-month footage to come within this financial year or condense the payment of 8 months so that the invoice	EC

	is paid within this financial year 24/25. Proposed by Cllr SW Seconded by Cllr AH – Members agreed. Action: EC to compress payment into one invoice for the 8-month period within this financial year 2024/25. Lemon Booking for on-line booking of football pitches. The Clerk read out that if we are taking bookings for the football pitches, it is classed by them as One booking form. There are several different types of packages available along with taking on-line card payments. Action: EC to prepare a report to go to Services committee for further discussion.	EC EC
20240909/13	LCWiP (Local Cycling and Walking Infrastructure Plan) Cllrs SW and MH previously reviewed the last consultation that had taken place on this LCWiP consultation. Consultation ends 13/10/24. Cllr GH not to use Slade Oak Lane as a cycle route and to use DEN7/1 instead. Action: Cllr SW and MH to re-assess this proposal – Members agreed.	Cllr SW/MH
20240909/14	Bucks Fire & Rescue Service Risk Management Plan (To Note) This consultation will be coming shortly, and further details will follow	
20240909/15	Insurance Policy Renewal Received Insurance Renewal from Gallaghers (Broker) to advise the Insurance premium for 2024/25 is £6,163.44. Last Year's premium was £5,971.24 for information. Insurance is with Hiscox Insurance commencing from 1st October 2024. Members agreed to support the recommendation. Action: To accept this insurance renewal request for 2024/2025 up until 30 September 2025.	EC
20240909/16	Grant Application Received Three grant applications have been received from Higher Denham Community CIO. a) Grant assistance for providing subsidized lunches for senior citizens at Christmas – Grant £600 Proposed by Cllr SW Seconded by Cllr MH – Members agreed. b) Grant assistance for 'Party in the Glebe' – Grant £500 Proposed by Cllr AH Seconded by Cllr GH – Members agreed. c) Grant assistance for maintenance of the Glebe field for youth football. – Grant £500. DPC contribute £750 per annum towards this field for the upkeep. This grant is on top of the amount already being contributed. Action: EC to seek further clarification and carry forward this grant application.	EC EC EC
20240909/17	Neighbourhood Plan Cllr GH will lead this working group. Denham Parish Neighbourhood Plan was made on 21 January 2021, and we have up to 2026 before the Neighbourhood Plan expires. Cllr GH advised that it will be good for him and the clerk to have a meeting with the Neighbourhood Plans officer. There are two types of updates available minor and major. If you are just changing the wording slightly it is classified as minor, if you are placing in new sites that is deemed major and will need a comprehensive refresh with another referendum taking place. Action: Cllr GH along with the Clerk to arrange a meeting with the Neighbourhood Planning Officer for a meeting to discuss the way forward. A grant may need to apply for any work that might be carried out.	Cllr GH/EC
20240909/18	Martinsfield • We require a cleaner for the facilities at Martinsfield. Action: If any Cllr knows of a cleaner that is available to notify the Clerk.	Cllrs/EC

20240909/19

Financial Matters and Reports

Cllr AH proposed the financial reports, and the revised payments list circulated at the meeting. Seconded by Cllr BK – Members agreed.

1.

Flagstone Update (See attached). Interest is paid at the end of each term, depending on the individual bank requirements.

2.

Financial Budget Heading (See attached)

3.

Financial Comparison Report (See attached)

4.

The revised payments list for July/August 2024. The revised payments list £26,487.41 and the list for 130-year celebrations currently total £12,567.90.

Expenses over £500 + VAT for July/August/September 2024 (To Note)	
T Kavanagh – Event Caretaker – August + Expenses	£1,146.74
Dr Tech – Monthly IT Charges – August	£631.32
Turfcare – MB Grass and Marking – August	£701.15
Roots – Grass Cut 5 – August	£5,734.51
SparkX – Emergency Works x2 (possible claimback)	£1,824.00
Higher Denham – Grant Requests x 3	£1,600.00
WindowFlowers – TBC Water for Plants	£1,446.00
WindowFlowers – Quarterly Maintenance Charge	£2,156.62
Forward Trust – Weed Spraying	£7,789.07
Phillip Newell – Grass Cutting and Clearing Martinsfield	£1,392.00
Sub Total	£24,421.41
130-Years Celebrations	
MT Loos - Portaloos	£804.00
First Class Signs (130-year large banners)	£643.20
Chemistry – Band and MC	£1,650.00
Basil and Crew – Petting Zoo	£525.00
Coda Falconry	£1,200.00
Take 1 Video – Drone footage	£850.00
Stage for event	£2,200.00
Contractor putting up big signage	£500.00
First Aid – St Johns	£500.00
HSS – Flood Light Hire	£789.60
Sub Total	£9,661.80
Grand Total	£34,083.21

20240909/18

Date of Next Meeting

14 October 2024 at 7.30pm, at Denham Parish Council Offices, Village Road, Denham UB9 5BN

Signed: Derek Wilson – Executive Clerk and RFO

Date: 13 September 2024

Upcoming Meetings and Events:

Time	Day	Date	Meeting
6.30pm	Wednesday	11 September 2024	Policy and Procedures Meeting, Parish Office
3.00pm to 5.00pm	Sunday	15 September 2024	Music on the Green, Denham Village
7.00pm	Tuesday	17 September 2024	Communities and Events, Parish Office
10.00am	Friday	20 September 2024	Finance Meeting, Parish Office
11.00am to 2.00pm	Friday	4 October 2024	Memory Café, St Mark's Hall, Denham Green
7.30pm	Monday	7 October 2024	Services Meeting, Parish Office
7.00pm	Tuesday	8 October 2024	Planning Meeting, Parish Office
7.30pm	Monday	14 October 2024	Full Council Meeting, Parish Office

Chairman _____

Date _____