

**Minutes of the MEETING OF THE PARISH COUNCIL on Monday 13 January 2025 at 7:30pm
 at **Denham Grove Hotel, Chalfont Suite, Tilehouse Lane, Denham UB9 5DG.****

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

Meeting was voice-recorded

Agenda No	Minutes	Actions
20250113/01	Welcome and Apologies for Absence Apologies received from Cllrs J Walsh, M Heath, G Hollis, S Jefferys, W Davey	
20250113/02	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. Dispensation has also been granted to Councillors in the setting of the Council Tax precept for 2025/2026. This refers to Item 9 on this Full Council agenda. No declaration of interests was given by the members of the Council, other than the dispensation already given by the Clerk to members, as the precept will affect all parish councillors.	
20250113/03	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 were in attendance.	
20250113/04	Approval of Minutes - Minutes of the Planning meeting held on 3 December 2024 Proposed by Cllr AWH Seconded by Cllr AH – Agreed by the members. Cllr AWH referred to Neighbourhood Plans will be discussed later Under item 17. - Minutes of the Full Council meeting held on 9 December 2024 Proposed by Cllr SW Seconded by Cllr AH – Agreed by members. - Minutes of the Communities and Events meeting held on 17 December 2024 – Proposed by Cllr AH Seconded by Cllr BK – Agreed by members. - Minutes of the Services meeting held on 6 January 2025 – Proposed by Cllr EA Seconded by Cllr SW – Agreed by members.	
20250113/05	Reports from Outside Bodies Cllr AH gave a report from Denham Cricket Club, requesting assistance with supplying a contact at Martin Baker and at Bosch to see if they can provide a grant towards replacing the netting that surrounds the Denham Cricket field.	

	Action: Clerk to provide contacts at Bosch and Martin Baker to Denham Cricket Club to see if funding could be provided to assist them with this purchase.	EC
20250113/06	Chairman's Report Cllr SW advised that she had been out for a drive around with our LAT before Christmas. Highlighting areas that need to be resolved with Bucks as part of their responsibilities. Also, visited the location for the disabled dropped kerb to be inserted, close to Denham Green E-ACT Primary School. Lizzie Wright our new Community Board contact was also present, along with Cllr J Chokkar, as we will be requesting a grant to partially subsidise the work.	
20250113/07	Report from Unitary Councillors Cllr J Chokkar advised members present that the A413 Northbound going towards Chalfont will be closing tonight and the Southbound carriageway will stay open. The water table is particularly high and as the ice is melting water will be running onto the carriageway. Enforcement is currently trying to serve notice on an adjacent landowner. On Saturday Pony and Trap racing has been taking place on the A413 and any incidents can be reported using the 999 service for the Police to react. It is a potential for a future Public Space Protection Order (PSPO) to be issued, which will give the police greater powers to enforce any breach. They have been congregating in Lower Road and near to Broken Gate Lane. Cllr J Chokkar talked about the Buckinghamshire Lane Rental Scheme (BLRS). This is a consultation that is out at the moment that other local authorities are using for utility companies to open-up the road and encourage them to carry out their works off-peak. If they exceed the permit duration the maximum level of fine that could be issued will be £2,500, subject to Ministerial approval on critical affected roads. The consultation closes 3 March 2025. Cllrs may wish to increase the level of fine and this could form a response to the consultation. Cllr J Chokkar referred to the roads that are particularly critical within the Denham area. This list will be circulated to members outside of this meeting but will include Cheapside Lane, Old Rectory Lane, A40, A413, A412 and Nightingale Way. The Red Cross Bungalow site for a three-storey house has been called-in to the South Bucks planning committee. The applicant had made contact with the Councillor, requesting why their application had been called-in, from the conversation they may amend this application.	
20250113/08	Executive Clerk's Report (Nothing to Report)	
20250113/09	Approval of Annual Parish Council Precept for 2025-2026 Cllr AH presented the budget figures to members of the Council to approve the parish precept for the forthcoming year. The proposed budget precept being presented is for £383,452, which represents a reduction of 4.59% from the previous year's budget. This will	

	equate to a decrease of £4.96 to every householder based upon a Band D rating. Cllr AH wanted to make it clear for the minutes that budgets should be spent only to the amount allocated within that service area. Floodlights are not approved and there is no money in the budget for that type of allocation. The budget precept proposed by Cllr AH Sec Cllr AWH – Agreed by members	EC
20250113/10	Annual Parish Meeting (To Note) Thursday 8 May 2025 6.30pm Denham Village Memorial Hall Each Chair will need to produce a report, although this does not apply to Policy & Procedures, or Biodiversity. Cllr AWH referred to having an external speaker on presenting to residents, why do we need a Neighbourhood Plan and to encourage participation from local residents. Action: Once a partner has been agreed to initiate the NP process they can be invited to make a presentation to the Annual Parish Meeting. It will also be a good idea to have a presentation from the Colne Valley Trust Partnership, as we have increased their grant funding this year. Biodiversity would like to have a stall at the Annual Parish Meeting.	EC EC
20250113/11	Calendar of Meeting dates for 2025 The calendar of meeting dates was approved by the members present. It was suggested that a similar calendar should be produced with all the dates of the Memory Café, Afternoon Social of Tea and Bingo, and Music on the Green Events. Action: To be discussed at the next Communities and Events Meeting. Tea & Bingo cancelled for 19 January 2025, due to a lack of a suitable venue being available. Concern was raised by the short notice but only informed this morning that the venue was unavailable.	DC
20250113/12	2025 Bespoke Training for Parish Councils - Creating an effective Council Communications and Community Engagement Strategy Package - Building confidence and participation skills and dealing with difficult people and situations Both courses are being run by Breakthrough Communications at a discounted rate, if booked prior to 31 January 2025. The course dates can be of our choosing later in 2025. This is a recognised provider for training by NALC. Amount £790 for two bespoke courses. Recommendation: It was agreed by members to book these two courses with Breakthrough Communications at the discounted rate for a future date in 2025.	EC

	Nic asked about data protection and FoI requests. These should all be dealt with by the Clerk only. Any questions to Councillors should be re-directed to the Clerk. Members were advised that there are free courses on the Information Commissioner's Office website that may be a benefit.	
20250113/13	Buckinghamshire Lane Rental Consultation Scheme Consultation ends 5pm 3 March 2025 – Permit scheme for opening the highway. Purpose to avoid peak-time disruption. Bucks Council need to apply to the Secretary of State for agreement to issue permits and charge those companies with a exceed time limits with a penalty maximum £2,500 per day. Consultation runs for 12 weeks. This item was discussed earlier in our meeting, under Cllr J Chokkar's report under Item 7. No further comment.	
20250113/14	Tree works in Way and Tillard Pollarding of Lime Trees x 18 quantity £14,400 Agreed by Services Recommendation: Council agrees to this work being carried out to be actioned prior to the bird nesting season. Proposed by Cllr SW Seconded by Cllr AWH – Agreed by members.	DC
20250113/15	Tree survey works for Denham Play Area, Village Green, Allotments, and Open Spaces. Three quotes received, Quote 2 Selected by the Services committee. The agenda should have contained the cost. The cost was read out to members of £6,070.00 Recommendation: Council agrees to Quote 2 being selected to carry out the requested assessment. The report will go back to the Services committee to evaluate the risk assessment of tree maintenance. Proposed by Cllr SW Seconded by Cllr AWH – Agreed by members.	DC
20250113/16	Solar Lights in Bus Shelters Agreed at Services meeting to proceed with lighting 6 Bus Shelters at a cost of £6,116.24 plus VAT. Recommendation: This Council agrees with the cost of proceeding with the solar lights. Proposed by Cllr SW Seconded by Cllr AH – Agreed by members.	DC
20250113/17	Neighbourhood Plan Cllr AWH informed the meeting that three companies should be selected to pitch for the Neighbourhood Plan, although the next stage of the process will	

	involve public procurement, and this will need to be discussed in Part 2 of the meeting. Also, steps will need to be taken to request grant funding for the Neighbourhood Plan, which should be completed by 31 January 2025. Our new Associate Members both indicated they would like to be involved in the Neighbourhood Plan revision.																											
20250113/18	Martinsfield (Nothing to Report)																											
20250113/19	Financial Matters and Reports 1. Flagstone Update – Cllr AH advised the details, and some interest payments will require moving to other accounts and anything above £85K. 2. Financial Budget Heading - Noted 3. Financial Budget Comparison Report - Noted 4. Finance Correspondence List - Noted 5. Payments Report for December/January 2025. A revised payment list of £16,338.26 was circulated to members for approval – Proposed by Cllr AH and Seconded by Cllr AWH. – Members agreed. <table border="1"><thead><tr><th colspan="2">Expenses over £500 + VAT for December/January 2025 (To Note)</th></tr></thead><tbody><tr><td>Dr Tech – Monthly IT Charges – December</td><td>£631.32</td></tr><tr><td>Turfcare – MB Grass and Marking – December</td><td>£772.20</td></tr><tr><td>Cllr Julia Walsh (Paid) – Expenses Memory Café – December</td><td>£524.94</td></tr><tr><td>Take One (Paid) – Video – December</td><td>£619.80</td></tr><tr><td>Vision ICT (Paid) – Upgrade of Website</td><td>£1,056.00</td></tr><tr><td>Spark X – Festive Lights</td><td>£4,868.29</td></tr><tr><td>Denham Memorial Hall – Quarterly Rent</td><td>£1,116.99</td></tr><tr><td>IBB Law – Professional Charges for Tenders</td><td>£2,100.00</td></tr><tr><td>Alpha Construction – Christmas Lights – Call Out & Replace</td><td>£1,494.00</td></tr><tr><td>Cancer Research – Donation on behalf of Cllr Samuel Sproul</td><td>£500.00</td></tr><tr><td>Take One - Retainer</td><td>£600.00</td></tr><tr><td>Total</td><td>£14,283.54</td></tr></tbody></table>	Expenses over £500 + VAT for December/January 2025 (To Note)		Dr Tech – Monthly IT Charges – December	£631.32	Turfcare – MB Grass and Marking – December	£772.20	Cllr Julia Walsh (Paid) – Expenses Memory Café – December	£524.94	Take One (Paid) – Video – December	£619.80	Vision ICT (Paid) – Upgrade of Website	£1,056.00	Spark X – Festive Lights	£4,868.29	Denham Memorial Hall – Quarterly Rent	£1,116.99	IBB Law – Professional Charges for Tenders	£2,100.00	Alpha Construction – Christmas Lights – Call Out & Replace	£1,494.00	Cancer Research – Donation on behalf of Cllr Samuel Sproul	£500.00	Take One - Retainer	£600.00	Total	£14,283.54	
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20250113/20	Date of Next Meeting 10 February 2025 at 7.30pm, at Denham Grove Hotel, Tilehouse Lane, Denham UB9 5DG																											

Signed: Derek Wilson – Executive Clerk and RFO

Date: 14 January 2025

Upcoming Meetings and Events:

Time	Day	Date	Meeting
10am	Friday	10 January 2025	Final Budget Meeting to approve draft budget
11am to 2pm	Friday	10 January 2025	Memory Café, St Mark's Hall, Penn Drive, Denham Green
7.30pm	Monday	13 January 2025	Full Council Meeting to agree precept
3pm to 5pm	Sunday	19 January 2025	Afternoon Social and Bingo
7pm	Tuesday	21 January 2025	Communities and Events Meeting
7pm	Wednesday	22 January 2025	Biodiversity Working Group
10am	Friday	24 January 2025	Finance Meeting
7.30pm	Monday	3 February 2025	Services Meeting
7pm	Tuesday	4 February 2025	Planning Meeting
11am to 2pm	Friday	7 February 2025	Memory Café, St. Marks Hall, Penn Drive, Denham Green
7.30pm	Monday	10 February 2025	Full Council Meeting