

DENHAM PARISH COUNCIL

Agenda for the PARISH COUNCIL Meeting

Monday 11th July 2016

at 7.45pm in the Parish Council Office, Village Hall, Denham.

The Press and Public are entitled to attend the meeting. However, the Council may pass a resolution excluding them at any time or at any stage of the proceedings on the grounds that specified items of business may involve the likely disclosure of exempt information.

Members are reminded that they should declare publicly any interest that they might have in any matter (whether it is apparent in the agenda or not) immediately prior to any discussion on it. They should state whether it is a personal interest only, or a prejudicial interest as well, and what the nature of the interest is.

1. Apologies for Absence
2. Notification of any urgent other business to be taken under item 27
3. Matters dealt with under Urgent Action since Last Meeting
4. Chairmans Report
5. Reports from County Councillors
6. Reports from District Councillors
7. Reports from Outside Bodies
None received.
8. Part 2
Agreement to discuss matters in **Part 2**
9. Correspondence List
To note correspondence since the last meeting. Please advise the Clerk in advance of the meeting of any item you require a copy of.
10. Councillor and Associate Vacancies
There are currently three vacancies for Councillors on the Parish Council. A notice has been prepared to advertise the vacancies and is included with papers for this meeting.
11. Neighbourhood Plan
Update and feedback from members.
12. Denham as a Single Ward
Denham is designated as a single ward by SBDC, however Denham remains as three wards for the Parish Council, although we treat the area as a whole as Councillors. The Clerk has made an initial investigation to see if Denham Parish Council can be designated as a single ward. Initial feedback from SBDC was negative citing that it was a statutory legal

requirement to remain as three wards and that to change to a single ward would take up to two years and would require a robust business case. Further investigation is being pursued with the boundaries commission. It is not understood why our District Councillors did not suggest the council wards amalgamate the wards when changing to a single ward.

13. HS2

At present , we still await a date from the House of Lords Select Committee to present the Parish Councils case for mitigation funds to restore the A412 footpath and to introduce a cycle way and lighting.

The following correspondence has been received since the last meeting.

0696 J Williams: HS2 uncorrected transcripts from HS2 meeting with the House of Lords Select Committee.

0729 PMO Team: HS2 July update.

14. Home to School Transport Consultation

Update from Cllrs. Williams and Jefferys.

15. South Bucks Community and Wellbeing Plan

SBDC is currently refreshing the six themes for its Community and Wellbeing Plan to make sure they are fit for purpose for the next three years.

16. Committee Structures and Name Changes

It has been suggested that the 'Communities and Events Committee' is renamed as 'Communities Committee' meetings to remain on Tuesdays and to start at 7.00pm unless there is a Planning meeting on the same night.

17. Internet Banking

The HSBC account has now been closed and the funds transferred to the new Barclays online account. The new online system is working well.

18. 2015/16 Annual Return

The Annual Return has been finalised and sent to Mazars, the external auditor.

19. Review of Leases

The discussions with Denham Cricket Club over the new lease are ongoing.

The Bowls Club rent review is due in November and is linked to the Retail Price Index.

20. Office Photocopier

At the Finance meeting held on the 20th June 2016 it was agreed to recommend to Full Council to accept a quotation from Ricoh UK Limited for a new MPC3503SP machine on a three year lease arrangement. A new quotation has now been received as there a number of superior MPC 3504SP machines available at a lower cost. As a comparison, the MPC3503SP machine quarterly rental was quoted at £189.70 per qtr. and the new quote (see attached) quotes £166.37 per qtr. Click rates are almost identical and effect the quarterly costs by £1.32 per qtr. for mono copies and by 43p per qtr. for colour copies. Both costs based on current usage. The new contract document along with an advanced specification sheet is included with papers for this meeting.

21. Single Person Working Policy

A risk assessment needs to be undertaken to evaluate the risk of persons working on their own in the council office.

22. Door Security System
With the new Administrative Assistant working on her own in the office at certain times, it has become necessary to install a door security system. A quotation is included with papers for this meeting. Please see Cllr. Heath's note also included with the papers.
23. Office Redecoration
To agree the Colour Scheme for the redecoration.
24. Electors Rights
The inspection of Electors Rights notice will be displayed on all noticeboards (and website if available) between the 20th June 2016 and 29th July 2016 inclusive. This period is set aside for the inspection of documents at the Parish Council office. The period to challenge the Auditor (Mazars LLP) will commence on the 2nd August 2016 and run until the Audit is complete.
25. Approval of Parish Council Minutes
To approve the minutes of the Full Council Meeting on 13th June 2016 and matters arising
26. Approval of Committee Minutes
To approve the minutes of the Committees below and matters arising from them.
Finance Committee Meeting on 20th June 2016
Planning Committee Meeting on 21st June 2016
Communities and Events Committee Meeting on 28th June 2016
Services Meeting on 4th July 2016
27. Any other Business
Any items agreed under item 2 above.
28. Date of Next Meeting
To confirm the date of the next meeting as Monday 12th September 2016 starting at 7.45pm with a Public Session, in the Parish Council Office.
29. **Part 2 Confidential**

Notices

Upcoming Committee meetings scheduled are as follows (all in the Parish Council Office).

7.00pm	Tuesday	12 th July 2016	Planning Meeting
8.00pm	Monday	18 th July 2016	Finance Meeting
8.00pm	Tuesday	26 th July 2016	Communities & Events Meeting
7.45pm	Tuesday	2 nd August 2016	Planning Meeting
7.00pm	Tuesday	23 rd August 2016	Planning Meeting
7.00pm	Tuesday	30 th August 2016	Communities and Events Meeting
8.00pm	Monday	5 th September 2016	Services Meeting

Other Events

Capability Brown 300th Anniversary event at Denham Place in September, date TBA
Shakespeare 400th Anniversary event on Village Green in September, date TBA

John Coleman, Clerk
6th July 2016

