

Minutes of the PARISH COUNCIL meeting

Held on Monday 11th July 2016 at 7.45pm in the Parish Council Office, Denham

Cllrs.	Mrs T Riley (Acting Chairman)	# Miss S Jefferys
	# Mrs M Heath	Dr J Newby
	Mr A Hans	# Mr G Hollis
	Mrs K Bowen	Mrs S Williams
	Mr W Davey	Mr S Sproul
	Mrs M Skelton	# # Mr A Pamment

Clerk.	Mr J Coleman
Co-Clerk	Mr R Hill

Public Session

There was one resident present to observe the meeting. The resident declined to speak.

1. Apologies for Absence
Apologies denoted by # above.
Absence denoted by ## above.
2. Notification of any Urgent Other Business to be taken under item 27
Allotments: the vice-Chairman to raise this issue.
Two other matters of a confidential nature in Part 2
3. Agreement to Approve Part 2 Full Council minutes in **Part 2**
Agreed by the members.
4. Matters dealt with under Urgent Action since the last meeting (13th June 2016)
None.
5. Chairman's Report
In the absence of the Chairman, the vice-Chairman reported as follows:
A meeting of all committee chairmen and vice-chairman was held on 30th June. Areas covered in this meeting were:

Devolved Services including grass cutting in areas other than 30mph, weed killing, litter issues, sign cleaning, potholes and parking. It was agreed to draw up a list and decide priorities.

DPC Structure including meetings timings and possible merging of committees.

Parish Councillors and Associates. An A4 leaflet advertising the current vacancies on the Parish Council to attract residents to apply to become either Associates or Parish Councillors has been created. It will be posted on the noticeboards and various other media.

Ownership. A discussion on Councillors getting more involved as the burden of responsibility and workload increases on the Parish Council.

Community and Neighbourhood Plan. The need to do it and how to get started on this complex issue. The members were advised of the SBDC Local Plan exhibition due to take place in the Village Hall on the 10th November from 6pm to 9pm.

There will be another meeting to be held on the 19th July.

6. Reports from County Councillor

The County Councillor was not present at the meeting and no report received.

7. Reports from District Councillors

No responses or reports submitted.

8. Reports from Outside Bodies

No reports received.

9. Correspondence List

No requests for correspondence had been received by the Clerk.

The vice-Chairman cited correspondence list number 0712 a communication from TfB stating that they were discontinuing weed spraying and will only treat indigenous weeds on highways. The co-Clerk reported that he had received a quote from Blue Sky to treat the residential roads in Denham, the cost being £1842 per spray. Two sprays per year are needed to keep the weeds under control. BCC's budget for weed control is unknown, however it was suggested that we approach BCC to see if they would fund the Parish Council for weed killing based on the Blue Sky quotation. Cllr. Skelton had met County Cllr. Reed recently who had advised that residents *like* weeds and that it is BCC policy to stop treating them. Cllr. Davey stated that this was unacceptable and it was agreed that we should look into the legal aspect of BCC's duty of care as the current 1m cuts on trunk roads is insufficient to give acceptable sight lines at junctions. It was agreed to contact BALC for advice and to direct complaints from residents to the County Councillor Reed.

10. Councillor Vacancies

As mentioned in the Chairmans report, a notice has been prepared to advertise the current vacancies on the Parish Council. A copy of the notice had been distributed to members prior to the meeting. Cllr. Skelton observed that all the images on the notice were of the village and not representative of the whole Denham area. It was agreed to amend the notice with images representing all areas of Denham.

Two residents in Denham have shown interest in becoming Associates have been contacted already.

11. Neighbourhood Plan

There had been no feedback from members on the Neighbourhood Plan. It was agreed to contact a resident that had helped on a previous issue on planning. The Clerk to contact. The Co-Clerk explained the initial process of starting the plan; stage one is to consult with residents on whether they wish the Parish Council to proceed with the plan, stage two is to request permission from SBDC to proceed with the plan and stage three would be to engage a consultant to help with scoping the plan. It is likely that the plan would take around two years to complete and would need to cover all areas including but not limited to housing, transport, education, health, leisure and retail. The subject of the Neighbourhood Plan needs to be discussed fully and a special meeting was suggested to discuss further.

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 when changing to a single ward.

Cllrs. Williams and Davey could not see the benefit in Denham being a single ward as all Councillors work for the benefit of Denham as a whole. Cllr. Hans suggested deferring this matter pending the return of the Chairman.

13. HS2

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.

The Co-Clerk reported that at present The House of Lords Select Committee were trying to complete the *locus standi* hearings before the house rises for the summer holidays. It is likely that the accepted petitions will not get heard until the house sits again in September. There have been some 800 *locus standi* cases of which half have been rejected and will be appealed. The Co-Clerk added that there seemed to be a glimmer of hope that the A412 footpath was being supported by HS2. It was noted that Julian Williams information from his *locus standi* hearing was useful in our submissions, particularly the fact that Denham Green Lane has been designated as a route to increase traffic movements. This road is partly privately owned and in a perilous state of repair already and totally unsuitable for heavy lorry movements.

14. Home to School Transport Consultation

Cllrs. Jefferys and Williams had been asked to respond to BCC regarding this matter. Their reply to the consultation which had been circulated to members at the meeting is as follows:

DPC do feel it is appropriate to allow pupils/parents to pay to use school transport where a preference for a different school is required, such as a grammar school or faith school that falls outside of the criteria, we also agree this should be charged upon distance to free up some resources for BCC. However DPC feel strongly that the options offered for alternative to paid transport are not acceptable in any circumstance. Because:

1. Organising own bus: BCC will always be able to negotiate the best rates for a cross county service and this would cost more for parents. Bucks should be better able to take economies of scale into consideration and not leave it to the parents
2. It would be difficult and take a long time for children from Denham to walk to Chalfont, for the younger children this could endanger lives given the road they would have to negotiate
3. Volunteer drivers would create more traffic and pollution on an already busy road infrastructure and the Community College already has parking issues with parents dropping off/collecting this would create more issues. Volunteer drivers would also need to have correct insurance, health & child safety checks.
4. Bike stands at bus stops, what would be the purpose of this and what do you hope to gain?

5. Denham does not have a public transport system suitable for children from all areas of the parish to get to Chalfont Community's College, or any primary schools, this would need to be put in place by TfB.

With regard to making the journey longer DPC very strongly oppose this idea; Denham Children already have exceptionally early starts for the bus which could impact on their ability to be fully alert during the entire school day.

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. Cllrs. Williams and Skelton had looked at replying to the consultation, however it was poorly conceived and made little sense. There was no clue as to what was done before and no clue as to what they want to achieve. The deadline for responses is the 15th July, Cllr. Williams to contact SBDC to request further info on the existing plan to enable us to respond.

16. Committee Structures and Name Changes

It had 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. Cllr. Williams proposed that the Communities and Events committee be renamed as Communities committee and that meetings would remain on Tuesdays but commence at 7.00pm, seconded by Cllr. Hans and agreed unanimously.

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. Cllr. Hans had now received his pin sentry machine and log in details but was still missing his card. Noted by the members.

18. 2015/16 Annual Return

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

19. Review of Leases

The discussions with Denham Cricket Club over the new lease are ongoing. It had been agreed to engage with Hine and Company in Gerrards Cross as the Cricket Club were being advised by the Parish Council's regular solicitor, BP Collins thus causing a conflict of interest. The Clerk awaits the letter of engagement and terms from Hine and Company.

The Bowls Club rent review is due in November which is linked to the Retail Price Index. A reminder has been set to look at this in advance of the review.

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 comes in at £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 had

been circulated to members prior to the meeting. Cllr Williams proposed that the quotation from Ricoh UK Ltd be accepted, seconded by Cllr. Bowen and agreed unanimously.

21. Single Person Working Policy

A risk assessment had been carried out on single person working in the Parish Council office. This will be an addendum to the main risk assessment document and will be reviewed and updated annually. Under the new lone person working regulation, AH suggested that any person working alone in the office must notify someone at time of arrival and time of departure. This can be by email, text or phone call. Cllr. Newby suggested a panic button. The Vice-Chairman replied that this was not a statutory requirement but agreed that some audible alarm to deter intruders would be a good idea. Fine tuning of our policy is required and needs to be deferred until more information is obtained.

22. Door Security System

The vice-Chairman declared a pecuniary interest in this item.

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 had been circulated to members prior to the meeting. Cllr. Williams proposed that the quotation for the door entry system be accepted, seconded by Cllr. Skelton and agreed unanimously.

23. Office Redecoration

With the office redecoration imminent, it was proposed by Cllr. Williams that the office staff choose the colour scheme for the office redecoration, seconded by the vice-Chairman and agreed.

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. Noted by the members.

25. Approval of Parish Council Minutes

To approve the minutes of the Full Council Meeting on 13th June 2016 and matters arising. The minutes of the Full Council Meeting held on the 13th June 2016 were proposed by Cllr. Riley, seconded by Cllr. Williams, and agreed with no matters arising.

26. Approval of Committee Minutes

To approve the minutes of the Committees below and matters arising.

Finance Committee Meeting held on 20th June 2016

The minutes of the Finance Committee Meeting held on the 16th May 2016 were proposed by Cllr. Hans and seconded by Cllr. Skelton and agreed with no matters arising.

Planning Committee Meeting held on 21st June 2016. As there was no seconder present at the meeting, this item was deferred to the next meeting.

Communities and Events Committee Meeting held on 28th June 2016

The minutes of the Communities and Events Committee Meeting held on the 28th June 2016 were proposed by Cllr. Williams and seconded by Cllr. Hans and agreed with no matters arising.

Services Committee Meeting held on 4th July 2016

The minutes of the Services Committee Meeting held on the 4th July 2016 were proposed by Cllr. Williams and seconded by Cllr. Newby. Amendments to be made to the minutes as follows: 1607/02 third line: 'tree' to be 'trees'

1607/08 2. 4th line to read: 'she would co-ordinate a committee and arrange refreshments'

1607/08 4. Last line to read '(refundable) deposit to try and prevent this happening in the future.'

1607/09 1. 1st para. 2nd line to read 'only two inspections from MS'. And last line to read 'and no fresh ones had appeared'

1607/09 1. 2nd para 5th line to read 'play equipment and should not be'

1607/09 2. 1st para 2nd line to read 'made in clearly identifying'

1607/18 1. Lines 5-10 to read 'MH proposed that RH write to TfB to ask where the budget they had set aside for this work had gone and informing us after our precept had been set was totally unacceptable because we no longer have the opportunity of including this in our budget'

1607/18 2. 5th line to read 'and invite participation from the Infants School'

Omissions: Consult with BALC regarding the legality of BCC (TfB) ceasing weed killing.

ID required for councilors inspecting play areas and other facilities.

Include Cllrs. Sproul, Pamment and Bowen in 1607/09 Play area reports.

27. Any other Business

Allotments:

The vice-Chairman and Cllr. Skelton had recently carried out the annual judging of plots. They reported that the allotments generally were in a disgraceful state. The few good plot holders are fighting a losing battle with weeds from neighbouring plots. It was agreed that the low rent of £20.00 per annum is too cheap, A refundable deposit should be introduced to deter new plot holders from neglecting and abandoning their plots. It was further suggested that a premium be paid by plot holders with summerhouses on their plots who use the allotments as a garden area. It was pointed out that a rule already exists where plot holders can be given a warning or a month's notice if neglecting their plots. However we have no recourse with people who are leaving their plots and not informing the Parish Council. Cllr. Skelton observed that the majority of new plot holders have done a reasonable job with their plots but some have paid and never visited the allotments. It was agreed that some amendments need to be made to the rules.

The Co-Clerk advised the meeting that of the 110 plots last year 30 plot holders were evicted; he added that the allotments only have a £2K budget and that there are no vacant plots at present and no waiting list. With regards to the newly discovered abandoned plots, he is hoping to enlist the community payback scheme that could be used to clear overgrown plots. Cllr. Davey believed the deterioration of the plots was due to lack of attention by the Clerks; the Co-Clerk objected advising that he regularly visits the allotments.

Cllr. Hans suggested raising the rent to £50.00 with a £50.00 to £100.00 deposit. As the rents for the 2017 season have already been set at £25.00 the vice-Chairman proposed that all the plot holders on poorly maintained plots be written to and the rules implemented, that the deposit scheme be implemented for new plot holders, that the plot number be repainted and that a working party be set up to oversee the allotments, seconded by Cllr. Davey and agreed.

Cllr Sproul stated that he had a friend in Parliament who informed him that the Lotto have a community budget that can be applied for specific projects. Cllr. Sproul added that the

Forestry Commission were providing trees free of charge for schools. This to be raised at the next Services committee meeting.

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.

At this point the member of the public left the meeting.

29. **Part 2 Confidential Members Only**

With no members of the press or public present, it was agreed to proceed to part 2.

The meeting closed at 10.20pm.

John Coleman-Clerk Denham Parish Council.