

Minutes of the ANNUAL PARISH COUNCIL meeting

Held on Monday 8th May 2017 at 7.30pm in the Parish Council Office, Denham

Cllrs.	Mrs M Heath (Chairman) Dr J Walsh (Vice Chairman) Ms K Bowen Mr S Sproul Mr W Davey Mrs M Skelton	# Miss S Jefferys Dr J Newby Mr G Hollis Mrs S Williams Mr A Hans Mr A Pamment
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County Cllr. Mr R Reed

Clerk. Mr J Coleman
Co-Clerk Mr R Hill

Residents Three residents attended the meeting.

#denotes apology submitted

1. Election of Chairman for 2017/18
Cllr. Heath was proposed by Cllr. Skelton and seconded by Cllr. Newby to serve as Chairman for the period 2017/2018. There being no other nomination, Cllr. Heath was declared elected. The statutory Declaration of Acceptance of Office form was signed and countersigned by the Clerk.
2. Election of Vice-Chairman for 2017/18
Cllr. Walsh was proposed by Cllr. Newby and seconded by Cllr. Williams. There being no other nomination, Cllr. Walsh was declared elected.

Public Session

Three residents attended the meeting, all declined the offer to speak.

3. Apologies for Absence.
As recorded above by #
Cllr. Hollis had arrived late.
4. Notification of any Urgent Other Business to be taken under item 23
None.
5. Agreement to Approve Minutes and Discuss Other Matters in **Part 2**
Agreed by the members.
6. Matters under Urgent Action since Last Meeting
None.

7. Reports from County Councillor

Cllr. Reed reported that he had been re-elected to serve as County Councillor for Denham at the recent County Council elections. Martin Tett had also been re-elected to serve as leader of the County Council for another term. Cllr. Reed explained that the other posts at the County Council are unknown at this time.

Cllr. Reed raised the issue of Local Area Forums (LAFs). The 19 LAFs in Bucks meet monthly and are chaired by a County Cllr. They raise issues of local concern and can present petitions. The Police and other bodies such as the NHS can also attend.

The biggest benefit of the LAFs is funding;

If Denham is to be in a LAF it will need the agreement of Cllr. Reed and the Gerrards Cross Town Council.

Cllr. Reed explained that if the Bucks County Council's unitary proposal is accepted by Central Government, the LAF's would be replaced by Community Hubs.

There is a new County Cllr. for Gerrards Cross so there may be a new opportunity to open discussions again as there are significant benefits to being part of a LAF. Cllr. Reed explained that he is also responsible for a small area of Gerrards Cross and if granted permission by Denham PC, he may be able to speak to Gerrards cross on their behalf.

Cllr. Reed informed the meeting that all five MP's for Buckinghamshire back the Unitary Authority proposal as do LEP, an organisation run by big businesses.

Cllr. Reed ended by offering to ask Gill Quinton to address Denham PC and answer any queries.

At this point Cllr. Heath thanked Cllr. Reed and he left the meeting.

It was agreed that we should ask Cllr. Reed if he is able to speak to Gerrards Cross on our behalf and if Gerrards Cross refuse to form a LAF, then we should ask for a reason; Cllr. Heath to email Cllr. Reed.

8. Reports from District Councillors

Cllr. Hollis reported that 'The Times' had run an article that suggested that Parish Councils are rolling over too easily regarding development on Green Belt land.

The Iver bypass road will probably not get built thus creating an increase in heavy lorry movements in Denham.

The Chiltern and SBDC Local Plan had not been submitted on time and there had been no decision on CIL and S106 payments.

9. Reports from Outside Bodies

The Minutes of the SBALC meeting held on the 20th April 2017 had been included with papers for the meeting. Cllr. Skelton advised of a big upheaval in the area with the advent of the Heathrow expansion plans. Iver will be affected badly. Cllr. Hollis advised that the Heathrow expansion plans may not be subject to Green Belt regulations.

Cllr. Walsh asked for a copy of the letter relating to Modernisation of Modern Government and also the white Paper on the Green Belt. The Clerk to action.

Cllr. Hollis wished to place Defibrillators on the next Communities agenda.

10. Neighbourhood Plan

Cllr. Heath distributed a four page A5 Neighbourhood Plan leaflet that had been produced by the admin assistant; Cllr. Heath asked for comments on the leaflet to be fed back to the Clerk. This will then be finalised and go to the Neighbourhood Plan Working Party from approval before being circulated to residents. Cllr. Heath had drafted a flyer that will be distributed at the Denham Village Fayre. Cllr. Skelton suggested reproducing the flyer in 'In and Around Denham' magazine. Cllr. Heath had received an email from the local school with a couple of people willing to help.

Cllr. Heath had printed off details of several consultants and a top tips paper on engaging with neighbourhood planning consultants. These are to be followed up.

11. Leases and Rents

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

12. Tablets for Councillors

The Co-clerk to liaise with Cllr. Walsh regarding budget and security. Cllr Heath asked if all Cllrs were in favour of the proposal to use tablets instead of paper; all agreed. Cllr. Williams asked if she could use her own tablet; Cllr. Heath replied that anyone wishing to use their own tablet could and the necessary set up cost would be borne by the Council.

13. Correspondence List

No requests for correspondence had been received by the Clerk.

14. Attendance Report

The Attendance report for 2016/2017 had been circulated to members prior to the meeting. Noted by the members.

15. Election of Committees for 2017/2018

Parish Council standing committees are currently as follows.

- | | |
|----------------|-----------------------------------|
| 1. Planning | 6 members plus ex officio members |
| 2. Services | 8 members |
| 3. Finance | 6 members |
| 4. Communities | 8 members plus ex officio members |

A grid had been circulated prior to the meeting for members to select their committee preferences.

The committee structure was agreed along with the number of members in each committee. There were no oversubscribed

(1) **Planning Committee** – Cllr. Jefferys, Cllr. Skelton, Cllr. Hollis, Cllr. Bowen, Cllr. Williams, and Cllr. Sproul had volunteered to serve on this committee and were declared elected.

(2) **Services Committee** – Cllr. Heath, Cllr. Walsh, Cllr. Skelton, Cllr. Newby, Cllr. Williams, Cllr. Pamment, Cllr. Davey and Cllr. Sproul had volunteered for this committee and were declared elected leaving one vacancy.

(3) **Finance Committee** – Cllr. Heath, Cllr. Hans, Cllr. Hollis, Cllr. Walsh, Cllr. Pamment and Cllr. Newby had volunteered for this Committee and were declared elected.

(4) **Communities and Events Committee** – Cllr. Jefferys, Cllr. Williams, Cllr. Davey, Cllr. Bowen, Cllr. Hollis, Cllr. Sproul and Cllr. Hans had volunteered for this Committee - and were declared elected.

16. Elections to Outside Bodies

A grid had been circulated to members prior to the meeting for members to select their outside committee preferences.

- a. **South Bucks Association of Local Councils – Up to 5 Members**
Cllr. Heath, Cllr. Walsh, Cllr. Skelton and Cllr. Sproul volunteered to serve on this outside body and were elected.
- b. **Denham Village Infant School Governors - 1 Member**
There were no volunteers for this outside body.
- c. **Denham Aerodrome Consultative Committee - 1 Member**
Cllr. Newby volunteered to serve on this outside body and was elected.
- d. **Denham Village Hall Management Committee - 1 Member**
Cllr. Heath had volunteered to serve on this outside body and was elected.
- e. **Charities of Denham Trustees - 1 Member**
Cllr. Skelton volunteered to serve on this outside body and was elected.
- f. **Colne Valley Park Community Interest Company - 1 Member**
Cllr. Heath had volunteered to serve on this outside body and was elected.
- g. **(a) New Denham Minerals Liaison Committee - 1 Member**
Cllr. Hollis volunteered to serve on this outside body and was elected.
- h. **(b) Denham Park Farm Minerals Liaison Committee - 1 Member**
Cllr. Hollis volunteered to serve on this outside body and was elected.
- i. **Denham against HS2 Committee -1 Member**
Cllr. Williams volunteered to serve on this outside body and was elected.
- j. **Denham Youth Club Management Committee - 2 Members**
Cllr. Hans volunteered to serve on this outside body and was elected.
- k. **Denham Cricket Club – 1 Member**
Cllr. Hans volunteered to serve on this outside body and was elected.
- l. **Denham Bowls Club – 1 Member**
Cllr. Davey volunteered to serve on this outside body and was elected.

17. HS2

The following correspondence has been received since the last meeting and were noted by the members.

0008/17 HS2 update notes from BALC.

0161/17 Luke Nipen confirms his presence at the next full Council meeting on 12th June.

18. Financial Reports

- i A list of payments made between the 1st April 2017 and the 3rd May 2017 totalling **£36,000.64** including VAT had been circulated to members prior to the meeting. Cllr. Walsh queried the payment to Grosvenor; the Clerk explained that it was the final payment on the DULFC changing Rooms project. Cllr. Heath reported that she had visited the facility on Sunday 7th May and found both the changing rooms and the clubhouse to be in excellent order. A lot of work had been put in by volunteers.

- ii A list of receipts received between the 1st April 2017 and the 3rd May 2017 totalling **£124,721.84** had been circulated to members prior to the meeting.
- iii Payments to Approve
A list of Payments to approve totaling **£2,639.15** including VAT had been circulated to members prior to the meeting.

Ricoh rent on photocopier April-June 2017	£ 342.31 inc VAT
Christine Newell Office Cleaning April 2017	£ 40.00
Nexus for consultation on website	£ 144.18 inc VAT
SSE for LED upgrades x 25	£1,317.12 inc VAT
Solo Protect service charge for May 2017	£ 22.74 inc VAT
Earth Anchors for 3 waste bins and 1 anchor post	£ 772.80 inc VAT

Total: £2,639.15

The Chairman proposed that the invoices be approved for payment, seconded by Cllr. Skelton and agreed.

- iv. Bank Balances
The Bank balances at 8/3/17 were as follows:

Barclays Current Account	Balance at 3/5/17 is	£195,275.02
Barclays Premium Business Account	Balance at 8/3/17 is	Zero

The Clerk to liaise with Cllr. Hans regarding setting up a fixed term deposit account with Metrobank and other options.

- 19. Accounts for Audit
The Clerk had prepared preliminary accounts for audit that had been circulated to members prior to the meeting.
- 20. Internal Audit
The Internal Audit will be conducted by Haines Watts LLP on Wednesday 31st May 2017.
- 21. Approval of Parish Council Minutes
To approve the minutes of the Full Council Meeting on 10th April 2017 and matters arising. The minutes of the Full Council Meeting held on the 10th April 2017 were proposed by Cllr. Heath, seconded by Cllr. Newby, and agreed with no matters arising.
- 22. Approval of Committee Minutes
To approve the minutes of the Committees below and matters arising.

Planning Committee Meeting held on 18th April 2017

The minutes of the Planning Committee Meeting held on the 18th April 2017 were proposed by Cllr. Hollis and seconded by Cllr. Bowen and agreed with the following matter arising; Page 1. It was agreed that the Parish council needs to be more vigilant regarding developments and S106 monies. The Clerk to seek a reply from BCC regarding the S106 money that BCC awarded to Chesham Grammar School.

Communities and Events Committee Meeting held on 18th April 2017

The minutes of the Communities and Events Committee Meeting held on the 18th April 2017 were proposed by Cllr. Williams and seconded by Cllr. Bowen and agreed with no matters arising.

Services Committee Meeting held on 24th April 2017

The minutes of the Services Committee Meeting held on the 24th April 2017 were proposed by Cllr. Heath and seconded by Cllr. Newby and agreed with no matters arising.

23. Any other Business

None.

24. Date of Next Meeting

To confirm the date of the next meeting as Monday 12th June 2017 starting at 7.30pm with a Public Session, in the Parish Council Office.

25. **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 9.15pm.

John Coleman-Clerk Denham Parish Council.