

Minutes of the PARISH COUNCIL meeting

Held on Monday 10th July 2017 at 7.30pm in the Parish Council Office, Denham

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

Resident	Mr J Huntley
Resident	Mrs E Austin

Clerk	Mr John Coleman
Clerk Designate	Mrs Jane Lawrence
Co-Clerk	Mr R Hill

1. Apologies for Absence
Apologies denoted by # above, ## no apologies received.
Cllr. Hollis - Late
Apologies also received from Cllr. R Reed.
2. Appointment of New Clerk
The Chairman introduced Mrs Lawrence to the members.
3. Public Session
Mr Huntley asked who was responsible for maintaining the dog bins on the Pyghtle; the Clerk advised that it was the responsibility of Biffa (SBDC contractor). Mr Huntley also enquired if the Council were aware of the application made by a traveller to develop a plot on land at Higher Denham; Mr Huntley was assured that the Parish Council were aware of the situation and were monitoring it closely.
4. Notification of any Urgent Other Business to be taken under item 25.
Cllr. Pamment expenses. (Taken under item 22)
Cllr. Sproul: Chairs for Jazz on the Green.
Cllr. Hollis: Green Belt proposals for Denham.
5. Matters dealt with under Urgent Action since the last meeting
None.
6. Agreement to discuss matters in Part 2.
Agreed.
7. Reports from County Councillor
No report received.
8. Reports from District Councillors
No reports received.

9. Chairman's Report

The Chairman reported that she had attended an SBALC meeting along with Cllrs. Walsh and Sproul.

10. Associate Members

There had been no further progress in this matter.

11. Reports from Outside Bodies

The minutes of the SBALC meeting held on the 15th June 2017 had been distributed to members prior to the meeting. Cllr. Sproul was disturbed by the fact that the new Chairman and Vice-Chairman were Councillors from the same council. It was agreed that this should be raised with the secretary at the next meeting stating that this matter had been discussed at full Council. A letter to be sent to the secretary of SBALC.

12. Neighbourhood Plan

The Clerk had contacted CIB with a view to them attending a meeting with the Parish Council to advise on the Neighbourhood Plan. It was agreed that the meeting could take place on Monday the 17th July at 7.30pm. The Clerk to contact CIB to make sure they can attend. The Clerk to email all councillors and Neighbourhood Plan volunteers to inform them of the meeting. Cllr. Williams gave her apologies as she had a prior engagement.

13. Review of Leases and Rents

Cllr. Walsh enquired as to how the negotiations are progressing at the Cricket Club; Cllr. Heath stated that the negotiations are ongoing but difficult. This remains as work in progress with the next step being the engagement with a surveyor to draw up a new map of the Cricket ground. A message to be posted on the Denham community Facebook page to see if there is a local surveyor willing to undertake the work at a reduced rate.

The tenants at the Cricketfield Bungalow have signed a new one year lease. The back door frame has now been repaired at the cost of £90.00. It was agreed that the bill will not be paid until the requested report has been received from Gibbs Gillespie.

14. Tablets for Councillors

Cllr. Walsh advised that there are two tablets now on beta test. The papers for this meeting had been loaded on the tablets by Nexus prior to the meeting; Cllr. Walsh was unhappy with the way the files had been loaded as they need to be loaded in the running order of the meeting. All the tablets have been purchased and should be ready for roll out in September. Councillors using their own tablets will be instructed once the files have been sorted out. There will be an instruction video available to aid councillors in the start-up process.

15. Correspondence List

Noted by the members.

16. HS2

The following correspondence had been received since the last meeting. Noted by the members.

0418/17 C Gardner, HS2 General funding information.

Cllr. Walsh requested that the Clerk forward this email to her. Clerk to action.

17. Public Forums

The Chairman had suggested holding public forums in each of the Denham communities to discuss budget items prior to budgeting in September. Three separate venues will need to be booked. It was agreed to book subject to availability: St Marks Church Hall in Denham

Green (also approach the E-ACT Academy), The New Denham Community Hall and the May Coles Room in the Denham Village Memorial Hall. Residents will be invited to attend the venue of their choice.

18. Nexus and IT/Website Issues

Cllr. Walsh reported that two meetings had recently taken place with Nexus. The advice from Nexus was that it would be easier to start again from scratch on the website. Nexus had quoted £800.00 plus extras to produce a new website based on the Council submitting their preferred design options. Another company, Vision IT have produced around 350 local authority websites and have quoted between £1200 and £1500.00 for a new website. It was agreed that the Clerk chase Nexus for a response. It was suggested that it may be necessary to divorce the website away from the Nexus IT support if they cannot move things forward more quickly. Cllr. Walsh encouraged members to look at the Cheswick Green website that she considered to be clean and modern. Software is an important factor in website creation as the site will need to be easily content managed by the office. It was agreed to keep the website on the Full Council agenda and remove it from the Communities agenda. Cllr. Heath advised caution as some website service providers had high annual licence costs.

19. Office Priorities and Proper Practice

The Chairman advised the meeting that, given the current workload in the office, it may not be possible to accommodate instant requests for marketing materials and payments to suppliers. Payments need to go through the proper procedure of raising payment, obtaining two signatures, being uploaded for payment and authorization. Payments cannot be made without a VAT invoice (where applicable). Where sole traders or other small organisations are involved, an email stating a breakdown of the works or service carried out with full bank details is required.

20. Audit 2016/2017

Following the Extraordinary Council Meeting held on the 27th June 2017, the audit papers had been completed and sent to external audit within the deadline date of the 5th July 2017. Noted by the members.

21. Electors Rights

In accordance with requirements, Electors Rights notices have been posted on all noticeboards and website. Noted by the members.

22. Financial Matters and Reports

- (i) Approval to Change of Bank Mandate to include the new Clerk when appropriate. Cllr. Hans proposed that the bank mandate is changed in due course once the new Clerk has taken over the responsibility of RFO, seconded by Cllr. Heath and agreed.
- (ii) Payments and Receipts: a list of **Payments made totalling £8,675.55** and **Receipts received totalling £1,619.75** made between the **7th June 2017 and the 4th July 2017** had been circulated to members prior to this meeting. Noted by the members.
- (iii) Bank Balance: The Barclays current account balance at 4th July 2017 is £189,037.03. It was agreed that the Clerk should re-look at opening a deposit account as the FCA compensation scheme only covers deposits up to £80K.

- (iv) An income and Expenditure report against Budget had been circulated to members prior to the meeting. Noted by the members.
- (v) Payments to Approve: a list of payments to approve had been included with papers for this meeting. Cllr. Hans proposed that the payments be made with the exception of First Ground Maintenance unless approved by the Clerk and Chairman. Seconded by Cllr. Sproul and agreed. The Clerk to compile a list of Direct Debits for the next meeting.
- (vi) Financial Regulations Tenders: The Internal auditor advised that the Item 11.1 b. needs to be amended as we have set our entry level to tender at £5000.00 Tenders are subject to 'regulations' that state that the 'Contracts Finder' website must be used to advertise all tenders. This includes the tender going out to all EU Countries. The current guidelines from government set the following levels for tendering:
Public Service Contracts 209,000 Euros (£164,176.00)
Public Works Contracts 5,225,000 Euros (£4,104,394)
Three quotes will still be required for amounts above £500.00
- (vii) HDCA Grant: The Parish Council had been approached by HDCA for a grant towards the building of an earth bund to prevent incursion by travellers. The bund had cost £2500.00 to construct. An email from DCA had been circulated to members prior to the meeting. After discussion it was suggested to contribute £1250.00 towards the cost of the bund. Proposed by Cllr. Heath and seconded by Cllr. Williams and agreed.
- (viii) Carers Bucks Grant: The Finance Committee had requested that Carers Bucks submit their *local* accounts before considering their grant request for £1,000.00 They had sent their full accounts as they do not produce local accounts for each area. A copy of the accounts had been circulated with papers prior to the meeting. After discussion, it was agreed to decline the request for grant as local accounts had not been submitted.
- (ix) Electrical Safety Check: The Clerk has obtained a quote of £325.00 ex VAT for a safety Check and certificate for the Council Office, the changing of circuit breakers in the consumer unit and the changing of two strip lights. Cllr. Hans proposed that the quote be accepted, seconded by Cllr. Heath and agreed.
- (x) Insurance: The Parish Council's three year Insurance Policy with Hiscox expires in September 2017. The Clerk has contacted Came and Company for three quotes for like for like cover plus the addition of insurance cover on the war memorial for one year only.
- (xi) Councillors Expenses: Cllr. Bowen declared a personal interest in this matter. It was agreed by members that it was against council policy for expenses to be paid for mileage to attend DPC meetings. If Councillors are working away from home, they can give their apologies for the meeting.

23. Approval of Parish Council Minutes

To approve the minutes of the Full Council Meeting on Monday 12th June 2017 and matters arising.

The minutes of the Full Council Meeting held on the 12th June 2017 were proposed by Cllr. Heath, seconded by Cllr. Newby and agreed with the following amendments: Page 1 attendance, Cllr. Walsh is Vice-Chairman not Cllr. Skelton, Clerk to amend. Page 1. Clerk to

find out who the main HS2 contractor will be. Page 1. Clerk to send copy of HS2 presentation to all Councillors.

To approve the minutes of the Extraordinary Full Council Meeting on Tuesday 27th June 2017 and matters arising.

The minutes of the Extraordinary Full Council Meeting held on Tuesday 27th June 2017 were proposed by Cllr. Heath, seconded by Cllr. Newby and agreed

24. Approval of Committee Minutes

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

Finance Committee Meeting held on Monday 12th June 2017.

The minutes of the Finance Committee Meeting held on Monday 12th June 2017 were proposed by Cllr. Hans, seconded by Cllr. Walsh and agreed with no matters arising.

Planning Committee Meeting held on Tuesday 27th June 2017.

The minutes of the Planning Committee Meeting held on Tuesday 27th June 2017 were proposed by Cllr. Jefferys, seconded by Cllr. Sproul and agreed with no matters arising.

Communities Committee Meeting held on Tuesday 27th June 2017

The minutes of the Communities Committee Meeting held on Tuesday 27th June 2017 were proposed by Cllr. Williams and seconded by Cllr. Jefferys and agreed with no matters arising.

Services Committee Meeting held on Monday 3rd July 2017.

The minutes of the Services Committee meeting held on Monday 3rd July 2017 were proposed by Cllr. Heath and seconded by Cllr. Newby with the following matters arising:

Page 1. First Ground Maintenance had still not signed the contract, however they had commenced the second round of grass cutting. The Co-Clerk had issued a strongly worded email to First Ground Maintenance regarding their performance. Cllr. Heath sought approval from the members to speak to Blue Sky if the situation worsened with First Ground Maintenance. Cllr. Jefferys proposed that Cllr. Heath speak to Blue Sky if necessary, seconded by Cllr. Hans and agreed. Cllr. Walsh suggested an urgent meeting is held with First Ground Maintenance. Page 3. The Co-Clerk to produce two sets of maps and papers for the Allotments judging. Page 4. Has now left BP Collins, Clerk to amend. Page 5. SSE had not responded. Cllr. Williams had nothing to report on the Scout hut.

25. Any Other Business

Cllr. Sproul: Chairs for Jazz on the Green. Cllr. Sproul stated that Cllr. Heath had advised that she had a quantity of chairs in the Village Green garage that could be used for the Jazz on the Green. They needed cleaning however. Cllr. Sproul asked if any councillors with youths would be willing to clean the chairs.

The posters for Jazz on the Green are in hand with the Clerk and will be ready this week.

Cllr. Hollis: Proposed area of Denham to be removed from the Green Belt. Cllr. Hollis advised that an area close to Denham Village could be removed from the Green Belt; it is the triangle formed by Cheapside Lane, Ashmead Lane and Old Mill Road. This area is not mentioned in the SBDC Emerging Local Plan Preferred Options and does not measure up in the NPPF guidelines. It was agreed to write to Mr Winwright at SBDC for clarification.

26. Date of Next Meeting

To confirm the date of the next meeting as **Monday 11th September 2017 starting at 7.30pm.** In the Parish Council office.

At this point, the members of the public and Mrs Lawrence left the meeting.

27. **Part 2.**

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

The meeting closed at 9.30pm.

John Coleman Clerk - Denham Parish Council.

11th July 2017