

Minutes of the PARISH COUNCIL meeting
Held on Monday 8th July 2019 at 7.30pm in the Parish Council Office, Denham

Councillors

Cllr M Heath (MH) - Chairman	# Cllr S Jefferys (SJ)
Cllr W Davey (WD)	Cllr M Skelton (MS)
Cllr A Hans (AH)	# Cllr S Sproul (SS)
Cllr M E Hagon (MEH)	# Cllr G Hollis (GH)
Cllr J Walsh (JW)	## Cllr K Bowen (KB)

Associates

Edna Austin (EA)	Cnty Cllr - Roger Reed
Jonathan Huntley (JH)	Clerk - R Hill
Frank Duffy	

Gemma Care – Martin Baker (MB)
 John Martin - Martin Baker (MB)

Minutes Number	Meeting Minutes	Action
190708/01	Apologies for Absence As above # No Apologies ## Cllr SS sends his thanks to Cllr SW for helping him whilst he was not well.	
190708/02	Presentation from Martin-Baker – New road access to A413 1. MB - Employment has risen in last 2 years by 200 people. More shift work starting at 5am finishing at 11pm. 2000 movements per day and lorries are now much bigger. Lorries are finding it difficult to come down the road and there have been a few cars scraped. 2. Cllr MH said this is wonderful news for residents at Higher Denham. MB are trying to achieve an improved arrangement that is fitting in the district, it is Green Belt site but there is support for it in policy terms. 3. MB believe this is the optimum technical solution and the Highway Authority are supportive of it in principle. The area is owned by Martin Baker and National Grid want to demolish their area and put up office blocks in the future. (Brownfield site) 4. MB - All highway traffic is proposed to go down this new road. 5. MB Timescale; would like to submit their planning application by the middle of August 2019 depending on feedback. Actual work is still probably three to four years away so the business will continue to operate through Lower Road. 6. MB - construction of our new office block will finish in September 2019.	

	7. Cllr JW mentioned that the Higher Denham Residents Association would appreciate a meeting, issues for example the traffic lights which will need to be discussed. 8. Cllr MH pointed out that Lower Road would need to meet road traffic standards to get the road adopted once MB have finished using it. MB – We will endeavor to help Lower Road get adopted and are going to get a study. 9. Cllr SW asked if the speed limit from A40 to new roundabout on A413 would be lowered. MB will email the Clerk when known. 10. Cllr MH - If offices are to be built on the gas works, will National Grid put in a road themselves? MB - Unable to comment as they are not directly involved. 11. JH noted that this road would be perfect for kids who love to do drifts so possibly could there be something to deter this? MB - We will look into this. 12. Cllr MH - All AGREED that we think the proposed new road is a great idea. 13. MB -There is room to work with the time scale of planning application (August 2019), so that we can work with the residents and get their feedback. 14. MB – Current employees on site are almost 1,000.	
190708/03	Notification of any urgent other business to be taken under item 190708/17 - Office payment – there is an extra payment to pass for £40 - The Local Plan draft copy minutes	
190708/04	Approval of Parish Council Minutes To approve the minutes of the Meeting of the Parish Council on 10 June 2019 and any matters arising – Cllr MH Proposed minutes, Seconded by Cllr SW. Minute Amendment - Cllr JW put apologies in and hadn't attended	
190708/05	Approval of Committee Minutes: Planning Committee held on 4 June 2019 Cllr SW Proposed minutes, Seconded by Cllr MS - AGREED Top of page 3 – building has had 7 applications, the residents are concerned about this. Cllr JW would have alerted the parish if she had known. The application came in late. Cllr MH said (she had already spoken to the clerk about this) that the clerk needs to speak to SBDC planning about these applications received late and let them know that it is unacceptable. When it comes in late next time (past Agenda issue), we must email and phone SBDC Planning and get an extension.	Clerk

	• Planning Committee held on 25 June 2019 Cllr MS Proposed the minutes, Cllr MEH Seconded - AGREED • Communities Committee on 18 June 2019 No one able to propose and second these as no one was in attendance. Will have to wait until next meeting to be agreed - DEFERRED • Services Committee on 1 July 2019 Cllr MH Proposed the minutes, Seconded by Cllr MEH - AGREED (Note; Meeting over Bins - still waiting for SBDC)	
190708/06	Local / Neighbourhood Plan Draft minutes of meeting on 19 th June and 3 July 2019 for discussion – not to be approved here but just to read and be aware. NOTED	
190708/07	Matters dealt with under Urgent Action since Last Meeting Date for Nexus to carry out email on personal devices Provisional date of Monday 15 th July from 2pm – Noted and Agreed	
190708/08	Chairman's Report 1. Denham Village Memorial Hall – use for DGNS Cllr MH reported that as the Hall Committee use our office free of charge for their meetings, they have agreed that the May Coles Room can also be used every two months for our DGNS free of charge. This was well received by all Councillors. 2. Transport for Bucks Conference RH and Clerk attended the conference in Aylesbury 3. SBALC Meeting Cllr MH attended SBALC meeting – it was suggested that if we do not agree with the SBDC proposed Local Plan there is a risk Slough may move to build houses in South Bucks. Cllr MH still feels strongly that we should protect the Greenbelt and all members are still in agreement. Cllr JW added that the Neighbourhood Plan is extremely important and we should also be pushing strongly to ensure we don't get any new houses. Cllr MS mentioned that Hillingdon are also looking for land. Cllr MEH had heard from Cllr GH that he has not seen a plan for this yet. Cllr MH reported we have engaged Adrian Barker from Lucid Planning as our Planning Consultant as recommended by Alan Head to respond to the Local Plan by the 19 July 2019 deadline. Most parishes had also engaged with a professional and SBALC will submit a collective response. Cllr JW added that SBALC chairman Cllr S Saunders is drafting something and will send it round to us. There were 3 strands that most of	

	the councils felt important to put in a group reply. Cllr Wendy Matthews was also helpful – the local plan is a high level document and it is down to the Neighbourhood Plan to pick this up in detail. Cllr SW mentioned that the email we sent round to residents got a very good response. Cllr JW asked if the email sent to residents could be printed off as a poster. Cllr MH also asked for it to be put in the local doctors waiting room, shops, etc.	Susan
190708/09	Reports from County Councillor None.	
190708/10	Reports from District Councillor None	
190708/11	Reports from Outside Bodies None.	
190708/12	Draft minutes of Annual Parish Meeting Cllr SW Proposed minutes, Seconded by Cllr AH. Cllr WD asked about the no show of Wayne Fabien from TfB. Cllr MH said we are not going to get him back, his Manager Rosie Taylor has apologised. We have since had meetings with TfB re: work on A40 and A412 and we waiting for the works to be done and we will then send an email round to the residents. It was noted that Wayne does not have capacity to attend any Parish (residents) meeting. Cllr MS suggested if we could get a meeting with Springbridge Nurseries, where residents could put questions to them. Cllr MH said they now have a water jet which sprays the hill to keep the dust down. Cllr GH previously leafleted the residents about the Environmental Health but it was a poor response. Cllr MH invited councillors to come to the LAF meeting held on Thursday 11 th July at 7.00pm in the Parish Council Offices.	
190708/13	Cricket Field Bungalow - See attached Report - Jag had a meeting and managed to reduce the fee down to 8% and also the use of an online portal to help manage our invoices. - Works – Quotes to approve – see attached – Cllr MH recalls problem of mould in both bedrooms. Not used either company before. Cllr JW asked to confirm they are both covering the same work. All Cllrs happy to go ahead with whatever quote covers the need.	Clerk
190708/14	Funding available for playground improvements Way and Tillard and Knighton Way Lane Play Areas	

	DPC received a phone call from SBDC following the publication of the Play Area and Green Spaces strategy. They have offered £3,650 to improve play areas, footpaths, benches, signage, access and disabled facilities. Cllr MH suggested a basketball hoop and tarmac area by the existing gym equipment at the Way and Tillard. Cllr MS said that we still need a bench. Knighton Way Lane - Needs a basketball backboards and replacement seating. Cllr MS said that the basketball backboard does not last very long as it has been on the agenda previously.	Co-Clerk
190708/15	Correspondence List Noted	
190708/16	Financial Matters and Reports 1. To note current Barclays Bank balance Income and Expenditure Report - Noted. 2. To note current Metrobank balance – noted. Cllr AH - Under the FCA regulations we would only be protected in the region of £85,000. Unsure on the rules of public sector companies. Need to start looking at opening other accounts to transfer the excess money until required. 3. Payments to approve – Agreed. 4. Signatories on Bank Accounts – no changes. Co Clerk said he should be removed and be replaced with current clerk Jag. All AGREED. 5. New financial management software – AdvantEdge Cllr MH/ Cllr AH– there was a review on the current system, RBS, we have been using it for 4/5 years. It is not fit for our purpose. The new software offered to us, AdvantEdge, they have given us a demo and it is more in line with what we want to achieve. Allows us to have payables and receivables and will be more efficient. There is also an Admin side for Agendas, minutes, etc. Costs – yearly difference is less than £600. We have taken on a 5 year license to cut down costs. Cllr MH – from an admin point of view it is easier as invoices can now be put straight onto the system (instead of lying around waiting to be paid) and a list of debtors printed. 6. 2018/19 AGAR – Noted 7. Risk Management (RM) – Following an update to the External Audit process the Clerk propose to review RM every 6 months and be more specific when identifying and addressing risks. An example is our public liability insurance, do we have adequate insurance? The bungalow was currently in our books at cost rather than at current valuation. However, Cllr MH said we have had this	Cllr AH Clerk Clerk

	insured for approx £350k, the Clerk has requested an up-to-date valuation from Gibbs Gillespie. DPC needs to have the following arrangements in place: a) Identifying and assessing risks. The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences. b) Addressing risks. Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover Other issues: No money has been given to Higher Denham lunch club – we did say we would offer them money previously. Cllr MH said they had never applied for a grant but if they let us know how often they meet, weekly, fortnightly, etc., and how many people attended regularly we can approve something. Cllr JW asked about the procedure, Cllr AH said we will give them the procedure form and ask them to fill it in. We will then try and help them go forward.	Clerk
190708/17	Other Urgent Business (as agreed under 190708/03) 1. Office cleaning. Cllr MH would like to suggest the office cleaner gets a £2 pay rise. She has been earning the same amount for years. Agreed. 2. Local Plan and Neighbourhood Plan Minutes – Noted 3. Defibs Co-Clerk has been tasked to look at viable Defibs for Denham and report to Communities Committee 4. Thames Valley Police Newsletter - circulated for reference	Co-Clerk
	Date of Next Meeting To confirm the date of the next meeting is on Monday 9 September 2019 starting at 7.30pm with a Public Session in the Parish Council Office. Cllr AH offers his apologies.	

Upcoming Meetings and Events

8.00pm	Tuesday	16 July 2019	Communities Committee
7.00pm	Tuesday	16 July 2019	Planning Committee
7.30pm	Tuesday	6 & 27 August 2019	Planning Committee
7.30pm	Monday	2 September 2019	Services Committee
7.30pm	Monday	9 September 2019	Parish Council Meeting

Meeting Closed at 9.00pm
JGH