

Minutes of the MEETING OF THE PARISH COUNCIL

Held on **Monday 09 November 2020 at 7.30pm** via Zoom Video Conferencing

Councillors:	Cllr J Walsh (JW) - Chairman	Cllr A Hans (AH) – Vice-Chairman
	Cllr Edna Austin (EA)	Cllr S Bhinder-Dhonsi (SBD)
	Cllr S Williams (SW)	Cllr M Skelton (MS)
	Cllr M Heath (MH)	Cllr S Sproul (SS)
	Cllr W Davey (WD)	Cllr G Hollis (GH) (<i>Unitary Cllr</i>)
	Cllr Alan Head (AWH)	## Cllr K Bowen (KB)
	Cllr M E Hagon (MEH)	Cllr S Jefferys (SJ)
Clerk:	Jagjit Brar (JB)	## <i>Cllr R Reed (RR) – Unitary Cllr</i>
Deputy Clerk:	Jeremy Day (JD)	# <i>Cllr S Chhokar (SC) – Unitary Cllr</i>
Administrator:	Susan Luckhurst (SL)	# = <i>Apologies Received</i>

[illegible]

	- It was agreed that the Coffee & Chat on 19 October 2020 on and Village Green Letter would only go to Village Residents due to Covid	
20201109/06	Report from Unitary Councillor Guy Hollis - Cllr GH advised that he had made contact with Waste Services and that the current contract with Biffa will be up for renewal. - Fly tipping guidance is that it is investigated within 48 hours and if not hazardous or a mixed tip it will be removed within two days if on Council land - The current contacts for waste are Simon Anthony and Chris Marchant - Cllr GH attended the Social Care select committee and advised that the current application for the Red Cross Centre fits the Localism agenda, a successful model has been implemented in Prince's Risborough, Cllr GH is now keen to link with the GP practice in Denham - Cllr WD requested an update on the SOIN lounge - Cllr GH advised that the licencing committee meeting highlighted that the venue had breached many regulations and the Stop notices from licencing and enforcement are still in place for the shisha aspect not the restaurant	
20201109/07	Chairman's Report - Cllr JW updated that the Remembrance Service went well and thanked those Councillors that attended, there was no Church Service but there will be a video link available on Armistice Day 1. Devolved Assets - Scout Hut and Red Cross Centre Cllr JW advised that a letter had been sent to the Cabinet Member Cllr Macpherson at Bucks requesting support for the designation of the ACV for the Red Cross Centre and this resulted in a meeting with officers from Bucks who advised they would support with Dementia services. A member of their team is currently running activities who has previously worked with the Red Cross. - Cllr MH asked how much funding has been identified for this project? Cllr JW reassured that funds will be reviewed at the coming budget meeting and until there is progress from Bucks on registering the asset as an ACV we cannot make any commitments. 2. Youth Project Due to new Covid restrictions the project has temporarily stopped and is looking to resume after Christmas. The funding from LEAP will be carried forward, and there has been no cost to the Parish Council so far. 3. Village Green Garage <i>Cllr MH declared a personal Interest</i> Following a second recorded delivery letter to EI group we have had another holding response that they will carry out repairs however there are delays due to Covid. EI have been given enough opportunity to carry out repairs and they have not done so, we feel we have no alternative but to seek legal advice and serve the Section 25 notice through BP Collins. - Cllr AH advised that a call is made to EI Group before legal notices 4. TfB Update Following several attempts to meet with TfB staff, changes in personnel and sickness have resulted in cancellations. An email was sent to TfB and a site visit is taking place with the area manager on Monday 16 November to investigate flooding and damage to verges from lorries.	Clerk & Cllr JW

	- Cllr SS advised that there are still ongoing issues in Willow Ave regarding the large hole that was temporarily filled earlier in the year - Cllr GH advised that Unitary Councillors will now be given a monthly opportunity to raise issues with the Local Area Technician	
20201109/08	S106 Project for Willowbank - Cllr JW proposed approval for Priority 1, the widening of Willow Ave at an estimated cost of <u>£69,334</u> for the S106 funding for Willowbank, seconded by Cllr SJ – ALL AGREED - To note a 7% contingency is included in the costings and that would leave £18,165 of the available S106 funding - As the projects had been costed by TfB, the Clerk and Chairman have subsequently submitted an application to the Community Board Infrastructure Fund for £18k to also deliver Priority 4, improvements to the pedestrian crossing point opposite the Willowbank shops on Oxford Road in 2021/22. This project estimated to cost £36,317 would be match funded by the £18,165 remaining from the S106 funding	Clerk
20201109/09	To ratify the recommendation of the Resources Committee to adopt the following policies: 1. Staff Lone Worker Policy 2020 Proposed by Cllr MEH, seconded by Cllr SS – ALL AGREED ACTION – Clerk to formally issue to staff 2. Staff Grievance Policy 2020 Cllr MH suggested amending the policy to include that a staff member can be accompanied by a representative of their choice, including a fellow staff member or Union Rep – All agreed Proposed by Cllr MEH, seconded by Cllr SS – ALL AGREED with the above amendment ACTION – Clerk to formally issue to staff 3. Staff Disciplinary Policy 2020 Cllr MH suggested amending the policy to include that a staff member can be accompanied by a representative of their choice, including a fellow staff member or Union Rep – All agreed Proposed by Cllr MEH, seconded by Cllr SS – ALL AGREED ACTION – Clerk to formally issue to staff	Clerk Clerk Clerk
20201109/10	Clerk's Update The Clerk updated the Council that the team had been working constantly throughout lockdown from home and had completed a considerable number of tasks as detailed in the circulated list. The Deputy Clerk has picked up the role and delivered despite only having one day in the office with the team. The team have not taken any breaks and have been incredibly productive with the support and guidance of the Chairman. The Clerk advised that although we cannot always be seen we are working away in the background on smaller Committees	

	Cllr AWH, Cllr AH and Cllr MEH thanked the team for their work throughout lockdown																						
20201109/11	Parish Survey Cllr MEH proposed that the resident survey be agreed by full council before the leaflet is designed and printed. Seconded by Cllr SS - AGREED ACTION - Four page leaflet to be designed by Cllr MEH, JD and SL as part of the Communities and Events Committee	Cllr MEH JD & SL																					
20201109/12	Martin Baker Project - Cllr MH advised that we have had a productive meeting with Martin Baker representatives and the lease is progressing well. - Clerk advised that a grant from Football Foundation has been agreed for £1,200, we are proposing that DPC purchases new goals for Denham Utd Men's Team. - Net World £2,390.48 - Sensible Soccer £1,698 - Stadia Sports £1,085.86 - It was AGREED to go with Sensible Soccer as they will request Mike Phelan (Man Utd Asst. Coach) to come along to the grand opening - ACTION – Clerk to order goal posts.	Clerk																					
20201109/13	Denham Green Play Area Cllr AH to now monitor Denham Green Play Area	JD																					
20201109/14	Correspondence List Noted.																						
20201109/15	Financial Matters and Reports 1. To Note – Bank Balances of Barclays Account and savings accounts with Barclays Premium, Metro, Nationwide and Unity Trust - AGREED 2. Budget report – APPROVED 3. Budget Meetings – To note - next meeting scheduled for Friday 13 November 2020 4. Payments to approve for October 2020 totalling £9,430.97 - AGREED <table border="1"><thead><tr><th colspan="4">To Note - Payments over £500 November 2020</th></tr></thead><tbody><tr><td>Handyman</td><td>£650</td><td>Jacques Amand – Daffodil bulbs</td><td>£724.50</td></tr><tr><td>Groundwork – RoW Cut</td><td>£2,341.72</td><td>Roots – Grass Verges</td><td>£4,295.7</td></tr></tbody></table> Further Payments to approve below - AGREED <table border="1"><tbody><tr><td>Forward Trust</td><td>Seedlings / Denham Close</td><td>£1,016.40</td></tr><tr><td>O'Neill Homer</td><td>Neighbourhood Plan</td><td>£2,100.00</td></tr><tr><td>Festive Lights</td><td>Christmas Lights</td><td>£1,374.83</td></tr></tbody></table> - Clerk advised that the External Audit has been now been signed off - Cllr AH advised that he is looking into Bonds as a savings account	To Note - Payments over £500 November 2020				Handyman	£650	Jacques Amand – Daffodil bulbs	£724.50	Groundwork – RoW Cut	£2,341.72	Roots – Grass Verges	£4,295.7	Forward Trust	Seedlings / Denham Close	£1,016.40	O'Neill Homer	Neighbourhood Plan	£2,100.00	Festive Lights	Christmas Lights	£1,374.83	
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20201109/16	Part II – Members Only																						
20201109/17	Date of Next Meeting To confirm the date of the next meeting is on Monday 14 December 2020 starting at 7.30pm with a Public Session.																						

Meeting Closed at 9.33pm on 9 November 2020

Signed: Jagjit Brar – Clerk

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PART II – MEMBERS ONLY

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Minute No	Agenda Item	Action
20201109/1 6/1	Staffing Councillors discussed and AGREED a salary increment for a DPC member of staff, backdated to April 2020	Clerk
20201109/1 6/2	Proposal to agree Addendum to DPC Standing Orders Following discussions at the Resources Committee the Clerk proposed an addendum to the Denham Parish Council Standing Orders to include recommendations for the term of Chairman and Vice-Chairman of Council and Committees, voting, minutes and the schedule of meetings – ALL AGREED	Clerk
20201109/1 6/3	Any other business Pinewood Studios Planning Application The working party were delegated authority to put together the response to the Planning Application.	Cllr AWH & Cllr SJ

Jagjit Brar – Clerk & RFO
9 November 2020