

You are SUMMONED to attend the MEETING OF THE PARISH COUNCIL on Monday 14 April 2025 at 7:30pm at Denham Grove Hotel, Studio 10, Conference Wing, Tilehouse Lane, Denham UB9 5DG.

**** Please NOTE change of Venue for this meeting ****

The Press and Public are entitled to attend the meeting, please email clerk@denhambucks-pc.gov.uk if you wish to address the Council in the Public Session. However, the Council may pass a resolution excluding them at any time or at any stage of the proceedings on the grounds that specified items of business may involve the likely disclosure of exempt information.

Members are reminded that they should declare publicly any interest that they might have in any matter (whether it is apparent in the agenda or not) immediately prior to any discussion on it. They should state whether it is a personal interest only, or a prejudicial interest as well, and the nature of the interest.

Meeting Etiquette:

- Grammatical correction of minutes to be sent to the Clerk ahead of the Full Council Meeting
- Agenda items to be sent to the Clerk a week ahead of the Full Council Meeting accompanied by background information.
- Members raise their hands to speak and wait until Chair calls them to speak.
- Members to observe the Code of Conduct and Communication Charter in being polite and respectful.
- Principles of public life – **Selflessness, integrity, objectivity, accountability, openness, honesty, leadership**

Agenda No	Agenda Item
20250414/01	Welcome and Apologies for Absence
20250414/02	Declaration of Interests Under Section 33 Localism Act 2011 to grant dispensation to Councillors who may have incurred expenses whilst carrying out their duties as a Parish Councillor.
20250414/03	Public Session (not to exceed 15 mins – Standing Order 3 (e & f) and no member of the public can speak for more than 5mins, Standing Order 3 (g).
20250414/04	Approval of Minutes • Minutes of the Communities and Events Meeting 18 February 2025 • Minutes of the Planning Meeting 4 March 2025 • Minutes of the Full Council Meeting 10 March 2025 • Minutes of the Communities and Events Meeting 18 March 2025 • Minutes of the Policy and Procedures Meeting 19 March 2025 • Minutes of the Finance Meeting 28 March 2025 • Minutes of the Planning Meeting 1 April 2025 • Minutes of the Services Meeting 7 April 2025
20250414/05	Reports from Outside Bodies • Minutes from the Denham Aerodrome Consultative Committee dated 10 July 2024
20250414/06	Chairman's Report • Sharing Circle – A Community Board Project • Chairman's Report – See attached
20250414/07	Report from Unitary Councillors

20250414/ 08	Executive Clerk's Report Parish Council Elections – See report																		
20250414/ 09	Freedom of Information and Environmental Information Policies 2025 To formally adopt the above policy																		
20250414/ 10	Code of Conduct Policy DPC Code of Conduct for Councillors Employee Code of Conduct To formally adopt the above policies																		
20250414/ 11	DPC Constitution To formally adopt the above Constitution																		
20250414/ 12	Grievance Policy To formally adopt the above policy																		
20250414/ 13	Disciplinary Procedures Policy To formally adopt the above policy																		
20250414/ 14	Investment Policy To formally adopt the above policy																		
20250414/ 15	Appointment of Internal Auditor (To Note) Bridget Knight – Internal Auditor has been booked for Friday 30 May 2025. This will mean that the Finance Meeting will need to be rescheduled 23 May or 6 June																		
20250414/ 16	Neighbourhood Plan (To Note) Initial discussion with Plan-ET to discuss 8 May 2025 presentation at the Annual Parish Meeting. This initial meeting will take place over Zoom between Cllr AWH & Clerk on Wednesday 23 April 2025 at 1pm.																		
20250414/ 17	Martinsfield Summer Camp for children. The use of Martinsfield sport pitches on Tuesday and Thursday 29 July through to 28 August 2025 10am to 3pm or 9am to 2pm.																		
20250414/ 18	Financial Matters and Reports 1. Flagstone Update (See attached) 2. Financial Budget Comparison Report (See attached) 3. Finance Correspondence List 4. Payments Report for March/April 2025 (See attached) £23,050.65 <table border="1" data-bbox="352 1720 1345 2096"> <thead> <tr> <th colspan="2">Expenses over £500 + VAT for March/April 2025 (To Note)</th></tr> </thead> <tbody> <tr> <td>Dr Tech – Monthly IT Charges - March</td><td>£621.32</td></tr> <tr> <td>Turfcare – Martinsfield Grass Cut and Marking</td><td>£772.20</td></tr> <tr> <td>Take One – Retainer – Final Payment</td><td>£1,800.00</td></tr> <tr> <td>Ladbroke Electrical – Bus Shelters</td><td>£2,232.10</td></tr> <tr> <td>Roots – Grass Cut 1</td><td>£7,409.57</td></tr> <tr> <td>Denham Memorial Hall – 3 months Office Rent</td><td>£1,116.99</td></tr> <tr> <td>Garage Doors – Garage Door for Village Garage (Deposit £2,464.80)</td><td>£4,929.60</td></tr> <tr> <td>R Watts – Trees, James Martin Close</td><td>£1,752.00</td></tr> </tbody> </table>	Expenses over £500 + VAT for March/April 2025 (To Note)		Dr Tech – Monthly IT Charges - March	£621.32	Turfcare – Martinsfield Grass Cut and Marking	£772.20	Take One – Retainer – Final Payment	£1,800.00	Ladbroke Electrical – Bus Shelters	£2,232.10	Roots – Grass Cut 1	£7,409.57	Denham Memorial Hall – 3 months Office Rent	£1,116.99	Garage Doors – Garage Door for Village Garage (Deposit £2,464.80)	£4,929.60	R Watts – Trees, James Martin Close	£1,752.00
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	Phillip Newell – Grass Cutting	£814.00
	Total	£21,447.78
20250414/19	Date of Next Meeting 12 May 2025 at 7.30pm, at Denham Grove Hotel, Tilehouse Lane, Denham UB9 5DG	

Signed: Derek Wilson – Executive Clerk and RFO

Date: 9 April 2025

Upcoming Meetings and Events:

Time	Day	Date	Meeting
7pm	Tuesday	22 April 2025	Communities & Events Meeting, DPC Office
7am to 10pm	Thursday	1 May 2025	Polling Day – Bucks Unitary Elections
	Friday	2 May 2025	Memory Café, Visit to Chiltern Open Air Museum
7.30pm	Tuesday	6 May 2025	Services Meeting, DPC Office
7pm	Wednesday	7 May 2025	Planning Meeting, DPC Office
6.30pm	Thursday	8 May 2025	Annual Parish Meeting, Denham Village Memorial Hall
7.30pm	Monday	12 May 2025	Annual Council Meeting, Denham Grove Hotel