

Minutes of the PARISH COUNCIL on Monday 14 April 2025 at 7:30pm at Denham Grove Hotel, Studio 11, Conference Wing, Tilehouse Lane, Denham UB9 5DG.

Councillors:	Cllr S Williams (SW) – Chairman	Cllr A Head (AWH)
	# Cllr J Walsh (JW)	## Cllr B Keen (BK)
	## Cllr A Hans (AH)	Cllr E Austin (EA)
	Cllr M Heath (MH)	Cllr G Hollis (GH)
	Cllr W Davey (WD)	Cllr J Griffiths-Heath (JGH)
	Cllr S Jefferys (SJ)	Cllr N Abadjion (NA)
	Cllr M Goonesekera (MG)	# = Apologies received
Clerk:	Derek Wilson	## = Apologies not given

Meeting was voice-recorded

Agenda No	Minutes	Actions
20250414/01	Welcome and Apologies for Absence Apologies received Cllr J Walsh Unitary Authority Cllr J Chokkar (JC) and Cllr T Broom (TB) (arrived at 7.35pm) were present	
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. No declarations of interest were given by the members present.	
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). No members of the public were present	
20250414/04	Approval of Minutes - Minutes of the Communities and Events Meeting 18 February 2025 – As the Chair and Vice-Chair were not present these minutes will be carried forward to the next meeting of Full Council. - Minutes of the Planning Meeting 4 March 2025 – Proposed by Cllr AWH Seconded by Cllr MH – Members agreed. Action: UA Cllr JC to chase up Mike for the next Minerals Liaison group meeting with Summerleaze. - Minutes of the Full Council Meeting 10 March 2025 – Proposed by Cllr MH Seconded by AWH – Members agreed. - Minutes of the Communities and Events Meeting 18 March 2025 – As the Chair and Vice-Chair were not present these minutes will be carried forward to the next meeting of Full Council. - Minutes of the Policy and Procedures Meeting 19 March 2025 – Proposed by Cllr EA Seconded by Cllr SW – Members agreed. - Minutes of the Finance Meeting 28 March 2025 – Proposed by Cllr MH Seconded AWH – Members agreed. Cllr MH asked about the software Diligent and Convene. Action: The Clerk needs to contact the companies for the next meeting of Finance. - Minutes of the Planning Meeting 1 April 2025 – Proposed by Cllr AWH	JC EC

JC

20250414/ 10	Code of Conduct Policy DPC Code of Conduct for Councillors Employee Code of Conduct There are two policies to agree with the first policy referring to Associate Members in red type. The second policy refers to the staffing members. Proposed by Cllr EA Seconded by SJ – Members agreed. Action: To insert page numbering on the footer pages.	EC
20250414/ 11	Constitution Policy The change to this policy was updating the dates and re-naming the Clerk's role to Executive Clerk and RFO. Proposed by EA Seconded by Cllr MH – Agreed by members.	
20250414/ 12	Staff Grievance Policy Proposed by Cllr EA Seconded by Cllr SJ – Members agreed.	
20250414/ 13	Disciplinary Policy The policy should be titled Disciplinary Policy, as it currently refers to the Disciplinary Procedures Policy in the agenda. Proposed by Cllr EA Seconded by MG – Members agreed.	
20250414/ 14	Investment Strategy for 2025-2026 This is the annual investment strategy. The agenda referred to Investment Policy and it should have read Investment Strategy. There needs to be a change to the last sentence to read 'this strategy document' and remove the words 'and policy'. Proposed by Cllr AWH Seconded by Cllr MH – Members agreed.	
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 for either 23 May or 6 June 2025. Both Cllrs AWH and MH can make both dates and will be determined on Cllr AH availability. Cllr GH is away on holiday 4 -15 May and 2 – 9 June 2025 Action: EC to check with Cllr AH.	EC
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 Boys and Girls. The use of Martinsfield sport pitches on Tuesday and Thursday 29 July to 28 August 2025 10am to 3pm or 9am to 2pm.	
20250414/ 18	Financial Matters and Reports Cllr MH presented this item to Council, as Vice-Chair of the Finance committee. 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). A revised updated payments list was circulated at the beginning of the meeting for £26,652.44. These were agreed to be paid.

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
Phillip Newell – Grass Cutting	£814.00
BT – Outstanding Payment for Equipment	£834.00
Electrical Testing – Feasibility Report	£1,190.00
Gladstone – Bench for Sam Sproul	£879.79
Bungalow Contractor	£500.00
Total	£24,851.57

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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: 15 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
6.00pm	Thursday	8 May 2025	Annual Parish Meeting, Denham Village Memorial Hall
7.30pm	Monday	12 May 2025	Annual Council Meeting, Denham Grove Hotel

Chairman _____

Date _____