

Minutes of the ANNUAL MEETING OF THE PARISH COUNCIL on Monday 12 May 2025 at 7:30pm at Denham Grove Hotel, Studio 10, 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
20250512/01	Election of Chair The Clerk has received one nomination for the position of Chair Cllr Sharon Williams, Proposed by Cllr Alan Head and Seconded by Cllr Marilyn Heath. With no other nominations received Cllr Sharon Williams is duly elected for the ensuing year.	
20250512/02	Election of Vice-Chair The Clerk has received one nomination for the position of Vice-Chair Cllr Marilyn Heath, Proposed by Cllr Edna Austin and Seconded by Cllr William Davey. With no other nominations received Cllr Marilyn Heath is duly elected for the ensuing year.	
20250512/03	Signing the Acceptance of Office Both Cllr Sharon Williams and Cllr Marilyn Heath signed the acceptance of office.	
20250512/04	Councillors signing acceptance of Office Members were circulated with signing their acceptance of office, as this is a new electoral period following the Buckinghamshire elections on 1 May 2025.	
20250512/05	Councillors signing Code of Conduct Members were circulated with signing the Code of Conduct as the start of a new electoral period of office.	
20250512/06	Registration of Interests (Declaration of Interests form) Members were circulated with signing the Code of Conduct as the start of a new electoral period of office.	
20250512/07	Acceptance of DPC Tablet (where appropriate) The appropriate members have been issued with DPC Tablet forms to sign.	
20250512/08	Welcome and Apologies for Absence Apologies have been received from Cllr Amarjeet Hans and our Unitary Authority Cllr Jaspal Chokkar.	
20250512/09	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 Declaration of interests were recorded.	
20250512/10	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	

20250512/ 11	Approval of Minutes - Minutes of the Communities and Events Meeting 18 February 2025 Proposed by Cllr BK Seconded by Cllr WD – Members agreed. A question was raised whether the party in the park and summer festival was the same event. - Minutes of the Communities and Events Meeting 18 March 2025 Proposed by Cllr BK Seconded by Cllr WD – Members agreed. - Minutes of the Full Council Meeting 14 April 2025 Proposed by Cllr SW, Seconded by Cllr AWH – Members agreed. - Minutes of the Communities and Events Meeting 22 April 2025 Proposed by Cllr BK Seconded by Cllr WD – Members agreed. Cllr JW referred to page 2 event 'Beating of the Bounds' that refreshments had been offered and should have been minuted. - Minutes of the Services Meeting 6 May 2025 Proposed by Cllr MH Seconded by Cllr EA – Members agreed. Cllr JW asked when the 'Siding Out' was being done. The Clerk could not confirm at this meeting. Action: The Clerk to find out and confirm. Cllr AWH asked about the Planning minutes not being on the agenda. This is due to the timing of the meetings and will be on the next agenda, as the meeting took place on 7 May, which was the same date as this agenda was sent out.	EC
20250512/ 12	Reports from Outside Bodies No reports from outside bodies.	
20250512/ 13	Chairman's Report Due to the elections taking place on Thursday 1 May 2025 throughout Buckinghamshire. SBALC have not met due to the election period lead-up. We have three Unitary Authority Cllrs elected to serve Denham and Gerrards Cross area. Cllrs Jaspal Chokkar, Cllr Michael Bracken and Cllr Thomas Broom. Cllr Jaspal Chokkar is not here tonight as he sits on the Gerrards Cross Town Council. He attended the VE Day Commemoration on Sunday 11 May 2025. Action: The Clerk to communicate with newly elected Councillors advising who has been appointed Chair and Vice-Chair, along with providing a list of diary dates of future meetings. If they cannot attend the Council meetings to provide a written report.	EC
20250512/ 14	Report from Unitary Councillors No reports have been submitted due to Council elections.	
20250512/ 15	Executive Clerk's Report Town and Parish Clerks Forum 23 April 2025. The Clerk mentioned that the next meeting is due to take place in Iver and requested that both he and Jay attend. This is dependent on the day of the week when there is coverage in the office for the telephones.	
20250512/ 16	Election of Committees A list of members was allocated to the various committees. N.B. A Councillor should sit on at least two committees. Cllr JW asked if the Finance meeting dates should not clash with the dates of the memory café. The next Finance meeting is scheduled for 6 June, which is the same date due to Internal Audit taking place on Friday 30 May. It was suggested that we should try for 23 May 2025. Action: Clerk to check on this date.	EC

Page 3 of 5

20250512/ 22	Breakthrough Communications The Clerk has sent out to all Councillors for their availability to hold the two training sessions that have been requested with Breakthrough Communications. The training sessions will be in the evening for in-person, one of the dates selected clashes with a scheduled NP meeting.																									
20250512/ 23	Martinsfield Cllr MH referred to the Summer Camp that is being organised and to see how this goes (Every Tuesday and Thursday from 29/7 to end of August).																									
20250512/ 24	Financial Matters and Reports Cllr MH introduced this item to members as vice-chair of finance. 1. Flagstone Update – The data is self-explanatory. 2. Financial Budget Heading – Cllr MH referred to the item of the Cricketfield bungalow that the tenant has vacated the property with a loss of income and whether an inspection had taken place. The income level shown is not correct and is currently being investigated. Cllr MH asked whether the deposit had been returned to the tenant. The Clerk confirmed that it had as per email communication received from Frosts & GG. Action: A meeting should be scheduled with Frosts to discuss these issues on an urgent basis. Cllr MH, Cllr SW and Cllr AWH wants to be involved. How often should inspections be carried out. The Denham Village Green has grass cut, and has been done throughout the year, questioning the amount of money allocated. Martinsfield contribution being placed twice, due to the timing of the amounts being allocated in the accounts. 3. Financial Budget Comparison Report was reviewed 4. Finance Correspondence List 5. Payments Report for April/May 2025. A revised payments list was circulated showing a total of £16,020.10. – Members agreed. To place this within SharePoint. <table><tr><th colspan="2">Expenses over £500 + VAT for April/May 2025 (To Note)</th></tr><tr><td>Dr Tech – Monthly IT Charges - April</td><td>£640.81</td></tr><tr><td>Turfcare – MB Grass and Marking - April</td><td>£772.20</td></tr><tr><td>JogPost (Paid) Newsletter Delivery - April</td><td>£772.80</td></tr><tr><td>Philip Newell – Grass Cutting</td><td>£922.50</td></tr><tr><td>Forward Trust – Fence Repair</td><td>£1,035.55</td></tr><tr><td>Basil & Crew – Petting Zoo for VE Day</td><td>£570.00</td></tr><tr><td>BMKALC – BALC & NALC Subscription</td><td>£1,374.78</td></tr><tr><td>Roots – Grass Cutting</td><td>£7,409.57</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td>Total</td><td>£13,498.21</td></tr></table>	Expenses over £500 + VAT for April/May 2025 (To Note)		Dr Tech – Monthly IT Charges - April	£640.81	Turfcare – MB Grass and Marking - April	£772.20	JogPost (Paid) Newsletter Delivery - April	£772.80	Philip Newell – Grass Cutting	£922.50	Forward Trust – Fence Repair	£1,035.55	Basil & Crew – Petting Zoo for VE Day	£570.00	BMKALC – BALC & NALC Subscription	£1,374.78	Roots – Grass Cutting	£7,409.57					Total	£13,498.21	EC
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20250512/ 24	Date of Next Meeting 9 June 2025 at 7.30pm, at Denham Grove Hotel, Tilehouse Lane, Denham UB9 5DG																									

Signed: Derek Wilson – Executive Clerk and RFO

Date: 19 May 2025

Upcoming Meetings and Events:

Time	Day	Date	Meeting
7.00pm	Wednesday	14 May 2025	Biodiversity Working Group / DPC Office
3.00pm - 5pm	Sunday	18 May 2025	Music on the Green / Village Green – Mandolin Monday
7.00pm	Tuesday	20 May 2025	Communities and Events / DPC Office
2.00pm	Sunday	28 May 2025	Beating the Bounds, New Denham Community Centre
Office Closed	Friday	30 May 2025	Internal Audit
7.30pm	Monday	2 June 2025	Services / DPC Office
7.00pm	Tuesday	3 June 2025	Planning / DPC Office
10.00am	Friday	6 June 2025	Finance / DPC Office
11.00am to 2pm	Friday	6 June 2025	Memory Café / St Mark's Hall, Denham Green
3pm to 5pm	Sunday	8 June 2025	Afternoon Social and Bingo / New Denham Community Centre
	Monday	9 June 2025	Full Council / Denham Grove Hotel

Chairman _____

Date _____