

Minutes of the PARISH COUNCIL Meeting on Monday 9 June 2025 at 7:30pm at Denham Grove Hotel, Chalfont Suite, 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 M Goonesekera (MG)	Cllr N Abadjion (NA)
		# = Apologies received
Clerk:	Derek Wilson	## = Apologies not given

Meeting was voice-recorded

Agenda No	Minutes	Actions
20250609/01	Welcome and Apologies for Absence Apologies received from Cllr SW, Cllr AH, Cllr EA and Cllr GH. Welcome to Unitary Cllrs JC and TB recently elected at the Bucks Local Elections. Cllr MB gave his apologies for this meeting.	
20250609/02	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 recorded for the minutes.	
20250609/03	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.	
20250609/04	Approval of Minutes - Minutes of the Planning Meeting 7 May 2025 – Proposed by Cllr AWH Seconded by Cllr JW – Members agreed - Minutes of the Annual Parish Meeting 8 May 2025 – Proposed by Cllr MH Seconded by Cllr AWH – Members agreed - Minutes of the Annual Council Meeting 12 May 2025 – Proposed by Cllr MH Seconded by Cllr AWH – Members agreed - Minutes of the Communities and Events Meeting 20 May 2025 – Proposed by Cllr BK Seconded by Cllr WD – Members agreed - Minutes of the Services Meeting 2 June 2025 – Proposed by Cllr MH Seconded by Cllr WD – Members agreed. Cllr JW asked about the question previously raised about ‘siding out’, when was the work going to commence. The Clerk responded by advising members that he asked the Deputy Clerk, and it will commence when required. The footpath that needs to be done is between Bakers Wood and Higher Denham FP7/1. Action: EC to check with DC to request for this work to happen.	EC/DC
20250609/05	Reports from Outside Bodies None to report	

20250609/06	Chairman's Report Colne Valley Park Forum report circulated with the agenda. Paragraph 4 was referred to 'Need to ask CVP to copy in the parish council when they respond to applications, as Bucks are no longer displaying public comments on the planning portal' Action: To confirm that this has been actioned by Cllr SW	Cllr SW
20250609/07	Report from Unitary Councillors The three Unitary Authority Cllrs have been given Cabinet responsibilities following the Buckinghamshire Council elections. Cllr JC has a Deputy Cabinet role responsible for Environment, Climate Change and Waste. Cllr TB is Deputy Leader with Cabinet responsibility for Transport. Cllr MB is Deputy Cabinet with responsibility for Planning. Cllr David Moore is the Chair of Planning for Buckinghamshire South applications. The three Unitary Authority Cllrs being executive members do not sit on the planning committee but gave their assurance at the meeting that they can attend and speak on items when the committee meets on Denham applications. Cllr JC supported the Call-In request for 2 Oxford Road, along with Cllr MB to go to committee. He has also attended the New Denham Quarry meeting and the restoration of a rowing lake prior to handing back to Bucks Council. Cadent dumped spoil onto the green at Woodhurst Drive. Claimed they had been given permission by Bucks and wanted to use it as a storage facility. This turned out to be untrue and was later relocated to Penn Drive. The Old Mill Road/Oxford Road yellow lines consultation will take place between 4 July through to 27 July, following a successful consultation period they are normally laid within 12 weeks. Cllr JW referred to the closure of Old Rectory Lane for two separate Saturday's and the diversionary route chosen is not adequate through this closure. Cllr TB referred to the Utility companies having statutory duties to dig up the road. The Streetworks team at Bucks Council can monitor their work to justify the road closure. Bucks have applied to the Secretary of State for Transport to implement a Line Rental Scheme and could substantially fine the company for time taken to carry out the necessary works. This must go through Parliament for acceptance, this might not happen until the autumn.	
20250609/08	Executive Clerk's Report (Nothing to report)	
20250609/09	Internal Audit Report – (Reference to the report prepared by Bridget Knight based on the examination that took place on Friday 30 May 2025) The two bullet points were discussed at the meeting Debit card for the Clerk/RFO based upon Financial Regulations. This has come up last year during the audit and needs to be resolved.	

	Cllr MH proposed that this needs to be actioned. Cllr JW asked about the level. EC responded currently used for Land Registry searches. He advised that he thought the limit was £500 based on Susan's card. Action: Cllr JW advised that if the card is to be obtained for the RFO then it should be removed from the Councillor. Cllr AWH proposed and requested that a separate payments list be recorded for payments made on the Debit card for transparency purposes. Proposed by Cllr AWH Seconded by Cllr JW – Members agreed. Metro Bank Statements A/c Nbrs 26827876 and 28510955 – Clerk/RFO. This has been actioned and have been received.	EC
20250609/ 10	External Auditor Ratification Recommendation: This Council confirms the appointment of our External Auditors PK-F Littlejohn LLP, 15 Westferry Circus, London E14 4HD Resolved: Council agreed to the recommendation of using PK-F Littlejohn as our external auditors.	
20250609/ 11	AGAR Report for Approval Recommendation: This Council agrees to the attached Annual Governance and Accountability Return for 2024/2025 being signed by the Chair and Clerk and for the associated papers to be sent to our external auditor PKF Littlejohn. Cllr JW referred to little f showing on the Annual Internal Audit Report, should also the words N/A, as we do not collect petty cash. A note has been placed onto the correspondence to PK-F with reference to this section of the AGAR. Resolved: Council agreed to the AGAR presented and subject to this amendment it was agreed by the members present. Cllr MH and EC signed the AGAR form; Cllr MH signed on behalf of Cllr SW as pp. This will now go to the external auditors for examination.	
20250609/ 12	What do Councillors want to achieve this year as a Council? (i.e.) - Projects - Future Direction - Goals The Councillors present did not express any opinions on this agenda item, and it was suggested that this item is deferred for a separate meeting to take place and to give members sufficient time to think about this subject.	
20250609/ 13	Breakthrough Communications EC has contacted Breakthrough Communications to confirm available dates between end of June or beginning July 2025. Action: EC to secure dates for these two training sessions. The two training sessions is to cover the following.	EC

	2025 Bespoke Training for Parish Councils - Creating an effective Council Communications and Community Engagement Strategy Package - Building confidence and participation skills and dealing with difficult people and situations	
20250609/14	Grant Applications Received - Mac Paton Luncheon Club - Denham United Ladies FC Cllr MH referred to a previous discussion that had taken place about funding Mac Paton every year with a specific amount of grant support. Cllr AWH said that he recalls that no one was to come on first come basis and that all grants should be looked at together to assess level of award. Previously grants used to come in once a year around October, to fit in with the budget cycle and the award was granted in time for the new financial year. Resolved: Council agrees to paying the grant awards requested for Mac Paton for £1200 and Denham United Ladies FC for £1354.90 Proposed by Cllr WD Seconded by Cllr MH – Members agreed It was agreed to have the finance meeting on Friday 13 June at 10am to discuss future grant applications	
20250609/15	Council Representation and Committee Structure (See attached) Councillors' representations on outside bodies and Committee structure for 2025/26. This item is for information to note for Councillors. Cllr WD agreed to go onto Denham Bowls Club as a Council representative.	
20250609/16	Neighbourhood Plan (To Note) Inaugural meeting of the Neighbourhood Plan Steering Group to take place on Wednesday 25 June at 7pm, Denham Parish Council offices.	
20250609/17	Martinsfield (Nothing to report)	
20250609/18	Financial Matters and Reports - Flagstone Update – Cllr JW asked for the individual APR% against each of the separate accounts. This will be provided in the future for members. - Financial Budget Comparison Report – Cllr JW requested that this heading should read 'Budget v Actual Report' in the heading. - Finance Correspondence List - Payments Report for May/June 2025. A revised payment list was circulated to members for £24,779.97. Cllr JW referred to 'Everyone Active' payment of £180 that there is a credit note due of £45, bringing the cost down to £135. The payments list was approved by the members present.	

	<table><tr><th colspan="2">Expenses over £500 + VAT for May/June 2025 (To Note)</th></tr><tr><td>Dr Tech – Monthly IT Charges - May</td><td>£640.81</td></tr><tr><td>Turfcare – MB Grass and Marking - May</td><td>£772.20</td></tr><tr><td>RoSPA – Play Area Audit</td><td>£936.00</td></tr><tr><td>Lamps & Tubes – Installation of Bunting</td><td>£660.00</td></tr><tr><td>Uxbridge Employment – Recruitment cost for Events Co-Ordinator</td><td>£2,795.52</td></tr><tr><td>R Watts – Tree works across Denham</td><td>£5,184.00</td></tr><tr><td>Plan-ET – Neighbourhood Plan works</td><td>£1,111.20</td></tr><tr><td>MT Loos – PortaLoos for Summer Festival</td><td>£804.00</td></tr><tr><td>Glasdon – Bench memorial Cllr S Sproul</td><td>£879.99</td></tr><tr><td>Phillip Newell – Grass Cutting</td><td>£922.50</td></tr><tr><td>Forward Trust – Weed Spraying</td><td>£2,250.00</td></tr><tr><td>Pen & Ink – Banners and Banner Stands</td><td>£1,266.00</td></tr><tr><td>WindowFlowers – Hanging Baskets</td><td>£4,515.00</td></tr><tr><td>Total</td><td>£21,737.22</td></tr></table>	Expenses over £500 + VAT for May/June 2025 (To Note)		Dr Tech – Monthly IT Charges - May	£640.81	Turfcare – MB Grass and Marking - May	£772.20	RoSPA – Play Area Audit	£936.00	Lamps & Tubes – Installation of Bunting	£660.00	Uxbridge Employment – Recruitment cost for Events Co-Ordinator	£2,795.52	R Watts – Tree works across Denham	£5,184.00	Plan-ET – Neighbourhood Plan works	£1,111.20	MT Loos – PortaLoos for Summer Festival	£804.00	Glasdon – Bench memorial Cllr S Sproul	£879.99	Phillip Newell – Grass Cutting	£922.50	Forward Trust – Weed Spraying	£2,250.00	Pen & Ink – Banners and Banner Stands	£1,266.00	WindowFlowers – Hanging Baskets	£4,515.00	Total	£21,737.22	
Expenses over £500 + VAT for May/June 2025 (To Note)																																
Dr Tech – Monthly IT Charges - May	£640.81																															
Turfcare – MB Grass and Marking - May	£772.20																															
RoSPA – Play Area Audit	£936.00																															
Lamps & Tubes – Installation of Bunting	£660.00																															
Uxbridge Employment – Recruitment cost for Events Co-Ordinator	£2,795.52																															
R Watts – Tree works across Denham	£5,184.00																															
Plan-ET – Neighbourhood Plan works	£1,111.20																															
MT Loos – PortaLoos for Summer Festival	£804.00																															
Glasdon – Bench memorial Cllr S Sproul	£879.99																															
Phillip Newell – Grass Cutting	£922.50																															
Forward Trust – Weed Spraying	£2,250.00																															
Pen & Ink – Banners and Banner Stands	£1,266.00																															
WindowFlowers – Hanging Baskets	£4,515.00																															
Total	£21,737.22																															
20250609/19	Date of Next Meeting 14 July 2025 at 7.30pm, at Denham Grove Hotel, Tilehouse Lane, Denham UB9 5DG																															
	Part 2 Minutes																															
20250609/01	20250512 Part 2 Minutes from 12 May 2025 The above minutes were agreed by the members present.																															

Signed: Derek Wilson – Executive Clerk and RFO

Date: 11 June 2025

Upcoming Meetings and Events:

Time	Day	Date	Meeting
6.30pm	Wednesday	11 June 2025	Policy and Procedures (Cancel / Reschedule)
3pm to 5pm	Sunday	15 June 2025	Music on the Green event
7pm	Tuesday	17 June 2025	Communities and Events meeting
7pm	Monday	1 July 2025	Planning meeting
11am to 2pm	Friday	4 July 2025	Memory Café, St Marks Hall, Denham Green
7.30pm	Monday	7 July 2025	Services meeting
3pm to 5pm	Sunday	13 July 2025	Afternoon Social & Bingo, Community Centre, New Denham
7.30pm	Monday	14 July 2025	Full Council meeting

Chairman _____

Date _____