

Minutes of the MEETING OF THE PARISH COUNCIL on Monday 13 October 2025 at 7:30pm at Denham Grove Hotel, Studio 10 & 11, Conference Wing, Tilehouse Lane, Denham UB9 5DG.

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

Meeting was voice-recorded

Agenda No	Minutes	Actions
20251013/01	Welcome and Apologies for Absence Cllr SW, Cllr AWH, Cllr AH, Cllr JGH, Cllr WD Welcomed Cllr JC and Cllr TB (Unitary Authority) to the meeting	
20251013/02	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 declaration of interests was recorded for the minutes.	
20251013/03	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 in attendance.	
20251013/04	Approval of Minutes - Minutes of the Policy and Procedures Meeting 21 July 2025 – Proposed by Cllr EA Seconded by Cllr MH – Agreed by the members present. - Minutes of the Planning Meeting 6 September 2025 – Proposed by Cllr JW Seconded by Cllr NA – Agreed by the members present. A matter was raised about item 4 Statement of Community Involvement from Slough Borough Council. This is how it will engage on planning matters with neighbouring authorities. - Minutes of the Full Council Meeting 9 September 2025 – Proposed by Cllr BK Seconded by Cllr JW – Agreed by the members present.	

	- Minutes of the Policy and Procedures Meeting 11 September 2025 – Proposed by Cllr EA Seconded by Cllr NA – Agreed by the members present. - Minutes of the Communities and Events Meeting 23 September 2025 – Proposed by Cllr BK Seconded by Cllr MH – Agreed by the members present. - Minutes of the Finance Meeting 26 September 2025 – These minutes will need to be deferred to the next meeting, as Cllr MH could propose but no seconder was present from the meeting. - Minutes of the Services Meeting 6 October 2025 – Proposed by Cllr NA Seconded by Cllr GH – Agreed by the members present.	
20251013/05	Reports from Outside Bodies There were no reports from outside bodies.	
20251013/06	Chairman's Report The Chairman's report was circulated to members prior to the meeting and there were no questions raised.	
20251013/07	Report from Unitary Councillors Cllr JC advised about the recent road surfacing that had taken place between the A413 and the A412. This was for full reconstruction and costs four times the cost of normal surface dressing. Cllr TB advised about the A412 stretch that the top surface dressing had come apart. The lower part surface is up to specification, so the upper part needs to be re-done that reduces the skid resistance. It will hopefully be redone next week. A412 layby fly tipping is an eyesore with an amount coming from London, based upon the individuals that have been fined. The other aspect is the trailers being dumped in the laybys. Cllr MH referred to CCTV cameras being used to keep a check on vehicles parking behind trailers/lorries to film the dumping of rubbish. Both Councillors referred to the Bucks Local Plan consultation that completes on 29 October 2025. Cllr TB informed the meeting that there will be gritting lorries driving around the area preparing for the winter season. These new trucks will be in bright orange livery, and enough grit has been forward purchased.	Cllrs JC/TB
20251013/08	Executive Clerk's Report Nothing to report	
20251013/09	Buckinghamshire Local Plan Cllr GH introduced this item to the members present, advising that Bucks must write a local plan to decide what gets built and where that development takes place. This is called a Regulation 18 process this consists of vision,	

	objectives and spatial strategies, along with development management policies. The Local Plan is shown on the Buckinghamshire Council website, showing the Strategic Housing Needs Assessment (SHNA). This explains the mixture of housing and how many to build in Bucks. However, there are two documents that are missing from this consultation, the Housing Economic Land Availability Assessment (HELAA) and the Green Belt Assessment. There should be an interim consultation on these two documents with DPC, before they are being applied to SHNA as to where housing is going to be built. Recommendation: On behalf of DPC, we would like to make the following observations. 1/ The draft plan as it stands lacks significant evidence-based support. Without a HELAA and a Green Belt Assessment, there is no way of knowing or commenting upon how the findings of the SHNA will be applied. 2/ We would like to request interim consultations on the HELAA and Green Belt Assessments once they are published and before they are applied to the SHNA. 3/ There is no mention of how Neighbourhood Plans will be integrated into the plan. How will they be? 4/ This tick box consultation is not appropriate as a Yes, No and Don't Know response, as it is not a satisfactory way of engaging with the community. DPC is confident that, through evidence-based research, it can deliver a consistent 5-year land supply throughout the plan period. Resolution: Cllr GH advises we should send these recommendations through to Bucks Council via email communication. These recommendations should be sent now and a copy given to the Chair to liaise with other parish councils. - Agreed by the members present. Cllr TB advised members present that the Green Belt review is outside the scope of this consultation and will go direct to the Planning Inspectorate as part of the Regulation 19. Cllr TB advised that there is currently available an inter-active map of site locations listed on Buckinghamshire Council, listing all the Call for Site locations that have been advised by developers. Colne Valley Regional Park policy is contained within the Bucks Local Plan. It might also be a good idea to express a view that lower numbers of housing should be placed within existing villages, with higher densities being placed in New Towns such as Aylesbury and High Wycombe.	EC
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	In addition, DPC is currently carrying out a refresh of its NP with a call for sites in November 2025 and has a contemporaneous list of objectives which could be of use to you.	
20251013/ 10	Denham Neighbourhood Plan • Call for sites letter to residents/landowners • Call for sites proforma (this will be on the reverse side of the letter) Recommendation: The Call for Sites letter/Pro-forma to be approved. This will then be sent to the printers for distribution, as soon as the Buckinghamshire Local Plan consultation has ended 29 October 2025. Resolution: Proposed by Cllr GH and Seconded by Cllr BK – Agreed by the members present. Cllr JC and Cllr TB left the meeting at 8.20pm.	EC
20251013/ 11	Update to Standing Orders 2025 The Clerk explained the main differences between the standing orders from NALC. Recommendation: DPC agrees to the NALC update to change Standing Orders to refer to gender neutral references. Resolution: This was approved by the members present at the meeting.	EC
20251013/ 12	Recruitment and Selection Policy 2025-2027 Recommendation: DPC agrees to the changes to this policy were proposed by the P&P meeting dated 21 July and have been highlighted in red type. Cllr JW advised that there should be a change to one of the insertions on this policy. This should include the Deputy Clerk on any recruitment, if the person being recruited has the Deputy Clerk as their line manager. Interview Panel The interview panel should consist of two Councillors; Chair of Council and Chair of P&P, along with the Executive Clerk, if the Deputy Clerk is their line manager, then they should be involved. In the case of Councillors, a deputy member to attend, if they cannot attend the interview for whatever reason.	EC
20251013/ 13	Aims and Objectives At P&P meeting dated 11 September it was agreed to amend the aims and objectives on all agendas and add. To respectfully listen to the opinions that are different from our own This was agreed by the members present at the meeting to be inserted on future agendas.	EC

20251013/ 14	Risk Management Report 2025 – 2026 Recommendation: DPC to agree the Risk Management Report and the risk rating as agreed by the Finance committee on 26 September 2025. Resolution: This was agreed by the members present at the meeting.	EC
20251013/ 15	Grant applications 1. A grant was applied by Denham Youth FC to the Football Foundation to purchase movable goals for Martinsfield, which was approved by the Football Foundation. The cost is being split four ways Denham United FC, Denham Youth FC, Penn and Tyler FC, and DPC. Resolution from Finance: Members agreed to pay the fourth segment, as equal distributed costs amongst the football teams and DPC. _ Agreed by Finance 26/9 Recommendation: That DPC pays the fourth split of the total payment, with our contribution being £537.49. Resolution: This recommendation was agreed by all members. 2. DPC received a grant application towards road surfacing costs of Knighton Way Lane with three quotations. Resolution from Finance: The following actions need to take place. a) Invite the grant originator to a meeting with the Chair and the Vice-Chair of Council. b) Their bank statement needs to be re-sent showing the account name details. c) Pay our share when other contributors have paid towards the KWL road fund and work is about to commence. Recommendation: DPC agrees to above 3 actions. Resolution: The Council agreed with the above recommendations and a face-to-face meeting will take place to discuss the three action points.	EC
20251013/ 16	Martinsfield Cllr MH and Cllr SW will be contacting MB now for the agreed meeting.	
20251013/ 17	Newsletter This has been circulated under separate email communication by Cllr SW. Recommendation: To be agreed by DPC Resolution: Any comments should be emailed to the Clerk and to Cllr SW. The current copy appears to be a bit bland and there were some typos, and lack of pictures.	EC
20251013/ 18	Financial Matters and Reports The Clerk took members through the financial reports, along with the revised payments list. The lack of statements from Nationwide, Unity and Metro Bank were noted.	

	Action: The amounts to be listed and confirmed by the Clerk 1. Flagstone Update 2. Financial Actual v Budget Report 3. Finance Correspondence List 4. Payments Report for September/October 2025 £63,629.50 (Revised) Proposed by Cllr MH Seconded by Cllr JW – Agreed by the members present. <table><tr><th colspan="2">Expenses over £500 + VAT for September/October 2025 (To Note)</th></tr><tr><td>Dr Tech – Monthly IT Charges - September</td><td>£654.64</td></tr><tr><td>Turfcare – MB Grass and Marking – September</td><td>£832.20</td></tr><tr><td>Forward Trust – Spring Bulb Planting</td><td>£625.88</td></tr><tr><td>Forward Trust – Autumn Weed Spray</td><td>£2,250.00</td></tr><tr><td>PKF Littlejohn – Audit Costs</td><td>£1,638.00</td></tr><tr><td>Gallagher (PAID) – DPC Insurance</td><td>£6,969.70</td></tr><tr><td>Lamps & Tubes – Christmas Lights</td><td>£30,687.72</td></tr><tr><td>Gallagher – Cyber Insurance</td><td>£548.40</td></tr><tr><td>The Forward Trust – Autumn Weed Spray</td><td>£2,250.00</td></tr><tr><td>Roots – 6th Cut October 2025</td><td>£7,409.57</td></tr><tr><td>Big Plant Centre – 20ft tree for Village Green</td><td>£765.00</td></tr><tr><td>Pen & Ink – DPC Baubles for Christmas Fayre supply and print</td><td>£2,500.00</td></tr><tr><td>P Newell – Grass Cutting September</td><td>£852.50</td></tr><tr><td>Amazing Occasions – Meet and Greet</td><td>£726.00</td></tr><tr><td>Total</td><td>£58,709.61</td></tr></table>	Expenses over £500 + VAT for September/October 2025 (To Note)		Dr Tech – Monthly IT Charges - September	£654.64	Turfcare – MB Grass and Marking – September	£832.20	Forward Trust – Spring Bulb Planting	£625.88	Forward Trust – Autumn Weed Spray	£2,250.00	PKF Littlejohn – Audit Costs	£1,638.00	Gallagher (PAID) – DPC Insurance	£6,969.70	Lamps & Tubes – Christmas Lights	£30,687.72	Gallagher – Cyber Insurance	£548.40	The Forward Trust – Autumn Weed Spray	£2,250.00	Roots – 6 th Cut October 2025	£7,409.57	Big Plant Centre – 20ft tree for Village Green	£765.00	Pen & Ink – DPC Baubles for Christmas Fayre supply and print	£2,500.00	P Newell – Grass Cutting September	£852.50	Amazing Occasions – Meet and Greet	£726.00	Total	£58,709.61	EC EC
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20251013/19	Date of Next Meeting 10 November 2025 at 7.30pm, at Denham Grove Hotel, Tilehouse Lane, Denham UB9 5DG																																	

Public Bodies (admission to meetings) Act 1960– Exclusion of the public

The chairman moved that under section 1(2) of the public bodies (Admission to meetings) Act, the public shall be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted.

Signed: Derek Wilson – Executive Clerk and RFO

Date: 14 October 2025

Upcoming Meetings and Events:

Time	Day	Date	Meeting
7.00pm	Wednesday	15 October 2025	Biodiversity Working Group, DPC Office
7.00pm	Tuesday	21 October 2025	Communities and Events, DPC Office
10am	Friday	24 October 2025	Budget Meeting, Admin, Planning, P&P
7.30pm	Monday	3 November 2025	Services Meeting, DPC Office
7.00pm	Tuesday	4 November 2025	Planning Meeting, DPC Office

10am	Friday	7 November 2025	Finance Meeting and Services budget, DPC Office
11am to 2pm	Friday	7 November 2025	Memory Café, St Marks Hall, Denham Green
3pm to 5pm	Sunday	9 November 2025	Afternoon Social and Bingo, New Denham Community Centre

Chairman _____

Date _____

Amendments to minutes dated	
Agenda No	Title