

You are SUMMONED to attend the MEETING OF THE PARISH COUNCIL on Monday 8 December 2025 at 7:30pm at Denham Grove Hotel, Studio 10 & 11, Conference Wing, Tilehouse Lane, Denham UB9 5DG.

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
20251208/01	Welcome and Apologies for Absence Cllr Sharon Williams
20251208/02	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.
20251208/03	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).
20251208/04	Approval of Minutes • Minutes of Planning meeting 4 November 2025 • Minutes of Full Council meeting 10 November 2025 • Minutes of Policy and Procedures 12 November 2025 • Minutes of Communities and Events meeting 18 November 2025 • Minutes of Services meeting 1 December 2025
20251208/05	Reports from Outside Bodies
20251208/06	Chairman's Report
20251208/07	Report from Unitary Councillors
20251208/08	Executive Clerk's Report No report to be given

20251208/ 09	Code of Conduct policy 2025 - 2026 The changes are shown in red type Recommendation: To agree the above policy
20251208/ 10	Employee Code of Conduct 2025 - 2026 – Appendix B The changes are shown in red type Recommendation: To agree the above policy
20251208/ 11	Equality, Diversity & Inclusion Policy 2025 – 2026 - Appendix C The changes are shown in red type Recommendation: To agree the above policy
20251208/ 12	Bullying and Harassment Policy 2025 – 2026 – Appendix D The changes are shown in red type Recommendation: To agree the above policy
20251208/ 13	Terms of Reference for Committees 2025 – 2026 The changes are shown in red type Recommendation: To agree the above policy
20251208/ 14	Health and Safety Policy 2025 – 2026 The changes are shown in red type Recommendation: To agree the above policy
20251208/ 15	Assertion 10 & Data protection (To Note) To note the contents of the attached report. Further discussions will take place at the next Finance meeting on Thursday 11 December 2025.
20251208/ 16	Take One Video To review the changes to the website short film. This is not the final edit, a map showing Denham will be inserted just before the Doomsday book picture. The picture of the sunset in the Higher Denham section will hopefully be replaced with a higher resolution one and some extra wording will be added to the Allotment section. The Working Party agreed to take out some parts and add other parts as the original video didn't reflect Denham as a whole. Take One advised not to have too much script over the photos as people wouldn't have time to read before going onto the next one. Recommendation: Council to agree the video with the changes stated and for it then to put on our website.
20251208/ 17	Christine Newell Christine Newell has completed 25 years' service at Denham Parish Council cleaning the office and facilities and has had to step back from this role due to ill health. Recommendation: To make a gift to Christine Newell for her dedication and commitment that she has given to DPC over the past 25 years Recommendation: To employ a new cleaner to take over her responsibilities and the cleaning of the MB facilities.

20251208/ 18	Donation in Memory of Bill Davey When Cllr Samuel Sproul died a donation of £500 was made to Cancer Research, Bill Davey's family have asked for all donations to go to British Heart Foundation via the Funeral Directors. Recommendation: To decide an amount and make the donation to The British Heart Foundation in recognition of his contribution to Denham Parish Council.																				
20251208/ 19	Christmas Closure of Parish Office The Parish Office will close on Wednesday 24 December at midday and will re-open on Monday 5 January 2026. This will mean that the staff will take 3 days holiday. Recommendation: To agree to the above decision																				
20251208/ 20	Denham Neighbourhood Plan Call for Sites letter circulated to residential and businesses. 103 posted to head office businesses that have local operations within the parish. 7 returns received in response to our 'Call for sites' for the Neighbourhood Plan																				
20251208/ 21	Cricketfield Bungalow Property visit report actioned by Frosts on 14 November 2025 (Comments attached) Recommendation: To remediate the issues identified by our letting agent on their recent visit to the property.																				
20251208/ 22	Martinsfield Awaiting reply from Martin Baker																				
20251208/ 23	Financial Matters and Reports 1. Flagstone Update (See attached) 2. Financial Actual v Budget Report (See attached) 3. Finance Correspondence List 4. Payments Report for November/December 2025 (See attached) £15,318.82 <table border="1" data-bbox="351 1612 1348 1982"> <thead> <tr> <th colspan="2">Expenses over £500 + VAT for November/December 2025 (To Note)</th></tr> </thead> <tbody> <tr> <td>Dr Tech – Monthly IT Charges</td><td>£665.35</td></tr> <tr> <td>Turfcare – MB Grass & Marking</td><td>£876.37</td></tr> <tr> <td>Phillip Newell – Grass cutting, Cutting back</td><td>£2,799.00</td></tr> <tr> <td>Premier Clean – Village Green Graffiti</td><td>£1,494.00</td></tr> <tr> <td>Denham Hall Management – Office rent</td><td>£1,116.99</td></tr> <tr> <td>WindowsFlowers – Maintenance Charge</td><td>£2,264.45</td></tr> <tr> <td>Bell Corwell – Review of sites professional charge</td><td>£1,368.00</td></tr> <tr> <td>Pen & Ink – Printed Baubles for VG Christmas Tree</td><td>£1,728.00</td></tr> <tr> <td>Total</td><td>£10,584.16</td></tr> </tbody> </table>	Expenses over £500 + VAT for November/December 2025 (To Note)		Dr Tech – Monthly IT Charges	£665.35	Turfcare – MB Grass & Marking	£876.37	Phillip Newell – Grass cutting, Cutting back	£2,799.00	Premier Clean – Village Green Graffiti	£1,494.00	Denham Hall Management – Office rent	£1,116.99	WindowsFlowers – Maintenance Charge	£2,264.45	Bell Corwell – Review of sites professional charge	£1,368.00	Pen & Ink – Printed Baubles for VG Christmas Tree	£1,728.00	Total	£10,584.16
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20251208/ 24	Date of Next Meeting 12 January 2025 at 7.30pm, at Denham Grove Hotel, Tilehouse Lane, Denham UB9 5DG.																				

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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

Date: 3 December 2025

Upcoming Meetings and Events:

Time	Day	Date	Meeting
7pm	Wednesday	10 December 2025	Biodiversity Meeting, DPC Offices
10am	Thursday	11 December 2025	Finance Meeting, DPC Offices
6.15pm	Thursday	11 December 2025	Christmas Get Together, The Swan, Denham
3pm to 5pm	Sunday	14 December 2025	Afternoon Social and Bingo, New Denham Community Centre
7pm	Tuesday	16 December 2025	Communities and Events Meeting, DPC Offices
10am	Friday	19 December 2025	Budget Meeting Pre-Final Review, DPC Offices
7.30pm	Monday	5 January 2026	Services Meeting, DPC Offices
7pm	Tuesday	6 January 2026	Planning Meeting, DPC Offices
10am	Friday	9 January 2026	Final Budget Meeting, DPC Offices
7.30pm	Monday	12 January 2026	Full Council Meeting, Denham Grove Hotel