

Minutes 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.

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 G Hollis (GH)	# = Apologies received ## = Apologies not given
	# Cllr J Griffiths-Heath (JGH)	
Clerk:	Derek Wilson	

Meeting was voice recorded

Agenda No	Minutes	Actions
20251208/01	Welcome and Apologies for Absence Cllr Sharon Williams, Cllr Martin Goonesekera, Cllr Jade Griffiths-Heath	
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. No declaration of interests was recorded	
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). No members of the public were present	
20251208/04	Approval of Minutes - Minutes of Planning meeting 4 November 2025 – Proposed by Cllr AWH Seconded by Cllr JW – Agreed by the members present. - Minutes of Finance meeting 7 November 2025 – Proposed by Cllr AH Seconded by Cllr MH – Cllr MH referred to item 7 relating to the Risk review relating to the long-term suppliers that we use for IT support and Finance packages. Recommendation: DPC would like to start reviewing some of our long-term companies and for this work to start January/February 2026 with the aim of bringing a report back to Finance and Full Council in March 2026 with recommendations. This may result in the status quo or looking at different companies that can provide more advanced features/options versus Value for Money/Best Fit. This amendment was agreed by the members present. - Minutes of Full Council meeting 10 November 2025 – Proposed by Cllr MH Seconded by Cllr AH – Agreed by the members present. - Minutes of Policy and Procedures 12 November 2025 – Proposed by	EC

	Cllr EA Seconded by Cllr MH – Agreed by the members present. Cllr EA advised that currently we do not have a Vice-Chair and asked for any volunteers to be part of this committee. - Minutes of Communities and Events meeting 18 November 2025 – Proposed by Cllr BK Seconded by Cllr NA – Agreed by the members present. Cllr AH congratulated the team on the Christmas Lights that have been erected in Denham. In some cases, there might be a need for further lights to be installed at Denham Green. The Christmas tree on the village green also looks impressive. - Minutes of Services meeting 1 December 2025 – Proposed by Cllr MH Seconded by Cllr NA – Agreed by the members present. Cllr MH advised members about the name change of the BMX field to the Railway Field. Cllr AH raised his concerns about the negotiations with MB relating to the lease. If the lease is only restricted for a certain period of time, we cannot consider floodlights etc, as we don't want to get into a situation with the parish owning assets when the site is owned by MB.	
20251208/05	Reports from Outside Bodies No reports were given from outside bodies	
20251208/06	Chairman's Report The Chair's report had been circulated separately by email. No comments were made arising from Cllr SW report.	
20251208/07	Report from Unitary Councillors Cllr JC referred to two consultations that are available from Bucks Council and Bucks Milton Keynes Fire Authority. The first consultation refers to Bucks Council proposing a Public Spaces Protection Order (PSPO) in two locations, A413 from Joiners' Lane down to the end and the A40 to Beaconsfield. This is to stop the pony & trap racing on the public highway. The second consultation is from Bucks Milton Keynes Fire Authority who wish to remove fire appliances from operating. One will be in the north and the other at Beaconsfield. Please can individuals and the Parish respond to these two consultations. Action: For these two consultations to be emailed to our residents on our database to notify them. Cllr MB referred to the Bucks Local Plan consultation had taken place with approximately 1300 responses. He also said it was likely that the Green Belt and HELAA assessments may be available in February 2026. Cllr AWH referred to River View enforcement issues with planning and the more recent breach at Capswood Business Park, which goes against the	EC

	original permitted development application for filming. HGV's are bringing spoil onto the site and removing gravel from the site. Cllr JW referred to the HS2 storage containers along the A40 should have been removed from this site in October and are still there today. Cllr MB explained that he has regular meetings with the head of enforcement and advised that enforcement notices can be appealed, which leads to further delays as PiNS don't have resources to deal with the outstanding cases. Cllr MH referred to NALC that they could be informed about this as they may have influence with Government. Action: Cllr MB will need to investigate into these enforcement issues and to confirm the boundary of the ancient woodland at the rear of Capswood. Jonathan from enforcement is also dealing with this site and the A40 container issue. Cllr JC/MB left the meeting at 8.10pm	Cllr MB
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 Resolution: Agreed by members present. The signed page is now located at the rear of the document, and two amendments have been made – Agreed by the members present.	EC
20251208/10	Employee Code of Conduct 2025 - 2026 – Appendix B The changes are shown in red type Recommendation: To agree the above policy, two changes relating to date and appendix letter. Resolution: Agreed by members present.	EC
20251208/11	Equality, Diversity & Inclusion Policy 2025 – 2026 - Appendix C The changes are shown in red type Recommendation: To agree the above policy – There are several changes due to new legislation. The question relating to the maternity leave bill was covered by the new law. However, paternity issues were not covered in this change to legislation. Resolution: Agreed by members present.	EC
20251208/12	Bullying and Harassment Policy 2025 – 2026 – Appendix D The changes are shown in red type Recommendation: To agree the above policy – Page numbers inserted and tidying up the policy document – Agreed by members present. Resolution: Agreed by members present.	EC
20251208/13	Terms of Reference for Committees 2025 – 2026 The changes are shown in red type Recommendation: To agree the above policy – frequency of meetings was inserted, along with a few other changes – Resolution: Agreed by members present.	EC

	Cllr AWH referred to certain meetings not being quorate at the times specified, which has either led to the meeting being delayed and in some cases the meeting was having to be cancelled. Accountability of members is partially to attend meetings of the Council. Cllr JW referred to dates of Finance meetings clashing with the Memory Café is not acceptable and the dates should be amended to avoid any future clash when the calendar of dates is produced. A full list was provided to the Clerk for 2026. Since Cllr Davey's passing, notification will need to be put up for the vacant position. The Clerk mentioned that we do have four vacancies currently on the Council. Cllr EA may have someone to join from April 2026 once they retire from their business, who is interested in being involved.	EC
20251208/ 14	Health and Safety Policy 2025 – 2026 The changes are shown in red type Recommendation: To agree the above policy – This has been tied into the Risk Assessment policy and trying to arrange the equipment PAT tested. The Handyman should be changed to Denham Warden to be consistent. The tools should be supplied by DPC. The smoking aspect now includes vaping of e-cigarettes in the policy. Resolution: Agreed by members present.	EC
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. The conversation should include our IT support department. The Vice-Chair referred to the purchase of a new iPad and they cannot load the software onto it, due to the data protection issues of parish software being loaded onto personal devices. Another Cllr referred to the fact it could not be loaded onto their mobile phone. Parish emails on Outlook should be secure, but further software may need to be added to protect the Parish Council. Cllr AWH asked about online training to cover this Assertion 10. Action: Clerk to find out training courses available for members	EC
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. Comments: Video is a significant improvement, music levels are up and down, Tatling End and New Denham not included. All 5 settlements should be included. Shows Denham Fair date and should include some footage from the fair, more flower beds and the new Christmas lights to be included. Resolution: Another working group to be arranged to discuss these amendments.	DC
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 Resolution: It was agreed for the Chair to acquire a gift, whether that is flowers and a voucher. Recommendation: To employ a new cleaner to take over her responsibilities and the cleaning of the MB facilities. Resolution: It was agreed by the members present. It will be better to state to engage a new cleaner, rather than use the word employ.	
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. Resolution: To make a similar donation and agreed by the members present. Just to put something on our website that a donation was made rather than specify the amount of money.	
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 Resolution: Agreed by the members present.	
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. Cllr AWH and Cllr GH to review the sites and for a meeting to be arranged.	EC																																		
20251208/21	Cricketfield Bungalow Property visit report actioned by Frosts on 14 November 2025. The issues identified on report need to be actioned. Recommendation: To remediate the issues identified by our letting agent on their recent visit to the property. Resolution: We are paying our letting agent for a full managed service and these issues should be dealt with by them to resolve.	EC																																		
20251208/22	Martinsfield We have received a name of the PA at MB to arrange a visit by the Chair and Vice-Chair of Council. Action: The Clerk to chase-up the meeting appointment.	EC																																		
20251208/23	Financial Matters and Reports Financial services compensation scheme has increased the guaranteed protection from £85k to £120k effective from 1 December 2025. 1. Flagstone Update – Cllr AH gave an update on the reports. 2. Financial Actual v Budget Report 3. Finance Correspondence List 4. Payments Report for November/December 2025. A revised payments list was circulated to members for £45,951.62 Proposed by Cllr AH Seconded by Cllr AWH – Members agreed. <table border="1"><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>Lamps & Tubes – Denham Christmas Lighting Displays</td><td>£20,484.20</td></tr><tr><td>Lamps & Tubes – Call Out for Christmas Tree</td><td>£780.00</td></tr><tr><td>Dr Tech – NAS Drive for Office</td><td>£924.00</td></tr><tr><td>Sanjay Patel – Grant payment to Denham Youth – Football Foundation Grant</td><td>£537.49</td></tr><tr><td>Forward Trust – Shrub Bed Bark top-up</td><td>£2,052.00</td></tr><tr><td>Forward Trust – Timber Clearance Tatling End</td><td>£4,044.00</td></tr><tr><td>Forward Trust – W&T Hedge Cut</td><td>£1,290.30</td></tr><tr><td>Total</td><td>£40,696.15</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	Lamps & Tubes – Denham Christmas Lighting Displays	£20,484.20	Lamps & Tubes – Call Out for Christmas Tree	£780.00	Dr Tech – NAS Drive for Office	£924.00	Sanjay Patel – Grant payment to Denham Youth – Football Foundation Grant	£537.49	Forward Trust – Shrub Bed Bark top-up	£2,052.00	Forward Trust – Timber Clearance Tatling End	£4,044.00	Forward Trust – W&T Hedge Cut	£1,290.30	Total	£40,696.15	
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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: 11 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

Chairman _____

Date _____

Amendments to minutes dated	
Agenda No	Title