

You are SUMMONED to attend the MEETING OF THE PARISH COUNCIL on Monday 9 February 2026 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
20260209/01	Welcome and Apologies for Absence
20260209/02	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.
20260209/03	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).
20260209/04	Approval of Minutes • Minutes of Planning Meeting dated 6 January 2026 • Minutes of Full Council Meeting dated 12 January 2026 • Minutes of Policy and Procedures Meeting dated 14 January 2026 • Minutes of Communities and Events Meeting dated 20 January 2026 • Minutes of the Finance Meeting dated 23 January 2026 • Minutes of Services Meeting dated 2 February 2026
20260209/05	Reports from Outside Bodies
20260209/06	Chairman's Report Report to follow
20260209/07	Report from Unitary Councillors
20260209/08	Executive Clerk's Report Nothing to report

20260209/ 09	BMKALC Employee Assistance programme Please see attached documentation – The cost of providing this service to Council members and employees will be £121.50 (for 15 members & employees) Recommendation: To agree DPC join this programme
20260209/ 10	Information Technology Policy Recommendation: To adopt the above policy
20260209/ 11	Procurement Policy 2026-2027 This policy was initially discussed in Policy and Procedures, and it was agreed to circulate to all standing committees to obtain feedback, as to whether further items need to be included or amended. Cllr AH referred to other policies that cover procurement such as Standing Orders, Financial Regulations and Government Procurement policy. This Procurement policy has been considered by the Finance Committee, who do not deem it necessary, as it is already covered by other policies that are already in place. Recommendation: Not to adopt
20260209/ 12	Constitution Policy Recommendation: To adopt the above policy
20260209/ 13	Associate Member Policy Recommendation: To adopt the above policy
20260209/ 14	Publication of Expenditure over £100 A communication from BALC saying we must comply with the publication scheme that all councils, above £25001 income, must publish all expenditure over £100. Currently, we publish all expenditure over £500 on our Council agenda and minutes. This is part of the Data Protection Act and is law. Our Finance Clerk updated the Finance meeting that the payments to approve list is showing everything over £0. Currently, everything over £500 is printed on the Council agenda with a separate attachment advising the payments to approve. This was discussed and agreed by the Finance Committee on 23 January 2026. Recommendation: To agree a separate item on the agenda referring to 'Payments to Approve'. If a revised list is prepared it will be referred to ver.2 for approval.
20260209/ 15	Information Commissioner's Office The Information Commissioner's Office (ICO) expects parish councils to adopt the model publication scheme. A template is attached on the information we need to complete to advise how information can be accessed.

	DPC are in breach of the Freedom of Information Act 2000 (FOIA) if we have not adopted the model scheme or are not publishing in accordance with it. Schedule of charges – Photocopying B/W 0.10p Colour 0.50p Postage 0.87p up to 100g (2nd Class) Large letter £1.55 up to 100g and Large letter 101g to 250g £2.00. Statutory Fee The amount that you may charge depends on if the cost of complying with the request has exceeded the appropriate limit. The appropriate limit is established under section 12 of FOIA and is calculated in accordance with The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 SI No. 3244 (known as the Fees Regulations). The cost under the legislation is £25 per person per hour (up to a maximum limit of £450, if below this amount the public authority must deal with the FOI request) This policy has already been discussed and agreed by the Finance Committee on 23 January 2026. Recommendation: To adopt the model publication scheme, and to publish the information required by the ICO to comply with FOIA. The schedule of charges will need to be reviewed, as and when Royal Mail adjusts their pricing structure.																				
20260209/16	Denham Neighbourhood Plan A meeting of the steering group is to be arranged.																				
20260209/17	Cricketfield Bungalow New Oil Tank being installed 16/17 February 2026																				
20260209/18	Martinsfield Meeting at MB 17 February 2026 – Cllrs SW and MH																				
20260209/19	Financial Matters and Reports 1. Flagstone Update (See attached) 2. Financial Actual v Budget Report (See attached) 3. Finance Correspondence List 4. Payments List January/February = £8,268.58 <table border="1"> <thead> <tr> <th colspan="2">Expenditure over £500 + VAT for January/February 2026 (To Note)</th></tr> </thead> <tbody> <tr> <td>Dr Tech – Monthly IT Charges - January</td><td>£665.35</td></tr> <tr> <td>Turfcare – MB Grass & Marking – January</td><td>£816.37</td></tr> <tr> <td>R Watts – Trees James Martin Close</td><td>£1,644.00</td></tr> <tr> <td>Glasdon – Bench – Cllr W Davey</td><td>£915.00</td></tr> <tr> <td>SparkX – Additional Street Lights</td><td>£2,010.82</td></tr> <tr> <td>Breakthrough Comms (PAID) Data Protection Toolkit</td><td>£834.00</td></tr> <tr> <td></td><td></td></tr> <tr> <td></td><td></td></tr> <tr> <td>Total</td><td>£6,885.54</td></tr> </tbody> </table>	Expenditure over £500 + VAT for January/February 2026 (To Note)		Dr Tech – Monthly IT Charges - January	£665.35	Turfcare – MB Grass & Marking – January	£816.37	R Watts – Trees James Martin Close	£1,644.00	Glasdon – Bench – Cllr W Davey	£915.00	SparkX – Additional Street Lights	£2,010.82	Breakthrough Comms (PAID) Data Protection Toolkit	£834.00					Total	£6,885.54
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20260209/ 20	Date of Next Meeting 9 March 2026 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: 4 February 2026

Upcoming Meetings and Events:

Time	Day	Date	Meeting
6.30pm	Wednesday	11 February 2026	Biodiversity Meeting, DPC Offices
7pm	Tuesday	17 February 2026	Communities & Events Meeting, DPC Offices
10am	Friday	20 February 2026	Finance Meeting, DPC Offices
7.30pm	Monday	2 March 2026	Services Meeting, DPC Offices
7pm	Tuesday	3 March 2026	Planning Meeting, DPC Offices
11am to 2pm	Friday	6 March 2026	Memory Café, Denham Green
3pm to 5pm	Sunday	8 March 2026	Afternoon Social & Bingo, New Denham Community Centre
7.30pm	Monday	9 March 2026	Full Council Meeting, Denham Grove Hotel