

Minutes of the MEETING OF THE PARISH COUNCIL on Monday 8 June 2026 at 7:30pm at Denham Grove Hotel, Studio 10, 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 N Dammermann (ND)
	Cllr G Hollis (GH)	# = Apologies received
	## Cllr J Griffiths-Heath (JGH)	## = Apologies not given
Clerk:	Derek Wilson	

Meeting was voice-recorded

Agenda No	Minutes	Actions
20260608/01	Welcome and Apologies for Absence Apologies were accepted from Cllr Nik Dammermann and from Cllr Amarjeet Hans, who may arrive late. Welcome was given to Cllr Thomas Broom and Cllr Jaspal Chhokar. Apologies received from Cllr Michael Bracken.	
20260608/02	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 were recorded in any of items for discussion.	
20260608/03	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.	
20260608/04	Approval of Minutes - Minutes of the Planning Meeting dated 6 May 2026 – Proposed by Cllr AWH Seconded by Cllr JW – Members agreed. - Minutes of the Annual Parish Meeting dated 7 May 2026 – Proposed by Cllr SW Seconded by Cllr AWH – Members agreed. - Minutes of the Full Council Meeting dated 11 May 2026 – Proposed by Cllr SW Seconded by Cllr AWH – Members agreed. - Minutes of the Finance Meeting dated 15 May 2026 – Proposed by Cllr JW Seconded by Cllr SW – Members agreed. - Minutes of the Communities and Events Meeting dated 19 May 2026 – Proposed by Cllr BK Seconded by Cllr MG – Members agreed. - Minutes of the Services Meeting dated 01 June 2026 – Proposed by Cllr MH Seconded by Cllr NA – Members agreed.	

	A question was raised about the Martinsfield accounts in respect of the groundsman budget. This will be covered later in the agenda as item 18. The Groundsman budget has been allocated under this heading when the budgets are allocated and will be vired across to the appropriate cost centre coding later. Cllr JW advised that it was agreed to take the minutes as read beforehand and the Chair of the respective committee will still present their minutes and for them to be seconded for approval without going through page by page. If Councillors wish to add any comments, they can do it at the appropriate time.	
20260608/05	Reports from Outside Bodies No reports were presented.	
20260608/06	Chairman's Report Attended Dementia Day at Bisham Abbey 19 May Attended Gerrards Cross & Chalfont Community Hub 21 May. Bucks Council along with 4 Health Care Trusts have come together to provide funding to Joy Marketplace for the next four years, connecting GP practices and Clinical systems and via a social prescriber refer dementia sufferers to Memory Café's or voluntary services that are operating within an area. There is a Bucks online directory, where we currently have our Memory Café & Afternoon Social events listed. In October this directory will become discontinued and going to be replaced by this Joy Marketplace. Everybody will be able to access this service, not just GP's. This new service will be going live soon and will be rolled out to 46 GP practices, and anybody can place any future events using this service. Action: To let DC know about the new service to promote the Memory Café and Afternoon Social.	EC/DC
20260608/07	Report from Unitary Councillors Cllr TB referred to the introduction of the Public Spaces Protection Order (PSPO) relating to the A413/A40 of Pony & Trap racing, which makes it unlawful along the public highway. The Police can intervene much earlier as soon as groups are gathering and as soon as someone is spotted it can be reported. The A413 area is between the junction with A40 and Joiners Lane, Chalfont St Peter and the A40 is from Denham roundabout to Beaconsfield. Clearing down the last priority repairs to the highway. Repairing potholes are listed as Category 2 and Category 3, these are being worked through and being repaired. The grass cutting, litter picking crews are out tidying up the area. Cllr JW highlighted the recent closure of Old Rectory Lane last Friday morning (5/6) and diverting traffic along Old Slade Lane, which is an old drovers lane. The school bus and shoppers' bus could not get up Old Rectory Lane. Two large lorries were using Slade Oak Lane were going to Martin Baker, blocked the road. Slade Oak Lane is only a single-track road. Further investigation needs to be carried out, as the alternative route is	

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	The Unitary Councillors left the meeting at 8.20pm	
20260608/08	Executive Clerk's Report Nothing to report	
20260608/09	Internal Auditors Report The Clerk introduced this item advising Councillors that we had our Internal Audit carried out on Friday 29 May and from the report within your agenda pack it was successful. I would like to personally thank Susan and Amarjeet for their contributions to making this audit go as smoothly as possible. Recommendations: To agree to the report findings, publish the report, and forward to our External Auditor PK-F Littlejohn LLP. Resolution: The Council agreed to the contents of the Internal Audit Report and for this to be forwarded to the external Auditor. – Members agreed. Special thanks were given to Susan for her hard work in preparing the necessary paperwork for the audit.	EC
20260608/10	External Auditor Ratification The Clerk introduced the item to ratify the appointment of the External Auditor. These are Auditors that Parish Councils are recommended to use. Recommendation: This Council confirms the appointment of our External Auditors PK-F Littlejohn LLP, 15 Westferry Circus, London E14 4HD Resolution: This was formally agreed by members of the Council to progress.	EC
20260608/11	AGAR Report for Approval The annual governance and accountability return for 2025/2026. Sections 1 and 2 must be completed and approved by the authority. Recommendation: Section 1 and Section 2 must be approved by the authority. (This must be taken in order and voted on separately). The Clerk explained the reason for the restated figures on section 2 for 2024/2025 column. Last year the External Auditor advised there were amounts shown in Box 4 that needed to be amended and placed in Box 6. The end total remains the same. This has been corrected for this year's Audit and Annual Governance Accountability Return (AGAR). Resolution: Section 1 was formally proposed by Cllr AWH Seconded by Cllr MH – Agreed by the members present. Section 2 was formally proposed by Cllr JW Seconded by Cllr SW – Agreed by the members present.	EC

	Recommendation: This Council agrees to the attached Annual Governance and Accountability Return for 2025/2026 being signed by the Chair and Clerk and for the associated papers to be sent to our external auditor PKF Littlejohn. Resolution: The Council agrees with the AGAR form being duly signed by the Chair and the Clerk, and to forward the necessary paperwork to our External Auditor for examination. – Agreed by the members present.	EC
20260608/12	Papers to be submitted to External Auditor (To Note) The Clerk will be sending following paperwork: AGAR is sent to the External Auditor (incl signed IA report section) Internal Auditor's Report Explanation of variances Bank Reconciliation proforma Bank Account Reconciliations Summary Reconciliation between Box 7 and Box 8 proforma Reconciliation between Box 7 and Box 8 in Section 2 Contact Details	
20260608/13	Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return Publication of the Public Rights notice will commence Tuesday 9 June 2026. The public right to inspect accounting records for the financial year will commence Wednesday 10 June through to Tuesday 21 July 2026. This notification will go out tomorrow and be formally published on our website and noticeboards, advising the residents that the accounts are for inspection and our unaudited accounts have gone to our External Auditor for examination.	EC
20260608/14	Electrical and IT work required for the office The fibre broadband cabling is still required to be connected as part of the telephone/broadband upgrade with Crystal Clear Telecom. The BT broadband connection will eventually stop. Dr Tech our IT provider needs to fit a separate box in the back room for our stand-alone server in the office and to re-cable the office with new connection points should the office layout need to be reconfigured. Details were attached to the agenda papers for consideration by Council. Dr Tech has also considered adding two CCTV cameras (Option 2). The Clerk has checked that the main project (Option 1) and discussed with Dr Tech. They did advise that an extra Wi-Fi connection could be provided to DVMH for their use to give them coverage will not interfere with DPC's private network. Cllr MH asked the question why this did not go to the Finance committee for a more detailed discussion on this proposal. The clerk advised that the next Finance meeting is on the 19 June and this was the earliest Council	

	meeting, whereas the next Full Council meeting will be on 13 July and Dr Tech advised that they had people available to do the electrical work in June. There are no points on that side of the room, and it is to give greater flexibility in enabling the office to be reconfigured at some future date. This is to enable proper connection points to be placed in the wall for computers and electrical equipment. Recommendation: The Clerk recommends Option I without CCTV, as the building is not owned by DPC. Councillors discussed the need for CCTV, it was a proposal by Dr Tech as they were doing the cabling, and it was felt there was no need for these cameras to be fitted. In answer to a question about servers that we have two, one is controlled by Dr Tech, and one is separate in our office as a back-up should anything go wrong with the IT systems. All servers are backed up daily. Resolution: Cllr AWH proposed Option 1 (without CCTV) Seconded by Cllr JW, 1 Abstention was recorded for the minutes and members agreed with the proposal.	EC
20260608/ 15	Convene Training Convene is an app that allows you to receive Agenda & Minutes through a similar SharePoint type of system. This functionality allows you make annotations in the document that has been sent through to you and to decide whether you want to make them private or public. In private mode, this enables you to make notes on the papers circulated to use at the meeting as an aide-memoir. The annotations made will only be seen by you when viewing the document. In public mode, this means that any annotations made will be seen by other members of the Council. Training will be provided by Teams or Zoom to individual Councillors or as part of a group. This training will take approximately 1 hour. Convene said that we could do the training first, as part of a trial. Therefore, I attach a fresh quotation, which is valid for 2 months from 2 June 2026. Cllr AWH explained the benefits of Convene having used the software at a Board meeting of a Housing Association. Cllr AH arrived at the meeting at 8.37pm. It has already been agreed that Convene will be installed at a previous Council meeting and to organise a date for the training. The basic system needs to be compatible with SharePoint.	

	Recommendation: To agree a date for Zoom/Teams Convene training and to confirm that we agree to standard version without the need for additional optional items. Resolution: The Councillors agreed that Tuesday 30 June at 7pm be organised for training in the office using the projector. This will be used over Zoom/Teams. – Members agreed. Cllr MG asked about remote access, although that can happen there might be sound dropout and it is best to attend the office.	EC
20260608/16	Neighbourhood Plan Nothing to report	
20260608/17	Cricketfield Bungalow (To Note) The current issues have been reported through the Services committee on Monday 1 June, as a part 2 item. Please refer to the minutes from Services committee for further information. The Clerk issued an additional paper around to Councillors that had been received from Frost's our Letting agents The contractor advised that the bathroom ceiling and the walls have Mould on them, I would suggest this is down to lack of ventilation whilst having a shower and afterwards. The walls and ceiling will need to be cleaned and then treated then painted with anti Mould paint. The walls are currently Yellow i would suggest white would look cleaner and more in keeping with the white tiles. Cost to do this £687.65 Recommendation: DPC to agree to the works being carried out on the Cricket Bungalow to resolve the spreading of the mould. The Clerk advised that two contractors attended the property and it was the third that has prepared the quotation above. Councillors discussed this item and this is due to the lack of ventilation in the property and this solution is only going to paint over the mould and it will come back again. The ventilation issue needs to be resolved, and this quotation is not going to resolve the under lying issue and will be a waste of money. It could be down to washing being left over radiators and not opening windows after using the shower. The bathroom fan is working as this was a purchase by DPC and stays on for longer (20 minutes) to extract the damp air from the bathroom. It was felt that the isolator might be turned off, which might cause condensation in the property.	

	Are there trickle ventilation vents fitted to the windows to allow air to circulate. There are a lot of things missing from this report as to whether the paint being used is anti-mould paint. The mould is in the bathroom and the rear bedroom that abuts the two garages that we use for storage. The second bedroom is towards the ceiling and not sure if it is a poor joint between the garages and the fabric of the property. A damp specialist needs to investigate the property. A formal report needs to be circulated to give this issue more context. This issue has been going on a long time. Cllr AWH and Cllr MH were going around to survey the bungalow and to take a damp meter to establish where the dampness is coming from. This is a lifestyle issue and needs to be further investigated. Resolution: DPC cannot to agree with this quotation of £687.65 and for Cllr AWH/Cllr MH to go around the property to investigate this situation and look at down pipes and where the dampness is forming and do undertake this inspection asap. A report will go to Services committee and will then go to Full Council in July. EC to inform Frosts of the outcome and to inform them of the visits from the two councillors.	EC/Cllr AWH/Cllr MH
20260608/18	Martinsfield The Clerk explained about the Income and Expenditure Report that has been prepared for tonight to explain the amount received from football fees and have billed the £10,000 to Martin Baker for their contribution. Why there was no spend on the groundsman, Cllr AH confirmed that it was a budget allocation and not specific for a groundsman. The money will be vired across different cost centres as expenditure comes in on Martinsfield. The money can be reallocated into General Maintenance.	Cllr AH
20260608/19	Colne Valley Regional Park Nothing to report	
20260608/20	Financial Matters and Reports 1. Flagstone Update – Cllr AH advised that the Flagstone account shows balances and interest is accrued. Approximately £800k. 2. Financial Budget Comparison Report – Just started the new financial year, so only £23k expenditure has been spent. 3. Finance Correspondence List - Noted	
20260608/21	Payments List Publication of expenditure above £100. This is all listed on the payments list circulated with this agenda. A revised payments list will be circulated covering any up-to-date transactions. Cllr AH asked for agreement on the payments list of £13,510.64 – Members agreed to the payment.	EC

20260608/22	Date of Next Meeting 13 July 2026 at 7.30pm, at Denham Grove Hotel, Tilehouse Lane, Denham UB9 5DG	

Signed: Derek Wilson – Executive Clerk and RFO

Date: 11 June 2026

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.

Upcoming Meetings and Events:

Time	Day	Date	Meeting
3pm to 5pm	Sunday	14 June 2026	Afternoon Social and Bingo / New Denham Community Centre
7pm	Tuesday	16 June 2026	Communities and Events, DPC Office
10am	Friday	19 June 2026	Finance Meeting, DPC Office
3pm to 5pm	Sunday	21 June 2026	Music on the Green, Denham Village
11am to 2pm	Friday	3 July 2026	Memory Café, St Marks Hall, Denham Green
7.30pm	Monday	6 July 2026	Services Meeting, DPC Offices
7pm	Tuesday	7 July 2026	Planning Meeting, DPC Offices

Chairman _____ Date _____

Amendments to minutes dated	
Agenda No	Title

DRAFT