

**Minutes of the MEETING OF THE PARISH COUNCIL on Monday 17 January 2022 at 7.30pm at the Denham Grove Hotel, Tilehouse Lane, Denham, UB9 5DG**

<b>Councillors:</b>	Cllr J Walsh (JW) - <i>Chair</i>	Cllr A Hans (AH)
	Cllr M E Hagon (MEH)	Cllr E Austin (EA)
	Cllr S Williams (SW) – <i>Vice Chair</i>	Cllr S Sproul (SS)
	Cllr M Heath (MH)	Cllr G Hollis (GH) (Unitary Cllr)
	Cllr W Davey (WD)	# Cllr S Jefferys (SJ)
	Cllr A W Head (AWH)	# Cllr M Skelton (MS)
<b>Clerk:</b>	Jagjit Brar (JB)	<b># = Apologies Received</b>
<b>Unitary Councillors:</b>	Cllr P Bass (Unitary Cllr)	

Agenda No	Agenda Item	Action
220117/01	<b>Welcome and acceptance of apologies for absence</b> <ul style="list-style-type: none"> <li>– Cllr JW welcomed and wished all a Happy New Year including our Unitary Councillor Paul Bass.</li> <li>– Cllr SW advised that former Councillor and Chairman Rosemary Temple sadly passed away peacefully last week. The Council will send their condolences.</li> </ul>	<b>Cllr SW</b>
220117/02	<b>Declaration of Interests</b> Cllr MH declared a personal interest in the Village Green Garage	
220117/03	<b>Public Session – 10 mins</b>	
220117/04	<b>Approval of Minutes &amp; Committee Feedback</b> <ol style="list-style-type: none"> <li><b>1. Parish Council 13 December 2021</b> Proposed by Cllr JW, seconded by Cllr MEH – <b>ALL AGREED</b></li> <li><b>2. Services Committee 10 January 2022</b> Proposed by Cllr SW, seconded by Cllr JW – <b>ALL AGREED</b></li> <li><b>3. Planning Committee 11 January 2022</b> Proposed by Cllr AWH, seconded by Cllr JW – <b>ALL AGREED</b></li> </ol> <ul style="list-style-type: none"> <li>– Cllr MEH requested the S106 project be chased up by Clerk and Cllr GH</li> <li>▪ Cllr MH requested that communication with residents be followed up including webcasts of meetings.</li> <li>▪ Cllr SS raised payments should be agreed by committees and not presented at the last minute to Council. Cllr AH advised that the whole processed is being reviewed.</li> </ul>	<b>Clerk</b> <b>Cllr GH</b>  <b>Clerk</b>
220117/05	<b>Report from Guy Hollis - Unitary Councillor</b> <ul style="list-style-type: none"> <li>– The Willowbank resurfacing is still scheduled however, it has been raised that the Service media beneath the road surface is an issue, as is the water table in the area.</li> <li>– Cllr GH will follow up progress of the S106 project with Officers.</li> <li>– Budgets for 2022/23 have a shortfall despite Council Tax being raised by the maximum 4%, therefore there will also be staff cuts at Bucks Council.</li> </ul>	
220117/06	<b>Reports from Outside Bodies</b> <b>Denham Aerodrome</b> Cllr JW advised that the attached minutes are from the previous meeting as they are released quarterly. Points to note, complaints have reduced over winter.	

	<p><u>Denham Cricket Club</u>          Cllr AH is attending their meeting in January.  <b>ACTION</b> – Clerk to check whether the Cricket Club has made the payment for legal costs regarding the fence.</p>	<b>Clerk</b>
220117/07	<p><b>Chairman's Report</b></p> <p><b>1. <u>Scout Hut</u></b>          – Cllr JW gave an update and there was discussion on the current progress on the Scout Hut, see attached Chairman's Report.</p> <p><b>2. <u>Village Green Garage</u></b>  <u>Cllr MH declared a personal interest and remained for discussions</u></p> <p>– Cllr JW gave an update on the current progress on the Village Green Garage, see attached Chairman's Report attached.</p> <p><b>3. <u>Project Phoenix</u></b>          – A letter has been sent to Cllr Chilver since his response to the suggestion that Bucks only provide a leasehold on their assets and our proposal requesting the freehold could not be discussed further. We have requested that they come to the table to start negotiations.          – Cllr GH is to progress the issue with Cllr Chilver and Joy Morrissey MP.</p> <p><b>4. <u>Local Plan Consultation</u></b>          – A resident consultation is out and Cllr JW encouraged Councillors and residents to complete it helping to provide input to important aspects for the new Plan.          – Cllr AWH advised that the questions are very personal, and it would be difficult to write a generic Parish Council response but he will pull one together at the appropriate time.          – <b>ACTION</b> – Clerk to recirculate the email.</p> <p><b>5. <u>Consultation on ward boundaries in Bucks</u></b>          – It was noted that the webpages for this consultation did not show the proposals very clearly, Cllr PB advised that this is a preliminary consultation and further details will emerge. The proposals will reduce the number of Unitary Councillors down to 98, increasing their responsibilities and possibly reducing the times they can commit to local Parish issues.          – <b>ACTION</b> – Unitary Councillors will monitor the situation and report back.</p> <p><b>6. <u>Operation London Bridge</u></b>          – A meeting of the working group is progressing actions in preparation, we have also met with the Lord Lieutenant's Office at Bucks.</p>	<p><b>Cllr GH</b></p> <p><b>Clerk</b></p> <p><b>Cllr PB</b>  <b>Cllr GH</b></p>
220117/08	<p><b>Parish Council Grants – Budget of £23,645</b>          To decide Parish Council Grants for 2022/23 from the following:</p> <ul style="list-style-type: none"> <li>• Denham United Ladies FC</li> <li>• Denham Community History Project</li> <li>• Madeleine Paton Lunch Club</li> <li>• Denham Bows Club</li> <li>• Give and Share</li> <li>• Denham Village school</li> <li>• Denham Utd FC</li> <li>• Higher Denham Lunch Club (Late submission)</li> </ul>	

	<ul style="list-style-type: none"> <li>– Cllr AH advised that the process needs to be reviewed, we should not agree grants for 2022/23 when we have not agreed the budget and the Precept. Cllr AH proposed that the decisions are deferred to April 2022 <b>ALL AGREED.</b></li> <li>– Cllr MEH advised that many of the groups listed have also applied to the New Denham Community Centre, Cllr MH advised that should not be taken into account when assessing these applications.</li> <li>– <b>ACTION</b> – Clerk to write to groups to advise that there is a delay in the decision but payments will still be made in May 2022 if approved.</li> </ul>	<b>Clerk</b>																				
<b>220117/09</b>	<p><b>Approval of the Parish Council Precept 2022/23</b>          Budget for 2022/23 is £790,227 made up of reserves of £296,000, requiring a Precept of <b>£402,388</b> equating to increases of 5% / £6.03 annually, 50p per month or 12p per week per Band D property.</p> <ul style="list-style-type: none"> <li>– Cllr AH advised that there has been a no change, and a reduction in the precept in the last two years and proposed a 5.77% increase in the Precept to ensure we can still build reserves and in future and not have to dramatically increase the Precept if our capital projects proceed.</li> <li>– Cllr AWH proposed a 0% increase as psychologically it is better for residents not to see any increase and felt that the difference of £20k could be covered with adjustments to budgets.</li> <li>– Cllr MH agreed that it would be good for residents not to see an increase</li> <li>– Cllr EA advised that many residents are struggling, demand for foodbanks is increasing so we should do what we can to help.</li> <li>– Proposals were voted on as follows:             <ul style="list-style-type: none"> <li>▪ 0% Increase – 8 Votes</li> <li>▪ 5% Increase – 2 Votes</li> </ul> </li> </ul> <p style="margin-left: 40px;">It was <b>AGREED</b> that the Precept proposal to Buckinghamshire Council for 2022/23 will be <b>£382,388</b> at a 0.5% increase.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Precept</th> <th>Proposal %</th> <th>Annual Increase</th> <th>Monthly Increase</th> <th>Weekly Increase</th> </tr> </thead> <tbody> <tr> <td><b>£382,388</b></td> <td>0.5%</td> <td>£0.53</td> <td>£0.04</td> <td>£0.01</td> </tr> <tr> <td><b>£402,388</b></td> <td>5.77%</td> <td>£6.03</td> <td>£0.50</td> <td>£0.12</td> </tr> <tr> <td><b>£422,388</b></td> <td>11.03%</td> <td>£11.53</td> <td>£0.96</td> <td>£0.22</td> </tr> </tbody> </table>	Precept	Proposal %	Annual Increase	Monthly Increase	Weekly Increase	<b>£382,388</b>	0.5%	£0.53	£0.04	£0.01	<b>£402,388</b>	5.77%	£6.03	£0.50	£0.12	<b>£422,388</b>	11.03%	£11.53	£0.96	£0.22	
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<b>220117/10</b>	<p><b>Financial Matters and Reports</b></p> <ol style="list-style-type: none"> <li><b>1. Flagstone Finance Platform - Update from Clerk</b> <ul style="list-style-type: none"> <li>– Clerk gave an update on progress of the Flagstone account progress and advised that Cllr JW and Cllr AH are signatories with the Clerk having read only access as with our other savings accounts.</li> <li>– All decisions for investments will be brought to Full Council.</li> </ul> </li> <li><b>2. Bank Balances of Barclays Current Account - AGREED</b></li> <li><b>3. Budget Report - AGREED</b></li> <li><b>4. Payments for January 2022 totalling £9,711.60 – AGREED</b></li> </ol> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2">Payments over £500 January 2022</th> </tr> </thead> <tbody> <tr> <td>Handyman Services D. Wardley</td> <td><b>£650</b></td> </tr> <tr> <td>Windowflowers Maintenance</td> <td><b>£1,778.40</b></td> </tr> <tr> <td>Turfcare – Martinsfield Marking and Cut</td> <td><b>£592</b></td> </tr> <tr> <td>Forward Trust – Flailing and weed removal</td> <td><b>£4,321.61</b></td> </tr> <tr> <td>GRB Fencing – W&amp;T Gate</td> <td><b>£1,350</b></td> </tr> </tbody> </table>	Payments over £500 January 2022		Handyman Services D. Wardley	<b>£650</b>	Windowflowers Maintenance	<b>£1,778.40</b>	Turfcare – Martinsfield Marking and Cut	<b>£592</b>	Forward Trust – Flailing and weed removal	<b>£4,321.61</b>	GRB Fencing – W&T Gate	<b>£1,350</b>									
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220117/11	<b>20 mph Speed Limit</b> <ul style="list-style-type: none"> <li>– Cllr AWH recognised the progress of Bucks Councillors in progressing with this proposal, and it will now be down to the Parish to put forward a proposal possibly for Village Road?</li> <li>– <b>ACTION</b> – to progress through Services.</li> </ul>	Clerk
220117/12	<b>S106 Funding – New Denham</b> <ul style="list-style-type: none"> <li>– <b>ACTION</b> - Cllr GH and Clerk to chase the progress of the S106 project.</li> </ul>	Clerk Cllr GH
220117/13	<b>Council Aims and Objectives – Cllr EA</b> <ul style="list-style-type: none"> <li>– Cllr EA proposed that the Council Agenda is headed up with objectives similar to that of the Committee agendas. The objectives should have the input of all Councillors not a closed group.</li> <li>– <b>ACTION</b> – Cllr EA to circulate ideas and a proposal by email to Councillors.</li> </ul>	Cllr EA
220117/14	<b>Martin Baker Update – Cllr SW/Cllr MH</b> <ul style="list-style-type: none"> <li>– Cllr SW and Cllr MH have carried out a site visit and updated that there is snagging left to do by Martin-Baker but we are expecting sign off from the Building Regulations team shortly.</li> <li>– Fixtures and fittings will now be progressed including the internal benches.</li> <li>– Cllr JW was encouraged by the work of Cllr MH and Cllr SW and hoped that we should have sign off as soon as possible.</li> </ul>	Clerk
220117/15	<b>Hiring of Venues during Covid – See attached</b> <ul style="list-style-type: none"> <li>– Cllr WD was satisfied that the hiring of venues is a temporary arrangement and that the costs are acceptable.</li> <li>– Current guidance requires wearing of facemasks indoors in large groups, maintain social distancing and working from home.</li> </ul>	
220117/16	<b>Adoption of Policies</b> <ol style="list-style-type: none"> <li>Whistleblowing Policy</li> <li>Equality &amp; Diversity</li> <li>Councillor Code of Conduct with Communication Charter</li> </ol> <p>Cllrs <b>AGREED</b> to adopt the attached policies with some minor corrections from Cllr MH.</p>	
220117/17	<b>Correspondence List</b> (attached) Contact the Clerk in advance of the meeting of any item you require a copy.	
220117/18	<b>PART II</b>	
220117/19	<b>Date of Next Meeting</b> Monday 14 February 2022 at 7.00pm	

**Upcoming Meetings and Events:**

Time	Day	Date	Meeting
7.30pm	Tuesday	18 January 2022	Communities – New Denham
7.00pm	Tuesday	1 February 2022	Planning Committee - Office
7.30pm	Monday	7 February 2022	Services Committee – St Marks Hall
7.30pm	Monday	14 February 2022	FULL COUNCIL – Denham Grove Hotel

Signed: Jagjit Brar - Clerk

Date: 17 January 2022

**Minutes of the MEETING OF THE PARISH COUNCIL on Monday 17 January 2022 at 7.30pm at the Denham Grove Hotel, Tilehouse Lane, Denham, UB9 5DG**

**PART II – MEMBERS ONLY**

<b>Councillors:</b>	Cllr J Walsh (JW) - <i>Chair</i>	Cllr A Hans (AH)
	Cllr M E Hagon (MEH)	Cllr E Austin (EA)
	Cllr S Williams (SW) – <i>Vice Chair</i>	Cllr S Sproul (SS)
	Cllr M Heath (MH)	Cllr G Hollis (GH) (Unitary Cllr)
	Cllr W Davey (WD)	# Cllr S Jefferys (SJ)
	Cllr A W Head (AWH)	# Cllr M Skelton (MS)
<b>Clerk:</b>	Jagjit Brar (JB)	<b># = Apologies Received</b>
<b>Unitary Councillors:</b>	Cllr P Bass (Unitary Cllr)	

<b>Agenda No</b>	<b>Agenda Item</b>	<b>Action</b>
<b>220117/18</b>	<p><b>Staffing</b>            The Resources Committee advised Council that they recommend appointment of a new Deputy Clerk following interviews.</p> <p>The particulars of the successful candidate were circulated and following discussions it was <b>AGREED</b> to proceed with the appointment pending references and with a 6-month probation period, with monthly reviews.</p> <p><b>ACTION</b> – Clerk to progress.</p>	<b>Clerk</b>

**Signed:** Jagjit Brar – Clerk

**Date:** 17 January 2022