



## **Minutes of the Meeting of the Downley Parish Council held on**

**Tuesday 12<sup>th</sup> March 2024 at 7:30 p.m.**

Present: Councillors M Lazenby (Chairman presiding), K Ahmed, P Brooks, A Lenard, A Mann, W Monroe-West, T Snaith and W Steneskog

Officers: G Tandy (Clerk)

### **1) Apologies for absence (8814/03/24)**

Apologies were received from Councillors S Biggs, K Chandarana, C Lenton and Buckinghamshire Councillor P Turner.

### **2) Declarations of interest and Dispensations (8815/03/24)**

Councillors K Ahmed and T Snaith declared an interest in item 16) The Community Governance Review.

### **3) Minutes (8816/03/24)**

The minutes of the meeting held on 13<sup>th</sup> February 2024 were agreed and signed as a correct record.

### **4) Public participation session (8817/03/24)**

None

### **5) To receive and note the reports of Buckinghamshire Councillors (8818/03/24)**

None

### **6) Planning Committee (8819/03/24)**

The minutes of the Planning Committee meeting of 8<sup>th</sup> February 2024 were received and noted.

### **7) Councillors Reports (8820/03/24)**

Cllr Brooks reported on the recent Buckinghamshire Planning Forum. On the subject of enforcement notices she advised that where works are reported the online form should be completed by both ourselves and the member of the public who brings the matter to our attention. Both will then have a record and receive updates.

### **8) Internal Auditor (8821/03/24)**

It was RESOLVED to appoint Claritas Accountancy Ltd as internal auditor.

### **9) Planning Committee Terms of Reference (8822/03/24)**

Council reviewed the terms of reference adopted July 2021 and unanimously RESOLVED to amend Point 3 Areas of responsibility section f) from The Clerk to be given delegated powers for all Tree Preservation Orders to state that the Council comments are "Refer to Buckinghamshire Council Arboriculturist" to read The Clerk to be given delegated powers for all Tree Preservation Orders to state that the Council comments are "Refer to Buckinghamshire Council Arborist".

### **10) Reserves Policy (8823/03/24)**

Council completed the annual review of the Reserves Policy adopted March 2023 and determined that these should continue without amendment.

**11) Buckinghamshire Best Kept Village Competition (8824/03/24)**

It was RESOLVED to enter the 2024 Buckinghamshire Best Kept Village Competition.

**12) High Wycombe Cricket Club(8825/03/24)**

Council noted correspondence received from Downley Cricket Club who were considering an offer from High Wycombe Cricket Club. They wished to use Downley's pitch on alternate Saturdays for their 6<sup>th</sup> Social Side and for some junior and women's games. In return for sharing the grounds, High Wycombe Cricket Club would assist with the groundworks there. The Parish Council had no objections in principle with these arrangements.

**13) Buckinghamshire Culture Fireside(8826/03/24)**

Council noted correspondence received from Buckinghamshire Culture who seek permission of ourselves and Downley Common Preservation Society to stage a performance on Downley Common in the Autumn. This will form part of their Stories project that seeks to stage events and activities in unusual venues in Bucks. The event will be called Fireside, based around the story of Beowulf and would involve dance, storytelling, acrobatics and fire.

It was agreed that a meeting would be arranged with Buckinghamshire Culture to gain further information.

**14) Lengthsman (8827/03/24)**

Following a suggestion from a member of the public, Council considered the suggestion that the Council engage a Lengthsman to ensure that roads in the Parish are kept clear within the bounds of devolved services. It was RESOLVED that the HR Committee be tasked with investigating this idea further.

**15) Noticeboard at Jubilee Green (8828/03/24)**

The noticeboard at Jubilee Green is damaged and has been unused for several months. The budget for 2024 allowed for its replacement. Greenbarnes supplied several noticeboards to us in 2021 and Council considered their quotation to supply a new noticeboard at Jubilee Green that would match those previously supplied. It was RESOLVED unanimously to accept this quotation and arrange a replacement.

**16) Community Governance Review (8829/03/24)**

Council noted Buckinghamshire Council's public consultation running from Monday 12<sup>th</sup> February until Sunday 7<sup>th</sup> April 2024 seeking the views of residents of the unparished area of High Wycombe on how High Wycombe is run.

**17) The Alzheimer's Society (8830/03/24)**

Council RESOLVED unanimously to provide a donation of £50 in favour of the Alzheimer's Society in memory of former Parish Clerk Chris Hamilton who served the Parish Council and Downley Community for many years.

**18) Bank Reconciliation (8831/03/24)**

Council noted the reconciliation of the current account dated 29<sup>th</sup> February 2024.

**19) Invoices (8832/03/24)**

Payments made since the last meeting on 13<sup>th</sup> February 2024 were noted and approved . The schedule of invoices received through February and March and still outstanding was considered and authorised.

BT Group Plc	Telephone & Wi-Fi	£ 36.13
Buckinghamshire Pension Fund	Staff pension	£ 593.52
Claritas Accountancy Ltd	Professional Fees	£ 30.00
Edge IT System	Re Accounting software	£ 492.00
HMRC	Tax and NIC	£ 461.05
Hunters Solicitors LLP	Professional Fees	£ 2,448.00
KAD Garden Services	Gardening in February 2024	£ 2,844.00
SSE	Street Lighting and Furniture	£ 3,907.90
Staff	Clerks Expenses	£ 133.72
Staff	Staff salary	£ 1,723.96
TBS Hygiene Ltd	Dog waste bins	£ 144.00
Telecoms World	Telephone	£ 14.54
		£12,828.82

**20) Clerks Progress Report (8833/03/24)**

Noted

**21) To note the date and place of the next meeting (8834/03/24)**

**Tuesday 9<sup>th</sup> April 2024 at 7:30 p.m. at the Downley Community Centre**

**22) Closure of the meeting (8835/03/24)**

There being no other business, the meeting closed at 20:41.

Chairman

Date