



## **Minutes of the Meeting of the Downley Parish Council held on Tuesday 14<sup>th</sup> May 2024 at 7:30 p.m.**

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

In attendance: Six members of the public, one member of the press

Buckinghamshire Councillor P Turner

Officers: G Tandy (Clerk)

### **1) Election of Chairman (8851/05/24)**

Councillor Lazenby stood unopposed and was duly elected Chairman for the ensuing local government year having signed the declaration of acceptance of office.

### **2) Election of Vice Chairman (8852/05/24)**

Councillors Brooks and Steneskog stood for the role of Vice Chairman. A vote was held and Cllr Steneskog was duly elected as Vice Chairman for the ensuing local government year having signed the declaration of acceptance of office.

### **3) Apologies for absence (8853/05/24)**

Apologies were received from Cllr Ahmed. Councillor Chandarana advised that he needed to leave by 08:15 p.m.

### **4) Declarations of interest and dispensations (8854/05/24)**

Cllrs Lazenby and Lenton both declared an interest and had requested a dispensation via email in item 12) Mannings Field and in item 13) The Sports Association and Xtra time football.

### **5) Minutes (8855/05/24)**

The minutes of the meeting held on 9<sup>th</sup> April 2024 were agreed and signed as a correct record.

### **6) Public participation session (8856/05/24)**

None.

### **7) Appointment of Committees and Membership thereof (8856/05/24)**

The following Committees were appointed:

Allotments - Cllrs M Lazenby, S Biggs and W Steneskog.

Finance – Cllrs W Steneskog, P Brooks, K Chandarana, M Lazenby and W Monroe-West.

HR – Cllrs A Lenard, M Lazenby, W Monroe-West and W Steneskog.

Planning – Cllrs P Brooks, A Lenard, C Lenton, A Mann and W Monroe-West.

Downley Parish Action Response Group – Cllrs K Ahmed, S Biggs, M Lazenby, T Snaith and W Steneskog.

Environment and Climate Change Working Group - Cllrs K Ahmed, S Biggs, M Lazenby, T Snaith and W Steneskog.

Lighting Representative – Cllr P Brooks.

**8) Appointment of representatives to outside organisations “(8857/05/25)**

The following appointments were made

Downley Old School Community Association – Cllr W Monroe-West.

Downley Common Preservation Society - Cllr A Lenard.

Downley Communication Forum – Cllr W Steneskog.

Downley Day and Concert on the Common – Cllr S Biggs.

Downley Festival Committee – Cllr M Lazenby.

School Representatives - Cllrs S Biggs, M Lazenby, C Lenton and W Steneskog.

Sports and Recreation – Cllr M Lazenby.

North West Chilterns Community Board – Cllrs M Lazenby, W Monroe-West and W Steneskog.

**9) To receive and note the reports of Buckinghamshire Councillors (8857/05/24)**

Councillor Turner provided a written report which was circulated to the Parish Councillors

**10) Councillors Reports (8858/05/24)**

Cllr Lazenby reported on the Festival, Cllr Steneskog has prepared the programme of events which is included in the next edition of the Village News due for delivery by Friday 17<sup>th</sup> May. The sale of ticketed events commences Monday 20<sup>th</sup> May. Cllr Lenton advised that she had been elected to the Board of Governors of Chiltern Wood School. Cllr Biggs advised on programme of events for the Festival, including the return of the Downley 5K on the 23<sup>rd</sup> June. Cllr Mann is donating hanging baskets and a trough of plants as a free raffle for the DPC Downley Day stall, linking in with the Buckinghamshire Best Kept Village Competition.

**11) Certificate in Local Council Administration (8859/05/24)**

It was unanimously **RESOLVED** that the Council should cover the fees to allow the Clerk to enrol in the CiLCA programme

**12) Mannings Field (8860/05/24)**

Council considered formalising the relationship between ourselves and the Downley Sports Association and, subject to the agreement of West Wycombe Estate, **RESOLVED** unanimously to draw a contract subleasing Mannings Field to the Downley Sports Association where DSA provide grounds maintenance by way of their consideration. New users would continue to be authorised by West Wycombe Estate through the office of the Clerk.

**13) The Sports Association and Xtra time football (8861/05/24)**

Council **RESOLVED** unanimously that the fees paid by Xtra time football for their use of Mannings Field should be paid to the Downley Sports Association. Cllr Chandarana left the meeting at 8:10pm.

**14) D-Day 80<sup>th</sup> anniversary commemorative event (8862/05/24)**

Council considered an event to commemorate the 80<sup>th</sup> anniversary of D-Day to be held on 6<sup>th</sup> June 2024. The Downley Common Preservation Society, in conjunction with the High Wycombe Branch of the Royal British Legion, will hold a commemorative event to include lighting of the Beacon at 21:15. Council **RESOLVED** unanimously to support this event and advertise it through our normal channels.

**15) Replacement rear door at Downley Community Centre (8863/05/24)**

The back door to the Community Centre and its frame are rotten and require replacement. Council considered quotes for a flat panel door, similar to that which is currently in place, for an iroko door, similar in style to the front door and for a solid oak door similar in style to the existing front door. Council

**RESOLVED** to cover the cost of the cheapest option, the flat panel door and for the required repairs to the frame at a total cost of £1535.00

**16) Electrical Supply to Downley Common (8864/05/24)**

Council considered a revised quote from SparkX to supply and install a feeder pillar on the Common to provide an electrical supply for events. This quote was to supply at a site more relevant to the Festival and required a further 50 metres of trenching and cabling than that quoted previously. Council **RESOLVED** unanimously to accept this quote and act upon it. The Clerk was directed to contact the Community Board and seek funding but in any event, should we be unable to secure funding then the Parish Council would cover the cost and seek contributions from parties that might benefit such as the Downley Festival Committee and the Downley Day Committee.

**17) Staffing/HR Committee terms of reference (8865/05/24)**

Council carried out the annual review of the Staffing/HR Committee terms of reference and **RESOLVED** to continue with these without change.

**18) Document Retention Policy (8866/05/24)**

Council carried out the annual review of the Document Retention Policy and **RESOLVED** to continue with this without change.

**19) Invoices (8867/05/24)**

Payments made since the last meeting on 9<sup>th</sup> April 2024 were noted and approved . The schedule of invoices received through April and May and still outstanding was considered and authorised.

Date	Payee	Details	Ex-VAT	VAT	Total
11/04/2024	Bunches	Bouquet for parishioner delivering SID for repair	£ 17.39	£ 3.48	£ 20.87
19/04/2024	Buckinghamshire Pension Fund	Staff Pension	£ 593.52	£ -	£ 593.52
25/04/2024	BT	Telephone & Wi-Fi	£ 33.66	£ 6.73	£ 40.39
26/04/2024	G Tandy	Staff salary	£1,743.24	£ -	£1,743.24
26/04/2024	HMRC	Tax and NIC	£ 441.77	£ -	£ 441.77
26/04/2024	SSE	Street lighting	£1,767.88	£117.67	£1,885.55
16/05/2024	TBS Hygiene Ltd	Bin collection April 2024	£ 120.00	£ 24.00	£ 144.00
16/05/2024	MiJan Ltd	Accounts software annual fee	£ 120.00	£ -	£ 120.00
16/05/2024	Claritas Accountancy Ltd	Professional fees	£ 25.00	£ 5.00	£ 30.00
16/05/2024	Morelock Signs Ltd	SID repairs	£ 200.00	£ 40.00	£ 240.00
16/05/2023	BMKALC	Training courses	£ 190.00	£ -	£ 190.00
16/05/2024	KAD Garden Services	Gardening in April	£2,999.95	£ -	£2,999.95
03/06/2024	SparkX	Street light repairs	£1,085.00	£217.00	£1,302.00
	Totals		£9,337.41	£413.88	£9,751.29

**20) Clerks Progress Report (8868/05/24)**

Noted

**21) To note the date and place of the next meeting (8869/05/24)**

**Tuesday 11<sup>th</sup> June 2024 at 7:30 p.m. at the Downley Community Centre**

**22) Closure of the meeting (8870/05/24)**

There being no other business, the meeting closed at 20:32.

Chairman

Date