



**Minutes of the Meeting of the Downley Parish Council held on
Tuesday 12th November 2024 at 7:30 p.m.**

Present: Councillors M Lazenby (Chairman presiding), K Ahmed P Brooks, A Lennard, C Lenton A Mann (arrived 07:35), W Monroe-West , T Snaith and W Steneskog.

In attendance:

Buckinghamshire Councillor P Turner

Officers: G Tandy (Clerk)

1) Apologies for absence (8937/11/24)

Apologies were received from Councillors S Biggs and K Chandarana

2) Declarations of interest and dispensations (8938/11/24)

Cllrs Ahmed and Snaith declared an interest in Agenda item 11, a grant request on behalf of the Wycombe Food Hub.

3) Minutes (8939/11/24)

The minutes of the meeting held on 8th October 2024 were agreed and signed as a correct record.

4) Public participation session (8940/11/24)

None.

5) To receive and note the report of Buckinghamshire Councillors (8941/11/24)

Councillor Turner had previously issued his written report which had been circulated to Councillors.

6) Councillor Reports (8942/11/24)

None.

7) The NJC agreement on pay rates from 1st April 2024 (8943/11/24)

It was noted that the National Joint Council for Local Government Services(NJC) has agreed on pay rates from 1st April 2024 to 31st March 2025. For all SCP's to 43 the agreed award is a flat rate of £1290 (pro rata for part time employees) For all SCP's above that, the award is 2.5%.

8) Correspondence (8944/11/24)

An email has been received from a resident detailing the poor state of roads and pavements within Downley and drawing attention to inconsiderate parking within the village on pavements and near to road junctions. The email explained that these issues make it impossible for someone to move through Downley by wheelchair.

9) The receipt of monies from the Community Infrastructure Levy (8945/11/24)

The Parish has received money under the Community Infrastructure Levy (CIL). The terms of the CIL stipulate that funds must be spent within 5 years and can only be used on infrastructure or on addressing the demands that development places on an area. It was agreed that there would need to be a period of consultation whereby a list of potential projects could be presented for residents to choose between.

It was **RESOLVED** unanimously that a 12 month Fixed Term Deposit be opened with Unity Trust Bank to receive these monies while planning and consultation take place. Council were asked to provide the clerk with ideas for projects in order for these to be considered at the January 2025 meeting and the most popular 3 ideas be put forward to the public.

10) Dog waste bins (8946/11/24)

The Parish Council considered the installation of a dog waste bin at Mannings Field. However it was felt that as a sports field, dogs should be prohibited from entering and the signage there improved to make this more apparent. It was agreed that we should first check the signage before returning to this issue at a subsequent meeting to decide whether we emphasise that dogs are prohibited or recognise that dogs are walked there and site a bin or bins to deal with this reality.

11) Grant application (8947/11/24)

To consider a request from the Wycombe Food Hub for grant funding of £1171 for Santas Sleigh. Condition 6 of the Downley Parish Council Grant Awarding Policy states that Groups operating outside the parish boundary will be limited to an upper limit of £100. Given that £100 would cover only a small proportion of the costs of this event, the Wycombe Food Hub withdrew their application.

12) Invoices (8948/11/24)

Payments made since the last meeting on 8th October 2024 were noted and approved . The schedule of invoices received through October and November still outstanding was considered and authorised.

Date	Payee	Details	Ex-VAT	VAT	Total
03/10/2024	The Co-op	Postage stamps	£ 6.80	£ -	£ 6.80
09/10/2024	WH Smiths	Map pins	£ 2.49	£ 0.50	£ 2.99
10/10/2024	Buckinghamshire Pension Fund	Staff pensions	£ 603.87	£ -	£ 603.87
11/10/2024	KAD Gardening Services	Gardening in September	£ 4,261.95	£ -	£ 4,261.95
24/10/2024	Telecoms World	Telephone	£ 12.06	£ 2.41	£ 14.47
25/10/2024	SSE	Street lighting	£ 1,453.00	£ 98.69	£ 1,551.69
25/10/2024	BT	Telephone	£ 33.27	£ 6.65	£ 39.92
28/10/2024	Staff	Salaries	£ 1,768.31	£ -	£ 1,768.31
28/10/2024	HMRC	Tax & NIC	£ 456.61	£ -	£ 456.61
28/10/2024	WH Smiths	Map pins and paper	£ 6.07	£ 1.22	£ 7.29
31/10/2024	Bank Charges	Account fee	£ 5.40	£ -	£ 5.40
06/11/2024	Smarty mobile	Telephone	£ 4.17	£ 0.83	£ 5.00
14/11/2024	DOSCA	Hire of Ash for the Library	£ 3,000.00	£ -	£ 3,000.00
14/11/2024	Downley Sports Assoc	rent from Xtra Time Football	£ 217.50	£ -	£ 217.50
14/11/2024	J Glasgow	Installation of noticeboard	£ 500.00	£ -	£ 500.00
14/11/2024	SparkX	Street Lighting remedials	£ 246.50	£ 49.30	£ 295.80
14/11/2024	BMKALC	Training course	£ 90.00	£ -	£ 90.00
14/11/2024	PT Millington	Medics for bonfire night	£ 140.00	£ -	£ 140.00
14/11/2024	Parish Online	Mapping software	£ 260.00	£ 52.00	£ 312.00
14/11/2024	KAD Garden Services	Gardening in October	£ 2,715.75	£ -	£ 2,715.75
16/11/2024	Microsoft	Microsoft 365 renewal	£ 49.99	£ 10.00	£ 59.99
18/11/2024	Claritas Accountancy Ltd	Professional Fees	£ 25.00	£ 5.00	£ 30.00
20/11/2024	Shield Maintenance	Bin Collections in October	£ 130.00	£ 26.00	£ 156.00
30/11/2024	Unity Trust Bank Plc	Account fee	£ 6.00	£ -	£ 6.00
		Totals	£15,994.74	£ 252.60	£16,247.34

13) The Clerks Progress Report (8949/11/24)

Noted

14) To note the date and place of the next meeting (8950/11/24)

Tuesday 10th December 2024 at 7:30 p.m. at the Downley Community Centre

15) Closure of the meeting (8951/11/24)

There being no other business, the meeting closed at 20:38.

Chairman

Date