

**Minutes of the Meeting of the Downley Parish Council held on  
Tuesday 8<sup>th</sup> April 2025 at Downley Community Centre.**

Present: Councillors M Lazenby (Chairman presiding), S Biggs, P Brooks, K Chandarana, A Lennard, A Mann, W Monroe-West and W Steneskog.

In attendance:

One member of the public

Buckinghamshire Councillor P Turner

**1) Apologies for absence (9013/04/25)**

Apologies were received from Councillor C Lenton and from the Clerk G Tandy

**2) Declarations of interest and dispensations (9014/04/25)**

None.

**3) Minutes (9015/04/25)**

The minutes of the meeting held on 11<sup>th</sup> March 2025 were agreed and signed as a correct record.

**4) Public participation session (9016/04/25)**

None.

**5) To receive and note the report of Buckinghamshire Councillors (9017/04/25)**

None, due to the pre-election period.

**6) Planning Committee Minutes (9018/04/25)**

The minutes of the meeting held on 6<sup>th</sup> March 2025 were agreed as a correct record.

**7) Planning applications (9019/04/25)**

Council considered its response to the planning applications received from Buckinghamshire council as set out below:

**25/05617/FUL 20 Woodcote Green**

Application for: Householder application for construction of single storey rear extension.

**Neutral**

No comments

**25/05633/FUL 19 Commonsidge**

Application for: Householder application for construction of replacement roof to existing conservatory and insertion of roof lights in existing single storey extension. Alternative scheme to Planning Permission 22/07381/FUL.

**Neutral**

No comments

**8) Councillor Reports (9020/04/25)**

Cllrs Lazenby and Steneskog reported on the activities of the Sandpits Pond working group and Cllr Biggs updated Council on progress made with plans for Downley Day and Concert on the Common.

**9) Asset Register (9021/04/25)**

The annual review of the asset register was approved with the addition of Lighting Assets.

**10) Grants (9022/04/25)**

Council unanimously rejected a grant request for £500 received from Top Notes Choir seeking funds to provide catering for a fund-raising event they are holding for the Thames Valley Air Ambulance. Council may consider making a donation directly to the Thames Valley Air Ambulance if this were added to the May agenda.

**11) Downley Cricket Club (9023/04/25)**

Council **RESOLVED** unanimously to approve a request from the Downley Cricket Club to play up to 6 Junior cricket matches on Sunday afternoons over the cricket season.

**12) Xtra time football at Mannings Field (9024/04/25)**

Council **RESOLVED** unanimously to approve a request from Xtra time football seeking to run ladies football sessions on Mannings Field on Thursday evenings between April and the end of August.

**13) Internal Auditor (9025/04/25)**

Council **RESOLVED** to appoint Kelly Wilcox as internal auditor.

**14) National Association of Local Council's Policy on Anti-bullying and Harassment as revised March 2025 (9026/04/25)**

Council **RESOLVED** unanimously to adopt NALC's Policy on Anti-bullying and Harassment as revised March 2025.

**15) Invoices (9027/04/25)**

Payments made since the last meeting on 11<sup>th</sup> March 2025 were noted and approved . The schedule of invoices received through March and April still outstanding was considered and authorised.

| Date       | Payee                        | Details            | Ex-VAT     | VAT     | Total      |
|------------|------------------------------|--------------------|------------|---------|------------|
| 02/04/2025 | Buckinghamshire Pension Fund | Staff Pensions     | £ 629.58   | £ -     | £ 629.58   |
| 06/04/2025 | Smarty                       | Mobile 'phone      | £ 4.17     | £ 0.83  | £ 5.00     |
| 10/04/2025 | BMKALC                       | Training course    | £ 40.00    | £ -     | £ 40.00    |
| 10/04/2025 | Shield Maintenance Ltd       | Bin collections    | £ 130.00   | £ 26.00 | £ 156.00   |
| 10/04/2025 | Claritas Accountancy Ltd     | Professional fees  | £ 25.00    | £ 5.00  | £ 30.00    |
| 10/04/2025 | KAD Garden Services          | Gardening in March | £ 2,204.00 | £ -     | £ 2,204.00 |
|            |                              | Totals             | £ 3,032.75 | £ 31.83 | £ 3,064.58 |

**16) The Clerks Progress Report (9028/04/25)**

Noted

**17) To note the date and place of the next meeting (9029/04/25)**

**Tuesday 13<sup>th</sup> May 2025 at 7:30 p.m. at the Downley Community Centre**

**18) Exclusion of the Public and the Press (9030/04/25)**

In accordance with the Public Bodies Admission to Meetings Act 1960, it was **RESOLVED** that the public and the press were excluded from the remainder of the meeting as matters to be discussed were considered confidential.

**19) Closure of the meeting (9031/04/25)**

There being no other business, the meeting closed at 20:25.

Chairman

Date