



Minutes of the Meeting of the Downley Parish Council held on Tuesday 9th May 2023 at 7:30 p.m.

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

In attendance: One member of the public

Officers: G Tandy (Clerk)

Buckinghamshire Councillor P Turner

1) Election of Chairman (8663/05/23)

Councillor Lazenby and Councillor Brooks proposed themselves for the role of Chairman. Councillor Steneskog seconded Councillor Lazenby while Councillor Monroe-West seconded Councillor Brooks. A vote was taken with the result in favour of Councillor Lazenby who signed the acceptance of office of Chairman for the ensuing local government year.

2) Election of Vice-Chairman (8664/05/23)

Councillor Steneskog and Councillor Brooks proposed themselves for the role of Vice-Chairman. Councillor Chandarana seconded Councillor Steneskog and Councillor Monroe-West seconded Councillor Brooks. A vote was held which resulted in a tie, the Chairman used her casting vote in favour of Councillor Steneskog who was duly elected as Vice-Chairman for the ensuing local government year.

The Clerk was directed to seek the advice of BMKALC as to how best to proceed should a tied vote be the result on a future occasion.

3) Apologies for absence (8665/05/23)

Councillor C Lenton provided her apologies for absence.

4) Declarations of interest (8666/05/23)

There were none.

5) Minutes (8667/05/23)

The minutes of the meeting held on 14th March 2023 were agreed and signed as a correct record.

6) Public participation session (8668/05/23)

A member of the public reported to Council on the work they had undertaken in trying to have abandoned vehicles removed from the public roads. They asked also if the Parish Council were making further comments regarding the proposed 5G mast at Jubilee Green and the response was that the Council had made a claim of adverse possession on the land and that it would be inappropriate to site the mast there while that claim remained outstanding

7) Appointment of committees and membership thereof (8669/05/23)

The following committees were appointed:

Allotments – Cllr M Lazenby, Cllr S Biggs and Cllr W Steneskog.

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

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

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

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

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

Lighting Representative – Cllr P Brooks.

8) Appointment of representatives to outside organisations (8670/05/23)

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 – Cllr S Biggs, Cllr M Lazenby, Cllr C Lenton, Cllr W Steneskog

Sports & Recreation – Cllr M Lazenby

Wycombe Area of Local Councils – Cllr P Brooks, Cllr A Mann

North West Chilterns Communities Board – Cllr M Lazenby, Cllr W Monroe-West, Cllr W Steneskog

9) To receive and note the reports of Buckinghamshire Councillors (8671/05/23)

Buckinghamshire Councillor P Turner reported on Buckinghamshire Council's progress with road surface repairs.

10) Planning Committee (8672/05/23)

The minutes of the Planning Committee meeting of 6th April 2023 were received and noted.

11) Downley Day (8673/05/23)

A working party was created to consider the Parish Council's activity on Downley Day. This consisted of Cllr S Biggs, Cllr M Lazenby & Cllr W Steneskog.

12) Staffing HR Committee terms of reference (8674/05/23)

The Staffing HR Committee terms of reference were reviewed and re-adopted without change.

13) Document Retention Policy (8675/05/23)

Proposed by Cllr S Biggs, seconded by Cllr A Mann it was unanimously **RESOLVED** to adopt the Document Retention Policy provided in appendix 2.

14) Invoices (8676/05/23)

The following payments made since the last meeting on 14/03/23 were noted and approved:

May 2023 meeting						
Date	Cheque No	Payee	Ex-VAT	VAT	Total	Details
22/03/2023	2278	DM Hawkins	£ 120.00		£ 120.00	SID brackets x3
22/03/2023	2281	BALC	£ 45.00		£ 45.00	Training course
22/03/2023	2282	Confidential Payment	£ 425.53		£ 425.53	Staffing
22/03/2023	2283	Confidential Payment	£ 110.97		£ 110.97	Staffing
24/03/2023	DD	Telecoms World	£ 12.12	£ 2.42	£ 14.54	Service & line rental
24/03/2023	DD	SSE	£ 1,588.07	£ 317.62	£ 1,905.69	Street lighting/furniture
28/03/2023	2279	Confidential Payment	£ 428.57		£ 428.57	Staffing
28/03/2023	2280	Confidential Payment	£ 1,608.42		£ 1,608.42	Staffing
29/03/2023	2285	Downley Day Committee	£ 17.00		£ 17.00	Pitch fee
29/03/2023	2286	TBS Hygiene Ltd	£ 150.00	£ 30.00	£ 180.00	Dog waste bins
03/04/2023	2287	JS Glasgow	£ 560.00		£ 560.00	Bench installation
04/04/2023	2288	Claritas Accountancy Ltd	£ 25.00	£ 5.00	£ 30.00	Professional fees
04/04/2023	2289	Confidential Payment	£ 283.40		£ 283.40	Staffing
05/04/2023	2290	Colemans Solicitors LLP	£ 1,950.00	£ 390.00	£ 2,340.00	Professional fees
12/04/2023	DD	Plusnet	£ 36.14	£ 7.23	£ 43.37	Broadband
28/04/2023	DD	Southern Electric	£ 2,797.77	£ 456.41	£ 3,254.18	Street lighting/furniture
02/05/2023	2292	KAD Garden Services	£ 1,459.00		£ 1,459.00	Gardening
02/05/2023	2293	Confidential Payment	£ 536.50		£ 536.50	Staffing
04/05/2023	2295	Confidential Payment	£ 420.77		£ 420.77	Staffing
04/05/2023	2296	Confidential Payment	£ 1,616.22		£ 1,616.22	Staffing
	Totals		£14,190.48	£1,208.68	£15,399.16	

15) Invoices due (8677/05/23)

The following invoices received in May were considered and approved:

May 2023 meeting						
Date	Cheque No	Payee	Ex VAT	VAT	Total	Details
02/05/2023	2294	BMKALC	£ 791.66		£ 791.66	Membership BALC & NALC
03/05/2023	2297	Chilterns Conservation Board	£ 190.00		£ 190.00	Contribution to Chiltern Orchards
03/05/2023	2298	KAD Gardening Services	£2,326.75		£2,326.75	Gardening through April
04/05/2023	2299	Claritas Accountancy Ltd	£ 25.00	£ 5.00	£ 30.00	Payroll fee
10/05/2023	DD	Plusnet	£ 34.24	£ 8.55	£ 42.79	Broadband
		Totals	£3,367.65	£ 13.55	£3,381.20	

16) Clerks Progress Report (8678/05/23)

Noted

17) To note the date and place of the next meeting (8679/05/23)

Tuesday 13th June 2023 at 7:30 p.m. at the Downley Community Centre

18) Closure of the meeting (8679/05/23)

There being no other business the Chairman closed the meeting at 8:38 p.m.