 **88**

Downley Community Centre

School Close

Downley

HP13 5TR

 clerk@downleyparishcouncil.org

 [www.downleyparishcouncil.org](http://www.downleyparishcouncil.org)

**DOWNLEY PARISH COUNCIL**

**TO: ALL MEMBERS OF THE COUNCIL**

**You are HEREBY SUMMONED to attend the ANNUAL MEETING of the DOWNLEY PARISH COUNCIL which takes place ON TUESDAY 18MAY 2021 at 7.30pm at the Downley Community Centre, School Close, Downley**

**A G E N D A**

1. **Welcome and Salutations by the Chairman**
2. **Election of Chairman - To elect a Chairman** **for the ensuing local government year**
3. **Election of Vice-Chairman - To elect a Vice Chairman for the ensuing local government year**
4. **Apologies for Absence**
5. To receive and note any **Declarations of Interest** made by Councillors in connection with any agenda item
6. **Public Participation Session** - To receive questions and comment from the public on any matter on the Agenda or which affects the Parish
7. **Appointment of Committees and the Membership thereof:**
* Allotments Committee (1 plus Clerk)
* Finance Committee (5 including Chairman plus Clerk)
* HR Committee (4 including Chairman plus Clerk)
* Planning Committee (4 including Chairman plus Clerk)
* DPC Action Response Group (Formerly Resilience Plan Working Party) (4 including Chairman plus Clerk)
1. **Appointment of Representatives to outside Organisations**
* Downley Old School Community Association - DOSCA (1 plus Chairman and Clerk)
* Downley Common Preservation Society Liaison (1 plus Clerk)
* Downley Communications Forum (1)
* Downley Day & Concert on the Common (1)
* Festival Committee (1)
* Schools Rep (2 including Chairman)
* Sports and Recreation (1)
1. To Approve the **Minutes** of the Meeting of Council held on 13 April 2021. (Below)
2. To receive and note **reports from Buckinghamshire Councillors**
3. To submit Comments on **Planning Applications** received as set out below:

**37 Downs Park High Wycombe Buckinghamshire HP13 5LU** Certificate of lawfulness for proposed 1 x rear box dormer & 2 x front roof lights in connection with loft conversion

**88 Gosling Grove Downley Buckinghamshire HP13 5YS** Construction of part single, part two storey side & single storey rear extension

**2 Golf Link Villas Downley Common Downley Buckinghamshire HP13 5YH** Construction of a replacement garden building

**Dockmoor Moor Lane Downley Buckinghamshire HP13 5YP** Single storey rear extension, two storey side extension & loft conversion with 2 x rear dormer windows

**18 Hillfield Close High Wycombe Buckinghamshire HP13 5NA** Certificate of lawfulness for proposed single storey rear extension

**9 Plomer Green Avenue Downley Buckinghamshire HP13 5LN** Construction of a single storey rear extension

**59 Pheasant Drive High Wycombe Buckinghamshire HP13 5JP** Householder application for construction of two storey front extension, garage conversion & first floor side extension, front porch extension & fenestration alterations

1. To note the **Decisions** **Notices** made by The Buckinghamshire Council in respect of the following Planning Applications set out below:

**21/05270/FUL Bramley House Downley Common Downley**Construction of rear extension to existing garage. **Refused**

**21/05878/MINAMD Hill Cottage Plomer Hill High Wycombe**Proposed non-material amendment to permission for application for demolition of existingdwelling and erection detached 4-bed dwelling with detached single garage, bin store, parking and creation of new access granted under planning ref: 20/07438/FUL **Part Allow Part Refuse**

**21/05469/CLP 26 Plomer Green Avenue Downley** Certificate of lawfulness for proposed single storey outbuilding to rear for boat and vehiclegaraging, storage and workshop **Refuse Certificate of Proposed Use**

**21/05239/FUL 32 Sunny Croft Downley**Construction of first floor rear extension **Approved**

**21/05583/TPO 8 Green Leys Downley** Cut back to boundary due to shading x 3 Sycamore **Approved**

**21/05506/FUL 41 Selwood Way Downley**Front storm porch, single storey front & rear extensions, installation of 1 x rooflight to front, dormer window & 1 x rooflight to rear in connection loft conversion & associated internal alterations **Approved**

**21/05421/FUL 55 Plomer Green Lane Downley** Construction of an attached two storey end terrace dwelling, creation of new access to rear with associated car parking **Refused**

**21/05097/FUL 50 Southfield Road High Wycombe**Construction of single storey front/side/rear extension & external alterations **Refused**

**21/05683/FUL 28 Gosling Grove Downley** Construction of two storey front extension, part single storey, part two storey side & rear extension & conversion of garage into habitable accommodation with fenestration alterations **Approved**

**21/05416/FUL 30 Gosling Grove Downley** Construction of single storey rear extension with patio alterations **Approved**

**21/05254/FUL 36 Middlebrook Road High Wycombe** Construction of part two, part three storey rear extension, lower ground floor rear extension & first floor side extension **Approved**

**21/05763/FUL 83 Westover Road High Wycombe** Construction of single storey side & rear extension following demolition of existing garage, alterations to existing driveway & associated external alterations **Approved**

**21/05433/FUL 33 Talbot Avenue High Wycombe** Construction of part single, part two storey side extension, internal alterations to create additional parking spaces **Approved**

**21/05818/CLP 11 Southfield Road High Wycombe** Certificate of lawfulness for proposed single storey detached outbuilding to rear **Grant certificate proposed development**

**21/05779/ADRC  Hill Cottage Plomer Hill High Wycombe** Approval of details subject to Conditions 3 (Approval of Building Materials, 4 (Approval of Surfacing Materials), 11 (Landscape Plan), 14 (Boundary Treatment) **Permit detail reserved by condition**

**21/05774/CLP 2 Partridge Way High Wycombe** Certificate of lawfulness for proposed construction of front porch, alterations to existing first floor flank window & garage conversion with associated internal & external alterations including raising of existing garage roof height **Grant Certificate Propose Development**

**21/05715/PNP3O 1A Chapel Street Downley** Prior notification application (Part 3, Class 0) for change of use of existing building falling within Class E use (Offices) to Class C3 use (Dwellinghouses) to create residential dwelling **Refused**

1. To Note the **Progress Report** (below)
2. To consider the use of Mannings Field or Apple Orchard for outdoor yoga (**Clerk** to present an oral report)
3. **Street Lighting in Narrow Lane** (See **Clerk’s** Report below)
4. **Cloud Storage** (**Councillor Steneskog** to present an oral report)
5. **Web Accessibility** (See **Councillor Bowden** to present an oral report)
6. **To discuss the Formation of a new Working Group:** Online Communications
7. **Memorial Hall Representation**
8. To note the **Payment of Invoices** below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Chq. No.**  | **Payee** | **Amount**  | **Details** |
| 001960 | Future Horticulture Ltd | £600.00 | Tree works (To be reimbursed by Buckinghamshire Council) |
| 001961 | Edge IT Systems Ltd | £162.00 | Finance Support & EOY close down |
| 001962 | Castle Water | £476.18 | Water charge allotments |
| 001963 | KAD Garden Services | £1918.00 | Garden Services March 2021 |
| 001964 | TBS Hygiene Ltd | £16.00 | Dog bin emptying March 2021 |
| 001965 | Claritas accountancy Ltd | £30.00 | Monthly payroll fee March 2021 |
| 001966 | MA Lazenby | £39.16 | Stationary & Postage |
| 001967 | BMKALC | £772.77 | Subscriptions BALC, NALC & LCR |
| 001968 | Claritas accountancy Ltd | £30.00  | Monthly payroll fee April 2021 |
| 001969 | KAD Garden Services | £2443.00 | Garden Services April 2021 |
| 001970 | Edge IT Systems Ltd | £86.40 | Remote IT Services |
| 001971 | Mike Kennedy | 2244.89 | Professional fees & office expenses for April 2021 |
| 001972 | Giles Tandy | 227.74 | Office supplies & stationary April 2021 |
| DD | Plusnet | 29.40 | Phone line, Call divert & broadband (Community Centre) March 2021 |
|   | **TOTAL**  | **£9075.54** |   |

1. To note the **Bank Reconciliation Statement to 31 March 2021** (below)
2. Date of next meeting June 8th, 2021 at **Downley Community Centre**
3. **Closure of the Meeting**

*Giles Tandy*

*Clerk to the Council*

*11 May 2021*

Bank Account Reconciled Statement

|  |  |  |
| --- | --- | --- |
| Statement Number 13 | Bank Statement No. 13 |  |
| Statement Opening Balance E215,941.46 | Opening Date 01/03/21 |  |
| Statement Closing Balance €209,819.89 | Closing Date | 31/03/21 |  |
| True/ Cashbook Closing | El 96,032.74 |
| Balance |  |
| Date | Cheque/ Ref. | Supplier/ Customer | Debit (E) | Credit (E) | Balance (E) |
| 11/03/20 | 1854 |  | 500.00 | 0.00 | 215,441.46 |
| 03/03/21 | 1928 | Royal British Legion Poppy Appeal | 16.00 | 0.00 | 215,425.46 |
| 09/03/21 | 1946 | Moyra Lazenby | 7.02 | 0.00 | 215,418.44 |
| 09/03/21 | DD | Plus Net | 43.20 | 0.00 | 215,375.24 |
| 11/03/21 | 1945 | SSE | 279.19 | 0.00 | 215,096.05 |
| 11/03/21 | 1948 | Castle Water | 237.63 | 0.00 | 214,858.42 |
| 15103/21 | 1949 | Mike Kennedy Consultancy Service | 3,003.77 | 0.00 | 211,854.65 |
| 22/03/21 | 1944  | Richard Bowden | 234.17 | 0.00 | 211 ,620.48 |
| 24/03/21 | 1941 | Excel Office Suppliers | 642.84 | 0.00 | 210,977.64 |
| 24/03/21 | 1942 | Excel Office Suppliers | 81.08 | 0.00 | 210,896.56 |
| 24/03/21 | 1952 | Castle Water | 345.68 | 0.00 | 210,550.88 |
| 24/03/21 |  | Telecoms World | 12.24 | 0.00 | 210,538.64 |
| 25/03/21 | 1954 | West Wycombe Estate | 718.75 | 0.00 | 209,819.89 |
| 29/03/21 | 1950 | Downley Dynamos | 500.00 | 0.00 | 209,319.89 |
| 31/03/21 | 1854 | Downley Dynamos | -500.00 | 0.00 | 209,819.89 |
| Uncleared and unpresented effects |
| 31103/21 1943 BuckinghamshireCouncil | 318.00 |  | 209.501.89 |
| 31/03/21 1947 TBS Hygiene Ltd | 972.00 |  | 208,529.89 |
| 31/03/21 1951 KAD Garden Services | 1 ,020.oo |  | 207,509.89 |
| 31/03/21 1953 TBS Hygiene Ltd | 216.00 |  | 207,293.89 |
| 31/03/21 1955 Sparkx | 6,208.70 |  | 201,085.19 |
| 31/03/21 1956 Edge IT SystemsLimited | 986.40 |  | 200,098.79 |
| 31/03/21 1957 NALC | 360.00 |  | 199,738.79 |
| 31103/21 1958 BuckinghamshireCouncil | 450.00 |  | 199,288.79 |
| 31/03/21 1959 Mike KennedyConsultancy Service | 3,256.05 |  | 196.032.74 |
| Total | 13787.15 |  |  |

Current NC 00519204 30-94-28

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14/04/21 11:48 AM vs: 8.55.0 Downley Parish Council

Bank Account Reconciled Statement

 Chair