



**Minutes of the Meeting of the Downley Parish Council held on
Tuesday 13th June 2023 at 7:30 p.m.**

Present: Councillors M Lazenby (Chairman presiding), K Ahmed, S Biggs, A Lenard, T Snaith and W Steneskog

In attendance: No members of the public present

Officers: G Tandy (Clerk)

1) Apologies for absence (8680/06/23)

Apologies were received from Councillors P Brooks, K Chandarana, C Lenton, A Mann, W Monroe-West and Buckinghamshire Councillor P Turner

2) Declarations of interest (8681/06/23)

There were none.

3) Minutes (8682/06/23)

The minutes of the meeting held on 9th May 2023 were agreed and signed as a correct record.

4) Public participation session (8683/06/23)

None.

5) To receive and note the reports of Buckinghamshire Councillors (8684/06/23)

None

6) Planning Committee (8685/06/23)

The minutes of the Planning Committee meeting of 4th May 2023 were received and noted.

7) Complaints Policy (8686/06/23)

An annual review of the Complaints Policy adopted 09/05/23 was conducted. Proposed by Cllr. Lenard and seconded by Cllr. Steneskog it was **RESOLVED** unanimously that the policy should continue unaltered.

8) Employers discretionary policy (8687/06/23)

The proposed Employers discretionary policy under the Local Government Pension Scheme was still being developed and it was agreed that this agenda item should be postponed and carried over for consideration at Downley Parish Council's July meeting.

9) Invoices (8688/06/23)

The following payments made since the last meeting on 09/05/23 were noted and approved:

Date	Cheque No	Payee	Ex-VAT	VAT	Total	Details
		June 2023 meeting				
09/05/2023	2300	TBS Hygiene Ltd	£ 120.00	£ 24.00	£ 144.00	Dog waste collection
09/05/2023	2301	Colemans Solicitors LLP	£ 2,700.00	£ 540.00	£ 3,240.00	Cancelled
17/05/2023	DD	Castle Water	£ -	£ -	£ -	Credit balance
18/05/2023	2306	Hunters Solicitors LLP	£ 2,700.00	£ 540.00	£ 3,240.00	Replaces 002301
30/05/2023	2309	ASW Marquees Ltd	£3,186.67	£ 637.33	£ 3,824.00	Downley Festival
30/05/2023	2310	HMRC	£ 420.97	£ -	£ 420.97	Staffing
30/05/2023	2311	Confidential payment	£ 1,616.02	£ -	£ 1,616.02	Staffing
08/06/2023	2318	Confidential payment	£ 49.48	£ -	£ 49.48	Staffing
Totals			£10,793.14	£1,741.33	£12,534.47	

10) Invoices due (8688/06/23)

The following invoices received in May and June were considered and authorised:

Date	Cheque No	Payee	Ex VAT	VAT	Total	Details
18/05/2023	2303	BMKALC	£ 45.00	£ -	£ 45.00	Training course
18/05/2023	2304	Downley Day Committee	£ 35.00	£ -	£ 35.00	Pitch for library
18/05/2023	2305	The Chiltern Society	£ 211.00	£ -	£ 211.00	Annual path clearance
22/05/2023	2308	Aubergine 262 Ltd	£ 329.00	£ 65.80	£ 394.80	Website renewal
30/05/2023	2312	AJGIBL	£2,476.77		£ 2,476.77	Insurance Renewal
30/05/2023	2313	TBS Hygiene Ltd	£ 120.00	£ 24.00	£ 144.00	Dog waste bins
06/06/2023	2314	Claritas Accountancy Ltd	£ 25.00	£ 5.00	£ 30.00	Payroll fee
06/06/2023	2315	KAD Gardening Services	£3,129.25	£ -	£ 3,129.25	Gardening in May
06/06/2023	2316	C Knapman	£ 30.98	£ -	£ 30.98	Signage & Jubilee clips
06/06/2023	2317	Hunters Solicitors LLP	£3,420.00	£ 684.00	£ 4,104.00	Professional fees
08/06/2023	DD	Plusnet	£ 35.78	£ 7.16	£ 42.94	Broadband
08/06/2023	2319	M Lazenby	£ 59.90		£ 59.90	Wine & bunting
Totals			£9,917.68	£ 785.96	£10,703.64	

11) Clerks Progress Report (8689/06/23)

Noted

12) To note the date and place of the next meeting (8690/06/23)

Tuesday 11th July 2023 at 7:30 p.m. at the Downley Community Centre

13) Closure of the meeting (8691/06/23)

There being no other business the Chairman closed the meeting at 07:40 p.m.