



**Minutes of the Meeting of the Downley Parish Council held on
Tuesday 10th October 2023 at 7:30 p.m.**

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

1) Apologies for absence (8729/10/23)

Apologies were received from Councillors C Lenton, A Mann and from Buckinghamshire Councillor P Turner

2) Declarations of interest and Dispensations(8730/10/23)

None.

3) Minutes (8731/10/23)

The minutes of the meeting held on 12th September 2023 were agreed and signed as a correct record.

4) Public participation session (8732/10/23)

None.

5) To receive and note the reports of Buckinghamshire Councillors (8733/10/23)

Cllr Turner had provided his written report which was circulated to Council prior to the meeting.

6) Planning Committee (8734/10/23)

The minutes of the Planning Committee meeting of 1st September 2023 were received and noted.

7) Councillor Reports (8735/10/23)

Cllr Brooks reported on the AGM of the Downley Common Preservation Society. DCPS's accounts show a credit balance, Cllr Brooks explained that these funds are earmarked towards the maintenance and eventual replacement of their tractor.

Cllr Biggs reported that Dowley Schools Parents Association will be holding a Christmas Fayre on Saturday 2nd December between 01:00 and 04:00 p.m.

8) Heritage Project (8736/10/23)

Cllr Biggs reported that he has liaised with the Downley History Society, SWOP (Sharing Wycombe's Old Photographs) and Chalfont St Peter Parish Council. Various photos have been sourced and matched with their current locations. Householders will be approached to see if they will allow a plaque on their property showing the historic image and appropriate wording.

9) Members Portal Function (8737/10/23)

Council considered whether to make use of the online secure portal function of our website allowing the Clerk to share documents through this rather than email papers. It was apparent that while this involved an additional cost to the council no advantage could be found in this approach and it was not moved to a vote.

10) Bank reconciliation (8738/10/23)

A bank statement for the councils main current account was noted. Statements were outstanding on other accounts and are to be forwarded upon receipt.

11) Bank Balances (8739/10/23)

Balances and entries since 24th August on the Councils other accounts were noted.

12) Budget (8740/10/23)

Council noted the income and expenditure for the month of September comparing this to the budget for the period.

13) Invoices (8741/10/23)

Payments made since the last meeting on 12th September 2023 were noted and approved. The schedule of invoices received through September and October was considered and authorised. Council noted that internet banking on the new current account was being routinely used. The Clerk made clear the system dictates that where a new beneficiary is created, the payee details must be verified by two signatories before a payment can be made. The clerk forwards an invoice to the signatories to allow them to do this.

14) Clerks Progress Report (8742/10/23)

Noted

15) To note the date and place of the next meeting (8743/10/23)

Tuesday 14th November 2023 at 7:30 p.m. at the Downley Community Centre

16) Exclusion of the Public and Press (8744/10/23)

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

17) Council Matters (8745/10/23)

Council discussed a confidential matter.

18) Closure of the meeting (8746/10/23)

There being no other business, the meeting closed at 20:12.

Chairman

Date