



## **Minutes of the Meeting of the Downley Parish Council held on Tuesday 11<sup>th</sup> January at 7:30 pm**

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: Councillor Mel Smith, two members of the public and two Police Community Support Officers.  
Officers: G Tandy (Clerk)

### **1) Apologies for Absence (8440/01/22)**

Apologies were received and accepted Buckinghamshire Councillors Maz Hussain and Paul Turner. Councillor S Biggs also apologised, arriving unavoidably late at 08:00 p.m. For the benefit of the assembly the Council introduced themselves.

### **2) Declarations of Interest (8441/01/22)**

There were none

### **3) Minutes (8442/01/22)**

It was **RESOLVED** that the **Minutes of the meeting held on 9<sup>th</sup> November 2021 be received, approved, adopted and signed by the Chairman as a true and correct record.**

### **4) Public Participation (8443/01/22)**

A member of the public alerted us to the adopt a beehive scheme. Another member of the public spoke about a proposal to site a beehive within Downley looking at sites at Mannings Field close to the Community Orchard.

Our Area PCSO's introduced themselves and outlined their plans to use the facilities at the Downley Community Centre and increase their visibility and engagement within the community.

### **5) Reports from Buckinghamshire Councillors (8444/01/22)**

Councillor Mel Smith is investigating ownership of and responsibility of land around Woodcote Green. She confirmed that like the Parish Council she had not been consulted on Buckinghamshire Councils siting of E Scooters within the Parish. It was agreed that this was an important issue that should be raised as an item on next months agenda.

Councillor Paul Turner had provided a written report which had been issued to Council prior to the meeting and was read through by Councillor Lazenby.

Councillor Snaith requested sight of the published climate change strategy mentioned in this report and raised issues regarding the points raised around a doctor's surgery. It was suggested that a discussion around the doctor's surgery be added to next

months agenda. The counter argument was made that the Parish Council do not have a say in the process and there was no point in our discussing a subject on which we have no influence. Following a vote it was agreed that we would not add the doctors surgery to next months agenda.

**6) Comments on Planning Applications (8444/01/22)**

Comments on planning applications as set out in appendix a) of the agenda were noted.

**7) Decision Notices (8445/01/22)**

The Decision notices made by Buckinghamshire Council in respect of the Planning Applications as set out in appendix b) were noted

**8) Beehives (8446/01/22)**

It was proposed by Cllr. Lazenby, seconded by Cllr. Steneskog and **RESOLVED** that subject to the approval of West Wycombe Estates we would allow beehives to be sited within the Parish. Cllr. Ahmed and Cllr. Snaith left the meeting after this vote.

**9) Memorial Bench (8446/01/22)**

A request for a memorial bench has been received from a member of the public in memory of his late parents. Following a previous request, it is known that Downley Common Preservation Society feel there to be sufficient benches on the common. They would not however normally object to a bench at the cricket pitch. Proposed by Cllr. Monroe-West, seconded by Cllr Mann it was **RESOLVED** that subject to the approval of the DCPS and the Sports Association that a memorial bench be allowed at the cricket pitch.

**10) Dog Bins(8447/01/22)**

The Finance Committee have reviewed suppliers. The current supplier, TBS charges £3.25 to empty each of our 15 bins. This does not include cleaning. An alternative supplier, Shield has offered to empty, clean and disinfect the bins at a cost of £2.00 per bin. Other Parish Councils using this supplier have confirmed that the service is good. This would offer an annual saving on costs of £975.00. Cllr. Lenard suggested that we give our current supplier the opportunity to price match this offer. It was proposed by Cllr Steneskog and seconded by Cllr Monroe-West. It was **RESOLVED** that we change supplier to Shield subject to TBS being given one months' notice plus the opportunity to price match

**11) Allotments (8448/01/22)**

The Finance Committee have considered the cost of the allotments these are let at annual rent of £25.00 yielding an annual income of £1300. Annual costs to the council £2839.93 broken down as rent £450 water £1034.93, gardening £1125.00, skip hire £230. Rent per plot would need to £55.00 to break even. By increasing

rents to £30 allotment holders would move from covering just 45% of costs to covering 54%. Proposed by Cllr. Lazenby, seconded by Cllr. Lenard and **RESOLVED** that allotment rents be increased to £30.00 per annum with effect from April 2022.

**12) Budget (8449/01/22)**

The budget had been previously circulated to Council by the Clerk. This showed expenses for the year forecast as £133,273. Income for the year was forecast at £11,760. It was proposed by Cllr. Steneskog, seconded by Cllr. Mann and unanimously **RESOLVED** that the budget be accepted and the precept set at £121,513.

**13) Model publication scheme (8450/01/22)**

Cllr. Brooks explained that she can find no record of Council having adopted a model publication scheme and that we need to do so to comply with the Freedom of Information Act 2000. Under which, all public authorities are required to produce a publication scheme that specifies the classes of information which the public authority publishes or intends to publish. It was proposed by Cllr. Brooks, seconded by Cllr Lenard and unanimously **RESOLVED** that the Online Communications Working Party investigates the requirements of a model publication scheme for adoption by the Council and that once adopted, the scheme be uploaded to the Parish Councils website thereby ensuring that the Council meets its obligations under the FOI Act.

**14) Clerks progress report 8451/01/22**

The Clerks Progress report as set out below was noted.

**Progress Report to Council January 2022**

Minute Reference	Subject	Progress (updates to bold)
8304/03/21	<b>Streetlight replacement project</b>	Contract awarded to Sparkx on 1 April 2021 Currently all columns have been inspected and numbered on site. Lantern installation currently underway Sparkx have gained the accreditation to undertake overhead connections and need to be assessed on one connection and then will be able to complete the work on pole brackets
7973/07/19 7997/09/19 Finance Committee 30.7.19 8242/01/21	<b>The Downley Controlled Crossing Feasibility Study</b>	Email sent to Community Board on 15.01.2021 confirming DPC will contribute £4,855.22 towards this scheme as its matched funding contribution. Buckinghamshire Council will invoice Downley Parish Council upon completion of the scheme or

		at the end of the next financial year (March 2022) whichever is sooner. The Downley Communications Group has contributed £2,500 towards this feasibility study. Expecting final report imminently
8222/12/20 8295/03/21 8432/11/21	<b>Park Fencing School Close Park</b>	Buckinghamshire Council invited to erect posts around the Green similar to those around the Common.
8224/12/20 8240/01/21	<b>Additional Defibrillator for the Village</b>	Council to procure an additional defibrillator from London Hearts. Sprit Hair confirm happy with the location Ongoing
Min. no. 9 Fin.cttee 7.12.20 8211/12/20	<b>Cloud Storage</b>	Up-to-date Quotations sought from Edge for their packages. Ongoing
8147/09/20	<b>Web accessibility</b>	Clerk to receive training on website. Continue with and update existing website to make it more visually appealing, compliant and resolve accessibility issues. Website is being updated, quotes now required to understand the cost of meeting accessibility requirements. Ongoing
8265/02/21	<b>Banking arrangements for the Council</b>	New bank account now set up with Unity Bank. All councillors to sign bank mandate prior to activation. <b>Unity Bank contacted to progress request</b> <b>Ongoing.</b>
8268/02/21	<b>Community Right to Bid</b>	Council agreed to make application for the re-listing of the Le De Spencer's Arms and the Bricklayers Arms as Assets of Community Value. Council must make new application stating grounds for listing. Cllr Lazenby to assist the Clerk in this matter. Ongoing
8270/02/21	<b>Gosling Grove Pond</b>	Project to be progressed in 2021/22. Advise obtained from BBOWT. Coppicing work planned for Jan' 2022
8271/02/21	<b>Signage</b>	(i) Residents to erect sign themselves naming the 3 cottages off Plomer Green Lane (ii) West Wycombe Estate has granted permission to sign allotments – To be progressed by new clerk (iii) email to DOSCA about signing the Community Centre. Ongoing

8359/06/21	<b>Provision of a skip for allotment holders.</b>	Clerk has contacted allotment holders and asked them to burn their bonfire which once done will provide a space on which a skip can be placed. <b>Skip to be ordered for early March.</b>
8415/10/21	<b>Participation in the Queens Green Canopy scheme</b>	Several possible sites identified throughout the parish. Permission is being sought from Buckinghamshire Council before canvassing residents. Ongoing

**15) Payment of invoices 8452/01/22)**

The payment of the following invoices was noted

Frequency	Chq. No.	Payee	Amount	Det
M	2042, 2048, 2049, 2050, 2062, 2067, 2068	Staff salaries, pension, tax and expenses	£4577.81	Nov/Dec
O	2043, 2053	Sparkx	£24,483.60	Lighting - Street Furniture
O	2044, 2052	DOSCA	£3052.00	Room hire and Community Librar
M	2045, 2059	Claritas Accountancy	£60.00	Professional fees
M	2046	Glasdon	£1319.52	Memorial Bench
M	2047, 2060, 2066	TBS Hygiene	£850.50	Dog waste bins
A	2051	PFK Littlejohn	£576.00	Audit fees
A	2055	Wycombe Wanderers FC	£960.00	Bonfire Torchlight Procession
O	2056	BMKALC	£65.00	Training course
O	2057	Wycombe Food Hub	£100.00	Donation
A	2058	Royal British Legion	£16.00	Wreath
O	2061	Mini Skips Southern	£282.00	Skip hire
M	2063	KAD Gardening Services	£2162.75	Gardening Services November
O	2064	Cressex Embroidery	£90.00	Hi Viz vests
A	2065	Edge IT Systems	£434.00	Year 2 software provision
O	2069	JSG Handyman	£165.00	Bench installation
M	DD	Plusnet	£29.98	'Phone and Internet
		<b>TOTAL</b>	<b>£39224.16</b>	

**16) Date and place of next Meeting (8453/01/22)**

**Tuesday 8<sup>th</sup> February 2022 at Downley Community Centre**

**17) Closure of the meeting ((8454/101/22)**

There being no other business the Chairman closed the meeting at 09:15 pm

