



Minutes of the Meeting of the Downley Parish Council held on Tuesday 8th March at 7:30 pm

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

1) Apologies for Absence (8476/03/22)

Apologies were received and accepted from Buckinghamshire Councillors M Hussain, M Smith and P Turner.

2) Declarations of Interest (8477/03/22)

There were none

3) Minutes (8478/03/22)

It was **RESOLVED** that the **Minutes of the meeting held on 8th February be received, approved, adopted and signed by the Chairman as a true and correct record.**

4) Public Participation (8479/03/22)

A member of the public requested an update on the streetlight replacement program. The Clerk reported that the contractor was looking to engage an overhead linesman to replace approximately 30 lights that remain outstanding. There had been a difficulty in finding an overhead linesman to complete this work as recent storm damage had seen them greatly in demand. It was estimated that once started the work should take just under a week to conclude.

In response to a request the Clerk agreed to ask the contractor to quote to fix a lamp to an existing pole outside 4 Littleworth Road.

5) Reports from Buckinghamshire Councillors (8480/03/22)

There were none.

6) Comments on Planning Applications (8481/03/22)

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

7) Decision Notices (8482/03/22)

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

8) Grant applications (8483/03/22)

Proposed by Cllr Lenard & seconded by Cllr Ahmed it was unanimously **RESOLVED** to provide Downley Cricket Club a grant of £500 towards their pitch repairs & maintenance.

Proposed by Cllr Lenard & seconded by Cllr Biggs it was unanimously **RESOLVED** to provide Downley Common Preservation Society with £765 in respect of the annual bonfire & torchlight procession

Proposed by Cllr Lenard & seconded by Cllr Steneskog it was **RESOLVED** that £840 should be spent to allow the Chiltern Rangers to complete coppicing at the Community Orchard to open up visibility & reduce opportunities for antisocial behaviour

9) Platinum Jubilee (8484/03/22)

Cllr Lazenby provided her report on behalf of the Platinum Working Party & their progress towards an event planned for Friday 3rd June. The event will start at 6:30 p.m. with a concert band playing until 7:30 p.m. There will be a DJ set until 9:20 p.m. a pop/rock band will play until 10:20 p.m. when there will be 10-minute fireworks display before the band return for a further hour.

10) The Queens Green Canopy (8485/03/22)

Proposed by Cllr Biggs & seconded by Cllr Lazenby it was **RESOLVED** that £755.74 be allocated to complete the project to plant 7 trees at various sites throughout Downley.

11) Boundaries Commission Review (8486/03/22)

Buckinghamshire Council are redrawing the ward boundaries & are seeking input. As each representation is judged on its own merits & the view of the Parish Council would carry no more weight than the views of an individual, it was agreed that Councillors would submit their own views rather than seek to agree on this as a Council.

12) Risk Assessment & Asset Register (8487/03/22)

The Risk Assessment circulated by the Clerk was noted. The Asset Register circulated by the Clerk was noted. It was agreed after discussion that the Chairmans badge of office be photographed to assist with its replacement should that ever become necessary & that the Clerk should check our insurance policy to ensure that it is adequately covered. A discussion ensued around Public Liability Insurance & while we hold our own policy that covers this it is essential that where we organise events, we need to check that other organisations have their own cover should they wish to participate in that event.

13) The Clerks Progress Report (8488/03/22)

The Clerks progress report was noted

14) Reports from other Committees & Working Parties (8489/03/22)

Councillor Steneskog reported on the work at the Sandpits Pond at Gosling Grove following a second working party there on Saturday the 5th of March.

15) Payment of invoices (8490/03/22)

The payment of invoices shown in appendix g was noted

16) To note the date and place of the next meeting (8491/03/22)

Tuesday 12th April 2022 at Downley Community Centre

There being no other business the Chairman closed the meeting at 08:32 p.m.

Appendix a) 01/03/22

Comments on Planning applications received:

- 22/05112/FUL 113 Littleworth Road Householder application for a part single, part two storey side extension, single storey rear extension & fenestration alterations.
No comments
- 22/05162/FUL 12 Faulkner Way Householder application for construction of a single storey front/side extension.
No comments
- 22/05053/FUL 24 Talbot Avenue Householder application for demolition of garages, proposed two storey side extension, widen access crossover & drive.
No comments
- 22/05382/FUL 79 Westover Road Householder application for demolition of existing side extension & erection of single storey side/front extension.
No comments
- 22/05113/FUL 36 Middlebrook Road Erection of three storey rear extension & conversion of existing dwelling to 4 x 1 & 2 x2-bed flats (6 in total) with associated parking & bin stores.
Object This would appear to be an overdevelopment of the property.
There is the possibility that if the development is permitted there could be 12 vehicle trying to park on the highway. The parking survey does not appear to take this into account. This road is known for speeding vehicles and there have been a number of near miss and in the past vehicles have crashed into boundary walls of some properties.
- 22/05404/FUL 29 Plomer Green Avenue Householder application for construction of a single storey rear extension.

No comments

Appendix b

Buckinghamshire Council decision notices

02/03/22

21/08761/FUL 69 Sunny Croft

Householder application for construction of two storey front extension, conversion of existing integral garage to study/store, alterations to front roofslope including construction of replacement pitched roof to existing flat roof dormer and insertion of 1 x dormer window with associated external alterations

Application Permitted

21/08421/FUL 3 Cross Court Plomer Green Avenue

Installation of extraction fan unit over the existing flat roof to rear

Application Permitted

21/08068/FUL 25 White Close

Householder application for construction of part single, part two storey side and rear extension

Application Permitted

21/07401/FUL 18 The Pastures

Householder application for construction of single storey front and rear extension, garage conversion and first floor side extension

Application Permitted

Appendix c

Downley Cricket
Club
Downley Common
High Wycombe
Bucks
HP13 5YD
9TH February 2022

To Downley Parish Council:

Downley Cricket Club is a non-profit making organisation that has existed for over 145 years in the Community. The club play at Downley Common on common land and their Pavilion is built on land owned by Colin Emery.

The club runs two successful teams that play on a Saturday between May and September in the Mid Bucks League Division 2 (2nd XI – promoted last season) and the Mid Bucks Chilterns Berkshire Championship Division (1st XI – finished 2nd in this league last year).

The Cricket Club is also proud of our efforts to support Youth in the local area. Our 2nd XI team is a developmental team where we prioritise the playing of the Youth (up to 18 years) in the local community. Over the past 10 years we have had approx. 20 Youth players play for this team at various times. We continue to seek out the local Youth and encourage them to join us, and hopefully see some of them continue to play in the 1st XI as they get older.

The Cricket Club has been predominantly self-sufficient in terms of funding for a number of years now, through player subscriptions, match fees, and our own fundraising events (Race Nights, President's Day). We provide all of our own equipment (mowers, roller, line markers etc.) and take care of our own square (pitch) and outfield maintenance during the Summer with no external funding. We also have cricket nets on Manning's Field. The Pavilion is shared with the Downley Dynamos Football Club and Downley Albion. A grant received in 2020 for £1500 helped greatly towards the £2500 costs of obtaining sightscreens and covers for the wicket.

With our 1st XI team playing in quite a high standard/level of the Mid Bucks Chilterns Berkshire League there is a requirement to provide a very good pitch each week. This involves many hours of work by volunteers each week. Our equipment (roller, mowers etc.) is in need of regular servicing and spare parts. In addition we have to bring in certain outside help to do tasks such as square scarification, seeding, loaming, aerating etc. pre and post season.

We are politely requesting whether consideration can be made to a grant for £500 for the club to be spent on pitch repair/maintenance for the coming season. While this does not cover anywhere near the full costs, it will provide some much needed funds which have been dwindled somewhat over the past 2 years due to the pandemic.

If I can provide any more information, please feel free to contact me.

Yours sincerely,

Martin Birkett
Secretary
Downley CC

Appendix d

Downley Common Preservation Society

I have received a request from DCPS for a grant of £765 in recognition of the Society's Support in running the Annual Bonfire & Torchlight Procession.

The event took place in November 2021 & in mid-December I received £765.95 cash from DCPS in respect of the gate money taken. I credited our account with this cash on 15th December. DCPS are requesting we make a grant to them in accordance with previous practice.

DOWNLEY PARISH COUNCIL

RISK ASSESSMENT

RISK ASSESSMENT 2022

The Parish Council is obliged to have in place a system to help manage risk. The purpose of this document is to record a risk assessment carried out by the Clerk and to make recommendations (in *italics*) for the future management of risk.

Physical assets

An annual review of the asset register is undertaken for insurance purposes. Assets are regularly visited for operational reasons & any damage or loss identified is dealt with

Finance

a) Banking

Current account held at Lloyds Bank. Cash is rarely received & is banked as soon as is practical. Cheques are drawn by the clerk & require the signature of two Councillors. Bank Statements are reconciled regularly

b) Financial controls and records

The Council has Financial Regulations that set out the requirements. Internal & External audits are conducted annually

c) Customs and Excise regulations

VAT payments and claims are calculated and recorded by the clerk and checked by internal and external auditors.

d) Budgeting and Precept

Budgets are prepared by the Clerk working with the Finance Committee to determine amounts required for the precept. The budget takes into account the current year actual costs & projected figures for the following year
The precept is an agenda item for full Council prior to the deadline given by the County Council.

Liability

An annual review is undertaken of all insurance arrangements. The Policy covers buildings & contents, Public Liability, Employers & Employee Liabilities

Minutes/agendas

Minutes & agendas are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next appropriate meeting. Agendas are displayed according to legal requirements.

Members interests

The register of members interests is held by Buckinghamshire Council.

General Data Protection Regulations GDPR

The Council is registered with the Information Commissioner's Office (ICO). Data is held & distributed in accordance with GDPR rules.

Signed for & on behalf of Downley Parish Council by

Moyra Lazenby (Chairman) 08/03/22

Downley Parish Council Asset register

Location	Item	Description
Plomer Green Avenue	Bus shelter	Metal
High Street	Bus shelter	Wood
With Chairman	Chairmans badge of office	Silver badge & chain
Jubilee Green	Dog bin	Red Plastic
Plomer Green Lane Tank Crossing	Dog bin	Red Plastic
Plomer Green Lane unnamed track to Old Dairy	Dog bin	Red Plastic
Moor Lane on Footpath near Chapel	Dog bin	Red Plastic
Commonside	Dog bin	Red Plastic
Commonside North East of Beacon	Dog bin	Red Plastic
Commonside far end of Common	Dog bin	Red Plastic
Commonside North West of Beacon	Dog bin	Red Plastic
Faulkner Way by School Entrance	Dog bin	Red Plastic
School Close	Dog bin	Red Plastic
Gosling Grove	Dog bin	Red Plastic
Pheasant Drive near notice board	Dog bin	Red Plastic
Pheasant Drive opposite Kestrel Close	Dog bin	Red Plastic

Commonside corner of Narrow Lane	Dog bin	Red Plastic
Plomer Green Lane near grit bin	Dog bin	Red Plastic
Allotments	Notice board	Wooden Large
Memorial Hall	Notice board	Wooden Large
Common by Cricket Pitch	Notice board	Wooden
Jubilee Green	Notice board	Metal Large
Gosling Grove	Notice board	Wooden
Pheasant Drive	Notice board	Wooden Large
Westover Road	Notice board	Wooden Large
Southfield Road	Notice board	Wooden
Clerks Office	Office Equipment	Filing Cabinet
Clerks Office	Office Equipment	Shredder
Clerks Office	Office Equipment	Laptop
Clerks Office	Office Equipment	Printer
Clerks Office	Office Equipment	Voice recorder
School Close	School building	Premises
Clerks Office	Speed Camera	Radar gun
Through Parish	Speed Indicator Device	SID x 2
Common	Sports & Community Grounds	Cricket pitch
Mannings field	Sports & Community Grounds	Football pitches, allotments & Community Orchard

Appendix g Payment of invoices

Frequency	Cheque number	Payee	Amount	Details
M	2080,2081, 2082,2083, 2090	Staff salaries,pension, tax & expenses	1602.41	includes payments to HMRC not previously presented
O	2084	J Glasgow	415.00	2 x bench installations, monies recovered from public
O	2085	Chiltern Rangers	1070.40	Re Community Orchard
M	2086	KAD Gardening Services	1088.00	Re work carried out in January
O	2087	DOSCA	16.50	Meeting in January
M	2088	Claritas Accountancy Ltd	30.00	Professional fees
O	2089	Total Pyro Ltd	100.00	Deposit re display in June
M	2091	Dog Waste Bins	234.00	Re work carried out in January
		Total	4556.31	

Progress Report to Council March 2022

Minute Reference	Subject	Progress (updates to bold)
8304/03/21	Streetlight replacement project	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 confirm that they have successfully passed audit & are authorised for overhead works, allowing them to schedule the remaining lanterns. Overhead linesman expected before end of March
7973/07/19 7997/09/19 Finance Committee 30.7.19 8242/01/21	The Downley Controlled Crossing Feasibility Study	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	Park Fencing School Close Park	Buckinghamshire Council Commenced building earth bund Feb 2022
8224/12/20 8240/01/21	Additional Defibrillator for the Village	Council to procure an additional defibrillator from London Hearts. Sprit Hair confirm happy with the location Ongoing
8147/09/20	Web accessibility	Negotiations Commenced with Aubergine for new WCAG 2.1 AA rated website
8265/02/21	Banking arrangements for the Council	New bank account to be set up with Unity Bank. All councillors to sign bank mandate prior to activation. January 2022 Unity Bank advise they have a backlog of new accounts due to unprecedented demand coupled with staff absences through Covid.
8268/02/21	Community Right to Bid	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	Gosling Grove Pond	Project to be progressed in 2021/22. Advice obtained from BBOWT. Coppicing work conducted Jan' 2022. Ongoing work 05/03/22
8271/02/21	Signage	(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	Provision of a skip for allotment holders.	Following meeting of allotment holders & subsequent vote a skip is not required & will not be provided in Spring 2022
8415/10/21	Participation in the Queens Green Canopy scheme	Several possible sites identified throughout the parish. Permission granted by Buckinghamshire Council February 2022. Ongoing
	Co-option opportunity	Following the resignation of a Councillor, the casual vacancy notices were displayed between 21 st September 2021 and 11 th October 2021. There were no calls for an election and the vacancy can be filled in accordance with our Casual Vacancy/Co-option policy with applicants sought from the public