



**Minutes of the Meeting of the Downley Parish Council held on
Tuesday 14th March 2023 at 7:30 p.m.**

Present: Councillors M Lazenby (Chairman presiding), S Biggs, P Brooks, K Chandarana, A Lenard, C Lenton, A Mann,

In attendance: There were no members of the public present

Officers: G Tandy (Clerk)

1) Apologies for absence (8645/03/23)

Apologies were received from Cllrs W Monroe West, and W Steneskog and Buckinghamshire Councillors M Smith and P Turner.

2) Declarations of Interest (8646/03/23)

None

3) Minutes (8647/03/23)

The minutes of the meeting held on 14th February 2023 were agreed and signed as a correct record.

4) Public participation session (8648/03/23)

None

5) To receive and note the reports of Buckinghamshire Councillors (8649/03/23)

Buckinghamshire Councillor P Turner had previously provided his written report which had been circulated to council in advance of the meeting.

6) Planning Committee (8650/03/23)

The minutes of the Planning Committee meeting of 3rd February 2023 were received and noted.

7) Buckinghamshire Best Kept Village Competition (8651/03/23)

Proposed by Cllr Lazenby, seconded by Cllr Lenard it was **RESOLVED** unanimously to take part in the 2023 Buckinghamshire Best Kept Village Competition.

8) Planning web page (8652/03/23)

Proposed by Cllr Brooks seconded by Cllr Mann it was **RESOLVED** unanimously that a web page be developed to show applications within the parish and linking directly with the planning portal on the Buckinghamshire Council website.

9) Devolution (8653/03/23)

The Highways Devolution Variation /Extension Agreement form for the financial year 2023/2024 was noted and signed before being returned to Buckinghamshire Council to produce an executable copy.

10) Finance (8654/03/23)

Council noted a statement of expenditure year to date against budget together with a reconciliation of the bank account up to end February 2023. The Chairman of the Finance Committee had provided an update to council and as she was absent from this meeting it was read to council on her behalf.

11) Reserves Policy (8655/03/23)

Proposed by Cllr Brooks and seconded by Cllr Mann it was unanimously **RESOLVED** to adopt a policy for the management of Financial Reserves

12) LGPS (8656/03/23)

It was noted that the employer contribution rate under the Local Government Pension Scheme would increase to 23.7% with effect from 1st April 2023. It was also noted that the Parish Council needed to develop and publish an Employer Discretionary Policy which should then be reviewed at least annually. It was agreed that the HR Committee would have responsibility for arranging this.

13) Internal audit (8657/03/23)

Proposed by Cllr Lazenby and seconded by Cllr Lenton it was unanimously **RESOLVED** that Claritas Accountants Ltd be appointed as our internal auditors.

14) Invoices (8658/03/23)

The following payments made since the last meeting on 14/02/23 were noted and approved:

March 2023 meeting						
Date	Cheque No	Payee	Ex-VAT	VAT	Total	Details
10/02/2023	DD	Telecoms World	£ 12.03	£ 2.41	£ 14.44	Service and line rental
15/02/2023	2261	West Wycombe Estate	£ 718.75	£ -	£ 718.75	Rent Mannings Field 2022
23/02/2023	2265	Downley Cubs	£ 700.00	£ -	£ 700.00	Grant re camping trip
23/02/2023	2266	Confidential payment	£ 528.42	£ -	£ 528.42	Staffing
24/02/2023	DD	SSE	£1,805.33	£ 362.05	£ 2,167.38	Street lighting/furniture
28/02/2023	2263, 2264	Confidential payment	£2,036.99	£ -	£ 2,036.99	Staffing
06/03/2023	2274	Confidential payment	£ 84.53	£ -	£ 84.53	Staffing
Totals			£5,886.05	£ 364.46	£ 6,250.51	

15) Invoices due (8659/03/23)

The following invoices received in February and March were considered and approved:

March 2023 meeting						
Date	Cheque No	Payee	Ex VAT	VAT	Total	Details
17/02/2023	2262	West Wycombe Estate	£ 718.75	£ -	£ 718.75	Rent Mannings Field 2023
24/02/2023	2267	BALC	£ 45.00	£ -	£ 45.00	Training
27/02/2023	2268	TBS Hygiene Ltd	£ 120.00	£ 24.00	£ 144.00	Dog waste bins
01/03/2023	2269	Claritas Accountancy Ltd	£ 25.00	£ 5.00	£ 30.00	Payroll fee
01/03/2023	2270	Land Registry	£ 45.00	£ -	£ 45.00	re Jubille Green
03/03/2023	2271	Friar Park Tree Services	£ 500.00	£ -	£ 600.00	re Gosling Grove
06/03/2023	2272	KAD Gardening Services	£1,180.70	£ -	£1,180.75	Work in January
06/03/2023	2273	KAD Gardening Services	£1,349.00	£ -	£1,349.00	Work in February
06/03/2023	2275	ASW Marquees Ltd	£ 833.33	£ 166.67	£ 1,000.00	Deposit re Downley Day Marquee
07/03/2023	2276	Colemans LLP	£3,690.00	£ 738.00	£4,428.00	Professional fees
Totals			£8,506.78	£ 933.67	£9,540.50	

16) Clerks Progress Report (8660/03/23)

Noted

17) To note the date and place of the next meeting (8661/023/23)

Tuesday 9th May 2023 at 7:30 p.m. at the Downley Community Centre

18) Closure of the meeting (8662/03/23)

There being no other business the Chairman closed the meeting at 8:08 p.m.