

# Gerrards Cross Town Council

South Lodge, East Common, Gerrards Cross SL9 7AD 01753 888018

Clerk to the Council - Mrs S Moffat clerk@gerrardscross.gov.uk

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## Minutes of the Annual Council Meeting held on Monday 21<sup>st</sup> May 2018 7.30pm at the Memorial Centre

**Present** Cllr C Brown (Chairman), Cllr M Baker, Cllr Bayliss, Cllr J Chhokar, Cllr Holmes, Cllr J O'Keeffe, Cllr H Orme, Cllr J Palmiero, Cllr P Roberts, Cllr T Scott, Cllr E Surkovic and Cllr J Woolveridge

In Attendance: SBDC Cllr D Smith, Cllr S Chhokar, I Gordon, K Edwards and Mrs S Moffat (Town Clerk).

1/18 **Declaration of Interests** - Councillors please give any declarations of interest at the beginning of the item on the Agenda.

2/18 **To accept apologies for absence** – Apologies were received from Cllr B Gibbs.

3/18 **Election of Chairman - Declaration of Acceptance of Office.**

At the proposition of Cllr Woolveridge, seconded by Cllr O'Keeffe and agreed by Council, Cllr Brown was elected as Chairman for the ensuing year. JW thanked CB for all his hard work as Chairman over the previous year. Cllr Brown signed the declaration of acceptance of office.

4/18 **Public Speaking** from residents regarding matters relevant to the meeting's agenda with time allowed 5 minutes per person.

Mr Edwards wished to inform the Council of his objections to SBDC's proposed plans for a new car park in Station Road. He believes that these plans do not address the objections of the previous plans that were withdrawn last August and the proposed new plans remain over-dominant and out of keeping with the street scene which would be detrimental to the character of Gerrards Cross.

Cllr Brown thanked Mr Edwards for his comments and Mr Edwards left the meeting

5/18

**Election of Vice Chairman**

At the proposition of Cllr Brown, seconded by Cllr O'Keeffe, Cllr Baker was nominated as Vice-Chairman. At the proposition of Cllr Bayliss, seconded by Cllr J Chhokar, Cllr Orme was nominated as Vice-Chairman. At the proposition of Cllr Scott, seconded by Cllr Roberts, it was agreed to vote on the election of Vice-Chairman by secret ballot. The results of the ballot was 5 votes for Cllr Orme, 4 votes for Cllr Baker and one abstain. Therefore it was agreed for Cllr Orme to be Vice-Chairman for the ensuing year.

7.45pm Cllr Baker left the meeting.

- 6/18 **To discuss Chairman's allowance in pursuance of section 15(5) of the Local Government Act 1972 and if payment of allowances for Councilors' is to be made.**  
It was agreed that the Chairman's allowance should be £200 and no payment of allowances to councillors for the ensuing year.
- 7/18 **Resolved to co-opt Elizabeth Surkovic and John Palmiero as Town Councillors as recommended by the interview panels.**
- 8/18 **Appointment of Committees**  
**Commons:** Chairman and Vice Chairman Plus 6 Councillors – IB, JC, JO, JP, ES and JW.  
**Highways:** Chairman and Vice Chairman Plus 7 Councillors - IB, NH, JO, JP, ES, TS and PR.  
**Planning :** All members.  
**Finance and General Purposes:** All members.
- 9/18 **Election of Chairman and Vice Chairman of Finance and General Purposes Committee.**  
At the proposition of Cllr Brown, seconded by Cllr Woolveridge and agreed by Council, Cllr Bayliss was elected as Chairman for the ensuing year.  
At the proposition of Cllr Bayliss, seconded by Cllr Brown and agreed by Council, Cllr Orme was elected as Vice-Chairman for the ensuing year.
- 10/18 **Appointment of Working Parties**  
**GX Conservation Volunteers** – JW, CB, JO, HO, ES.  
**Speed and Parking** – CB, IB, JP and JO (if needed).  
**Communications** – CB, NH, HO and ES.  
**Concessionary Taxi** – JW.
- 11/18 **Appointment of Representatives to outside organisations**  
**South Bucks Association of Local Councils.**– Chairman and Vice Chairman of Council to attend. Committee Chairmen if there is topical subject on the agenda although all councillors are welcome to attend.  
**Age Concern** – JW.  
**Gerrards Cross Youth Club Management Committee** – NH and TS  
**Wapsey's Wood Liaison (meets during the day)** – CB, HO.  
**Denham Aerodrome Consultative Committee** – PR.  
**Gerrards Cross Community Association Representative to Community Council** – JP.  
**Flag Officer** – IB.
- 12/18 **To confirm the minutes of the meeting held on the 23<sup>rd</sup> April 2018**  
At the proposition of Cllr Brown, seconded by Cllr Woolveridge the Minutes were agreed by the Council and signed.

13/18 **To confirm the minutes of the following meetings:-**

**1. Commons Committee held on the 14 May 2018**

At the proposition of Cllr Orme, seconded by Cllr Woolveridge, the Minutes were agreed by the Council. Cllr Orme gave a brief summary of the contents of the Minutes and added that a site meeting is being held tomorrow with Amersham TC regards the installation of the refurbished picnic benches in West Common.

**2. Highways Committee held on the 14<sup>th</sup> May 2018**

At the proposition of Cllr Holme, seconded by Cllr O'Keeffe, the Minutes of the Highways meeting were agreed by Council. Cllr Brown added that the Memorandum of Understanding for the Devolved Pilot Pothole Repair project from Bucks CC should be forthcoming in the next 2 weeks. Cllr Holmes explained to the new councillors that each of the 4 Quadrants are allocated a councillor to report back to the Highways Committee any defects in that area so action can be taken.

It was noted that SBDC are holding a Public Information meeting, today, from 3pm to 8pm at GX Memorial Centre about the new plans to enlarge Station Road Car Park

**3. Planning Committee held on the 30<sup>th</sup> April 2018 & 14<sup>th</sup> May 2018**

Cllr J Chhokar presented the Minutes of the 30<sup>th</sup> April and gave a brief summary of the contents highlighting those planning applications where objections were raised. Cllr Scott raised concern regards planning application 18/00630/NMA, 61 Bulstrode Way, to ensure a similar fate like Heatherside in East Common does not reoccur i.e. that 61 Bulstrode is not left to the elements and the subsequent decay to make it possible for the building to be delisted. Cllr Woolveridge asked SBDC Cllr Smith and SBDC Cllr S Chhokar to raise this concern with the Planning Officers at SBDC. Cllr Holmes asked that SBDC should have a process in place so such a matter does not happen again.

JO presented the minutes of the 14<sup>th</sup> May and gave a brief summary of the contents highlighting those planning applications where objections were raised.

Also the GXTC's response, as agreed at the Planning Committee, to the Consultation on Unauthorised Development and Encampments still needs to be circulated to councillors.

14/18 **Communications Working Party Updates.**

Cllr Orme presented the Minutes of the Communications Working Party of 23<sup>rd</sup> April, 2018 which were agreed.

15/18 **Neighbourhood Plan Steering Group (NPSG) updates.**

Cllr Holme gave a brief summary of the Neighbourhood Planning process for the benefit of the new councillors and the timeframe for completion is hopefully within 2 years.

16/18 **Gerrards Cross Town Council ratified the response** to the Ministry of Housing, Communities and Local Government regarding the decision of the Secretary of State minded to 'implement, subject to Parliamentary approval and further discussions, the locally proposal to replace the existing five councils across Buckinghamshire with a single council for the area, as follows:-

The Single Unitary (Bucks CC) option requires the localisation of the existing district councils' functions in the form of Community Hubs and Planning Committees. The Two Unitary option requires the creating of a Combined Authority to undertake Bucks County Council's Transport, Education and Social Services. This meant that each of the two options involves

the recreating of the existing structure. We believe that the existing structure should remain in place and continue until the evolution of the districts can work together as a Two Tier Unitary Authority. Surely keeping to the Status Quo until a well thought out business case is fully developed and approved by Government will then ensure successful implementation of change. This is such an important matter, affecting the lives of so many people and for future generations that it is important not to rush but to ensure careful consideration is given to all aspects of the issues involved and Government should make sure this happens.

Also it is imperative that any plans should incorporate the involvement of town and parish councils which are at the heart of localism, a commitment encouraged and endorsed by Government. Town and parish councils can offer so much commitment to ensuring the needs of the community are made known and for work to be carried out to meet these needs in a cost effective way. Town and parish councils are a key factor to ensure the needs of society are fulfilled and perhaps to date this resource has been underused

17/18 **To resolve the change of title from Chairman to Mayor for Gerrards Cross Town Council.**

It was agreed to circulate the pros and cons of changing the title from Chairman to Mayor. This will include the comments made in the VOICE and at the ATM plus any comments received from members of the public. Councillors will then feed back to the Town Clerk their opinions and comments so that an informed decision can be made at the July 2018 Council meeting.

18/18 **Update on the General Data Protection Regulations that comes in to force on 25th May 2018.**

**To note:-**

- (i) The Government has agreed an amendment to its own Data Protection Bill to **exempt** all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation.
- (ii) To date the ICO view has been that town and parish councillors do not have to be registered with the Information Commissioners Office.
- (iii) A proposed Privacy Notice and a Privacy Policy will be considered at the June Council meeting.

19/18 **To agree payments in accordance with the budget.**

IB proposed the report and this was approved by the Council.

20/18 **Report from County and District Councillors**

**Bucks CC** – Cllr Brown reported the outcome of the meeting he had with Cllr Gibbs that morning. Cllr Gibbs has additional funding (£4k) for pothole repair which needs to be co-ordinated with the Devolved Pothole Repair pilot project being undertaken by GXTC once the Memorandum of Understanding has been agreed. Cllr Brown explained that there will be £12k for the Pothole Repair pilot scheme for GXTC to decide which potholes to repair on non-main roads using its own contractor to carry out the work which should prove a more effective way than using TfB. Cllr Gibbs also reported that Bucks CC will be resurfacing Bull Lane from GX's boundary to Bulstrode Way, Layters Way and the first section of Windsor Road. Cllr Gibbs is also seeing the Enforcement Officer regards the erection of the fence on top of the waste piles at Wapseys Wood Travellers site.

**SBDC**- Cllr Chhokar reported that at the Annual Meeting of SBDC there have been no significant changes to the Council except:- (i) Patrick Hogan has taken over as Portfolio Holder

for Healthy Communities and; (ii) Licensing Committee and Planning Committee now has a reduced number of members so only Cllr Gibbs and Cllr Smith represent GX on the Planning Committee. Lastly Cllr Chhokar reminded everyone that the closing date for responding to the Unitary Authority consultation is this Friday, 25<sup>th</sup> May.  
Cllr Smith had nothing further to report other than he had taken part in GX Fun Run.

21/18 **Report on Meetings – members update on where they have represented the Town Council since the last meeting.**

HO – Site visit with the Ecologist, Dr Goldsmith, who is carrying out the ecology survey on the 2 ponds on West Common, NP Environment Group meeting, SBDC Unitary meeting, GXTC Unitary meeting, site visit with Archaeologist at the Camp, NP Steering Group meeting and interviewing candidates for position of new councillor.

IB - Interviewing candidates for position of new councillor.

TS – Manned the stand at GX Fun Run.

JP – Took part in GX Fun Run.

JO - Manned the stand at GX Fun Run, GXCV morning and CCTV meeting. Also phoned SBDC emergency number at the week-end to alert them of the illegal erection of the fence at Wapseys Wood but SBDC had no knowledge of any Enforcement in place. Cllr Smith will investigate.

NH – 2 x NP meetings and interviewing candidates for position of new councillor.

JC – Interviewing candidates for position of new councillor.

JW - Site visit with Archaeologist at the Camp, SBDC Unitary meeting, GXCV where 17 volunteers attended, AGM of Age concern.

CB – CDC Unitary authority meeting, Parish Liaison meeting, CCTV site visit, interviews for 2 evenings and a meeting this morning with Cllr Gibbs.

22/18 **To note general information received in the correspondence at the Town Council Office.**

Correspondence has been received from recipients of grants donated by GXTC, thanking the Council for the money and inviting councillors to visit their organisations. GXCA will give a presentation about the use of their grant received at 7pm 16<sup>th</sup> July, prior to full Council.

The meeting closed at 9.30pm.

23/18 **To confirm that the next meeting of Gerrards Cross Parish Council will be held on Monday 18<sup>th</sup> June 2018 at 7.30 pm at the Memorial Centre**

Signed.....

Date.....



Payments 21st May 2018						
Chq No/Bacs /DD	Payee	Net Exp.	VAT	Gross Exp		Transaction Details
<b>Commons</b>						
BACS	Amersham Town Council	130.00	26	156.00	2327.47	Weekly playground checks
BACS	SBDC	450.00	90	540.00	540.00	Litter bin at the Camp
<b>Highways</b>						
BACS	Leigh Electrical	375.00	75	450.00	4866.00	Monthly street lighting contract
BACS	Leigh Electrical	340.00	68.00	408.00		New head Moreland Drive
BACS	Leigh Electrical	460.00	92.00	552.00		New headx1 & angled tops x2 Station Rd
BACS	Leigh Electrical	180.00	36.00	216.00		Remove stumps Fulmer Dr & Daleside
BACS	Leigh Electrical	2700.00	540.00	3240.00		Purchase 6 new Christmas Lights
DD	Southern Electric	451.83	90.36	542.19	542.19	Unmetered electricity
BACS	Amersham Town Council	1809.56	361.91	2171.47		Devolved Highways Work.
BACS	Latchmoor Garden Care	100.00		100.00	100.00	Strim & tidy bench area Marsham/Oak end/Wildwood
<b>Administration</b>						
BACS	CBE Solutions	154.99	31	185.99	185.99	Quarterly photocopies in arrears
BACS	BNP Paribas	264.97	52.99	317.96	317.96	Photocopier rental
BACS	GXCA	246.33	11.67	258.00	258.00	Room hire and refreshments for ATM
BACS	Beverley Simpson & Co Ltd	250.00		250.00	650.00	Quarterly Internal audit
BACS	Beverley Simpson & Co Ltd	400.00		400.00		End of year Internal Audit
7164	Fulmer Parish Council	480.00		480.00	480.00	GX Contribution to allotments
BACS	B&MKALC	1309.81		1309.81	1309.81	Subscription
<b>Parish Office</b>						
DD	Chess	113.65	22.73	136.38	136.38	Telephone and broadband
BACS	Delta Synergistics Security Group	2982	596.4	3578.40	3578.40	Installation of Office Security
BACS	G20 Buyilding Services Ltd	145.00	29.00	174.00	174.00	Electricity supply for monitor
<b>Neighbourhood Plan</b>						
BACS	Planet (Evolving Together)	219.00	43.80	262.80	262.80	Consutancy fee
<b>Communications</b>						
BAC	Nexus	100.00	20.00	120.00	246.00	Monthly software and support
BACS	Nexus	105.00	21.00	126.00		AVG renewal x3
Card	Microsoft Office 365	78.00	15.60	93.60	135.84	Microsoft 365
Card	Microsoft Office 365	35.20	7.04	42.24		Microsoft 365
7165	D2D Distribution Ltd	350.00	70	420.00	420.00	VOICE delivery
BACS	Gpex	169.00	33.80	202.80	202.80	GXTC Long handled shopping bag
BACS	Gpex	389.00	77.8	466.80	466.80	GXTC Parasol and base
BACS	Gpex	353.00	70.6	423.60	423.60	GXTC barrier
BACS	Salaries	4097.83		4097.83	4097.83	
	Bank charges	10.50		10.50	10.50	
<b>Total</b>		<b>18669.67</b>	<b>2366.7</b>	<b>21576.37</b>	<b>19404.90</b>	

Chairman..... *J.P. Byghias* .....

Date..... *21/5/18* .....

Budget for 2018/2019

	Expenditure excluding vat		Council Meeting May 2018		Total Expenditure
Budget 2017/18					
	Budget	From re-allocated Reserves	Budget Expenditure to 23rd April 2018 (exc VAT)	Expenditure - Earmarked Reserves	
COMMONS	£70,110.00	£0.00	£425.00		£ 425.00
LIGHTING	£18,501.00		£1,584.99		£ 1,584.99
HIGHWAYS	£53,219.00	£50,000.00	£155.00	£0.00	£ 155.00
GRANTS	£36,571.00		£34,571.00		£ 34,571.00
COMMUNICATION	£7,862.00	£12,500.00	£235.84		£ 235.84
BOOST/BKV	£2,000.00				£ -
GENERAL ADMIN	£13,705.00		£322.40		£ 322.40
COUNCIL OFFICE	£10,692.00		£1,604.16		£ 1,604.16
NEIGHBOURHOOD PLAN		£4,080.00	£72.00	£0.00	£ 72.00
SALARIES	£69,000.00		£4,505.75		£ 4,505.75
PRECEPT / TOTAL	£281,660.00	£66,580.00	£43,476.14	£0.00	£ 43,476.14



Budget for 2018/2019

	Expenditure excluding vat		Council Meeting May 2018		Total Expenditure
Budget 2017/18	Budget	From re-allocated Reserves	Budget Expenditure to 23rd April 2018 (exc VAT)	Expenditure - Earmarked Reserves	
COMMONS	£70,110.00	£0.00	£425.00		£ 425.00
LIGHTING	£18,501.00		£1,584.99		£ 1,584.99
HIGHWAYS	£53,219.00	£50,000.00	£155.00	£0.00	£ 155.00
GRANTS	£36,571.00		£34,571.00		£ 34,571.00
COMMUNICATION	£7,862.00	£12,500.00	£235.84		£ 235.84
BOOST/BKV	£2,000.00				£ -
GENERAL ADMIN	£13,705.00		£322.40		£ 322.40
COUNCIL OFFICE	£10,692.00		£1,604.16		£ 1,604.16
NEIGHBOURHOOD PLAN		£4,080.00	£72.00	£0.00	£ 72.00
SALARIES	£69,000.00		£4,505.75		£ 4,505.75
PRECEPT / TOTAL	£281,660.00	£66,580.00	£43,476.14	£0.00	£ 43,476.14

