

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 Council Meeting held at 7.30pm on Monday 17th May 2021 in the Garden Room at the Memorial Centre

Present: Cllr. A Wood (Mayor), Cllr. N Barnett, Cllr. M Bracken, Cllr. J Chhokar, Cllr. C Da Costa, Cllr. S Davey, Cllr. T Greenfield, Cllr. B Holborn, Cllr. J O'Keeffe, Cllr. B Peck, Cllr. P Roberts, Cllr. C Stuart-Lee.

In Attendance: Buckinghamshire Council Cllr. S Chhokar; Chris Brown, Sue Moffat (Town Clerk) and Amy McCreary (Deputy Town Clerk).

1/21 To accept apologies of absence. Cllr. T Broom, Cllr. G Hollis and Cllr. P Bass

2/21 Declaration of Interests - Councillors please give any declarations of interest at the beginning of the item on the Agenda.

3/21 Election of Mayor – The retiring Mayor, Chris Brown, asked for any nominations for Mayor. Cllr O'Keeffe proposed Cllr Wood, Cllr J Chhokar seconded the proposal and this was agreed by Council. Cllr Wood accepted the role and thanked Chris Brown for all his hard work he has carried out for GXTC. Cllr Wood duly signed the Declaration of Acceptance of Office.

4/21 Election of Deputy Mayor – Cllr Wood proposed Cllr O'Keeffe, Cllr Peck seconded the proposal and this was agreed by Council.

5/21 To discuss the Chairman's Allowance in pursuance of Section 15(5) of the Local Government Act 1972 and if payment of allowances for Councillors to be made. (N.B. Last year it was agreed for the Mayor's allowance to be £200, and no payment of allowances to councillors).
The Council agreed the Mayor's allowance to be £200.

6/21 Appointment of Committees.

Commons: Mayor and Deputy Mayor: Cllr Roberts will not be attending the Commons Committee. It was agreed that all the other Councillors should attend the meetings. The Chairman and Vice-Chairman will be agreed at the first meeting.

Highways: It was agreed that all 12 Councillors should attend the meetings. The Chairman and Vice-Chairman will be agreed at the first meeting.

Planning: All Councillors to attend the meetings. The Chairman and Vice-Chairman will be agreed at the first meeting.

Finance & General Purposes: All Councillors to attend the meetings.

7/21 Election of Chairman and appointment of Vice Chairman of Finance & General Purposes Committee.

Cllr Wood proposed Cllr J Chhokar as Chairman, Cllr Greenfield seconded the proposal, and this was agreed by Council.

Cllr Wood proposed Cllr Bracken as the Vice Chairman, Cllr Da Costa seconded the proposal, and this was agreed by Council.

8/21 Appointment to Working Parties.

BTCV Conservation Working Party – It was agreed that Cllr Greenfield and Cllr Davey will attend this working party.

Speed & Parking Working Party - Cllr O' Keeffe to lead. Cllr Roberts, Cllr Bracken, and Cllr Barnett to attend.

Concessionary Taxi Working Party – Cllr Stuart-Lee to attend with Jennifer Woolveridge.

S Moffatt informed the Council that Anna Sullivan will be leaving the BTCV Conservation Working Party and the June meeting will be her last one. Cllr Wood agreed to attend the meeting on 19th June to thank her for her hard work.

9/21 Appointment of Representatives to outside organisations

- Denham, Gerrards Cross and Chalfonts Community Board. Cllr Wood agreed to attend.
- South Bucks Association of Local Councils (SBALC). Cllr Wood and Cllr O'Keeffe to attend.
- Bucks and Milton Keynes Association of Local Councils (BMKALC). Cllr Wood to attend and Cllr O'Keeffe to attend in Cllr Wood's absence.
- Denham Aerodrome Consultative Committee. Cllr Roberts and Cllr Barnett to attend.
- Gerrards Cross Community Association Representative to Community Council. Cllr Stuart-Lee and Cllr Holborn to attend.
- Flag Officers. Cllr Holborn will be the priority officer and Cllr O'Keeffe will be the backup.

10/21 To approve the Minutes from the Full Council meeting on 19th April 2021.

At the proposition of Cllr Wood, seconded by Cllr Barnett, these Minutes were agreed by Council.

11/21 To approve the Minutes of the Extraordinary Council meeting on 12th April 2021.

At the proposition of Cllr Chhokar, seconded by Cllr O'Keeffe these Minutes were agreed by Council.

12/21 Public Speaking from residents regarding matters relevant to the meeting's agenda with time allowed 5 minutes per person.

No members of the public were present at the meeting.

13/21 Report from Buckinghamshire Council Councillors.

Cllr S Chhokar congratulated the newly elected Town Council. There are three Buckinghamshire Council Councillors now within the Gerrards Cross Town, Cllr Wood, Cllr Broom and Cllr Bracken. Cllr S Chhokar informed the Council that Denham and GX East is divided and the responsibilities are distributed between:

- Cllr Bass - responsible for Fulmer.
- Cllr Hollis - responsible for Denham.
- Cllr S Chhokar - responsible for Gerrards Cross East.

The main topics that the Unitary Council have been discussing are highways, enforcement and planning. Cllr S Chhokar advised GXTC to work together with the other Parish Councils. Working together will mean information is shared efficiently and make local council proposals' stronger. Cllr S Chhokar suggested having regular meetings with the other Parish Councils.

Cllr Bracken confirmed the main topic that has been discussed was the roads.

Cllr Wood confirmed that his positions at Buckinghamshire Councils are Licensing and Environment and Highways. There is a huge focus on highways issues. The estimated cost to fix the roads is £0.5 billion so, with a limited budget, repairs will need to be prioritised.

14/21 To confirm the Minutes of the following meetings:-

- Planning Committee 26th April 2021 Cllr J Chhokar signed the minutes and confirmed that the Care Home application will be called in to the Buckinghamshire Council Planning Meeting.

15/21 Neighbourhood Plan Steering Group (NPSG) updates. The Chairman of NPSG, N Holmes, has circulated an update with the agenda. Cllr Barnett, Cllr J Chhokar and Cllr Peck would all like to represent the Town Council at the NSPG.

16/21 Associate Councillors – It was agreed that Cllr Brown and Cllr Woolveridge should become Associate Councillors. Cllr Brown to provide the Clerk with an email address. The Town Clerk to add the clerk's email address to the Gerrards Cross Town Council group email. The Town Council agreed that Cllr Woolveridge should keep her iPad so she could continue inspecting trees for the Planning Committee. The Town Clerk to ask the Tree Officer if it is possible to have a list of protected trees.

17/21 To resolve to fix a date for the next F&GP Committee meeting in order to agree the end of year accounts, to earmark reserves for special projects, set Council objectives and Staff Appraisals. The Council agreed the meeting should take place 1st June 2021 at 7.00pm. Cllrs J Chhokar, Davey and Crispin will carry out the Staff Appraisals.

8.10 Cllr S Chhokar left the meeting.

18/21 To approve payments for May (as circulated). Agreed.

19/21 Question Time – Opportunity for members of the new Council to ask any questions regards the operation of the Council (No decisions to be made).

Cllr Holborn asked if the agenda for the Council Meeting could be circulated earlier. The Town Clerk explained the timeframe for circulation was so she could put the most accurate payment information on. It was agreed that the agenda can be circulated the Wednesday before the meeting, without the payment information on.

Cllr Brown asked why the estimate for fixing the roads by Buckinghamshire Council has increased as he was told it would cost 200 million a couple of years ago. Cllr Wood explained the new estimate includes the pathways, roads and gullies.

Cllr Wood confirmed the meeting times:

- Full Council starts 7.30pm
- Commons Committee starts at 7.00pm followed by Highways at 7.45pm

Highways was previously scheduled for 8.00pm but the Council agreed it could be brought forward to avoid delays between the Commons Committee and Highways Committee meetings.

The Town Clerk confirmed that most of the Council's meetings will be in the Garden Room, however, there are a few occasions when the room was booked so those meetings will take place in the room upstairs. Councillors to ensure they have checked the agenda for the room details.

Cllr Wood confirmed anyone unable to attend a meeting should send their apologies to the Clerk.

The Town Clerk informed the new Councillors they can take holiday and there is down time in August when there are no meetings unless it is necessary to have a Planning meeting. To note, if a councillor does not attend a meeting in a 6 month period, then that councillor is automatically disqualified.

It was agreed that the Councillor training will take place on 24th June 2021 at 7.00pm. Cllr Bracken and Cllr Peck are unable to attend so will do individual online training. The Town Clerk to coordinate training.

Cllr Wood informed the Council if meetings become heated all opinions need to be directed through the Chairman to ensure the smooth running of the meeting.

The new Councillors were informed that Nexus is the Council's IT Support for Council ipads. Councillors should go through the Clerk rather than direct if support is required.

Deputy Clerk to order the business cards and name badges. Councillors to let Deputy Clerk know if they want their own mobile numbers on the cards.

Cllr Barnett has been informed that there is an illegal business running from the travellers site in Fulmer Lane. Cllr J Chhokar suggested referring it to Denham. Cllr Barnett to email the Town Clerk.

Cllr Barnett raised concerns about the amount of trees being felled in Gerrards Cross and more Tree Protection Orders (TPO) are required. It was agreed that Cllr Barnett and Cllr Woolveridge should go round and make a list of trees that require a TPO.

20/21 Report on meetings – members update on where they have represented the Town Council.
No Councillors have attend any meetings.

21/21 To note information received in the correspondence at the Council Office

The Council gave out grants last month to the Scouts, GX Cricket Club, WeAreGX, Bucks Vision, GX Scottish Dancing Group and Leonard Cheshire Home. The Town Clerk read out a letter of thanks from Leonard Cheshire.

The Town Clerk has received a notification from Buckinghamshire Council that we can apply for £500 funding for street entertainment to celebrate the shops reopening. It was agreed the Council should work together with WeAreGX representatives and apply for a grant.

The Clerks have been informed that it is national walk to school week. A parent rang the office to see if they could send us some photos so it could go in the next edition of the Voice.

Cllr O’Keeffe confirmed that he had requested the Clerks to put in a ‘bags for life’ grant application to Tescos for new tools for Gerrards Cross Conservation Volunteers.

22/21 To confirm that the next Council Meeting of Gerrards Cross Town Council will be on 21st June 2021 at 7.30pm in the Memorial Centre.

The meeting closed at 8.36pm

Signed.....

Date.....

| Payments 17th May 2021 | | | | | | |
|------------------------|---------------------------|-----------------|----------------|-----------------|-----------------|---|
| Chq No/Bacs/DD | Payee | Net Exp. | VAT | Gross Exp | Total to Payee | Transaction Details |
| | Commons | | | | | |
| BACS | Amersham Town Council | 130.00 | 26 | 156.00 | 2356.00 | Weekly playground inspections |
| BACS | A M S | 876.50 | | 876.50 | 876.50 | Monthly grass cutting contract - May 21 |
| | Highways | | | | | |
| BACS | Leigh Electrical | 375.00 | 75 | 450.00 | 3195.60 | Monthly street lighting contract |
| BACS | Leigh Electrical | 40.00 | 8.00 | 48.00 | | charge up and move MVAS |
| BACS | Leigh Electrical | 340.00 | 68.00 | 408.00 | | New head East common |
| BACS | Leigh Electrical | 664.00 | 132.80 | 796.80 | | transfer of electricity supply Daleside |
| BACS | Leigh Electrical | 664.00 | 132.80 | 796.80 | | transfer of electricity supply St Huberts/Fulmer Rd |
| BACS | Leigh Electrical | 340.00 | 68.00 | 408.00 | | New head East common |
| BACS | Leigh Electrical | 240.00 | 48.00 | 288.00 | | New socket and wiring to reconnect cctv P/H Rd o/s M&S |
| DD | Southern Electric | 337.16 | 65.3 | 402.46 | 402.46 | Unmetered electricity |
| BACS | Amersham Town Council | 1833.33 | 366.67 | 2200.00 | | Devolved Services January 21 |
| BACS | Latchmore Garden Care | 95.00 | | 95.00 | 95.00 | Marsham Lane and Oak End Way benches - grass cutting |
| | Administration | | | | | |
| DD | Chess | 139.38 | 27.88 | 167.26 | 167.26 | Telephone and broadband |
| | Zoom | 119.90 | 23.98 | 143.88 | 143.88 | Zoom pro |
| BACS | ejh legal | 490.00 | | 490.00 | 490.00 | FOI - Legal fees |
| BACS | BMALC | 30.00 | | 30.00 | 30.00 | Training - Year end accounts and audit |
| BACS | Beverley simpson & Co Ltd | 150.00 | | 150.00 | 400.00 | Internal audit quarterly review to end of March 21 |
| BACS | Beverley simpson & Co Ltd | 250.00 | | 250.00 | | Assisting with preparation of Annual Report for 2020/21 |
| | Bank charges | 7.70 | | 7.70 | 7.70 | |
| | Parish Office | | | | | |
| DD | CNG | 65.30 | 3.27 | 68.57 | 68.57 | Gas charges |
| DD | Gazprom | 53.84 | 2.69 | 56.53 | 56.53 | Electricity charge |
| DD | Castle Water | 72.95 | | 72.95 | 72.95 | Half yearly water and waste bill |
| | Neighbourhood Plan | | | | | |
| | Communications | | | | | |
| BAC | Nexus | 100.00 | 20.00 | 120.00 | 264.00 | Monthly software and support |
| BAC | Nexus | 120.00 | 24.00 | 144.00 | | Install anti virus |
| DD | Vatu | 100.00 | 20 | 120.00 | 120.00 | Web site hosting and support |
| BAC | Gpex | 595.00 | | 595.00 | 595.00 | Voice news letter print |
| Card | Natwest OneCard | 66.00 | 13.20 | 79.20 | 132.72 | Microsoft 365 |
| Card | Natwest OneCard | 35.20 | 7.04 | 42.24 | | Microsoft 365 |
| Card | Natwest OneCard | 9.40 | 1.88 | £11.28 | | Microsoft 365 |
| BACS | Salaries | 6080.47 | | £6,080.47 | £6,080.47 | |
| | Total | 14420.13 | 1134.51 | 15554.64 | 15554.64 | |

Chairman.....

Date.....

Budget 2021-22

| Council meeting May 2021 | | | | | |
|--------------------------|------------------------|-----------------------|--|---|-------------------|
| | Budget 2021-22 P.A. | Earmarked Reserves | Expenditure of budget (excluding VAT) to end of April 2021 | Expenditure of Earmarked Reserves (excluding VAT) to end of April 2021 | Total Expenditure |
| COMMONS | £60,060.00 | £6,500.00 | £1,293.50 | | £1,293.50 |
| LIGHTING | £22,501.00 | | £2,912.73 | | £2,912.73 |
| HIGHWAYS | £75,425.00 | £60,000.00 | £1,863.33 | | £1,863.33 |
| GRANTS | £34,102.00 | | £10,602.00 | | £10,602.00 |
| COMMUNICATION | £8,600.00 | | £310.60 | | £310.60 |
| GENERAL ADMIN | £23,820.00 | | £1,171.13 | | £1,171.13 |
| NEIGHBOURHOOD PLAN | | £8,839.00 | | £1,222.50 | £1,222.50 |
| COUNCIL OFFICE | £9,435.00 | | £2,392.36 | | £2,392.36 |
| SALARIES | £69,000.00 | | £6,622.70 | | £6,622.70 |
| PRECEPT / TOTAL | £302,943.00 | £75,339.00 | £27,168.35 | £1,222.50 | £28,390.85 |