



# Gerrards Cross Town Council

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Clerk Jiya H Jilani

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## Minutes of the Council Meeting held at 7.00pm on Monday 25<sup>th</sup> July 2022 at Gerrards Cross Memorial Centre

**Present:** Cllr. Wood (Chairman), Cllr Keeffe (Deputy Chairman), Cllr Barnett, Cllr Bracken, Cllr Da Costa, Cllr Davey, Cllr Greenfield, Cllr Holborn, Cllr Peck, Cllr Roberts, Cllr Stuart-Lee.

**In Attendance:** Cllr T Broom, C Brown (Associate Cllr), Cllr S Chhokar, J Woolveridge (Associate Cllr), J Jilani (Town Clerk), P Patel (Deputy Clerk)

### 22/048 To accept apologies for absence.

Apologies received and accepted from Unitary Cllr Bass, Cllr Chhokar, and Associate Cllr Lindvall.

### 22/049 Declarations of Interest

None received

### 22/050 Public Speaking from residents

There were no members of the public in attendance.

### 22/051 Approve the Minutes of the following meetings

- Full Council: Proposed by Chairman Wood, Seconded by Cllr O'Keeffe
- Commons: Proposed by Cllr Greenfield, Seconded by Cllr Barnett
- Communities: Proposed by Chairman Wood, Seconded by Cllr Davey
- Finance & General Purpose: Proposed by Cllr Bracken, Seconded by Cllr Da Costa
- Highways: Minutes of meeting held 13/06 - Proposed by Chairman Wood, Seconded by Cllr Peck; Minutes of meeting held 11/07 - Proposed by Cllr Wood, Seconded by Cllr Roberts.
- Planning: Proposed by Cllr Da Costa, Seconded by Cllr Peck

**ALL AGREED** Subject to amendment being made.

### 22/052 Election of Chairman and appointment of Vice-Chairman for following committees:

- Finance & General Purposes: **Proposed** by Chairman Wood, **Seconded** by Cllr O'Keeffe to appoint Cllr Bracken as Chairman – **ALL AGREED**. **Proposed** by Cllr Bracken, **Seconded** by Cllr Stuart-Lee to appoint Cllr Chhokar as Vice-Chairman – **ALL AGREED**

- Planning. **Proposed** by Chairman Wood, **Seconded** by Cllr Peck to appoint Cllr Chhokar as Chairman – **ALL AGREED**. **Proposed** by Chairman Wood, **Seconded** by Cllr O’Keeffe to appoint Cllr Da Costa as Vice-Chairman – **ALL AGREED**

**22/053 GXTC website provider discussion:** Working group members (Cllr Davey, Cllr O’Keeffe, Cllr Greenfield and Cllr Bracken) to agree requirements and report back to next Full Council meeting with recommendations

**22/054 Report from Buckinghamshire Councillors**

- Cllr S Chhokar reported that recent hot weather created challenges, however everything was well handled by staff. An internal enquiry will be held to review the bin collection issues. A joint initiative with Hillingdon & Slough councils will be underway to look at issues of fly tipping. A portal will be available for reporting of anti-social behaviour and domestic abuse to the Community safety scheme.
- Cllr Broom reported that police are investigating which groups are responsible for organising the street races. Planning to protect the green belt land. Bucks council has advised that Gerrards Cross Town Council has met and exceeded its housing needs. Parliamentary & local government boundary reviews are underway, in two phases. The first phase is almost complete, where local government boundary commission will be sent the proposal. Once a response is received from the Boundary commission, the second phase will kick off, hopefully in August.
- Cllr Bracken reported that there was a traffic camera consultation in February 2022 to put cameras in Gerrards Cross at the junction of Station Road and Packhorse Road. We objected; however, we have been overruled.
- Chairman Wood reported as a unitary councillor that in the last month he has been involved in 86 waste reports, 16 planning questions, 27 potholes issues, 1 environmental health issue, and 2 dog issues, as well as some general assistance problems to residents

**22/055 Approve quote for Oxford Road Pond, Packhorse Road Swail and associated Swail protection measures.** Work to commence at the end of August 2022. **ALL AGREED**

**22/056 Approve the quote for the Park tree guard. ACTION:** Associate Cllr Woolveridge to assess and check the health of the tree as well as the tree in Moreland Drive; Cllr Greenfield to plant new tree; Clerk to check that Christmas tree is being watered (West Common near flagpole). **ALL AGREED.**

**22/057 Update on works carried out on Mill Lane.** Waiting for report from TPA and, once approved, application for planning permission will be made. Approval for work to be done. **ALL AGREED.**

**22/058 Review the status of:**

- Insurance: expiring 30 Sept 2022. Waiting for broker (Gallagher) to revert with 3 quotes
- Internet & telephone VOIP contract: no further action as we are tied into contract until March 2025

- Energy providers: Cllr O’Keeffe to review SSE for streetlights. It was confirmed our Gazprom contract was ended in April.
- Photocopier review: preference is to buy a new copier rather than continue leasing. Notice given (90 days) to current leasing company. Recommendation at next meeting.

**22/059 Agree IT infrastructure and system upgrade. ACTION:** It was agreed that an IT working party would be set up initially with Cllr O’Keeffe, Cllr Da Costa & Cllr Barnett. The Clerk to get 2 further quotes.

**22/060 Approve the contractor for Christmas lights.** Thanks to Cllr Lindvall for all her hard work. Spark X approved. We have £23,000 pledged in sponsorship to fund the lights **ALL AGREED.**

**22/061 Survey of Town Council Lampposts to ascertain structural and electrical condition.** Due diligence survey needs to be carried out to ensure the electrical and structural safety of lampposts. **ACTION:** Get 2 additional quotes. Circulate lamppost schedule to all councillors and request review and confirmation of numbers, locations and standards of lampposts. After reviewing the quotes received, a survey to be carried out. Cllr O’Keeffe will decide whether contractor will be permitted to fix any urgent issues rather than pay for additional call out charges. **ALL AGREED.**

**22/062 Street Flag and bunting removal: ACTION:** Remove and obtain 3 quotes for cleaning flags. **ALL AGREED.**

**22/063 F&GP matters reported and items for approval**

- Payments for approval **ALL AGREED. ACTION:** PAT testing should be done in line with guidance, which typically for an office is once every two years for portable equipment.
- Grants received

**22/064 Approve the Clerk and Deputy Clerk to have a Unity Trust Debit card and agreeing the amount of £500 – ACTION:** Investigate possibility of a debit card from NatWest. Approval to purchase recording device. Subject to that **ALL AGREED** and with the debit card having a spending limit of £500 per month.

**22/065 4<sup>th</sup> June Charity donations & costs: Finance report (Deputy Clerk). ACTION:** Profit from Picnic to be held separately from other council funds. Cheque to be raised for Alexander Devine Children’s Hospice. Photo to be uploaded to website.

**22/066 Cllr Wood proposes to approve the attached Appraisal, Disciplinary, Dignity at Work and Grievance policies.** The council reconfirmed approval of these policies. **ACTION:** The dates of implementation to be checked. **ALL AGREED**

**22/067 Review of other Policies and procedures. ACTION:** Ongoing review of policies and full report at next meeting

**22/068 Communications Working Party Updates**

- Articles for the next edition of the Voice newsletter to be provided by 4<sup>th</sup> August

**22/069 Note information received in the correspondence at the Council office.**

The Clerk had received correspondence from Sue Moffatt, the ex-Clerk, in answer to a letter from GXTC regarding the missing files and records. Cllr Bracken proposed, and it was agreed that the potential destruction of records be reported to the police. The Chairman asked the Clerk to minute this and then asked her to arrange a meeting with the police. Councillor Bracken and O’Keeffe asked to be present at such a meeting.

**ACTION:** Clerk to inform police of missing council property and to obtain a crime number for future reference

**The next Council Meeting of GXTC will be held on the 26th of September 2022 at 7.00pm.**

**Meeting was adjourned at 9.00pm**

Signed.....CHAIRMAN

Date.....

JHJ.PP.GXTC 25.07.22