

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 7.00pm on Monday 28th February 2022 in The Garden Room at Gerrards Cross Memorial Centre

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

In Attendance: Buckinghamshire Cllr. S Chhokar, Chris Brown (Associate Councillor), Lisa Lindvall (Associate Councillor), Sue Moffat (Town Clerk), Amy McCreary (Deputy Town Clerk) Sue Smith Chairman BALC, Carole Burslem County Officer BALC.

The meeting was recorded.

149/21 To accept apologies of absence: Cllr C. Stuart Lee, Jennifer Woolveridge (Associate Councillor).

150/21 Declaration of Interests - Councillors please give any declarations of interest at the beginning of the item on the Agenda.

151/21 Public Speaking Carole Burslem and Sue Smith spoke about the benefits of being a member of BALC. At the end of March, Carole Burslem will be retiring, and her replacement will be Melinda Woolf. The renewal cost would be £1291.08 along with three copies of LCR at £51.00 giving a total cost of £1342.08. Gerrards Cross total electorate is 6360 which means the Council meets the criteria to have a direct access membership to NALC. This entitles Councillors to contact NALC directly as well as BALC. Cllr O’Keeffe to contact BALC separately. To resolve the contact issues Councillors should let the Chairman know if they are happy for their email address to be sent to BALC so they can contact them directly. The Council will review this information presented at the meeting and decide if it still wishes to continue with the decision to leave BALC.

152/21 At the request of Cllr Davey, ‘**Cllr Davey does not agree with the minutes of the Full Council meeting held on 24th January 2022 as put forward by the Town Clerk without any of Cllr Davey’s feedback and request any disputed points are resolved by a vote from the councillors.** – The Clerk and Deputy Clerk both gave speeches on why they believed the Minutes were a true account. Cllr Davey agreed to send revised changes. Cllr Wood, Cllr Davey, the Town Clerk and the Deputy Clerk to have a meeting. Action to the Town Clerk to take the Full Council Minutes dated 24th January 2022 down from the website as they have not been ratified. No Minutes are to be uploaded to the website until they have been ratified.

152/21 To approve the Minutes from the Full Council meeting on 24th January 2022.

It was agreed that the Minutes were unable to be approved as Cllr Davey would like to provide revised changes. The Minutes will be approved at the next Full Council Meeting.

Cllr Bracken requested for the following amendment to be made under agenda item 133/21 Cllr Bracken had a meeting with Capital Maintenance Team and they have *set out* their highways priorities. Cllr Barnett requested for the following amendment to be made under agenda item 136/21 Cllr Barnett confirmed that the restrictions will apply *before* 6.30pm.

Cllr Greenfield requested for the following amendment to be made under agenda item 142/21 *Cllr Stuart-Lee* to have a meeting with the handyman rather than Cllr Greenfield. This was queried by the Town Clerk.

154/21 Report from Buckinghamshire Councillors.

Cllr S Chhokar Buckinghamshire Council attended the finance and resourcing meeting to discuss the budget that has passed. The grant applications of the Community Boards will be reactivated again in April with a new budget. The Proud of Buckinghamshire awards will take place and there have been four nominations in this area.

Cllr Bracken confirmed that the Buckinghamshire Council budget that was passed at full Council is very robust and has a good level of reserves. Cllr Bracken confirmed that the Gerrards Cross railway footbridge has not been brought to the South Buckinghamshire Councils Planning Committee yet. The Heritage Team have indicated that they are going to object to the application. Cllr Bracken attended a Highways call regarding the A413 gap closure, and the views were mixed. Cllr Wood confirmed that it will be closed. The Local Government Boundary Commission is ongoing on its consultation of the ward changes. The Council, or individual Councillors, have until 4th April to respond. Cllr Bracken and Cllr Wood had a meeting with Swish Fibre regarding the internet access in Gerrards Cross. Cllr Bracken confirmed that Gerrards Cross is in a good position because there is available both Open Reach and Swish Fibre. The Council should identify areas in Gerrards Cross that are not being covered by full fibre being potential schemes to look into.

Cllr Wood has met with the Waste Team at Buckinghamshire Council and Gerrards Cross has been deep cleaned and litter picking is taking place. The lack of dog bin collections on the Commons have been escalated to the Cabinet Member and he has agreed that this is unacceptable. The A40 dual carriageway approaching the recycling centre will hopefully be litter picked soon. The land remaining (in the direction of Gerrards Cross) is private land so Buckinghamshire Council has stated that they are unable to litter pick without permission and it is dangerous due to the overgrowth. Cllr Wood has been working on this with the Highways and Waste Departments at Buckinghamshire Council and it has now been escalated to the Cabinet Member. Cllr Wood met up with Swish Fibre and there are many opportunities to explore including sponsorship. Cllr Wood attended a Highways meeting and it was confirmed that Gerrard Cross was the only town to be reaccredited with pothole devolution.

Cllr Roberts informed the Council that there has been horse racing taken place on the A413 obstructing the lanes. Cllr O'Keeffe was advised by the police if you see them setting up ring 999. Cllr Wood also confirmed that if you see anti-social behaviour on the Common ring 101 first but if you are unable to get through on 101 then ring 999.

155/21 To confirm the Minutes of the following meetings:-

- (i) Commons Committee 21st February 2022 – Cllr Greenfield proposed, Cllr Holborn seconded, and the Council agreed.
- (ii) Highways Committee 14th February 2022- Cllr Wood proposed, Cllr O'Keeffe seconded, and the Council agreed.
Cllr O'Keeffe updated the Council on CCTV. It was agreed for Cllr O'Keeffe to seek further quotes to speed up the process.
- (iii) Planning Committee 7th & 21st February 2022 – Cllr J Chhokar confirmed the Minutes.
- (iv) Extra-ordinary Council meeting of 21st February 2022 – the Council approved these Minutes in principle and they will be ratified at the next Full Council Meeting.

156/21 Committee Membership- The Committee Membership was agreed:

The Communities Committee Chairman is Cllr Wood and the Vice Chairman is Cllr Bracken.

The Community Board Action Groups and the nominated Councillors are as follows:

- **Highways and infrastructure** – Cllr O'Keeffe, Cllr Bracken and Cllr Wood
- **Improving the environment** – Cllr Holborn and Cllr Barnett.
- **Economic rejuvenation** – Cllr Davey, Cllr Greenfield, Cllr Barnett (Vice Chairman) and Associate Cllr Lindvall.
- **Wellbeing and safety** – Cllr Chhokar and Cllr Peck

The Town Clerk to send this list to the Community Board Clerk and check if the dates of the Community Board meetings have been circulated.

157/21 Council Minutes – ‘To agree that only the decisions of an agenda item discussed should be Minuted. To record all Council and Committee meetings by audio equipment to verify minutes’

The Council agreed to the above that only the decisions of an agenda item discussed should be Minuted and that a record of all Council and Committee meetings by audio equipment will be carried out to verify minutes. The recording will be stored in the Council Office and if there is a dispute with the Minutes the recording can be checked. It was agreed that recordings should be kept for six months.

158/21 Neighbourhood Plan Steering Group (NPSG) updates – Cllr Chhokar has nothing further to report as still waiting for feedback of the Draft Screening of the Neighbourhood Plan from the Neighbourhood Planning team at South Bucks Planning.

159/21 Proposed new terms of GXTC's lease of South Lodge with Gerrards Cross Community Association – Cllr Barnett confirmed that the solicitor has agreed the contract for signature which he will check. Four car parking spaces have been agreed for daytime meetings and parking restrictions do not apply after 6.30pm. It is to be confirmed if there will be a grace period for meetings that start at 6.00pm. It was recommended for the Councillors to become members of GXCA as free parking is included in the membership at a cost of £20 per year.

160/21 High Street Rejuvenation – Associate Councillor, Lisa Lindvall reported:- (a) Street entertainment has been secured through the EU Welcome Back fund for every Saturday in March from 10.30am to 1.30pm. Associate Cllr Lindvall and two others will be hosting them on the day; (b) WeLoveGX' badges will be handed out to children; (c) Looking to source some chocolate eggs; (d) Requested a quote for printing the badges, sashes and purple and white bunting that the entertainers will wear; (e) The owner of Smiths Nurseries has confirmed that they are interested in sponsorship and a meeting has been arranged to identify the locations for the flower beds; (f) To discuss with the Town Clerk about replenishing the flower baskets in purple and white; (g) A list of landlords is being compiled so they can be contacted to get permission to upgrade the posts for the bunting, promotional banners and Christmas lights. It was agreed that the Councillors should be allocated some landlords to contact; (h) A high street survey is being sent out for feedback from the local businesses in conjunction with WeAreGX and will report back to the Council. Discussions about a Gerrards Cross shopping app that will represent all businesses to which they will be able to upload a link to their website; (j) Associate Cllr Lindvall, Cllr Wood and the Town Clerk to have a meeting about Christmas Lights; (k) The Town Clerk confirmed the request for the benches to be refurbished and the planters to be repainted from EU funding has been submitted to the Economic Development Officer. The lamppost banners are no longer going ahead because of safety reasons.

161/21 To agree the draft agenda for the ATM on 13th April 2022 – Cllr Bracken requested for the Community Committee report to be added. The Town Clerk confirmed the police will be contacted. Councillors to send any other suggestions for the agenda. The agenda needs to be finalised in March.

162/21 Voice – It was agreed that the Deputy Clerk can purchase some images for her media posts. Cllr Wood to write an article about Swish Fibre. Cllr Chhokar to do the Heritage list article. Cllr Davey to find out the progress of the Journeyman PH (ex M&S). Cllr O'Keeffe to do an article on the duck house. Cllr Barnett to write an article on Denham Aerodrome. Cllr Bracken to do the Communities Committee. Associate Councillor Lindvall to do an article on the high street rejuvenation and the Queen's Jubilee. Cllr Stuart-Lee to proof-read the final document.

163/21 New Internal Audit Service - The Chairman and Vice-Chairman of F&GP and the Town Clerk had a meeting with the Director of IAC. They suggested some process changes i.e. cutting the audits to two visits a year instead of quarterly. IAC is able to offer additional services like reviewing the financial regulations. IAC would recommend the Council to purchase some accounting software which Cllr Bracken and Cllr Chhokar will review before purchase. The Council agreed to appoint IAC as the new internal auditor. The Town Clerk to add the follow up on accounting software as an agenda item for the next Full Council Meeting. Cllr Bracken and Cllr Chhokar to make a recommendation about the use of Sharepoint to share financial documentation.

164/21 To consider the Queens Platinum Jubilee celebrations which will take place from 2-5 June 2022 - The Council are proposing to hold the Jubilee celebrations on the Common. The Communities Committee are trying to organise suitable music to recognise the day with have a formal ceremony and activities. If any decisions required to speed up the process it was agreed to call an extraordinary meeting. The Town Clerk to check with Buckinghamshire Council if the Town Council has to pay upfront for celebrations merchandise/services or if it is paid directly through them. It was also agreed to

spend up to £300 on the Platinum Jubilee Oak tree. Any available Councillors to go to the tree planting ceremony to get a photo for the Voice. Cllr Greenfield to write an article for the Voice.

165/21 At the request of Cllr Bracken, **‘Recommend changes to Standing Orders –** After examination of Standing Orders, Cllr Bracken suggested making amendments in line in line with NALC standard model template. Cllr Bracken suggested doing this through a Working Party.

166/21 At the request of Cllr Bracken, **To set up a Working Party to consider a full review of Standing Orders –** It was agreed that Cllr Bracken, Cllr Chhokar, Cllr O’Keeffe and Cllr Holborn will form the Standard Orders Working Group to review the Standing Orders. Cllr Bracken proposed to adopt the changes to the Standing Orders he has already made which were circulated with the agenda, Cllr Holborn seconded and the Council agreed.

168/21 At the request of Cllr Bracken, **To consider membership of committees, committee chairmen, nominees for Community Broad Action Group and associated list of membership once finalised.** – This was discussed under agenda item 156/21.

169/21 To consider the IT audit certificates– Cllr Davey informed the Council that an IT audit report cannot take place unless there is an IT policy.

170/21 IT Policy - No IT Policy has been requested or agreed by Gerrards Cross Town Council. This can be discussed with the new Internal Auditor. The Town Clerk and Deputy Clerk to draft an IT policy and get it confirmed with our IT Contractor after which to Internal Auditor to check it. The Town Clerk to meet with the IT Contractor next week.

171/21 To approve payments for February 2022 - These were agreed. The Council agreed that the Clerk should find an alternative gas supplier to Gazprom as it is a Russian supplier and Russia has now declared war on the Ukraine.

172/21 Report on – Members update on where they have represented the Town Council.
Cllr Bracken and Cllr Wood met with Swish Fibre.
Cllr Greenfield raised the flag on 6th February.
Cllr Barnett met for negotiations of the lease.

173/21 To note information received in the correspondence at the Council Office – (i) The Town Clerk has sent out the details for the Stakeholders’ conference for highways which is a zoom call on the 15th March 2022.(ii) An invitation to Chalfont St Peter and GX Community Hospital – Focus Group on Tuesday 8th March 2022 which Cllr Peck will be attending; (iii) A resident who had moved to the area wrote to the Clerk to raise concerns about the street lighting in Gerrards Cross and lack of medical centre in the Town

174/21 The next Council Meeting of Gerrards Cross Town Council will be at 7.00pm on 28th March 2022 at the Memorial Centre.

The meeting closed at 8.51pm

Signed.....

Date.....

Payments 28th February 2022						
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
	Buttercup Farm	425.83	85.17	511.00	511.00	Duck house
	Highways					
BACS	Leigh Electrical	375.00	75	450.00	2562.00	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 LED head due to water damage 25a alley in Fulmer Drive
BACS	Leigh Electrical	620.00	124.00	744.00		249The Glade - organise and pay for SSE connection to new post
BACS	Leigh Electrical	640.00	128.00	768.00		109 Hill Way - to fit new post to existing damaged post
BACS	Leigh Electrical	120.00	24.00	144.00		To arrange and dispose of faulty/broken christmas lights
DD	Southern Electric	287.00	55.51	342.51	342.51	Unmetered electricity
BACS	Amersham Town Council	1833.33	366.67	2200.00		Devolved Services
	Administration					
BACS	GXCA	275.00		275.00	425.00	Room hire for January 2022
	GXCA	150.00		150.00		Room hire for July 21
DD	Chess	143.16	28.63	171.79	171.79	Telephone and broadband
BACS	BNP Paribas	264.97	52.99	317.96	317.96	Photocopying rental
BACS	Viking	-11.47	-2.29	-13.76	-13.76	Stationery returns
	Bank charges	10.58		10.58	10.58	
	Neighbourhood Plan					
	Parish Office					
DD	Positive Energy Ltd	139.78	6.99	218.45	218.45	Gas charges
DD	Gazprom	208.05	10.4	218.45	218.45	Electricity charge
	Communications					
BACS	Nexus	100.00	20.00	120.00	120.00	Monthly software and support
DD	Vatu	100.00	20	120.00	120.00	Web site hosting and support
Card	Natwest OneCard	66.00	13.20	79.20	197.12	Microsoft 365
Card	Natwest OneCard	35.20	7.04	42.24		Microsoft 365
Card	Natwest OneCard	63.07	12.61	75.68		Microsoft 365
BACS	Salaries	6194.34		£6,194.34	£6,194.34	
	Total	13426.34	1129.92	14627.94	14627.94	

Budget 2021-22

	Budget 2021-22 P.A.	Earmarked Reserves	Expenditure of budget (excluding VAT) to end of January 2022	Expenditure of Earmarked Reserves (excluding VAT) to end of January 2022	Total Expenditure
COMMONS	£60,060.00	£37,000.00	£39,912.59	£27,305.00	£67,217.59
LIGHTING	£22,501.00		£20,227.41		£20,227.41
HIGHWAYS	£75,425.00	£117,709.00	£29,505.18	£5,568.90	£35,074.08
GRANTS	£34,102.00		£10,602.00		£10,602.00
COMMUNICATION	£8,600.00	£9,882.00	£5,513.29	£438.26	£5,951.55
GENERAL ADMIN	£23,820.00		£17,009.90		£17,009.90
NEIGHBOURHOOD PLAN		£8,869.00		£4,882.50	£4,882.50
COUNCIL OFFICE	£9,435.00	£24,000.00	£6,723.55		£6,723.55
SALARIES	£69,000.00		£61,195.94		£61,195.94
PRECEPT / TOTAL	£302,943.00	£197,460.00	£190,689.86	£38,194.66	£228,884.52