

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

www.gerrardscross.gov.uk



Minutes of the Council Meeting held at 7.30pm on Monday 18th September 2017 at Gerrards Cross Memorial Centre.

Present: Cllr C Brown (Chairman), Cllr Berntson, Cllr J Chhokar, Cllr N Holmes, Cllr M Lawson, Cllr J O'Keeffe, Cllr H Orme, Cllr Roberts, Cllr J Woolveridge.

In Attendance: SBDC Cllr D Smith, BCC/SBDC Cllr Gibbs and Sue Moffat (Town Clerk).

Would Councillors please give any declaration of interests at the beginning of the item on the Agenda

148/17 To accept apologies of absence – Apologies were received from Cllr M Baker, Cllr I Bayliss, Cllr T Scott and SBDC Cllr S Chhokar

149/17 To confirm the Minutes of the Town Council meeting held on 17th July 2017.

At the proposition of Cllr Brown, seconded by Cllr Woolveridge, these Minutes were agreed by Council and signed.

150/17 Public speaking from residents on matters relevant to the meeting's agenda.

No members of the public wished to speak.

151/17 To confirm the minutes of the following meetings:-

1. Commons Committee held on 3rd July 2017

Minutes were proposed by Cllr Orme, seconded by Cllr Woolveridge and agreed by Council and signed. Cllr Orme gave a brief summary of the contents of the Minutes. Cllr Orme reported that during IHG Volunteer week, 3 mornings were spent carrying out conservation work on the Commons kindly led by HO, JW and JO. It was agreed that GXTC should write to IHG to thank them for their help. ML will organise a date for himself and CB to present the BOOST award and send a photo to the press. ML queried the wild flower bund along East Common. HO responded that it was agreed that it was an appropriate location for such a bund which would not be the case for other bunds such as those in West Common. These will continue to be cut on a regular basis. The 'conservation' bund in East Common will be cut at the end of September/October once the wild flowers have seeded.

2. Highways Committee held on 3rd July 2017

Cllr Holmes confirmed the Minutes and gave a brief summary. It was noted that the Christmas lights have been agreed and now purchased. SPWP will commence the Strategic Parking Review at the next meeting. ML still concerned about the echelon parking in Packhorse Road as the length of vehicles protrude on to the road. JO commented that if it was changed to parallel parking it may encourage speeding along the Packhorse Road. This issue referred back to the Highways Committee. CB reported that the block paving work in Station Road and Packhorse Road is nearly completed and will be a vast improvement as blocks have been placed on concrete so will no longer sink with the weight of parked vehicles. However some more sunken pavement has been identified on the north side of Station

Road and it would be ideal to get these repaired whilst the contractors are on site. **It was agreed** that up to an extra £5k would be allowed for this work from Reserves if required.

3. Planning Committee Meeting on 24th July, 7th August, 21st August and 11th September 2017.

Cllr Chhokar confirmed the planning minutes and gave a brief summary of the contents highlighting those planning applications where objections were raised. Cllr Gibbs asked GXTC to send representation to the Chief Planning Officer for confirmation that any proposed changes to the conditions of a permitted planning application should be agreed by SBDC's Planning Committee and not the Planning Officer. This will ensure no further issues arise such as the change of condition to the building development at Windsor Road when the change in brick colour had a considerable detrimental impact to the street scene.

140/17 F&GP Committee on 25th July, 2017

HO confirmed these minutes and gave a brief summary.

141/17 Communications Working Party Updates

The Minutes of meeting held on 24th July 2017 were proposed by Cllr Lawson and agreed. JO queried the distribution of VOICE? It would appear there are still the same houses not receiving it, being the end of Hedgerley Lane and Over- the- Misbourne. It was also highlighted that residents in St Huberts Lane do not receive VOICE.

141/17 Boost Update and future plans including the Best Kept Village Competition

Cllr Lawson proposed the Minutes of the BOOST SG WP of 14th August and 11th September 2017 and the BOOST WP minutes of 12th September which were agreed and gave a brief summary. ML drew attention to the lack of 'Business Leaders' to look after and communicate with businesses. This will need to be addressed if BOOST is to move forward. It was agreed that the evolving concept of BOOST will be discussed at a meeting on 16th October (before Council) at 6.45pm at GX Memorial Centre where the issue of 'Business Leaders' will be included.

142/17 Neighbourhood Plan update

Cllr Holmes reported:

- (i) The Steering Group have monthly meetings with 12 to 18 members attending. The Group has nearly finalised the Vision and Objectives of the NP in order to take to the community for discussion. The first public meeting will be on 11th November at the Guide Hut. Leaflets to advertise this will be delivered to households and the Steering Group will be giving out leaflets in Tescos lobby on 14th October. JO offered the use of an 'A' Board for the 11th to publicise the public meeting, perhaps outside Waitrose as suggested by JW.
- (ii) NH thanked HO for her work in setting up a web site and leaflet design.
- (iii) HO reported that the logo design only costs £35 rather than the £500 initially estimated. The next cost will be the print of the leaflets and invitations. Also the setting up, design and hosting of a web site will cost in the region of £650. However it is possible to apply for a grant from Locality and the NP SG are in the process of applying for a £5000 grant.
- (iv) CB thanked NH and HO for all their hard work setting up and continuing involvement in the NP Steering Group.
- (v) **Resolved** that the NP SG spend approximately £650 to set up a NP web site.
- (vi) It was noted that further expenditure would be in the region of £380 for the distribution of the leaflet inviting residents to the public meeting.

143/17 To resolve the change of title from Chairman to Mayor for Gerrards Cross Town Council

The Town Clerk reported that a change in title has no legal implications and can be made by a resolution of Council. CB stated that it was usual for Town Councils to call the leader a 'Mayor' rather than a 'Chairman'. SBDC's Cllr D Smith intervened at this point to state that there was no other town council in the district who had just a mayor to lead the Council but all had a 'Ceremonial Mayor' (who was elected each year) and an 'Executive Leader' to carry out the managerial role of the Council. When he was questioned by the Town Clerk if he believed that this statement was supported by legislation, Cllr Smith responded that it was a not a legal requirement but custom and practice steeped in historical practice. After discussion it was agreed to defer this agenda item to the next meeting after seeking further advice from Jo Bradshaw before a decision could be made.

144/17 Resolved to purchase a new chain for the leader of the Council from Crest Regalia.

It was agreed to ask for the 'President' and 'Chain' design on approval so a final decision can be made. The cost will be between £360 to £480 according to design chosen. The present crest can then be attached to the chain.

145/17 Resolved to respond to Bucks CC Mineral and Waste consultation by 27th September 2017.

It has already been tasked to CB to draft a response who gave a brief summary of his findings so far on the 170 page document and associated attachments. CB has still yet to finalise the response but will do and circulate his proposal to all councillors by email.

146/17 Resolved to write a regular column for the Bucks Advertiser once every other month on a subject decided by Council and the article written by the Communications WP unless it is a specialist topic and would then be the councillor who has the expertise on the subject.

147/17 Resolved to renew the Council's Insurance with Came & Company's recommended Insurers, Ecclesiastical for a 3 year binding contract. Four quotes had been received and this was considered the most cost effective and suitable to the Council's requirements.

148/17 To approve payments for August/September 2017

Cllr Orme proposed the payment schedule and this was approved by Council.

149/17 Cllr Gibbs (Bucks CC/SBDC) reported:

- (i) She organised a meeting with Enforcement Officers from Bucks CC and SBDC in order to resolve the unpermitted development at Wapseys Wood Travellers site. This has resulted in SBDC issuing a permanent stop notice on the site and for Bucks CC issuing an enforcement notice to remove all the waste that has been brought in.
- (ii) She had not been consulted on the newly formed Gerrards Cross, Denham and Hedgerley LAF Group which was previously opposed by all stakeholders. Apparently Denham PC has now asked for this LAF to be introduced which was agreed by Bucks CC's Cllr Mark Shaw and Cllr Noel Brown. Cllr Gibbs will be consulting with them to resolve this issue. Cllr Gibbs went on to say that she has received and approved GXTC's application for LAF funding for this year for the Roadside Tree work and CCTV and is now waiting for the final outcome from Bucks CC.
- (iii) Cllr Gibbs is on the Social Care and Development Control committees at Bucks CC. Regards the latter committee, it is looking at the Beaconsfield bypass which will make an 8 minute difference to drivers' travel time.

CB thanked Cllr Gibbs for her work on stopping the illegal development at Wapsey Wood.

ML reminded Cllr Gibbs that there should be a 6 month review after the revised traffic light work in Packhorse Road is completed. It was originally a 2 staged project and he wanted to ensure that this is not overlooked.

Cllr Smith (SBDC) reported:- SBDC had an emergency Cabinet meeting about Slough Borough Council's document proposing a 5000 dwelling Garden Suburb north of Slough, behind Wexham Park Hospital, which included building on land belonging to SBDC and Green Belt land. SBDC have made it clear to Slough BC that part of the earmarked land belongs to SBDC and if Slough BC does not co-operate, SBDC may have to take legal proceedings.

150/17 Report on Meetings – members update on where they have represented the Town Council since the last meeting.

Cllr Brown reported:- Meeting with Cllr Gibbs and Mark Averill on the official sanction for GXTC to carry out pothole work under devolved Highways work; (ii) Meeting with resident of Mill Lane to cut back overgrown vegetation; (iii) TfB Stakeholders Conference on potholes, gully cleaning, street lighting and Winter Services (powerpoint presentation will be circulated once received); (iv) Parish Liaison meeting with an update from Martin Tett on Bucks CC's budget, growth strategy, Community Resilience (powerpoint presentation will be circulated once received); (v) Meetings with contractors to oversee block paving work in Station Road.

Cllr Orme reported (i) Neighbourhood Plan Finance and NP SG meetings; (ii) Meeting with West Common residents and Police regards ASB on West Common; (iii) Website design company NP; (iv) IHG volunteer morning.

Cllr O’Keeffe reported:- IHG volunteer morning.

Cllr Roberts reported: (i) TfB Stakeholders conference, Denham Aerodrome Consultative Committee and looking at the CAA Survey.

Cllr Lawson:- (i) Mineral and Waste public consultation; (ii) Meeting with Chiltern Rail on the proposed Station car park, (iii) BBOWT volunteer day; (iv) Presentation of BOOST award to Nick Moss; (iii) Festival Committee and (iv) Overgrown hedges inspection.

Cllr Holmes:- (i) Meeting with Chiltern Rail on the proposed Station car park; (ii) Pothole repair meeting; (iii) NP Finance meeting and; (iv) Youth Club meeting.

Cllr Chhokar:- Overgrown Hedges inspection

Cllr Woolveridge:- (i) L&Q meeting only 7 residents residing at Colston Hall; (ii) Padstone meeting; (iii) GXCV last Saturday with 11 volunteers.

Cllr Baker reported (by email):- (i) F&GP budget review meeting; (ii) BCC Footpaths meeting 'Restoring the Rights of Way'; (iii) 3 x GXCA Summer School classes; (iv) Library volunteer session on Family History; (v) Scam Champions Training run by Trading Standards; (vi) Active Bucks 'thank you' dinner; (vii) Boost meeting; (viii) Festivals meeting.

151/17 To note information received in the correspondence at the Town Council Office.

- (i) Invitation to the newly formed Denham, Gerrards Cross and Hedgerley LAF on 4th October.
- (ii) A letter of appreciation from a local resident for the availability of the Taxi Concessionary Service GXTC provides.

152/17 To confirm that the next meeting of Gerrards Cross Town Council will be held on Monday 16th October 2017 at 7.30pm at the Memorial Centre.

The meeting closed at 10.12 pm

Signed.....

Date.....

Payments 22nd August 2017						
	Chq No/Bacs/DD	Payee	Net Exp.	VAT	Gross Exp	Transaction Details
		Commons				
120	BAC	Latchmore Garden Care	50.00		50.00	345.00 Strim footpath at bridleway at The Camp
121	BAC	The Garden Company Ltd	605.00	121.00	726.00	Crassula spraying
		Highways				
122	BAC	Leigh Electrical	375.00	75.00	450.00	1626.00 Street lighting contract
123	BAC	Leigh Electrical	120.00	24.00	144.00	Make safe post
124	BAC	Leigh Electrical	740.00	148.00	888.00	New post6 Fulmer Rd 166
125	BAC	Leigh Electrical	120.00	24.00	144.00	Make safe post
126	DD	SSE Southern Electric	466.54	93.30	559.84	Unmetered Supply
127	BAC	Amersham TC	1809.56	361.91	2171.47	Devolved Highways Work + additional work
128	BAC	Latchmore Garden Care	100.00		100.00	Strim Wildwood bench & Oakend Way
129	BAC	Latchmore Garden Care	195.00		195.00	Strim Wildwood bench & Oakend Way, Marsham Way, Camp Rd
130	7099	C Brown	21.47	4.29	25.76	70.76 Pothole material
		General Admin				
131	BAC	GXCA	157.00	0.00	157.00	Room hire &volunteer reception drinks
132	DD	Chess	111.86	22.37	134.23	Telephone and broadband
133	DD	BNP Paribasn Leasing Solutions	275.33	55.06	330.39	Photocopier quarterly lease
134		CBE Solutions	169.83	33.97	203.80	Photocopier printing
135	BAC	Beverley Simpson & Co Ltd	150.00		150.00	Quarterly Internal audit
136	7100	Gpex	282.00	56.40	338.40	1066.40 Sponsorship signs
137		Gpex	728.00	0.00	728.00	VOICE Newsletter
138	7099	C Brown	22.25		22.25	45.00 Mileage and car parking
139	7099	C Brown	22.75		22.75	Mileage and car parking
140	7101	M Lawson	44.14		44.14	BOOST Hospitality
		Council Office				
141	BAC	S Moffat	20.00		20.00	new office kettle
142	BAC	Affinity Water	93.43		93.43	Office water bill
		Communications				
143	BAC	Nexus	100.00	20.00	120.00	120.00 Monthly Office 365 and Ipad Support
144	Card	Microsoft E1	58.50	11.70	70.20	Office 365
145	Card	Microsoft 365 E3	30.00	6.00	36.00	Office 365
		BOOST/BKV				
146		Total salaries	4513.39		4513.39	
147		Bank Charges	8.75		8.75	
		Total	11389.80	1057.00	12446.80	

Signed
Chairman F&GP

Date

Payments 18th September 2017						
	Chq No/B acs/DD	Payee	Net Exp.	VAT	Gross Exp	Transaction Details
		Commons				
153	BAC	Latchmore Garden Care	145.00		50.00	75.86 Strim footpath at bridleway at The Camp and Wildwood
154	card	UK Tool Centre	248.23	49.64	297.87	433.69 GXCV tools
155	card	Amazon	24.69	4.93	29.62	GXCV tools
		Highways				
156	BAC	Leigh Electrical	375.00	75.00	450.00	12714.00 Street lighting contract
157	BAC	Leigh Electrical	640.00	128.00	768.00	New post Fulmer Rd/Daleside
158	BAC	Leigh Electrical	640.00	128.00	768.00	New post Daleside
159	BAC	Leigh Electrical	8940.00	1788.00	10728.00	Christmas Lights
160	DD	SSE Southern Electric	498.06	99.61	597.67	Unmetered Supply
161	BAC	Amersham TC	1809.56	361.91	2171.47	Devolved Highways Work
162	BAC	SBDC	1800.00	360.00	2160.00	Purchase and installation of 4 litter on roads
163	7102	Chris Brown	9.63	1.93	11.56	56.36 Pothole patching material
164	BAC	Mike Lawson	14.30		14.30	49.30 Mileage -inspecting overgrown hedges
165	BAC	Pear Technology	510.00	102.00	612.00	Downloading plans from BucksCC and producing road maps
		General Admin				
166	BAC	GXCA	25.00	0.00	25.00	Room hire NP
167	DD	Chess	111.16	22.23	133.39	Telephone and broadband
168	BAC	BNP Paribasn Leasing Solutions	239.82	47.96	287.78	Photocopier quarterly lease new agreement
169	BAC	CBE Solutions	77.05	15.41	92.46	Photocopier printing final meterage 4/9/17
170	Card	The Site Supply	180.98	36.50	217.48	Hi Viz jackets
171	7103	Gpex	35.00	7.00	42.00	NP logo artwork
172	7105	Planet (Evolving Together)	220.45	44.09	264.54	NP Consultancy
173	DD	Chess	111.86	22.37	134.23	Telephone and broadband
174		C Brown	44.80		44.80	Attending meeting at Aylesbury 12&13 Sept - Mileage and car parking
175	7104	D2D Distribution Ltd	325.00	65.00	390.00	VOICE Distribution
176	BAC	M Lawson	29.17	5.83	35.00	Parking Survey
177	Card	Paypal ,Buckingham's'	31.85		31.85	BALC's Cllr Induction training - T Scott
		Council Office			0.00	
178	DD	SSE Southern Electric	57.69	2.88	60.57	new office kettle
179	BAC	Castle Water	24.93		24.93	Waste Water 7/7/16 to 30/9/16
		Communications				
180	BAC	Nexus	100.00	20.00	120.00	120.00 Monthly Office 365 and Ipad Support
181	Card	Microsoft E1	58.50	11.70	70.20	Office 365
182	Card	Microsoft 365 E3	30.00	6.00	36.00	Office 365
		BOOST/BKV				
183		Total salaries	4396.53		4396.53	
184		Bank Charges	8.75		8.75	
		Total	21763.01	3405.99	25169.00	

Signed
Chairman F&GP

Date

Budget for 2017/2018

	Budget	From re-allocated Reserves	Grants	Budget Expenditure to 17 Aug-17 (exc VAT)
COMMONS	£50,510.00	£13,455.00	£12,000	£815.94
LIGHTING	£21,901.00			£7,557.24
HIGHWAYS	£44,200.00	£103,750.00		£5,848.68
GRANTS	£32,900.00	£785.00		£0.00
COMMUNICATION	£10,690.00	£11,000.00		£1,509.85
BOOST/BKV	£4,000.00	£3,000.00		£371.23
GENERAL ADMIN	£14,440.00			£3,880.31
COUNCIL OFFICE	£12,542.00			£4,378.33
NEIGHBOURHOOD PLAN	£0.00	£10,000.00		£1,320.00
SALARIES	£69,000.00			£17,699.88
PRECEPT / TOTAL	£260,183.00	£141,990.00		£0.00