

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 20th September 2021 in Room 4 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. J O’Keeffe, Cllr. B Peck, Cllr. P Roberts, Cllr. C Stuart-Lee.

In Attendance: Chris Brown (Associate Councillor), Jennifer Woolveridge (Associate Councillor), Sue Moffat (Town Clerk) and Amy McCreary (Deputy Town Clerk). Buckinghamshire Council Cllr. T Broom. Four members of the public.

56/21 To accept apologies of absence: Buckinghamshire Council Cllr S Chhokar.

57/21 Declaration of Interests - Councillors please give any declarations of interest at the beginning of the item on the Agenda.

58/21 To approve the Minutes from the Full Council meeting on 19th July 2021. At the proposition of Cllr Wood, seconded by Cllr O’Keeffe, these Minutes were agreed by Council.

59/21 Public Speaking from residents regarding matters relevant to the meeting’s agenda with time allowed 7 minutes per person. – Tony Aston, Chairman of GXCA Executive Committee, gave a presentation on why the Gerrards Cross Community Association (GXCA) requires a Council grant. GXCA has suffered financially because of the Covid pandemic which has had a significant effect on income and reserves. There are many areas within the building that require maintenance work in order to continue operating and GXCA are seeking grants to cover these works. Therefore, GXCA are requesting for two grants, one for this year 2021-22 and next year 2022-23, at a sum of £25,000 per year. Cllr Wood confirmed that the grant applications will be discussed at the F&GP meeting.

60/21 Report from Buckinghamshire Councillors.

Cllr Broom reported:- (i) Buckinghamshire Council have invested £100 million into repairing the roads; (ii) There is no date scheduled for the second phase of Pack Horse Road resurfacing; (iii) Buckinghamshire Council, Heart of Bucks and Community Impact Bucks have set up the Helping Hand fund with an Afghanistan donation page to help the Afghans that will be living in Buckinghamshire; (iv) Cllr Broom confirmed that the Vale of Aylesbury Local Plan has been completed. This is very significant as in the Local Plan it has been agreed for eight thousand new homes to be built which takes the pressure off housing development in the South of the County; (v) Cllr O’Keeffe requested that Cllr Broom ensures that Gerrards Cross Town Council are credited in any social media posts about local project completions.

Cllr Bracken reported:- (i) He attended the first meeting of Growth, Infrastructure and Housing Select Committee. One of the key areas for this is keeping a review of the next Buckinghamshire wide Local Plan on which work has started. This will be a critical document for the future of development of the County; (ii) He is a member of the Buckinghamshire Task and Finish Group for the Preparation of a Bus Improvement Plan. This plan will be submitted to central government within the next month; (iii) He is investigating the refuse collection issues with Buckinghamshire Council. For the new paper/cardboard bins’ contract there is a change in contractors so there may be some process issues at the start.

Cllr Wood reported:- (i) He attended the Environment & Climate Change Select Committee meeting and raised concerns about tree stump removal and replacement tree planting. Buckinghamshire Council has previously agreed to replace trees. Cllr Wood has emailed his concerns to the Cabinet Member for Climate Change and the Environment; (ii) He has been in regular contact with the Head of Highways and the Service Director Highways & Technical Services regarding Packhorse Road; (iii) He has contacted the Planning Policy and Compliance Department for an update on Wapsey Wood.

61/21 To confirm the Minutes of the following meetings:-

- (i) **Commons Committee 5th July 2021** - At the proposition of Cllr Greenfield, seconded by Cllr Peck, the Minutes of the Commons Committee were agreed by Council.
- (ii) **Highways Committee 5th July 2021** - At the proposition of Cllr Wood, seconded by Cllr Holborn, the Minutes of the Highways Committee were agreed by Council after making the following amendment to Minute 5 (iii) - *An email was received from Cllr Santokh Chhokar that Buckinghamshire Councillors are asking town and parish councils for a list of priorities for road resurfacing in Gerrards Cross East. It was agreed to put forward Fulmer Road. Also, a section of the A40 in Gerrards Cross on the East side was suggested, and Cllr Barnett put forward a section of St Huberts Lane (email to follow of location).*
- (iii) **(a) Planning Committee 26th July, 9th August, 23rd August and 13th September 2021**– Cllr J Chhokar confirmed the Minutes.
(b) At the request of Cllr J Chhokar, ‘To re-confirm that all the councillors sit on the Planning Committee (even if they wish not to participate). Cllr Wood asked the Council to vote on whether the Standing Orders should continue to state that everyone sits on the Planning Committee. A vote was taken, and the majority of the Council agreed.

62/21 Neighbourhood Plan Steering Group (NPSG) updates

Cllr J Chhokar will be attending his first meeting next week and will provide an update to the Council at the next Full Council Meeting.

63/21 Proposed new terms of GXTC’s lease of South Lodge with Gerrards Cross Community Association Update– Cllr Barnett informed the Council that there have been delays with the Gerrards Cross Community Association’s solicitor and an update will be provided at the next meeting.

64/21 To agree to adapt and adopt the updated Code of Conduct (CoC) has been ratified by Buckinghamshire Council. – Bucks & Milton Keynes Association of Local Councils (BMKALC) have advised town and parish councils to adopt the principal authorities code (subject to the adapted changes for individual councils) in order to make it easier to investigate any breach of the CoC should any complaint be passed to the Monitoring Officer. The Town Clerk confirmed she will be organise training for councillors on the updated CoC. The Council agreed to adapt and adopt the updated CoC.

65/21 To sign up to the ‘All Councils Charter’ – The Council agreed.

66/21 At the request of Cllr O’Keeffe, To resolve the issue concerning the CCTV system with regards to requests, procedures and CCTV access – It was agreed that the Council should hire a consultant to check the monitoring process of the CCTV cameras to ensure our policies are in line with the legal requirements. Currently Buckinghamshire Council are unable to monitor it or provide us with a date when they can monitor it. Cllr Wood confirmed the Council is still proceeding with the installation of the CCTV cameras.

67/21 At the request of Cllr Bracken, ‘That clause 2 C of the Standing Orders be amended by removing the words, ‘Planning Committee sits as the Council’ - Cllr Bracken was advised at his Buckinghamshire Councillors’ training that if a member of the Buckinghamshire Council Planning Committee is a member of a Town or Parish Council they should not sit on a Town or Parish Planning Committee. Cllr Bracken also had this confirmed by the legal officer. Cllr Bracken proposed to remove these words so that membership of the Planning Committee would be treated no differently from any other committee which would in turn enable the Council to note that Cllr Bracken would not be a member of the Planning Committee. Cllr O’Keeffe confirmed that there are benefits to coming to the planning meetings even if you are unable to vote, one being you understand the concerns of the residents. Associate Cllr Brown stated it needs to stay as a Council so decisions can be made quickly. The Council agreed by a majority vote that the Planning Committee should remain as a Council and the Standing Orders should not be revised.

68/21 At the request of Cllr Bracken, **‘To consider membership of committees and to agree that Cllr Bracken is no longer a member of the Planning Committee at GXTC due to his conflict of interests being on the Planning Committee at Buckinghamshire Council’** – Cllr Bracken withdrew the part of this agenda item that related to the membership changes of Planning Committee. It was suggested by Cllr Bracken and Cllr Holborn to set up a new working group to review the Councils Committees’ practices. This was agreed.

69/21. To agree the following Policy, Procedures and statement –

- (a) Appraisals Policy
- (b) Disciplinary Procedure
- (c) Grievance Procedure
- (d) Clerk & Deputy Clerk responsibilities

It was agreed that the staffing committee should have another meeting with the Clerk and Deputy Clerk before finalising the above policies. Cllr Holborn to send his comments to the Staffing Committee. Cllr J Chhokar to report back at the next meeting.

70/21 To respond to the consultation regards Buckinghamshire Licensing Policy:- Cllr Bracken raised concerns that the Licensing Policy had been completed by the Council as a whole. Cllr Wood confirmed that he had agreed the Town Clerk’s proposed responses. The Council agreed to use the responses and respond as a Council. Cllr Bracken will complete a questionnaire separately.

71/21 At the request of Cllr Wood, **‘Felled tree replacement in Gerrards Cross’.**

Cllr Wood attended a meeting about the removal and replanting of trees in Gerrards Cross. Buckinghamshire Council have not been replanting trees but there is budget for it. Cllr Wood has written to the Climate Change and the Environment Cabinet member and will send them some photographs. To note that in celebration of the Queen’s Platinum, the Queen will be giving community groups opportunity to plant a free tree next year.

72/21 (a) To note payments for August 2021 and to approve payments for September 2021.

Cllr J Chhokar confirmed that the largest payment was for the zip wire and the topographical survey for Mill Lane and Marsham Lane Bridge. The invoices were approved. At the request of Cllr Wood, the Council agreed that the Design Plans for Mill Lane and Marsham Lane bridges can be sent to Highways at Buckinghamshire Council for approval with the respective quotes provided.

Cllr J Chhokar raised the query as to why the process of the Chairman of FG&P signing the invoices has changed? The Town Clerk responded that she has continued with the same process as when she commenced working as Town Clerk on 1/1/2016. Measures had been introduced by the retiring Clerk for an internal auditor to inspect all invoices and bank statements on a quarterly basis to ensure accuracy. However, the Town Clerk will check with the retired clerk again. Chris Brown added that the change happened when payments were made electronically so cheques no longer required 2 signatures.

73/21 Report on meetings - members update on where they have represented the Town Council:-

Cllr Holborn and Cllr Barnett attended the Improving the Environment Community Board meeting.

Topics covered were encouraging the public to use other forms of transport, fly tipping, dog fouling and protecting the environment.

Cllr Barnett and Cllr Roberts attended the Denham Aerodrome Meeting. Topics discussed were the Aerodrome has been granted permission to knock down the bungalow and noise complaints.

Cllr Wood and Cllr O’Keeffe had a meeting with Highways UK to discuss the ‘No Buses’ signs and Mill Lane.

Cllr Davey – attended the Economic Regeneration Community Board Meeting with Steve Weston. The meeting covered long term improvements. Cllr Davey attend another meeting with some local people to discuss short term improvements.

Cllr Davey and Cllr Greenfield – attended the Woodlands Management plan to discuss the maintenance of the commons.

Cllr Greenfield, Cllr Davey and Cllr Bracken – had a meeting with the Secretary of Bulstrode Camp Limited which represents residents of the Camp, Valley Way and Top Park, about the Camp and The Fosse.

Cllr Stuart-Lee attended the GXCA AGM and is helping at the jumble sale.

Cllr Chhokar – attended the Safety and Wellbeing Community Board and they discussed the funding for mental health day at schools.

74/21 To note information received in the correspondence at the Council Office – GXCA are asking for volunteers to help with the jumble sale. It was agreed that GXCA can using the parking by Colston shed for the jumble sale.

75/21 To confirm that the next Council Meeting of Gerrards Cross Town Council will be on 18th October 2021 at the Memorial Centre.

The meeting closed at 9.18pm

Signed.....

Date.....

Payments 20th September 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 - June 21
BACS	Latchmore Garden Care	45.00		45.00	45.00	Strim entrances to the Camp
BACS	Home Counties Play	5850.00	1170	7020.00	13020.00	Remove old wet pour and supply new wet our under zip wire
BACS	Home Counties Play	5000.00	1000	6000.00		Repair wet pour edges around play equipment
	Highways					
BACS	Leigh Electrical	375.00	75	450.00	1410.00	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 head 17 Birchdale
BACS	Leigh Electrical	340.00	68.00	408.00		S/L 23 Bull Lane footpath
BACS	Leigh Electrical	80.00	16.00	96.00		S/L 241 Daleside- make safe post knocked down
DD	Southern Electric	307.02	59.42	366.44	366.44	Unmetered electricity
BACS	Amersham Town Council	1833.33	366.67	2200.00		Devolved Services
BACS	Taxi Concessionary	1000.00		1000.00	1000.00	GXTC's Taxi concessionary service
BACS	Windowflowers	1567.25	313.45	1880.70	1880.70	Quarterly instalment hanfing baskets and planter maintenance
BACS	Highways UK	4180	836	5016.00	6586.32	Topographical survey for Mill Lane and Marsham Lane bridges
BACS	Highways UK	1308.6	261.72	1570.32		Installation of 4 No Buses signs West Common
	Administration					
DD	Chess	142.57	28.51	171.08	171.08	Telephone and broadband
Card	Survey Monkey	19.00		19.00	19.00	Survey facilities
BACS	CCS	130.79	26.16	156.95	156.95	Photocopying
BACS	BNP Paribas	264.97	52.99	317.96	317.96	Quarterly photocopier rental
BACS	Viking	80.49	16.1	96.59	96.59	stationery
BACS	PKF Littlejohn LLP	800.00	160	960.00	960.00	External audit
BACS	BMKALC	240.00		240.00	420.00	Demystifying Planning
BACS	BMKALC	180.00		180.00		Demystifying Planning
BACS	Came and Company	1861.01		1861.01	1861.01	Council Insurance
Card	NBI	77.39	15.48	92.87	92.87	Name badges
Chq	Petty Cash (last updated June 2019)	166.16		166.16	166.16	To top up to £200.
	Bank charges	8.40		8.40	8.40	
	Parish Office					
DD	CNG	24.67	1.24	25.91	25.91	Gas charges
DD	Gazprom	43.38	2.17	45.55	45.55	Electricity charge
BACS	Thames Boiler Service	140.00		140.00	140.00	Boiler Serive
	Neighbourhood Plan					
	Communications					
BAC	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	144.00	Microsoft 365
Card	Natwest OneCard	35.20	7.04	42.24		Microsoft 365
Card	Natwest OneCard	18.80	3.76	£22.56		Microsoft 365
BACS	Salaries	6045.94		£6,045.94	£6,045.94	
	Total	33817.47	4634.91	38452.38	38452.38	

Budget 2021-22

	Budget 2021-22 P.A.	Earmarked Reserves	Expenditure of budget (excluding VAT) to end of August 2021	Expenditure of Earmarked Reserves (excluding VAT) to end of August 2021	Total Expenditure
COMMONS	£60,060.00	£37,000.00	£10,618.33	£10,850.00	£21,468.33
LIGHTING	£22,501.00		£12,524.98		£12,524.98
HIGHWAYS	£75,425.00	£117,709.00	£16,366.48	£5,488.60	£21,855.08
GRANTS	£34,102.00		£10,602.00		£10,602.00
COMMUNICATION	£8,600.00	£1,722.00	£11,686.57		£11,686.57
GENERAL ADMIN	£23,820.00		£9,938.73		£9,938.73
NEIGHBOURHOOD PLAN		£8,869.00		£1,762.50	£1,762.50
COUNCIL OFFICE	£9,435.00	£24,000.00	£4,705.05		£4,705.05
SALARIES	£69,000.00		£36,779.34		£36,779.34
PRECEPT / TOTAL	£302,943.00	£189,300.00	£113,221.48	£18,101.10	£131,322.58