

## THE IVERS PARISH COUNCIL

### MINUTES OF A MEETING OF THE COUNCIL HELD ON 7<sup>th</sup> SEPTEMBER AT 6.00PM VIA ZOOM CALL

**Present:** Councillors Wendy Matthews (Chairman), Ann Mayling (Vice Chairman), Chris Jordan, Chris Woolley, Geoff Bennett, Carol Gibson, Julie Cook, Arun Gaur, Ciarán Beary. Peter Stanhope joined at 1815 and Kevin Brown joined following his acceptance of office

In attendance: Stephanie Bennett (Clerk) and 4 members of the public.

The Chairman welcomed members and the visitors and those standing for co-option.

**C.046/20 APOLOGIES FOR ABSENCE**

None were received

**C.047/20 DECLARATIONS OF INTEREST**

None were received.

**C.048/20 PUBLIC PARTICIPATION**

No questions or addresses were received

**C.049/20 MINUTES**

RESOLVED that

The Minutes of the Council held on 20<sup>th</sup> July 2020 be agreed and signed by the Chairman.

**C.050/20 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman was pleased to report that the Citizen's Advice Bureau would be undertaking an additional session in the Hub every month following funds being secured from Bucks Council. Councillors asked if there was any information available detailing the types of enquiries being received to which the Chairman answered that this information was not available.

Councillors highlighted a wish to undertake councillor surgeries to assist community members and were directed to organise suitable dates through the administrator who maintains the diary for the Hub. Cllr Beary offered to co-ordinate a schedule of dates and times that can be promoted to the community.

The Clerk was requested to promote the CAB request for volunteers to join their organisation.

The Chairman informed councillors that Sgt Dan Ryders was now a member of the police team looking after the Ivers and that Heathrow Community Engagement Board were now including Richings Park in their open space assessment.

The Chairman reported that the Community Board has met and had 2 workstreams each with a working group; Covid Recovery that will be chaired by Cllr Mayling and Parking that will be chaired by the Chairman. The Chairman requested councillors to nominate persons to sit on those groups.

Cllr Peter Stanhope joined the meeting

**C.051/20 CO-OPTION FOR CASUAL VACANCIES**

RESOLVED that

Kevin Logan Brown be co-opted as a parish councillor.

The declaration of acceptance of office was received and Cllr Brown joined the meeting.

**C.052/20 COMMITTEE MINUTES**

The Planning Committee minutes of 21<sup>st</sup> July 2020 and 18<sup>th</sup> August 2020 were presented by Cllr Carol Gibson who reminded councillors about the changes to planning processes and informed council that the consultations were to be considered at Planning Committee on 15<sup>th</sup> September. Cllr Wendy Matthews presented the Policy, Finance and General Purposes Committee minutes of 29<sup>th</sup> July 2020 and Cllr Mayling presented the Amenities Committee minutes of 15<sup>th</sup> July 2020.

RESOLVED that

the minutes as presented to the Council be agreed

**C.053/20 MEMBER REPORTS EXTERNAL BODIES**

a. Colne Valley Regional Park – Cllr Gibson reported that the organisation has decided to become a charitable organisation.

b. Iver Heath Village Hall – Cllr Woolley reported that it has re-opened and that there is a meeting next week

c. Good Neighbours Scheme – Cllr Jordan reported that the organisation has seen an increase in trips to medical appointments.

d. Iver Village Hall – Cllr Jordan reported that the Village Hall is open and that the bar had permanently closed.

e. Wexham and Ivers Community Board – Cllr Stanhope reported that it was a very full agenda with lots of topics covered that included funds available, speeding, parking issues and the amount of green space in The Ivers area

Other bodies were noted as not having met.

**C.054/20 APPOINTMENTS**

RESOLVED that

Cllr Kevin Brown be appointed to Amenities Committee, and Highways and Infrastructure Committee.

If there is a need, Cllrs Brown and Gaur offered to assist at Neighbourhood Planning sub Committee.

Cllr Brown will also join the Christmas Lights Working Group.

Cllr Gaur left the meeting

**C.055/20 WEBSITE**

The Clerk presented the report detailing the additional information from Aubergine and councillors debated the information.

RESOLVED that

- a. Aubergine be commissioned to:
  - Provide a new website, hosting, basic support and quarterly compliance monitoring and reports at a cost of £1,573
  - From year 2 host the website and provide basic support at a cost of £299 per annum
  - From year 2 undertake compliance monitoring and reports at a cost of £299 per annum
  - Register a domain name of iversparishcouncil.gov.uk at a cost of £100 per annum
  - Provide a secure area of the website for confidential documentation at a cost of £150
  - Provide extra support at a cost of £720 for year 1 only
- b. Council to write to the current website provider to thank them for their help over the past years
- c. All pages on the current website to be decommissioned except for the statutory pages and a suitable website accessibility statement and explanation that the council is moving to a new website to be posted

- d. Accessible document formats for all committees and working groups to be developed and implemented

Cllr Gaur returned to the meeting

**C.056/20 RISK ASSESSMENT ASSISTANCE**

The Clerk presented a report on the work, operations and health and safety requirements in relation to the Grounds Team, and councillors debated the information.

RESOLVED that

- a. A training needs analysis of the four grounds team members be commissioned from GMA with the production 5 year training plans at a cost of £495
- b. A Site Audit service be commissioned at a cost of £1200 with a report prepared making recommendations for actions and improvements;
- c. GMA be requested to identify the risk assessments required by the Council for its Grounds Team operations

Cllr Kevin Brown offered to inspect the councils machinery and records and make recommendation for improvements

**C.057/20 FINANCE**

Council considered the finance documents presented and the Chairman reported that the bank reconciliation checks had been undertaken.

RESOLVED that

The schedule of payments for July 2020, the budget summary report for July 2020 and the Financial Strategy report for Quarter 1 be received.

**C.058/20 PRESS RELEASES/WEBSITE**

The Council requested that the following media releases be prepared for approval by the Chairman:

- 1. Announcement of Cllr Kevin Brown's co-option
- 2. The work to be undertaken on the website with reasons why
- 3. The refurbishment of Iver Heath Pavilion
- 4. Information that we are making our premises Covid secure after which they will be available for hire

The meeting finished at 7.30pm

Signed ..... Chairman

Date .....