



Downley Community Centre

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DOWNLEY PARISH COUNCIL

TO: ALL MEMBERS OF THE PUBLIC

You are **HEREBY INVITED** to attend a **MEETING** of the **DOWNLEY PARISH COUNCIL** which will take place **ON TUESDAY 8th February at 7:30 pm**

A G E N D A

- 1) To record **Attendance** and receive **Apologies for Absence**
- 2) To receive and note any **Declarations of Interest** made by Councillors in connection with any Agenda item
- 3) To Approve the **Minutes** of the Meeting of Council held on 11th January 2022 (Attached)
- 4) **Public Participation Session** - To receive questions and comment from the public on any matter on the agenda or which affects the Parish
- 5) To receive and note **reports from Buckinghamshire Councillors**
- 6) To note Comments on **Planning Applications** received as set out in **Appendix a**
- 7) To note the **Decision Notices** made by The Buckinghamshire Council in respect of Planning Applications as set out in **Appendix b**
- 8) **E-Scooters** - to consider Buckinghamshire Councils provision of E-Scooters within Downley Parish.
- 9) **Repairs to fascia & guttering at Downley Community Centre** – to consider quotations for repairs required at the Community Centre in excess of £500
- 10) **Queen’s Platinum Jubilee** – to consider celebrations of the Queen’s Platinum Jubilee, including a fireworks display & the setting up of a working party to arrange events
- 11) **Grant Request - The Community Orchard**
- 12) **Dog Faeces** – to consider how to address the increasing incidence of dogs fouling the Common & village
- 13) **Social Media** – To revisit our Social Media Policy (attached)

14) Model Publication Scheme

15) Councillor Email Usage- Councillors are reminded that downleyparishcouncil.org addresses have been set up for each of them & that council emails should be sent & received through these addresses

16) Downley Parish Council Website – to consider using a website development agency to provide a WCAG 2.1 AA rated compliant website and support package

17) To note the Clerks Progress Report Attached

18) Reports from other Committees and Working Party's

19) To note the payment of invoices below

Frequency	Chq. No.	Payee	Amount	Details
M	2070,2074,2076,2077,2079	Staff salaries, pension, tax & expenses	£2886.29	Includes Nov' & Dec' pensions
O	2071	SSE	£409.42	Street Lighting/Furniture Sep - Dec
M	2072	Claritas Accountancy Ltd	£30.00	Professional fees
O	2073	E Sharp Electrical Ltd	172.68	Community Centre External lights
O	2075	KAD Gardening	£2938.24	Bollard replacement plus gardening Dec
O	2078	TBS Hygiene	£58.50	Dog Waste Bins
		TOTAL	£6495.13	

20) To note the date & place of the next Meeting

Tuesday 5th March 2022 at Downley Community Centre

21) Exclusion of the Public and the Press. To **RESOLVE** that the Public and the Press be excluded from the remainder of the Meeting in accordance with the Public Bodies Admission to Meetings Act 1960 as matters which are about to be discussed are considered confidential.

22) Council Matters

23) Close of the Meeting

Giles Tandy

Clerk to the Council 02/02/22

Downley Parish Council

Appendix a)

08/02/22

21/08761/FUL 69 Sunny Croft Householder application for construction of a two storey front extension, conversion of existing integral garage to study/store, alterations to front roof slope including construction of replacement pitched roof to existing flat roof dormer & insertion of 1 x dormer window with associated external alterations.

No Comments

21/08776/FUL 55 Commonside Householder application for construction of a single storey front & rear extension, loft conversion with 2 x rear & 1 x front roof dormers & insertion of front roof light.

Neutral – Please consider the neighbours objection re loss of light

22/05144/FUL 12 Jubilee Road Householder application for construction of single storey front & rear extension and insertion of 2x roof light to existing side roof slope.

Neutral – If comments are made by neighbours, please ensure that these are taken in to consideration.

Appendix b

08/02/22

21/08068/FUL 25 White Close Householder application for construction of part single, part two storey side and rear extension

Application Permitted

Social Media Policy

Social Media use within the Parish Council

Social media is used here as a collective term to describe methods of publishing on the internet. This policy covers all forms of social media and social networking sites which include, but are not limited to:

- Parish Council Website
- Facebook, Myspace, Instagram and other social networking sites
- Twitter and other micro blogging sites
- YouTube and other video clips and podcast sites such as LinkedIn, Blogs and discussion forums
- Email

The use of social media does not replace existing forms of communication.

The principles of this policy apply to Parish Councillors, volunteers and others communicating with the Parish Council.

The policy sits alongside relevant existing policies which need to be taken into consideration.

The current Code of Conduct applies to online activity in the same way it does to other written or verbal communication.

Individual Parish Councillors and volunteers are responsible for what they post in a Council and personal capacity.

In the main, Councillors and volunteers have the same legal duties online as anyone else, but failure to comply with the law may have more serious consequences.

Social media may be used to -

- Distribute agendas, post minutes and dates of meetings
- Advertise events and activities, publish good news stories linked to website or press pages
- Advertise vacancies
- Re-tweet or share information from partner agencies such as Principal Authorities, Police, Library, Health and other Public Sector agencies.
- Announce new information
- Post or share information from other parish related community groups such as schools, sports clubs, community groups and charities
- Refer resident queries to the Clerk and all other councillors

Code of Practice

When using social media (including email) Parish Councillors and volunteers must be mindful of the information they post in both a personal and council capacity and keep the tone of any comments respectful and informative. Online content should be accurate, objective, balanced and informative.

Parish councillors, volunteers and council staff must not:

1. hide their identity using false names or pseudonyms
2. present personal opinions as those of the Council
3. present themselves in a way that might cause embarrassment to the council
4. post content that is contrary to the democratic decisions of the council
5. post controversial or potentially inflammatory remarks
6. engage in personal attacks, online fights and hostile communications
7. use an individual's name unless given written permission to do so
8. publish photographs or videos of minors without parental permission
9. post any information that infringes the copyright of others
10. post any information that may be deemed libel
11. post online activity that constitutes bullying or harassment
12. bring the council into disrepute, including through content posted in a personal capacity
13. post offensive language relating to race, sexuality, disability, gender, age, religion or belief
14. conduct any online activity that violates laws, regulations or that constitutes a criminal offence

Publishing untrue statements about a person which is damaging to their reputation is libel and can result in a court action and a fine for damages. This also applies if someone else publishes something libellous on your social media site.

Publishing personal data of individuals without permission is a breach of Data Protection legislation and is an offence.

Publication of obscene material is a criminal offence and is subject to a custodial sentence.

Councillors' views posted in any capacity in advance of matters to be debated by the council at a council or committee meeting may constitute Pre-disposition, Predetermination or Bias and may require the individual to declare an interest at council meetings

Anyone with concerns regarding content placed on social media sites that denigrate Parish Councillors, volunteers or residents should report them to the Clerk of the Council.

Misuse of social media content by councillors, employees or volunteers, that is contrary to this and other policies, could result in action being taken by the Council.

The Clerk will have authority to remove from council social media pages any posts made by third parties which are deemed to be of a defamatory or libellous nature.

Progress Report to Council February 2022

Minute Reference	Subject	Progress (updates to bold)
8304/03/21	Streetlight replacement project	Contract awarded to Sparkx on 1 April 2021 Currently all columns have been inspected and numbered on site.

		Lantern installation currently underway Sparkx have gained the accreditation to undertake overhead connections and confirm that they have successfully passed audit & are authorised for overhead works, allowing them to schedule the remaining lanterns.
7973/07/19 7997/09/19 Finance Committee 30.7.19 8242/01/21	The Downley Controlled Crossing Feasibility Study	Email sent to Community Board on 15.01.2021 confirming DPC will contribute £4,855.22 towards this scheme as its matched funding contribution. Buckinghamshire Council will invoice Downley Parish Council upon completion of the scheme or at the end of the next financial year (March 2022) whichever is sooner. The Downley Communications Group has contributed £2,500 towards this feasibility study. Expecting final report imminently
8222/12/20 8295/03/21 8432/11/21	Park Fencing School Close Park	Buckinghamshire Council invited to erect posts around the Green similar to those around the Common. January 2022 Buckinghamshire Council confirm that Contractors are due to start work on site soon.
8224/12/20 8240/01/21	Additional Defibrillator for the Village	Council to procure an additional defibrillator from London Hearts. Sprit Hair confirm happy with the location Ongoing
Min. no. 9 Fin.cttee 7.12.20 8211/12/20	Cloud Storage	Up-to-date Quotations sought from Edge for their packages. Ongoing
8147/09/20	Web accessibility	Clerk to receive training on website. Continue with and update existing website to make it more visually appealing, compliant and resolve accessibility issues. Website is being updated, quotes now required to understand the cost of meeting accessibility requirements. Ongoing
8265/02/21	Banking arrangements for the Council	New bank account to be set up with Unity Bank. All councillors to sign bank mandate prior to activation. January 2022 Unity Bank advise they have a backlog of new accounts due to unprecedented demand coupled with staff absences through Covid.
8268/02/21	Community Right to Bid	Council agreed to make application for the re-listing of the Le De Spencer's Arms and the Bricklayers Arms as Assets of Community Value. Council must make new application stating grounds for listing. Cllr Lazenby to assist the Clerk in this matter. Ongoing
8270/02/21	Gosling Grove Pond	Project to be progressed in 2021/22. Advise obtained from BBOWT. Coppicing work conducted Jan' 2022. Ongoing work planned
8271/02/21	Signage	(i) Residents to erect sign themselves naming the 3 cottages off Plomer Green Lane

		(ii) West Wycombe Estate has granted permission to sign allotments – To be progressed by new clerk (iii) email to DOSCA about signing the Community Centre. Ongoing
8359/06/21	Provision of a skip for allotment holders.	Clerk has contacted allotment holders and asked them to burn their bonfire which once done will provide a space on which a skip can be placed. Skip to be ordered for early March.
8415/10/21	Participation in the Queens Green Canopy scheme	Several possible sites identified throughout the parish. Permission granted by Buckinghamshire Council February 2022. Ongoing
	Co-option opportunity	Following the resignation of a Councillor, the casual vacancy notices were displayed between 21st September 2021 and 11th October 2021. There were no calls for an election and the vacancy can be filled in accordance with our Casual Vacancy/Co-option policy with applicants sought from the public