



Parish Council Office, Banks Park, Banks Road, Haddenham, Buckinghamshire HP17 8EE
Phone: 01844 292411 Email: clerk@haddenham-bucks-pc.gov.uk

DRAFT MINUTES ANNUAL PARISH COUNCIL MEETING

Monday 18th May 2026, 7.50pm
Conference Room, Haddenham Village Hall and via Zoom

Present: Cllr. Brown, Cllr. Garrett, Cllr. Hoare, Cllr. Kidby, Cllr. Matharu, Cllr. Smith,
Cllr. Thawley, Cllr. Truesdale (Chair), and Cllr. Wheeler.

Clerk: Ms. Gilbert

Committee & Communications Officer: Mr. Fox

Members of the public: two

Joining remotely via Zoom:

Members of the public: two

PC27 1 ELECTION OF THE CHAIR OF THE COUNCIL

It was **PROPOSED, SECONDED and AGREED** to appoint Cllr. Truesdale as the Chair of the Council.

PC27 2 ACCEPTANCE OF OFFICE

Cllr. Truesdale and the Clerk signed the Acceptance of Office Declaration.

PC27 3 APOLOGIES

No apologies of absence were received from Cllr. Desmier.

PC27 4 DECLARATIONS OF INTEREST

There were no declarations of interest.

PUBLIC PARTICIPATION

There were no requests to speak.

PC27 5 CASUAL VACANCY

It was **NOTED** that due to the resignation of Cllr. Millo from the Council, a Casual Vacancy has arisen.

PC27 6 MINUTES

The minutes of the Parish Council meeting held on 27th April 2026 were **AGREED** as a true record and signed.

PC27 7 COUNCIL COMMITTEES

- (i) The Standing Committees of the Council were confirmed as:
Planning, Finance and General Purposes, Facilities and Climate Emergency.

(ii) The Terms of Reference for each Standing Committee were **AGREED** with the proposed updates.

(iii) The membership for each Standing Committee were **AGREED** as below:

Planning: Cllr. Truesdale, Cllr. Desmier, Cllr. Hoare, Cllr. Kidby, Cllr. Matharu, Cllr. Smith, Cllr. Thawley.

Finance and General Purposes: Cllr. Truesdale, Cllr. Brown, Cllr. Desmier, Cllr. Kidby, Cllr. Matharu, Cllr. Smith, Cllr. Thawley, Cllr. Wheeler.

Facilities: Cllr. Wheeler, Cllr. Brown, Cllr. Garrett, Cllr. Hoare, Cllr. Smith, Cllr. Truesdale.

Climate Emergency: Cllr. Thawley, Cllr. Garrett, Cllr. Kidby, Cllr. Smith.

(iv) The chairs for each Standing Committee were **AGREED** as below:

Planning: Cllr. Truesdale.

Finance and General Purposes: Cllr. Truesdale.

Facilities: Cllr. Wheeler.

Climate Emergency: Cllr. Thawley

(v) Membership of the Sub-Committees of the Council were **AGREED** as below.

Personnel: Cllr. Truesdale, Cllr. Brown, Cllr. Garrett, Cllr. Wheeler.

Allotments: Cllr. Wheeler, Cllr. Hoare. Co-opted members – Ms. Watt, Mrs. Davies, Mr. Pitkin, Ms. Wilkinson.

Community Orchard: Cllr. Wheeler. Co-opted members – Mr. Proctor, Mr. Hadder, Mrs. Jones.

Snakemoor: Cllr. Truesdale. Co-opted members – Mr. Watson.

Sports Facilities: Cllr. Wheeler, Cllr. Brown, Cllr. Hoare. Co-opted members – Mr. Cliffe, Mr. Finch, Mr. Mott, Mr. Wagstaff, Mr. Wilson.

(vi) The Scheme of Delegation for the Council was **AGREED** without change.

PC27 8 REPRESENTATIVES TO OUTSIDE BODIES

The following representatives to outside bodies were **AGREED**;

(i) Banks Park Recreation Ground Charity – Finance and General Purposes Committee.

(ii) Haddenham Educational Charity – Finance and General Purposes Committee.

(iii) Bucks and Milton Keynes Association of Local Councils – Cllr. Truesdale.

(iv) West Buckinghamshire Community Board – Cllr. Truesdale.

(v) Haddenham Safe Walking and Cycling Group – Cllr. Thawley.

(vi) Haddenham Community Library – Cllr. Desmier.

(vii) Scout and Guide Association Trustee – Cllr. Thawley.

(viii) Fete Committee – Cllr. Wheeler.

(ix) Haddenham Beer Festival Trust – Cllr. Brown and Cllr. Smith.

(x) Haddenham Sports and Social Club (The Whistler) – Cllr. Hoare.

PC27 9 POLICIES AND PROCEDURES

(i) The Standing Orders were **AGREED** without change.

(ii) The Finance Regulations were **AGREED** with the proposed changes.

PC27 10 SIGNATORIES

The signatories for the Council's bank and savings accounts were **AGREED** as Cllr. Hoare, Cllr. Kidby Cllr. Truesdale, and Cllr. Wheeler. The Clerk and Finance and General Administration Officer will have online access to the accounts for management purposes but are not authorised signatories.

PC27 11 DIRECT DEBITS AND STANDING ORDERS

The Council's direct debits and standing orders were reviewed and **AGREED** as below:

Standing Orders:

Recipient	Amount	Frequency	Details
Buckinghamshire Council	£239	Monthly	Airfield Pavilion Business Rates 2026/27
Buckinghamshire Council	£118	Monthly	Woodways Pavilion Business Rates 2026/27
Buckinghamshire Council	£123	Monthly	Village Hall Business Rates 2026/27

Direct Debits:

Recipient	Amount	Frequency	Details
British Gas	£87.59	Monthly	Workshop Electricity Bill
Siemens Financial	£95.99	Quarterly	Photocopier Rental Qtrly Bill
Daisy Comms Ltd	£161.77	Monthly	PC Office Landline, Broadband & Meraki Wi-Fi Access Point. Airfield Landline, Broadband & Meraki Wi-Fi Access Point. Direct Debit superseded by Sebb Group (below) – to be cancelled after final payment due in May 2026.
Vodafone Ltd	£48.94	Monthly	PC Office Mobile Phone Bill. Direct Debit superseded by H3G (below) – to be cancelled after final payment due in May 2026.
Sebb Group	£86.64	Monthly	PC Office VoIP License & Broadband. Airfield Pavilion Broadband.
Octopus Electric	£1,434.47	Monthly	Staff Salary Sacrifice for Electric Vehicles.
British Gas Business	£478.61	Monthly	Airfield Pavilion Gas Bill.
British Gas Business	£198.75	Monthly	Airfield Pavilion Electricity Bill.
British Gas Business	£246.19	Monthly	Woodways Electricity Bill.
Everflow Limited	£41.26	Monthly	Rudds Pond, Church End Pond & Workshop Water Bill.
ICO	£47	Annually	Information Commissioners Office Annual Registration Fee.
Peoples Partnership	£2,095.22	Monthly	Staff Pension Payments.
TV License MBP	£14.95	Monthly	TV License Fee.
Business CHG CRD	£1,107.31	Monthly	Office Charge Card Payments.
H3G	£10.75	Monthly	PC Office Mobile Phone Bill.

PC27 12 REVIEW OF EXTERNAL ARRANGEMENTS

It was **AGREED** that where the Parish Council is the sole trustee for Banks Park Recreation Ground Charity and Haddenham Education Charity, those will be serviced by councillors who also sit on the Finance and General Purposes Committee. For other parochial charities, Cllr. Wheeler serves as the trustee and admin support is given by the Clerk and Deputy Clerk.

PC27 13 RISK ASSESSMENT

The Council's Risk Assessment was **AGREED** with changes noted.

PC27 14 SUBSCRIPTIONS

The Parish Council's subscriptions were **AGREED**:

- (i) Bucks and Milton Keynes Association of Local Councils including the National Association of Local Councils.
- (ii) Get Mapping – Parish Online.
- (iii) Society of Local Council Clerks for the Clerk and Deputy Clerk.
- (iv) Community Impact Bucks.
- (v) Zoom Business Account.
- (vi) Rialtas Business Solutions Omega.
- (vii) Microshade VSM.
- (viii) Canva Pro.
- (ix) Planning Resource Magazine.
- (x) BMKALC Employee Assistance Programme.
- (xi) Climate Essentials.
- (xii) Institute of Cemetery and Crematorium Management (ICCM).
- (xiii) Aubergine App.
- (xiv) Amazon Prime for Business.
- (xv) Worknest.

PC27 15 REPORT FROM BUCKINGHAMSHIRE COUNCIL

Cllr. Smith presented an update. The report covered the following key points:

Tendering has begun for the outsourcing of future waste collection and street scene services in North and South Buckinghamshire so that a single contract provides these services for the whole county.

Parking services across Buckinghamshire have been contracted out with positive reports coming in before the operational services have begun.

A number of local residents have got in touch due to the lack of primary school opportunities for their children. Cllr. Smith and Cllr. Mormina are currently in the process of uncovering why section 106 money and the standard grant from education has failed to provide places in local schools. They are also exploring why no adequate long term planning was put in place when Buckinghamshire Council implemented a bulge year, especially given the unprecedented development within Haddenham.

PC27 16 REPORT FROM THAMES VALLEY POLICE

No report was received, however the Clerk had circulated the Police and Crime Commissioner newsletter with a notable point being a meeting that took place between developers, local

councils, and police officers to tackle the growing problems caused by unadopted roads and housing estates. Given the long legal battles occurring between councils and developers, extensive delays to the council's adoption of land has been taking place. This causes issues for councils as they are unable to maintain and upkeep roads, play areas and street lighting, and causes more issues for the police in terms of parking and road safety.

PC27 17 REPORTS FROM OUTSIDE BODIES

- (i) West Buckinghamshire Community Board – Cllr. Truesdale.
Elaine Hassel has left Buckinghamshire Council meaning a new coordinator has started.
- (ii) BMKALC Parish Liaison meeting – Cllr. Truesdale.
No updates.
- (iii) Haddenham Community Library – Cllr. Desmier.
Cllr. Desmier was not in attendance so was unable to provide a report.
- (iv) Haddenham Village Hall – Cllr. Truesdale.
A meeting with the Village Hall Manager and Committee Chair is set to take place to discuss preparations for implementing Martyn's Law.
- (v) The draft minutes of the Banks Park Recreation Ground Charity meeting held on 27th April 2026 were **NOTED**.
- (vi) Haddenham Educational Charity – Cllr. Truesdale.
No updates.
- (vii) Haddenham Safe Walking and Cycling Group – Cllr. Thawley.
No updates.
- (viii) Haddenham Fete Committee – Cllr. Wheeler.
The Fete was cancelled this year just as new support arrived. Given the timing of the support's arrival, it was too late to put the fete back on this year. However, the new support will allow the Fete to go ahead next year. The next Haddenham Fete Committee meeting will take place on the 16th September 2026.
- (ix) Haddenham Beer Festival Trust – Cllr. Smith.
No updates.
- (x) Haddenham Sports and Social Club, The Whistler – Cllr. Kidby.
No updates.
- (xi) Scout and Guides Association – Cllr. Thawley.
No updates.
Cllr. Truesdale reported that he had met with the Scout and Guides Association Chairman who was concerned that the lease was coming to an end and some refurbishment may be needed.

PC27 18 PLANNING COMMITTEE

- (i) The draft minutes of the meeting held on 27th April 2026 were **NOTED**.

- (ii) The Chair of the Planning Committee, Cllr. Truesdale, gave no updates.

PC27 19 FINANCE AND GENERAL PURPOSES COMMITTEE

- (i) It was **NOTED** that the period for the exercise of public rights will run from 3rd June to 14th July 2026. This is the time allowed for residents to request information about the Annual Governance and Accountability Return (AGAR).
- (ii) The updated Woodways Function Room hiring price was **AGREED** as below, with bookings to be made through the Whistler Committee:

Monday to Friday	Charge Per Hour
Daytime 08:00 – 18:00	£14
Evening 18:00 – 22:00	£16.10

Weekend	Charge Per Hour
Daytime 08:00 – 18:00	£16.10
Evening 18:00 – 22:00	£19.20

- (iii) The Chair of the Finance and General Purposes Committee, Cllr. Truesdale, had no further updates.
- (iv) It was **NOTED** that the website accessibility test had been undertaken.

PC27 20 FACILITIES COMMITTEE

Update from Cllr. Wheeler:

Given it is the middle of 'no mow may', wild flower seeds were planted on the corner of Woodways and Stanbridge Road. Unfortunately, the seeds didn't grow due to birds eating most of the seeds. A new approach will be undertaken where wildflower sheets are planted, meaning birds are unable to reach the seeds. This will hopefully enable a wildflower meadow to grow.

An asbestos shed has been removed from the allotments.

PC27 21 CLIMATE EMERGENCY COMMITTEE

Update from Cllr Thawley:

The Zero Carbon Haddenham community screening of the People's Emergency Briefing at Haddenham Village Hall was attended by 87 residents. Positive reviews were received.

There is an Energise Buckinghamshire event taking place 21st May 2026 at the Airfield Pavilion to share information on the community-funded solar panel and battery scheme taking place in Haddenham.

The Hedgerow Surveying Project, which took place on the 12th, 16th and 17th May 2026, was a success with a large group of volunteers participating.

PC27 22 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA

None.

PC27 23 SCHEDULE OF MEETINGS

The meeting schedule of the Council's meetings for 2026-27 was **AGREED**. They are available to view on the Parish Council's website and will be added to the Councillor's calendars.

PC27 24 CONFIDENTIAL ITEMS

There were no confidential items.

CLOSURE OF THE MEETING

There being no further business to be transacted, the Chair closed the meeting at 20:48.

Signed: _____ DRAFT _____
Chair

Date: 10th August 2026