



H A D D E N H A M P a r i s h C o u n c i l

Parish Council Office, Banks Park, Banks Road, Haddenham, Buckinghamshire HP17 8EE
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NOTICE OF ANNUAL PARISH COUNCIL MEETING

Monday 12th May 2025, 7.30pm
Conference Room, Haddenham Village Hall and via Zoom

Members: Cllr. Brown, Cllr. Hoare, Cllr. Kidby, Cllr. Millo, Cllr. Smith, Cllr. Thawley, Cllr. Truesdale (Chair), and Cllr. Wheeler.

To all Parish Councillors:

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE MEETING IN PERSON.

The press and members of the public are invited to attend.

To join the meeting via Zoom please follow the link below. Registered electors of the village wishing to join the meeting remotely can obtain a password for the meeting by emailing the Parish Clerk up until 5pm on the day of the meeting.

[ZOOM LINK](#)

AGENDA

PC26 1 ACCEPTANCE OF OFFICE

To receive the signed Acceptance of Office forms from all newly elected Councillors.

PC26 2 ELECTION OF THE CHAIR OF THE COUNCIL

PC26 3 ACCEPTANCE OF OFFICE

To receive the signed Acceptance of Office from the Chair.

PC26 4 ELECTION OF THE VICE-CHAIR OF THE COUNCIL

PC26 5 CO-OPTION POLICY

To review and consider adopting the draft Co-option Policy.

PC26 6 CO-OPTION

To consider the applications to fill the three vacancies on the Parish Council following the election.

PC26 7 ACCEPTANCE OF OFFICE

To receive the signed Acceptance of Office forms from the new co-opted Councillors.

PC26 8 APOLOGIES

To receive any apologies for absence.

PC26 9 DECLARATIONS OF INTEREST

In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 Councillors should declare any personal, prejudicial or pecuniary interests pertaining to the agenda.

Public Participation

15 minutes will be set aside to receive representations from members of the public.
A maximum of 3 minutes will be allocated to each individual speaker.

PC26 10 GENERAL POWER OF COMPETENCE

To confirm that the Council meets the eligibility criteria to exercise the General Power of Competence.

PC26 11 MINUTES

To agree and sign the minutes of the Parish Council meeting held on 28th April 2025.

PC26 12 COUNCIL COMMITTEES

- (i) To confirm the Standing Committees of the Council.
- (ii) To agree the Terms of Reference for each Standing Committee.
- (iii) To appoint Members to the Standing committees.
- (iv) To appoint a Chair for each Standing Committee.
- (v) To confirm the Members of the Sub-Committees of the Council.
- (vi) To confirm the Scheme of Delegation for the Council.

PC26 13 REPRESENTATIVES TO OUTSIDE BODIES

To appoint the Council's representatives to the following Outside Bodies:

- (i) Banks Park Recreation Ground Charity
- (ii) Haddenham Educational Charity
- (iii) Bucks and Milton Keynes Association of Local Councils
- (iv) Haddenham and Waddesdon Community Board
- (v) Haddenham Safe Walking and Cycling Group
- (vi) Haddenham Community Library
- (vii) Scout & Guide Association Trustee
- (viii) Fete Committee
- (ix) Haddenham Beer Festival Trust
- (x) Haddenham Sports and Social Club – The Whistler

PC26 14 POLICIES AND PROCEDURES

- (i) To consider adopting updated Standing Orders in line with the new NALC template.
- (ii) To consider adopting the updated Finance Regulations in line with the new NALC template.

PC26 15 SIGNATORIES

To agree the signatories for the Council's bank and savings accounts.

PC26 16 DIRECT DEBITS AND STANDING ORDERS

To review the Council's direct debits and standing orders.

PC26 17 REVIEW OF EXTERNAL ARRANGEMENTS

To review the Council's arrangements with external organisations (charities), including legal agreements.

PC26 18 RISK ASSESSMENT

To review the Council's Risk Assessment.

PC26 19 SUBSCRIPTIONS

To review the Council's subscriptions:

- (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) – new subscription £105

PC26 20 LOCAL COUNCIL AWARD SCHEME

To note that the Parish Council's Gold Award will be due for renewal in March 2026 and the renewal process will need to start in September 2025. To consider an application to renew for a renewal fee of £200.

PC26 21 REPORT FROM BUCKINGHAMSHIRE COUNCIL

To receive reports from the local Buckinghamshire Council Members.

PC26 22 REPORT FROM THAMES VALLEY POLICE

To receive a report from the Neighbourhood Policing Team.

PC26 23 REPORTS FROM OUTSIDE BODIES

- (i) To receive a report from Haddenham and Waddesdon Community Board.
- (ii) To receive a report from the BMKALC Parish Liaison meeting.
- (iii) To receive a report from Haddenham Community Library.
- (iv) To receive a report from Haddenham Village Hall.
- (v) To note the draft minutes of the Banks Park Recreation Ground Charity meeting held on 28th April 2025 and receive a report.
- (vi) To receive a report from Haddenham Educational Charity.
- (vii) To receive a report from Haddenham Safe Walking and Cycling Group.
- (viii) To receive a report from Haddenham Fete Committee.
- (ix) To receive a report from Haddenham Beer Festival Trust.
- (x) To receive a report from Haddenham Sports and Social Club – The Whistler

PC26 24 PLANNING COMMITTEE

- (i) To note the draft minutes of the meeting held on 28th April 2025.
- (ii) To receive an update from the Chair.

PC26 25 FINANCE AND GENERAL PURPOSES COMMITTEE

- (i) To note that the period for the exercise of public rights will run from 3rd June to 14th July 2025.

- (ii) To consider the quotes from PCMS Design for the next stages of the Village Hall improvement project.
- (iii) To consider applying for an additional charge card for use by the Facilities Manager and the maintenance team.
- (iv) To receive an update from the Chair.

PC26 26 PERSONNEL COMMITTEE

To receive an update on recruitment of new staff.

PC26 27 FACILITIES COMMITTEE

To receive an update from the Chair.

PC26 28 CLIMATE EMERGENCY COMMITTEE

To receive an update from the Chair.

PC26 29 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA

PC26 30 SCHEDULE OF MEETINGS

To agree the dates for the Council's meetings for 2025-26.

PC26 31 CONFIDENTIAL ITEMS

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Council may resolve to exclude members of the public for an agenda item on the grounds that publicity may be prejudicial to the public interest or because of the confidential nature of the business to be transacted.

CLOSURE OF THE MEETING



Mrs Sue Gilbert
Clerk to Haddenham Parish Council

Date: 6th May 2025