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MINUTES

ANNUAL PARISH COUNCIL MEETING

Monday 17th May 2021, 7.30pm
Haddenham Village Hall

Present: Cllrs Mr. Brown, Ms. Garrett, Mr. Hoare, Mr. Kidby, Mr. O'Hanlon, Ms. Poole, Mr. Sharp, Mr. Smith, Mr. Thawley, Mr. Truesdale (Chair), and Mr. Wheeler.

Clerk: Ms. Gilbert.

Members of the public: 1

PC22 1 ELECTION OF THE CHAIR OF THE COUNCIL

Mr. Truesdale was PROPOSED, SECONDED and AGREED as Chair of the Council.

PC22 2 ELECTION OF THE VICE-CHAIR OF THE COUNCIL

Mr. O'Hanlon was PROPOSED, SECONDED and AGREED as Vice-Chair of the Council.

PC22 3 ACCEPTANCE OF OFFICE

- (i) The signed Acceptance of Office forms for all newly elected Councillors were received and witnessed by the Clerk.
- (ii) Mr Truesdale signed his Acceptance of Office as Chair of the Council, as witnessed by the Clerk.

PC22 4 APOLOGIES

None – all present.

PC22 5 DECLARATIONS OF INTEREST

All members had completed and returned a Register of Members Interests which will be forwarded to the Monitoring Officer at Buckinghamshire Council.

Public Participation

Is the Glebe footpath intended to be a cycle path now it has been tarmacked by the developer?
No, it's designation hasn't changed from a footpath so cyclists should dismount on the path.

PC22 6 MINUTES

The minutes of the Parish Council meeting held on 26th April 2021 were AGREED as a true record and signed.

PC22 7 COUNCIL COMMITTEES

- (i) The following Standing Committees were AGREED and Members and Chairs appointed as follows:

Planning Committee

Members: Dave Hoare, David Truesdale, David O'Hanlon, Vanessa Poole and Steve Sharp
It was PROPOSED, SECONDED and AGREED that David Truesdale Chairs the Committee.

Finance and Governance Committee

Members: David O'Hanlon, Jim Brown, David Truesdale, Steve Sharp, John Wheeler.
It was PROPOSED, SECONDED and AGREED that David O'Hanlon Chairs the Committee.

Climate Emergency Committee

Members: Jim Brown, Heather-Joy Garrett, Nick Kidby, David O'Hanlon, Greg Smith and Alan Thawley
It was PROPOSED, SECONDED and AGREED that David O'Hanlon Chairs the Committee.

Facilities Committee

Members: Jim Brown, Dave Hoare, Nick Kidby, David Truesdale, David O'Hanlon, Vanessa Poole and John Wheeler
It was PROPOSED, SECONDED and AGREED that John Wheeler Chairs the Committee.

The following sub-committees of the Facilities Committee were confirmed:

Allotments Committee

Members: John Wheeler and Dave Hoare
Co-opted Members: Ian Jones, Frank Pitkin, Alison Watt, and Phil Wood

Community Orchard Committee

Members: Dave Hoare (Greg Smith will attend the next couple of meetings and then stand down) Nick Kidby
Co-opted Members: Sylvie Benjamin, Chris Hadder and Diccon Proctor

Snakemoor Committee

Members: Nick Kidby
Co-opted Members: Julian Watson others TBC

Playing Field Committee (To start when current arrangement ends at Woodways and Airfield comes into use)

Members: Jim Brown, Nick Kidby, David Truesdale, John Wheeler
Co-opted Members: to be appointed from sports clubs

The following sub-committees of the Resources and Governance Committee were confirmed:

Personnel Committee

Members: Heather-Joy Garrett, Steve Sharp and David Truesdale

Policies and Procedures Committee

Members: Jim Brown, Alan Thawley and David Truesdale

- (ii) The Terms of Reference for each Standing Committee were AGREED and the Scheme of delegation to the Clerk and Committees was AGREED.

PC22 8 REPRESENTATIVES TRO OUTSIDE BODIES

The following representatives to outside bodies were AGREED:

- (i) Banks Park Recreation Ground Charity – Finance and Governance Committee
- (ii) Haddenham Educational Charity – Finance and Governance Committee
- (iii) Playing Field Management Committee – David Truesdale and Vanessa Poole
- (iv) Sports and Social Club Committee – David Truesdale and Vanessa Poole
- (v) Haddenham Youth and Community Centre (if needed during winding up) – David Truesdale
- (vi) Bucks and Milton Keynes Association of Local Councils – David Truesdale
- (vii) Aylesbury Vale Association of Local Councils – David Truesdale
- (viii) Haddenham and Waddesdon Community Board – David Truesdale and Jim Brown
- (ix) Scout & Guide Association Trustee – Alan Thawley
- (x) Fete Committee – John Wheeler

PC22 9 POLICIES AND PROCEDURES

- (i) The Council's Standing Orders were AGREED unchanged.
- (ii) The Council's Financial Regulations were AGREED unchanged.
- (iii) The Council's complaints procedure was reviewed and AGREED unchanged.
- (iv) The following of the Council's employment policies and procedures were reviewed and AGREED unchanged:
 - a. Training Policy
 - b. Anti-harassment and Bullying Policy
 - c. Equality and Diversity Policy
 - d. Disciplinary Policy
 - e. Grievance Policy
 - f. Sick Pay Policy
 - g. Travel and Expense Policy
 - h. Lone Working policy
- (v) The Council's Communications policy was reviewed and AGREED with some corrections made prior to the meeting.
- (vi) The Council's Retention of Documents Policy was reviewed and AGREED unchanged.

PC22 10 SIGNATORIES

The signatories for Parish Council's bank and investment accounts were AGREED as follows:

David Truesdale, David O'Hanlon, Dave Hoare, John Wheeler.

Chris Young and Margaret Aston are no longer councillors so will be removed as signatories.

PC22 11 LAND AND ASSETS

- (i) The Parish Council's assets including buildings and equipment will be reviewed when the insurance is renewed in October
- (ii) It was confirmed that insurance cover is in place for all insurable risk.

PC22 12 REVIEW OF EXTERNAL ARRANGEMENTS

Review of the Council's arrangements with external organisations, including legal agreements.

The Parish Council continues to appoint Committees to act on its behalf as trustee of Banks Park Recreation Ground Charity and Haddenham Educational Charity.

The Parish Council appoints trustees of the three Parochial Charities. Following the resignation of Alan Rose as Trustee of the PC will work with the remaining three trustees to undertake a review of the setup of the charities with the Charity Commission with a view to simplifying their management.

PC22 13 SUBSCRIPTIONS

It was AGREED to continue with the following annual subscriptions (cost estimated based on previous year):

- (i) Bucks Association of Local Councils (including LCR magazine) £907.39
- (ii) Get Mapping - Parish Online £80
- (iii) Society of Local Council Clerks (on behalf of the Clerks) total £600
- (iv) Aylesbury Vale Association of Local Councils £20
- (v) Community Impact Bucks £60 to be paid in two instalments of £30
- (vi) Zoom Business Account £120
- (vii) Survey Monkey Advantage Annual Plan - £288

PC22 14 NEW COUNCIL TEAM BUILDING

It was AGREED to arrange a training and team building day.

PC22 15 GENERAL POWER OF COMPETENCE

It was confirmed that the Parish Council meets the eligibility criteria for the General Power of Competence, the criteria being (i) two thirds or more Members of the Council are elected; (ii) the Clerk and Deputy Clerk have achieved the CiLCA qualification and (iii) the Clerk and Deputy Clerk have undertaken training in the exercise of the power.

PC22 16 SCHEDULE OF MEETINGS

It was PROPOSED, SECONDED and AGREED that the committees will meet informally during June via Zoom whilst coronavirus restrictions are in place, and the Clerk will use delegated powers to action the decisions of the committees. Members of the public can then attend remotely to hear the discussions. The next full Council meeting scheduled for 28th June 2021 is essential to sign off the Annual Governance and Accountability Statements so will have to be attended by Councillors in person and decisions made under delegation will be ratified at that meeting. It is anticipated that the new Audio Visual setup in the new committee room will allow members of the public to join that meeting remotely. The Government will be reviewing the roadmap out of lockdown prior to 28th June 2021, so at that meeting the schedule of meetings will be reviewed again.

Monday 7 th June 2021	Informal Planning Committee	19:00 (Zoom)
	Informal Facilities Committee	19:30 (Zoom)
Monday 28 th June 2021	Informal Planning Committee	19:00 (Zoom)
	Full Council (in person)	20:00 (Zoom and F2F)

PC22 17 CONFIDENTIAL ITEMS - None.

CLOSURE OF THE MEETING

The meeting closed at 20:30.

Signed: _____
Chair

Date: 28th June 2021