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MINUTES

ANNUAL PARISH COUNCIL MEETING

Monday 15th May 2023, 7.32pm
Conference Room, Haddenham Village Hall and via Zoom

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

Bucks Cllr: Cllr. Smith

Clerk: Ms. Gilbert

No members of public

Joining remotely via Zoom:

Deputy Clerk: Ms. Marsden

Assistant Clerk: Ms. Griffiths

2 members of public

PC24 1 ELECTION OF THE CHAIR OF THE COUNCIL

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

PC24 2 ELECTION OF THE VICE-CHAIR OF THE COUNCIL

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

PC24 3 ACCEPTANCE OF OFFICE

Cllr. Truesdale signed his Acceptance of Office as Chair of the Council, as witnessed by the Clerk.

PC24 4 APOLOGIES

Apologies were received and accepted from Cllr. Garrett for late arrival.

PC24 5 DECLARATIONS OF INTEREST

All members must complete and return an updated Register of Members Interests to the Clerk who will send to the Monitoring Officer at Buckinghamshire Council.

There were no declarations of interest relating to the agenda.

Public Participation

There were no requests to participate.

PC24 6 MINUTES

The minutes of the of the the Parish Council meeting held on 3rd April 2023 were AGREED as a true record and signed.

PC24 7 COUNCIL COMMITTEES

Cllr. Garrett joined the meeting.

Agenda items (i),(iii), (iv) & (v)

The following Standing Committees and Sub-Committees were AGREED and Members and Chairs appointed as follows:

Planning Committee

Members: Cllr. Hoare, Cllr. O'Hanlon, Cllr. Poole, Cllr. Sharp, Cllr. Smith, Cllr. Thawley and Cllr. Truesdale.

It was AGREED that Cllr. Truesdale Chairs the Committee.

Finance and General Purposes Committee

Members: Cllr. Brown, Cllr. Kidby, Cllr. O'Hanlon, Cllr. Sharp, Cllr. Smith, Cllr. Truesdale and Cllr. Wheeler.

It was AGREED that Cllr. O'Hanlon Chairs the Committee.

Climate Emergency Committee

Members: Cllr. Brown, Cllr. Garrett, Cllr. Kidby, Cllr. O'Hanlon, Cllr. Smith and Cllr. Thawley

Co-opted Members: Diccon Proctor

It was AGREED that Cllr. O'Hanlon Chairs the Committee.

Facilities Committee

Members: Cllr. Brown, Cllr. Hoare, Cllr. Kidby, Cllr. Truesdale, Cllr. O'Hanlon, Cllr. Poole and Cllr. Wheeler

It was AGREED that Cllr. Wheeler Chairs the Committee.

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

Allotments Sub-Committee

Members: Cllr. Wheeler and Cllr. Hoare

Co-opted Members: Frank Pitkin, Alison Watt, Leslie Wilkinson and Phil Wood

It was AGREED that Cllr. Wheeler Chairs the Sub-Committee.

Community Orchard Sub-Committee

Members: Cllr. Brown, Cllr. Smith and Cllr. Wheeler

Co-opted Members: Sylvie Benjamin, Chris Hadder and Diccon Proctor

It was AGREED that Mr. Proctor Chairs the Sub-Committee

Snakemoor Sub-Committee

Members: Cllr. Kidby and Cllr. Truesdale

Co-opted Members: Julian Watson

Sports Facilities Sub-Committee

Members: Cllr. Brown, Cllr. Kidby and Cllr. Wheeler

Co-opted Members: Rod Aitken, Joel Cliff (cricket), Tim Finch (The Whistler), Roger Mott (table tennis), Alex Wagstaff (youth football), Bev Wilson (tennis)

Vacancy senior football

It was AGREED that Cllr. Wheeler Chairs the Committee.

The following sub-committee of the Finance and General Purposes Committee was confirmed:

Personnel Sub-Committee

Members: Cllr. Brown, Cllr. Garrett, Cllr. Sharp, Cllr. Truesdale and Cllr. Wheeler.

It was AGREED that Cllr. Truesdale Chairs the Committee.

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

(vi) The Scheme of delegation to the Clerk and Committees with updates was AGREED.

PC24 8 REPRESENTATIVES TO OUTSIDE BODIES

It was AGREED to appoint the following Council's representatives to the following Outside Bodies:

- (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) Aylesbury Vale Association of Local Councils – Cllr. Truesdale
- (v) Haddenham and Waddesdon Community Board – Cllr. Truesdale
- (vi) Haddenham Safe Walking and Cycling Group – Cllr. Thawley
- (vii) Scout & Guide Association Trustee – Cllr. Thawley
- (viii) Fete Committee – Cllr. Wheeler
- (ix) Haddenham Beer Festival Trust – Cllr. Brown and Cllr. Smith

PC24 9 POLICIES AND PROCEDURES

- (i) It was AGREED to ACCEPT the proposed amendments to the Parish Council's Standing Orders.
- (ii) It was AGREED to ACCEPT the proposed amendments to the Parish Council's Finance Regulations.

PC24 10 SIGNATORIES

The signatories for Parish Council's bank and investment accounts were AGREED as follows: Cllr. Truesdale, Cllr. O'Hanlon, Cllr. Hoare and Cllr. Wheeler.

The Clerk was confirmed as a signatory for the purpose of making internal transfers and dealing with administration only.

PC24 11 DIRECT DEBITS

The list of the Parish Council's current direct debits was reviewed and APPROVED.

PC24 12 REVIEW OF EXTERNAL ARRANGEMENTS

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.

The Parish Council is currently working with the trustees to undertake a review of the setup of the above charities with the Charity Commission. It is hoped to amalgamate the charities and replace them with a single Charitable Incorporated Organisation in order to simplify their management and ensure their future.

PC24 13 RISK ASSESSMENT

It was AGREED to ACCEPT the Council's Risk Assessment following amendments to the level of risk associated with Parish Council office and meeting facilities.

PC24 14 SUBSCRIPTIONS

The following annual subscriptions were APPROVED:

- (i) Bucks Association of Local Councils
- (ii) Get Mapping - Parish Online
- (iii) Society of Local Council Clerks
- (iv) Aylesbury Vale Association of Local Councils
- (v) Community Impact Bucks
- (vi) Zoom Business Account
- (vii) Canva Pro

PC24 15 REPORT FROM BUCKINGHAMSHIRE COUNCIL

Cllr. Smith reported that Buckinghamshire Council has had several major achievements over the past year including managing the energy rebates to households and supporting children through the Holiday Activities and Food programme. It seems as though attitudes are changing regarding investing in local services such as roads to reduce long-term costs caused by underinvestment. Buckinghamshire Council has learned lessons from under-investment in services such as roads and now recognises that this can cost more money in the long run. The Local Plan for Buckinghamshire is currently out for consultation. Residents can have their say on the draft vision and objectives until 4th June. Cllr. Smith remains involved in local groups within Haddenham.

PC24 16 REPORT FROM THAMES VALLEY POLICE

A report from the Neighbourhood Policing Team on incidents within the parish over the last month was received and is available on the [Parish Council's website](#).

PC24 17 REPORTS FROM OUTSIDE BODIES

- (i) Haddenham and Waddesdon Community Board – Cllr. Truesdale
The community board is holding a 'Building A Community Vision' event on 7th June 2023.
- (ii) Haddenham Community Library
Construction work is due to begin at the library at the beginning of June and the library will be closed for 3 weeks.
- (iii) Banks Park Recreation Ground Charity – Cllr. Truesdale
The repointing of Banks Cottage has been completed.
- (iv) Haddenham Safe Walking and Cycling Group – Cllr. Thawley
The group is looking forward to the installation of additional cycle racks around the village, seeing the developed design ideas for Thame Road from Phil Jones Associates following on from the Streetscape Project, and the Autumn update from Bucks Council on the Haddenham-Thame cycleway.
- (v) Haddenham Fete Committee – Cllr. Wheeler
The fete will take place on 10 June.

PC24 18 PLANNING COMMITTEE

- (i) The minutes of the meetings held on 3rd April 2023 and 24th April 2023 were noted.

- (ii) Cllr. Truesdale is drafting responses to Buckinghamshire Council's consultations on the infrastructure baseline and settlements review.

PC24 19 FINANCE AND GENERAL PURPOSES COMMITTEE

- (i) The list of payments over £500 to 31st March 2023 was noted.
- (ii) The receipt of the first precept payment was noted.
- (iii) It was AGREED to cover Buckinghamshire Council's legal fees of up to £3,500 for the Deed of Variation to the S106 agreement for Land at Haddenham Glebe, Stanbridge Road to add the new pavilion as a project, as requested by the Parish Council.
- (iv) Cllr O'Hanlon and the Clerk are finalising the accounts for the 2022-2023 financial year.

PC24 20 FACILITIES COMMITTEE

- (i) Grounds Maintenance Contract Tender
The tenders for the grounds maintenance contract were assessed at a meeting by the Clerk, Facilities Manager, Cllr Truesdale and Cllr Wheeler. The scoring from their assessment was presented blinded to the Council with the recommendation to exclude contractors B, D, F and H due to poor quality of submission and/or out of range pricing and to appoint Contractor 'C'. It was AGREED to award the contract to contractor 'C', confirmed as Tivoli Group Ltd, who received the highest overall score of the 8 bids received.
- (ii) The quotes for refurbishment of the railings at Banks Pond at £1,780 and Church End Pound at £1,975 from Blastcoat were approved.
- (iii) It was AGREED that the quote for installing solar panels at Woodways pavilion from Joju Solar of £17,387.56 will be accepted. Further information on the costs of installing a cage for a battery is required before a decision is made on whether to install a battery.
- (iv) The quote of £600 from Crescent Garden Services for the flower beds at Tibbs Road was APPROVED.
- (v) No further update.

PC24 21 CLIMATE EMERGENCY COMMITTEE

3B remain happy with how the [Haddenham Electric Vehicle Hire Club](#) is operating. The level of use isn't quite able to support a second car yet but it is hoped that if use continues to grow that this will be a possibility.

An informal meeting of the committee is being held on 18th May 2023.

PC24 22 SCHEDULE OF MEETINGS

The schedule of meetings for 2023-24 was AGREED as follows:

Monday 5th June	19:00 Planning Committee 19:30 Finance & General Purposes (YE)
Tuesday 13th June	19:00 Sporting Facilities Committee
Monday 26th June	19:00 Planning Committee 19:30 Parish Council (AGAR) 19:45 Facilities Committee
Monday 10th July	19:00 Climate Emergency
Monday 17th July	19:00 Planning Committee 19:30 Finance & General Purposes (Q1)
Monday 7th August	19:00 Planning Committee 19:30 Facilities Committee

SUMMER RECESS

Monday 18th September	19:00 Planning Committee 19:30 Parish Council
Tuesday 26th September	19:00 Sporting Facilities Committee
Monday 9th October	19:00 Planning Committee 19:30 Climate Emergency
Wednesday 11th October	09:30 Allotments Committee
Monday 30th October	19:00 Planning Committee 19:30 Finance & General Purposes (Q2)
Monday 13th November	10:00 Personnel Committee
Monday 20th November	19:00 Planning Committee 19:30 Facilities Committee
Tuesday 5th December	19:00 Sporting Facilities Committee
Monday 11th December	19:00 Planning Committee 19:30 Finance & General Purposes (Precept)

2024

Monday 8th January	19:00 Planning Committee 19:30 Parish Council (Precept)
Monday 29th January	19:00 Planning Committee 19:30 Finance & General Purposes Committee (Q3)
Monday 19th February	19:00 Planning Committee 19:30 Climate Emergency Committee
Tuesday 5th March	19:00 Sporting Facilities Committee
Wednesday 6th March	09:30 Allotments Committee
Monday 11th March	19:00 Planning Committee 19:30 Facilities Committee
Monday 25th March	10:00 Personnel Committee
Monday 8th April	19:00 Planning Committee 19:30 Parish Council
Wednesday 17th April	19:00 ANNUAL PARISH MEETING
Monday 29th April	19:00 Planning Committee 19:30 Climate Emergency Committee
Monday 13th May	19:00 Annual Parish Council

PC24 23 CONFIDENTIAL ITEMS

None.

CLOSURE OF THE MEETING

The meeting closed at 8.47pm

Signed: _____ Date: 26th June 2023
Chair