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DRAFT MINUTES
ANNUAL PARISH COUNCIL MEETING

Monday 13th May 2024, 7.30pm
Conference Room, Haddenham Village Hall and via Zoom

Present: Cllr. Brown, Cllr. Desmier, Cllr. Garrett, Cllr. Kidby, Cllr. Monger, Cllr. Poole, Cllr. Smith, Cllr. Thawley, Cllr. Truesdale (Chair), and Cllr. Wheeler.

Bucks Cllr: Cllr. Smith

Clerk: Ms. Gilbert

Facilities Manager: Mr Final

2 members of public

Joining remotely via Zoom:

Assistant Clerk: Ms. Griffiths

Deputy Clerk: Mrs Marsden

2 members of the public

PC25 1 ELECTION OF THE CHAIR OF THE COUNCIL

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

PC25 2 ELECTION OF THE VICE-CHAIR OF THE COUNCIL

Cllr. Wheeler was PROPOSED, SECONDED and AGREED as Vice-Chair of the Council

PC25 3 ACCEPTANCE OF OFFICE

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

Cllr. Garrett arrived at this point in the meeting.

PC25 4 APOLOGIES

No apologies have been received from Cllr. Hoare for absence.

Cllr. Garrett apologised for her late arrival.

PC25 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.

PC25 6 MINUTES

The minutes of the of the the Parish Council meeting held on 8th April 2024 were AGREED as a true record and signed.

PC25 7 COUNCIL COMMITTEES

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

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

Planning Committee

Members: Cllr. Desmier, Cllr. Hoare, Cllr. Poole, Cllr. Smith, Cllr. Thawley and Cllr. Truesdale.

It was AGREED that Cllr. Truesdale Chairs the Committee.

It was AGREED that Cllr. Hoare is Vice-Chair of the Committee.

Finance and General Purposes Committee

Members: Cllr. Brown, Cllr. Desmier, Cllr. Kidby, Cllr. Smith, Cllr. Thawley, Cllr. Truesdale and Cllr. Wheeler.

It was AGREED that Cllr. Truesdale Chairs the Committee.

It was AGREED that Cllr. Kidby is Vice-Chair of the Committee.

Climate Emergency Committee

Members: Cllr. Garrett, Cllr Kidby, Cllr. Monger, Cllr Smith and Cllr. Thawley

Co-opted Members: Diccon Proctor

It was AGREED that Cllr. Thawley Chairs the Committee.

It was AGREED that Cllr. Kidby is Vice-Chair of the Committee.

Facilities Committee

Members: Cllr. Brown, Cllr. Garrett, Cllr. Hoare, Cllr. Kidby, Cllr. Poole, Cllr. Truesdale, and Cllr. Wheeler.

It was AGREED that Cllr. Wheeler Chairs the Committee.

It was AGREED that Cllr. Brown is Vice-Chair of 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. Wheeler

Co-opted Members: Chris Hadder, Chrissie Jones, 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, Cllr. Truesdale and Cllr. Wheeler

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

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. Truesdale and Cllr. Wheeler.

It was AGREED that Cllr. Truesdale Chairs the Committee.

A burial ground working group will be set up in due course.

(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.

PC25 8 REPRESENTATIVES TO OUTSIDE BODIES

To appoint the 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) Haddenham and Waddesdon Community Board – Cllr. Truesdale
- (v) Haddenham Safe Walking and Cycling Group – Cllr. Thawley
- (vi) Scout & Guide Association Trustee – Cllr. Thawley
- (vii) Fete Committee – Cllr. Wheeler
- (viii) Haddenham Beer Festival Trust – Cllr. Brown and Cllr. Smith
- (ix) Haddenham Sports and Social Club (The Whistler) – Cllr. Hoare and Cllr. Kidby

PC25 9 POLICIES AND PROCEDURES

- (i) The Parish Council's Standing Orders were AGREED without any amendments.
- (ii) It was AGREED to ACCEPT the proposed amendments to the Parish Council's Finance Regulations which are largely based on the new National Association of Local Councils (NALC) template.

PC25 10 SIGNATORIES

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

The Clerk and Assistant Clerk were confirmed as signatories for the purpose of setting up payments for further authorisation and making internal transfers as well as dealing with any day to day banking issues.

PC25 11 DIRECT DEBITS AND STANDING ORDERS

The list of the Parish Council's current direct debits and standing orders was reviewed. It was noted that all Buckinghamshire Council direct debits had been cancelled due to multiple issues with payments, and standing orders have been set up for business rates. An old direct debit with British Gas will need to be deleted.

PC25 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.

The Parish Council's legal agreements and leases will be included on the next Finance and General Purposes agenda.

PC25 13 RISK ASSESSMENT

It was AGREED to ACCEPT the updated Risk Assessment.

PC25 14 SUBSCRIPTIONS

The Council's subscriptions to the following outside bodies were APPROVED:

- (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
- (iv) Community Impact Bucks
- (v) Zoom Business Account
- (vi) Rialtas Business Solutions Omega
- (vii) Microshade VSM
- (viii) Canva Pro
- (ix) Planning Resource Magazine
- (x) It was AGREED to defer the option of extending the BMKALC Employee Assistance Programme to long term contractors and Councillors at a cost of £8.10 per person per annum.

PC25 15 REPORT FROM BUCKINGHAMSHIRE COUNCIL

Cllr. Smith reported that Buckinghamshire Council is committed to working with town and parish councils and we need to collectively hold it to the Parish Charter.

Buckinghamshire Council managed to set a balanced budget this year in challenging circumstances, requiring cuts in many areas. This is in large part due to reductions in Central Government funding in recent years. However, there has been one exception and Buckinghamshire Council has been successful in applying for funding from Central Government for road repairs and is working hard to catch up after years of neglect.

A new Special Education Needs school has been announced, which will be a great asset to the area.

PC25 16 REPORT FROM THAMES VALLEY POLICE

No report has been received.

PC25 17 REPORTS FROM OUTSIDE BODIES

- (i) Haddenham and Waddesdon Community Board – Cllr. Truesdale
The next meeting of the Community Board will be held here in Haddenham in the Conference Room at Haddenham Village Hall on 16 May 2024.
- (ii) BMKALC Parish Liaison meeting – Cllr. Truesdale
A meeting was held on 24th April. The main subject of discussion was the street trading consultation. The armed forces covenant was also discussed.
- (iii) Haddenham Community Library – Cllr. Truesdale
Cllr. Truesdale and the Clerk met with the library on 30th April. The main source of the library's funding is a grant from Buckinghamshire Council, which has recently been cut significantly. This means that the library will struggle to keep operating in future years. The Parish Council has provided a grant of £5,000 to the library in recent years. The Parish Council will need to consider how best to support the library going forward.

Discussions were also held about the possibility of installing solar panels on the roof to reduce operating costs.

- (iv) Haddenham Village Hall – Cllr. Truesdale
Plans are ongoing about holding a joint Home Energy Fair with the Parish Council in the autumn to showcase the sustainability improvements made to the hall.
- (v) Banks Park Recreation Ground Charity – Cllr. Truesdale
The dentist has asked whether Banks Cottage could potentially be extended to allow them to extend the practice. A structural survey has been carried out and confirmed that an extension would be structurally possible.
- (vi) Haddenham Educational Charity – has not met
- (vii) Haddenham Safe Walking and Cycling Group – Cllr. Thawley
The family friendly Haddenham bike ride in support of the Haddenham to Thame Greenway will be held on Sunday 30th June.
- (viii) Haddenham Fete Committee – Cllr. Wheeler
The fete has been cancelled this year but is hoped to return next year.
- (ix) Haddenham Beer Festival Trust - Cllr. Brown and Cllr. Smith
Summerfest will be held on the first Saturday in July. The last leg of the Haddenham (Cambs) to Haddenham (Bucks) walk is planned to take place on the morning of the beer festival, and end at the festival.
- (x) Haddenham Sports and Social Club (The Whistler) – Cllr. Hoare and Cllr. Kidby
Security concerns to the building have been raised with people attempting to obtain access after-hours.

PC25 18 PLANNING COMMITTEE

- (i) The minutes of the meetings held on 8th April 2024 and 29th April 2024 were noted.
- (ii) It was noted that the planning application for 89 homes at Land At Churchway (opposite Redrow) has gone to appeal. The Parish Council will attend the appeal hearing on 27th and 28th June. The Parish Council has also become aware that Buckinghamshire Council is minded to approve the amended application for two new houses on Aston Road. The Parish Council was not re-consulted on the amended plans and has raised the issue with Buckinghamshire Council.

PC25 19 FINANCE AND GENERAL PURPOSES COMMITTEE

- (i) The receipt of the first precept payment was noted.
- (ii) The accounts for year ending 31st March 2024 were reviewed and AGREED. The clerk has tried to simplify the reports this year as complicated excel has been used in previous years. There has been some complications with changing how to report the ear-marked reserves. The Parish Council has an extra £45,000 compared to the anticipated income and expenditure for the previous year, largely due to a higher return on savings than expected. The ear-marked reserves are lower than anticipated as the commuted sums weren't received for the Airfield and Aston Road developments last year. Interest will be applied to the payments so the council won't be worse off for the delay and some of the commuted sums will be received in the next few months, but in the meantime the reserve budgets are lower than we had predicted.
- (iii) The internal auditors report for financial year 2023-2024 was received and reviewed. Three medium-risk issues were raised:
 - 1. The Council has not returned to the internal auditor the completed Internal Audit Observations spreadsheets from prior audit(s)
 - 2. The Year- End bank reconciliations have not been signed and dated as evidence of independent review. This has now been completed by the chair.

3. Trust income and expenditure has been transacted through a separate bank account in the name of the Trust and has not been recorded in Councils accounts – An update on the amalgamation of the charities will be included on the next Finance and General Purposes and Banks Park Recreation Round Charity agendas.
- (i) The updates to the asset register made to 31st March 2024 were AGREED. The old CCTV system at Banks Park was written off as it has been defunct for several years. Several new items have been added including new tools, street furniture and furniture for the Airfield Pavilion.
 - (ii) The Annual Governance Statement for year ending 31st March 2024 was AGREED and signed by the Chair.
 - (iii) The Annual Accounting Statement for year ending 31st March 2023 was AGREED and signed by the Chair.
 - (iv) It was noted that the period for the exercise of public rights will run from 3rd June to 12th July 2024.
 - (v) No further update.

PC25 20 PERSONNEL COMMITTEE

It was AGREED to DEFER consideration of the expansion of the Employee Assistance Programme to include Councillors and Contractors and associated additional cost.

PC25 21 FACILITIES COMMITTEE

- (i) The Chair reported that since the initial quote planning extensive work to Church End Pond had been discussed a quote of £3,200 had been obtained from Natural Landscapes for phase one of the work which would remove the old sleeper edges and improve the planting on the boundary. Cllr Wheeler PROPOSED that the quote is accepted to improve the appearance of the pond during the summer, this was AGREED.
- (ii) Cllr Smith had circulated a proposal to support a safer pavements project. The pilot project aims to create a walking circuit that will be maintained at a higher standard than existing pavements to improve accessibility. The circular route will focus on the area of Haddenham with the highest concentration of senior residents. If well used, this concept could be expanded to other parts of the village. Maintaining the pavements is not a Parish Council responsibility but the Parish Council is asked to support the initiative and work with Haddenham Safe Walking and Cycling (HADSWAC) to facilitate further development of the proposal. Funding will be sought from the Highways Department, Public Health and funding agencies supporting disability access. It was AGREED to support this project through the Facilities Committee.

PC25 22 CLIMATE EMERGENCY COMMITTEE

- (i) The minutes of the meeting held on 29th April 2024 were noted.
- (ii) A new set of working groups/forums will be set up as follows:
 - Business Net-Zero Forum
 - Climate Collaboration Forum
 - Community Electric Vehicle / Electric Vehicle Chargers - working group
 - Home Energy (source & waste) working group

Each working group / forum will include at least one member of the Climate Emergency Committee working alongside volunteers from the community. The working groups / forums will keep a record of their meetings and report to the Climate Emergency Committee at each meeting.

PC25 23 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA

None.

PC25 24 SCHEDULE OF MEETINGS

The dates for the Council's meetings for 2024 was AGREED:

2024

Monday 13 th May	19:00	Planning Committee
	19:30	Annual Parish Council
Tuesday 21 st May	19:00	Sports Facilities Committee
Monday 3 rd June	19:00	Planning Committee
	19:30	Facilities Committee
Monday 24 th June	19:00	Planning Committee
	19:30	Climate Emergency Committee
Monday 15 th July	19:00	Planning Committee
	19:30	Finance & General Purposes (Q1)
Monday 5 th August	19:00	Planning Committee
	19:30	Parish Council
SUMMER RECESS		
Monday 9 th September	19:00	Planning Committee
	19:30	Parish Council
Tuesday 17 th September	19:00	Sporting Facilities Committee
Monday 30 th September	19:00	Planning Committee
	19:30	Climate Emergency
Wednesday 18 th October	09:30	Allotments Committee
Monday 30 th October	19:00	Planning Committee
	19:30	Finance & General Purposes (Q2)
Monday 13 th November	10:00	Personnel Committee
Monday 20 th November	19:00	Planning Committee
	19:30	Facilities Committee
Tuesday 5 th December	19:00	Sporting Facilities Committee
Monday 11 th December	19:00	Planning Committee
	19:30	Finance & General Purposes (Precept)

PC25 25 CONFIDENTIAL ITEMS

None.

CLOSURE OF THE MEETING

The meeting closed at 9.25pm

Signed: __DRAFT_____ Date: 5th August 2024
Chair