



HADDENHAM Parish Council

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

MINUTES PARISH COUNCIL MEETING

Monday 28th April 2025, 7.30pm
Conference Room, Haddenham Village Hall and via Zoom

Present: Cllr. Brown, Cllr. Garrett, Cllr. Hoare, Cllr. Kidby, Cllr. Smith, Cllr. Thawley,
Cllr. Truesdale (Chair), and Cllr. Wheeler
Clerk: Ms Gilbert
Deputy Clerk: Ms Marsden
Committee & Communications Officer: Mrs Hull
Facilities Manager: Mr Final
Members of the public: 2

Joining remotely via Zoom:
Members of the public: 2

PC25 76 APOLOGIES

No apologies for absence were received.

PC25 77 DECLARATIONS OF INTEREST

Cllr Smith declared an interest in agenda item PC25 82(ix) as he is a trustee of the Haddenham Beer Festival.

Cllr Thawley declared an interest in agenda item PC25 82(iii) as there is a payment to Zimbl.

Public Participation

There were no requests to participate.

PC25 78 MINUTES

The minutes of the extraordinary meeting held on the 3rd March 2025 were AGREED as a true record and signed.

PC25 79 REPORT FROM BUCKINGHAMSHIRE COUNCIL

Cllr Smith advised as we were in the Purdah due to the Buckinghamshire Council elections there was nothing of note to report.

PC25 80 REPORTS FROM OUTSIDE BODIES

- (i) Report from Haddenham and Waddesdon Community Board – Cllr Truesdale attended the meeting. Kirsty Shanahan from BCE gave a presentation which mentioned Haddenham Village Hall decarbonisation project.

- (ii) Report from Haddenham Community Library – Cllrs Desmier and Truesdale met with the trustees of Haddenham Community Library who gave an update on their financial position which is running at a deficit as their funding from Bucks Council is being reduced to £6,000. The Parish Council offered reassurance of continued support to the library. The Trustees are working hard on a business plan and we will meet later in the year to review the plan.
- (iii) Report from Haddenham Village Hall
There is no update as a meeting with the village hall trustees has been moved to May.
- (iv) The draft minutes of the Banks Park Recreation Ground Charity meeting held on 3rd February 2025 were NOTED. Following advice from the charity commission the Parish Council are unable to merge the charities. There will be further discussion regarding the modernisation of the Parochial Charities
- (v) The draft minutes of the Haddenham Educational Charity meeting held on 24th February 2025 were NOTED.
- (vi) Report from Haddenham Safe Walking and Cycling Group.
Cllr Thawley gave an update on the Haddenham and Thame Greenway. This project was recently mentioned in Parliament by both local MPs which we hope will bring this project forward. Concern was expressed regarding the possible lack of provision of a cycle link in the new development by Lands Improvement at Tibbs Road. The Clerk gave assurances that following conversations with Lands Improvements a cycle /pedestrian way will be delivered ahead of the planning application, but most of the link won't form part of the planning application as it is already approved.
- (vii) Report from Haddenham Fete Committee
Cllr Wheeler gave an update on the Fete they are delighted to have two sponsors which are Haddenham Park Care Home and Redrow Homes. The Parish Council will be having a stand this year.
- (viii) Report from Haddenham Beer Festival Trust
Cllr Smith provided an update that the Beer Festival will now be known as the Haddenham Community Festival which reflects its growth as a community event. The festival trustees are continue to explore initiatives to make the festival more sustainable.
- (ix) Report from Haddenham Sports and Social Club – Cllr Kidby had nothing to report as their next meeting is scheduled on the 8th May.

PC25 81 PLANNING COMMITTEE

- (i) The minutes of the meetings held on 13th January, 3rd February, 24th February, 17th March and 14th April 2025 were NOTED.
- (ii) Cllr Truesdale advised that there had been a lot of public concern regarding the Ivor Miles planning application to convert the showroom into a convenience store. The Parish Council share these concerns and has objected to this application. The details of the Parish Councils submission to Bucks Council can be found within the planning minutes.

PC25 82 FINANCE AND GENERAL PURPOSES COMMITTEE

- (i) The draft minutes of the meeting held on 3rd February 2025 were NOTED.
- (ii) The receipt of the first precept payment this was NOTED.
- (iii) The list of payments over £500 to 31st March 2025 were NOTED. See appendix.
- (iv) The Clerk presented the end of year accounts for 31st March 2025 and answered any queries. Following further discussion, the Council resolved to approve the end of year accounts and these were duly signed by the Chair.

- (v) The Internal Audit report for year ending 31st March 2025 was received and it was noted there was two minor observations made by the internal auditor.
- (vi) The updates to the asset register made to 31st March 2025 were NOTED.
- (vii) The Parish Council RESOLVED to approve the Annual Governance Statement for year ending 31st March 2025 and was duly signed by the Chair and Clerk of the Council.
- (viii) The Parish Council RESOLVED to approve the Annual Accounting Statement for year ending 31st March 2025 and was duly signed by the Chair and Clerk and Responsible Finance Officer of the Council.
- (ix) It was AGREED to award a grant of £500 to Haddenham Beer Festival Trust for the hiring of a water station for Summerfest.
- (x) The grant request towards the cost of repairing the witchert wall at Fort End House was considered by Cllrs. After a lot of discussion, it was AGREED that this was an important public facing wall and therefore it was resolved to award £5,000.
- (xi) The quotes from PCMS Design were considered by the Council- for the following stages of the Aston Road Pavilion project
 - a. Discharge of planning conditions and RIBA stages E-F, technical design and
 - b. RIBA stages G-H, tender preparation and evaluation.
 Both quotes were APPROVED.

PC25 83 PERSONNEL COMMITTEE

The Chair extended a welcome to Joanna Hull as our new Committee and Communication Officer. The Clerk and Deputy Clerk will be interviewing this week for the position of Finance and Administration Officer. We continue to advertise for the position of Grounds Maintenance Operative.

PC25 84 FACILITIES COMMITTEE

- (i) The draft minutes of the meeting held on 17th March 2025 were NOTED.
- (ii) The Facilities Manager provided an update on the transfer of the ground maintenance service in-house. The new team are progressing well and the standard of grounds maintenance has greatly improved. This was NOTED.
- (iii) The Council considered extending the Crescent Garden Services contract for one year for the Churchyard maintenance. The Council RESOLVED to extend the contract.
- (iv) The Council RESOLVED to accept the quote from Search for the installation of two CCTV network cameras in Woodways pavilion to cover the entrance corridor and function room.
- (v) The Council RESOLVED to host a one-day playground inspection training course for a maximum of 12 people, which will allow all grounds maintenance staff to be qualified. Additional spaces will be offered to other Parish Councils to send delegates to share the cost.
- (vi) Cllr Wheeler gave information regarding the community litter pick which had taken place on the 26th April, there was 5 volunteers who attended. This was NOTED.

PC25 85 APPOINTMENT OF NEW PAROCHIAL CHARITIES TRUSTEES

The Parish Council RESOLVED to appoint Frank Pitkin, Leslie Wilkinson and Hilary Davies to the board of trustees of Haddenham Parochial Charities.

PC25 86 CLIMATE EMERGENCY COMMITTEE

- (i) The draft minutes of the meeting held on 24th February 2025 were NOTED.

- (ii) Cllr Thawley gave an update on the launch of the EV car hire service with Zimbl. Residents can view the cars at the Haddenham Fete and Vale Harvest and we hope to have an official launch date next month. Other projects include working with local schools to paint telecommunications cabinets, and work with a food waste charity. Home energy initiatives include working with BCE to provide home energy surveys and in addition we hope to work with local land owners to improve the biodiversity of hedges and launch The Great Haddenham Hedge Project.
- (iii) The Council RESOLVED to increase the subscriptions budget from the Climate Emergency ear-marked reserve, to fund the annual license fee of £605+VAT for Climate Essentials to continue to monitor carbon footprint of Haddenham Parish Council. T

PC25 87 THAMES VALLEY POLICE

The report from Thames Valley Police was NOTED.

CONFIDENTIAL ITEMS

There were no confidential items.

CLOSURE OF THE MEETING

There being no further business to be transacted and the Chair closed the meeting at 21.02.

Signed: _____
Chair

Date: 12th May 2025

Appendix: PC25 82 - List of payments over £500 from 1st January to 31st March 2025

Date	Payee Name	Ref	Paid	Transaction Detail
03/01/2025	Eldridge Electrical	BACS	£590.40	New Lantern
03/01/2025	Tower Cleaning Services	BACS	£715.44	Cleaning
03/01/2025	David Truesdale	BACS	£555.00	Planning resource
03/01/2025	Play Inspection company	BACS	£649.80	annual pg inspections
03/01/2025	Search Fire and Security	BACS	£1,614.00	CCTV System
03/01/2025	Complete Tree Services	BACS	£2,154.00	tree work
03/01/2025	The CDS Group	BACS	£3,120.00	burial ground design
03/01/2025	Roll In Trade Ltd	BACS	£1,133.06	Haddenham youth club
03/01/2025	rCOH Ltd	BACS	£4,855.20	project advice
03/01/2025	HMRC	BACS	£5,136.68	employer payslip
21/01/2025	EDF Energy	DD	£1,293.37	woodways electricity
22/01/2025	People's Partnership	DD	£1,859.64	Pension contributions NOV
22/01/2025	People's Partnership	DD	£1,663.57	Pension Contribution Dec
24/01/2025	Total Landscapes	BACS	£3,162.00	parish maintenance
24/01/2025	Haddenham VH SCMC	BACS	£1,578.12	Electricity Parish Office
24/01/2025	PCMS design	BACS	£14,514.00	Design Aston Rd Pavilion
24/01/2025	3B Vehicle Hire Ltd	BACS	£756.86	Hire Van
24/01/2025	Red Kite Radio	BACS	£500.00	Grant
24/01/2025	Engie Power Ltd	DD	£1,963.96	streetlight energy
31/01/2025	Staff Salaries Jan	BACS	£14,058.75	Salaries Jan
07/02/2025	HMRC	BACS	£5,035.87	tax and ni
07/02/2025	Lovell Fuels	BACS	£1,284.69	Woodways oil
07/02/2025	Roll In Trade Ltd	BACS	£586.93	Haddenham youth club
07/02/2025	Tower Cleaning Services	BACS	£930.08	cleaning office and pavilions
07/02/2025	Total Landscapes	BACS	£1,572.00	watering contract
07/02/2025	3B Vehicle Hire Ltd	BACS	£1,184.58	van hire
07/02/2025	HMRC	BACS	£5,036.87	Tax and NI
18/02/2025	EDF Energy	BACS	£841.07	woodways pavilion electricity
21/02/2025	D.E & B.E PHILLIPS	BACS	£12,978.00	sports pitch maintenance
24/02/2025	Eldridge Electrical	BACS	£934.80	new lantern fitting x2
24/02/2025	Complete Aquatics Ltd	BACS	£3,180.00	pond maintenance
25/02/2025	People's Partnership	DD	£1,616.21	pension contributions
28/02/2025	Staff	BACS	£13,843.58	Salaries Feb
28/02/2025	Lloyds Charge Card		£784.79	transfer to charge card
28/02/2025	Complete Tree Services	BACS	£1,632.00	Tree work
28/02/2025	Roll In Trade Ltd	BACS	£606.53	youth club
07/03/2025	HMRC	BACS	£5,246.28	TAX and NI
12/03/2025	Haddenham Education Charity	BACS	£18,000.00	transfer of interest to COIF
12/03/2025	3B Vehicle Hire Ltd	BACS	£816.00	Van Hire
12/03/2025	Tower Cleaning Services	BACS	£879.97	Cleaning PC Buildings
12/03/2025	Search Fire and Security	BACS	£690.00	intruder alarm additions
14/03/2025	People's Partnership	DD	£1,616.21	Pension contributions
21/03/2025	EDF Energy	DD	£1,570.48	electricity woodways

24/03/2025	ZIMBL	BACS	£2,280.00	zimbl on boarding fee
24/03/2025	Total Landscapes	BACS	£1,152.00	watering trees and hedges
28/03/2025	Staff	BACS	£13,883.58	Salaries March
Date	Payee Name	Ref	Paid	Transaction Detail
28/03/2025	Lloyds Charge Card		£966.67	TRANSFER TO CHARGE CARD
28/03/2025	People's Partnership	DD	£1,616.21	March 2025 contributions
31/03/2025	3B Vehicle Hire Ltd	BACS	£816.00	Van Hire
31/03/2025	Roll In Trade Ltd	BACS	£586.93	youth club