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MINUTES

ANNUAL PARISH COUNCIL MEETING

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

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

Clerk: Ms Gilbert

Committee & Communications Officer: Mrs Hull

Members of the public:

Four candidates for co-option to the Parish Council
Two Thames Valley Police Constables.

Joining remotely via Zoom:

Deputy Clerk Ms Marsden

Members of the public:

Bucks Herald correspondent Chloe Lambert
One candidate for co-option to the Parish Council.

PC26 1 ACCEPTANCE OF OFFICE

Following the uncontested election eight of the eleven seats on the Council were filled. The Acceptance of Office declarations were received from the newly elected Councillors.

PC26 2 ELECTION OF THE CHAIR OF THE COUNCIL

It was **PROPOSED, SECONDED and AGREED** to appoint Cllr. Truesdale as the Chair of the Council.

PC26 3 ACCEPTANCE OF OFFICE

Cllr Truesdale signed the Acceptance of Office declaration.

PC26 4 ELECTION OF THE VICE-CHAIR OF THE COUNCIL

It was **PROPOSED, SECONDED and AGREED** to appoint Cllr Wheeler as the Chair of the Council.

PC26 5 CO-OPTION POLICY

The Haddenham Parish Council Co-option Policy was **AGREED**.

PC26 6 CO-OPTION

As only eight seats on the Council were filled at the election the remaining three seats can be filled by co-option. The Parish Council had received five applications to fill the vacancies. Applicants had completed an application in advance and were given the opportunity to speak for 5 minutes, one candidate was not in attendance.

Each of the three vacancies were taken in turn, with a show of hands to vote for the candidates in turn. The vacancies were filled as follows by a majority vote:

Vacancy 1: Heather-Joy Garrett

Vacancy 2: Sascha Desmier

Vacancy 3: Inderpal Matharu

The unsuccessful candidates were thanked for their interest in joining the Parish Council and encouraged to apply again in future should a vacancy arise.

PC26 7 ACCEPTANCE OF OFFICE

The newly co-opted members signed their declaration of Acceptance of Office and joined the meeting.

PC26 8 APOLOGIES

All members were present.

Cllr Smith sent apologies on behalf of Bucks Councillor Mormina.

PC26 9 DECLARATIONS OF INTEREST

All Councillors were reminded to return their declarations of interest to the Clerk for submission to Buckinghamshire Council before the deadline.

There were no declarations of interest relating to the agenda.

PUBLIC PARTICIPATION

Cllr Truesdale thanked the representatives of Thames Valley Police for attending the meeting and offered this opportunity for them to report any issues. The police team reported on three key issues:

- **Shoplifting** - is on the increase at Morrisons, Co-op and Haddenham Garden Centre. The police reported on a key local group who they have been working with to resolve this, with some success. Cllr. Smith viewed concerns for the safety of the shop staff. Shop staff must not put themselves to any harm and report any issues immediately to the police.
- **Speeding** – it was reported that Stanbridge Road is the main area in the village for speeding. Speedwatch volunteers regularly monitor speed there but volunteer numbers need to be increased.
- **Problematic Resident** – the resident in question has been continuously ringing 999 and other emergency services for over 10 years as well as harassing neighbours. It was reported the resident is now in prison with a criminal behaviour order.

Cllr Smith raised issues on Haddenham demographics changing with the new housing developments and an uplift on neighbourhood police would be recommended in line with the increased population.

PC26 10 GENERAL POWER OF COMPETENCE

It was **RESOLVED** that the Parish Council meets the eligibility criteria to exercise the General Power of Competence with a Qualified Clerk and two thirds of its members having been elected.

PC26 11 MINUTES

The minutes of the Parish Council meeting held on 28th April 2025 were **AGREED** as true record and signed.

PC26 12 COUNCIL COMMITTEES

(i) The Standing Committees of the Council were confirmed as:

Planning, Finance and General Purposes, Facilities and Climate Emergency.

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

(iii) The Membership for each Standing Committee was **AGREED as below**:

(iv) Chairs for each Standing Committee were **AGREED as below**:

Finance and General Purposes Committee

Cllr Truesdale (Chair), Cllr Kidby (Vice-Chair), Cllr Brown, Cllr Desmier, Cllr Smith, Cllr Thawley, Cllr Wheeler

Facilities Committee

Cllr Wheeler (Chair), Cllr Brown (Vice-Chair), Cllr Garrett, Cllr Hoare, Cllr Smith.

Planning

Cllr Truesdale (Chair), Cllr Hoare (Vice-Chair), Cllr Desmier, Cllr Kidby, Cllr Smith, Cllr Thawley.

Climate Emergency

Cllr Thawley (Chair), Cllr Kidby (Vice-Chair), Cllr Brown, Cllr Garrett, Cllr Smith

(v) Membership of the Sub-Committees of the Council were **AGREED as below**.

Sports Facilities Committee

Cllr Wheeler (Chair), Cllr Brown, Cllr Hoare

Co-opted Members: Mr Baldwin, Mr Cliffe, Mr Finch, Mr Mott, Mr Wagstaff, Mr Wilson

Allotments Committee

Cllr Wheeler (Chair), Cllr Hoare

Co-opted members: Mrs Davies, Ms. Watt, Mr. Pitkin, Ms. Wilkinson.

Community Orchard Committee

Cllr Wheeler

Co-opted members: Mr. Proctor (Chair) Mr. Hadder, Mrs Jones, Mrs Roberts

Snakemoor Committee

Cllr Truesdale

Co-opted members: Mr Watson

Personnel Committee

Cllr Truesdale (Chair), Cllr Brown, Cllr Garrett, Cllr Wheeler

(vi) The Scheme of Delegation for the Council was **AGREED**.

PC26 13 REPRESENTATIVES TO OUTSIDE BODIES

The following representatives to outside bodies were **AGREED**;

(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 and 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
- (x) Haddenham Community Library – Cllr Desmier

PC26 14 POLICIES AND PROCEDURES

- (i) The Standing Orders had been updated in line with the new NALC template and were **AGREED**
- (ii) The Finance Regulations had been updated in line with the new NALC template and were **AGREED**,

PC26 15 SIGNATORIES

The signatories for the Council's bank and savings accounts were **AGREED** as Cllr Hoare, Cllr Kidby Cllr Truesdale, and Cllr Wheeler. The Clerk and Finance and General Administration Officer will have online access to the accounts for management purposes but are not signatories.

PC26 16 DIRECT DEBITS AND STANDING ORDERS

The Council's direct debits and standing orders were reviewed and **AGREED**.

PC26 17 REVIEW OF EXTERNAL ARRANGEMENTS

The five charities and legal arrangements were reviewed.

PC26 18 RISK ASSESSMENT

The Council's Risk Assessment was **AGREED** with comments noted. The Clerk stated than a Business Continuity Plan is required.

PC26 19 SUBSCRIPTIONS

The Parish Council's subscriptions were **AGREED** with (xii) new one for £105 **AGREED** and noted:

- (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)

PC26 20 LOCAL COUNCIL AWARD SCHEME

The Parish Council's Gold Award to be renewed in March 2026 was **AGREED** and the renewal process will need to start in September 2025. The fee is £200.

PC26 21 REPORT FROM BUCKINGHAMSHIRE COUNCIL

Cllr Smith gave apologies for Cllr. Mormina who is the other newly elected Bucks Councillor. The Council has not yet met so there is not much to share, however there will be an emphasis on more community engagement in the future.

PC26 22 REPORT FROM THAMES VALLEY POLICE

Thames Valley Police reported on the key issues under Public Participation.

PC26 23 REPORTS FROM OUTSIDE BODIES

- (i) Haddenham and Waddesdon Community Board
It was noted that due to the boundary changes for the election the Community Board boundaries have also been changed and Haddenham is now in the West Bucks Board.
- (ii) BMKALC Parish Liaison meeting – have not met
- (iii) Haddenham Community Library – have not met.
- (iv) Haddenham Village Hall – Cllr Truesdale
It was noted that there was a meet on the 2nd May to discuss the Village Hall improvements.
- (v) The draft minutes of the Banks Park Recreation Ground Charity meeting held on 28th April 2025 were received. Improvement and repair work to Banks Park car park were agreed.
- (vi) Haddenham Educational Charity has not met.
- (vii) Haddenham Safe Walking and Cycling Group – Cllr Thawley
It was noted that on 27th May a stakeholder summit on Haddenham Greenway project will be held.
- (viii) Haddenham Fete Committee – Cllr Wheeler
The Fete has two new sponsors (Haddenham Park Care Home and Redrow Homes) The Fete will take place on 14th June 2025 and the Clerk has submitted the paperwork for road closures. Volunteer help is needed if anyone is available.
- (ix) Haddenham Beer Festival Trust – Cllr Smith
Summerfest will take place on the Airfield on 5th July 2025. The committee are working to make the event more sustainable.
- (x) Haddenham Sports and Social Club, The Whistler – Cllr Kidby
The Whistler as a new manager who is currently being trained, and they have also appointed a deputy manager. A new phone app has been introduced to confirm membership when purchasing drinks in order to tighten up on the rules. There is a request to install a new door to the kitchen, which keeps being left open.

PC26 24 PLANNING COMMITTEE

- (i) The draft minutes of the meeting held on 28th April 2025 were NOTED.
- (ii) Update from the Chair – Cllr Truesdale
Attended the Greencore online presentation on 7th April 2025 which was publicised by a circular to neighbours. He asked about the controlled discharge from the SUDs on the site, but didn't get an answer.
There has been further correspondence with residents about flooding. Although the Parish Council isn't the responsible body and has limited resources to assist, it was proposed that a meeting with residents is arranged and representatives from the Environment Agency and Bucks Council Local Flood Team are invited to offer advice.

PC26 25 FINANCE AND GENERAL PURPOSES COMMITTEE

- (i) It was NOTED that the period for the exercise of public rights will run from 3rd June to 14th July 2025. This is the time allowed for residents to request information about the Annual Governance and Accountability Return (AGAR). This was missed off the previous agenda.
- (ii) The quote of £5,400+VAT from PCMS Design for the next stages of the Village Hall improvement project was **APPROVED** (confirmation of previous minute which was incomplete).
- (iii) It was AGREED to apply for an additional charge card, with a limit of £1,000 for use by the Facilities Manager and the maintenance team due to the need to pay for fuel and sundry items regularly.
- (iv) There were no further updates from the Chair.

PC26 26 PERSONNEL COMMITTEE

We have recently recruited a third member of the grounds maintenance Team, Bryan Myers who was available to start straight away.

Stephanie Little has accepted the new role Finance & General Administration Officer and will start at the end of June.

PC26 27 FACILITIES COMMITTEE

No updates not dealt with elsewhere on the agenda.

PC26 28 CLIMATE EMERGENCY COMMITTEE

Update from Cllr Thawley. The Zimbl EV car hire will be launched at the Annual Parish meeting and will be publicised through stands at Haddenham Village Fete and Vale Harvest market.

PC26 29 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA

PC26 30 SCHEDULE OF MEETINGS

The meeting schedule of the Council's meetings for 2025 -26 was AGREED.

Next meetings:

Annual Parish Meeting Thursday 22nd May 2025

Planning Committee 2nd June 2025

Facilities Committee 2nd June 2024

Planning committee 23rd June 2025

Climate Emergency Committee 23rd June 2025

Planning Committee 14th July 2025

Finance & General Purposes committee 14th July 2025

Planning Committee 4th August 2025

Full Parish Council 4th August 2025

PC26 31 CONFIDENTIAL ITEMS

There were no confidential items.

CLOSURE OF THE MEETING

There being no further business to be transacted the Chair closed the meeting at 21.35.

Signed: _____
Chair

Date: 4th August 2025