



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 10th August 2026, 19:45

Conference Room, Haddenham Village Hall and via Zoom

Present: Cllr. Garrett, Cllr. Hoare, Cllr. Kidby, Cllr. Truesdale (Chair) and Cllr. Wheeler.

Clerk: Ms. Gilbert

Committee & Communications Officer: Mr. Fox

Members of the public: 8

Buckinghamshire Council: Cllr. Mormina

Joining remotely via Zoom:

Members of the public: 2

Deputy Clerk: Ms. Marsden

PC27 25 CO-OPTION OF NEW COUNCILLOR

The Parish Council had received eight applications to fill the Councillor vacancy. Applicants had completed a written application in advance and were given the opportunity to speak for 5 minutes, one candidate was not in attendance and sent a video, and one candidate withdrew their application during the meeting. After a show of hands vote, it was **RESOLVED** to co-opt Kathleen Fitzpatrick to the Parish Council.

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

PC27 26 ACCEPTANCE OF OFFICE

The newly co-opted member, Kathleen Fitzpatrick, signed their declaration of Acceptance of Office and joined the meeting.

PC27 27 ELECTION OF THE VICE-CHAIR OF THE COUNCIL

PROPOSED, SECONDED AND RESOLVED to appoint Cllr. Wheeler as Vice-Chair of the Council.

PC27 28 APOLOGIES

RESOLVED: to **APPROVE** apologies from Cllr. Thawley and Cllr. Smith.

No apologies were received from Cllr. Brown, Cllr. Desmier and Cllr. Matharu.

PC27 29 DECLARATIONS OF INTEREST

There were no declarations of interest.

PUBLIC PARTICIPATION

A member of the public brought to the attention of the Parish Council to a survey they had set-up calling on Buckinghamshire Council and the Parish Council to consult with residents on the issue of parking on Sheerstock.

The Chair responded to say that the Parish Council had been working for many years to resolve the issue, which was now spreading to the new development on the Airfield, however as we are not the Highway Authority we rely on Buckinghamshire Council taking the lead. We are waiting for a £30k (indexed) Section 106 contribution to be paid by Redrow Homes on completion of 50% of the homes on the Churchway development, which will be used for a parking review. This is due to be paid imminently, which was confirmed by Cllr Mormina. Cllr Truesdale asked officers to share his report on parking restrictions from earlier in the year with the resident.

PC27 30 MINUTES

RESOLVED: The minutes of the Parish Council meeting held on 18th May 2026 as a true record and signed.

PC27 31 REPORT FROM BUCKINGHAMSHIRE COUNCIL

A report from Cllr. Maru Mormina was **RECEIVED**:

It was **NOTED** that a consultation on the Local Plan for Buckinghamshire, which has entered the Regulation 19 consultation stage, is underway.

Cllr. Mormina has been sitting in Buckinghamshire Council's Standards and General Practices Committee and queried whether the Parish Council had any thoughts for an upcoming Community Governance Review, where the structure, boundaries, and electoral arrangements of town and parish councils are examined. Cllr. Truesdale requested for some more guidance, which will be given by Cllr. Mormina in due course.

PC27 32 REPORT FROM THAMES VALLEY POLICE

A report was **RECEIVED** from a volunteer at Thames Valley Police via email prior to the meeting: There have been 2 burglaries at Industrial Units in Haddenham recently. It is important that sheds and allotments, where valuable tools are stored, are kept secure. Traditionally, Thames Valley Police get a lot more reports at this time of year.

There has been an increased use of drugs. The public should keep Thames Valley Police up to date. For any (non-urgent) suspicious activity, please report via: www.thamesvalley.police.uk.

PC27 33 REPORTS FROM OUTSIDE BODIES

The following reports were **RECEIVED**:

- (i) West Buckinghamshire Community Board – Cllr. Truesdale.
Next meeting is taking place on the 10th September 2026.
- (ii) BMKALC Parish Liaison meeting – Cllr. Truesdale.
Last meeting took place on 16th July 2026 and was dedicated entirely to the Local Plan for Buckinghamshire's Regulation 19 consultation stage.
- (iii) Haddenham Community Library – Cllr. Desmier.
Cllr. Desmier was not in attendance so no report was received.

- (iv) Haddenham Village Hall – Cllr. Truesdale.
No updates as there had been no meetings recently.
- (v) Banks Park Recreation Ground Charity – Cllr. Truesdale
A Banks Park Recreation Ground Charity meeting is taking place after the present Parish Council meeting.
- (vi) Haddenham Educational Charity – Cllr. Truesdale.
No updates.
- (vii) Haddenham Safe Walking and Cycling Group – Cllr. Thawley.
Cllr. Thawley was not in attendance so no report was received.
- (viii) Haddenham Fete Committee – Cllr. Wheeler.
The next Haddenham Fete Committee meeting will take place on 16th September 2026.
- (ix) Haddenham Beer Festival Trust – Cllr. Smith.
Cllr. Hoare reported that even though Summerfest is cancelled, Winterfest will be taking place this year.
- (x) Haddenham Sports and Social Club, The Whistler – Cllr. Kidby.
No updates.
- (xi) Scout and Guides Association – Cllr. Thawley.
Cllr. Thawley was not in attendance so no report was received.

PC27 34 PLANNING COMMITTEE

- (i) The minutes of the meetings held on 18th May 2026 and 8th June 2026 and the draft minutes of the meeting held on 29th June 2026 were **NOTED**.
- (ii) It was **NOTED** that the Planning Committee is considering a response the Regulation 19 consultation on the Draft Local Plan for Buckinghamshire.
- (iii) It was **NOTED** that the Parish Council has registered as an interested party at the appeal inquiry of [PL/25/02417/AOP](#) (Airfield North), and has submitted an additional comment.
- (iv) A report from Cllr. Truesdale was **RECEIVED**:
The Scheme of Delegation of planning functions has been published, coming into force on the 31st October 2026. It divides planning applications into smaller and larger. All smaller applications will be determined by officers, under delegated powers. All larger applications will also be determined by officers, but with some exceptions. Ultimately, far fewer planning applications will be determined by committees.

PC27 35 FINANCE AND GENERAL PURPOSES COMMITTEE

- (i) The list of payments over £500 for Q1 2026/27 was **NOTED** as follows:

List of Payments over £500 made between 01/04/2026 and 30/06/2026				
Date Paid	Payee Name	Ref	Paid	Transaction Detail
07/04/2026	HMRC	BACS	£ 6,841.27	EE/ER Tax & NI March 26

07/04/2026	Wilsham Consulting Ltd	BACS	£ 1,320.00	Initial Flooding Review
07/04/2026	rCOH Ltd	BACS	£ 600.00	AGM Presentation
07/04/2026	Tower Cleaning Services	BACS	£ 969.06	Cleaning Services March 26
08/04/2026	Engie Power Ltd	DD	£ 1,098.41	Streetlight Electricity Jan 25
08/04/2026	Octopus Electric	DD	£ 1,434.47	Salary Sacrifice EV Lease
09/04/2026	British Gas	DD	£ 657.97	Woodways Elec Feb - March 26
13/04/2026	Haddenham VH Social Centre MC	BACS	£ 1,168.85	Gas/Elec April 25 to March 26
13/04/2026	Rialtas Business Solutions	BACS	£ 1,173.60	2026-27 Support & Maintenance
13/04/2026	Lloyds Charge Card	CC April 26	£ 1,107.31	CC April 26
20/04/2026	Complete Tree Services	BACS	£ 4,880.40	The Grove/Allotments Tree Wks
20/04/2026	Climate Essentials Ltd	BACS	£ 990.00	2026-27 Climate Essentials
20/04/2026	Total Landscapes	BACS	£ 1,002.00	Grass Cutting & Pitch Lines
24/04/2026	Staff	BACS	£ 17,258.09	Staff Salaries April 26
24/04/2026	People's Partnership	DD	£ 2,095.22	Pension Payments April 26
27/04/2026	Sevadis	BACS	£ 852.00	EV Charger Annual Service
27/04/2026	Haddenham VH Social Centre MC	BACS	£ 1,365.90	HVH EV Charging Elec
05/05/2026	HMRC	BACS	£ 6,731.07	EE/ER Tax & NI April 26
06/05/2026	JS Removals Services Ltd	BACS	£ 834.00	Asbestos Allot Shed Removal
06/05/2026	BMKALC	BACS	£ 1,231.20	BMKALC & NALC Subs 26-27
06/05/2026	Tower Cleaning Services	BACS	£ 969.06	Cleaning Services April 26
08/05/2026	Octopus Electric	DD	£ 1,434.47	Salary Sacrifice EV Lease
11/05/2026	Roll In Trade Ltd	BACS	£ 586.52	Youth Club Sessions April 26
11/05/2026	Trax S N Jenks	BACS	£ 3,816.00	BMX Track Annual Maintenance
14/05/2026	Lloyds Charge Card	CC May 26	£ 1,779.93	CC May 26
26/05/2026	PCMS design	BACS	£ 22,878.00	Banks Cottage/Aston Rd Design
26/05/2026	The CDS Group	BACS	£ 1,480.01	Burial Ground Design Works
29/05/2026	Staff	BACS	£ 17,553.92	Staff Salaries May 25
29/05/2026	People's Partnership	DD	£ 2,146.43	Pension Payments May 26
01/06/2026	Haddenham Cricket Club	BACS	£ 801.28	Cricket Pitch Repair Wks
01/06/2026	Tower Cleaning Services	BACS	£ 977.98	Cleaning Services May 26
05/06/2026	HMRC	BACS	£ 6,976.52	EE/ER Tax & NI May 26
08/06/2026	British Gas	DD	£ 1,041.07	Woodways Elec March - May 26
08/06/2026	Octopus Electric	DD	£ 1,434.47	Salary Sacrifice EV Lease
08/06/2026	Eldridge Electrical	BACS	£ 4,158.00	Streetlight EICRs
12/06/2026	Lloyds Charge Card	CC June 26	£ 1,771.05	CC June 26
15/06/2026	Haddenham Community Library	BACS	£ 10,000.00	Library Grant 2026-27
15/06/2026	Roll In Trade Ltd	BACS	£ 608.50	Youth Club Sessions May 26
15/06/2026	Bucks Community Energy	BACS	£ 1,035.00	Funded Warm Home Assessments
22/06/2026	WorkNest Cyber Ltd	BACS	£ 540.00	Cyber Essentials Certification
22/06/2026	Engie Power Ltd	BACS	£ 1,215.55	Streetlight Elec May 26
22/06/2026	Society of Local Council Clerk	BACS	£ 502.00	SLCC Membership Fee - S Gilbert
26/06/2026	Staff	BACS	£ 17,406.71	Staff Salaries June 26
26/06/2026	People's Partnership	BACS	£ 2,117.94	Pension Payments June 26
29/06/2026	Eldridge Electrical	BACS	£ 2,322.00	Streetlight EICRs
29/06/2026	ZIMBL	BACS	£ 4,926.98	EV Monthly Fee & Staff Time

Total: £164,090.21

(ii) The Q1 finance reports for 2026/27 were **RECEIVED**:

4010 – budget reduced due to bringing in-house. Expenditure is for the final 3 months of the old contract.

4045 – new trees planted at the Country Park. Anticipate reimbursement from Dandara.

4060 – streetlight maintenance. The electrical safety check wasn't included in the budget so funds have been taken from the EMR to cover this.

4065 – an accrual of £22,668 was made at 25/26 year end to cover the estimated cost of the streetlight electricity which hadn't been invoiced for over a year. In May invoices were

finally received and were significantly lower than estimated. Suggest that the £15,800 over accrual is reallocated to the streetlight EMR to help towards the cost of repairs identified within the safety checks.

4100 – allotments maintenance. Cost of removal of the shed with asbestos. This budget may need to be reviewed later in the year if skip hire is needed.

1300 – note receipt of first precept payment.

1305 – interest on investments has been above the budget (set conservatively)

4345 – Audit. The 25/26 external audit invoice was lower than the previous year. Budget includes a surplus in case an issue is found that incurs additional charges.

4365 - Grants and donations, the library grant request was increased to £10,000, however the increase was not added to the budget, which was an error. Propose the budget is increased to £12,000 to cover the increase.

4400 – information technology. Two laptops have required replacement in the last couple of months and a third now needs to be replaced. Propose increasing the budget by £1,000 to cover the additional cost.

- (iii) It was **NOTED** that the bank reconciliations for Q1 have been checked against the bank statements.
- (iv) It was **AGREED** that 4320 will stop being used as a separate budget line for the phone/internet and this budget will be moved to PC Office Maintenance.
- (v) It was **NOTED** that the minor error in one of the staff salaries identified by the internal auditor has now been corrected.
- (vi) It was **NOTED** that an application has been made to Buckinghamshire Council for a release of additional section 106 funds for the Aston Road Pavilion. This would be a staged release.
- (vii) An update on the balance of section 106 contributions and project allocations was **RECEIVED**. The allocation to the Aston Road pavilion had been updated to reflect the amount authorised for release. The three major planning applications still under consideration have been added and allocated to the proposed projects. The tennis courts extension had been updated with increased funding for a 5th court as well as a 4th. A 3G sports pitch has been added as a new project.
- (viii) It was **NOTED** that the external auditors report for the Annual Governance and Accountability Return 2025/26 had been concluded and is published on the Parish Council's website.
- (ix) **RESOLVED**: that BACS and standing orders will continue to be used as a means of payments.
- (x) **RESOLVED**: to increase the grant awarded to Banks Park Recreation Ground Charity for the extension to Banks Cottage from £250,000 to £310,000. The commuted sums pot of money is funding this increase.
- (xi) **RESOLVED**: to increase the grants budget from £7,319 to £12,000 to cover the increase in the grant to Haddenham Community Library.

- (xii) It was **NOTED** that Active In The Community have proposed a 4% increase in the hiring charges at the Airfield Pavilion, in line with inflation.
- (xiii) **RESOLVED:** to transfer £15,800 from the streetlight energy budget to the earmarked reserves following the resolution of invoicing from Engie resulting in this significant saving on the estimated debt.
- (xiv) **RESOLVED:** to sign the contract quote with Flotek group for cloud based series. This is just a transfer of the Microshade contract since they were acquired by Flotek.
- (xv) There were no further updates from the Chair.

PC27 36 FACILITES COMMITTEE

- (i) The draft minutes of the meeting held on 29th June 2026 were **NOTED**.
- (ii) A report was received on the comparison of costs of outsourcing sports pitch maintenance with bringing the service in-house. Ongoing costs are marginally reduced by bringing in-house, however a significant improvement in standards can be made by having a dedicated employee year-round.
RESOLVED: to employ a new part-time member of staff to undertake sports pitch maintenance and purchase new equipment with the power pitch grant which would cover 75% of the costs, as an alternative to contracting out this work.
- (iii) **RESOLVED:** to pay for work to install the correct electrical controls to the main entrance door of the Parish Council Office to make it compliant for disability access.
- (iv) It was **NOTED** that a part-time caretaker vacancy has been advertised.
- (v) There were no further updates from the Chair.

PC27 37 CLIMATE EMERGENCY COMMITTEE

- (i) The draft minutes of the meeting held on 8th June 2026 were **NOTED**.
- (ii) The Chair, Cllr. Thawley was not in attendance so was unable to provide a report. Cllr. Garrett and Cllr. Kidby reported that the Climate Emergency Committee are thinking of re-considering their Terms of Reference to ensure it is up-to-date.

PC27 38 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA

A resident contacted Buckinghamshire Council noting the lack of consideration of accessibility concerning the ongoing highway maintenance works to the footway along Thame Road, which they felt could have incorporated some of the recommendations from the Parish Council's Streetscapes project. The email also noted that Buckinghamshire Council's Highways team make it challenging to contact and raise concerns if you are a pedestrian, cyclist or mobility vehicle user. The response received from the Cabinet Member for Transport did not address the issues raised and was dismissive of the Parish Council

The next Full Council meeting will be held on 28th September 2026.

PC27 39 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 21:19

Signed: _____
Chair

Date: 28th September 2026