

# WENDOVER PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting

6<sup>th</sup> May 2025 at 7:10pm

Wendover Community Library, High St, Wendover HP22 6DU

**Present:** Councillors Ballantine, Gallagher, Porter, Standen, Thornton, Tipper, Walsh, Washington and Worth.

**In attendance:** Cllr Peter Strachan

**Clerk:** Andy Smith

**Members of Public:** 1

### 1. ELECTION OF CHAIR

**PC25/001** Councillor Gallagher was proposed and seconded and **ELECTED** unanimously

### 2. ELECTION OF VICE CHAIRS

**PC25/002** Councillor O'Donnell was proposed and seconded and **ELECTED** unanimously.

**PC25/003** Councillor Thornton was proposed and seconded and **ELECTED** unanimously

### 3. APOLOGIES FOR ABSENCE

**PC25/004** Apologies were received from Councillor O'Donnell and Porter and they were **APPROVED**.  
Buckinghamshire Councillor Dean Field apologised as he was involved in induction activities.

### 4. DECLARATIONS OF INTEREST

**PC25/005** None

### 5. MINUTES

**PC25/006** The minutes of the Parish Council of 1<sup>st</sup> April 2025. were **RESOLVED** as a true record to be signed by the Chair of the meeting.

### 6. PUBLIC PARTICIPATION

**PC25/007** None

### 7. REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

**PC25/008** Cllr Strachan highlighted that it was early in the term of office for any real updates but was committed to working with the Parish Council

### 8. CLERKS REPORT AND CORRESPONDANCE

**PC25/009** The Clerks report was noted and the Clerk answered questions from the councillors. The Chair highlighted the valuation report from the Pension Scheme and Council will need to decide on this issue in the coming year. It was noted that we have appointed the admin role.

### 9. FINANCE AND PAYMENTS

**a) Payments to consider.**

**PC25/010** The payments to consider, totalling £29,107.39 were considered and questions asked. The payments were **RESOLVED** and signed.

**b) Latest financial reports**

**PC25/011** The financial reports were noted. The year end commentary was discussed and questions answered.

**c) Acquisition and disposal of assets**

**PC25/012** The assets acquired and disposed of over the financial year 2024/25 were discussed and **RESOLVED** to be approved.

**d) Review of annual subscriptions and memberships**

**PC25/013** The annual subscriptions were reviewed and **RESOLVED** to be approved.

**e) Review of current direct debits**

**PC25/014** The direct debits and regular card and invoice payments were noted and **RESOLVED** to be approved to continue.

**f) Review of current bank signatories**

**PC25/015** The current signatories were noted

**PC25/016** It was **RESOLVED** to amend the proposal to add 3 signatories to the account rather than 2.

**PC25/017** The proposal as amended was discussed and it was **RESOLVED** that Cllrs O'Donnell, Thornton and Walsh were to be approved to full power bank signatories and added to the account

**g) Note year end audit process**

**PC25/018** The year end audit process was considered and noted.

**10. REPORTS FROM MEETINGS WITH OUTSIDE BODIES**

**a) HS2 Mitigation Action Group**

**PC25/019** The report was noted.

**b) Report from other bodies**

Wendover Youth Centre - The strategic plan was being worked on. It was attended by the Clerk and Cllr Gallagher. It was felt that there were many areas that the Council could support the Youth Centre and we would be looking to work closely with them going forward.

**11. REPORTS FROM STANDING COMMITTEES**

**a) PLANNING**

**PC25/020** The draft minutes of the meeting on 15<sup>th</sup> April 2025 were NOTED.

**b) STAFFING**

**PC25/021** The draft minutes of the meeting on 28<sup>th</sup> April 2025 were NOTED.

**12. REPORTS FROM WORKING GROUPS**

**a) Transport Working Group**

**PC25/022** It was noted that there are a lot of projects which we need to pick up as a part of this groups work

**b) Open Spaces Working Group**

**PC25/023** To be covered on the agenda item

**c) Sustainability and Biodiversity Group**

**PC25/024** There was no report.

**d) Strategic Planning Steering Group**

**PC25/025** There was no report.

**13. COMMITTEES AND WORKING GROUPS**

**a) Scheme of Delegation**

**PC25/026** The scheme was considered. It was highlighted that this policy contained authorisation for urgent expenditure which should be incorporated into the Financial Regs. The policy was **RESOLVED** to be renewed.

**b) Amenities Committee**

**PC25/027** The Terms of Reference were considered and **RESOLVED** to be approved

**PC25/028** It was **RESOLVED** that the membership would consist of Councillors Ballantine, Gallagher, Porter, Standen, Thornton, Walsh, Washington, and Worth

**c) Complaints Committee**

**PC25/029** The Terms of Reference were considered and **RESOLVED** to be approved

**PC25/030** It was noted that it would be prudent to review the need for a committee but that decision could not be made here.

**PC25/031** It was **RESOLVED** that the membership would consist of Councillors Ballantine, Gallagher and Washington

**d) Finance Committee**

**PC25/032** The Terms of Reference were considered and **RESOLVED** to be approved

**PC25/033** It was **RESOLVED** that the membership would consist of Councillors Gallagher, O'Donnell, Tipper and Walsh

**e) Planning Committee**

**PC25/034** The Terms of Reference were considered and **RESOLVED** to be approved

**PC25/035** It was **RESOLVED** that the membership would consist of Councillors Ballantine, Gallagher, O'Donnell, Standen, Tipper and Worth

**f) Staffing Committee**

**PC25/036** The Terms of Reference were considered and **RESOLVED** to be approved

**PC25/037** It was **RESOLVED** that the membership would consist of Councillors Thornton, Gallagher, Washington, Ballantine, O'Donnell, Tipper

**g) Strategic Planning Steering Group**

**PC25/038** The Terms of Reference were considered and **RESOLVED** to be approved

**PC25/039** It was **RESOLVED** that the membership would consist of Councillors O'Donnell, Worth, Gallagher, Walsh, Thornton and the Clerk

#### **h) Transport Working Group**

**PC25/040** The Terms of Reference were considered and **RESOLVED** to be approved

**PC25/041** It was **RESOLVED** that the membership would consist of Councillors Gallagher, Walsh and Tipper

#### **i) Biodiversity and Sustainability Working Group**

**PC25/042** The Terms of Reference were considered and **RESOLVED** to be approved. It was noted that the way we approach these issues should be reviewed and reflected in a new structure.

**PC25/043** It was **RESOLVED** that the membership would consist of Councillors Tipper who would lead the review

#### **j) Events Working Group**

**PC25/044** The Terms of Reference were considered and **RESOLVED** to be approved. It was noted that events are such a high-profile part of the work of the Council that it may be worth reporting to the Parish Council directly. This would be reviewed by the next meeting.

**PC25/045** It was **RESOLVED** that the membership would consist of Councillors Washington, Porter, Ballantine, Worth, Gallagher

#### **k) Open Spaces Working Group**

**PC25/046** The Terms of Reference were considered and **RESOLVED** to be approved. Our new Admin role may also be able to support this group

**PC25/047** It was **RESOLVED** that the membership would consist of Councillors Standen, Porter, Worth, Washington, Gallagher.

### **14. EXTERNAL BODIES**

#### **a) Representatives to external groups**

**PC25/048** It was **RESOLVED** to appoint the following representatives:

- **RAF Halton Liaison** – Cllr Worth
- **Buckinghamshire Council Community Board** (Wendover and Villages) – Chair/Vice Chair or nominee
- **BMKALC Parish Liaison Meetings** –
- **Climate Action Wendover** – Cllr Tipper
- **HS2 Liaison (to include liaison with Wendover HS2 Mitigation Action Group)** – Councillor Porter and Gallagher
- **Lionel Abel Smith Trust** – former Councillor Bulpett is on a three year term and will continue to liaise with the Parish Council
- **Wendover Action Group (Community Car)** – Councillor Tipper
- **Wendover Business Group** – Councillor Porter, Gallagher, O'Donnell and Walsh
- **Wendover Canal Trust** – Councillor Thornton
- **Wendover Churchyard Care Committee** – Councillors Ballantine and Washington
- **Wendover Community Library Management Committee** – Councillor Worth and Tipper
- **Wendover Memorial Hall** – Councillors Worth and Ballantine
- **Wendover Youth Centre** – Councillor Ballantine, Standen, Clerk and Estates and Events
- **Wendover Schools Campus** – Councillor Gallagher, Tipper, Clerk

#### **b) Review of legal agreements with other bodies**

**PC25/049** The legal agreements as presented in the paper were considered and **RESOLVED** to be approved.

## 15. GENERAL GOVERNANCE

### a) Review and consider the standing orders

**PC25/050** It was noted that there was a new national template produced by the National Association of Local Councils and it was advised to update to the new template. The proposed Standing Orders were **RESOLVED** to be adopted

### b) Review and consider the financial regulations

**PC25/051** It was noted there are no updates beyond those recently adopted. It was **RESOLVED** to approve the financial regulations.

### c) Review the investments and deposits policy

**PC25/052** It was noted there are no updates advised and it was **RESOLVED** to approve the Investments and Deposits Policy.

### d) Review the current insurance cover

**PC25/053** The policies and certificate had been communicated in advance to the Councillors. It was noted there are no updates advised and it was **RESOLVED** to approve the current insurance cover.

### e) Review the Council complaints procedure

**PC25/054** It was noted there are no updates advised and it was **RESOLVED** to approve the complaints procedure.

### f) Review the Freedom of Information Policy and Data Protection Policy

**PC25/055** It was noted there are no updates advised and it was **RESOLVED** to approve the Freedom of Information Policy

**PC25/056** It was noted there are no updates advised and it was **RESOLVED** to approve the Data Protection Policy

### g) To note the General Power of Competence and S137 expenditure limits

**PC25/057** It was noted that the Council does not currently have the General Power of Competence

**PC25/058** It was noted that the S137 expenditure limit for 2025/26 for Wendover Parish Council was £66,034 and we had not budgeted to spend anywhere near that limit.

### h) Review the time and place of the ordinary meetings of Council

**PC25/059** The meeting dates were noted.

## 16. OTHER ITEMS

### a) Access to Ashbrook for Skatepark build

**PC25/060** It was noted that when the skatepark designers did an on site visit and proposed a route to site that was down the Pursell path as this would save construction costs if they needed to provide matting for the grass. There would be two Ash trees to remove but we will be planting replacement trees. There is a follow up meeting to ensure pedestrian access would be maintained. It was noted that vehicles will not be allowed to park on the track and materials not left on the track.

**PC25/061** It was noted that this will require felling mature trees and this goes against the principles of the Council. Parish Council was not prepared to authorise the felling of these trees given the information presented at this meeting.

**PC25/062** It was **RESOLVED** to authorise Councillor Standen and the Clerk to liaise with the construction company and authorise Finance to sign of the final construction plans.

## 17. DATES OF FUTURE MEETINGS

**PC25/063** It was noted next Parish Council meeting 7.30pm on Tuesday 3<sup>rd</sup> June 2025 at Wendover Community Library. All agenda items and papers to be with the clerk by Friday 23<sup>rd</sup> May.

## 18. CLOSURE OF MEETING

**PC25/064** As all business was transacted the meeting was closed at 8:33pm

Signed by  
Chair to the Parish Council

Date: 4<sup>th</sup> June 2024

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