

# WENDOVER PARISH COUNCIL

## Minutes of the Parish Council Meeting

5<sup>th</sup> May 2026 at 7:10pm

Wendover Community Library, High St, Wendover HP22 6DU

**Present:** Councillors Atwell, Ballantine, Coupland, Gallagher, Mackinlay, O'Donnell, Standen, Thornton, Tipper, Washington and Worth.

**Chair:** Councillor Gallagher

**In attendance:** Buckinghamshire Councillor Strachan and Field

**Clerk:** Andy Smith

**Members of Public:** 6

### 1. ELECTION OF CHAIR

**PC26/001** Councillor Gallagher was **ELECTED** to the role of Chair for 2026/27 by the Parish Council. Cllr Gallagher signed the acceptance of office.

### 2. ELECTION OF VICE CHAIRS

**PC26/002** Councillor O'Donnell was **ELECTED** to the role of Vice Chair for 2026/27 by the Parish Council, and signed their acceptance of office.

**PC26/003** Councillor Tipper was **ELECTED** to the role of Vice Chair for 2026/27 by the Parish Council, and signed their acceptance of office

### 3. APOLOGIES FOR ABSENCE

**PC26/004** Cllr Thornton offered apologies, which were accepted by the Committee.

### 4. DECLARATIONS OF INTEREST

**PC26/005** None

### 5. MINUTES

**PC26/006** The minutes of the Parish Council of 7<sup>th</sup> April 2026 were **RESOLVED** as a true record to be signed by the Chair of the meeting.

### 6. PUBLIC PARTICIPATION

**PC26/007** A member of the public outlined concern over the development of lodges by the Forestry Commission but no planning permission has been sought or granted. There is concern that the development will be taking up valuable land. This was discussed and the Chair would investigate.

**PC26/008** A member of the public outlined that there was a rave on the same land on Friday night

**PC26/009** A member of the public asked if the Parish Council had considered a public meeting on the Rectory Homes application and what the details of the meetings with Rectory Homes

**PC26/010** A member of the public outlined the difficulties in getting the VALP and Neighbourhood Plan and explained a public meeting would help explain the significant changes to planning policy that are impacting on the area.

### 7. REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

**PC26/011** Cllr Strachan – Outlined some issues that are being investigated relating to Coombe Lodge and reviewing procedures

## **8. CLERKS REPORT AND CORRESPONDANCE**

**PC26/012** The Clerk's report was noted

## **9. FINANCE AND PAYMENTS**

### **a) Payments to consider**

**PC26/013** The payments to consider, totalling £27,231.84 were considered and questions answered. The payments were **RESOLVED** and would be signed electronically by Councillors Gallagher and Worth

### **b) Year end commentary and latest financial reports**

**PC26/014** The financial reports were noted.

### **c) Acquisition and disposal of assets**

**PC26/015** The assets and disposals were noted and questions answered, it was **RESOLVED** to approve the disposals.

### **d) Review of annual subscriptions**

**PC26/016** The subscriptions were noted and it was **RESOLVED** to approve the subscriptions for the financial year 2026/27.

### **e) Direct Debits**

**PC26/017** The direct debits and regular payments were considered and it was **RESOLVED** to accept the current bank payments.

### **f) Bank Signatories**

**PC26/018** The current bank signatories were noted and it was **RESOLVED** to continue with the current signatures.

### **g) Year end audit**

**PC26/019** The process was noted.

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

### **a) HS2 Mitigation Action Group**

**PC26/020** The report was noted.

### **b) Other Groups**

**PC26/021** The report was noted.

## **11. REPORTS FROM COMMITTEES**

### **a) PLANNING COMMITTEE**

#### **i) Minutes**

**PC26/022** The minutes of the Planning committee meeting on 21<sup>st</sup> April 2026 were noted.

#### **ii) Application by Rectory Homes for outline planning permission for land off Halton Ln**

**PC26/023** The application as set out was noted

**PC26/024** It was **RESOLVED** to object to the development

**PC26/025** It was **RESOLVED** to set out our issues with the planning portal faced by the Parish Council and others wishing to make comments to Buckinghamshire Council.

**PC26/026** It was **RESOLVED** to authorise the office to compile a response to the development based on the response set out in the paper.

**PC26/027** It was **RESOLVED** to request Buckinghamshire Council look at this application in committee.

**PC26/028** It was **RESOLVED** to authorise the office to continue liaising with the residents working group.

## **b) AMENITIES COMMITTEE**

### **i) Minutes**

**PC26/029** The minutes of the Amenities committee meeting on 21<sup>st</sup> April 2026 were noted.

### **ii) Tree Works**

**PC26/030** It was **RESOLVED** to waive the regulations requiring three quotes due to the urgent Health and Safety need for these works

**PC26/031** It was **RESOLVED** to award the works on the trees totalling £9,250 (Ex VAT) to the contractor as set out in the paper to come from 4417 Tree works and 4416 Pond Works. It was noted that the finance committee would need to undertake a budget review meeting in May because of the changes since setting the budget

### **iii) Floral displays**

**PC26/032** It was **RESOLVED** to accept the quote and awards the works for the floral display summer and winter 2026. Totalling £5778 (ex VAT) and coming from budget line 4112.

### **iv) Purchase of Grillo**

**PC26/033** It was **RESOLVED** to amend the proposal so that we purchase a new Grillo

**PC26/034** The proposal as amended was voted on and it was **RESOLVED** to make the new purchase from the quote for £9995.

## **12. REPORTS FROM WORKING GROUPS**

### **a) Transport Working Group**

**PC26/035** The report was noted.

### **b) Open Spaces Working Group**

**PC26/036** A meeting was held to discuss the role and personnel of the group.

### **c) Sustainability and Biodiversity Group**

**PC26/037** The report was noted.

### **d) Strategic Planning Steering Group**

**PC26/038** Noted this is a quarterly forum.

### **e) Engagement Strategy**

**PC26/039** The report was noted

## **13. COMMITTEES AND WORKING GROUPS**

### **a) Scheme of delegation**

**PC26/040** The scheme of delegation was considered, and it was **RESOLVED** to accept the scheme.

**b) Amenities Committee**

**PC26/041** The terms of reference were considered, and it was **RESOLVED** to accept those terms.

**PC26/042** The following Councillors were **RESOLVED** as members of the committee: Atwell, Ballantine, Mackinlay, Standen, Thornton, Washington and Worth. It was NOTED that as Chair Cllr Gallagher and Vice Chair would be discussed later

**c) Complaints Committee**

**PC26/043** The terms of reference were considered, and it was **RESOLVED** to accept those terms.

**PC26/044** The following Councillors were **RESOLVED** as members of the committee: Ballantine and Washington. It was NOTED that as Vice Chair Cllr O'Donnell is ex-officio member of this committee

**d) Finance Committee**

**PC26/045** The terms of reference with amendment set out in the paper were considered and it was **RESOLVED** to accept those terms.

**PC26/046** The following Councillors were **RESOLVED** as members of the committee: Atwell, Coupland, Mackinlay, Tipper, Washington and Worth. It was NOTED that as Chair Cllr Gallagher and Vice Chair Cllr O'Donnell are ex-officio members of this committee

**e) Planning Committee**

**PC26/047** The terms of reference were considered, and it was **RESOLVED** to accept those terms.

**PC26/048** The following Councillors were **RESOLVED** as members of the committee: Ballantine, O'Donnell, Standen, and Worth. It was NOTED that as Chair Cllr Gallagher and Vice Chair Cllr Tipper are ex-officio members of this committee

**f) Staffing Committee**

**PC26/049** The terms of reference were considered, and it was **RESOLVED** to accept those terms.

**PC26/050** The following Councillors were **RESOLVED** as members of the committee: Ballantine, Thornton, O'Donnell and Washington. It was NOTED that as Chair Cllr Gallagher and Vice Chair Tipper are ex-officio members of this committee

**g) Strategic Working Group**

**PC26/051** The terms of reference were considered, It was **RESOLVED** to amend the terms of reference and bring them back to the next meeting.

**PC26/052** The following Councillors were **RESOLVED** as members of the working group: Atwell, Mackinlay and Worth. It was NOTED that as Chair Cllr Gallagher and Vice Chair Cllr O'Donnell are ex-officio members of this working group

**h) Transport Working Group**

**PC26/053** The terms of reference were considered, it was **RESOLVED** to amend the terms of reference and bring them back to the next meeting.

**PC26/054** The following Councillors were **RESOLVED** as members of the working group: Gallagher,, Tipper and Washington

**i) Biodiversity and Sustainability Working Group**

**PC26/055** The terms of reference were considered, and it was **RESOLVED** to accept those terms.

**PC26/056** The following Councillors were **RESOLVED** as members of the working group: Coupland, Standen, Tipper and Worth

**j) Events Working Group**

**PC26/057** The terms of reference were considered, and it was **RESOLVED** to accept those terms.

**PC26/058** The following Councillors were **RESOLVED** as members of the working group: Ballantine, Coupland, Gallagher, Washington and Worth

**k) Open Space Working Group**

**PC26/059** The terms of reference were considered; it was **RESOLVED** to amend the terms of reference and bring changes back to the next meeting.

**PC26/060** The following Councillors were **RESOLVED** as members of the working group: Gallagher, Standen, Washington, Worth

**14. EXTERNAL BODIES**

**a) Representation to external groups**

**PC26/061** It was NOTED that the engagement strategy is looking to make this representation wider than set out in the paper. It was **RESOLVED** to appoint the following representatives to external groups:

- RAF Halton Stakeholders – Cllr Worth
- Buckinghamshire Council Community Board (Wendover and Villages) – Cllr Tipper/Atwell
- BMKLAC Parish Liaison Meetings – Noted that this will be formalised as being the Chair/Vice Chair
- Climate Action Wendover – Cllr Tipper
- HS2 Liaison (to include liaison with Wendover HS2 Mitigation Action Group) – Cllr Atwell
- Lionel Abel Smith Trust - see note below
- Wendover Action Group (Community Car) – Cllr Tipper
- Wendover Business Group – Cllr Gallagher, Coupland
- Wendover Canal Trust – Cllr Thornton
- Wendover Churchyard Care Committee – Cllr Washington and Ballantine
- Wendover Community Library Management Committee – Cllr Worth and Tipper
- Wendover Memorial Hall – Cllr Worth and Ballantine
- Wendover Youth Centre – Cllr Ballantine and Gallagher

**PC26/062** It was NOTED that the arrangement with the Lionel Abel Smith Trust had changed and they would come back to the Parish Council with a proposed representation.

**b) Legal agreements with other bodies**

**PC26/063** The list of legal agreements was reviewed and formally NOTED.

**PC26/064** The Legal agreements with Shed...

**PC26/065** The streetlight contract was discussed and It was **RESOLVED** to adopt the contract. The supplier is to review and sign and the Clerk to sign for the council as proper officer.

**15. GENERAL GOVERNANCE**

**a) Standing orders**

**PC26/066** The standing orders were considered, it was noted there were no recommended updates, and it was **RESOLVED** to approve the standing orders.

**b) Financial Regulations**

**PC26/067** The financial regulations were considered, it was noted there were no recommended updates, and it was **RESOLVED** to approve the financial regulations.

**c) Investments and deposits policy**

**PC26/068** The policy was considered, it was noted there were no recommended updates and it was **RESOLVED** to approve the policy.

**d) Insurance cover**

**PC26/069** The insurance cover was considered, it was noted there were no significant changes on previous years and it was **RESOLVED** to approve the insurance cover.

**e) Complaints Procedure**

**PC26/070** The complaints procedure was considered, it was noted there were no recommended updates and it was **RESOLVED** to approve the procedure.

**f) Freedom of Information and data protection policies**

**PC26/071** The policies were considered, it was noted that the data audit and DPIAs were included with the policies so they would automatically be reviewed annually. Other than these additional documents there were no updates to the policies and it was **RESOLVED** to approve the policies.

**g) Accessibility review of the website**

**PC26/072** The annual review of our website was noted with regards to WGA 2.2 AA standards, it was noted that the website had been updated since the first review and this was an internal office process that is now being publicly reported. It was **RESOLVED** to approve the annual review.

**h) General Power of Competence and s137 expenditure**

**PC26/073** The update was considered, it was noted that our S137 expenditure limit for 2026/27 was £68,881.

**i) Ordinary Meetings of Council**

**PC26/074** The proposed ordinary meetings of Council were noted and **RESOLVED** to be approved.

**16. OTHER ITEMS**

**a) Policy changes**

**PC26/075** The new policy format was discussed

**PC26/076** It was **RESOLVED** to reformat the policies

**PC26/077** It was **RESOLVED** to renew all existing policies until the policy manuals are brought back for review

**PC26/078** It was **RESOLVED** that legal changes will supersede any existing policies in the HR policy pack

**17. DATES OF FUTURE MEETINGS**

**PC26/079** The next Parish Council meeting will sit at 7.40 pm on Tuesday 2<sup>nd</sup> June at Wendover Community Library. All agenda items and papers to be with the clerk by Fri 22<sup>nd</sup> May due to the bank holiday.

**18. CLOSURE OF MEETING**

**PC26/080** With all business having been transacted, the meeting was closed at 8:25pm

Signed by *Clive Gallagher*  
Chair to the Parish Council

Date: 2<sup>nd</sup> June 2026



<b>PAYMENTS TO CONSIDER</b>		<b>May</b>	<b>Parish Council 5th May 2026</b>
PC5-5-26			
<b>BACS</b>			
<b>Date</b>	<b>To</b>	<b>Amount</b>	<b>Payment for</b>
06/05/2026	Mr Ian McGuire	£40.00	Allotment deposit return
06/05/2026	Gladson UK Limited	£1,450.92	2 * Bin Liners
06/05/2026	Adams	£691.26	Isuzu 12,000 mile Service
06/05/2026	Sharp Fencing Ltd	£485.00	Repair Play Park Gate
06/05/2026	Bucks and MK ass of Local Coun	£1,413.84	BMKALC & NALC Subs 2026
06/05/2026	Numbers Ltd	£72.00	Payroll services
06/05/2026	Halton Air Cadets	£1,000.00	Grant - New Gazebo
06/05/2026	Marley Design	£1,207.50	Web and Communications Support
06/05/2026	rCOH Ltd t/a ONH - Planning fo	£1,800.00	Local Plan - planning issues and responseq
06/05/2026	Val Mayland	£120.00	Office Clean Apr (new rate)
29/05/2026	Salaries	£10,312.53	May Salaries
29/05/2026	HMRC	£3,881.58	Payroll tax and NI - May
<b>TOTAL BACS AMOUNT</b>		<b>£22,474.63</b>	
<b>CARD</b>			
<b>Date</b>	<b>To</b>	<b>Amount</b>	<b>Payment for</b>
24/04/2026	Oakleaf Farm Ltd - TA Country S	£330.18	Top Soil
21/04/2026	Ash Co	£12.49	Ant Trap and Ant Powder
21/04/2026	Sweeneys Wendover	£6.00	Office supplies - coffee
15/04/2026	Gov.uk	£7.00	Land and property Search
28/04/2026	Work&Safety	£139.94	Safety Boots
28/04/2026	Sweeneys Wendover	£7.89	Office supplies - coffee/ toilet roll
01/05/2026	Hildreths	£73.49	Lawn seed
<b>TOTAL CARD AMOUNT</b>		<b>£576.99</b>	
<b>DD/SO</b>			
<b>Date</b>	<b>To</b>	<b>Amount</b>	<b>Payment for</b>
01/06/2026	The Chiltern Society	£30.00	Membership Renewal
20/04/2026	Radius UK Fuels	£87.85	Fuel Card
27/04/2026	Radius UK Fuels	£83.93	Fuel Card
22/04/2026	Castle Water Limited	£30.19	Water Charges - Clock tower
04/05/2026	Castle Water Limited	£3.14	Water Charges - Site Safe
23/04/2026	Drax	£1,871.88	Streetlight electricity - Mar 26
05/05/2026	Buckinghamshire council	£94.00	Market Rates - May 2026
01/05/2026	Sidleys	£135.00	Garage rental - May 26
04/05/2026	Radius UK Fuels	£188.84	Fuel Card
24/04/2026	Lebara Mobile	£5.00	Estates mobile plan
26/04/2026	Adobe	£19.97	Adobe Acrobat plan
15/05/2026	British Gas	£27.60	Manor Waste Elec - Apr
15/05/2026	British Gas	£230.74	Clock Tower elec - Apr
15/05/2026	British Gas	£38.87	Site Safe Elec - Apr
28/04/2026	Radius Connect	£156.17	Phone and Broadband - Apr
29/05/2026	Smart Pensions	£1,177.04	Pension Contributions - May
<b>TOTAL DD &amp; SO</b>		<b>£4,180.22</b>	
<b>TOTAL PAYMENTS</b>		<b>£27,231.84</b>	<b>SIGNED BY COUNCILLORS:</b>