







## WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,  
Aylesbury, Buckinghamshire HP22 6DU  
Tel: 01296 623056 Email: [clerk@wendover-pc.gov.uk](mailto:clerk@wendover-pc.gov.uk)

### COUNCIL VISION AND MISSION

Wendover is a thriving market town in which people want to live trade and visit

 <b>Develop Community</b>	 <b>Enhance Environment</b>	 <b>Promote Prosperity</b>	 <b>Functioning Council</b>
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## PARISH COUNCIL MEETING AGENDA

Tuesday 1<sup>st</sup> April 2025 at 7:30pm

St Anne's Hall, Aylesbury Road, Wendover, HP22 6JG






**Committee Membership:** Councillors Ballantine, Gallagher, Goodall, O'Donnell, Porter, Standen, Thornton, Wales, Walker, Washington, Campbell, Tipper and Worth

### To all Committee Members:

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW.

**MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.**

### AGENDA

- 1) **APOLOGIES FOR ABSENCE**   
To consider any apologies for absence received:
- 2) **DECLARATIONS OF INTEREST**   
In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct Councillors with declare their interest in relation to this meeting.
- 3) **[MINUTES](#) – page 4**   
Consideration of approval of minutes of the meeting on 4<sup>th</sup> February 2025.
- 4) **CHAIR'S ANNOUNCEMENTS** 
- 5) **PUBLIC PARTICIPATION - A maximum of 3 minutes per speaker will be allowed.**   
The Council is committed to community engagement and warmly invites members of the public to contribute. Members of the public should note that the Council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response later. Members of the public are asked to respect the fact that this is a meeting to conduct Council business and interruptions during the remainder of the meeting are not permitted.

- 6) **REPORTS FROM BUCKINGHAMSHIRE COUNCIL COUNCILLORS** ●
- 7) **CLERKS REPORT & CORRESPONDENCE** – *page 10* ●
- 8) **FINANCE AND PAYMENTS** – *page 13* ●
- a) To consider the list of payments and sign cheques (these will be sent on the day of the meeting to cover as many payments as possible)
  - b) To receive the latest [I&E reports](#), [Balance Sheet](#) and [EMR reports](#) - *pages 14, 19 and 20*
  - c) To receive the latest [Flagstone](#) statement– *page 21*
  - d) To note that the latest financial reports are as accurate up to 24/3 have all the main financial information for the full year, serving as an end of year forecast
- 9) **REPORTS FROM MEETINGS WITH OUTSIDE BODIES** ●
- a) [HS2 Mitigation Action Group](#) – *page 22*
  - b) **Other Groups**
- 10) **REPORTS FROM COMMITTEES**
- a) **AMENITIES COMMITTEE** ●
    - i) To note the draft [minutes](#) of the meeting on 18<sup>th</sup> March 2025 – *page 23*
    - ii) [To consider the purchase of a new council vehicle](#) – *page 25*
    - iii) [To consider the purchase of replacement play park equipment](#) - *page 30*
  - b) **PLANNING COMMITTEE** ● ● ●
    - i) To note the draft [minutes](#) of the meeting on 18<sup>th</sup> February 2025 – *page 35*
- 11) **REPORTS FROM WORKING GROUPS**
- a) **Transport Working Group** ●
    - i) To receive an update from the working group
  - b) **Open Spaces Working Group** ●
 

To receive an update from the working group.
  - c) **Sustainability and Biodiversity Group** ●
 

To receive an update from the working group.
  - d) **Strategic Planning Steering Group** ●
 

To receive an update from the working group.
- 12) **OTHER ITEMS**
- a) [CLAW Landowner agreement](#)– *page 38* ● ●
 

To receive an update on CLAW activities, consider signing the landowner agreement for CLAW to receive Chiltern Society funding and consider a grant request for a sign that informs visitors about what is on the site.
  - b) [VE Day Anniversary Beacon and event](#)– *page 50* ●
 

To consider the purchase and installation of a beacon and budget for a VE day event

- c) [Changes to standing orders in line with Financial Regulations](#)– **page 55** ●  
To consider a change to the standing orders to ensure that they follow the latest NALC template financial regulations
- d) [Work Experience](#)– **page 57** ● ●  
To consider policies that will allow us to offer work experience placements when suitable
- e) [Witchell Lease](#)– **page 62** ● ● ●  
To consider approving the new Witchell Lease to be signed by the Cricket Club
- f) [Devolved Services](#)– **page 65** ● ● ●  
To consider approving the new Devolved Services agreement and extend the agreement to four years.
- g) [Meeting dates](#)– **page 69** ●  
To consider amending the meeting times in lines with the free parking at the Library

**13) CONFIDENTIAL ITEM** ●

The Public Bodies (Admission to Meetings) Act 1960 makes provision for excluding the public by resolution when confidential business is being considered or there are other special reasons and publicity would be prejudicial to the public interest. This staffing meeting deals with sensitive personal information and confidential staffing matters as a part of the discussion on the agenda items.

- a) **To consider moving the meeting into confidential session.**
- b) **To consider staffing progression**

**14) NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS**

The next Parish Council meeting 7.30pm on Tuesday 6<sup>th</sup> May 2025 at St Annes Hall.

**15) CLOSURE OF MEETING**

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 27/02/2025

# WENDOVER PARISH COUNCIL

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## Minutes of the Parish Council Meeting 4<sup>th</sup> March 2025 at 7:30pm St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

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**Present:** Councillors Ballantine, Gallagher, O'Donnell, Porter, Thornton, Tipper, Wales, and Worth

**Clerk:** Andy Smith

**Members of Public:** 12

### APOLOGIES FOR ABSENCE

**PC24/397** Apologies were received from Cllrs Goodall, Campbell, Walker, Washington and were **APPROVED**

### DECLARATIONS OF INTEREST

**PC24/398** None

### MINUTES

**PC24/399** The minutes of the Parish Council of 4<sup>th</sup> February 2025 were **RESOLVED** as a true record to be signed by the Chair of the meeting.

### CHAIRS ANNOUNCEMENTS

**PC24/400** The Chair outlined that the item

### PUBLIC PARTICIPATION

**PC24/401** A member of the public outlined that Wendover HS2 have produced a short statement which is available via their website, which gives guidance on the planning application. They highlighted the additional 80 movements a day of vehicles other than the HGVs and the disproportionate local impact given the scale of works to be completed. Everybody is urged to make their own representations through the Bucks Council website and that the Consultation closes on the 25<sup>th</sup> March. It may also be worth making public representation at the Strategic Sites Committee

**PC24/402** A member of the public highlighted the issues for people with disabilities. There are many wheelchair or mobility scooter users who have to use Dobbins Lane. The state of the paths on Dobbins Lane mean that it is difficult to navigate the path, so many people have to use the road for reasonable access. This poses significant additional risk. It was further highlighted that the venue for the consultation event by HS2 did not have reasonable Disability access.

**PC24/403** A member of the public highlighted that the process has been an issue. The member of the public felt that the Parish Council has done what it can about the issue faced with a difficult challenge and that the power lies now with Buckinghamshire Council. It was felt that the HGV movements were incredibly concerning the Parish. This member of the public felt that a public meeting with all stakeholders should have been organised and that planning applications with such a large local impact should always have this sort of scrutiny.

**PC24/404** A member of the public asked if the Buckinghamshire Councillors could update the meeting as to what they have been doing about this application in the build up to the planning being made.

**PC24/405**

**PC24/406** It was noted, because of elections, what we do not know who will be on the Buckinghamshire Council Planning Committee and it was unlikely to come to committee before the election.

### REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

**PC24/407** Cllr Newcombe explained the legal position held by Buckinghamshire Council in the processing of planning applications. The Council cannot take a position before the application is made. HS2

are under the same obligation as any other planning applicant. It was also highlighted that a public meeting, with Bucks Council present, to discuss a planning application before the application is submitted could lead to a judicial review about how the planning application was dealt with. It is only when the application has been validated that the process of consultation on the application can begin. Members of the public can make their positions known and the Buckinghamshire Councillors can also take a view on the application. All three of the Councillors for Wendover have called in the planning application. As all three have called it in it will be a decision made in a public committee. It is important that everyone puts their view so the planners can see a range of different perspectives. The committee will decide whether planning permission is granted and being able to call on a range of viewpoints is helpful in the decision-making process. It is worth noting that planning has strict laws as to what criteria can be used when deciding a planning application. The factors that can be considered are known as material planning considerations and a planning application can only be judged on these material considerations. It is felt unlikely that this will be heard before the local government elections on the 1<sup>st</sup> May. It is also worth noting that the application to be decided is doing the works via Dobbins Lane, you cannot grant planning permission but tell the applicant to go away and consider another route.

Any new route would either require a substantial amendment to the planning application before it is placed before the planning committee (amendments are common between submission and consideration by the committee) or a completely new application. It is entirely correct for the public, parish council etc to advocate for a different route but on the day of the Planning Committee Meeting the members have to decide on the application before them

#### **CLERKS REPORT AND CORRESPONDANCE**

**PC24/408** The report was noted.

#### **FINANCE AND PAYMENTS**

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

**PC24/409** The payments to consider totalling £26,798.49 were discussed and questions were answered on the transactions. It was **RESOLVED** to approve the payments.

**PC24/410** The £8000 grant to the Library for refurbishment was included in these payments and it was **RESOLVED** to make this payment based on previous approval for the grant.

##### **b) Latest financial reports**

**PC24/411** The financial reports were discussed and formally noted.

##### **c) Flagstone Statement**

**PC24/412** The statements from the Flagstone accounts were discussed. The statements were formally noted.

##### **d) End of year forecast**

**PC24/413** The end of year forecast was formally noted and it was felt we were in a good position financially.

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

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

**PC24/414** The report was noted

##### **b) Wendover Community Board**

**PC24/415** It was noted that the Community Board areas are merging, and the budget is halving.

##### **c) Other groups**

**PC24/416 Business network** – is growing in numbers, the group are compiling issues that will improve the businesses in Wendover. There may be opportunity to sponsor membership of the Chilterns Neuro Centre and that a proposal for Parish Council will be worked up.

## REPORTS FROM COMMITTEES

### a) FINANCE COMMITTEE

#### i) Minutes of the Planning Committee

**PC24/417** The draft minutes of the meeting on 5th November 2024 were noted.

#### ii) Standing Grants

**PC24/418 Wendover Youth Centre** – it was felt that the Parish Council would like to reset the relationship and have two parish Councillors on the board may help that process

**PC24/419** It was **RESOLVED** to approve the grant of £7000 under the power of the Local Government (Misc Provisions) Act 1976 s19 to come from nominal code 4586

**PC24/420 St Mary's Church** – it was noted that the direction of travel is to incorporate a lot of the works they require into our estates and grounds team responsibilities. However, there are many factors at play, and we would like to start by working alongside the Churchyard to undertake any works they require support on, without any conditions on the grant. We will review this process annually.

**PC24/421** It was **RESOLVED** to approve the grant of £7500 under the power of the Local Government Act 1972, s.214(6) to come from nominal code 4585

### b) PLANNING COMMITTEE

#### i) Minutes of the Planning Committee

**PC24/422** The draft minutes of the meeting on 21st January 2025 were noted.

#### ii) Planning application spring chamber

**PC24/423** After detailed consideration of the application it was **RESOLVED** that Wendover Parish Council will object to this planning application

**PC24/424** It was noted that Parish Council need to agree their response on the planning portal. It was also agreed to focus our response on the main considerations:

- Parish Council did not feel that alternative access arrangements or consideration had been made of other routes to the works site. Whilst HGV traffic has been reduced, the 2380 additional non-HGV traffic movements associated with the build are significant and have not been discussed in any briefings prior to the planning application being submitted.
- It was felt that HS2 was negligent in not considering a traffic management plan at the earliest opportunity
- We have not contemplated the issues facing disabled users and the additional risks of harm because of this planning application.

**PC24/425** It was **RESOLVED** that as we were objecting our response would not suggest any conditions that could be placed on the planning application to make it satisfactory.

**PC24/426** It was **RESOLVED** to compile a response for the planning portal outside of the meeting, to be approved at the 18<sup>th</sup> March Planning Committee.

**PC24/427** The following notes were made to support the response:

- There was no trust in the briefings, negotiations and process that HS2 had followed in this application.
- The HS2 approach adopted was contrary to NPPF (9) of the planning guidelines that traffic movements be considered as soon as possible in any planning application.

- The petition raised by residents should be seen by the Buckinghamshire Council planning committee
- Residents could forward their objections to the Parish Council so they could be considered for inclusion in the Parish Council planning response.
- The application highlights that a track will have to be constructed for access but there is no detail of where vehicles are going to park or turn around before the track is built. Further there is no mention of parking or a turning circle on site

#### **REPORTS FROM WORKING GROUPS**

**a) Transport Working Group**

**PC24/428** A brief report had been circulated in advance of the meeting and this was noted.

**b) Open Spaces Working Group**

**PC24/429** The Group are meeting next week and will report to the next Council.

**c) Sustainability and Biodiversity Group**

**PC24/430** No report.

**d) Strategic Planning Steering Group**

**PC24/431** There will be a March meeting to progress works

#### **OTHER ITEMS**

**a) Internal Audit**

**PC24/432** It was noted and **RESOLVED** to accept the internal audit report.

**b) Community Climate Workshop**

**PC24/433** It was noted that as funding had not been secured that this workshop will no longer be running as planned in March. Councillors will be updated as to progress.

**CONFIDENTIAL ITEM**

**a) To consider moving the meeting into confidential session**

**PC24/434** It was **RESOLVED** to move the meeting into confidential session

**b) To consider staffing arrangements for the office**

**PC24/435** The paper was discussed and **RESOLVED** to establish the office support role on an initial 12 month fixed term basis

**PC24/436** It was **RESOLVED** to authorise the Clerk and Chair of Staffing to advertise, recruit and appoint the new role on the appropriate level on the salary scale based on skills and experience.

**DATES OF FUTURE MEETINGS**

**PC24/437** The next Parish Council meeting 7.30pm on Tuesday 1st April 2025 at St Annes Hall. Items for the agenda are due into the office by 9am on Mon 24th March.

**CLOSURE OF MEETING**

**PC24/438** As all business was transacted the meeting was closed at 8:51 pm

Signed by  
Chair to the Parish Council

Date:



PAYMENTS TO CONSIDER		Mar	Parish Council 4/3/25
<b>BACS</b>			
Date	To	Amount	Payment for
06/03/2025	PawPrint	£140.40	Printer/Copier Costs
06/03/2025	Val Mayland	£60.00	Cleaning
06/03/2025	Marley Design	£362.50	Web and communications
06/03/2025	Numbers	£72.00	Payroll Services
06/03/2025	St Annes Hall Hire	£60.00	Hire of hall for meetings
31/03/2025	Salaries	£7,538.99	Monthly Salaries Bill
31/03/2025	HMRC	£2,860.39	Payroll Tax and NI
06/03/2025	IAC Audit and Consultancy	£474.00	Interim Internal Audit 28/1/25
06/03/2025	Windowflowers	£270.00	Manor waste tree maintenance
06/03/2025	Chesham Fencing	£384.36	Timbers and screws for post and rail fence replacement, o
06/03/2025	Bowls Club	£250.00	Venue Hire - quiz
06/03/2025	Sparkx	£1,927.20	s/l repair 387,45,131,377,103,106,236
06/03/2025	Sparkx	£348.60	s/l repair 297, 134a
		£0.00	
<b>TOTAL BACS AMOUNT</b>		<b>£14,748.44</b>	
<b>CARD</b>			
Date	To	Amount	Payment for
26/02/2025	Adobe	£19.97	Acrobat Pro plan - Mar
12/02/2025	Lebara Mobile	£5.00	Office mobile plan - Mar
21/02/2025	Amazon - A&S Lighting	£18.71	Hammerite metal paint for benches
20/02/2025	Amazon - Fort Products	£13.99	Mouse/Rat bait traps
18/02/2025	Amazon - Mower Express	£27.70	Stihl Chain Oil
18/02/2025	Amazon - Absolute Supplies	£44.99	Stihl 2 stroke oil
05/01/2025	Amazon EU	£114.00	Business Prime membership
06/02/2025	Amazon Business	£449.10	Dehumidifier (site safe - black mould present)
10/02/2025	Amazon Business	£10.69	Green copier paper for the invoice slips
03/02/2025	Amazon Business	£33.68	A3 Acrylic holder for display in CT window
12/02/2025	Earth Anchors	£82.20	Bench replacement bolt down kits
10/02/2025	Chesham Fencing	£21.60	Postcrete - Hampden bin move
05/02/2025	Tuff Shop	£179.98	Craftsman trousers - estates staff
20/02/2025	Foot Logic Limited	£119.99	Steel toe work boots
03/02/2025	Sumup card fees	£3.36	Card fees for Feb
24/02/2025	Land Registry	£14.00	Land Registry Search for grant application SKP
20/02/2025	Sweeneys	£6.69	Office supplies
28/02/2025	Sweeneys	£7.78	Office supplies
27/02/2025	Wendover Motor Spares	£26.99	Battery Charger (flat battery on ride on mower)
26/02/2025	B&Q	£49.98	Saw and screws - bench repairs
25/02/2025	Land Registry	£14.00	Land Registry Search - field by Worlds End
04/03/2025	Amazon Business	£9.98	HDMI Cable
03/03/2025	Amazon Business	£19.94	Desk tidy/drawers
28/02/2025	Amazon Business	£16.42	Screwdriver bit set - professional with specialist bits
28/02/2025	Amazon Business	£20.64	Screwdriver bit set
26/02/2025	Amazon Business	£77.56	2x Monitor mounting set (after DSE review)
26/02/2025	Amazon Business	£8.90	Fountain pen cartridges
06/02/2025	Sweeneys	£11.54	Office supplies
<b>TOTAL Debit Card AMOUNT</b>		<b>£1,429.38</b>	
<b>DD/SO</b>			
Date	To	Amount	Payment for
01/03/2025	SIDLEYS CLIENT THE	£135.00	Sidleys garage rent
01/03/2025	LEX AUTOLEASE	£444.29	Hilux lease agreement
07/03/2025	SMART PENSION LTD	£26.40	SMART pension admin fee
31/03/2025	SMART PENSION LTD	£925.70	SMART pension contributions
17/03/2025	BG LITE	£45.50	Manor Waste Electricity
17/03/2025	BG LITE	£544.68	Clock Tower Electricity
17/03/2025	BG LITE	£59.13	Site Safe Electricity
02/04/2025	BUCKS COUNCIL RECE	£62.75	Waste Container emptying
20/02/2025	MICROSOFT	£76.44	Microsoft 365 Licenses
20/02/2025	CASTLE WATER LTD	£21.87	Clock Tower Water
20/02/2025	CASTLE WATER LTD	£9.57	Site Safe Water
17/03/2025	BT GROUP PLC	£71.62	Clock tower phone/broadbandBroadband charges not incl
06/03/2025	BUCKS COUNCIL RECE	£8,000.00	Wendover Community Library Grant
14/03/2025	RADIUS TELEMATICS	£14.40	Vehicle trackers
Feb-2025	RADIUS UK FUELS	£183.32	Fuelcard (weekly DD)24/02/25, 17/02/25,10/02/2025
		£0.00	
<b>TOTAL DD &amp; SO</b>		<b>£10,620.67</b>	
<b>TOTAL PAYMENTS</b>		<b>£26,798.49</b>	SIGNED BY COUNCILLORS:
<b>COUNCIL MINUTE NUMBER</b>			



## ITEM 7 – CLERKS REPORT AND CORRESPONDENCE

Apologies for brevity it is a busy time in the office!

### **New member of staff**

By far and away the biggest piece of work this month has been shortlisting (thanks to Phoebe and Stef), organisation of interviews and selecting our next Estates and Grounds person. We had over 120 applications and had a thorough interview process to find the right fit for our team and the job role. It was an enjoyable day meeting many different candidates and we are pleased that Lucas Durand will have started by the time of the Parish Council meeting. Lucas is currently working with a tree surgeon and has experience of gardening and horticulture. We welcome him to the team and hope he can help make Wendover a beautiful space to be in.

### **Disability access along Dobbins Lane**

After being made aware of some of the issues navigating the Dobbins Lane footpath we have asked Buckinghamshire Council to inspect and review the pathways along the lane. It is a Buckinghamshire Council responsibility, but it will be an expensive project that they may not have budget for. We will continue to pursue the issue on behalf of residents.

### **Hampden Pond**

There have been water samples taken from the water courses around the pond to try and identify the issues with the discolouration. Many thanks to the WHS2 group for trying to get to the bottom of this issue. The pond seems to be back to it's normal clear state and there has been no reports of issues with vegetation or wildlife. The cause has not been identified and HS2 regularly sample water in the area with no indicator of any causes. There were higher than expected oxygen saturation levels in some samples but no definitive outcome.

### **Clerks Forum**

I attended a clerks forum at Aston Clinton to discuss current issues. The two main discussions were on the forthcoming elections and dogs in parks (see below).

### **Dogs in parks**

We had a request from a member of the public to ban all dogs off lead and fine all dog owners who were allowing dogs to leave their mess. We are aware that we have numerous issues with dogs in our parks. We have found dog mess on and around children's play equipment and had reports of dogs off lead causing distress to other dogs and their owners. I am currently collecting information for Council to make a decision on what to do in the parks regarding dogs. Given the role of our open spaces I don't think it would be appropriate to ban dogs off leads but we do need to ensure owners are responsible. For this community pressure would be helpful. The Antisocial Behaviour. Police and Crime Act 2014 removed the powers of Parish Council to fine irresponsible dog owners, they now rest with Buckinghamshire Council. We are negotiating if we can employ a dog warden to patrol our spaces and issue on the spot fines or prosecute irresponsible dog owners.

### **Streetlight Electricity**

Our street light electricity provider has failed to bill us for the streetlights since November as they have been moving to newer meters. This was originally an unmetered supply. They initially produced



a bill for £18k for the outstanding bills This is 4 times the amount we expect to pay and so the bills are in dispute. Because of the length of time it is taking to resolve this will almost certainly end up with OfGEM and not be resolved by the financial year end.

### **Community Climate Action**

The workshop has been postponed as full funding has not yet been secured.

### **External Auditors**

We have had confirmation that PKF Littlejohn are our external auditors and the arrangements for this years audit.

### **Planning Applications**

Our response to the Planning Application for the HS2 Spring Chamber has been submitted. During this process we became aware of an issue in that planning comments are no longer shown to the public on planning applications. There was some speculation about the timing of this, however, there have been some legitimate GDPR issues cited. The statement from Buckinghamshire Council is as follows:

*From tomorrow (Tuesday 18 March) we are making changes to the planning comments/representations section of Buckinghamshire Council Website (Public Access).*

*Individual public comments will no longer be published on the website. This is because there have been instances of personal data and information being shared and we have a duty to protect the personal information of individuals under GDPR rules.*

*People will still be able to put forward their views on any planning application they are eligible to comment on – and these views will be fully considered when determining the application, as has always been the case.*

*Representations from statutory consultees such as Highways, Town and Parish Councils and the Environment Agency will continue to be published on the Council website through Public Access (subject to GDPR).*

### **Electoral Register**

The office has secured a full copy of the register as at 3<sup>rd</sup> March 2025 – which is the version used in determining the validity of proposers and seconders. If anyone would like to stand for Council and needs the voter number of their proposers then we can help with that.

### **Rats**

Our furry friends seem to have set up home around the rear of the Manor Waste and Dobbins Lane. We have had two calls about the issue into the office and whilst we have no authority to deal with pest control (that is Buckinghamshire Council) we are trying to forward the issues to the correct teams and talk to residents to try and resolve the issue.

### **Wendover News article on local democracy**

Wendover News are running a series of articles on local democracy and part 1 of this is out already in the latest addition. I was happy to help the author with information for the article. At some stage in the future I have been asked to write an article on the history of the Clock Tower. If anyone has any stories to share to help bring the “history “ to life I will be more than appreciative.



### **School Memorial Gates**

A location for the gates for discussion by Council has been identified and we have created a space to store them safely. Due to the size and weight of the gates we are awaiting our new Estates and Grounds team member to help safely move them.

### **SumUp**

Our terminal for card transactions is provided by SumUp. If you take more than £5k on the card then you become subject to additional checks covering Anti Money Laundering (AML) legislation and we have had to comply with those checks. At one stage it looked like we would have to pass a lot of personal information about the Councillors but thankfully the matter is now resolved, and our account is verified. This means we can continue to take card payments!

### **Call for sites**

As a part of the Buckinghamshire Council Local Plan they have issued another “call for sites” which is to help them identify land that would be suitable for development. We are looking into a response. At the moment there is very little land that would be acceptable for development but we are looking for a Parish Council response in which we would refer to our Neighbourhood Plan

### **Dog waste bin dangerous location**

A neighbouring parish received a call about one of our dog bins which they have identified as being in the wrong location on a road crossing point at Grenville Ave. We have not identified any risks with the location and this is the first we have heard about this bin location so we will monitor the situation before committing expenditure on a move.

### **Speed Watch Equipment enquiry**

A member of the public asked if we still held the speed camera and equipment for the community speedwatch. We confirmed that we still have the equipment and it is currently on loan to a neighbouring Parish. It was explained that we have not had any community speedwatch volunteers and that lack of resource from the community police team made the community speedwatch a challenging task.

### **Strategic Plan**

A member of the public asked if we had a strategic plan that they could view online. The framework seems to be missing from the website so will be restored, there needs to be more work to get a draft of a 3yr/10yr strategic plan approved by Council.



## **ITEM 8 – FINANCE REPORTS**

The accounts presented show the state as at 21/03/25 but do include salary costs which come out at the end of the month. This is a reasonable indication of the completed year end position.

There are no changes to the trajectory of the accounts since last month to note. We are looking to be heading for a slight underspend based on budget.



21/03/2025

**Wendover Parish Council Current Year**

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16:07

**Detailed Income & Expenditure by Budget Heading 19/03/2025**

Month No: 12

**Cost Centre Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Amenities Income</b>								
1000 Allotment Rent	30	1,291	1,630	339			79.2%	
1005 Charter Fair	0	110	220	110			50.0%	
1010 Cricket Club Lease	0	225	300	75			75.0%	
1021 Markets - Local Produce	123	1,365	1,500	135			91.0%	
1022 Markets - Weekly Market	888	10,660	10,660	0			100.0%	
1030 Other Rental (Ashbrook)	0	2,219	2,045	(174)			108.5%	
1035 BCC Devolved Footpaths Income	0	19,198	10,158	(9,040)			189.0%	
1214 Christmas Trees	0	1,518	2,000	482			75.9%	
1260 Xmas event income	0	1,651	500	(1,151)			330.2%	
1261 Rifle Club Lease	0	0	100	100			0.0%	
1262 Fundraising income	0	2,011	0	(2,011)			0.0%	1,783
1263 Event income (stalls etc)	0	388	0	(388)			0.0%	
<b>Amenities Income :- Income</b>	<b>1,041</b>	<b>40,636</b>	<b>29,113</b>	<b>(11,523)</b>			<b>139.6%</b>	<b>1,783</b>
<b>Net Income</b>	<b>1,041</b>	<b>40,636</b>	<b>29,113</b>	<b>(11,523)</b>				
6001 less Transfer to EMR	0	1,783	0	(1,783)				
<b>Movement to/(from) Gen Reserve</b>	<b>1,041</b>	<b>38,853</b>	<b>29,113</b>	<b>(9,740)</b>				
<b>125 Events Expenditure</b>								
4100 Annual Parish Meeting excl refs	0	257	500	243		243	51.3%	
4105 Christmas Decorations	0	4,898	6,500	1,602		1,602	75.4%	
4109 Promo Materials	0	508	750	242		242	67.7%	
4110 Entertainment & Events	0	3,887	5,000	1,113		1,113	77.7%	
4111 RAF/Remembrance Parade	0	394	500	106		106	78.8%	
4112 Floral Display	225	8,504	8,885	381		381	95.7%	
4113 HS2 Public Meeting	0	254	0	(254)		(254)	0.0%	
4122 Markets - Local Produce	118	436	500	64		64	87.3%	
4124 Markets - Business Rates	0	898	990	92		92	90.7%	
4125 Markets - Water	0	2	50	48		48	3.6%	
4126 Markets - Electric	43	380	380	(0)		(0)	100.1%	
4130 Quiz	250	367	400	33		33	91.8%	
4132 Christmas Celebration Event	0	2,039	2,500	461		461	81.6%	
<b>Events Expenditure :- Indirect Expenditure</b>	<b>636</b>	<b>22,824</b>	<b>26,955</b>	<b>4,131</b>	<b>0</b>	<b>4,131</b>	<b>84.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(636)</b>	<b>(22,824)</b>	<b>(26,955)</b>	<b>(4,131)</b>				
<b>130 Highways Expenditure</b>								
4200 Bus Shelters	0	1,012	500	(512)		(512)	202.3%	
4210 Refuse Bins	0	0	500	500		500	0.0%	

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Detailed Income & Expenditure by Budget Heading 19/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4211 Sever weather (salt etc	0	0	500	500		500	0.0%	
4215 Street Furniture - Purchase	0	36	1,000	964		964	3.6%	
<b>Highways Expenditure :- Indirect Expenditure</b>	<b>0</b>	<b>1,048</b>	<b>2,500</b>	<b>1,453</b>	<b>0</b>	<b>1,453</b>	<b>41.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,048)</b>	<b>(2,500)</b>	<b>(1,453)</b>				
<u>135 Street Lighting Expenditure</u>								
4300 Electricity	0	8,586	12,500	3,914		3,914	68.7%	
4305 Maintenance	1,897	20,147	10,000	(10,147)		(10,147)	201.5%	
4315 New Columns (not LEDs)	0	0	7,000	7,000		7,000	0.0%	
4320 Streetlighting Inspections	0	0	1,500	1,500		1,500	0.0%	
<b>Street Lighting Expenditure :- Indirect Expenditure</b>	<b>1,897</b>	<b>28,733</b>	<b>31,000</b>	<b>2,267</b>	<b>0</b>	<b>2,267</b>	<b>92.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,897)</b>	<b>(28,733)</b>	<b>(31,000)</b>	<b>(2,267)</b>				
<u>140 Recreation Expenditure</u>								
4400 Dog Bin Emptying	0	2,423	2,200	(223)		(223)	110.1%	
4405 Maintenance - Open spaces F&F	5,789	11,465	15,000	3,535		3,535	76.4%	
4406 Maintenance - footpaths	0	0	2,000	2,000		2,000	0.0%	
4410 Maintenance - Groundworks	109	6,152	5,000	(1,152)		(1,152)	123.0%	
4415 Maintenance - Inspections, etc	0	2,316	1,800	(516)		(516)	128.7%	
4416 Pond Works	0	0	1,500	1,500		1,500	0.0%	
4417 Tree Works	0	8,693	4,000	(4,693)		(4,693)	217.3%	
4421 Orchard Maintenance	0	1,090	750	(340)		(340)	145.3%	
4425 Capital Expenditure (asset pur	552	552	12,000	11,448		11,448	4.6%	
4426 Estates vehicle lease	12	4,403	4,440	37		37	99.2%	
4430 Mower Maintenance	1,246	3,117	2,000	(1,117)		(1,117)	155.9%	
4435 Play Equipment - Purchase	0	0	5,000	5,000		5,000	0.0%	
4440 Play Equip - Repairs & Maint	0	2,313	3,000	687		687	77.1%	
4450 Premises - Garage Rent	135	1,620	1,620	0		0	100.0%	
4455 Premises - SiteSafe Electrics	56	463	300	(163)		(163)	154.5%	
4465 Premises - SiteSafe Water, etc	0	104	300	196		196	34.8%	
4475 Misc - Fuel	127	3,591	3,200	(391)		(391)	112.2%	
4480 Misc - Materials & Tools	31	1,736	2,500	764		764	69.4%	
4481 Machinery/Tool Service Repair	0	384	2,500	2,116		2,116	15.4%	
4485 Misc - Protective Clothing	285	735	750	15		15	98.0%	
4490 Misc - Refuse Bins	0	1,548	1,200	(348)		(348)	129.0%	
4495 Misc - Sundries Recreation	0	42	500	458		458	8.4%	
4497 Defibrillators	0	187	500	313		313	37.4%	
<b>Recreation Expenditure :- Indirect Expenditure</b>	<b>8,342</b>	<b>52,934</b>	<b>72,060</b>	<b>19,126</b>	<b>0</b>	<b>19,126</b>	<b>73.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8,342)</b>	<b>(52,934)</b>	<b>(72,060)</b>	<b>(19,126)</b>				

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**Detailed Income & Expenditure by Budget Heading 19/03/2025**

Month No: 12

**Cost Centre Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>200 Finance &amp; General Income</b>								
1205	0	266	400	134			66.5%	
1210	0	13,319	3,500	(9,819)			380.6%	
1215	0	735	0	(735)			0.0%	
1250	0	388,445	388,445	0			100.0%	
1266	0	551	800	249			68.8%	
Finance & General Income :- Income	<b>0</b>	<b>403,316</b>	<b>393,145</b>	<b>(10,171)</b>			<b>102.6%</b>	<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>403,316</b>	<b>393,145</b>	<b>(10,171)</b>				
<b>220 Finance &amp; General Expenditure</b>								
4496	0	716	2,000	1,284		1,284	35.8%	
4550	250	5,337	7,500	2,163		2,163	71.2%	
4555	113	1,205	3,000	1,795		1,795	40.2%	
4560	0	151	600	449		449	25.2%	
4565	395	395	2,300	1,905		1,905	17.2%	
4570	0	554	2,000	1,446		1,446	27.7%	
4575	0	7,227	7,950	723		723	90.9%	
4580	0	720	800	80		80	90.0%	
4615	64	1,417	1,750	333		333	81.0%	
4620	117	1,451	1,500	49		49	96.7%	
4621	105	3,777	3,000	(777)		(777)	125.9%	
4625	0	514	1,000	486		486	51.4%	
4630	0	348	300	(48)		(48)	116.1%	
4640	0	0	100	100		100	0.0%	
4645	0	0	300	300		300	0.0%	
4650	519	3,087	2,800	(287)		(287)	110.3%	
4655	20	259	150	(109)		(109)	173.0%	
4660	60	2,669	1,750	(919)		(919)	152.5%	
4665	0	0	1,000	1,000		1,000	0.0%	
4670	0	505	1,000	495		495	50.5%	
4675	0	2,887	500	(2,387)		(2,387)	577.4%	
4685	0	1,419	2,250	831		831	63.1%	
4690	0	365	1,200	835		835	30.4%	
4691	0	0	100	100		100	0.0%	
4695	60	815	1,200	385		385	67.9%	
4700	27	357	500	143		143	71.4%	
4705	0	46	200	154		154	22.9%	
4707	17	1,409	3,000	1,591		1,591	47.0%	
Finance & General Expenditure :- Indirect Expenditure	<b>1,746</b>	<b>37,630</b>	<b>49,750</b>	<b>12,120</b>	<b>0</b>	<b>12,120</b>	<b>75.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,746)</b>	<b>(37,630)</b>	<b>(49,750)</b>	<b>(12,120)</b>				

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**Wendover Parish Council Current Year**

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**Detailed Income & Expenditure by Budget Heading 19/03/2025**

Month No: 12

**Cost Centre Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>230 Grants out - inc S137 exp</u>								
4585 Grant - Churchyard - not S137	0	7,500	7,000	(500)		(500)	107.1%	
4586 Grant - Youth Centre -not S137	0	7,500	7,000	(500)		(500)	107.1%	
4590 Grants Out - Major - S137	0	5,000	15,000	10,000		10,000	33.3%	
4591 Grants Out - Major - not S137	0	5,000	0	(5,000)		(5,000)	0.0%	
4611 Grants Out - Minor - S137	0	1,000	5,000	4,000		4,000	20.0%	
4613 Grants Out - Minor - not S137	0	1,000	0	(1,000)		(1,000)	0.0%	
Grants out - inc S137 exp :- Indirect Expenditure	<b>0</b>	<b>27,000</b>	<b>34,000</b>	<b>7,000</b>	<b>0</b>	<b>7,000</b>	<b>79.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(27,000)</b>	<b>(34,000)</b>	<b>(7,000)</b>				
<u>320 Staffing</u>								
4800 Staffing - Amenities - Wages	3,085	73,317	73,585	268		268	99.6%	
4801 Staffing - Amenities - NIC	321	6,959	6,795	(164)		(164)	102.4%	
4802 Staffing - Amenities-Pension	128	8,171	10,459	2,288		2,288	78.1%	
4810 Staffing - F&G - Wages	6,670	86,336	91,561	5,225		5,225	94.3%	
4811 Staffing - F&G - NIC	720	8,974	8,243	(731)		(731)	108.9%	
4812 Staffing - F&G - Pension	335	4,568	5,310	742		742	86.0%	
4816 Staffing F&G Student Loan	66	811	990	179		179	81.9%	
4845 Payroll Charges	60	720	750	30		30	96.0%	
4855 HR Consultancy Fees	70	2,262	3,500	1,238		1,238	64.6%	
4860 Training Staff & Cllrs	0	515	3,500	2,985		2,985	14.7%	
4861 Uniform	0	150	1,000	850		850	15.0%	
4862 Smart Pension Admin Fee	22	264	300	36		36	88.0%	
Staffing :- Indirect Expenditure	<b>11,477</b>	<b>193,048</b>	<b>205,993</b>	<b>12,945</b>	<b>0</b>	<b>12,945</b>	<b>93.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(11,477)</b>	<b>(193,048)</b>	<b>(205,993)</b>	<b>(12,945)</b>				
<u>980 Amenities EMR projects</u>								
9107 EMR - Library Extension	8,000	8,000	0	(8,000)		(8,000)	0.0%	8,000
9123 EMR - TWG Priorities	0	2,500	0	(2,500)		(2,500)	0.0%	2,500
9128 EMR - Climate Action	0	1,000	0	(1,000)		(1,000)	0.0%	1,000
Amenities EMR projects :- Indirect Expenditure	<b>8,000</b>	<b>11,500</b>	<b>0</b>	<b>(11,500)</b>	<b>0</b>	<b>(11,500)</b>		<b>11,500</b>
<b>Net Expenditure</b>	<b>(8,000)</b>	<b>(11,500)</b>	<b>0</b>	<b>11,500</b>				
6000 plus Transfer From EMR	8,000	11,500	0	(11,500)				
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				

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**Wendover Parish Council Current Year**

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**Detailed Income & Expenditure by Budget Heading 19/03/2025**

Month No: 12

**Cost Centre Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,041	443,952	422,258	(21,694)			105.1%	
Expenditure	32,098	374,715	422,258	47,543	0	47,543	88.7%	
<b>Net Income over Expenditure</b>	<b>(31,057)</b>	<b>69,237</b>	<b>0</b>	<b>(69,237)</b>				
plus Transfer From EMR	8,000	11,500	0	(11,500)				
less Transfer to EMR	0	1,783	0	(1,783)				
<b>Movement to/(from) Gen Reserve</b>	<b>(23,057)</b>	<b>78,954</b>	<b>0</b>	<b>(78,954)</b>				



21/03/2025

**Wendover Parish Council Current Year**

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**Detailed Balance Sheet - Excluding Stock Movement**

**Month 12 Date 21/03/2025**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	203
105	VAT Control A/c	4,083
200	Current Bank Account	22,522
202	Flagstone	315,665
	<b>Total Current Assets</b>	<b>342,472</b>
<u>Current Liabilities</u>		
515	Allotment Deposits	1,710
	<b>Total Current Liabilities</b>	<b>1,710</b>
	<b>Net Current Assets</b>	<b>340,763</b>
<b>Total Assets less Current Liabilities</b>		<b>340,763</b>
<u>Represented by :-</u>		
300	Current Year Fund	69,237
310	General Reserves	164,238
323	Playground Improvements EMR	2,235
336	Estates equipment replace EMR	240
338	Hampden Pond EMR	143
356	LGPS Cessation EMR	75,000
357	Skate Park EMR	18,855
359	TWG Priorities	7,068
364	Climate Action EMR	3,748
	<b>Total Equity</b>	<b>340,763</b>



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**Wendover Parish Council Current Year  
Earmarked Reserves**

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
323 Playground Improvements EMR	2,235.00		2,235.00
336 Estates equipment replace EMR	240.00		240.00
338 Hampden Pond EMR	-1,639.99	1,783.00	143.01
356 LGPS Cessation EMR	75,000.00		75,000.00
357 Skate Park EMR	18,854.50		18,854.50
358 Library Extension EMR	8,000.00	-8,000.00	0.00
359 TWG Priorities	9,567.50	-2,500.00	7,067.50
364 Climate Action EMR	4,748.12	-1,000.00	3,748.12
	<b><u>117,005.13</u></b>	<b><u>-9,717.00</u></b>	<b><u>107,288.13</u></b>

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Flagstone  
1st Floor, Clareville House  
26-27 Oxendon Street  
London, SW1Y 4EL

Wendover Parish Council  
Clock Tower  
High Street  
Wendover  
Wendover  
HP226DU  
United Kingdom

Client ref: WEND001C

### SAVINGS ACCOUNTS STATEMENT

Summary from 01 March 2025 to 24 March 2025

<b>£12,745.81</b> Holding account balance (as at 24 March 2025)	<b>£304,476.05</b> Savings accounts balance (as at 24 March 2025)	<b>£1,557.36</b> Total interest paid (from 01 March 2025 to 24 March 2025)	<b>£341.42</b> Total interest unpaid (from 01 March 2025 to 24 March 2025)
---	---	--	--

Bank name	Account type	Account status (as at 24 March 2025)	Unpaid interest (1)	Paid interest (2)	Savings accounts balance (as at 24 March 2025)
Sainsburys Bank	Fixed 6 months	Closed	£0.00	£745.81	<b>£0.00</b>
Sainsburys Bank	Fixed 6 months	Active	£80.65	£0.00	<b>£27,319.45</b>
HSBC	Instant access	Active	£0.00	£234.51	<b>£83,456.48</b>
Aldermore	Notice 95 days	Active	£6.48	£149.04	<b>£51,719.40</b>
Hampshire Trust Bank	Instant access	Active	£4.31	£105.05	<b>£40,079.79</b>
Arbuthnot Direct - Part of Arbuthnot Latham & Co Ltd	Instant access	Active	£128.63	£161.70	<b>£50,952.35</b>
UBL UK	Instant access	Active	£121.35	£161.25	<b>£50,948.58</b>

(1) Unpaid interest is indicative and may vary when it is credited to your account. We refer to unpaid interest as 'profit' for Sharia bank accounts.

(2) We refer to paid interest as 'profit' for Sharia bank accounts



## ITEM 9a – WENDOVER HS2 MAG

### HS2 Monthly Report, March '25

#### Works update

- Excavation has started on the 18m deep cutting through Ellesborough Road for the Wendover Green Tunnel.
- Surprisingly little community reaction to the six month closure of Rocky Lane for diversion to the new HS2 underbridge. Bucks Council have dismissed our concerns about consequent rat run traffic attempting to use Hale Lane.
- Tunnelling has started south from Bacombe Lane for the Grove Farm drainage culvert.

#### Dobbins Lane / South Street HGV Access

- Following submission of the planning application for the “Spring Chamber” north of Dobbins Lane (ref 25/00406/APP) we produced a briefing for the 4<sup>th</sup> March full Council meeting. The meeting endorsed the decision by the WPC Planning Committee to object to the proposal in line with Community concerns about the HGV traffic involved using Dobbins Lane and South Street; seeking detailed consideration of an alternative site access route from Nash Lee End/Kings Farm.
- When the documentation became available on the Planning Portal we briefed Councillors Gallagher, Newcombe Porter and Strachan about the details of the proposal including the revelation of the significantly large number of “non-HGV” vehicle trips also anticipated. This detail had been omitted from the EKFB/HS2 public meeting presentation on 19<sup>th</sup> February, despite having been lodged with Bucks Council at that time.
- WPC’s formal objection was reviewed at the Planning Committee meeting on 18<sup>th</sup> March for submission in the consultation period ending on 25<sup>th</sup> March.
- WHS2 responded to the application pointing out serious deficiencies in the transport management plan, including lack of any detail about how vehicles would be handled for the upgrade of the access track at Bridleways at the start of the project.
- The three Ward Councillors have all “called in” the proposal so it should be reviewed at a public BC Planning meeting but this is unlikely to take place before the elections on 1<sup>st</sup> May.

#### Public queries

Five public queries in the month, including questions about Spring Chamber responses and damage caused by HS2 trucks

24<sup>th</sup> March '25



# WENDOVER PARISH COUNCIL

## Minutes of the Amenities Committee Meeting

18<sup>th</sup> March 2025 at 7:30pm

St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

**Present:** Councillors Worth (Chair),

**Clerk & Minutes:** Phoebe Sharps

**Members of Public:** 3

### APOLOGIES FOR ABSENCE

**A24.135** Cllrs Standen and Ballantine sent their apologies, which were **ACCEPTED** by the Committee.

### DECLARATIONS OF INTEREST

**A24.136** None.

### MINUTES

**A24.137** The minutes of the meeting of 17<sup>th</sup> December 2024 were **RESOLVED** as a true record to be signed by the Chair.

### PUBLIC PARTICIPATION

**A24.138** None.

### UPDATE REPORT FROM THE CLERK

**A24.139** The report presented by the Clerk was NOTED.

### OPEN SPACES AND HAMPDEN POND

#### Replacement Bins Hampden Shelter

**A24.140** It was **RESOLVED** to approve the cost of two bins and authorise the office to place the order and install.

#### b) Replacement Picnic Benches

**A24.141** It was **RESOLVED** to approve the cost of two picnic benches and authorise the office to place the order and install.

**A24.142** It was NOTED that the office will contact Wendover Shed to see if they can reinstate the benches that are removed.

#### c) Flower Displays 2025

**A24.143** It was **RESOLVED** to accept the quote for flower displays for Summer and Winter 2025.

#### d) Playground Equipment Replacements

**A24.144** It was **RESOLVED** to recommend to Council that £10,000 be transferred to the EMR from the General Reserve at the financial year end, which will give a total of £47,235.00 to spend on playpark equipment in 25/26.

**A24.145** It was **RESOLVED** to recommend to Council to accept option 4 from company 1 for the Ashbrook replacement.



**A24.146** It was **RESOLVED** to recommend to Council to accept option 2 from company 1 for the Hampden replacement.

**e) Green Waste Management**

**A24.147** It was **RESOLVED** to approve the green waste management.

**OTHER MATTERS**

**Local Produce Market**

**A24.148** It was **RESOLVED** to maintain the current Local Produce Market run and managed by Wendover Parish Council.

**A24.149** It was **RESOLVED** to authorise the office to approach Business 1 for a proposal for a second monthly market to be discussed at Full Council.

**War Memorial Cleaning**

**A24.150** It was **RESOLVED** to authorise the office to apply for funding to clean the War Memorial.

**Wendover Shed**

**A24.151** It was **RESOLVED** to accept the amendments to the paper.

**A24.152** It was **RESOLVED** to require the shed to provide assurance that existing structures meet planning regulations

**A24.153** It was **RESOLVED** to approve the Wendover Shed expansion proposal in principle, strictly subject to the receipt of appropriate planning permissions from Buckinghamshire Council.

**A24.154** It was **RESOLVED** to continue to work with the Shed to look at funding support for the planning process.

**d) New Council Vehicle**

**A24.155** It was **RESOLVED** to recommend to Parish Council that our next vehicle should be an Isuzu Dmax with extended cab and flat back drop side option.

**A24.156** It was **RESOLVED** to recommend to Council the best financial product to acquire the vehicle.

**A24.157** It was **NOTED** that Council would like the office to explore second hand options.

**ITEMS FOR NEXT AGENDA**

**A24.158** None discussed.

**DATE OF NEXT MEETING**

**A24.159** The next scheduled meeting of the Amenities Committee is 15<sup>th</sup> April 2025.

**CLOSURE OF MEETING**

**A24.160** As all business was transacted the meeting was closed at 8.15pm.

Signed by  
Chair to the Amenities Committee

Date:





## ITEM 10a(ii) – TO CONSIDER THE PURCHASE OF A NEW WORKS VEHICLE

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### BROUGHT BY

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Amenities Committee

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### SUMMARY

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To consider the request for grants referred by Finance Committee

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### PARISH COUNCIL BACKGROUND

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#### Amenities Committee 18<sup>th</sup> March 2025

##### d) New Council Vehicle

**A24.155** It was **RESOLVED** to recommend to Parish Council that our next vehicle should be an Isuzu Dmax with extended cab and flat back drop side option.

**A24.156** It was **RESOLVED** to recommend to Council the best financial product to acquire the vehicle.

**A24.157** It was **NOTED** that Council would like the office to explore second hand options.

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### DETAILS

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#### Introduction

The contract for the Hilux ends on the 18<sup>th</sup> May. It is a lease contract therefore we have two options – extend the lease or hand the Hilux back. There is no option to purchase, neither do we feel that this is the best option.

#### Appraisal of current vehicle

- The current vehicle is excellent off road during wet weather and can access all areas, including Hogtrough, all year round.
- There are very few alternatives to this style of vehicle.
- There is a lot of room in the back cab for all the works and events that we need to do

#### However

- The engine size is not designed for short local journeys with multiple stops – as a result it spends 50% of it's life in a DPF cycle
- This all means that the fuel economy is poor
- Because of the construction of the back cab the space is not fully usable, for example you cannot shovel soil/grit/bark chippings off, it is difficult to clean, and if the items stored in the back slide towards the front it is awkward to access them as you have to scramble into the back cab.
- The hire company are different from the company who we have a contract with and are different to the company that services and repairs the vehicle. This often leads to a lot of office time for even simple things like the annual service. The difficulty of making repairs (such as a puncture) often means the Hilux can be out of action longer than needed.



## Going electric

We have seriously considered our carbon footprint and if going electric could help that. There are several considerations:

- Can we get a suitable electric vehicle to undertake the tasks?
- Could we generate a lot of the electricity from solar panels, further reducing environmental impact?
- Cost?

From our current situation the only practical way of going electric will be to upgrade the power supply to the site safe and then create a compound and access point to store the vehicle overnight in Ashbrook. Costs for this work have not been quoted for but would be 10s of thousand pounds and will involve losing part of the park space. We do not have a separate power supply at Sidleys garage where we currently park the Hilux

Any solar power installation will involve load testing the roof of the site safe as well as install costs and are separate from the compound costs.

Going electrical will dramatically reduce the choice of vehicle and there are limited options. There is currently no electrical option for a 4x4 pick up

Costs for electric vehicles are significantly more than their fuel alternatives. For a van this adds about £10-£15k to the purchase price and about £150 per month to the lease price.

A member of staff from Amersham Town Council made additional observations (they have an electric vehicle in their fleet):

- Range reduces significantly in cold weather
- Electric vehicles are not practical for towing a trailer. Doing so would reduce the range significantly even if the vehicle had the power to pull the trailer.
- Staff often have to return to base to change to a different vehicle – if this was our only vehicle that could be difficult to manage.

**It is with regret that we are recommending that we are not ready for an electric vehicle at the moment.**

## Type of Contract

We have considered Purchase, Hire, Hire Purchase and PCP

### Purchase

- There may be enough in the general reserve to purchase a vehicle outright

### Hire/Lease

- Given that we are not ready for electric, but it is still an aspiration to use cleaner fuels then it may be that the Council needs a vehicle for 4 or 5 years to wait for new technology and developments (such as Hydrogen) so it can appraise options. A contract hire option would suit this position but mean we don't ever have the vehicle as an asset and is a more expensive way of having a vehicle.

### Hire Purchase

- The Council can purchase a vehicle over 5 years. Monthly this is slightly more expensive but at the end the Council has an asset with a value that can be traded or retained. Parish Councils can only enter into loans that are granted under the PWLB scheme and as such higher purchase is not available to the Parish Council.



### Personal Contract Purchase (PCP)

The office has investigated PCP car finance, which is effectively a type of loan. Parish Councils can only enter into loans that are granted under the PWLB scheme and as such PCP is not available to the Parish Council.

We have included Hire Purchase PCP options in the quotes as a reference point for what would expect to pay under PWLB

### Types of vehicles

We looked at three types of vehicles and suitability and received multiple quotes. All quotes in this paper include VAT. Autotrader prices are for cars from 2022 and newer.

#### Utility Vehicle (Gator)

We looked at the option of using a gator as this would reduce fuel consumption and the newer models of gator now have better cabs, higher top speed and less vibrations

The Council has already had one and agreed it wasn't suitable for our needs.

Gators can pull trailers (but not with any significant weight) and access all of our grounds.

However, the gator is small so that increases the number of trips required if you need multiple tools for the days work. It is impractical for visiting suppliers to collect tools and materials with a slow top speed. It was also expensive to maintain after the first couple of years, with no evidence that this would improve given the usage we would put it to.

#### **Quote – Company 1**

*New Gator £36,136*

*Second hand refurbished gator £26,500*

*Operating Lease on 3 year terms £580.59 pcm*

#### Van

Vans including Peugeot Expert, Vauxhall Vivaro and Citroen Dispatch were considered. The van would allow all of the day's tools to be collected in the am and not require returning to base. There would be plenty of space for events and the fuel economy would be better than the current vehicle. However, for the winter months it would be "touch and go" if these vehicles could access all parks and allotments. The quotes below are typical and based on a Citroen Dispatch:

#### **Quote – Company 2**

*Citroen Dispatch £286.80 pcm basic model – would need to spec flat rubber floor and highway working "pack" which will add to price.*

**Auto trader – purchase second hand £10,000 to £15,000**

#### **Quote – Company 3**

*Purchase - £21,195*

#### 4x4 Pickup vehicle



We could extend the lease of the current Hilux. Our lease company have indicated that this would be an additional £100 per month to £150 a month on top of current costs as we are out of contract. This would depend on the length of the extension. However, as discussed the vehicle is not ideal.

**Auto Trader second hand £21K - £41k**

**Quote – Company 4**

*New – (only available with extended double cab) £44,694*

### Isuzu D Max Utility

After considering the pros and cons of multiple vehicles the office are recommending an Isuzu D Max Utility vehicle with extended cab and flat back with drop sides. It has all the advantages of our current Hilux without some of the drawbacks. The engine is 500cc smaller than the Hilux, which will help with fuel economy and cope better with being used for local runs with multiple stops. The extended cab will mean you can have 4 people on board or fold the seats down to use for storing tools. The flat back and drop sides will allow it to be used easily for soil, rubble and green waste movements as well as being easy to use for events. This style of back will also reduce the need for the trailer. The quote is from a local garage who will also deal with servicing and repairs – reducing the current complications we have.

**Quote – Company 5**

*Purchase - £40,296*

*Contract Hire (4 year term) £567.19*

*Hire purchase (5 year term) Deposit £9,975, 60 payments of £622.91 (total payable £47349.60)*

*PCP (4 years) Deposit £9975.60 payments £556.94 optional final payment £10977 (total payable 47,685.12)*

**Auto trader – purchase second hand (without the drop side conversion) £28,779-£32,999**

### Purchasing Second Hand

Second hand vehicles were looked into on multiple occasions and the quotes above include reference to Auto Trader second hand vehicle prices, which we have checked again just before this meeting. They provide a benchmark for buying second hand. The office are not recommending second hand to Council for the following reasons:

The variability and reliability of second-hand vehicles would make it a more risky purchase

In all cases of the second hand vehicles we explored we would need to modify the vehicle to make it suitable for the role. This would include a drop side/flat bed conversion at about £5k and in some cases as tool store/safe on the back at an additional unknown cost.

Because of our low mileage a new vehicle is likely to last 10-15 years which equates to £80k to £120k mileage. Even at 15 years old this will mean that the vehicle will have value on the second hand market.

Most of the second hand vehicles we have found through local dealerships are still £15-20k but all come with £100k on the clock as they are swapped out as part of a fleet.

### Recommendation of the office team

Our preferred option and recommendation to Council is the Isuzu D-Max with extended cab, flat back and drop side conversion. With a mind on looking towards alternative and greener fuels it would make sense that we consider this an “interim” vehicle choice.



Our preferred option is to purchase a vehicle that leaves us with an asset we can use at the end. Further, if time frames do get extended, we would not have to be rushed into a decision when the contract came to an end. If the Parish Council could find the money from their reserves and purchased the vehicle outright, this is how the costs would break down.

- Purchase Price £40,296
- Net Price (as VAT is reclaimed) £33,255
  
- If we use the vehicle over 5 years and resold for £20k this equates to £220.92 a month

**This is illustrative as sadly our accounts can't work that way and the only way to spread out the cost would be to take up a PWLB loan to pay for the vehicle**

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### FINANCIAL CONSIDERATIONS

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- The current budget did not take into consideration an increase in costs for the vehicle as it was based on maintaining a similar level of cost. However, because it will be known early in the financial year there is opportunity to find savings from other budget lines.

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### LEGAL IMPLICATIONS AND SUMMARY OF RISKS

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- The power that entitles the Council to make this purchase is based on The Local Government Act 1972 s.111. The total contract value is under the amount set in our Financial Regulations for going out to public tender
- There are multiple quotes for multiple vehicles but technically not three quotes for the same thing. The quote for the Isuzu is a quote from an authorised dealer and would be the same quote as from any other Isuzu dealer.
- This is a significant purchase and if it is not suited to the job we would be left with the same problems of the Hilux without being able to change vehicle quickly enough
- It comes with risks of repair costs and mechanical issues, but we have that same risk with the current vehicle and will ensure it is serviced properly.
- Residual value would be easily impacted should it get abused or damaged
- This is in a similar insurance group

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### PROPOSAL

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- **To note that a full tender process is not required due to requiring a specific vehicle modified to our requirements.**
- **To recommend to Parish Council that our next vehicle should be an Isuzu Dmax with extended cab and flat back drop side option.**



## ITEM 10 a iii) – PLAYGROUND EQUIPMENT REPLACEMENTS

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### BROUGHT BY

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Amenities Committee

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### SUMMARY

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To consider the quotes to replace the slide in Hampden Meadow Playpark, and the multi play in Ashbrook Recreation Ground.

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### PARISH COUNCIL BACKGROUND

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Last year as a result of health and safety inspections of Parish Council play equipment, the slide at Hampden playpark and multiplay at Ashbrook playpark had to be removed.

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### DETAILS

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The office has now received 3 quotes for the replacement of both items, the office would suggest that both installations are done by the same company.

#### Company 1

Ashbrook Playpark – company 1 have provided 5 options.

The full proposal pack and all quotes for Ashbrook Playpark from Company 1 have been sent to Council in an email.

Option 1 (Quotation-069456) –  
Quali Cite Mega Jungle Themed Multiplay Unit  
**Total Net Amount - £35,995.00**

Option 2 (Quotation-069457) –  
Quali Cite Jungle City  
**Total Net Amount - £35,995.00**

Option 3 (Quotation-069458) –  
Quali Cite Nature Multiplay Unit - 2 to 12 years  
**Total Net Amount - £30,995.00**

Option 4 (Quotation-069459) –  
Quali Cite Dynamic Multiplay Unit - 4 to 14 years  
**Total Net Amount - £31,995.00**

Option 5 (Quotation-069460) –

**PARISH COUNCIL PACK PAGE 30**

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Quali Cite Early Years Lighthouse Play Unit

**Total Net Amount - £29,995.00**

**Hampden Playpark** – company 1 have provided 2 options.

The product sheets and quotes for Hampden Playpark from Company 1 have been sent to Council in an email.

Option 1 (Quotation-069584) –

Stand alone slide

**Total Net Amount - £3,990.00**

Option 2 (Quotation-069585) –

Play unit

**Total Net Amount - £9,770.00**

**Company 2** - All information and quotes from company 2 have been sent to the Council in an email.

**Ashbrook Playpark** – company 2 have provided 1 option.

Virok Explore Steel Multiplay (Project Quotation No.: 66902)

**Total Net Amount - £30,040.00**

**Hampden Playpark** – company 2 have provided 2 options.

Option 1 (Project Quotation No.: 66930)

Basic - Basil Slide Tower

**Total Net Amount - £12,635.00**

Option 2 (Project Quotation No.: 66955)

Free Stand Slide

**Total Net Amount - £11,155.00**

**Company 3** - All information and quotes from company 3 have been sent to the Council in an email.

**Ashbrook Playpark** – company 3 have provided 1 option.

The Outlon

**Total Net Amount - £31,428.61**

**Hampden Playpark** – company 3 have provided 1 option.

Custom Tower

**Total Net Amount - £10,795.71**



\*On the document from company 3 they provided quotes for a spinner and see-saw, the office didn't ask for this as we are not in a position to replace these yet, therefore the total cost for Hampden Playpark on the document in more than in this paper.

### Amenities Committee Recommendations

Amenities Committee Recommended Company 1 to undertake the works and Ashbrook Option 4, Hampden Option 2. Figures are shown below:

The lead time from order is 8 weeks.

#### Ashbrook





## Hampden

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### FINANCIAL CONSIDERATIONS

- The total amount before you have to go out to tender has been raised to £70,000, the changes to the standing orders will be coming to the April Full Council meeting.
- For the 25/26 budget there is £30,000 in 4435 Play Equipment budget line.
- The Playpark replacement fund EMR currently has £2,235.00 and at the end of 24/25 £5,000 will go into this EMR as per the play park equipment policy.
- For 25/26 there will be £37,235.00 to spend on playpark equipment.
- The end of year predictions for 24/25 allowed for an additional £10,000 to be spent on playpark equipment which was funded by not buying the Grillo mower, we have not been able to spend that money in time for year end.



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## LEGAL IMPLICATIONS AND SUMMARY OF RISKS

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- This amount is under our tender regulations
- We have directly approached specific companies who have experience in play equipment and can demonstrate they will be able to install and maintain the equipment going forward. This was not an open tender and was not advertised, including on Contract Finder. This was done in line with our current financial regulations.
- This expenditure is under the power of Public Health Act 1875, s.164 – England
- Risk of reputational damage from having missing equipment in playparks, we have had comments on Facebook.
- Risk associated with investing substantial money on equipment that doesn't last it's expected lifespan.

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## PROPOSAL

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To resolve to:

- Transfer £10,000 the EMR from the General Reserve at the financial year end, which will give a total of £47,235.00 to spend on playpark equipment in 25/26.
- Approve the recommendations of Amenities Committee for Hampden Park and Ashbrook Park and place the orders for these two items.



## WENDOVER PARISH COUNCIL

### Minutes of the Planning Committee Meeting 18<sup>th</sup> March 2025 at 7.00pm St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

**Present:** Councillors Gallagher, Walker and Worth

**Clerk & Minutes:** Phoebe Sharps

**Chair:** Councillor Gallagher

**Members of Public:** 15

#### 1. APOLOGIES FOR ABSENCE

**P24/155** Cllrs Standen, O'Donnell and Ballantine sent in their apologies which were ACCEPTED by the Committee.

#### 2. DECLARATIONS OF INTEREST

**P24/156** None

#### 3. PUBLIC PARTICIPATION

**P24/157** A member of the public made a comment regarding Buckinghamshire Council not publishing all public comments on the planning portal. The member of the public spoke to Cllr Strachan who stated that this has been changed due to GDPR restrictions, adding that this was also due to some comments disclosing personal information. Therefore, it seems no public comments will be posted on the planning portal, previous comments have also been removed. The member of public commented that there was no public consultation over this change, and they believe this lacks transparency from Bucks Council. The Chair noted that the Council will look into this issue.

#### 4. MINUTES

**P24/158** The minutes of the Planning Committee Meeting held on 18<sup>th</sup> February 2025 were **RESOLVED** as a true record and the Chair signed the minutes.

#### 5. FINANCE

**P24/159** There was only one signatory present the payments to consider could not be signed in front of Council and therefore were not discussed.

#### 6. PLANNING DECISIONS

**P24/160** The planning decisions made by Buckinghamshire Council as listed on the agenda of the meeting of the 18<sup>th</sup> March 2025 were noted.

#### 7. CLERKS REPORT AND CORRESPONDANCE

**P24/161** There was nothing to update.

#### 8. PLANNING APPLICATIONS

**P24/162** **25/00408/APP 3 Coombe Avenue Wendover Buckinghamshire HP22 6BX**

Householder application for construction of new porch, garage extension and internal alterations  
It was **RESOLVED** to support this application.

**P24/163** **25/00439/APP 1 Gables Close Wendover Buckinghamshire HP22 6NH**



Householder application for proposed removal of existing roof, to be replaced with a higher roof with a steeper pitch and 2 No dormer windows, 4 No velux windows to rear. Demolition of existing conservatory, erection of single storey extension, addition of front porch  
It was **RESOLVED** to remain neutral.

**P24/164 25/00452/APP Farthings London Road Wendover Buckinghamshire HP22 6PN**

Householder application for proposed demolition of existing conservatory and construction of single storey rear extension  
It was **RESOLVED** to support this application.

**P24/165 25/00418/ALB 7 - 9 Tring Road Wendover Buckinghamshire HP22 6NR**

Listed building application for works to an existing rear single storey extension, including the removal of the existing patio door and the install a single door and two windows, rendering of the brick external face and reroofing. Rear first floor Upvc window replaced with new timber casement window. Replacement of timber lintel over front bay window. Internal rearrangements including new sanitary facilities. Removal of a rear low wall and alteration to a rear patio and introduction of a path to the front entrance door  
It was **RESOLVED** to support this application.

**P24/166 25/00417/APP 7 - 9 Tring Road Wendover Buckinghamshire HP22 6NR**

Householder application for proposed works to an existing rear single storey extension, including the removal of the existing patio door and the installation of a single door and two windows, rendering of the brick external face and reroofing. Rear first floor Upvc window replaced with new timber casement window. Replacement of timber lintel over front bay window. Internal rearrangements including new sanitary facilities. Removal of a rear low wall and alteration to a rear patio and introduction of a path to the front entrance door  
It was **RESOLVED** to support this application.

**P24/167 25/00464/APP Wendover Lodge Little London Wendover Buckinghamshire HP22 6QQ**

Householder application for construction of single storey rear extension to replace existing conservatory  
It was **RESOLVED** to support this application.

**9. OTHER MATTERS**

**a) HS2**

**P24/168** No updates.

**b) CLOSURE OF RAF HALTON**

**P24/169** No updates.

**c) SOUTH STREET HOLIDAY LETS**

**P24/170** It was **RESOLVED** to take no further action.

**d) HS2 SPRING CHAMBER**

**P24/171** It was **RESOLVED** to discuss this item after public participation.

**P24/172** It was **RESOLVED** that the objection as set out in the paper be added to the Buckinghamshire Council Planning Portal.

**P24/173** It was NOTED that the Parish Council and Wendover HS2 Mitigation Action Group responses would be posted on the Parish Council website.

**e) ENVIRONMENTAL PERMIT FOR PYROLYSIS PLANT FACILITY IN WENDOVER**



- P24/174** A member of the public gave Council an overview of some of the issues that could be faced.
- P24/175** It was **RESOLVED** to collect any comments from Councillors by email and authorise the office to submit them to Buckinghamshire Council.
- P24/176** It was NOTED that the office would contact Stoke Mandeville Parish Council about this application.

**10. DATE OF THE NEXT MEETING AND ITEMS FOR THE AGENDA**

- P24/177** The meeting on Tue 1<sup>st</sup> April 2025 at 7pm was noted.

**11. CLOSURE OF MEETING**

- P24/178** As all business had been transacted the meeting was closed at 7.25pm.

Signed by  
Chair to the Planning Committee  
e:

Date:



## ITEM 12a – CLAW UPDATE AND FUNDING AGREEMENTS

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### BROUGHT BY

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Office

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### SUMMARY

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To receive an update on CLAW activities, consider signing the landowner agreement for CLAW to receive Chiltern Society funding and consider a grant request for a sign that informs visitors about what is on the site.

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### PARISH COUNCIL BACKGROUND

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- CLAW currently lease the old skatepark land on South Street

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### DETAILS

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#### Landowner Agreement

In order to receive funding support from the Chilterns Society CLAW need permissions and certain assurances from the landowner (ourselves) to be able to receive that funding. The Landowner agreement is shown below. In brief:

- Chiltern Society and CLAW will do the works
- Wendover PC will allow CLAW to maintain the works for 5 years (i.e. we won't sell the land or give it to another organisation)
- We will maintain the land as required in the agreement with CLAW
- We shall keep the works at the site well maintained which requires pruning of trees and doing an annual cut and collect of the wildflower meadow – both are quite time and labour intensive but once a year jobs

#### Visitor Information Sign

The request first made in the August full Council was as follows:

- This, together with a **signage board, will start to give it a real sense of place**, like we have with the community Orchard. In fact, we'd like the same sort of sign. For the signage though, and to give consistency with the WPC's other areas, we are discussing whether we need an A1 or A2 size lecturn size – but this together with designing the board we anticipate to be up to £1000



## Appendix A – Landowner Agreement

THIS LANDOWNER AGREEMENT is made on xxxx ('the Effective Date')

BETWEEN:

- 1) **THE CHILTERN SOCIETY** (co.no. 4138448) of White Hill Centre, White Hill, Chesham, Bucks HP5 1AG ("the Society") and
- 2) **WENDOVER PARISH COUNCIL** The Clock Tower, High Street, Wendover, Aylesbury Buckinghamshire, HP22 6DU

### BACKGROUND

- A. The Society has agreed to enter into a formal agreement with the Landowner permitting capital works relating to nature restoration and conservation work on the Landowner's site in return for the Landowner's obligations set out in the terms below ('the Agreement.')
- B. The parties are working in collaboration to purchase and sow wildflower seed at the Landowner's site and all as may be more specifically set out in Schedule 1("the Works")
- C. The Society is providing funding from their Community WildBelt National Heritage Lottery Fund project grant to deliver the Works.
- D. The Landowner has agreed to be responsible for the maintenance of the Works on the terms of this Agreement as stated in Schedule 1.
- E. The Landowner will indemnify the Society against any liability arising from the Works in accordance with the terms of this Agreement.

IT IS AGREED as follows:

### 1. COMMENCEMENT AND DURATION

This Agreement shall commence on to the Effective Date and shall continue in full force and effect for a period of 5 years unless terminated by either party in accordance with the terms of this Agreement.

### 2. UNDERTAKING OF THE WORKS

2.1 The Society, its employees and its registered volunteers shall carry out and complete or procure the carrying out and completion of the Works:

2.1.1 in a good and workmanlike manner using all due skill care and attention

2.1.2 to the reasonable satisfaction of the Landowner taking into consideration that the Society is not charging the Landowner for the Works

2.1.3 in accordance with all necessary consents and permissions (including any relevant planning consents)

2.1.4 in accordance with all regulations and statutes applicable to the carrying out of the Works

and shall undertake the Works on nominated dates to be pre-arranged between the Landowner and the Society and completed by the Completion Date set out in Schedule 1 or such later date as the parties shall in writing agree.

### 3. LANDOWNER'S OBLIGATIONS



- 3.1 The Landowner shall advise the Society of any hazards or risks or other matters that the Society should reasonably be aware of in relation to the Site and the Society's ability to carry out the Works.
- 3.2 On completion of the Works the Landowner shall keep the Works at the Site in a well maintained condition and whenever necessary shall carry out any maintenance in accordance with the provisions of this clause and Schedule 1 to ensure that the Works will continue to perform the purpose for which they were undertaken.
- 3.3 The Landowner shall not sell, transfer, lease or dispose of the Site without adequate arrangements in place to fulfil the future maintenance responsibilities set out in this Agreement.
- 3.4 The Landowner shall not change the purpose on the Site for which the Works are intended for a period of 5 years.
- 3.5 The Landowner shall comply with all regulations and statutes applicable to the carrying out of the Maintenance.

#### **4. MAINTENANCE DEFAULT**

In the event that the Landowner fails to commence to comply with its obligations under this Agreement within one month following written notice of such breach being served the Society shall be entitled to carry out the Maintenance and the Landowner shall reimburse the reasonable costs properly incurred by The Society within 14 days of demand.

#### **5. PUBLIC LIABILITY INSURANCE**

The Landowner shall maintain suitable insurance cover in respect of the occupation and use of the Site and the carrying out of the Works and the Maintenance in respect of injury to persons or property with a minimum amount of indemnity for any one occurrence of £5 million.

#### **6. INDEMNITY**

- 6.1 The Society accepts overall responsibility for the delivery of the Works but not the Maintenance and shall not be liable in any manner whatsoever at any time for the use of the Site by members of the general public (except to the extent that such liability arises out of any gross negligence of the Society or its employees agents registered volunteers or subcontractors)
- 6.2 The Landowner shall indemnify the Society against all actions, claims, losses, costs, damage, expenses and liability howsoever caused or arising out of death or personal injury or damage to property attributable to the acts or omissions of the Landowner its employees agents volunteers or subcontractors arising out of the occupation of the Site, the use of the Site, or the state of repair and condition of the Site and any matters arising out of the Maintenance of the Works (except to the extent that such liability arises out of any gross negligence of the Society or its employees agents registered volunteers or subcontractors).

#### **7. ASSIGNMENT**

- 7.1 The Landowner shall not assign its obligations under this Agreement without the written consent of the Society.
- 7.2 The benefit of this Agreement is personal to the Landowner and is not transferable.
- 7.3 No relationship of landlord and tenant shall be deemed to be created between the parties to this Agreement.

#### **8. ARBITRATION**

If any dispute or difference shall arise between the Society and the Landowner as to their respective rights duties or obligations or as to any matter whatsoever in connection with the subject matter of this Agreement then either party may refer such dispute or difference to the determination of a single arbitrator to be agreed between the parties or failing agreement within fourteen days after either party has given to the other a written request to concur in the appointment of an arbitrator to a person to be appointed at the request of either party by the President for the time being of the Law Society and the provisions of the Arbitration Act 1996 or any statutory enactment or modification thereof shall apply to such arbitration.





## 9. NOTICES

9.1 Any notice or other document to be given under this Agreement shall be in writing and shall be delivered or sent by pre-paid first class or recorded delivery post to the party to be served at the party's address appearing in this Agreement or such other address as that party shall notify in accordance with this clause

9.2 Any such notice or document shall be deemed to have been served:

9.2.1 if delivered by hand at the time of delivery

9.2.2 if posted at the expiration of 48 hours after the envelope duly addressed and stamped containing the same shall have been put in the post

## 10. TERMINATION

10.1. Either party shall be entitled to terminate this Agreement on immediate written notice to the other party in the event of any serious breach of any terms of this Agreement by the other party where such breach is not capable of remedy or where a breach capable of remedy has not been cured within 14 days of notice.

10.2. If after commencement of the Works the Society considers at its discretion that it is not reasonably able or in all the circumstances it is not advisable to complete the Works the Society reserves the right to stop the Works and terminate this Agreement on immediate written notice

10.3. Either party shall be entitled to terminate this Agreement on immediate written notice if the the other party goes bankrupt or being a company enters into receivership or into a composition or arrangement with its creditors or goes into liquidation (other than for the purpose of amalgamation or reconstruction) whether voluntary or compulsory.

## 11. THIRD PARTIES

A person who is not a party to this Agreement shall not have any rights under or in connection with it.

SIGNED for and on behalf of

**WENDOVER PC**

SIGNED for and on behalf of

**THE CHILTERN SOCIETY**

Trustee, or Head of Conservation



## Schedule 1

**The Site:** Wendover Wildbelt, London Road, Wendover, Bucks, HP22 6NL

**Description of the Works:** Reseeding of wildflower meadow and planting of fruit trees and shrubs

**The targeted Completion Date:** March 2025

**The Maintenance:**

The provision of services reasonably determined by the landowner to keep the Works at the Site in a condition that was originally intended as detailed below:

Cut and collect wildflower meadow late summer.

Prune fruit trees and shrubs as required.



## Appendix B – Grant request form



# Wendover Parish Council

The Clock Tower, High Street, Wendover, Aylesbury,  
Buckinghamshire, HP22 6DU  
01296 623056 | clerk@wendover-pc.gov.uk

## GRANT APPLICATION FORM

Name of Organisation	Climate Action Wendover
Official/Registered Address of the Organisation	
Address to which correspondence should be sent if different from above	
Organisation/Club	Charitable Incorporated Organisation

## Contact Details of the Person Completing This Application

Contact Name	David Blackmore
Position Held	Chair
Daytime Telephone No.	07811 116152
Email Address	davidbblackmore@gmail.com
When was your organisation established?	Established 2020, became CIO in 2023

What is the legal status of your organisation? (Please Tick One)

a) Unregistered Voluntary or Community Organisation	<input type="checkbox"/>
b) Registered Charity in England or Wales	<input checked="" type="checkbox"/>
c) Waiting to Be Registered as a Charity	<input type="checkbox"/>
d) Charity Recognised by HMRC in Scotland or Northern Ireland	<input type="checkbox"/>
e) Exempt/Excepted Charity Registered in England and Wales	<input type="checkbox"/>



# Wendover Parish Council

The Clock Tower, High Street, Wendover, Aylesbury,  
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01296 623056 | clerk@wendover-pc.gov.uk

Registered Charity No.  
(if applicable)

1202289

What does your  
organisation do?

CLAW promotes for the benefit of the public, the conservation, protection and improvement of the physical and natural environment of Wendover and surrounding area.

How many people are involved in your organisation?

Committee/Board

Paid Workers

Volunteers

Has your organisation received a grant from WPC before?

Yes

No

If yes, please state when the last grant was given and what it was for?

In 2021/22 £568.45 to plant trees in Walnut Tree Meadow and £262.60 set-up costs relating to insurance, website and room hire. In 2024 CLAW received joint funding from WPC and the Wendover Community Board for a rainwater harvesting tank and gates for the Wendover Wildbelt site.

## Project Details

Project Description (Please give start and end dates).

In 2022 Wendover Parish Council approached CLAW with a view to developing the old skate park site on London Road as a community growing space. Since then, and with the support of Amanda Barnicoat and the Wildbelt initiative at the Chiltern Society, CLAW has been actively involved in developing and maintaining this as a community green space. Tree saplings, fruiting bushes and wildflower seeds have been planted by Chiltern Society volunteers, CLAW members and local residents and, in addition, a rainwater harvesting tank has been installed. CLAW is now seeking part-funding from WPC and the Community Wildbelt Small Grant fund for an interpretation panel that will inform and assist the public in accessing, appreciating and valuing this important wildlife habitat. On 26th June we are planning to have a screening of the recently released documentary film *Wilding* that tells the story of the highly successful wilding project on the Knepp Estate in Sussex. We will be showing it at St Mary's church, Wendover and will be accompanying it with guided tours of the Wildbelt site. We would like to have the interpretation board in position for this key awareness-raising event.



## Wendover Parish Council

The Clock Tower, High Street, Wendover, Aylesbury,  
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### Project Benefits in Relation to Wendover, Its Residents and Visitors

The Wildbelt initiative has already helped transform an abandoned and derelict skatepark site into a thriving wildlife habitat with increased species richness and diversity. The grant that we are seeking for an interpretation panel will help raise awareness of the potential community benefits of this little-known and long-neglected corner of the village. It will also encourage local residents to volunteer their time and their skills to nurture, enhance and protect it.

### How will you know if you have achieved what you set out to do?

CLAW is seeking to establish a dedicated team of local volunteers to help manage, maintain and enhance the Wendover Wildbelt as a community asset and resource. We would like it to be visited by local schools, uniformed groups and community associations and we would like to encourage them to document the species they find there using an app such as iNaturalist. We will be promoting it via our website, through social media, at our occasional stalls at the Charity Market on Manor Waste and through People, Planet, Pint events at the King and Queen. A successful outcome will be a building sense of public awareness and support from within the Wendover community.

### How will you publicise that the project has been (part) funded by Wendover Parish Council?

We will publicise that the project has been (part) funded by Wendover Parish Council through an acknowledgement on the interpretation panel and on all CLAW literature promoting and publicising the Wendover Wildbelt project.

### How will you demonstrate to WPC that the project has been a success?

We will be delighted to welcome members of Wendover Parish Council to the screening of *Wilding* at St Mary's Church on 26th June and to the guided tours of the Wendover Wildbelt site taking place that evening. CLAW values the support of WPC in developing this valuable community resource which aligns so closely with WPC's stated aims and objectives: to 'protect, restore and enhance all aspects of biodiversity, expanding wildlife areas within the village wherever possible.' We look forward to working in the future with the Council to enhance and promote it as a joint CLAW / WPC community initiative.

## Equal Opportunities

Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds or race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.

Does your organisation have an Equal Opportunities Policy?  
If yes, please enclose a copy. Yes  No



# Wendover Parish Council

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## Financial Information

You Must Include a Copy/Extract of Your Organisation’s Latest Annual Accounts With This Application

Please Give a Breakdown of Total Costs for the Project (relevant items can be grouped):		
Item	Detail	Cost £
Artwork preparation	Prepare artwork for display and deliver graphics file	200.00
Frame	A2 Landscape Man-made Timber frame for interpretation panel Unglazed	234.09
Lectern base	MmT interpretation panel Lectern Base & 45 Degrees 88mm sq posts	348.96
Graphic Panel	Encapsulated Graphic Panel (Digital Print) for PIPA2 interpretation Unglazed MmT Frame,	389.74
Delivery	Dedicated Courier Small Van	35.00
Subtotal		1,207.79
VAT		241.56
TOTAL		1,449.35
<b>Total cost of project £</b>		1,449.35
<b>Grant request total £</b>		949.35

If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application?

CLAW has no regular income and is entirely dependent on occasional grants and donations. From these we need to fund the maintenance of our website, our public liability insurance and subscription to Ethical Consumer magazine which is shared with those signed up to our mailing list. We also intend to make a financial contribution to the cost of the now delayed Community Climate Action planning workshop.



# Wendover Parish Council

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01296 623056 | clerk@wendover-pc.gov.uk

**Please attach an additional sheet(s) (if required) to include any other supporting information in respect of this application. Please note that we cannot process your application unless you have included:**

- A copy of your constitution or set of rules for your organisation
- Information about your finances such as audited accounts/ 2 years of income & expenditure records or copies of bank statements for new organisations
- Evidence of appropriate insurance
- Relevant policies (your organisation must agree with the Wendover Parish Council Anti-bribery policy and must have an Equal Opportunities policy at minimum)
- Appropriate signatures

## Declaration

Please read the following declaration carefully and sign it. The conditions will apply to you if your application for a grant is successful.

I accept the following conditions will be attached to any funding received:  
All of the organisation’s promotional material will acknowledge the support of Wendover Parish Council. If the Council logo is to appear on your literature, assistance on correct usage can be obtained from the Clerk’s office on 01296 623056 or email clerk@wendover-pc.gov.uk.

**We confirm that the information given in this application is correct. We understand that we will be required to submit a brief report within 6 weeks of the completion of the project, including photographs where appropriate if applying for a grant over £1000. We agree the information about the funded project may be included in Wendover Parish Council’s publications, website and social media.**

Signed		Signed	
Date		Date	
Name		Name	
Position		Position	

Wendover Parish Council is a data controller under the Data Protection Act. We hold information for the purposes specified in our nomination to the Information Commissioner and may use this information for any of them. We may obtain information about you and others, or we may give information to them. If we do it will only be as the laws permits, to check the accuracy of information, prevent fraud or detect crime or to protect public funds.





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## FINANCIAL CONSIDERATIONS

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- This will require us to provide for maintaining the site which will largely be incorporated into day to day grounds maintenance tasks

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## LEGAL AND RISKS

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- The agreement requires indemnity from our actions at the site and this may need to be specifically added to our insurance
- The agreement requires us to maintain the site and “the works”. Whilst we are in partnership with CLAW we are not responsible for what “the works” will be and we could end up being responsible for doing all the maintenance required on the site without being involved in the planning of the site.

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## PROPOSAL

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- **To note the update from CLAW**
- **To consider approval of the Landowner Agreement**
- **To consider approval of the grant request**



## ITEM 12b – VE DAY ANNIVERSARY BEACON AND EVENT

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### BROUGHT BY

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Events Working Group/Office

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### SUMMARY

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To consider the purchase and installation of a beacon and budget for a VE day event.

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### PARISH COUNCIL BACKGROUND

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At the February Full Council meeting the Estates and Events Manager and the Events Working Group presented the 2025 event recommendations.

This included the 80th Anniversary of VE Day – Expenditure of £500 (budget line 4111) 8th May 2025.

#### 2025 Events programme

**PC24/383** It was RESOLVED to delegate the organisation of the 2025 events in line with this paper to the Estates and Events Manager in partnership with the Events Working Group

**PC24/384** It was RESOLVED to authorise the expenditure up to the budgets listed in the paper

**PC24/385** It was RESOLVED to enter the Best Kept Village Competition

---

### DETAILS

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#### Events

The official VE Day 80<sup>th</sup> Anniversary website can be found [here](#), it is suggested to light a beacon on the 8<sup>th</sup> May at 9.30pm. The events working group have been discussing this following the advice from the link above and are hoping to hold the below event:

- Procession from Memorial Orchard to Witchell Meadow (picnic area).
- Small service from churches.
- Lighting of beacon (9.30pm)
- Lead the singing of 'I Vow To Thee My Country' lyric sheets to be provided and available online (9.30pm).

As well as this official commemoration of the anniversary the working group also want to hold a community event (s) on the weekend of the 10<sup>th</sup> and 11<sup>th</sup> of May, the details of which are still to be finalised. The event working group is asking the Council to consider approving more expenditure for the VE Day events. There is currently £1,270.00 left in the 4110 budget line after the 2025 events have been budgeted for as seen in the paper for February Full Council.

#### Beacons

On the above link to the VE Day 80<sup>th</sup> Anniversary website it gives 4 different options for the beacon. The events working group have decided due to safety and space needs for this type of event the Witchell Meadow (picnic area) would be the best location for the beacon lighting, you can see the location highlighted on the map below.



#### Beacon options:

**Bonfire beacon**, the office staff and Senior Estates and Grounds Person believe that for the following reasons it is best not do a bonfire beacon:

- The timing of the beacon lighting (9.30pm) means that the sun will be setting so therefore for safety of residents attending and staff a smaller and more controlled fire would be better.
- As well as this regarding the timing/lighting the clean-up of the bonfire after the event would be affected. With a bonfire the likelihood of metal debris is high, and a thorough clean-up is necessary for the safety of residents and users of the park.
- Extinguishing the bonfire after the event would take considerable time and water, the pack down of the event would go past 10.30pm, and we would want to be respectful of neighbouring properties.
- Build time and health and safety considerations, the build would have to take place on the day of the event and the bonfire would have to be staffed once built to ensure no one lights it.

**Bishops Frome Strawman**, see above.

**Gas-Fuelled Beacon**, see the link [here](#) to the gas fuelled beacon linked on the official VE Day 80<sup>th</sup> Anniversary website.

The Package Contents & Instructions:

Assembly, lighting and safety instructions

2m high stand and burner

10m hose with the regulator for connecting to the gas

Two long reach lighting sticks

Spanner

Hose and Y splitter manifold to link 2 cylinders

No additional connections required – all you need is in the box

Beacon Price:



The price of the beacon is **£549 + VAT**, including carriage within the UK mainland.



**Beacon Brazier**, the events working group originally reached out to Wendover Shed about a project to create a beacon for Wendover that could be the Councils to keep and reuse. At this point they do not have the capacity to help with this project, but provided some names of companies that would help.

One company has quoted to create a beacon brazier, this beacon would have to be permanently fixed into the ground with concrete due to the weight of the beacon, the Council could use the beacon again or other community groups/charities could use the beacon.

See the quote below:

### Quote for Wendover VE Day Fire Beacon

Thank you for your enquiry for a VE Day commemorative fire beacon for Wendover which I have the pleasure in quoting for.

The accompanying photos are of the beacon I made to commemorate the Platinum Jubilee of our late Queen Elizabeth II in 2021 for the village of Slapton, Bucks.

Please find below the following quotation which has been priced matched to Slapton's prior commission.

The brazier would be hot - hand forged and left in a progressive finish:

Subtotal	£1,610.00
VAT @ 20%	£ 322.00
Total cost	£1,932.00

Should you wish to proceed my terms are a 75% deposit will be required for me to start your commission with the outstanding balance payable before collection.

Example of the brazier the company has previously commissioned:



Additional information from the company:

*The brazier would weigh approx' somewhere in the region of 200kg hence the reason why I said it would not be an easy thing to move about. As I advised you will need it sat upon a metal post of at least 2.5 meters above ground level and it would need to be hoisted into position. If you wanted it situated in another place later on you would once again need to set a metal post into the ground and the brazier hoisted off and on again.*

*The price quoted was for both the post and the brazier but this does not include delivery or fitting as you would need to get your contractors to collect it from the forge and fit it due to the weight.*

Area in Witchell Meadow (picnic area) where the Estates Team think it would be best situated:



An approximate expenditure of £1,500 would need to be budgeted for to include the collection and install of the brazier in the case that the Estates Team cannot complete these tasks, depending on if collection is possible in the Council vehicle and if the Council have the correct tools for install. It might be worthwhile to get a contractor in to do the install of the brazier.

Therefore, the total cost to commission and install the brazier could be up to **£3,110.00 ex VAT**.

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## FINANCIAL CONSIDERATIONS

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- The events working group originally budgeted £500 from budget line 4111 (Parades), they would like to budget an extra expenditure of up to £600 for the events from the 4110 (Entertainments & Events) budget line.
- The cost of the beacon that the Council chooses would come out of 4410 (Maintenance Groundworks) which has £19,500 budgeted for 25/26

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#### **LEGAL IMPLICATIONS AND SUMMARY OF RISKS**

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- If the Council doesn't hold an event for the VE Day 80<sup>th</sup> Anniversary there could be reputational damage, especially the lighting of the beacon as this is a national sign of remembrance.

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#### **PROPOSAL**

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- To approve the extra expenditure of £600 for the VE Day events.
- To approve the purchase of the x beacon and authorise the office to purchase the beacon.





# ITEM 12c – CHANGES TO STANDING ORDERS IN LINE WITH FINANCIAL REGULATIONS

## BROUGHT BY

Office

## SUMMARY

To consider a change to the standing orders to ensure they follow the NALC template financial regulations.

## PARISH COUNCIL BACKGROUND

n/a

## DETAILS

### Introduction

The following recommendation was made by the internal auditor after observing a difference between our standing orders and the financial regulations.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	Complete Y/N
1	Is the tender threshold set at £25,000 consistent with the Public Contract Regulations?	No	<i>Tender limit in Financial Regulations is set at £60,000, however in Standing Orders it is stated as £25,000.</i>	The Council to review the two documents and ensure that the same tender level is specified in each.	Medium	<i>This is because a new financial regulations template was issued with the new value and the conflict with the SO will be reviewed at the next finance committee</i>	N

The financial regulations were updated to the latest NALC standard template and this paper is to amend the standing orders so it matches the financial regulations

The required changes are highlighted in yellow

## 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council’s accounts and/or orders of payments; and



- v. whether contracts with an estimated value below **£60,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 (net of VAT) but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**

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#### FINANCIAL CONSIDERATIONS

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n/a

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#### LEGAL AND RISKS

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The risk of the inconsistency has been highlighted by the internal auditor

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#### PROPOSAL

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To amend the standing orders as shown in this paper.





## ITEM 12d – WORK EXPERIENCE

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### BROUGHT BY

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Office

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### SUMMARY

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To consider policies that will allow us to offer work experience placements when suitable

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### PARISH COUNCIL BACKGROUND

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n/a

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### DETAILS

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#### Introduction

We are often approached by the local school with regard to work experience placements. As a community organisation it is felt that this would be a great opportunity to engage with younger people, whilst giving them vital work experience opportunities.

However, this comes with risks and means dealing with under 18 year olds so we need appropriate policies in place.

#### Current request

We have been approached by two students from the John Colet to undertake a work experience placement with us. As this would be considered a pilot we would recommend that only one placement is offered.

#### Appendix – Children and Young People in the workplace policy

#### Policy Statement

Wendover Parish Council views engagement with children and young people from the community as important to its mission and will:

- Seek to identify voluntary opportunities for young people such as volunteering for events, work experience or roles in the delivery of projects
- Offer those opportunities only as long as it can do so with minimal risk to the Council and the child or young person
- Offer only those opportunities that are within the capacity of the staff team to deliver
- Review and learn from every opportunity offered

The Council recognise that it has the same responsibilities for their health and safety as they do for other employees.

#### Guidance and Definitions



The following definitions apply:

- a child is anyone who has not yet reached the official minimum school leaving age. Pupils will reach this age in the school year in which they turn 16
- a young person is anyone over the official minimum school leaving age but under 18 years old.

### **Employment restrictions**

Wendover Parish Council is legally prevented from employing any children who are aged under 14 years old, unless this is occasional work for their parents or guardians carrying out light agricultural or horticultural duties.

### **Young worker rights**

Young workers have a number of additional rights and different rights from workers over the age of 18. These rights will be built into any work experience or volunteering opportunity. These are:

- a daily rest break of 12 consecutive hours. This is the gap in time between finishing work one day and starting work the next
- a weekly rest break of 48 hours
- a normal maximum working day of 8 hours in any one day and a normal maximum working week of 40 hours in any one week
- where the working day lasts for more than 4.5 hours, the young worker is entitled to a minimum 30-minute rest break
- young workers over the official minimum school leaving age are entitled to be paid at least the national minimum wage at the relevant rate
- young workers are not normally able to work at night, unless some exceptions apply
- young workers aged 16 and 17 will be entitled to time off for study or training for a qualification if they have not previously gained a set standard of achievement. This will apply where the young worker is not in full time secondary or further education.

In relation to children, their additional rights are:

- a normal maximum working day of 8 hours in any one day that is not a required school day or a Sunday
- a normal maximum working week of 35 hours in any one week that is not a required school week
- a normal maximum working week of 12 hours in any one week that is a required school week
- where the working day lasts for more than four hours, the child worker is entitled to a minimum one hour break
- a minimum rest period of two consecutive weeks, outside of school weeks, where the child does not work. Where this rest period does not take place, the child may not carry out any work during this year.

### **Health and safety**

Wendover Parish Council has the same responsibilities for younger workers health and safety as it does for all workers.



Wendover Parish Council recognises that many younger workers will be unfamiliar with business risks and with workplace behaviours expected of them. Wendover Parish Council will arrange, as appropriate, for additional help and training to allow younger workers to carry out their work without putting themselves and others at risk.

Wendover Parish Council will ensure that young workers are appropriately supervised at all times and may place age limits and usage restrictions on some equipment and machinery, and some vehicles such as the ride on mower.

All current risk assessments still stand, however, Wendover Parish Council will undertake a risk assessment to identify additional risks to children and young people and will review this risk assessment for each specific opportunity. The risk assessment and any necessary control measures implemented will be communicated to the child's parent or guardian, or in the case of work experience to the school.

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#### **FINANCIAL CONSIDERATIONS**

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It may require additional office resource to ensure the post is successful

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#### **LEGAL AND RISKS**

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See risk assessment below:



RISK ASSESSMENT SHEET				Residual Probability	Last Review	Review period
Hazard	Description	Severity	Probability	SCORE	Controls	Residual Probability
<b>Children and Young People - volunteering and work</b>		<b>12</b>	<b>High</b>	<b>16</b>	<b>RISK WITHOUT CONTROLS</b>	<b>16</b>
<b>Workplace behaviours</b>						
	there is a lack of experience of workplace expectations which includes unfamiliarity with the risks of being in a workplace. This could lead to risky behaviours when completing tasks	4	4	16	Ensure the students are briefed by WPC and the school/college in expected behaviours and being within a workplace	3
	children and young people are more likely to cause offence or reputational impact if they don't undertake respectful communications and the maintaining of boundaries. Likewise existing staff will have formed their own behavioural norms which may not be understood or appreciated by a young person on placement. Not only could this lead to offence but also legal action	3	4	12	Ensure the students are briefed by WPC and the school/college in expected behaviours and being within a workplace	2
	Young people may be able to access inappropriate and dangerous content online which causes them harm and may also cause IT security threats	4	2	8	Ensure students are supervised when using IT. The office IT has got security controls and firewalls that should prevent any IT threats	1
	Because we are dealing with young people in education on of the safeguarding issues is our duty under the Prevent (counter terrorism) strategy. If signs are missed then immediate threats could be missed or the Parish Council could have future reputational/legal risk from failing to recognise and act on signs	5	2	10	Ensure Clerk is trained and updated in Prevent issues and that the college or school also has suitable guidance.	1
	Making assumptions as to physical capability could lead to accident or injury to a young person and the people they work with if they are required to undertake tasks that they are not capable of.	4	3	12	Ensure all tasks for children and young people are agreed in advance and double checked for suitability. Staff to undertake dynamic assessment of the capabilities of the young person and amend the task list accordingly	2
	Making assumptions about the ability to remember a specific set of instructions, or a general set of policies could lead to inadvertent exposure to risks from misinterpretations	4	3	12	Ensure all tasks for children and young people are agreed in advance and double checked for suitability. Staff to undertake dynamic assessment of the capabilities of the young person and amend the task list accordingly	2
	Young people lack experience in the workplace to be able to make appropriate decisions when lone working. This could result in injury or reputational damage from an inappropriate decision	5	3	15	Ensure there is no lone working and constant supervision	1
	any supervisor who is left alone with a young person is at risk from actions being misinterpreted or accusations of inappropriate behaviour	4	3	12	Ensure all council staff have undertaken a DBS check that is in date and ensure that work with one to one supervision is limited	2
	If there is a task requiring PPE it is highly likely that the PPE will not fit correctly due to the size of the person undertaking the work. This could render the PPE pointless and expose the wearer to risks	5	3	15	Ensure that there are minimal tasks that require PPE	1
	Whilst there is no additional risk to young people from extremes of cold and heat younger people are less likely to dress correctly for work outside which may increase the risk	4	3	12	Ensure that the supervisor takes responsibility for appropriate dress	1
	Most of our equipment and tools require a level of competence and experience to be used safely. Particularly powered tools. This could lead to accident and injury if the young people were using them.	5	3	15	Ensure that young people do not undertake tasks that require power machinery	1



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**PROPOSAL**

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**To approve the policy as set out**

**To authorise the office to be able to undertake work experience, starting with a pilot project in conjunction with the John Colet School in June 2025**



## ITEM 12e – WITCHELL LEASE

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### BROUGHT BY

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Office on advice from Cllr Walker

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### SUMMARY

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To consider approving the new Witchell Lease to be signed by the Cricket Club.

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### PARISH COUNCIL BACKGROUND

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The Parish Council have been working over a number of years to update the Cricket Club lease and take some feedback from the club into consideration.

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### DETAILS

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#### Introduction

The summary of terms of the proposed lease are as follows (the actual lease being circulated to Councillors prior to the meeting):

#### **Detailed Summary of the Lease Agreement Between Wendover Parish Council and Wendover Cricket Club**

##### **1. Parties Involved:**

- **Landlord:** Wendover Parish Council, located at Clocktower, High Street, Wendover, Buckinghamshire, HP22 6DU.
- **Tenant:** Wendover Cricket Club.

##### **2. Property Covered:**

- The leased property is part of Witchell Recreation Ground, Wendover, Buckinghamshire.
- Includes a **pavilion, two net lanes, and an artificial pitch**, which are owned by the Tenant but situated on the Landlord's land.
- The **interior of the pavilion is excluded** from the leased premises.

---

##### **3. Key Lease Terms**

###### **3.1 Lease Duration & Rent**

- **Term:** 40 years from the lease start date.
- **Annual Rent:** £350 per annum, payable in advance each year.
- **Rent Reviews:** Every five years, based on the **Consumer Price Index (CPI)**, ensuring adjustments in line with inflation.

###### **3.2 Permitted Use & Restrictions**

- The premises are strictly for **cricket-related activities** and any other recreation approved by the Landlord.
- Pavilion hire must be limited to **indoor activities** with no excessive noise disturbing residents.
- **Outdoor events:**
  - Limited to **six significant events per year**.
  - Must receive prior **written approval** from the Landlord.
  - No events allowed **past midnight**.

###### **3.3 Maintenance & Repairs**

- The **Tenant is responsible** for keeping the premises clean, tidy, and in **good repair**.



- The **grass on the cricket field** must be regularly cut and the **cricket table** maintained.
- The **Landlord can inspect** the premises and request repairs if necessary.
- **Damage from Tenant's activities must be repaired** by the Tenant at their expense.

### 3.4 Alterations & Improvements

- The Tenant **may erect new structures** or modify existing ones, but **only with the Landlord's prior written approval**.
- Advertising boards and signage on the pavilion require **Landlord's approval**.
- At the end of the lease, the Tenant can **leave structures for the Landlord** (if agreed upon), or they must be **removed at the Tenant's expense**.

### 3.5 Utilities & Expenses

- The **Tenant bears all costs** related to water, gas, electricity, sewage, and other utilities.
- If utilities are shared with other properties, the **Tenant pays a fair proportion**.
- The Tenant is also responsible for **taxes, insurance, and other outgoings** on the property.

### 3.6 Insurance Requirements

- The Tenant must:
  - Insure the premises **against risks such as fire, flood, vandalism, and natural disasters**.
  - Maintain **public liability insurance** of at least **£5 million**.
  - Provide **proof of insurance** annually to the Landlord.

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## 4. Rights & Obligations

### 4.1 Rights Granted to the Tenant

- Right to **use** the land exclusively for cricket activities.
- Right to **install and maintain drainage and water supply** for the cricket field.
- Right to **access and use the parking area** at Witchell Recreation Ground, shared with other users.

### 4.2 Rights Reserved by the Landlord

- The **Landlord retains access rights** to the property for:
  - Maintenance of **sewers, drains, and utilities**.
  - Carrying out **inspections and repairs** (with **three working days' notice**).
  - Redevelopment or **modification of nearby land**.
- The Landlord can **terminate the lease** if the Tenant breaches terms (e.g., unpaid rent, disrepair).

### 4.3 Prohibitions & Restrictions

- **Subletting or Assigning the Lease:** Not allowed **without the Landlord's consent**.
- **Commercial Use:** The premises cannot be used for any commercial activities **outside of cricket**.
- **Signage & Advertising:** Requires **Landlord's written approval** before being displayed.
- **Noise & Disturbance:** Tenant must **prevent excessive noise** affecting local residents.

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## 5. Termination & Lease End Conditions

### 5.1 Grounds for Termination

- **Non-payment of rent** (if unpaid for **21 days**).
- If the **Tenant dissolves** or ceases to exist.
- **Breach of lease conditions**, such as unauthorized alterations, excessive noise, or improper use of premises.

### 5.2 Returning the Premises

- The Tenant must **return the property in good condition** at lease expiry.
- All **movable items must be removed**.
- If the Tenant fails to repair the premises before leaving, they will **be charged for restoration costs**.

### 5.3 Forfeiture (Landlord's Right to Re-Enter)

- The **Landlord can repossess** the premises if:
  - Rent is **overdue by 21 days**.
  - The Tenant **violates lease conditions**.
  - The **Cricket Club dissolves**.



## 6. Other Key Provisions

### 6.1 Legal & Compliance Obligations

- The Tenant must comply with **all laws** regarding the **use, maintenance, and safety** of the premises.
- If a third party tries to **encroach on the land**, the Tenant must **report it immediately** to the Landlord.
- Any **planning permissions required** must be approved by the Landlord before submission.

### 6.2 Rent Review Mechanism

- Rent is reviewed **every 5 years** based on the **Consumer Price Index (CPI)**.
- If there is a dispute over rent, it will be resolved by a **Chartered Surveyor**.

### 6.3 Exclusion of Security of Tenure

- The lease **excludes** the Cricket Club's automatic right to renew the lease under the **Landlord & Tenant Act 1954**.
- This means the **Landlord is not obligated** to offer a new lease once the current term ends.

### 6.4 Governing Law & Dispute Resolution

- The lease is **governed by English law**.
- Any disputes must be resolved in the **courts of England & Wales**.
- If a disagreement arises over rent or lease terms, a **Chartered Surveyor** will decide the matter.

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## 7. Execution & Signatures

- The lease is signed as a **legal deed** by Wendover Parish Council and Trustees of Wendover Cricket Club.
- Each Trustee must sign the lease **in the presence of a witness**.

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## Final Notes

This lease formalizes **Wendover Cricket Club's rights and responsibilities** in managing the cricket ground for the next **40 years**. While it grants **exclusive use** for cricket activities, it imposes **strict conditions** on maintenance, noise levels, subletting, and alterations. The **Landlord retains key control rights** and can terminate the lease if the Club breaches its obligations.

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## FINANCIAL CONSIDERATIONS

n/a

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## LEGAL AND RISKS

Without an updated lease there could be contractual issues between ourselves and the tenant

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## PROPOSAL

To approve the Lease to be signed by the Clerk as Proper Officer and signed by the Cricket Club.





## ITEM 12f – DEVOLVED SERVICES

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### BROUGHT BY

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Office

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### SUMMARY

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To consider approving the new Devolved Services agreement and extend the agreement to four years

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### PARISH COUNCIL BACKGROUND

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#### Parish Council 5<sup>th</sup> March 2024

##### c) Devolved Services

**PC23/302** A member of the grounds team updated the Council on the current situation and the additional work required to fulfil the new contract. It was noted that this should not be a take it or leave it situation and there needs to be consideration on both sides of the contract.

**PC23/303** It was further noted that the Buckinghamshire Councillors should be engaged to support us with the process. However a current complaint about the Devolved Services process sent via one of the ward Councillors is still outstanding.

**PC23/304** It was also noted that one potential option for the Council was to take on the Churchyard works and this may impact on the ability to deliver the Devolved services, but the money could go towards part time staff or contractors. It was felt by the meeting that we should enter into negotiations with Buckinghamshire Council about this situation,

It was **RESOLVED** to not accept the current agreement as presented but enter into negotiations with Bucks Council and that the office will set up a meeting with the devolved services team with Councillors Gallagher and Walker.

#### Parish Council 2<sup>nd</sup> April 2024

##### d) Devolved Services

**PC23/312** The works have been clarified and are now similar to last years works. It was noted that we are doing more work than set out in the agreement through choice to keep Wendover in as good a condition as possible. It was noted that it costs more than the income received from Buckinghamshire Council to deliver these services.

**PC23/313** It was **RESOLVED** to take the 12 month deal, but to set out that we need to negotiate a multi-year deal that addresses the inflationary costs that we have taken on board.

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### DETAILS

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#### Introduction

The Parish Council undertakes work on behalf of Buckinghamshire Council Highways to cut the grass verges and areas around the highways. This is known as Devolved Services and Wendover Parish Council have been undertaking Devolved Services since 2019



In 2023/24 a refreshed agreement with additional guidance was issued along with a slightly revised cutting map of verges we were responsible for. It was felt that these clarifications did increase our 24/25 workload.

## Total Cost of providing Devolved Services

A costing exercise in July 2023 was undertaken where each transaction in the accounts was apportioned out if some of it related to devolved services (see appendix). This was a lengthy exercise which we have not had time to repeat but I have done a headline review of the figures show it to be a genuine costing that still has relevance to today's costs and if anything it could have increased. The figures show that we spend £42k on delivering services that are under the devolved services agreement.

## Quality

In reality, this is not a direct comparison. Wendover Parish Council provides above and beyond the expected level of service, principally we provide at least 4 more cuts of all the verges per year than required. This is in line with providing the residents of Wendover the level of service that supports pride in the community. This is a conscious choice when setting the budgets and borne out by the level of complaints we got when two years ago our cutting deck was out of action in the early part of the cutting year.

## This years offer

The offer from Buckinghamshire Council this year was originally £4k less than expected based on their previous offers. In a meeting with the key staff from the devolved services team it seems there was an error in the figures when we first started undertaking devolved services which has meant we have been paid more than we should have been in previous years. Therefore, the offer has gone down to £15,832 from £19,198. Because of the financial pressures at Buckinghamshire Council there is no movement on the £15,832 figure. We had budgeted on £19,198 income from devolved services as there was nothing in the pre agreement information to indicate there would be any change.

It has been agreed that we could incorporate some additional cutting areas into our work that would increase the £15,832 figure. It is easier for us to add mowing areas than it is to find additional money to cover the shortfall. Potential additional areas are shown in the appendices highlighted in green

## Multi Year Agreement

The resolution on the 2<sup>nd</sup> April 2024 agreed that we should explore a multi year deal that took into account the inflationary costs. This is clearly not possible. However we can enter a 4 year agreement based on the current costs. This will not offer any more money but will offer budgetary certainty for the next 4 years.

## Princess Mary Gate

The experience of the residents of PMG was discussed and the Parish Council desire to improve the current situation regarding maintenance of public spaces. Wendover Parish Council expressed their ambition to take over the maintenance of all the public spaces on Princess Mary Gate and requested help to build a case for this. It was agreed to work together to examine the feasibility of such a move. The complexities of working with multiple public and private agencies was noted.



## Notification of new financial offer

It was discussed that there is a real risk to Parish Councils in that they are not informed of the agreed payment for undertaking devolved services until after their precept request has been submitted and budgets set for the year. Buckinghamshire Council also follow the same budgetary cycle but committed to informing Parish Councils of an indicative figure in October/November so we have more confidence in our budget figures. This would still work under a multi year deal as there could be amendments in the annual sums that need to be considered by the Parish Council

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### FINANCIAL CONSIDERATIONS

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This does have budgetary implications as the budget will now have a £3300 shortfall, but this can be made up in year with savings in other areas.

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### LEGAL AND RISKS

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Nothing additional to the risks discussed in this paper. The details of the agreement will be circulated to Councillors before the meeting.

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### PROPOSAL

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**To approve entering into a four year deal to undertake devolved services**

**To authorise the office to continue to negotiate bringing Princess Mary Gate into the agreement**



## Appendix – Devolved Services Costings

Devolved Services Actual Costs and Income						
	Actual 2021-22	Actual 2022-23	Dev Svc Multiplier	Dev Svc Cost	Notes	
<b>100 Amenities Income</b>						
1035 BCC Devolved Footpaths Income	17,100	17,613	1	17,613	The income for 2023/24 is now just above £19k	
<b>Amenities Income :- Income</b>	<b>17,100</b>	<b>17,613</b>		<b>17,613</b>		
<b>140 Recreation Expenditure</b>						
4417 Tree Works	2,645	1,114		800	We use an external contractor to flail back the hedges we control - this will need to increase as we have discovered we control more hedges than originally thought.	
4425 Capital Expenditure (asset pur	5,627	14,893	0.5	7,447	This assumes that half of the equipment we own and use is for devolved services. In reality our equipment probably gets used more on devolved services.	
4430 Mower Maintenance	1,813	2,350	0.5	1,175	As above	
4455 Premises - SiteSafe Electrics	170	576	0.5	288	A fair share of the utility bills as the site safe is used as a base for the dev svcs works	
4465 Premises - SiteSafe Water, etc	48	271	0.5	136	As above	
4475 Misc - Fuel	2,095	3,154	0.5	1,577	A fair share of fuel costs what we use for our open spaces v dev svcs	
4480 Misc - Materials & Tools	1,301	1,628	0.3	488	Looking at the nominal code about a third specifically for dev svcs is the right share	
4481 Machinery/Tool Service Repair	1,523	1,180	0.5	590	As above	
<b>Recreation Expenditure</b>	<b>12,577</b>	<b>24,052</b>		<b>11,700</b>		
<b>220 Finance &amp; General Expenditure</b>						
4707 H&S	60	233	0.5	117	H&S costs includes PPE used on Dev Svcs	
<b>Finance and General Expenditure</b>	<b>60</b>	<b>233</b>		<b>117</b>		
<b>320 Staffing</b>						
4800 Staffing - Amenities - Wages	53,236	61,810	0.33	20,397	This is based on a third of the staff time being used on devolved services - as the work is annualised this is a judgement call based on the staff currently spending about 80% of their time in summer on Dev Svcs but in Winter it is vice versa	
4801 Staffing - Amenities - NIC	5,252	6,270	0.33	2,069	As above	
4802 Staffing - Amenities- Pension	7,969	9,076	0.33	2,995	As above	
4810 Staffing - F&G - Wages	85,014	77,210	0.05	3,861	This is a small amount of time of the office staff portioned for specifically dealing with Dev Svcs issues	
4811 Staffing - F&G - NIC	7,192	8,131	0.05	407	as above	
4812 Staffing - F&G - Pension	5,229	3,853	0.05	193	as above	
4861 Uniform	297	306	0.5	153	A fair split - boots and trousers	
<b>Staffing Total</b>	<b>164,189</b>	<b>166,656</b>		<b>30,074</b>		
<b>TOTAL INCOME</b>	<b>17,100</b>	<b>17,613</b>		<b>17,613</b>		
<b>TOTAL EXPENDITURE</b>	<b>176,826</b>	<b>190,941</b>		<b>41,891</b>		
<b>NET INCOME/EXPENDITURE</b>				<b>- 24,278</b>		



## ITEM 12g– CHANGES TO MEETING TIMES

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### BROUGHT BY

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Office

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### SUMMARY

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To consider amending the meeting times in lines with the free parking at the Library

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### PARISH COUNCIL BACKGROUND

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n/a

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### DETAILS

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#### Introduction

The Council has agreed to move their meetings to the Library. The car park next to the library is free after 7pm and to improve accessibility it would make sense to change the start time of the meetings to 7:10pm (and 7:40pm) to allow attendees to take advantage of the free parking should they need to drive.

New times are shown in the meeting notice in the appendix

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### FINANCIAL CONSIDERATIONS

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n/a

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### LEGAL AND RISKS

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There may be initial confusion as to the time and location change but we do advertise our meetings in a standard way which should minimise that risk.

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### PROPOSAL

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To approve the new meeting times as follows:



Appendix – Meeting Dates

Date	Meeting	Time	Venue
01 Apr 2025	Planning Committee	7:10pm	St Annes Hall
01 Apr 2025	<b>PARISH COUNCIL MEETING</b>	<b>7:40pm</b>	<b>St Annes Hall</b>
11 Apr 2025	Parish Councillor nominations close		
15 Apr 2025	Planning Committee	7:10pm	St Annes Hall
15 Apr 2025	Amenities Committee	7:40pm	St Annes Hall
17 Apr 2025	<b>ANNUAL PARISH MEETING</b>	<b>7:10pm</b>	<b>Wendover Community Library</b>
01 May 2025	Parish Councillor polling day (if posts are contested)		Memorial Hall
02 May 2025	Parish Councillor poll count and verification		Stoke Mandeville Stadium
06 May 2025	<b>PARISH COUNCIL AGM and election of Chair</b>	<b>7:10pm</b>	<b>Wendover Community Library</b>
20 May 2025	Planning Committee	7:10pm	<b>Wendover Community Library</b>
20 May 2025	Finance Committee	7:40pm	<b>Wendover Community Library</b>
03 Jun 2025	Planning Committee	7:10pm	Wendover Community Library
03 Jun 2025	<b>PARISH COUNCIL MEETING</b>	<b>7:40pm</b>	<b>Wendover Community Library</b>
17 Jun 2025	Planning Committee	7:10pm	Wendover Community Library
17 Jun 2025	Amenities Committee	7:40pm	Wendover Community Library
01 Jul 2025	Planning Committee	7:10pm	Wendover Community Library
01 Jul 2025	<b>PARISH COUNCIL MEETING</b>	<b>7:40pm</b>	<b>Wendover Community Library</b>
15 Jul 2025	Planning Committee	7:10pm	Wendover Community Library
15 Jul 2025	Amenities Committee	7:40pm	Wendover Community Library
05 Aug 2025	Finance Committee	7:10pm	Wendover Community Library



<b>05 Aug 2025</b>	<b>PARISH COUNCIL MEETING</b>	<b>7:40pm</b>	<b>Wendover Community Library</b>
<b>02 Sep 2025</b>	Planning Committee	7:10pm	Wendover Community Library
<b>02 Sep 2025</b>	<b>PARISH COUNCIL MEETING</b>	<b>7:40pm</b>	<b>Wendover Community Library</b>
<b>16 Sep 2025</b>	Planning Committee	7:10pm	Wendover Community Library
<b>16 Sep 2025</b>	Amenities Committee	7:40pm	Wendover Community Library
<b>07 Oct 2025</b>	Planning Committee	7:10pm	Wendover Community Library
<b>07 Oct 2025</b>	<b>PARISH COUNCIL MEETING</b>	<b>7:40pm</b>	<b>Wendover Community Library</b>
<b>21 Oct 2025</b>	Planning Committee	7:10pm	Wendover Community Library
<b>21 Oct 2025</b>	Amenities Committee	7:40pm	Wendover Community Library
<b>04 Nov 2025</b>	Staffing Committee	7:10pm	Wendover Community Library
<b>04 Nov 2025</b>	<b>PARISH COUNCIL MEETING</b>	<b>7:40pm</b>	<b>Wendover Community Library</b>
<b>18 Nov 2025</b>	Planning Committee	7:10pm	Wendover Community Library
<b>18 Nov 2025</b>	Finance Committee	7:40pm	Wendover Community Library
<b>02 Dec 2025</b>	Planning Committee	7:10pm	Wendover Community Library
<b>02 Dec 2025</b>	<b>PARISH COUNCIL MEETING</b>	<b>7:40pm</b>	<b>Wendover Community Library</b>
<b>16 Dec 2025</b>	Planning Committee	7:10pm	Wendover Community Library
<b>16 Dec 2025</b>	Amenities Committee	7:40pm	Wendover Community Library
<b>06 Jan 2026</b>	Planning Committee	7:10pm	Wendover Community Library
<b>06 Jan 2026</b>	<b>PARISH COUNCIL MEETING</b>	<b>7:40pm</b>	<b>Wendover Community Library</b>
<b>20 Jan 2026</b>	Planning Committee	7:10pm	Wendover Community Library
<b>20 Jan 2026</b>	Amenities Committee	7:40pm	Wendover Community Library
<b>03 Feb 2026</b>	Planning Committee	7:10pm	Wendover Community Library



<b>03 Feb 2026</b>	<b>PARISH COUNCIL MEETING</b>	<b>7:40pm</b>	<b>Wendover Community Library</b>
<b>17 Feb 2026</b>	Planning Committee	7:10pm	Wendover Community Library
<b>17 Feb 2026</b>	Finance Committee	7:40pm	Wendover Community Library
<b>03 Mar 2026</b>	Staffing Committee	7:10pm	Wendover Community Library
<b>03 Mar 2026</b>	<b>PARISH COUNCIL MEETING</b>	<b>7:40pm</b>	<b>Wendover Community Library</b>
<b>17 Mar 2026</b>	Planning Committee	7:10pm	Wendover Community Library
<b>17 Mar 2026</b>	Amenities Committee	7:40pm	Wendover Community Library