

# WENDOVER PARISH COUNCIL

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## Minutes of the Annual Parish Council Meeting 7<sup>th</sup> May 2024 at 7:00pm St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

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**Present:** Councillors Ballantine, Gallagher, Goodall, O'Donnell, Porter, Standen, Thornton, Wales, Williams (Chair) and Worth.

**In attendance:** n/a

**Clerk:** Andy Smith

**Members of Public:** 0

### 1. ELECTION OF CHAIR

**PC24/001** Councillor Williams was proposed and seconded and **ELECTED** unanimously. Council wanted to note their thanks for the work Councillor Williams is putting into the role.

### 2. ELECTION OF VICE CHAIR

**PC24/002** Councillor Gallagher was proposed and seconded and **ELECTED** unanimously.

### 3. APOLOGIES FOR ABSENCE

**PC24/003** Apologies were received from Councillors Walker and **APPROVED**. Apologies from Buckinghamshire Councillors Bowles, Newcombe and Strachan were noted. Councillor Lloyd Evans was noted as absent.

### 4. DECLARATIONS OF INTEREST

**PC24/004** None

### 5. MINUTES

**PC24/005** The minutes of the Parish Council of 2<sup>nd</sup> April 2024. were **RESOLVED** as a true record to be signed by the Chair of the meeting.

### 6. PUBLIC PARTICIPATION

**PC24/006** None

### 7. REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

**PC24/007** None

### 8. CLERKS REPORT AND CORRESPONDANCE

**PC24/008** The Clerks report was noted and the Clerk answered questions from the councillors.

### 9. FINANCE AND PAYMENTS

#### a) Payments to consider.

**PC24/009** The payments to consider, totalling £20,004.55, were **RESOLVED** and signed.

**b) Latest financial reports**

**PC24/010** The financial reports were noted and the year end commentary was very helpful. The issue over streetlight repair costs was noted and it was recognised that as the lamps reach the end of their expected life this cost will continue over the next couple of years.

**c) Acquisition and disposal of assets**

**PC24/011** The assets acquired and disposed of over the financial year 2023/24 were discussed and **RESOLVED** to be approved.

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

**PC24/012** The annual subscriptions were reviewed and **RESOLVED** to be approved.

**e) Review of current direct debits**

**PC24/013** The direct debits and regular card and invoice payments were noted and **RESOLVED** to be approved to continue.

**f) Note year end audit process**

**PC24/014** The year end audit process was considered and noted.

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

**a) HS2 Mitigation Action Group**

**PC24/015** The report was noted.

**b) Report from Lionel Abel Smith Trust**

**PC24/016** The report was noted

**c) Parish Council Surgeries**

**PC24/017** It was noted that attendance has been low during this experimental period and that Council needs to consider moving to a Saturday so more people can attend. It was also noted that it may be more effective to set up meetings with community groups. This will come back to council for a formal decision.

**d) Wendover Community Car**

**PC24/018** It was noted that the group are looking at options for upgrading or replacing the car.

**e) Wendover Youth Centre**

**PC24/019** It was noted that there is a new trustee board in place.

**11. REPORTS FROM STANDING COMMITTEES**

**a) PLANNING**

**PC24/020** The draft minutes of the meeting on 16<sup>th</sup> April 2024 were noted.

**b) AMENITIES**

**PC24/021** The draft minutes of the meeting on 16<sup>th</sup> April 2024 were noted.

## 12. REPORTS FROM WORKING GROUPS

### a) Transport Working Group

**PC24/022** It was noted that the group had asked for quotes for a survey around the Wendover School Campus. There was a traffic enforcement officer outside the school which helped with traffic flow and pedestrian safety on the day they attended. The group are looking into the road safety fund available from Bucks Council for funding for South Street.

### b) Open Spaces Working Group

**PC24/023** Planning permission was granted for the Skatepark. There are a few minor conditions attached which were in the project plan already. There is a potential that a local businessperson would support the skate park if there was any funding shortfall. The next plan is to apply to the National Lottery Communities Fund. Amenities will be looking into the feasibility of CCTV around the skatepark and other open spaces.

### c) Sustainability and Biodiversity Group

**PC24/024** There was no report.

### d) Strategic Planning Steering Group

**PC24/025** There was no report.

## 13. COMMITTEES AND WORKING GROUPS

### a) Changes to committees' Terms of Reference

**PC24/026** It was noted that committees used to have a vice chair in the past and it was believed this was good practice. It was **RESOLVED** to amend the Terms of Reference of Amenities Committee, Finance Committee, Planning Committee and Staffing Committee (as set out in the paper) to include a Vice Chair.

**PC24/027** It was **RESOLVED** to change the wording of the footnote on the Terms of Reference to "the Clerk or their delegated officer"

### b) Scheme of Delegation

**PC24/028** The scheme was considered and it was **RESOLVED** to be renewed.

### c) Amenities Committee

**PC24/029** The Terms of Reference as amended by item 13a) were considered and **RESOLVED** to be approved

**PC24/030** It was **RESOLVED** that the membership would consist of Councillors Ballantine, Lloyd-Evans, Porter, Standen, Walker, Washington and Worth. Councillors Gallagher and Williams are ex officio members of this committee.

### d) Complaints Committee

**PC24/031** The Terms of Reference were considered and **RESOLVED** to be approved

**PC24/032** It was **RESOLVED** that the membership would consist of Councillors Ballantine, Goodhall, Walker and Washington. Councillors Gallagher is an ex officio member of this committee.

### e) Finance Committee

**PC24/033** The Terms of Reference as amended by item 13a) were considered and **RESOLVED** to be approved

**PC24/034** It was **RESOLVED** that the membership would consist of Councillors Goodall, O'Donnell, Walker, Washington and Worth. Councillors Gallagher and Williams are ex officio members of this committee.

**f) Planning Committee**

**PC24/035** The Terms of Reference as amended by item 13a) were considered and **RESOLVED** to be approved

**PC24/036** It was **RESOLVED** that the membership would consist of Councillors Ballantine, O'Donnell, Standen, Walker and Worth. Councillors Gallagher and Williams are ex officio members of this committee.

**g) Staffing Committee**

**PC24/037** The Terms of Reference as amended by item 13a) were considered and **RESOLVED** to be approved

**PC24/038** It was **RESOLVED** that the membership would consist of Councillors Ballantine, O'Donnell, Thornton, Wales and Washington. Councillors Gallagher and Williams are ex officio members of this committee.

**h) Strategic Planning Steering Group**

**PC24/039** The Terms of Reference were considered and **RESOLVED** to be approved

**PC24/040** It was **RESOLVED** that the membership would consist of Councillors Ballantine, Goodall, O'Donnell, Williams and Worth

**i) Transport Working Group**

**PC24/041** The Terms of Reference were considered and **RESOLVED** to be approved

**PC24/042** It was **RESOLVED** that the membership would consist of Councillors Goodall and Walker.

**j) Biodiversity and Sustainability Working Group**

**PC24/043** The Terms of Reference were considered and **RESOLVED** to be approved

**PC24/044** It was **RESOLVED** that the membership would consist of Councillors Lloyd-Evans, Porter, Standen, Wales and Williams.

**k) Events Working Group**

**PC24/045** The Terms of Reference were considered and **RESOLVED** to be approved

**PC24/046** It was **RESOLVED** that the membership would consist of Councillors Porter, Thornton and Washington.

**l) Open Spaces Working Group**

**PC24/047** The Terms of Reference were considered and **RESOLVED** to be approved

**PC24/048** It was **RESOLVED** that the membership would consist of Councillors Porter, Standen, Wales, Walker, Washington and Worth.

**14. EXTERNAL BODIES**

**a) Representatives to external groups**

**PC24/049** It was **RESOLVED** to appoint the following representatives:

- **RAF Halton Liaison** –Councillor Worth
- **Buckinghamshire Council Community Board** (Wendover and Villages) – Councillors Worth and O'Donnell
- **BMKALC Parish Liaison Meetings** – To be undertaken on a rotational basis

- **Climate Action Wendover** – Councillor Lloyd-Evans
- **HS2 Liaison (to include liaison with Wendover HS2 Mitigation Action Group)** – Councillor Porter
- **Lionel Abel Smith Trust** – former Councillor Bulpett is on a three year term and will continue to liaise with the Parish Council
- **Wendover Action Group (Community Car)**- Councillor Williams
- **Wendover Business Group** – Councillors Gallagher, O’Donnell, Porter and Worth
- **Wendover Canal Trust** – Councillor Williams
- **Wendover Churchyard Care Committee** – Councillors Ballantine and Washington
- **Wendover Community Library Management Committee** – Councillor Worth
- **Wendover Memorial Hall** – Councillors Ballantine and Worth
- **Wendover Youth Centre** – Councillor Ballantine

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

**PC24/050** The legal agreements as presented in the paper were considered and **RESOLVED** to be approved.

**15. GENERAL GOVERNANCE**

**a) Review and consider the standing orders**

**PC24/051** It was noted there are no updates advised and **RESOLVED** to approve the standing orders.

**b) Review and consider the financial regulations**

**PC24/052** It was noted there are no updates advised and **RESOLVED** to approve the financial regulations.

**c) Review the current insurance cover**

**PC24/053** The policies and certificate had been communicated in advance to the Councillors. It was noted there are no updates advised and to approve the current insurance cover.

**d) Review the Council complaints procedure**

**PC24/054** It was noted there are no updates advised and it was **RESOLVED** to approve the complaints procedure.

**e) Review the Freedom of Information Policy and Data Protection Policy**

**PC24/055** It was noted there are no updates advised and it was **RESOLVED** to approve the Freedom of Information Policy

**PC24/056** It was noted there are no updates advised and it was **RESOLVED** to approve the Data Protection Policy

**f) To note the General Power of Competence and S137 expenditure limits**

**PC24/057** It was noted that the Council does not currently have the General Power of Competence

**PC24/058** It was noted that the S137 expenditure limit for 2024/25 for Wendover Parish Council was £64,027 and we had not budgeted to spend anywhere near that limit.

**g) Review the time and place of the ordinary meetings of Council**

**PC24/059** The meeting dates were noted.

**16. OTHER ITEMS**

**a) HS2 Update event**

**PC24/060** It was noted that we would ask EKFB to fund the meeting, but approve a budget as a contingency. The Council **RESOLVED** to approve the event and budget.

**PC24/061** It was further **RESOLVED** to authorise the office to set the date based on the suggestions of the 21<sup>st</sup> and 28<sup>th</sup> June and the availability of EKFB to attend.

#### **17. DATES OF FUTURE MEETINGS**

**PC24/062** It was noted next Parish Council meeting 7.30pm on Tuesday 4<sup>th</sup> June 2024 at St Annes Hall. All agenda items and papers to be with the clerk by Friday 24<sup>th</sup> May.

#### **18. CLOSURE OF MEETING**

**PC24/063** As all business was transacted the meeting was closed at 8:50pm

Signed by  
Chair to the Parish Council

Date: