







WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
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Tel: 01296 623056 Email: clerk@wendover-pc.gov.uk

COUNCIL VISION AND MISSION

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

 Develop Community	 Enhance Environment	 Promote Prosperity	 Functioning Council
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PARISH COUNCIL MEETING AGENDA

Tuesday 4th February 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 7th January 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 8* ●
- 8) **[FINANCE AND PAYMENTS](#)** – *page 11* ●
- 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 12, 17 and 18*
 - c) To receive the latest [Flagstone](#) statement– *page 19*
 - d) To receive the [end of year](#) forecast– *page 20*
- 9) **REPORTS FROM MEETINGS WITH OUTSIDE BODIES** ●
- a) **[HS2 Mitigation Action Group](#)** – *page 26*
 - b) Other groups
- 10) **REPORTS FROM COMMITTEES**
- a) **STAFFING COMMITTEE** ●
 - i) To note the draft [minutes](#) of the meeting on 5th November 2024 – *page 27*
 - ii) To note the draft minutes of the meeting on 30th January 2025 (**to follow**)
 - b) **PLANNING COMMITTEE** ● ● ●
 - i) To note the draft [minutes](#) of the meeting on 21st January 2025 – *page 29*
- 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) **[Local Government Pension Scheme](#)**– *page 31* ●
To note the issues and risks posed by the LGPS pension deficit and approve funding for a latest valuation report.

b) [Memorial School Gates](#)– **page 33** ● ●

To note the existence of school gates that were a memorial to former pupils of the old school who served and/or died during the war and consider authorising the office to work up a project to permanently site the gates and refurbish them.

c) [Approve appointment of representative to Wendover Action Group](#)– **page 38** ● ●

To approve the appointment of Cllr Tipper to act as the Wendover Parish Council representative to the Wendover Action Group.

d) [2025 Events programme](#)– **page 39** ● ● ●

To note the proposed events for 2025 and consider a new event proposal

e) [2025/26 Parish Council Meetings](#)– **page 43** ●

To consider the proposed meeting dates for 2025/26 and subsequent room bookings

f) [Open Space Hire Request – Hampden Meadow](#)– **page 47** ● ● ●

To consider the open space hire request for Hampden Meadow from Craftyard.

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 arrangements for the Estates and Grounds Team**

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

The next Parish Council meeting 7.30pm on Tuesday 4th March 2025 at St Annes Hall. Items for the agenda are due into the office by 9am on Mon 27th February.

15) **CLOSURE OF MEETING**

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 30/01/2025

WENDOVER PARISH COUNCIL

Minutes of the Parish Council Meeting

7th January 2025 at 7:30pm

Chilterns Neuro Centre, Oakwood Close, Wendover, Aylesbury, HP22 5LX

Present: Councillors Ballantine, Gallagher, Goodall, Porter, Thornton, Wales, Walker, Washington, Tipper and Worth

Clerk: Phoebe Sharps

Members of Public: 12

APOLOGIES FOR ABSENCE

PC24/309 Apologies were received from Cllrs O'Donnell, Standen and Campbell and were **APPROVED**.
Bucks Cllrs Newcombe, Bowles and Strachan also offered their apologies.

DECLARATIONS OF INTEREST

PC24/310 None

MINUTES

PC24/311 The minutes of the Parish Council of 3rd December 2024 were **RESOLVED** as a true record to be signed by the Chair of the meeting.

CHAIRS ANNOUNCEMENTS

PC24/312 The Chair wished everyone a Happy New Year and welcomed Cllr Tipper to her first Council meeting. The Chair gave an update on the LGPS pension fund deficit and that following discussions with Barnett Waddingham the actuary for the Bucks LGPS there could be options to exit the scheme. The Chair will produce a paper for the next meeting for the Council to consider.

PUBLIC PARTICIPATION

PC24/313 The New Wendover Action Group secretary made an introduction to the Council and asked about a new Parish Council representative for Wendover Action Group.

PC24/314 A member of public noted that there were no representatives from Buckinghamshire Council present at this meeting. They expressed concern that in view of the serious issues that needed to be discussed at this meeting, particularly in relation to HS2, that their absence should be noted.

PC24/315 A member of the public received an email from the MPs office which stated that they have had 42 complaints from residents about the use of Dobbins Lane for HGV traffic. 35 out of 42 complaints highlighted the risk to pedestrians. Those who wrote in received a written response from HS2 together with a list of FAQs, the topic of safety has only 6 lines. The FAQs mentioned the environmental impact surrounding other access routes and spoke on access rights, with no information on gaining access or what the blocks are.

PC24/316 A representative of Wendover HS2 Mitigation Action Group spoke on their report and stated that they object to the use of HGVs in Dobbins but are looking at how to mitigate the impact for residents as well. In their next report they will discuss the FAQs received by residents and speak on the technical items, they ask that the report be passed onto Buckinghamshire Councillors in particular Peter Strachan.

PC24/317 A member of public highlighted a wider issue of HGVs in the conservation area, and that in particular the Pound Street & High Street junction and roundabout will be affected.

PC24/318 The Chair noted that he has a meeting with one of the Councillors who has responsibility for Transport at Bucks Council, to discuss what can be done in regard to the use of Dobbins Lane for HGV traffic. He also noted that at this time the best thing for residents to do is complain directly to HS2 with specific references to their concerns.

PC24/319 Cllr Tipper asked a question to the representative from Wendover HS2 Mitigation Action Group with a query that they thought there was to be no HGVs in Wendover, the representative said that EFKB said they would use best efforts not to have HGVs in Wendover, but they don't think there was a formal agreement. Reports of HGVs in Wendover can be sent to EKFB with pictures and timestamps.

PC24/320 A member of the public suggested that there was another possible route, through old sewage works off Aylesbury Road, where none of the other problems exist, and there would be wide access and a potential layby.

REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

PC24/321 No reports given.

CLERKS REPORT AND CORRESPONDANCE

PC24/322 The report was noted.

FINANCE AND PAYMENTS

a) Payments to consider.

PC24/323 No payments to consider.

b) Latest financial reports

PC24/324 The financial reports were noted. It was noted that the cost of £2,500 +VAT from Transport Working Group EMR will be reimbursed £1,250 from Bucks Council.

c) Flagstone Statement

PC24/325 The statements from the Flagstone accounts were noted.

d) End of year forecast

PC24/326 The end of year forecast was noted.

REPORTS FROM MEETINGS WITH OUTSIDE BODIES

a) HS2 Mitigation Action Group

PC24/327 The report was noted. It was noted that the Rocky Lane closure will affect Hale Lane, there has already been an increase in lorries and crashes on Hale Lane and people will continue to use Hale Lane as a diversion. It was further noted that the Council will speak to Wendover HS2 Mitigation Action Group regarding future cycle lanes to take this forward.

b) Other groups

PC24/328 Business Network - their next meeting is on Thursday 9th January. There was a question regarding the status of the Business Group, the Chair will contact them for an update.

REPORTS FROM COMMITTEES

a) AMENITIES COMMITTEE

PC24/329 The draft minutes of the meeting on 17th December 2024 were noted.

ii) Dobbins Lane

PC24/330 It was **RESOLVED** to amend the statement (and position expressed) to say "there are major safety concerns".

PC24/331 It was **RESOLVED** to approve the statement (and position expressed) as amended.

- PC24/332** It was **RESOLVED** to authorise the office to publish the statement as amended and signpost the issues as appropriate.
- PC24/333** It was **RESOLVED** to authorise the office to engage with the Buckinghamshire Councillors to ask for the planning decision to be “called in”
- PC24/334** It was **RESOLVED** to publicise when the issue comes to planning and provide links of where residents can make comments on the planning applications.
- PC24/335** It was **RESOLVED** to continue to represent this position to EKFB and Buckinghamshire Council when planning applications are submitted.

REPORTS FROM WORKING GROUPS

a) Transport Working Group

PC24/336 It was noted that there is a three-quote process for the Wharf Road project, Cllr Goodall will share the quotes to the Council via email.

b) Open Spaces Working Group

PC24/337 No report.

c) Sustainability and Biodiversity Group

PC24/338 No report.

d) Strategic Planning Steering Group

PC24/339 No report.

OTHER ITEMS

a) Review of policies

PC24/340 It was **RESOLVED** to renew the Document Retention Policy

PC24/341 It was **RESOLVED** to renew the Clock Tower Protocol

PC24/342 It was **RESOLVED** to renew the Footpaths Protocol

PC24/343 It was **RESOLVED** to renew the Grants Policy

PC24/344 It was **RESOLVED** to renew the Witchell Car Park Policy. It was noted that during the parking review the Council will look at the Witchell Car Park, due to the parking issues with no specified spaces and vehicles blocking multiple spaces.

PC24/345 It was **RESOLVED** to renew the Investment Policy

b) Approval of Chair as Bank Signatory

PC24/346 It was **RESOLVED** to approve the addition of the Chair as a full account signatory, subject to a review of the standing orders and policies.

c) Wendover Cricket Club Equipment Store

PC24/347 It was **RESOLVED** to approve the larger equipment store on the Witchell Grounds.

PLANNING APPLICATIONS

[24/03640/ALB 3 Coldharbour Tring Road Wendover Buckinghamshire HP22 6NR](#)

Listed building application for the re-roofing the rear extension and insertion of 4no conservation roof lights, provision of mains gas, installation of gas boiler and gas flue

PC24/348 It was **RESOLVED** to support this application.

DATES OF FUTURE MEETINGS

PC24/349 The next Parish Council meeting 7.30pm on Tuesday 4th February 2025 at St Annes Hall. Items for the agenda are due into the office by 9am on Mon 27th January.

CLOSURE OF MEETING

PC24/350 As all business was transacted the meeting was closed at 8.14pm

Signed by
Chair to the Parish Council

Date:



ITEM 7 – CLERKS REPORT AND CORRESPONDENCE

Another brief report I am afraid.

New Councillors

Since my last report the new Councillors have had a welcome session with the new councillor pack shared with them. An issue with the current tablets that nobody uses has arisen in that they are so old the Microsoft products will no longer work on them which means they can be no longer used for Council email and work. I am awaiting quotes for a new tablet and will bring a proposal to council to offer these tablets to those who require them.

HS2 and Nash Lee Lane

We have been notified by the Nash Lee residents that the late working noise and lights at the Nash Lee compound have been a recent issue. This will be brought up at the liaison meetings to formally document but it seems HS2 are aware and are making changes to operations. There is an ongoing issue of traffic using the temporary road by mistake and causing damage. Again I will raise this at the liaison meetings.

Broadband

Our broadband and phone service had been suffering intermittent problems last week. Because our phone service is now provided by the broadband hub this may have meant people will have had difficulty in contacting the office. All issues have now been resolved.

Work at Clocktower



The member of ground staff has been working hard to bring the woodwork around the window of the Clocktower up to scratch and as part of that work he has also opened the window space up more to let in more light, making the downstairs space feel larger and brighter. The external woodwork (including the notice board) will need taking right back before treatment can be applied. This will require 3 or 4 dry and mild days to complete and dry so we are awaiting a good weather spell. The windows are also having draught excluders fitted around the gaps to help with thermal efficiency.



Staff appraisals

January is staff appraisal season and they have been successfully completed with all staff. The objectives have been set for the forthcoming year which will prove to be a key year as we onboard a new member of the team and look to focus on improving the parish visual amenity.

Witchell Trust Annual return

The Witchell Trust is a charity of which the councillors are the Trustees. The trust has a long term investment which receives quarterly dividends of around £80. Every March the trust meets and to date has agreed to donate the money to Wendover Parish Council to support the upkeep of the ground. As a charity the annual accounts need to be reported to the Charity Commission and this was done on 16/1/2025

Hilux issues

The Hilux has had some wheel wobble and uneven wear on the front tyres. We were without the vehicle for a day but luckily we coincided that day with the work in the clocktower.

HS2 information on the website

The information about how we represent the community to HS2 is being updated on the Website. It is not completed but we will be looking to host as much as possible at www.wendover-pc.gov.uk/HS2 and backfill some of the information so people can see what we have been doing on your behalf.

Health and Safety audit works

I have been continuing the work identified in our health and safety audit. The COSHH paperwork has had a thorough overall and the operational risk assessments are close to have been completely reviewed. This has resulted in a number of “bullet point” safe working practices (which to a large extent document what are our standard operating procedures). I am seeking further guidance on a fire alarm for the clocktower. At the moment I have two quotes of many thousands of pounds to install a system that is not legally required as we are such a small concern. This will be brought to the attention of Council when all quotes and legal guidance is in.

Asset of Community Value – Walnut tree meadow

We are working through the information to ensure we can successfully nominate this space. What would support our cause is any testimonials from users of the space. If anyone appreciates and uses the space and would like to write a testimonial then please sent it to me at clerk@wendover-pc.gov.uk

Wendover Canal towpath

Some interim repairs have been made in key areas along the towpath which should support the bank and prevent the new path being undermined. Whilst a longer term repair programme is required the repairs should help give the extra time required to organise this work.

Internal Audit

The first of two annual internal audits (undertaken by an external auditor) has been completed with some technical advice and minor changes required. On the whole this was a reassuring audit in that we do have all the correct procedures in place and are looking after public money correctly. More details on a formal agenda item when the report comes in. I was particularly pleased as normally you get a week to prepare the documents required for inspection and I had a day because it was a rescheduled audit (see below).



Moved House

I have finally moved house. Got keys at 4pm on 20th Dec and at that stage we had no removal company booked!



ITEM 8 – FINANCE REPORTS

The Dec accounts present no issues. The accounts presented show the state as at 27/01/25 but does include salary costs which come out at the end of the month. This is a reasonable indication of the completed December position.

There are no changes to the trajectory of the accounts since last month to note. The end of year projections incorporates some changes of position financially but these manage to cancel each other so we are still targeting to hit the bottom line budget.

There is a current issue with our energy provider in that they have not billed us since October. This has been since we have been moved to 30 minute energy usage billing. Whilst the funds are accounted for in our year end projections I would like to resolve this before the financial year end.



27/01/2025

Wendover Parish Council Current Year

Page 1

16:14

Detailed Income & Expenditure by Budget Heading 27/01/2025

Month No: 10

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
100 Amenities Income								
1000 Allotment Rent	0	1,261	1,630	369			77.4%	
1005 Charter Fair	0	110	220	110			50.0%	
1010 Cricket Club Lease	0	225	300	75			75.0%	
1021 Markets - Local Produce	0	1,015	1,500	485			67.7%	
1022 Markets - Weekly Market	0	7,107	10,660	3,553			66.7%	
1030 Other Rental (Ashbrook)	0	2,119	2,045	(74)			103.6%	
1035 BCC Devolved Footpaths Income	0	19,198	10,158	(9,040)			189.0%	
1214 Christmas Trees	0	1,386	2,000	614			69.3%	
1260 Xmas event income	0	1,251	500	(751)			250.2%	
1261 Rifle Club Lease	0	0	100	100			0.0%	
1262 Fundraising income	0	198	0	(198)			0.0%	
1263 Event income (stalls etc)	0	370	0	(370)			0.0%	
Amenities Income :- Income	0	34,240	29,113	(5,127)			117.6%	0
Net Income	0	34,240	29,113	(5,127)				
125 Events Expenditure								
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	483	750	267		267	64.4%	
4110 Entertainment & Events	156	3,887	5,000	1,113		1,113	77.7%	
4111 RAF/Remembrance Parade	0	394	500	106		106	78.8%	
4112 Floral Display	0	8,279	8,885	606		606	93.2%	
4113 HS2 Public Meeting	0	254	0	(254)		(254)	0.0%	
4122 Markets - Local Produce	125	319	500	181		181	63.8%	
4124 Markets - Business Rates	90	898	990	92		92	90.7%	
4125 Markets - Water	0	2	50	48		48	3.6%	
4126 Markets - Electric	46	294	380	86		86	77.2%	
4130 Quiz	0	117	400	283		283	29.3%	
4132 Christmas Celebration Event	0	2,039	2,500	461		461	81.6%	
Events Expenditure :- Indirect Expenditure	417	22,120	26,955	4,835	0	4,835	82.1%	0
Net Expenditure	(417)	(22,120)	(26,955)	(4,835)				
130 Highways Expenditure								
4200 Bus Shelters	0	1,012	500	(512)		(512)	202.3%	
4210 Refuse Bins	0	0	500	500		500	0.0%	
4211 Sever weather (salt etc	0	0	500	500		500	0.0%	
4215 Street Furniture - Purchase	0	36	1,000	964		964	3.6%	
Highways Expenditure :- Indirect Expenditure	0	1,048	2,500	1,453	0	1,453	41.9%	0
Net Expenditure	0	(1,048)	(2,500)	(1,453)				

Continued over page



27/01/2025

Wendover Parish Council Current Year

Page 2

16:14

Detailed Income & Expenditure by Budget Heading 27/01/2025

Month No: 10

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
135 Street Lighting Expenditure								
4300 Electricity	0	8,586	12,500	3,914		3,914	68.7%	
4305 Maintenance	1,368	17,592	10,000	(7,592)		(7,592)	175.9%	
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%	
Street Lighting Expenditure :- Indirect Expenditure	1,368	26,178	31,000	4,822	0	4,822	84.4%	0
Net Expenditure	(1,368)	(26,178)	(31,000)	(4,822)				
140 Recreation Expenditure								
4400 Dog Bin Emptying	2,423	2,423	2,200	(223)		(223)	110.1%	
4405 Maintenance - Fences, etc	0	5,589	15,000	9,411		9,411	37.3%	
4406 Maintenance - footpaths	0	0	2,000	2,000		2,000	0.0%	
4410 Maintenance - Groundworks	0	5,974	5,000	(974)		(974)	119.5%	
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	250	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	0	0	12,000	12,000		12,000	0.0%	
4426 Estates vehicle lease	382	4,009	4,440	431		431	90.3%	
4430 Mower Maintenance	0	1,872	2,000	128		128	93.6%	
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	1,350	1,620	270		270	83.3%	
4455 Premises - SiteSafe Electrics	50	336	300	(36)		(36)	112.0%	
4465 Premises - SiteSafe Water, etc	8	83	300	217		217	27.7%	
4475 Misc - Fuel	224	3,282	3,200	(82)		(82)	102.5%	
4480 Misc - Materials & Tools	264	1,587	2,500	913		913	63.5%	
4481 Machinery/Tool Service Repair	0	155	2,500	2,345		2,345	6.2%	
4485 Misc - Protective Clothing	0	324	750	426		426	43.2%	
4490 Misc - Refuse Bins	0	1,089	1,200	111		111	90.8%	
4495 Misc - Sundries Recreation	0	42	500	458		458	8.4%	
4497 Defibrillators	0	187	500	313		313	37.4%	
Recreation Expenditure :- Indirect Expenditure	3,734	42,713	72,060	29,347	0	29,347	59.3%	0
Net Expenditure	(3,734)	(42,713)	(72,060)	(29,347)				
200 Finance & General Income								
1205 Wittchell Trust Grant	0	199	400	201			49.7%	
1210 Interest Received ex Deposits	0	11,250	3,500	(7,750)			321.4%	
1215 Miscellaneous Income	0	735	0	(735)			0.0%	

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27/01/2025
16:14

Wendover Parish Council Current Year

Page 3

Detailed Income & Expenditure by Budget Heading 27/01/2025

Month No: 10

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
1250 Precept Received	0	388,445	388,445	0			100.0%	
1266 VAHT Streetlight Income	0	551	800	249			68.8%	
Finance & General Income :- Income	0	401,180	393,145	(8,035)			102.0%	0
Net Income	0	401,180	393,145	(8,035)				
220 Finance & General Expenditure								
4496 Professional Support (HS2 etc)	0	716	2,000	1,284		1,284	35.8%	
4550 Communications - Publicity	1,000	4,974	7,500	2,526		2,526	66.3%	
4555 Communications - Website	6	1,030	3,000	1,970		1,970	34.3%	
4560 Financial - Bank Charges	0	148	600	452		452	24.6%	
4565 Financial - Fees - Audit	0	0	2,300	2,300		2,300	0.0%	
4570 Financial - Fees - Legal	0	554	2,000	1,446		1,446	27.7%	
4575 Financial - Insurance	0	7,227	7,950	723		723	90.9%	
4580 Financial - Software	0	720	800	80		80	90.0%	
4615 Office - Broadband/Tel/Fax	121	1,228	1,750	522		522	70.2%	
4620 Office - Copier	117	1,217	1,500	283		283	81.1%	
4621 Office - Equipment - Expend	259	3,253	3,000	(253)		(253)	108.4%	
4625 Office - Equipment Capital	0	457	1,000	543		543	45.7%	
4630 Office - Postage & Stationery	39	332	300	(32)		(32)	110.6%	
4640 Office - Testing - Electrical	0	0	100	100		100	0.0%	
4645 Office - Testing - Fire	0	0	300	300		300	0.0%	
4650 Office - Utilities - Electric	452	2,030	2,800	770		770	72.5%	
4655 Office - Utilities - Water	25	217	150	(67)		(67)	144.8%	
4660 Property Mgt - Clock Tower	100	2,415	1,750	(665)		(665)	138.0%	
4665 Property Mgt - Manor Waste	0	0	1,000	1,000		1,000	0.0%	
4670 Property Mgt - SiteSafe	175	505	1,000	495		495	50.5%	
4675 Property Mgt - War Memorial	0	2,887	500	(2,387)		(2,387)	577.4%	
4685 Subscriptions and Donations	15	1,383	2,250	867		867	61.5%	
4690 Misc - Chairman's Expenses	0	365	1,200	835		835	30.4%	
4691 Misc - Councillor Expenses	0	0	100	100		100	0.0%	
4695 Misc - Room Hire	60	570	1,200	630		630	47.5%	
4700 Misc Sundry Expenses Finance	77	279	500	221		221	55.8%	
4705 Misc - Travel Staff & Cllrs	0	46	200	154		154	22.9%	
4707 H&S	0	1,018	3,000	1,982		1,982	33.9%	
Finance & General Expenditure :- Indirect Expenditure	2,447	33,570	49,750	16,180	0	16,180	67.5%	0
Net Expenditure	(2,447)	(33,570)	(49,750)	(16,180)				

Continued over page



27/01/2025

Wendover Parish Council Current Year

Page 4

16:14

Detailed Income & Expenditure by Budget Heading 27/01/2025

Month No: 10

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	5,000	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	1,000	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	6,000	27,000	34,000	7,000	0	7,000	79.4%	0
Net Expenditure	(6,000)	(27,000)	(34,000)	(7,000)				
<u>320 Staffing</u>								
4800 Staffing - Amenities - Wages	2,972	67,203	73,585	6,382		6,382	91.3%	
4801 Staffing - Amenities - NIC	306	6,298	6,795	497		497	92.7%	
4802 Staffing - Amenities-Pension	123	7,928	10,459	2,531		2,531	75.8%	
4810 Staffing - F&G - Wages	6,670	72,530	91,561	19,031		19,031	79.2%	
4811 Staffing - F&G - NIC	720	7,417	8,243	826		826	90.0%	
4812 Staffing - F&G - Pension	335	3,899	5,310	1,411		1,411	73.4%	
4816 Staffing F&G Student Loan	66	679	990	311		311	68.6%	
4845 Payroll Charges	60	600	750	150		150	80.0%	
4855 HR Consultancy Fees	0	2,192	3,500	1,308		1,308	62.6%	
4860 Training Staff & Cllrs	0	515	3,500	2,985		2,985	14.7%	
4861 Uniform	0	0	1,000	1,000		1,000	0.0%	
4862 Smart Pension Admin Fee	22	220	300	80		80	73.3%	
Staffing :- Indirect Expenditure	11,274	169,481	205,993	36,512	0	36,512	82.3%	0
Net Expenditure	(11,274)	(169,481)	(205,993)	(36,512)				
<u>980 Amenities EMR projects</u>								
9123 EMR - TWG Priorities	0	2,500	0	(2,500)		(2,500)	0.0%	2,500
9128 EMR - Climate Action	1,000	1,000	0	(1,000)		(1,000)	0.0%	1,000
Amenities EMR projects :- Indirect Expenditure	1,000	3,500	0	(3,500)	0	(3,500)		3,500
Net Expenditure	(1,000)	(3,500)	0	3,500				
6000 plus Transfer From EMR	1,000	3,500						
Movement to/(from) Gen Reserve	0	0						

Continued over page



27/01/2025

Wendover Parish Council Current Year

Page 5

16:14

Detailed Income & Expenditure by Budget Heading 27/01/2025

Month No: 10

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	0	435,420	422,258	(13,162)			103.1%	
Expenditure	26,240	325,610	422,258	96,649	0	96,649	77.1%	
Net Income over Expenditure	<u>(26,240)</u>	<u>109,810</u>	<u>0</u>	<u>(109,810)</u>				
plus Transfer From EMR	1,000	3,500						
Movement to/(from) Gen Reserve	<u>(25,240)</u>	<u>113,310</u>						



27/01/2025

Wendover Parish Council Current Year

Page 1

16:14

Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 27/01/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	203	
105	VAT Control A/c	7,981	
200	Current Bank Account	30,267	
202	Flagstone	344,595	
	Total Current Assets		383,046
	<u>Current Liabilities</u>		
515	Allotment Deposits	1,710	
	Total Current Liabilities		1,710
	Net Current Assets		381,336
	Total Assets less Current Liabilities		381,336
	<u>Represented by :-</u>		
300	Current Year Fund	109,810	
310	General Reserves	158,021	
323	Playground Improvements EMR	2,235	
336	Estates equipment replace EMR	240	
338	Hampden Pond EMR	(1,640)	
356	LGPS Cessation EMR	75,000	
357	Skate Park EMR	18,855	
358	Library Extension EMR	8,000	
359	TWG Priorities	7,068	
364	Climate Action EMR	3,748	
	Total Equity		381,336



27/01/2025
16:14

**Wendover Parish Council Current Year
Earmarked Reserves**

Page 1

<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		-1,639.99
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
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
	<u>117,005.13</u>	<u>-3,500.00</u>	<u>113,505.13</u>



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 January 2025 to 27 January 2025

£0.00 Holding account balance <small>(as at 27 January 2025)</small>	£345,596.95 Savings accounts balance <small>(as at 27 January 2025)</small>	£1,001.59 Total interest paid <small>(from 01 January 2025 to 27 January 2025)</small>	£439.78 Total interest unpaid <small>(from 01 January 2025 to 27 January 2025)</small>
-----------------------------------------------------------------------------------	------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------

Bank name	Account type	Account status <small>(as at 27 January 2025)</small>	Unpaid interest (1)	Paid interest (2)	Savings accounts balance <small>(as at 27 January 2025)</small>
Sainsburys Bank	Fixed 6 months	Active	£111.25	£0.00	£32,000.00
Sainsburys Bank	Fixed 6 months	Active	£23.52	£0.00	£27,319.45
HSBC	Instant access	Active	£0.00	£277.31	£82,904.63
Aldermore	Notice 95 days	Active	£6.44	£167.26	£51,357.27
Hampshire Trust Bank	Instant access	Active	£5.46	£142.33	£50,793.95
Arbuthnot Direct - Part of Arbuthnot Latham & Co Ltd	Instant access	Active	£149.61	£178.87	£50,612.26
UBL UK	Instant access	Active	£143.50	£177.30	£50,609.39
OakNorth	Instant access	Closed	£0.00	£58.52	£0.00

(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



Wendover Parish Council Current Year

Detailed Income & Expenditure by Budget Heading

MONTH: 10

Forecast made on current YTD figures for month 10

	Actual		YTD	Budget		%	Forecast		Basis of forecast and notes
	Last Yr	YTD		Annual	Variance		Expenditure	Clerk	
100 Amenities Income									
1000 Allotment Rent	1,743	1,261	1,630	369	77.4%	1,513	1,261	(369)	
1005 Charter Fair	220	110	220	110	50.0%	132	110	(110)	
1010 Cricket Club Lease	300	225	300	75	75.0%	270	300	0	
1021 Markets - Local Produce	840	1,015	1,500	485	67.7%	1,218	1,200	(300)	
1022 Markets - Weekly Market	11,548	7,107	10,660	3,553	66.7%	8,528	10,660	0	
1030 Other Rental (Ashbrook)	1,248	2,119	2,045	(74)	103.6%	2,543	2,300	255	
1035 BCC Devoived Footpaths Income	19,198	19,198	10,158	(9,040)	189.0%	23,038	19,198	9,040	
1214 Christmas Trees	1,601	1,386	2,000	614	69.3%	1,663	1,750	(250)	
1260 Xmas event income	1,446	1,251	500	(751)	250.2%	1,501	1,500	1,000	
1261 Rifle Club Lease	100	0	100	100	0.0%	0	100	0	
1262 Fundraising income	25,195	198	0	(198)	0.0%	238	198	198	
1263 Event income (stalls etc)	0	370	0	(370)	0.0%	444	370	370	
AMENITIES INCOME TOTAL	63,439	34,240	29,113	(5,127)	117.6%	41,088	38,947	9,834	

	Actual		YTD	Budget		%	Forecast		Basis of forecast and notes
	Last Yr	YTD		Annual	Variance		Expenditure	Clerk	
125 Events Expenditure									
4100 Annual Parish Meeting excl refs	512	257	500	243	51.4%	308	257	(243)	
4105 Christmas Decorations	5,078	4,898	6,500	1,602	75.4%	5,878	6,500	0	
4109 Promo Materials	1,009	483	750	267	64.4%	580	750	0	
4110 Entertainment & Events	2,107	3,887	5,000	1,113	77.7%	4,664	5,400	400	
4111 RAF/Remembrance Parade	3,667	394	500	106	78.8%	473	500	0	
4112 Floral Display	4,400	8,279	8,885	606	93.2%	9,935	8,500	(385)	
4113 HS2 Public Meeting	889	254	0	(254)	0.0%	305	500	500	
4122 Markets - Local Produce	425	319	500	181	63.8%	383	500	0	
4124 Markets - Business Rates	898	898	990	92	90.7%	1,078	1,076	86	
4125 Markets - Water	62	2	50	48	4.0%	2	2	(48)	
4126 Markets - Electric	441	294	380	86	77.4%	353	400	20	
4130 Quiz	40	117	400	283	29.3%	140	400	0	
4132 Christmas Celebration Event	2,679	2,039	2,500	461	81.6%	2,447	2,300	(200)	
EVENTS EXPENDITURE TOTAL	22,207	22,121	26,955	4,834	82.1%	26,545	27,085	130	
6000 TFR FROM EMR	3,667	0	0	0	0.0%	0	0	0	
Net movement to gen reserve	(18,540)	(22,121)							



	Actual		YTD	Annual	Budget		%	Forecast	Basis of forecast and notes
	Last Yr	YTD			Variance	Variance			
130 Highways Expenditure									
4200 Bus Shelters	0	1,012		500	(512)	202.4%	1,214	1012	512
4210 Refuse Bins	0	0		500	500	0.0%	0	0	(500)
4211 Sewer weather (salt etc	0	0		500	500	0.0%	0	0	(500)
4215 Street Furniture - Purchase	0	36		1,000	964	3.6%	43	36	(964)
HIGHWAY EXPENDITURE TOTAL	0	1,048		2,500	1,452	41.9%	1,258	1,048	(1,452)
6000 TFR FROM EMR	0	(1,048)							
Net movement to gen reserve									
135 Street Lighting Expenditure									
4300 Electricity	11,451	8,586		12,500	3,914	68.7%	10,303	13000	500 the power company have not invoiced for 3 months and are aware of the error
4305 Maintenance	20,119	17,592		10,000	(7,592)	175.9%	21,110	19220	9,220 This is in line with current fault reports
4315 New Columns (not LEDs)	2,900	0		7,000	7,000	0.0%	0	0	(7,000)
4320 Streetlighting Inspections	0	0		1,500	1,500	0.0%	0	1500	0
STREET LIGHT TOTAL	34,470	26,178		31,000	4,822	84.4%	31,414	33,720	2,720
6000 TFR FROM EMR	(34,470)	(26,178)							
Net movement to gen reserve									



	Actual		YTD	Budget		%	Expenditure	Forecast Clerk	Variance	Basis of forecast and notes
	Last Yr	YTD		Annual	Variance					
140 Recreation Expenditure										
4400 Dog Bin Emptying	2,581	2,423	2,200	(223)	110.1%	2,908	2,600	400		
4405 Maintenance - Fences, etc	1,372	5,589	15,000	9,411	37.3%	6,707	16,000	1,000	Playpark fences in Hampden and may need some pond fencing	
4406 Maintenance - footpaths	0	0	2,000	2,000	0.0%	0	500	(1,500)		
4410 Maintenance - Groundworks	4,054	5,974	5,000	(974)	119.5%	7,169	6,000	1,000		
4415 Maintenance - Inspections, etc	90	2,316	1,800	(516)	128.7%	2,779	2,800	1,000	Increase in playground external inspections	
4416 Pond Works	50	0	1,500	1,500	0.0%	0	1,500	0	Path repairs some fencing	
4417 Tree Works	5,750	8,693	4,000	(4,693)	217.3%	10,432	10,000	6,000	Invoice including previous years work is impacting on this figure	
4418 Tree Inspections	1,680	0	0	0		0	0	0		
4421 Orchard Maintenance	721	1,090	750	(340)	145.3%	1,308	1,090	340		
4425 Capital Expenditure (asset pur	9,760	0	12,000	12,000	0.0%	0	0	(12,000)	We have put the Grillo on hold because of the Dev Svcs Contract and current yr pressures	
4426 Estates vehicle lease	0	4,009	4,440	431	90.3%	4,811	4,500	60		
4430 Mower Maintenance	2,979	1,872	2,000	128	93.6%	2,246	2,500	250		
4435 Play Equipment - Purchase	0	0	5,000	5,000	0.0%	0	15,000	10,000	We have had a number of mower faults this year - it is 5 years old and this is expected for its a	
4440 Play Equip - Repairs & Maint	5,764	2,313	3,000	687	77.1%	2,776	3,000	0	10,000 need to start replacing obsolete equipment	
4450 Premises - Garage Rent	1,620	1,350	1,620	270	83.3%	1,620	1,620	0		
4455 Premises - SiteSafe Electrics	168	336	300	(36)	112.0%	403	384	84		
4465 Premises - SiteSafe Water, etc	188	83	300	217	27.7%	100	150	(150)		
4475 Misc - Fuel	3,449	3,282	3,200	(82)	102.6%	3,938	3,800	600		
4480 Misc - Materials & Tools	915	1,587	2,500	913	63.5%	1,904	1,800	(700)		
4481 Machinery/Tool Service Repair	388	155	2,500	2,345	6.2%	186	1,000	(1,500)		
4485 Misc - Protective Clothing	831	324	750	426	43.2%	389	450	(300)		
4490 Misc - Refuse Bins	985	1,089	1,200	111	90.8%	1,307	1,200	0		
4495 Misc - Sundries Recreation	268	42	500	458	8.4%	50	50	(450)		
4497 Defibrillators	0	187	500	313	37.4%	224	500	0		
RECREATION TOTAL	43,773	42,714	72,060	29,346	59.3%	51,257	76,444	4,384		
6000 TFR FROM EMR										
Net movement to gen reserve	(43,773)	(42,714)								



	Actual		Budget		Forecast Clerk	Variance	Basis of forecast and notes
	Last Yr	YTD	Annual	Variance			
200 Finance & General Income							
1205 Witcheil Trust Grant	261	199	400	201	239	262	(138)
1210 Interest Received ex Deposits	16,663	11,250	3,500	(7,750)	13,500	13,000	9,500
1215 Miscellaneous Income	1,675	735	0	(735)	882	735	735
1250 Precept Received	359,078	388,445	388,445	0	466,134	388,445	0
1266 VAHT Streetlight Income	1,058	551	800	249	661	816	16
F&G INCOME TOTAL	378,735	401,180	393,145	(8,035)	481,177	402,996	10,251
220 Finance & General Expenditure							
4496 Professional Support (HS2 etc)	1,526	716	2,000	1,284	859	1500	(500)
4550 Communications - Publicity	7,219	4,974	7,500	2,526	5,969	6600	(900)
4555 Communications - Website	2,509	1,030	3,000	1,970	1,236	2500	(500)
4560 Financial - Bank Charges	604	148	600	452	178	400	(200)
4565 Financial - Fees - Audit	1,735	0	2,300	2,300	0	1800	(500)
4570 Financial - Fees - Legal	606	554	2,000	1,446	665	1000	(1,000)
4575 Financial - Insurance	7,111	7,227	7,950	723	8,672	7227	(723)
4580 Financial - Software	566	720	800	80	864	800	0
4582 End of Year Support RBS	(558)	0	0	0	0	0	0
4583 Election Costs							
4615 Office - Broadband/Tel/Fax	1,439	1,228	1,750	522	1,474	1750	0
4620 Office - Copier	1,287	1,217	1,500	283	1,460	1500	0
4621 Office - Equipment - Expend	3,964	3,253	3,000	(253)	3,904	3500	500
4625 Office - Equipment Capital	450	457	1,000	543	548	750	(250)
4630 Office - Postage & Stationery	482	332	300	(32)	398	390	90
4640 Office - Testing - Electrical	0	0	100	100	0	100	0
4645 Office - Testing - Fire	0	0	300	300	0	300	0
4650 Office - Utilities - Electric	2,673	2,030	2,800	770	2,436	2500	(300)
4655 Office - Utilities - Water	139	217	150	(67)	260	275	125
4660 Property Mgt - Clock Tower	2,079	2,415	1,750	(665)	2,898	2900	1,150
4665 Property Mgt - Manor Waste	20	0	1,000	1,000	0	500	(500)
4670 Property Mgt - SiteSafe	511	505	1,000	495	606	1000	0
4675 Property Mgt - War Memorial	0	2,887	500	(2,387)	3,464	3887	3,387
4685 Subscriptions and Donations	1,910	1,383	2,250	867	1,660	2052	(198)
4690 Misc - Chairman's Expenses	473	365	1,200	835	438	600	(600)
4691 Misc - Councillor Expenses	0	0	100	100	0	100	0
4695 Misc - Room Hire	725	570	1,200	630	684	1200	0
4700 Misc Sundry Expenses Finance	524	279	500	221	335	500	0
4705 Misc - Travel Staff & Cllrs	0	46	200	154	55	200	0
4707 H&S	117	1,018	3,000	1,982	1,222	3000	0
FINANCE AND GENERAL TOTAL	36,669	33,571	49,750	16,179	40,285	48,831	(919)
6000 TFR FROM EMR							
Net movement to gen reserve	(38,669)	(33,571)					



	Actual		YTD	Budget		Forecast	Variance		Basis of forecast and notes
	Last Yr	YTD		Annual	Variance		Expenditure	Clerk	
230 Grants out - INC S137									
4585 Grant - Churchyard - not S137	7,000	7,500	7,000	(500)	107.1%	9,000	7,500	500	
4586 Grant - Youth Centre - not S137	7,000	7,500	7,000	(500)	107.1%	9,000	7,500	500	
4590 Grants Out - Major - S137	20,000	5,000	15,000	10,000	33.3%	6,000	10,000	(5,000)	
4591 Grants Out - Major - not S137	0	5,000	0	(5,000)		6,000	5,000	5,000	
4611 Grants Out - Minor - S137	2,270	1,000	5,000	4,000	20.0%	1,200	3,000	(2,000)	
4613 Grants Out - Minor - not S137	0	1,000	0	(1,000)		1,200	2,000	2,000	
FINANCE AND GENERAL TOTAL	36,270	27,000	34,000	7,000	79.4%	32,400	35,000	1,000	
6000 TFR FROM EMR	(36,270)	(27,000)							
<i>Net movement to gen reserve</i>									
320 Staffing									
4800 Staffing - Amenities - Wages	70,769	67,203	73,585	6,382	91.3%	80,644	76,745	3,160	
4801 Staffing - Amenities - NIC	7,135	6,298	6,795	497	92.7%	7,558	6,174	(621)	
4802 Staffing - Amenities-Pension	9,434	7,928	10,459	2,531	75.8%	9,514	9,000	(1,459)	
4810 Staffing - F&G - Wages	75,826	72,530	91,561	19,031	79.2%	87,036	87,500	(4,061)	
4811 Staffing - F&G - NIC	8,084	7,417	8,243	826	90.0%	8,900	8,028	(215)	
4812 Staffing - F&G - Pension	3,754	3,899	5,310	1,411	73.4%	4,679	4,748	(562)	
4816 Staffing F&G Student Loan	499	679	990	311	68.6%	815	990	0	
4845 Payroll Charges	720	600	750	150	80.0%	720	720	(30)	
4855 HR Consultancy Fees	3,383	2,192	3,500	1,308	62.6%	2,630	2,500	(1,000)	
4860 Training Staff & Cllrs	3,218	515	3,500	2,985	14.7%	618	1,000	(2,500)	
4861 Uniform	135	0	1,000	1,000	0.0%	0	1,000	0	
4862 Smart Pension Admin Fee	215	220	300	80	73.3%	264	220	(80)	
STAFFING TOTAL	183,182	169,481	205,993	36,512	82.3%	203,377	198,625	(7,368)	
6000 TFR FROM EMR	(183,182)	(169,481)							
<i>Net movement to gen reserve</i>									



EMIR MOVEMENTS						
	Actual		YTD	Annual	Budget Variance	%
	Last Yr					
980 Amenities EMR Projects						
9107 EMR - Library Extension		0				
9108 EMR - Skate Park	617	0				
9110 EMR - Clock Tower Fountain/wall	14,096	0				
9111 EMR - Site Safe Insulation	5,056	0				
9115 EMR - Hampden Pond Works	30,926	0				
9123 EMR - TWG Priorities	433	2,500				
9126 EMR - New Cesspit Ashbrook	6,350	0				
9127 EMR - Christmas Tree Lights	8,397	0				
9128 EMR - Climate Action	252	1,000				
Other Amenities EMRs						
323 Playground Improvements	0	0				
336 Estates equipment replace	0	0				
AMENITIES EMR PROJECTS TOTAL	66,127	3,500		0	0	
6001 TRF FROM EMR	44,639	3,500				
Net movement to gen reserve	(21,488)	0				
990 F&G EMR Projects						
9100 EMR - LGPS Cessation	0	0				
F&G EMR PROJECTS TOTAL	0	0		0	0	
6000 TRF FROM EMR	0	0				
Net movement to gen reserve	0	0				

TOTALS and movements to/from general reserve						
	Actual		YTD	Annual	Budget Variance	%
	Last Yr					
Income	442,174	435,420		422,258	(13,162)	103.1%
Expenditure	424,698	325,613		422,258	300,145	76.3%
Net Income over Expenditure	17,476	109,807		0	(113,307)	
plus Transfer From EMR	48,306	14,300				
Movement to/(from) Gen Reserve	65,782	124,107				

	Forecast Full Yr	Basis of forecast and notes
EMR open/ Clerk	441,943	This includes EMR funded expenditure which has a 0 budget in the I and E
EMR Balance Basis of forecast and notes	435,053	
	6,890	

EMR Transfers include bringing any "spare" EMR transfer back from completed projects	14,300
	21,190



ITEM 9a – WENDOVER HS2 MAG

HS2 Monthly Report, Jan 24

Works update

- The deck of the Small Dean Viaduct is being slid into position over four days starting 30th January, with the A413 closed to all traffic for 24 hours from 05:30 on the 31st.
- The foundations for a 200m section of the Wendover Green Tunnel have been created just north of Ellesborough Road. Excavation further north is delayed pending construction of the Dobbins Lane spring chamber as required by the Environment Agency. Excavation south through Ellesborough Road is expected from March, following the works now in hand to divert the sewer and water main.
- The HS2 Concrete Plant water supply pipe from Dobbins Lane over Folly Bridge was completed, having taken 22 months to install.
- The pedestrian Right of Way between Ellesborough Road and Bacombe Lane was closed and is diverted over the new Bacombe Lane link road.
- The issue about “rat-run” traffic on Hale Lane avoiding the planned closure of Rocky Lane for 6 months from February has yet to be resolved.
- We still have no visibility of the overall works programme and progress against it. HS2’s new CEO is re-baselining the entire project with conclusions not expected until mid ‘26.

Dobbins Lane / South Street HGV Access

- WPC Amenities and Full Committee meetings considered residents’ feedback concerned about the planned use of Dobbins Lane and South Street by HS2 HGV lorries needed for the creation of a “Spring Chamber” in the fields at the end of Dobbins Lane.
- Both the Council and WHS2 oppose the scheme outlined in a document provided by EKFB if submitted for planning approval. This was raised with the Bucks Council Planning Officers who initiated a pre-application review with EKFB.
- We have issued a [report](#) explaining our analysis and the potential outcomes. [<https://tinyurl.com/HS2DLHGVs>]. While supporting the residents’ campaign to stop the HS2 trucks from using Dobbins Lane, we have identified that the access track proposed could be significantly rationalised and hence substantially reduce the number of lorry movements needed. We are also mindful that any new access track poses a risk of future development in the fields. We have suggested this to HS2 and EKFB; and await their conclusions about what design they submit for planning approval.
- WPC Parish and Ward Councillors have been invited to a project review and site visit with EKFB, HS2, and Bucks Council in early February. We are proposing to convene a public meeting as soon as it is known that the application has been submitted.

Other WPC activity

- We reviewed our 2025 key issues (of Noise Mitigation, Reinstatement and Landscaping; Post HS2 restoration and development) with Parish and Ward Councillors to understand the actions they can take.
- In addition to the Dobbins Lane HGV feedback, nine public issues were handled in the month including nuisance from night time works at Nash Lee and inadequate PRoW diversion signage of the Bacombe Lane closures.

28th January ‘25



WENDOVER PARISH COUNCIL

Minutes of the Staffing Committee Meeting Tuesday 5th November 2024 7:00pm

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

Present: Councillors Ballantine, Gallagher, O'Donnell, Thornton (Chair), Wales, Washington

Clerk: Andy Smith

Members of Public: 1

APOLOGIES FOR ABSENCE

S24/040 All members were present

–

DECLARATIONS OF INTEREST

S24/041 None

MINUTES

S24/042 The minutes of the Extraordinary Staffing Committee 29th August 2024 were **RESOLVED** as a true record to be signed by the Chair.

CHAIRS ANNOUNCEMENTS

S24/043 The chair

PUBLIC PARTICIPATION

S24/044 None

CLERKS REPORT

S24/045 The clerk outlined that all items were on the agenda

HR REPORT

S24/046 The chair highlighted the report and the three actions arising from the report were noted. It was further noted that we need to see progress to ensure we get best value from the projects.

OTHER ITEMS

S24/047 None

NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

S24/048 To note the next Staffing meeting Tuesday 4th March 2025. Agenda items must be with the Clerk strictly by 9am Monday 24th February.

CONFIDENTIAL ITEMS

a) **Move the meeting into confidential session**

S24/049 The committee **RESOLVED** to enter into confidential session.

b) **Cost of Living Pay Rise 2024-25**



S24/050 The committee **RESOLVED** to implement the national agreement on the Cost of Living award and backdate the award to 1st April 2024

c) Staffing Budgets for 2025/26

S24/051 The budgets were considered and it was noted there were many factors that could change the staffing costs next year. It was **RESOLVED** to propose the budgets as presented to finance for consideration in preparing the budget and precept request for 2025/16

S24/052 It was **RESOLVED** to authorise the Clerk to refine the calculations if new information on employers NI and pension costs is available before the budget setting meeting

d) Recognition and rewards

S24/053 It was **RESOLVED** to make an interim discretionary award to the member of the grounds team who was lone working, specifically for the period they are lone working.

S24/054 It was **RESOLVED** to make a discretionary payment of £250 to all staff as a Christmas Bonus for their work over a difficult period.

e) Staffing

S24/055 It was noted that this a good opportunity to review the work we do in the estates team and if it is appropriately staffed. It was **RESOLVED** to authorise up to £1000 to conduct an external review A more detailed specification would be circulated before commissioning.

CLOSURE OF MEETING

S24/056 As all business was transacted the meeting was closed at: 7:25pm

Signed by
Chair to the Staffing Committee

Date:



WENDOVER PARISH COUNCIL

Minutes of the Planning Committee Meeting

21st January 2025 at 7.00pm

Chilterns Neuro Centre, Oakwood Close, Wendover, Aylesbury, HP22 5LX

Present: Councillors Ballantine, Gallagher, Walker and Worth

Clerk & Minutes: Phoebe Sharps

Chair: Councillor Ballantine

Members of Public: 4

1. APOLOGIES FOR ABSENCE

P24/116 Cllrs Standen and O'Donnell sent in apologies which were **ACCEPTED** by the Committee.

2. DECLARATIONS OF INTEREST

P24/117 None.

3. PUBLIC PARTICIPATION

P24/118 A member of public stated that when the planning committee met in November to first discuss the planning application the residents weren't aware of the application, as there were no yellow planning notices attached on or around the property. When the residents were made aware they spoke to Cllr Peter Strachan and Bucks Council planning officers. The local neighbours are finalising their objection of the application. It was noted that there was an error on the paper for item 9c at the top of page 2 (just before the reference to "Ground (a)") it currently says this: They put forward their views on the appeal that overturned the enforcement notice: The small error is that the appeal did not overturn the enforcement notice, instead the enforcement notice was withdrawn by the Council when the current retrospective planning application was submitted, so it ought to say something like: They put forward their views in support of the enforcement notice that had been appealed by the applicant. The appeal was subsequently adjourned and the enforcement notice withdrawn when this retrospective planning application was submitted. The member of public said they are considering submitting a complaint to Bucks Planning Department. The land being in the AONB means that planning applications are subject to environmental requirements, and there is a high bar set for developments to meet these requirements. The local neighbours don't believe that these requirements have been met by the application. The member of public noted that people have already moved in.

P24/119 It was noted by the Cllr Gallagher that Cllr Peter Strachan has called the application in, and that Cllr Strachan will represent the case. The Planning Committee didn't like the application when it first came to be considered but couldn't find a reason to object on the list of material considerations.

4. MINUTES

P24/120 The minutes of the Planning Committee Meeting held on 19th November 2024 were **RESOLVED** as a true record and the Chair signed the minutes.

5. FINANCE

To consider the list of payments

P24/121 Payments totalling **£25,998.11** were **RESOLVED** and signed.

6. PLANNING DECISIONS

P24/122 The planning decisions made by Buckinghamshire Council as listed on the agenda of the meeting of the 21st January 2025 were noted.



7. CLERKS REPORT AND CORRESPONDANCE

P24/123 There was nothing to update.

8. PLANNING APPLICATIONS

P24/124 24/03677/APP 38 Manor Road Wendover Buckinghamshire HP22 6HN

Householder application for demolition of rear conservatory and construction of single / two storey rear extension and construction of front porch.

It was **RESOLVED** to support this application.

P24/125 24/03751/APP 100 Aylesbury Road Wendover Buckinghamshire HP22 6LX

Householder application for first floor side extension, single storey rear extension, porch extension and fenestration alterations.

It was **RESOLVED** to support this application.

P24/126 24/03821/APP Russell Farm Cobblers Hill Wendover Buckinghamshire HP22 6QD

Householder application for proposed single storey rear extension.

It was **RESOLVED** to support this application.

P24/127 25/00019/APP 16 The Cedars Wendover Buckinghamshire HP22 6LW

Householder application for two storey side and single storey rear extension.

It was **RESOLVED** to support this application.

9. OTHER MATTERS

a) HS2

P24/128 Cllr Gallagher attended a meeting with Bucks Councillors about Dobbins Lane and the spring chamber, including the Bucks Council Councillor for Great Missenden Cllr Martin who is the Deputy Cabinet Member for HS2/EWR. The plan is to put in a half mile road, to build a small well, which is overscale and overengineered. The area is in the AONB, and this should be considered.

b) CLOSURE OF RAF HALTON

P24/129 No updates.

c) REVIEW OF PLANNING APPLICATION

P24/130 It was **RESOLVED** to discuss this item after public participation.

P24/131 It was **RESOLVED** to change the Councils position to oppose.

P24/132 It was **RESOLVED** to use the wording from the paper in the objection.

P24/133 It was **RESOLVED** that Wendover Parish Council will call the application in

P24/134 It was **RESOLVED** that we will formally request Bucks Council to “call in the application”

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

P24/135 The meeting on Tue 4th February 2025 at 7pm was noted.

11. CLOSURE OF MEETING

P24/136 As all business had been transacted the meeting was closed at 7.29pm.

Signed by
Chair to the Planning Committee

Date:



ITEM 12a – LGPS REVIEW

BROUGHT BY

Chair/Office

SUMMARY

To note the issues and risks posed by the LGPS pension deficit and approve funding for a latest valuation report.

PARISH COUNCIL BACKGROUND

- WPC joined the Bucks LGPS in 1996.
- In 2012 WPC made the decision to withdraw all new staff from the LGPS because it was too expensive.
- In 2021, having identified an issue WPC made the decision to actively build a reserve to help them deal with the deficit at £25k PA – current reserve £75k.

DETAILS

Background

- The scheme operates to a set of National and Local rules, over which WPC had no influence or control.
- We were in the Bucks County Council Scheme.
- Until 2014, this operated as a “final salary scheme”.
- Post 2014 it works as an “average salary scheme”.
- Staff were allowed to transfer pension benefits in from other schemes.
- Pension deficits became a national feature post 2013.
- Wendover Parish Council received a Cessation report in 2020 which states:
 - we have a deficit of £348k on a Full Cessation basis. Therefore if we exit the scheme in its entirety with no future liabilities then we need to pay £348k.
 - We have a deficit of £73k on an Ongoing Cessation basis, ie. We continue to pay into the scheme and retain active staff members.
- We have been given revised valuations as at 31st March 2022, which confirm a deficit of £211k on a full cessation basis and £24k on an ongoing basis.
- As of November 2024, our final staff member in the scheme left WPC, creating a situation where our position “crystallised”.
- We have been advised that we have 3 years to make a decision to either exit the scheme or put somebody new in, ie. effectively until 30/11/2027.
- We could be asked by the scheme administrators to provide security to cover our deficit, particularly if we do nothing.
- The first course of action is that we need to get an up to date valuation of our position as at November 2024 – the cost to obtain this information is £2250 +VAT.



Summary of the options

- We need to obtain an up to date valuation to assess the way forward. Our options once the valuation is received will be:
 1. Make a payment to clear the deficit from our reserves.
 2. Agree a repayment arrangement over 5/7/10 years.
 3. Put a member of staff back into the scheme.
 4. Do nothing and choose to obtain regular updates so that we can consider exiting at a point that financially suits us.
- Ultimately, we may consider any of the above, or a combination, but no decision can be made until we have an up to date figure.

FINANCIAL CONSIDERATIONS

- The cost of a valuation of our LGPS pension liabilities as at 30th November 2024 will be £2250+VAT.
- Debt spreading figures can also be provided at a cost of £1050+VAT – this is not considered necessary as we can calculate this ourselves.
- If, once we have the revised valuation, we choose to wait, we will incur further valuation costs going forward.

LEGAL AND OTHER IMPLICATIONS

- The biggest risk here is that presently Global Financial Markets have moved in our favour, and in all likelihood, the revised valuation for November 2024, will present a lower deficit. Short term outlooks would probably favour doing nothing, but market sentiment changes quickly and it may be in our interests to close out the position and give WPC financial certainty around this difficult issue.

PROPOSAL

- **To waive the need to obtain 3 quotes as there is only one place we can obtain this report**
- **To obtain a current valuation of our LGPS liability at a cost of £2250 + VAT**

ITEM 12b – SCHOOL GATES

BROUGHT BY

Cllr Washington

SUMMARY

To note the existence of school gates that were a memorial to former pupils of the old school who served and/or died during the war and consider authorising the office to work up a project to permanently site the gates and refurbish them.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Introduction

There are two These two gates were apparently used at the school when it was at the bottom of the High Street by the Clock Tower (the old school). They were installed as a memorial to former pupils who served and/or died during both wars.

Unfortunately, there does not appear to be any mention of this on the gates. The only mark on them is a shield bear a cross, an emblem still used by Wendover Junior School. There is a memorial plaque in Wendover Junior School with the names of the pupils that refers to the gates and historical photographs that show these gates in situ.







Gates Blessing

In 1951, new metal gates were put on the school entrance. The old wooden gates had been blown down in a tornado!

The "Memorial Gates" were erected to remember former pupils of the school who had died in the two world wars.

On May 10th, 1951, the gates were blessed by the Right Reverend Lord Bishop of Buckingham.

He was helped by the vicar, The Rev. Pratt and the Headmaster, Mr Figg Edgington.



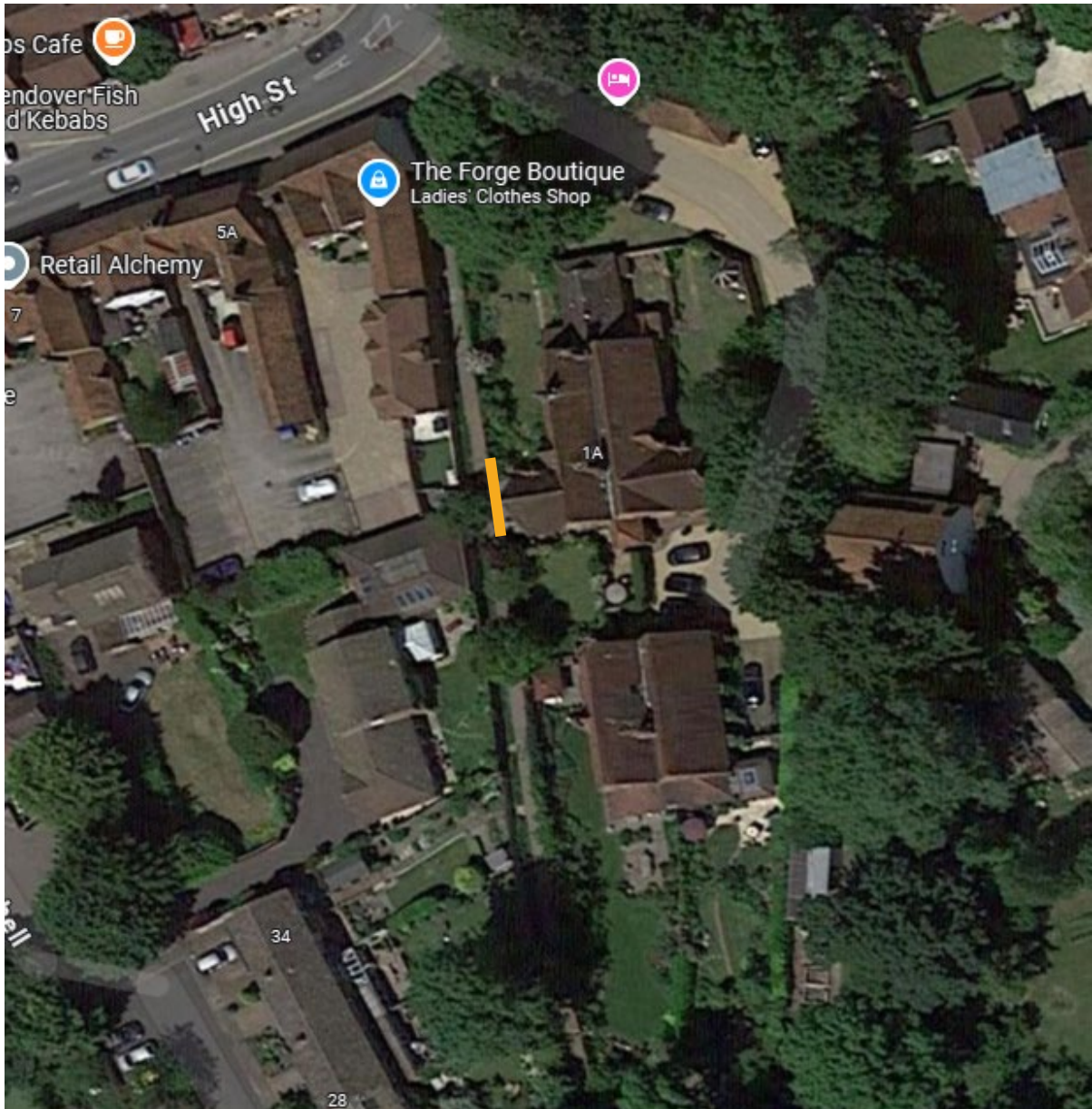
"Let us now unite in praise and thanksgiving for those members of our School who on land, by sea and in the air gave their lives for King and Country in the high cause of Freedom and Honour. Their names shall ever be held in honour and love in this School, in this Parish and in the homes from which, at the call of duty, they went forth to fight and die." (Extract from order of service)



Proposed Locations

One proposal is the community orchard, which is a memorial orchard. Another proposal is along the wall of the Heron Path, although this is made more difficult as we don't own that wall. Any other suggestions that link with the memorial aspect of the gates are welcome.





FINANCIAL CONSIDERATIONS

- This will eventually require expenditure on a concrete plinth, posts, hinges and restoration of the gates. This will come back to Council when known.

LEGAL AND RISKS

- The gates would be secured and would not function to reduce the risk of injury or vandalism. There may need to be a written agreement with the Junior School.

PROPOSAL

- To authorise the office to request quotes for restoration work, an information board and the necessary supports to hold the gates in place



ITEM 12c – APPROVE APPOINTMENT TO WENDOVER ACTION GRP

BROUGHT BY

Office

SUMMARY

To approve the appointment of Cllr Tipper to the Wendover Action Group

PARISH COUNCIL BACKGROUND

Our previous appointed representative was Cllr Williams who has since left the Council

DETAILS

A forthcoming meeting of the Wendover Action Group required appointment of a representative that could not wait until the May meeting of Council. A volunteer attended the meeting on behalf of the Parish Council and this paper is to ask to formally approve Cllr Tipper as the official Parish Council representative to this group.

FINANCIAL CONSIDERATIONS

n/a

LEGAL IMPLICATIONS AND SUMMARY OF RISKS

n/a

PROPOSAL

- **To approve the appointment of Cllr Tipper to be the liaison with the Wendover Action Group**



ITEM 12d – ANNUAL PROGRAMME OF EVENTS

BROUGHT BY

Estates and Events Manager & Events Working Group

SUMMARY

To consider the recommendations from the Events and Engagement working group for 2025 events and engagement.

PARISH COUNCIL BACKGROUND

The Council put on multiple events and community engagement activities throughout the year as well as this there is the possibility to enter the Best Kept Village Competition every year.

DETAILS

Events Working Group

Members –

- Estates and Events Manager
- Cllr Thornton
- Cllr Porter
- Cllr Ballantine
- Cllr Washington
- Ana Brown

Meetings –

It has been discussed to have monthly meetings, which will discuss upcoming events and to the review any events that have recently been held. This will assist with the reviewing process and feedback on the recent events will help to ensure that the Council is providing events and engagement that the residents enjoy and engage with.

Below are the dates set for the Events Working Group meetings for 2025, this is set as the 2nd Tuesday of each month and will be held in The Clock Tower. Updates of meetings will be put on the Clerks report on the Amenities Committee Agenda. If the working group thinks that extra meetings are needed these can be organised.

Tuesday 11th February 2025, 5.30pm – 6.30pm

Tuesday 11th March 2025, 5.30pm – 6.30pm

Tuesday 8th April 2025, 5.30pm – 6.30pm

Tuesday 13th May 2025, 5.30pm – 6.30pm

Tuesday 10th June 2025, 5.30pm – 6.30pm

Tuesday 8th July 2025, 5.30pm – 6.30pm

Tuesday 12th August 2025, 5.30pm – 6.30pm



Tuesday 9th September 2025, 5.30pm – 6.30pm

Tuesday 14th October 2025, 5.30pm – 6.30pm

Tuesday 11th November 2025, 5.30pm – 6.30pm

Tuesday 9th December 2025, 5.30pm – 6.30pm

Key Volunteers –

The idea of having 1 or 2 key volunteers for each event, to produce ideas, and assist the Estates and Events Manager in researching ideas or finalising details has been discussed with the working group. Some members of the working group have already volunteered themselves to help with specific events. However, any thoughts and ideas from other members will be encouraged in meetings or over email.

2025 Events Proposal

All details/specifics for each event will be discussed and organised within the working group throughout the year. Updates will be given to the Amenities Committee via email or in the Clerks report in the Amenities Committee agenda, depending on the meeting schedule.

Easter Competition – Expenditure of £100 (budget line 4110)

Annual Parish Meeting – Expenditure of £500 (budget line 4100)

Proposed date Thursday 17th April.

A “Community Showcase” has been proposed with local charities and organisations before the meeting, as an opportunity to reach out to members and volunteers.

The Estates and Events Manager is in talks with Wendover Library to hold the Annual Parish Meeting at the library, the office is waiting for more information.

80th Anniversary VE Day – Expenditure of £500 (budget line 4111)

8th May 2025

A guide of VE Day events and participation can be found here [VE Day 80](#), the working group will be following this guide.

Make Wendover Smile – Expenditure of £500 (budget line 4110)

Craft Market – Part of June LPM (craft special) part of Bucks Art Week 21st June.

Picnic in the Park – Expenditure of £2,000 (budget line 4110)

Proposed date Saturday 30th August.

Proposed venue change to Hampden Meadow, due to restrictions faced using Witchell Meadow regarding the Cricket Clubs use.

Quiz – Expenditure of £800 (budget line 4130)

Proposed to hold the quiz in September.

CPR/Defib Training & Campaign – Expenditure of £800 (budget line 4110)

Proposed to start the campaign in September/October.



Halloween Event (sponsorship J Brown Funeral Services) – Expenditure of £500 (budget line 4110)
J Brown Funeral Services hold a popular Halloween event in Wendover, but this year they are away, so the Council will be holding a Halloween event and J Brown have kindly offered to sponsor the event.

Remembrance Parade & Service

Christmas Celebration Event – Expenditure of £2,750 (budget line 4132)
Proposed date Saturday 29th November.

Carols Around the Tree – Expenditure of £300 (budget line 4110)
Proposed date Friday 12th December.

LPM Entertainment – Expenditure of £650 (budget line 4122)

Buckinghamshire Best Kept Village Competition – Expenditure £30 (budget line 4110)
The working group would like the committee to consider entering the competition this year, the entry fee is TBC but last year it was £25.00.
A group of volunteer Councillors assisting in the application process and highlighting and helping with any jobs found would be beneficial.

FINANCIAL CONSIDERATIONS

- Events Expenditure, see appendix A.
- All events listed with individual expenditure and budget line in paper above.
- The Estates and Events Manager and the Events Working Group will look at sponsorship options where possible.
- All services and equipment needed for events will be booked or purchased by the Estates and Events Manager/the office, for budgeting and VAT purposes.

LEGAL IMPLICATIONS AND SUMMARY OF RISKS

- The Council has the powers to provide fetes and other events.

PROPOSAL

To resolve to:

- Delegate the organisation of 2025 events and engagement in line with this paper to the Estates and Events Manager, in partnership with the Events Working Group.
- Authorise the expenditure up to the budgets listed in this paper.
- Authorise the office to proceed in implementing these events and make the appropriate bookings.
- Enter Buckinghamshire Best Kept Village Competition.



Appendix A – Events Expenditure 25/26

Code	Description	24/25 Budget	23/24 Actual	24/25 Current	24/25 FY Forecast	25/26 Budget	Variance 24/25 Budget	THREE YEAR PLAN			Comments
								26/27	27/28	28/29	
Events Expenditure											
4100	Annual Parish Meeting	500	512	257	257	500	0	510	520	531	Room hire and refreshments
4105	Xmas Decorations (Trees, Lights etc.)	6,500	5,078	942	6,500	8,500	2,000	8,670	8,843	9,020	This represents the predicted cost of maintaining the current lights
4109	Promo Materials	750	1,009	483	750	1,000	250	1,020	1,040	1,061	A small increase to represent extra support for the business group
4110	Entertainments & Events	5,000	2,107	3,456	5,400	5,000	0	5,100	5,202	5,306	No current reason to change this budget
4111	Parades	500	3,667	338	500	500	0	510	520	531	RAF Freedom parade and Remembrance Day
4112	Floral Display	8,885	4,400	5,970	8,500	6,500	-2,385	6,630	6,763	6,898	There was a bump year when we get trees for the manor waste
4113	HS2 Public update meetings	0	889	254	500	500	500	510	520	531	
4122	Markets - Local Produce (promo and events)	500	425	169	650	500	0	510	520	531	events at the markets
4124	Markets - Business Rates	990	898	718	1,076	1,050	60	1,071	1,092	1,114	we anticipate an increase from Bucks Council
4125	Markets - Water	50	62	2	2	0	-50	0	0	0	We no longer pay for a standpipe as it is never used
4126	Markets - Electric	380	441	205	300	380	0	388	395	403	Based on current usage and market price stabilisation
4130	Annual Village Quiz	400	40	22	400	800	400	816	832	849	To revamp and promote a new style quiz
4132	Christmas Celebration Event	2,500	2,679	1,537	2,680	2,750	250	2,805	2,861	2,918	No current reason to change this budget
TOTAL EXPENDITURE		26,955	22,207	14,353	27,515	27,980	1,025	28,540	29,110	29,693	



ITEM 12e – NOTIFICATION OF PARISH COUNCIL MEETINGS

BROUGHT BY

Office

SUMMARY

To set dates for all Council meetings and the Annual Parish Meeting

PARISH COUNCIL BACKGROUND

- For reference the APM needs to be between 1st Mar and 1st Jun and AGM/ACM needs to be in May (or within 14 days of an election in an election year). 2025 is an election year and elections are on the 1st May
- Staffing Committee has voted to have 2 meetings a year in Mar and Nov

DETAILS

- Easter is very late 18th Apr-21st Apr but this does not impact on meeting cycles.
- We need to break the cycle so that the Jan 2026 meeting is on the second Tue of the month and papers would need to be out on the 31st Dec. As office staff take off the Christmas period this would effectively mean the packs would need to be ready by the 19th Dec
- Having only one set of meetings in August has been continued as it proved successful
- The new library refurbishment will be complete in April and it may be worth investigating use of the Library meeting room.

The Proposed dates are as follows

Date	Meeting	Time	Venue
04 Feb 2025	Planning Committee	7.00pm	St Annes Hall
04 Feb 2025	PARISH COUNCIL MEETING	7.30pm	St Annes Hall
18 Feb 2025	Planning Committee	7.00pm	St Annes Hall
18 Feb 2025	Finance Committee	7.30pm	St Annes Hall
04 Mar 2025	Staffing Committee	7.00pm	St Annes Hall
04 Mar 2025	Witchell Trust Meeting	7:30pm	St Annes Hall



04 Mar 2025	PARISH COUNCIL MEETING	7:45pm	St Annes Hall
18 Mar 2025	Notice of Parish Councillor elections		
18 Mar 2025	Planning Committee	7.00pm	St Annes Hall
18 Mar 2025	Amenities Committee	7.30pm	St Annes Hall
01 Apr 2025	Planning Committee	7.00pm	St Annes Hall
01 Apr 2025	PARISH COUNCIL MEETING	7.30pm	St Annes Hall
11 Apr 2025	Parish Councillor nominations close		
15 Apr 2025	Planning Committee	7.00pm	St Annes Hall
15 Apr 2025	Amenities Committee	7.30pm	St Annes Hall
17 Apr 2025	ANNUAL PARISH MEETING	7.00pm	Venue TBC
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	PARISH COUNCIL AGM and election of Chair	7.00pm	TBC
20 May 2025	Planning Committee	7.00pm	TBC
20 May 2025	Finance Committee	7.30pm	TBC
03 Jun 2025	Planning Committee	7.00pm	TBC
03 Jun 2025	PARISH COUNCIL MEETING	7:30pm	TBC
17 Jun 2025	Planning Committee	7.00pm	TBC
17 Jun 2025	Amenities Committee	7.30pm	TBC
01 Jul 2025	Planning Committee	7:00pm	TBC
01 Jul 2025	PARISH COUNCIL MEETING	7.30pm	TBC
15 Jul 2025	Planning Committee	7.00pm	TBC



15 Jul 2025	Amenities Committee	7.30pm	TBC
05 Aug 2025	Finance Committee	7:00pm	TBC
05 Aug 2025	PARISH COUNCIL MEETING	7:30pm	TBC
02 Sep 2025	Planning Committee	7.00pm	TBC
02 Sep 2025	PARISH COUNCIL MEETING	7.30pm	TBC
16 Sep 2025	Planning Committee	7.00pm	TBC
16 Sep 2025	Amenities Committee	7.30pm	TBC
07 Oct 2025	Planning Committee	7.00pm	TBC
07 Oct 2025	PARISH COUNCIL MEETING	7.30pm	TBC
21 Oct 2025	Planning Committee	7.00pm	TBC
21 Oct 2025	Amenities Committee	7.30pm	TBC
04 Nov 2025	Staffing Committee	7.00pm	TBC
04 Nov 2025	PARISH COUNCIL MEETING	7.30pm	TBC
18 Nov 2025	Planning Committee	7.00pm	TBC
18 Nov 2025	Finance Committee	7.30pm	TBC
02 Dec 2025	Planning Committee	7.00pm	TBC
02 Dec 2025	PARISH COUNCIL MEETING	7.30pm	TBC
16 Dec 2025	Planning Committee	7.00pm	TBC
16 Dec 2025	Amenities Committee	7.30pm	TBC
06 Jan 2026	Planning Committee	7.00pm	TBC
06 Jan 2026	PARISH COUNCIL MEETING	7.30pm	TBC
20 Jan 2026	Planning Committee	7.00pm	TBC



20 Jan 2026	Amenities Committee	7.30pm	TBC
03 Feb 2026	Planning Committee	7.00pm	TBC
03 Feb 2026	PARISH COUNCIL MEETING	7.30pm	TBC
17 Feb 2026	Planning Committee	7.00pm	TBC
17 Feb 2026	Finance Committee	7.30pm	TBC
03 Mar 2026	Staffing Committee	7.00pm	TBC
03 Mar 2026	PARISH COUNCIL MEETING	7.30pm	TBC
17 Mar 2026	Planning Committee	7.00pm	TBC
17 Mar 2026	Amenities Committee	7.30pm	TBC
07 Apr 2026	Planning Committee	7.00pm	TBC
07 Apr 2026	PARISH COUNCIL MEETING	7.30pm	TBC
21 Apr 2026	Planning Committee	7.00pm	TBC
21 Apr 2026	Amenities Committee	7.30pm	TBC

FINANCIAL CONSIDERATIONS

There will be cost variations based on the venue

LEGAL IMPLICATIONS AND SUMMARY OF RISKS

n/a

PROPOSAL

To resolve to:

- Set the Annual Parish Meeting on Thursday 17th April 2025
- Set the Annual Council Meeting on 6th May at 7pm 2025
- Set the regular Council meeting dates as above
- To authorise the clerk to book in the venues based on availability



ITEM 12f – OPEN SPACE HIRE REQUEST HAMPDEN MEADOW

BROUGHT BY

Estates and Events Manager

SUMMARY

To consider the open space hire request for Hampden Meadow from Craftyard.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

The office has received an open space hire form from the Craftyard for a summer/beer festival, you can see the form in appendix a.

The request is to hire Hampden Meadow from 25th July 2025 – 28th July 2025 with the event running on the 26th and 27th July.

They have provided an event overview, which can be seen in appendix b.

See important notes regarding the form in appendix a:

- They put a Y next to water source and electric supply, these are not available in Hampden Meadow, the office has made them aware of this.
- They put a Y next to road closure, after speaking to them they have confirmed that they don't believe a road closure will be necessary.

They have also provided an entrance and exit strategy document, this is a working document, but gives a good indication of their focus on safety for residents and attendees. This can be seen in appendix c.

The office and the Chair of the Council has questions as to whether Hampden Meadow was the correct venue for this type of event, the reasons for this are below:

- John Colet would be a more centralised location.
- A school might have more utilities/facilities that they could use and benefit from (there is no water source or electric supply available in Hampden Meadow).
- Security of the event and ticketing would be easier, as well as this the cost of hiring fencing would be drastically decreased.



These concerns were raised as the Council are keen to support events that benefit and showcase Wendover, and we want to help support this event so that it's successful and can turn into an annual event in Wendover.

The office and the Chair of the Council shared these thoughts on the venue with the Craftyard and they explained their reasons as to why Hampden Meadow is their preferred venue, see below:

- They believe a more centralised location would result in more complaints and they want limited disruption to residents.
- The school is further away from the train station and other forms of transport.
- The idea is that Wendover High Street and local businesses would also be incorporated into the event, the proximity of Hampden Meadow would be ideal with this in mind.
- Hampden Meadow is located on the edge of the town therefore minimises problems with a wide range of considerations including deliveries, set up of music stage and equipment, disassemble, security, overflow parking, exit footfall safety concerns and noise pollution etc.

FINANCIAL CONSIDERATIONS

- Following the 3 Year Guide to Charges the total cost of the hire for 4 days would be £820.00, due to the park being restricted, see the below:

3 year guide to charges

Last updated 11/07/2024

Approved by Amenities Committee

16/07/2024

Service	Charge		
	2024/25	2025/26	2026/27
Commercial Hire of Ashbrook/Hampden			
<i>Hire of whole of park with restricted entry to the whole of the park</i>			
Non operational - "setup" day	205.00	205.00	210.00
Operational Day	205.00	205.00	210.00
<i>Hire of park with public access to spaces not being used by the hirer</i>			
Non operational - "setup" day	55.00	55.00	60.00
Operational Day	100.00	100.00	105.00

LEGAL IMPLICATIONS AND SUMMARY OF RISKS

- The office to receive event documents, including insurance, copies of risk assessments and site plans for the event.
- The documents received will be shared with Full Council.

PROPOSAL

To resolve to:

- Accept the hire request for Hampden Meadow from Craftyard.
- Charge £820.00 for the hire period of 4 days.



Appendix A – Completed Hire Form (redacted)



Wendover Parish Council

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

OPEN SPACES BOOKING FORM

Anyone wishing to hold an event on an open space belonging to Wendover Parish Council is required to submit a form to the Estates and Events Manager. The form must be returned with any additional information required as set out in the conditions of hire.

Please post or email this form using the above details.

Personal Information

Name of Applicant

Email

Phone

Address

Organisation/Club

Event Details

Type of Event:

Name of Site

Name of Responsible Person Attending the Event

Contact Details



Wendover Parish Council

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Event Details

Date of Hire	25th - 28th July 2025		
Set up Time	9 AM	Event Start Time	12 PM
Event End Time	23:00 PM	Venue Clear Time	23:30 PM
Expected Attendance	3,000	Fee Charged (office use only)	
More information about the event (if applicable):	<p>A music and beer festival consisting of live acts, between 6-8 throughout the day accompanied by a DJ in between sets. A beer tent providing 30 real ales. Local food vans providing food. Childrens facilities + Charities contribution to an events area,</p>		

Hiring Fees

Download our [3 Year Guide to Charges](#) for more information on rates.

Wendover Parish Council's open spaces are available to hire for sporting events, fitness classes, community events, fairs and anything else that suits the big outdoors!

We have 3 main areas for hire - Manor Waste, Ashbrook Park and Hampden Meadow. Of course, different areas suit different events and we are happy to consider any event at any location. We do charge for hiring if the event is profit making or commercial; the exception to this is fitness classes. The Parish Council recognises the health benefits to Wendover residents. We normally do not charge for purely fundraising or charity events. The minimum hire period is 2 hours and charges may change depending on the nature of the event and any additional support it may need.

When hiring open spaces we ask you to consider other users as these are normally public spaces. We also ask you to consider parking for attendees, particularly at Ashbrook to minimise issues for local residents.



Wendover Parish Council

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Agreement

As the duly authorised representative of the event, I agree that:

1. Wendover Parish Council will not be liable for the death or injury of any person attending the site/facility for the subject of hiring, or for the losses, expenses or other costs incurred by the hirer except where such death, injury or loss is due solely to the negligence of the Council or anyone authorised on its behalf.
2. Wendover Parish Council will not in any circumstances accept responsibility or liability in respect of any damage to or loss of any goods, articles or property of any kind brought to or left at the site / facility either by the hirer or by any other person, unless this is due to the negligence of Wendover Parish Council.
3. The hirer is not to cause any damage to the site / facility and – except to the extent that the Council may be indemnified by insurance – the hirer is to make good and pay for such damage caused by any act or neglect of the hirer; or anyone the hirer is responsible for; or of anyone permitted by the hirer to enter the site / facility. The hirer is responsible for ensuring the site is returned in the condition it was in at the start of the hire, including the clearance of any litter and ensuring that there is space in the existing public bins after the event. If the hirer or anyone involved in the event has used the power bollards (Manor Waste only) they must ensure that the bollards are closed and locked after the event. The hirer is responsible for ensuring that any electrical equipment used, is safe and regularly checked.
4. The hirer shall be responsible for any losses, expenses or other costs mentioned in the above clauses and shall maintain a policy of Public Liability Insurance in the minimum sum of £10m in respect of any one incident to cover such liability.
5. The hirer will comply with the conditions of hire agreed on this form and provide all required information to support those conditions of hire at least 48 hours before the start of the event.

Agreed and Signed by Hirer:

Name:	[Redacted]
Address:	[Redacted]
Contact Number:	[Redacted]
Signed:	[Redacted] Date: 23/01/25



Wendover Parish Council

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Conditions of Hire (to be agreed with the Parish Council)

The following conditions of hire apply:

	Applies (Y or N)	Date Received (office use only)	Notes (office use only)
Legal			
A Public Liability Insurance certificate for £5m/£10m* received	Y		
Licensable activities – a TEN (Temporary Event Notice) required	Y		
Risk assessment completed and received	Y		
Additional charge for PRS/PPL licence required	Y		
Road closure required to be paid and applied for by the hirer	Y		
All equipment used to be suitable and tested (up to date PAT test)	Y		
Crowd Management			
An event plan/layout required for approval and comment	Y		
Police SAG required to be notified	Y		
Formal crowd control required (SIA registered security guards)	Y		
Barriers required to protect event area/roads/pathways/other*	Y		
Car parking control/mitigation of nuisance parking strategy required	Y		
Access and utilities			
Access to water source required (additional fee applied)*	Y		
Legal	Y		
Access to electric supply (additional fee applied)*	Y		
Hirer requires key to gate(s) (deposit required)*	Y		
Hirer to provide additional bins/specific waste management terms*	Y		
Consideration of neighbours			
Noise management plan required	Y		
Advertising to include section on considerate parking	Y		
Hirer required to send letter to neighbouring properties	Y		
Other requirements			
forms to follow			



Appendix B – Event Overview

Event Overview

- **Event Name:** Craftyard Summer Festival (Working Title)
 - **Date:** 26th & 27th July 2025
 - **Location:** Hampden Meadow, Wendover
 - **Organiser:** Jamie Cook / Sarah Cook
-

Introduction

The Craftyard Summer Festival is a two-day event scheduled for the 26th and 27th of July 2025, set to take place at Hampden Meadow in Wendover. The festival will feature 6 to 8 live musicians performing throughout the day and evening, complemented by a DJ during the live sets to maintain an energetic atmosphere.

Event Logistics & Security

The event will be contained within a designated area at Hampden Meadow, with access restricted to ticket holders. Tickets will be enforced by a dedicated team, including SIA-accredited security personnel, ensuring a safe and controlled environment. A thorough risk assessment will be conducted and provided to cover all safety and security aspects.

Beer Festival

Running alongside the live music performances will be a Beer Festival, featuring 30 real ales. This will draw inspiration from the renowned Aston Clinton Beer Festival. The Craftyard team, with over 6 years of experience in managing public-facing events and alcohol service (including festivals like Chillfest), will oversee the beer festival. Their expertise ensures smooth operations and adherence to all safety and licensing regulations.

Local Business Engagement

One of the primary goals of the festival is to highlight and support local businesses. We invite local enterprises to participate, whether by running stalls, providing services, or simply attending the event. We aim to feature 6 food vendors offering a range of culinary delights, with a portion of the food and drink sales going towards local charities and the Wendover Parish Council. This is an opportunity for the people of Wendover and surrounding villages to come together and enjoy two days of community-focused, light-hearted festival fun.

Family-Friendly Activities

To ensure families can enjoy the festival, a dedicated children's area will be set up. This space will feature activities like face painting and other child-friendly entertainment options, ensuring younger festival-goers are well-catered for.

Continued -



Industry Expertise & Community Support

We have established strong relationships with professionals across various sectors, including security, logistics, and entertainment, and we are committed to bringing together these experts to create a festival that the community can take pride in. We also aim to provide a platform for local businesses to showcase their offerings and contribute to the event's success.

In the coming weeks, we will provide additional documentation to ensure all necessary safety and operational standards are met. These will include:

- Health & Safety Document (Risk Assessment - Working Document)
- Site Plan
- SIA-Accredited Safety Plan
- Acknowledgement of Attendance from Medical & Police Personnel

We look forward to delivering a safe, enjoyable, and memorable event for Wendover and the surrounding areas.

Appendix C – Event Entrance and Exit Strategy



South Street Entrance:

The South Street Entrance will serve as one of the two main access points to the festival, secured with safety marshalls and by SIA personnels. These measures will help direct attendees into the event smoothly. Queues will be managed within the meadow, with ticket checks conducted here to prevent overflow into walkways in the event of a large influx of visitors. Additionally, this entrance provides convenient access to the festival grounds from the Chiltern Way Academy, which we are hoping to use as a parking area. (We are still in discussions with Chiltern View regarding this possibility.)

Exit Strategy:

For the exit, fences will guide attendees down Chapel Street and into Witchell Park, ensuring they do not walk along the main road. This controlled route will filter festival-goers through park pathways and lead them safely back to the main high street, helping to maintain order and minimize traffic disruptions.





Chapel Street Lane

The image above shows Chapel Street, which will serve as the primary route for festivalgoers exiting the event, leading them to Witchell Park. This route can also be used by attendees walking up from Witchell Park to access the festival. Marshals will be stationed along the route to provide guidance and ensure safety.



Chapel Street and Hampden Meadow Crossing

This crossing will connect Witchell Park to Hampden Meadow and serve as an exit route after the festival. Security and marshals will be stationed here to ensure a safe crossing. The path leading up to the festival entrance follows a quiet, small lane, where no traffic is expected to operate during the event. If necessary, this lane could be temporarily closed for the day with approval from Highways.

This lane is the safest option, positioned furthest from the main road, and will keep the public within sight of marshals and security personnel. After the festival, this crossing will guide attendees back into Witchell Park and, subsequently, the rest of the town.

No commercial traffic from the festival will use this road during setup or the event day. All access for festival operations will be managed through the main entrance at the top of Chapel Street.

This is a working document for all to see and can be amended up until the event start date