

Weedon Parish Council Minutes of Meeting

Tuesday 20 May 2025 7.30pm

Minutes of the Annual Parish Council Meeting of Weedon Parish Council held in The Old Schoolroom

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Present: Cllrs J Rose (Chair), J Hopper, W Kett, T Jameson-Evans

Clerk: R Millard

Members of the Public: G Fincher (potential co-option), Bucks Councillor Phil Gomm

29/25 **Acceptance of Office of Councillors** Members J Hopper, W Kett, T Jameson-Evans, signed their acceptance forms before the Clerk. J Rose and S Gibbs had signed their Acceptance Forms previously.

30/25 **Nomination and Acceptance of Office of Chair and Vice Chair**

W Kett nominated Joanna Rose as Chair, T Jameson-Evans seconded, JR accepted. All members agreed.

J Rose nominated Sarah Gibbs to be Vice Chair, seconded by W Kett. All members agreed.

31/25 **Councillor Vacancy** All members agreed to the co-option of Geoff Fincher to the Council. G Fincher signed his Acceptance Form.

32/25 **Open Forum**

Phil Gomm gave a brief resume of himself. He was a Bucks Councillor previously. He spoke about Speedwatch in the local parishes, as he thought that collaborating with upgraded equipment could gather more compelling data to submit to Bucks Council. He explained what he has been doing on Bucks Council and the West Bucks Community Board. He is very interested to improve roads in Buckinghamshire and in particular to take action to reduce the number of accidents at the junction of New Road and the A413.

33/25 **Apologies and Members' Interests** Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Weedon Parish Council Code of Conduct for Members and by the Localism Act 2011.

Members accepted apologies for absence from Cllrs S Gibbs and T Bailey. No interests were declared.

34/25 **Approval of Minutes**

Members agreed the minutes from the Parish Council general meeting 18 March 2025. JR signed the minutes as a true representation of the meeting.

35/25 **Adoption of Council's Statutory and Governance Documents for 2025/26**

Members reviewed the policies and agreed updates. The documents for 2025/26 were reconfirmed as being robust and appropriate with the amendments. **Action:** SG to complete revised versions, JR to update the website.

a. Standing Orders. SO 18 amended to reflect more generic wording relating to procurement (and consistency with the new Financial Regulations). Also, a change to SO 14 to better reflect Code of Conduct requirements. The document also now uses gender-neutral terms in line with Code of Conduct and NALC policy.

b. Financial Regulations. Minor amendments issued by NALC to refer to the new Procurement Act 2023 and the Procurement Regulations 2024 (replacing 2015 legislation) in Regulation 5.

No changes to: **c. Code of Conduct** **d. Privacy Policy and Notice** **e. Equality & Diversity Policy** **f. Risk Assessments**, including Governance and Accountability, Play Area and Graveyard **g. GDPR Data Audit of Documents**

h. Retention of Documents Policy **j. Complaints Procedure**

i. Information Policy. S Gibbs proposed to rename as **Information and Data Protection Policy** to better reflect the content.

Communications Policy. S Gibbs proposed that the Press & Media Policy be replaced and extended by a new Communications Policy, which would govern how the Clerk and Councillors should represent the Parish Council in all public communication (including on social media and with the press), as recommended by BMKALC.

36/25 **Appoint representative to outside bodies.** Buckinghamshire Council local Community Board – J Rose agreed to continue attending the meetings.

37/25 Review inventory of assets

Members reviewed the inventory of assets and confirmed:

Disposals -£277.94: Seat (street) Oak Bench Aston Abbotts Road -£165.44; Picnic bench Park -£112.50
Acquisitions +£976.22: Seat (street) The View +£831.25; Speed control MVAS Extn pole +£144.97

Last year total **£120,003.52** less £277.94 plus £976.22 reconciles to **£ 120,701.80** Total at 31 Mar 2025.

38/25 Confirmation of Insurance Cover

Members noted that the insurance for 2025-26 is with Zurich Municipal 01/06/2025 – 31/05/2026. The Parish Council is in a long-term agreement until 01/06/2026.

39/25 Review of the Council's subscriptions to other bodies

Members noted that the Parish Council was a member of NALC (National Association of Local Councils) and BMKALC (Bucks and Milton Keynes Association of Local Councils) and the Clerk had a membership of SLCC (Society of Local Council Clerks) paid for by the Parish Council. Also, the Parish Council was up to date with the annual payment to the Information Commissioner's Office.

40/25 Determine time and place of ordinary meetings for the next year

Members agreed the time and place of ordinary meetings of full Council up to the next Annual Meeting as third Tuesday of the odd months July, September, November, January, March and May at 7.30pm in the Old Schoolroom, Weedon.

41/25 Governance and Accountability Return 2024/25

Members noted that the Council was exempt from external audit, as both income and expenditure were below £25,000. They agreed to send the Certificate of Exemption to the external auditors.

Internal Audit Engagement. Members agreed to appoint Brian Fludgate as the internal auditor.

Members agreed to finalise AGAR and sign this off at a specially convened meeting in June.

42/25 Planning

- a. Final agreement has been reached on the transfer document and lease for gap land (Turpins Orchard Field and The View) next to 50 Aston Abbotts Road.
- b. Members noted S.106 contribution from Weedon Hill Farm housing development – £40,748.75 for Sport & Leisure, to be spent by 20-02-2035.

43/25 Finance and Accounts *[see schedule of income and payments in appendix]*

Members reviewed invoices and noted the payments. Members agreed statement of accounts and the bank reconciliation to end March 2025 for the full year 2024-25, and to end April 2025 for the new 25-26 year.

44/25 Environment

- a. **Footpaths, Footways and Highways**
 - i. *Speed Control*. Members noted the installation of new ElanCity unit, which is working well. **Action:** JR will check on data collection process.
 - ii. *Footpaths, gates, signs*. Footpath 12 has been cut.
 - iii. *Dog & Litter bins*. Nothing to report.
 - iv. *Bucks Highways*. At least 2 accidents at New Road junction since the last meeting. Members agreed to work with Cllr Gomm on this matter.
 - v. *Devolved Services*. Cllrs J Hopper and G Fincher volunteered to clean street signs and village gates. Noted that the Chiltern Car Rally organisers had cut New Road footway and verge from the village down to the A413.
 - vi. *Best Kept Village*. Noticeboards all up to date. Various cllrs will wash/brush down bins and other features.
- b. **Street Lighting** The Parish Council is in a new 3-year fixed price contract with Ecotricity from 1st April.
- c. **Park and Play Area**
 - i. *Annual inspection* by ROSPA/PlaySafety has just been done. Cllr JR will draw up a list of actions required.
 - ii. *Horticultural*. Contractors are working fine.
- d. **Pond, Grass, Hedges, Verges**. Includes wildflower verges, village tidiness/litter, overhanging hedges/trees, horticultural works.
 - i. Pond board is being finalised.
 - ii. Overhanging issues: *8 New Road*. The Council have received communication from the estate that they have done all the clearance they can for the time being. *95 Aston Abbotts Road*. Discussions are ongoing with the residents and Fairhive to establish responsibility for the ditch.
- e. **Management of Weedon Graveyard**
 - i. *Admin*. No updates.
 - ii. *Applications for burials, memorials and EROBs*. Members considered EROB application for double burial plot for Heather (nee Ming) and Bruce Washington and agreed to the request.
 - iii. *Horticultural and Works*. SG has been granted her application to The Woodland Trust for young trees and hedging plants. These would be available to be planted in the autumn. SG confirmed that she had donated her brown bin to the graveyard for disposal of dead flowers and similar small items and she would handle emptying.

- f. **Other capital projects.** Members agreed to start researching possible projects for the S.106 monies. Noted that an outdoor table tennis table had been suggested by two teenage residents and members liked this idea, either for S.106, or with a donation from WVA. Discussions also started regarding possible replacement of the Climber Challenge equipment.

Correspondence and Communications To include website, Community Board, annual PC newsletter

Item deferred – not on agenda.

45/25 Date of next meeting Next meeting would be arranged in June to sign off governance and accountability return.

The meeting closed at 9.50 pm.

Chair Signature

Date.....

Agenda Item 43/25

Bank Transactions 01-03-25 to 30-04-25

BANK BALANCES			Total
31 March 2025	Business Reserve Account	8,283.49	9,283.49
	Treasurer's (Current) Account	1,000.00	
30 April 2025	Business Reserve Account	12,902.78	13,902.78
	Treasurer's (Current) Account	1,000.00	

INCOME			
Community Instant Access	Interest March	10 March 2025	8.39
Community Account	Chapman Rent	27 March 2025	46.32
Community Instant Access	Interest April	11 April 2025	8.39
Community Account	Bucks Council - 50% Precept	11 April 2025	7,581.50
DIRECT DEBITS			
Info Commissioner Z3498127		18 March 2025	47.00
Bank Service Charge Ref: 449830735	LGA 1972. s111	18 March 2025	4.25
SSE Energy Supply re 01.02.2025 – 31.03.2025	LGA 1972, Sched. 14 para	21 April 2025	122.83
Bank Service Charge Ref: 452245563	LGA 1972. s111	18 April 2025	4.25

ONLINE PAYMENT INVOICES			
MARCH 2025			
Buckland invoice 54472	LG(Misc Prov)A 1976, s19 & LGA 1972, s214	BP 538	442.69
Sign Wizzard job number 42054	Highways Act 1980, s130	BP 539	107.75
Bucks BKV Comp. 2025	LGA 1972, s137	BP 540	25.00
Buckland invoice 54473	LG(Misc Prov)A 1976, s19 & LGA 1972, s214	BP 541	442.69
ER Millard, March 2025 Salary	LGA 1972, s112	BP 542	513.69
ER Millard Allow. & Exp. to March 25	LGA 1972, S111	BP 543	422.36
HMRC, March 2025 Income Tax	LGA 1972, s112		177.00
APRIL 2025			
BALC Subs 2025 invoice 6050		BP 544	68.42
Weedon Schoolroom, invoice 7214	LGA 1972, s133	BP 545	35.00
Complete Tree Service invoice 16745		BP 546	2160.00
SF Richards – JRG invoice 32588	LGA 1972, s137	BP 547	89.43
ER Millard, April 2025 Salary	LGA 1972, s112	BP 548	390.68
HMRC, April 2025 Income Tax incl. Empr NI	LGA 1972, s112		99.32