



NOTICE IS HEREBY GIVEN THAT THE NEXT MEETING OF THE PARISH COUNCIL WILL BE HELD ON:

Monday 20th May 2024 at 7.30pm in Ashendon Village Hall

ANNUAL GENERAL MEETING

Councillors are summoned to attend.

A G E N D A

1. Election of Chairman

To elect the Chairman of the Parish Council for 2024/25

2. Apologies

To receive apologies for absence

3. Election of Vice Chairman

To elect the Vice Chairman of the Parish Council for 2024/25

4. Declarations of Acceptance of Office by Chairman

To complete relevant paperwork.

Parishioners Question Time

15 minutes will be set aside to receive representations from members of the public.

5. Minutes

To agree the Minutes of the Parish Council meeting held on Monday 4th March 2024.

6. Matters Arising

To address the Matters Arising from the Minutes and carry forward any further actions.

7. Declarations of Interest

In accordance with Sections 30(3) and 235(2) of the Localism Act 2011, Councillors to declare any personal, prejudicial or pecuniary interests pertaining to the agenda.

8. Representation of Committees/Working Parties

To agree Councillor representations for Haddenham and Waddesdon Community Board, Road Safety Working Party, Footpath Working Party. To nominate a Councillor to review PC Governance including the annual review of the Parish Council Insurance, Devolved Services (grass cutting), the Calvert & Greatmoor CLGs meetings. To nominate a Councillor for the monitoring of PC Governance and Parish Council Assets.



9. PC Governance

To review and agree Standing Orders, Code of Conduct, Financial Regulations, Risk Assessment and Complaints Procedure and agree NEW Biodiversity Policy and Grants Policy.

10. PC Meetings

To agree meeting dates for 2024 and 2025.

11. Contributions from Buckinghamshire Councillor

To receive a report from Buckinghamshire Council.

12. Reports from Councillors attending meetings and outside organisations.

To report on any meetings.

13. Correspondence

To note any correspondence outside the Agenda including proposed closure of Westcott Church of England School and request from APFA for assistance with play equipment inspection.

14. Ashendon Village Community Pub Initiative

To receive an update on the Community Pub Initiative.

15. Speed Awareness Project

To provide an update on Wotton Road footpath and Ashendon Community Speed Watch including '20 is plenty' campaign.

16. Trees on Parish Land

To provide an update on Tree Register Asset and associated works.

17. Children's Play Activity

To consider a Parish Council led play session.

18. Finance

a. Balance from Minutes of previous meeting (4th March 2024): £41,994.76

- **Receipts: £10,253.26** (Precept £9,000.00) (VAT Return £1,228.26) £25.00 (payment to Venetia Davies in error)
- **Debits: £244.37** (Npower £56.60 + £66.51 + £58.29) (Hugo Fox £11.99 + £11.99+ £11.99) (Royal British Legion - £25.00), (Sparkx Limited £2.00).
- **Plus unrepresented BACS: £0.00**
- **Less standing orders: £897.00** (Clerk Salary – 3 months)



- **Balance of Bank Account: £51,106.65** (as at 23rd April 2024)
Available Funds: £51,106.65 (balance of bank account less unrepresented BACS)
- b. **Orders for Payment: £1,477.32**
 - **Venetia Davies - £18.90** (Clerk travel)
 - **JE Accountants - £240.00** (Payroll Administration 2023/24)
 - **MRA Garden Services - £540.00** (Grass cutting April and May)
 - **Bucks and Milton Keynes Association of Local Councils - £42.42** (Annual Subscription)
 - **SparkX Limited - £636.00** (£530.00 + £106.00 VAT) (Additional call out to faulty light opposite the Bakehouse and replacement of new lantern).
 - **BALANCE: £49,629.33** (Available Funds less Orders for Payment)
- c. **Management Report**, May 2024 circular.
- d. **Audit/Annual Governance and Accountability Return 2022/23 Form 2**
To agree to sign the Certificate of Exemption, note the completed Annual Internal Audit report by the authority's internal auditor, review the effectiveness of the system of internal control, prepare the annual governance statement and approve. To approve the Annual Accounts for year ended 31 March 2023. To also consider the Accounting Statement, signed by the RFO, and approve by resolution and authorise the Chairman and Clerk to sign.

19. Planning

- **24/00860/APP - Plot 9000, Westcott Venture Park, Westcott, Buckinghamshire**
Hybrid planning application for 1) full application for the erection of two buildings for Use Classes E and/or B2 and/or B8); 2) outline application for the erection of one building for Use Classes E and buildings for Use Classes E and/or B2 and/or B8. Comment date: 4 June 2024
- **24/01410/ALB and 24/01409/APP - Pollicott Manor, Lower Pollicott, Ashendon Buckinghamshire HP18 0HQ**
Listed building and householder application for replacement of three windows and an external door. Comment date: 7 June 2024

20. Items for Information including Diary Dates:

- **Grass Cutting schedules:** Verges - 17/06, 26/07, 03/09, 15/10/2024.

21. Date and Time of Next Meeting:

Monday 24th June 2024 at 7.30pm in Ashendon Village Hall