2026/38

ASHENDON PARISH COUNCIL

Minutes of the Parish Council meeting held in the Village Hall.

Monday 18th May 2026 at 7.00pm

PRESENT:

Councillors: Chris Rand **(CR),** Fiona Jacobs **(FJ),** Luke Jamieson **(LJ),** Sian Miller **(SM),** and Venetia Davies **(Clerk and RFO)**. Richard Phillips **(RP)**, Road Safety Lead, and Andy Hughes were also present.

Parishioners: There were no Parishioners.

1. **Election of Chair**
   Chris Rand was nominated and elected Chair of the Parish Council for 2026/27. Proposed SM, seconded FJ. Chris Rand completed Acceptance of Office.

2. **Apologies**
   Ashley Waite **(AW).** Councillors requested the Clerk email Ashley with priorities which remain as:
   - **Wotton Road Footpath. ACTION: AW** to advise on planning permission requirements, potential grants/loan and contractors.
   - **Village Drains. ACTION: AW** to arrange clearing.

3. **Election of Vice Chair**
   Sian Miller was nominated and elected Vice Chair of the Parish Council for 2026/27. Proposed LJ, seconded CR.

4. **Declaration of Interest**
   Luke Jamieson declared an interest in the Ashendon Community Pub Society Limited.

5. **Parishioners Question Time (PQT).**
   There were no questions.

6. **Approval of Minutes – Monday 9th March 2026**
   The Draft Minutes of the March meeting were accepted as a true record and signed by Chair, Chris Rand.

7. **Matters Arising**
   - **Replacement of structure – Dorton brook bridge. Update received from Corinne Brownsell, Rights of Way Bridge Inspector.** Vegetation clearance is complete and close to receiving approval from the Environment Agency for bridge works. Then dependent on ground being suitable to get vehicles onto site to carry out replacements – hoped in the next few months.
   - **PC Governance - Website.** .Gov.uk emails registered at cost of £17.49 + VAT per month. **ACTION: ALL** to operate from.gov.uk emails. CLERK to resend instructions.

2026/39

- **Salt Bins**. Locations agreed as Wotton Rd opposite Hill Cottages, corner of Wotton Rd and Main St, Lower End opposite the graveyard, corner of The Close, entrance to Upper Pollicott, bottom of Lower End. **ACTION: CLERK** to order 7 new black salt bins (200l at approximately £249.00). CR to organise installation and arrange supply of salt.

8. Co-option of Councillor

Ongoing.

9. Representation of Committees/Working Parties

The following Councillor representations were agreed:

- **Haddenham and Waddesdon Community Board:** Luke Jamieson
- **Road Safety Working Party:** Richard Phillips
- **Footpath Monitor:** Sian Miller (PC Lead) Andy Howes (Footpath Monitor)
- **For reviewing PC Governance and Parish Council Insurance:** Sian Miller and Luke Jamieson
- **For monitoring Grass Cutting (Devolved Services):** Fiona Jacob with support of Kevin Nash
- **Calvert & Greatmoor CLGs meetings:** Chris Rand
- **For monitoring Parish Council Assets including Defibrillators:** Luke Jamieson. Defibrillators have been agreed to be checked after each PC meeting. **ACTION: CLERK** to order new pads for Pollicott defibrillator.

10. PC Governance

Reviewed and agreed: Standing Orders (updated with The Public Procurement Act 2023 and Find-Tender), Code of Conduct, Financial Regulations (financial controls and procurement section updated), Risk Assessments, Complaints Procedure, Planning Procedures, Equality Policy, Privacy Policies, Health and Safety and Wellbeing Policy, Biodiversity Policy and Grants Procedure, IT Policy and Freedom of Information.

11. PC Meetings

The Parish Council agreed to continue meeting on the 3rd Monday of each month at 7.30pm. **2026:** 8th June, 21st September and 9th November 2026. **2027**: 18th January, 8th March (2nd Monday of the month), 19th April, 17th May, 21st June, 20th September, 18th November. **ACTION: CLERK** to book hall and upload meeting dates on website.

12. Contributions from Buckinghamshire Councillor

There were none.

13. Reports from Councillors attending meetings and outside organisations

There were no reports.

14. Correspondence

There was none.

15. Planning

- **Ashendon Neighbourhood Plan**. Subject to approval also by LJ, it was agreed to apply for Neighbourhood Area Designation. **ACTION: CLERK/SM** to apply to Buckinghamshire

Council. Application is to include (a) a map which identifies the area to which the area application relates; (b) a statement explaining why this area is considered appropriate to be designated as a neighbourhood area; and (c) a statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Act. It was noted that the next major review of the National Planning Policy Framework (NPPF) will be published in summer 2026) and the Bucks Local Plan submission draft for Examination will be published (December 2026). The Draft of the new NPPF includes specific provision for Neighbourhood Plans and it was agreed to wait until publication to understand more about site allocation and subsequent protection against speculative development. It was also agreed infrastructure remains key.

- **Planning Appeal - 22/03384/AOP – Littleton Manor Farm, NW of Waddesdon.** A Public Inquiry commenced 6th May 2026 at Buckinghamshire Council, The Gateway.

16. Road Safety Projects

- **Wotton Road footpath**. The Parish Council is consider staging the works as funding allows. A quote for sections of the footpath has been received but now needs updating. As above. **ACTION: AW** to confirm if planning permission is required and recommend other contractors and funders/public works loan. Procurement requirements to be clarified **(CLERK). CLERK** to invite new Area Technician, Casey-Jane Sutton for village walkabout.
- **Gen6 Speed Indicator Device (Mains) - HS2 Road Safety Fund** (Ref: RSF76)**.** The Parish Council has **agreed** the updated scheme and requested for high friction surfacing to be removed.
- Email received from Josh Tomlinson Principal Project Manager, Transport Infrastructure and Delivery, Communities Directorate requesting up to date quotation for Buckinghamshire Council to raise an appropriate PO (in due course) for Ashendon PC to invoice against. Package is also being prepared for the contractor (signing/lining works). **ACTION: RP/CLERK** to send up to date quotations (from Traffic Technology and electrician to Buckinghamshire Council).
- **Community Speed Watch.** The team has been more active with SiD sitting thanks to support from a new volunteer. The Speed Watch team continue to encourage drivers to drive slowly through the village.
- **20's Plenty**. Fiona Jacob has reinstated the 20's Plenty campaign. **ACTION: FJ** to progress for end of June.

17. Footpath Projects

- **Safe Footpath from Pollicott to Village End.** Ongoing. **ACTION: CLERK** to write to landowner.
- **Footpath/Rights of Way improvements (accessible gates).** The North Bucks rRIPPLE (ramblers Repairing and Improving Public Paths for Leisure and Exercise) has identified a circular walk that incorporates Ashendon, Musk Hill Farm, Watbridge Farm and Nether Winchendon. It has previous been suggested a Footpath Working Party be formed for regular clearance and to identify access points/routes that are most used. **ACTION: SM**/Andy Howes to walk the suggested route and report on conditions/restrictions and give recommendations. **CR** to approach landowner. rRIPPLE operates Donate-a-Gate scheme, a scheme whereby anyone can donate to (pedestrian gates £350, kissing gates £500).

2026/41

18. Finance

a. End of Year accounts for the financial year ending 2025-2026 were agreed. A financial report for 2026/27 was also agreed. The most pressing projects remain the **extension of the footpath to Wotton Road/White City**, a **safe footpath from Pollicott to Village End** and **footpath/rights of way** improvements for leisure and exercise with accessible gates (as opposed to stiles) and new salt bins for all locations in the village.

b. **Balance from Minutes of previous meeting** (9th March 2026)**: £56,391.38**
   - **Receipts: £10,000.00** (Precept)
   - **Less Standing Orders/Direct Debits: £1,048.39** (Clerk Salary £685.20 + Hugo Fox £47.96 + Npower £117.99 + Venetia Davies Microsoft Office £52.50 + HMRC £144.74).
   - **Plus Outstanding BACS payments: £0.00**
   - **Balance of Bank Account: £65,342.99 (**as 23rd April 2026)
   - **Outstanding BACS credit: £0.00**
   - **Available Funds: £65,342.99** (balance of bank account less unpresented BACS)
     NOTE: YEAR END BALANCE as at 31st March 2026: £55,425.10

c. **Orders for Payment: £2,038.64**
   - **Venetia Davies - £18.90** (Clerk Travel)
   - **Clear Insurance Management Ltd - £540.52** (Local Councils Insurance Renewal)
   - **JE Accountants - £246.00** (Payroll Administration 2025/26)
   - **Bucks and Milton Keynes Association of Local Councils - £47.52** (Annual Subscription Fee).
   - **Matthew Audley - £640.00** (April and May grass cutting @ £320 per visit)
   - **ARG Compulink - £487.20** (£406.00 + £81.20 VAT) (New PC Computer and technical support)
   - **ARG Compulink - £58.50** (£49.00 + £9.80) (for further assistance)
   - **BALANCE: £63,304.35 (Available Funds less Orders for Payment)**

d. **Audit/Annual Governance and Accountability Return 2025/26 Form 2**
   Councillors agreed to sign the Certificate of Exemption. The completed Annual Internal Audit report by the authority's internal auditor was reviewed and noted. The PC reviewed the Annual Governance Statement and the Accounting Statement for year ended 31 March 2026 (which was certified prior by the Responsible Financial Officer). All documentation was approved by Councillors and then duly signed by the Chair and Clerk. The period for the exercise of public rights as required by the Accounts and Audit Regulations was confirmed as Thursday 4 June – Wednesday 15 July 2026. **ACTION: CLERK** to complete in accordance with instructions form PKF Littlejohn.

19. Items for Information including Diary Dates:

- **2026 Grass cutting dates.** Approximate dates: 16.06, 31.07, 18.09, 06.11.26.
- **Bouncy Sunday Funday.** Agreed for Summer 2026 but request for new organiser to arrange Funday. Date to be confirmed.

20. Date and Time of Next Meeting:

Monday 8th June 2026 at 7.30pm in Ashendon Village Hall