

DRAFT MINUTES

2025/05



ASHENDON PARISH COUNCIL

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

Monday 12th May 2025 at 7.30pm

PRESENT:

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

Parishioners: There were no Parishioners.

1. Election of Chair

Chris Rand was nominated and elected Chair of the Parish Council for 2025/26. Proposed LJ, seconded FJ.

2. Apologies

Chris Rand (**CR**).

3. Election of Vice Chair

Sian Miller was nominated and elected Vice Chair of the Parish Council for 2025/26. Proposed LJ, seconded FJ.

4. Declaration of Acceptance of Office by Chairs and Councillors

Councillors completed Acceptance of Office and Register of Interests. **ACTION: CLERK to return Register of Interests to Buckinghamshire Council.**

5. Declaration of Interest

Luke Jamieson declared an interest in the Ashendon Community Pub Society Limited.

Parishioners Question Time (PQT).

There were no questions.

6. Approval of Minutes – Monday 24th March 2025

The Draft Minutes of the March meeting were accepted as a true record and signed by Vice Chair, Sian Miller.

7. Matters Arising

- **Ultrafast Broadband.** Pollicotts, Forge Close and Brick Hill have been added to Openreach Ultra Full Fibre build plans (for end 2026). There is no telephone or email contact for Openreach. **ACTION: SM to contact Greg Smith, MP to push for Lower End, Main Street and Watbridge Cottages.**
- **Replacement of structure – Dorton brook bridge.** Vehicular access agreed (Point B - Heavy overgrowth – clearance, Point C – Small bridge replacement, Point D – Small bridge replacement). Reconstruction of bridge (Point A) requires Environment Agency

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approval. Rights of Way intend to rebuild the bridge in financial year (April 2025- March 2026) using Rights of Way capital projects money. The route will be closed during works.

- **PC Governance - Website.** ACTION: CLERK to register Councillor emails with .gov.uk at a cost of £17.49 + VAT per month.
- **Wotton Road footpath.** ACTION: CR to receive quote for sections of path so footpath can be progressed. AW to notify the PC of other funding opportunities.
- **Salt Bins.** 6 locations agreed for new PC owned salt bins (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). Colin Woolford has suggested not putting salt bins on roads that are gritted. The cost of a new salt bin is £249.00 (400L) and £199.95 (200L) plus installation costs. The cost to the PC is £100 per refill. ACTION: AW to liaise with Colin Woolford over refill costs.
- **Removal of debris - Winchendon side of Pollicott ford.** Reported and will be removed by Buckinghamshire Council (David Rounding, Lead Enforcement Officer).
- **Email from Danny Fahy, PSCO - safety concerns around hole in the hedgerow (opposite entrance to church).** The idea of a pathway down from the bottom of the car park to gain access to Lower End has been suggested. ACTION: SM/LJ to liaise with APFA to establish ownership.

8. Co-option of Councillors

Vacancies immediately following an election due to an insufficient number of candidates nominated are less stringent than that for a casual vacancy. However, the vacancy is required to be filled within 35 working days from the date of the election which (1st May 2025). If anyone is interested in becoming a Parish Councillor, please get in touch with the Clerk – email: ashendonpc@gmail.com.

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:** Chris Rand/Sian Miller
- **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.

10. PC Finance

End of Year accounts for the financial year ending 2024-2025 were agreed. A financial report for 2025/26 was also circulated and agreed. This highlighted village projects for 2025/26. 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). The [Donate a Gate scheme by North Bucks rRIPPLE](#) (ramblers Repairing & Improving Public Paths for Leisure & Exercise) was noted. ACTION: LJ/SM/CLERK to follow-up.

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11. 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. **ACTION: CLERK to upload reviewed PC Governance.**

12. PC Meetings

The Parish Council agreed to continue meeting on the 3rd Monday of each month at 7.30pm.

2025: 9th June, 15th September and 17th November. **2026:** 19th January, 9th March, 20th April (AVM), 18th May (AGM), 8th June, 21st September and 9th November 2026. **ACTION: CLERK to book hall and upload meeting dates on website.**

13. Contributions from Buckinghamshire Councillor

There were no contributions. Congratulations were paid to Ashley Waite who has been re-elected Councillor for the Waddesdon Ward.

14. Reports from Councillors attending meetings and outside organisations.

There were no reports.

15. Correspondence

There was none.

16. Ashendon Village Community Pub

Food is now being served from the kitchen. The bedrooms are nearly up and running. There was a great sense of support from members who attended the recent AGM. The pub sign will soon be erected. The Management Committee are seeking a tenant and are very grateful to Sally Dorling who is leading tenancy search.

17. Speed Safety Projects

Richard Philips updated the meeting.

- **Speed Watch Team.** The Speedwatch team have moved into the summer season of SiD sitting. Very few cars have been 'on red', for which the team are very grateful. Paul Horwood has volunteered as a member of the team.
- **The LEVI (Local Electric Vehicle Initiative).** The organisation is in negotiation with a new partner for provision of equipment. RP awaiting update and meeting date.
- **Waddesdon Area Freight Zone Consultation.** The PC will receive further updates when surveys on Ivinghoe Freight Intervention have been conducted.
- **Gen6 Speed Indicator Device (Mains) - HS2 Road Safety Fund (Ref: RSF76).** RP met Atkins on site (**28.03.25**). A detailed breakdown of the sign details and costs have subsequently been provided by RP/CLERK. Details will now be approved and the most suitable MVAS option selected. A resident is kindly amenable to running a cable to allow a mains power source if the funding is successful.
- **Waddesdon Area Freight Zone Consultation.** The PC will receive further updates when surveys on Ivinghoe Freight Intervention have been conducted.

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18. Finance

a. **Balance from Minutes of previous meeting (24th March 2025): £46,983.16**

- **Receipts: £9,500.00** (Precept – April payment)
- **Debits: £598.00** (Clerk Salary – £598.00)
- **Less standing orders: £83.32** (£23.98 Hugo Fox, £59.34 Npower)
- **Balance of Bank Account: £55,801.84** (as at 23rd April 2025)
Available Funds: £55,801.84 (balance of bank account less unrepresented BACS owing)

b. **Orders for Payment: £2,034.55**

- **Venetia Davies - £18.90** (Clerk travel)
- **Venetia Davies - £884.40** (back pay in line with Local Government Services Pay Agreement 2024). Send payslip to Sian Miller.
- **MRA Garden Services - £300.00** (Village grass cutting including Boughton's Peace)
- **Clear Insurance Management Limited - £546.81** (Annual Insurance).
- **Bucks and Milton Association of Local Council - £44.44** (Annual Membership)
- **JE Accountants – £240.00** (Payroll administration 2024/25)
- **BALANCE: £53,767.29** (Available Funds less Orders for Payment)

c. **Audit/Annual Governance and Accountability Return 2024/25 Form 2**

Councillors agreed to sign the Certificate of Exemption, reviewed, and approved the effectiveness of the system of internal control as well as the annual governance statement. The PC also considered the Accounting Statement, signed by the RFO, and approved all by resolution for the Chair (of the meeting) and Clerk to sign. The period for the exercise of public rights as required by the Accounts and Audit Regulations were confirmed as Tuesday 3 June – Monday 14 July 2025. **ACTION: CLERK to complete in accordance with instructions form PKF Littlejohn.**

19. Planning

- **25/00990/AGN - Valley Farm, Upper Pollicott, Ashendon, HP18 0HH**
Erection of an agricultural farm track. No Objection comment was formally ratified.
- **Neighbourhood Plan for Ashendon.** It was agreed to revisit a Neighbourhood Plan for Ashendon. **ACTION: CLERK to contact Neighbourhood Plan team at Buckinghamshire Council for initial meeting and circulate dates to Councillors.**
- **Social Housing.** It was agreed to write to Fairhive Homes regarding awareness that letters have been sent to occupiers of social housing in Ashendon to obtain insight into their intentions for the site and options available to longstanding residents of Ashendon should they be displaced. **ACTION: SM to speak to residents to establish facts and circulate draft letter for Councillor approval to send to Fairhive Homes.**

20. Items for Information including Diary Dates:

- **2025 Grass cutting dates.** Approximate dates: 19th May, 16th June, 8th July, 1st September and 13th October.
- **Bouncy Sunday Funday.** Agreed for 2025. Date to be confirmed.

21. Date and Time of Next Meeting:

Monday 9th June 2025 at 7.30pm in Ashendon Village Hall