

Minutes of the meeting of Hulcott Parish Council held on Tuesday 14 May 2024

at 6:20 p.m. at Hulcott Nursing Home following the Annual Parish Meeting.

Present:

Councillors Andrew Harper, Ian Pleeth, Deborah Roberts, Heather Green, and Brendan Dolan.
Amanda Massingham (Parish Clerk) and Unitary Councillor Bill Chapple, OBE.

1.0 Election of Chairman for 2024/25 Municipal Year

RESOLVED that Cllr Harper was nominated and elected as Chairman for 2024-25. Cllr Harper signed his acceptance of office.

2.0 Election of Vice-Chairman for 2024/25 Municipal Year

RESOLVED that Cllr Brendan Dolan was nominated and elected as Vice-Chairman for 2024-25. Cllr Dolan signed his acceptance of office.

3.0 Apologies

Apologies received and ACCEPTED from Cllr Peter Fenton-O'Creevy.

4.0 Declarations of Interest & Dispensation requests

There were no declarations of interest.

5.0 Minutes

RESOLVED to agree that the minutes of the meetings HPC/04/2324 held on Tuesday 19th March 2024 were a true record and they were signed and dated by Cllr. Harper, Chairman.

6.0 Review of updated Standing Orders (NALC 2022)

RESOLVED to adopt the Standing Orders as submitted.

7.0 Review of updated Financial Regulations (NALC 2024)

RESOLVED to adopt the updated Financial Regulations as submitted.

8.0 Renewal of Scheme of Delegation

RESOLVED to renew the scheme of delegation under S101 of the 1972 Local Government Act.

9.0 Review of Councillor Responsibilities

RESOLVED that the following responsibilities would be undertaken (same as previous year):

- Gib Lane fund – Cllr Fenton-O'Creevy
- Footpaths – Cllr Fenton-O'Creevy
- Village Green & trees – Cllr Pleeth and Cllr Fenton-O'Creevy
- Wendover and Villages Community Board – Clerk to provide updates to Cllrs

10.0 Review of Asset Register

Members reviewed and **RESOLVED** to confirm the Asset Register, it was NOTED that value of the two replacement village noticeboards had increased the overall value.

11.0 Review of Risk Assessment & Management

Members reviewed and **RESOLVED** to confirm the Council's Risk Assessment & Management document.

12.0 Other Governance documents

Members noted that all other governance documents will be reviewed at the September meeting.

13.0 Parish Council Business

13.1 Village Hog Roast 27th May 2024

Current/final attendees was noted to be 62. Supplier requires 90 minutes to cook/set up on site, they have been asked to arrive at 1pm, ready for service at 2:30pm. Invite confirmed start time of

2pm. Supplier has Clerks contact details and Clerk will meet and greet on the day. It was AGREED that the set up would be outside the church. Tables and Chairs to be transferred from Church to Parish Shed on 19th May following response from Church. Clerk to send e-mail communication to all confirmed attendees no later than 20th May 2024.

13.2 Gib Lane Fund Application

Application deadline NOTED as 18th September, a week after the next Parish Council meeting. It was **RESOLVED** to apply for funding to support future village events – chairs, tables and generator. However, volume wouldn't be known until access to the church is granted on 19th May. Application delegated to Clerk who will distribute costs via e-mail, with sign off at next meeting before application is submitted.

13.3 Village Green Verge Damage

Members discussed several ideas to prevent further damage including replacement posts/logs and reinforced mesh. Cllr Roberts kindly offered to remove the old tree stumps and replace with new from her own copse of fallen trees. It was **RESOLVED** to remove and replace stumps with additions in keys areas. Cllr Harper AGREED to discuss parking issues with Hulcott Nursing Home.

13.4 Village Potholes and Road Damage

Members discussed the road damage along Cane End Lane and Hulcott Lane. Concerns were also raised in relation to the new solar farm with heavy plant using Hulcott Lane, potentially increasing the use of two-way traffic along Cane End Lane. Cllr Chapple agreed that the two lanes, did require attention and would support and escalate concerns. It was **RESOLVED** that the Chair & Clerk would collate the details along with photos and send to Cllr Chapple.

13.5 Ditch Clearing

Cllr Green reported that footpath HVL/5/1 from the village green has not been accessible of the winter/spring period due to flooding. The flooding also prevents grass cutting. A ditch that runs from the church entrance needs clearing to prevent further issues. It was AGREED that the Clerk should contact the Footpath Team and/or the Area Technician at Buckinghamshire Council, and report back to Cllrs with response.

14.0 Planning

14.1 New Applications

Members noted the following planning application considered under Delegated Powers (Councillors were consulted and the Clerk responded to the Planning Department):

- 21/00033/APP & 21/00034/ALB Grove Farm 22 Rowsham Road Bierton Buckinghamshire HP22 5DZ. External and internal alterations to the existing house, demolition of existing outbuilding and with a new glazed link between farmhouse and dairy. Minor landscaping work to suit. **No Objection**

Members are also asked to consider any new applications that arise between issuance of the agenda and the meeting.

14.2 Decisions made by AVA Planning Department

Members NOTED that the following application had been **APPROVED** by AVA Planning department:

- 23/02797/APP Sycamore House Cane End Farm HP22 5AX

Decisions are still awaited on the following tracked applications:

22/00642/COUAR Cane End Farm Hulcott Buckinghamshire HP22 5AX

23/01094/APP Land to The West of Tring Road Wingrave Tring Road HP22 4LN

15.0 Finance

15.1 Bank Balances

RESOLVED to note:

- Lloyds Bank £5839.60 as of 03/04/2024. Cllrs Harper and Pleeth signed and dated same.

- Lloyds Bank £9625.65 as of 03/05/2024. Cllrs Harper and Pleeth signed and dated same.

RESOLVED to confirm:

- Approval of the 2023-24 accounts FINAL. Cllrs Harper and Pleeth signed and dated same.
- Approval of the 2024-25 accounts YTD. Cllrs Harper and Pleeth signed and dated same.

15.2 Payments

Members **RESOLVED** to agree the following payments:

- BMKALC - £23.31 – Annual Subscription 2024/25 – Chq 482
- Mrs M Rose £25.00 - Internal Audit 2023/24 – Chq 483
- Zurich Insurance - £193.20 – Annual Insurance Premium 2024/25 – Chq 484
- Crackling Hog Roast - £750 – Annual Event 2024 – Chq 485

15.3 Income

RESOLVED to note Buckinghamshire Council - £2,822.50 - 1st half year Precept; HMRC - £963.55 VAT refund 2023/24. Detailed in Lloyds Bank statement as of 03/05/2024.

15.4 Insurance Renewal

Members **RESOLVED** to accept the insurance quotation for cover from 1 June 2024 with the existing insurer for £193.20 (same as 22-23 & 23-24).

16.0 Annual Governance & Accountability Return 2023/24 (AGAR)

16.1 Internal Auditor's Report

Members **RESOLVED** to note that the Clerk received notification from the Internal Auditor on 22nd April 2024 that all is in accordance with the Accounts and Audit Regulations 2003 and 2006, the Local Audit and Accountability Act 2014 and Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 and as directed in "Governance and Accountability for Local Councils in England & Wales: A Practitioners' Guide". Her report is detailed on page 4 of the Annual Governance and Accountability Return (AGAR) and members are asked to review this.

16.2 Annual Governance Statement (Section 1)

Members reviewed and **RESOLVED** to complete and approve the Annual Governance Statement 2023/24 – page 5 of the AGAR. Chairman and Clerk/RFO signed and dated.

16.3 Annual Accounting Statements (Section 2)

Members reviewed and **RESOLVED** to approve the Accounting Statements 2023/24 – page 6 of the AGAR. Chairman and Clerk/RFO signed and dated.

16.4 Certificate of Exemption

Members reviewed and **RESOLVED** to approve the Certificate of Exemption for smaller authorities under £25,000 turnover. (Page 3 of the AGAR) Chairman and Clerk/RFO signed and dated.

16.5 Explanation of Variances and Bank Reconciliation 2023/24

Members reviewed and **RESOLVED** to approve the explanation of variances and bank reconciliation. Cllrs Harper and Pleeth signed and dated same.

16.6 Exercise of Public Rights

Members **RESOLVED** to confirm the dates of the period for the exercise of public rights as commencing Monday 3 June 2024 until Friday 12 July 2024. Website and notice board to be updated Friday 31st May 2024.

17.0 Correspondence Received for Consideration

Members have been updated weekly in terms of correspondence from Buckinghamshire Council, Wendover and Villages Community Board, Bucks and Milton Keynes Association of Local Councils and residents. Cllrs thanked the Clerk for sending through the updates.

18.0 Dates of next meetings – Hulcott Parish Council:

Members **RESOLVED** to note:

HPC/01/2425

- Tuesday 10th September 2024 - Cllr Roberts gave apologies in advance
- Tuesday 14th January 2025
- Tuesday 11th March 2025

The meeting closed at 7:25pm

Signed: *Andrew Harper*

Chairman

Date: 10 September 2024