

Minutes of the meeting of Hulcott Parish Council held on Monday 19th May 2025

at 6:15 p.m. at Hulcott Nursing Home following the Annual Parish Meeting.

Present:

Councillors Ian Pleeth, Heather Green, Judith White. Amanda Massingham, Parish Clerk & Andrew Harper, Co-option candidate.

1.0 Acceptance of Office, Welcome and Thanks

Cllr Pleeth welcomed re-elected Councillors and new Councillor Judith White, all signed Acceptance of Office forms. Retired Councillors Peter Fenton-O'Creevy and Brendan Dolan were thanked for their service.

2.0 Election of Chairman for 2025/26 Municipal Year

RESOLVED that Cllr Pleeth was nominated and elected as Chairman for this meeting only. Election of Chair will be placed on the next meeting agenda, when membership has potentially increased.

3.0 Election of Vice-Chairman for 2025/26 Municipal Year

RESOLVED not to elect a Vice-Chairman for 2025/2026.

4.0 Apologies

Apologies received and ACCEPTED from Cllr Roberts.

5.0 Declarations of Interest & Dispensation Requests

5.1 All Councillors submitted their Declarations of Interest forms.

5.2 Cllr White declared an interest in item 16.1 planning application 25/00482/APP as the owner/occupier. It was NOTED that the Parish Council had already commented on the application, under delegated powers.

6.0 Minutes

RESOLVED to agree that the minutes of the meetings HPC/04/2425 held on Tuesday 4th March 2025 were a true record and they were signed and dated by Cllr. Pleeth, Chairman.

7.0 Co-option

Just one application was made for Co-option. Andrew Harper provided an overview of why he should be considered. It was unanimously **RESOLVED** to accept the application, and Andrew was warmly invited back to the Council.

8.0 Review of updated Standing Orders (NALC 2025)

RESOLVED to adopt the updated Standing Orders as submitted.

9.0 Review of updated Financial Regulations (NALC 2024)

RESOLVED to adopt the Financial Regulations as submitted.

10.0 Renewal of Scheme of Delegation

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

11.0 Review of Councillor Responsibilities

RESOLVED that the following responsibilities would be undertaken:

- Gib Lane fund – Clerk Amanda Massingham
- Village Green & trees – Audit will be based on availability
- Wendover and Villages Community Board – Clerk to provide updates to Cllrs

12.0 Review of Asset Register

Members reviewed and **RESOLVED** to confirm the Asset Register, it was NOTED that the overall value had increased due to the new chairs and gazebo's.

13.0 Review of Risk Assessment & Management

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

14.0 Other Governance documents

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

15.0 Parish Council Business

15.1 Annual Event 2025

The event was considered a success. 57 attendees confirmed prior to the event, with a couple of extras on the day. £152 was received via the £2 donation request. The cost to the Parish Council was £720 minus the donations, £568, the budget set was £750. It was NOTED that Hulcott Nursing Home reserved 27 places, so without their attendance the event would not have been viable.

15.2 Gib Lane Fund Application

It was AGREED that ten more chairs and one Gazebo is required to support the annual events. In addition, the old church tables will need to be replaced within the next year or two. Clerk to establish what funds are available and prepare quotes ready for the next meeting, to ensure an application is submitted by 8th October 2025.

15.3 Dog Waste Bin Rowsham Road

It was **RESOLVED** to pay half the costs to install a dog waste bin in Rowsham Road, following a request via Bierton Parish Council.

16.0 Planning

16.1 New Applications

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

- 25/00713/APP & 25/00699/ALB Ivy Cottage The Green Hulcott Buckinghamshire HP22 5AX Householder application for construction of single storey rear infill extension to provide breakfast room with associated internal alterations – **No Objection.**
- 25/00482/APP The Stables Cane End Farm Hulcott Buckinghamshire HP22 5AX Change of use of part of existing agricultural building to residential accommodation including games room with bedroom and ensuite over ancillary to main dwelling house, creation of garden/domestic store in connection with Cane End Farm and incorporation of existing polytunnel area as garden for ancillary accommodation – **No Objection.**

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

16.2 Decisions made by AVA Planning Department

None at time of agenda being issued.

Decisions are still awaited on the following tracked applications:

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

24/03785/COUAR Manor Barns Hulcott Buckinghamshire HP22 5AX

17.0 Finance

17.1 Bank Balances

RESOLVED to note:

- Lloyds Bank £11,376.40 as of 02/05/2025. Cllr Pleeth signed and dated same.

RESOLVED to confirm:

- Approval of the 2024-25 accounts FINAL. Cllr Pleeth signed and dated same.

- Approval of the 2025-26 accounts YTD. Cllr Pleeth signed and dated same.

17.2 Payments

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

- BMKALC - £23.10 – Annual Subscription 2025/26 – Chq 495
- Lynch Grass Cutting 26/3, 10/4, 25/04 £270.00 – Chq 496
- Mrs M Rose £30.00 - Internal Audit 2024/25 – Chq 497
- A Massingham Salary/Expenses – 6 weeks salary and expenses for Fish and Chips (Annual Event) and rubbish clearance from Parish Council Church £880.10 - Chq 498
- HMRC 7/4/25-18/05/25 6 Weeks £46.60 - Chq 499
- Zurich Insurance - £241.00 – Annual Insurance Premium 2025/26 – Chq 500

17.3 Income

RESOLVED to note:

- Buckinghamshire Council - £2,922.00 - 1st half year Precept
- HMRC - £467.58 – VAT refund 2024/25.
- Resident donations for Fish and Chips at annual event £152.00

17.4 Insurance Renewal

Members **RESOLVED** to accept the insurance quotation for cover from 1 June 2025 with the existing insurer for £241. It was NOTED that this was an increase on last year's premium, but the premium had remained the same rate since 2022.

17.5 Bank Mandates

Bank mandates/signatories would be cancelled for the retired Councillors, and a new mandate would need to be signed by Cllr Judith White. The Clerk would action this, and confirm once complete.

18.0 Annual Governance & Accountability Return 2024/25 (AGAR)

18.1 Internal Auditor's Report

Members **RESOLVED** to note that the Clerk received notification from the Internal Auditor on 5th May 2025 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.

18.2 Annual Governance Statement (Section 1)

Members reviewed and **RESOLVED** to complete and approve the Annual Governance Statement 2024/25 – page 5 of the AGAR. Chairman and Clerk/RFO signed and dated.

18.3 Annual Accounting Statements (Section 2)

Members reviewed and **RESOLVED** to approve the Accounting Statements 2024/25 – page 6 of the AGAR. Chairman and Clerk/RFO signed and dated.

18.4 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.

18.5 Explanation of Variances and Bank Reconciliation 2024/25

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

18.6 Exercise of Public Rights

Members **RESOLVED** to confirm the dates of the period for the exercise of public rights as commencing Tuesday 3rd June 2025 until Monday 14th July 2025. Website and notice board to be updated Friday 30th May 2025.

19.0 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.

20.0 Dates of next meetings – Hulcott Parish Council:

Members **RESOLVED** to change the September meeting due to availability:

- Tuesday 9th September 2025 re-scheduled to Tuesday 7th October 2025
- Tuesday 13th January 2026
- Tuesday 10th March 2026

The meeting closed at 7:00pm

Signed: *Andrew Harper*

Chairman

Date: 13th August 2025