



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

Monday 12th May 2025 at 7.30pm in Ashendon Village Hall

ANNUAL GENERAL MEETING

Councillors are summoned to attend.

A G E N D A

1. Election of Chair

To elect the Chair of the Parish Council for 2025/26.

2. Apologies

To receive apologies for absence.

3. Election of Vice Chair

To elect the Vice Chair of the Parish Council for 2025/26.

4. Declaration of Acceptance of Office by Chair and Councillors, to complete relevant paperwork including Register of Interests.

5. 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.

Parishioners Question Time

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

6. Approval of Draft Minutes

To agree the Minutes of the Parish Council meeting held on Monday 24th March 2025.

7. Matters Arising

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

8. Co-option of Councillor

To agree to take steps to fill the vacant seat on Ashendon Parish Council.

9. 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.

10. PC Finance. To receive End of Year Accounts for Financial Year 2024-2025 (Year End) and Financial Report for 2025/26.

11. PC Governance

To review and agree Standing Orders, Code of Conduct, Financial Regulations, Risk Assessment and Complaints Procedure, Biodiversity Policy and Grants Policy. To agree backdated pay of Clerk's salary.

12. PC Meetings

To agree meeting dates for 2025 and 2026.

13. Contributions from Buckinghamshire Councillor

To receive a report from Buckinghamshire Council.

14. Reports from Councillors attending meetings and outside organisations.

To report on any meetings.

15. Correspondence

To note any correspondence outside the Agenda.

16. Ashendon Village Community Pub

To receive an update on the Community Pub.

17. Speed Awareness Project

To receive an update on the Wotton Road footpath and Ashendon Community Speed Watch.

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/amount 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)
- **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 Clerks - £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**

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 2025. To also consider the Accounting Statement, signed by the RFO, and approve by resolution and authorise the Chairman and Clerk to sign.

19. Planning

- **25/00990/AGN - Valley Farm, Upper Pollicott, Ashendon, HP18 0HH**
Erection of an agricultural farm track. To ratify No Objection comment submitted by Ashendon Parish Council.
- **Neighbourhood Plan**, to consider a Neighbourhood Plan for Ashendon.

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.

21. Date and Time of Next Meeting:

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