



# HALTON PARISH COUNCIL ANNUAL MEETING

## Minutes

Date: 24th May 2023  
Location: Halton Village Hall  
Time: 19.30 – 21.30

Attendees:

Cllr J MacKinnon, Cllr B Thompson, Cllr C Waddams, Cllr A Jimson, Cllr S Barber, Cllr J Hickey, Wg Cdr J Wren RAF, Cllr S Bowles, Cllr P Strachan

**23.042**

### **Election of Chair**

#### Decision

Cllr J MacKinnon was proposed as a candidate for Chair, members voted and were unanimous in their decision to appoint Cllr J MacKinnon as Chair. The chair signed the Declaration of Acceptance of Post.

**23.043**

### **Appointment of Vice Chair**

#### Decision

Cllr B Thompson was proposed as a candidate for Vice Chair, members voted and were unanimous in their decision to appoint Cllr B Thompson as Vice Chair.

### **Apologies**

**23.044**

Cllr S Barber, Cllr C Booker and Cllr R Newcombe sent their apologies.

23.045

### **Appointment of Members of Committees and Roles and Responsibilities:**

The following members were nominated and voted in.

- Chair of Finance Committee – Cllr B Thompson
- Chair of Village Hall Committee – Cllr A Jimson
- Chair of Communications Committee – Cllr C Booker
- Canal And Environment Lead- Cllr C Waddams, Cllr B Thompson
- Highways and Traffic Management Lead, Cllr S Barber with support from Cllr J MacKinnon and Cllr B Thompson
- Health & Safety Lead, Cllr J Kumela
- Community Events Lead, Cllr J Kumela
- Governance Lead, Cllr J MacKinnon supported by the Clerk

23.046

### **Declarations of Interests**

There were no declarations of interest.

*The Chair closed the meeting for the following item.*

23.047

### **Open Forum**

a) RAF

Thanks were given to Jackie Wren and appreciation was shown for her hard work, dedication, and great contributions over the last 3 years. Wg Cdr J Wren RAF, thanked the Parish Council and spoke of how she enjoyed representing the RAF station, working with HPC (Halton Parish Council) and the local community.

Wg Cdr J Wren RAF introduced Wg Cdr Peter Seanor, who will be taking her place representing the RAF at future HPC Meetings.

The RAF has been busy during the coronation, 900 personnel were at RAF Halton for ceremonial training.

The Summer family day will be on the 10<sup>th</sup> of June 2023 at the Nuffield Pavilion 12 noon - evening. Halton Lane, and nearby residents have been informed of the potential disruption due to the numbers of people attending.

b) District and County Councilors

There is no longer a cabinet member for communities, but Cllr S Bowles is the newly appointed Chairperson of Wendover Community board.

Cllr S Bowles noted his support for the need for traffic calming on the bend on Halton Lane, Perch bridge.

Cllr P Strachan remains cabinet member for Planning.

c) Members of the Public

No members of public were present

*The chair opened the meeting.*

**23.048**

**Minutes**

The meeting minutes of the Halton Parish Council meeting held on 22<sup>nd</sup> March 2023 we signed and agreed, and actions reviewed.

Actions:

RAF update – Cllr J MacKinnon, Sue Barber, and Clare Gibbons RAF –met to discuss the junction of Chestnut Avenue and B4009 and had a good discussion about what needs to be done moving forward with the RAF. All agreed safety measures were needed, and the priority is to reduce the speed at the junction. All parties. discussed options and are awaiting a review and feedback from Clare Gibbons.

Actions:

Clerk to chase Lewis Minney re flooding on B4009  
Clerk and Cllr S Barber to place a grant application for traffic calming.

Cllr C Waddams to contact Bucks Council to understand their stance on LED (Light Emitting Diode) lighting and environmental impacts.

**23.049**

### **Clerks Report**

The clerk has been in post for 1 year. The highlights of which were detailed in the annual report 2022-23 given by the Chair.

The Clerk has commenced training for the Cilca qualification.

**23.050**

### **Finance**

#### Decisions:

The payments from the previous two months and the expected payments for the next two months were approved and the bank balances agreed by all Cllrs.

#### **Standing orders and financial regulations**

- The following documents were reviewed and approved by all Cllrs.
- Financial Regulations
- Finance Committee TOR
- Risk Review Register

Action: It was agreed by all Cllrs that the Risk Register should be approved subject to a further review later in the year.

#### Decisions:

The Annual Governance Statement and the accounting statements were reviewed, agreed, and signed by the Internal Auditor and the Chair of HPC

The Chair and Responsible Finance Officer signed the AGAR (Annual Governance and Accountability Return) documents.

The Finance Committee record of decision for the meeting 11<sup>th</sup> of May 2023 was agreed and approved by all Cllrs

**23.051**

### **Planning**

Officers Lawn Tennis Club Chestnut End Halton  
Buckinghamshire HP22 5NS

Ref. No: 23/00554/APP

The Parish Council received feedback from residents about the application. Halton Tennis Center representative met with residents and the Parish Council and responded to feedback, acting on the matters raised.

To reduce noise early in the mornings the clay courts nearest to the tennis club pavilion will be – restricted and will not to be used until after 8am.

At present HTC is planning to initially install only one padel court and the noise and take-up levels will be reviewed before a second padle court is considered.

The tennis domes will be green rather than white, so that they blend in with the tree line.

4 Willowbrook Wendover Buckinghamshire HP22 6AY

Ref. No: 23/01230/APP

– Neutral with no comments.

**23.052**

### **Neighbourhood Plan**

The Parish Council are awaiting confirmation from Bucks Council about the new neighbourhood area.

Action:

Parish Council Looking for funding to assist with the next phase

**23.053**

### **Closure of RAF Halton**

A SPD (Supplementary Planning Document) meeting took place, and all councilors were briefed.

**23.054**

### **Policies, Procedures, Contracts**

Decision: The following documents were agreed and approved by all Cllrs

HPC Standing Orders

HPC Communications Policy

HPC Data Protection and Privacy Policy

HPC Environmental Policy

HPC Health and Safety Policy

HPC Social Media Policy

HPC Safeguarding Policy

HPC Co-Option Policy

HPC Retention Policy

Not approved – more work required

Actions:

HPC Lone Working Policy requires further work once the Risk Assessment is further reviewed later this year.

HPC Retention Policy requires further work

## **23.055**

### **Consultations**

Decision:

Draft policy for charitable collections in the Buckinghamshire Council area consultation survey  
HPC agreed unanimously in support of this consultation with no comments.

## **23.056**

### **Highways**

To receive any reports and agree any actions  
The latest updates were published in the village newsletter.

Action:

A meeting to discuss a grant for HGV (heavy goods vehicles) signs on Halton Lane and rumble strips, MVAS (Mobile Vehicle Activated Sign) to take place between Cllrs S Barber and the Clerk

**23.057**

### **Environment**

Cllr C Waddams gave an update and an annual review report.

It was noted that in the last week plug plants have been planted into the fourth verge at Moor Park.

**23.058**

### **Village Hall**

The annual report was given

A quote has been received to decorate the outside of the hall.

#### Action:

Clerk and Cllr A Jimson to review grant applications for Village Hall improvement, to check progress and to research further opportunities for future grants.

**23.059**

### **Communications**

No report, Cllr C Booker sent apologies

**23.060**

### **Community Events**

The planned open gardens event has been cancelled due to lack of interest.

The best dressed house village competition was a successful event, the winner was presented with a hamper and a commemorative blue plaque.

#### Action:

A community events schedule will be reviewed at a yearly planning meeting.

Music In Quiet Places to take place 3<sup>rd</sup> June, and 12<sup>th</sup> August at St Michaels Church

**23.061**

### **Grant Applications**

Grant applications were reviewed and reported at the Finance Committee on the 11<sup>th</sup> of May 2023

**23.062**

### **Matters of report**

#### Action:

A Broken light in the village hall needs replacing.

**23.063**

### **Correspondence and circulars**

Nothing to discuss.

**23.064**

**Date of next Parish Council Meeting 26<sup>th</sup> of July 2023 at 7.30pm**

Apologies were given from the clerk and Cllr J Kumela

**23.065**

**Confidential Items**

No confidential items.

The meeting Finished at 8.53pm