



# HALTON PARISH COUNCIL ANNUAL MEETING

Date: 13th May 2026  
Location: Halton Village Hall  
Time: 19.00 – 21.00

## Agenda

- Meeting called by** Clerk, Fiona Richardson, on the
- Required Attendees:** Halton Parish Cllrs are summoned to the meeting
- Optional Attendees:** RAF Representative, Bucks County Cllrs, Members of the public

**26.24**                      **Election of Chair**  
To propose candidates for Chair and members to take a vote. The successful candidate to take the Chair and sign the Declaration of Acceptance of Post.

**26.25**                      **Appointment of Vice Chair**  
To propose candidates for Vice Chair and members to take a vote.

**26.26**                      **Apologies**  
To receive apologies for absence

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

- Chair of Finance & HR Committee

- Environment & Sustainability Lead & Representative of HPC for the Climate Action Working Group
- Highways and Traffic Management Lead
- Comms Lead
- Neighbourhood & Spatial Plan Steering Group
- Local Buckinghamshire Plan Lead

**26.27**

**Declarations of Interests**

For Councilors to declare any personal and/or pecuniary Interests, and to request any dispensations. Dispensations to be given by the Proper Officer, in accordance with standing orders, having regard to the interests of persons living in Halton Parish.

*The chair to close the meeting for the following item.*

**26.28**

**Open Forum**

- a) RAF
- b) District and County Councilors
- c) Members of the Public

*The chair to open the meeting.*

**26.29**

**Minutes**

To agree and sign the minutes of the Parish Council

Meeting held on 14<sup>th</sup> January 2026 and to review actions.

**26.30**

**Clerks Report**

1 Year review

**26.31**

**Finance**

To approve payments and agree bank balances including

- Streetlights Maintenance Contract

- Annual Insurance Renewal
- VH Reinstatement Cost Assessment
- HR- PAR- Salary Review
- AGAR The Chair and Responsible Finance Officer to sign the accounting statements 2025/25
- Receipt of precept
- Planned Village Hall Funded Payments
- To ratify the minutes of the Finance Meeting 21<sup>st</sup> April 2026

**26.32**

**Planning**

To consider and agree any planning applications submitted

**26.33**

**Neighbourhood Plan**

To receive updates

- Spatial Plan

**26.34**

**Closure of RAF Halton**

To receive updates

- DIO meeting 22nd April 2026 update

**26.35**

**Policies, Procedures, Contracts**

To review and approve the updated documents:

- HPC Standing Orders
- HPC Finance Regulations
- HPC Accessibility Policy
- HPC Health and Safety Policy
- HPC Risk Register
- HPC Streetlight Policy

**26.36**

**Consultations**

- [Draft Buckinghamshire Design Code – 12 May 2026](#)
- [Parking Standards for New Developments 12 May 2026](#)

[Community Infrastructure Levy \(CIL\) Charging Schedule – 24 May 2026](#)

<https://yourvoicebucks.citizenspace.com/>

<https://www.buckinghamshire.gov.uk/planning-and-building-control/planning-policy/planning-policy-consultations>

**26.37**

### **Highways**

To receive any reports and agree any actions

**26.38**

### **Environment & Sustainability**

To receive any reports and agree to any actions

- StreetLight review & maintenance
- Climate action working group

**26.39**

### **Village Hall**

To receive any reports and agree any actions

- Renovations

**26.40**

### **Communications**

To receive any reports and agree any actions

HPC Website updates

**26.41**

### **Community Events**

To receive updates on community events

- Project Proposal Form – Summer BBQ

**26.42**

### **Grant Applications**

To consider opportunities and discuss grant applications

- Community board Community Events Grant Approved

**26.43**

### **Matters of report**

For members to report any additional issues not included on the agenda. Any items requiring a decision will need to be included on the next agenda

**26.44**

**Correspondence and circulars**

Circulars will be available at the meeting but will not be discussed unless required. Documents Listed on final page of agenda.

**26.45**

**Date of next Parish Council Meeting 15<sup>th</sup> of July 2026 at 7.00pm**

**26.46**

**Confidential Items**

For the chair to consider whether members of the public and press should be excluded from the next item to discuss subjects deemed confidential under the public bodies Act 1960, and LGA (Local Government Association) '72 ss100 and 102

**Apologies: None**

**Planning applications:**