HALTON PARISH COUNCIL
Annual Meeting of the Parish Council
Minutes of the Meeting held on Wednesday 13 May 2026
Held at Halton Village Hall, 7.00pm

Present

- Cllr Jane MacKinnon (Chair)
- Cllr Brian Thompson
- Cllr Hugo Veloso
- Cllr Jeremy Lord
- Cllr Duncan Phillips

In attendance:

- Fiona Richardson (Clerk & Responsible Financial Officer)
- RAF Sqn Ldr Tim Hynes
- RAF WO Jerry MacGuire

26.24 Election of Chair

Members were invited to nominate candidates for the position of Chair of Halton Parish Council for the municipal year 2026/27.

It was proposed, seconded and unanimously:

RESOLVED:

That Cllr Jane MacKinnon be elected Chair of Halton Parish Council for 2026/27.

Cllr MacKinnon signed the Declaration of Acceptance of Office as Chair and took the Chair.

26.25 Appointment of Vice Chair

Members were invited to nominate candidates for the position of Vice Chair.

It was proposed, seconded and unanimously:

RESOLVED:
That Cllr Stuart Holcroft be appointed Vice Chair of Halton Parish Council for 2026/27.

26.26 Apologies for Absence

Apologies were received from:

- Cllr Peter Strachan
- Cllr Dean Field
- Cllr Stuart Holcroft

The Council considered appointments to committees, lead roles and responsibilities for 2026/27.

RESOLVED:

Role / Committee	Appointment
Chair of Finance & HR Committee	Vacant
Environment & Sustainability Lead and Climate Action Working Group Representative	Cllrs Duncan Phillips and Hugo Veloso
Highways and Traffic Management Lead	Cllr Stuart Holcroft
Communications Lead	Vacant
Communications Support	Community volunteers C and P Waddams
Neighbourhood & Spatial Plan Steering Group	Cllr Jeremy Lord
Buckinghamshire Local Plan Lead	Cllr Brian Thompson
Finance Committee Member	Cllr Duncan Phillips

26.27 Declarations of Interest

Members were invited to declare any personal and/or pecuniary interests and request any dispensations.

No interests were declared.

The Chair closed the meeting for the Open Forum.

Open Forum

RAF Update

The RAF representative provided an update regarding Halton House.

Members were advised that "Halton Day" would replace the previous Families Day event. Dates would be circulated in due course. Improved communication regarding RAF events was also discussed.

The following actions were noted:

- Stuart Holcroft's details to be passed to the RAF representative, Sqn Ldr Neil Wilkinson for an email reply.
- Further enquiries to be made by the RAF regarding covering/camouflaging the unsightly RAF buildings and construction materials in St Micheals Close.
- Wendover News requested information regarding Armed Forces Day publicity. Relevant marketing contact details to be forwarded to the Clerk

No additional matters were raised.

The Chair reopened the meeting.

26.28 Minutes of Previous Meeting

Members reviewed the minutes of the Parish Council Meeting held on 14 January 2026.

RESOLVED:
That the minutes be approved and signed by the Chair as a correct record.

26.29 Clerk's Report

The Clerk presented the annual report for 2025/26 and provided a summary of work undertaken during the year.

Members noted that the role had continued to expand significantly across governance, operational management, project delivery, procurement, HR, IT systems and financial management.

The report highlighted:

- Delivery and governance oversight of the Village Hall refurbishment project
- Securing £117,500 in external funding
- Improvements to financial reporting, AGAR compliance and transparency arrangements
- Development of cloud-based systems and improved records management

- Procurement and contract management work, including street lighting and devolved services contracts
- Village Hall operational management and staffing support
- Ongoing work towards completion of CILCA

Members thanked the Clerk for the substantial amount of work undertaken throughout the year and noted the positive external feedback received regarding the management of the Village Hall refurbishment funding and governance processes.

The Clerk also presented a review of the current Clerk & RFO role structure and workload. Members noted that the current contracted hours no longer reflected the operational scope of the role and that a phased approach to aligning hours and responsibilities may need further consideration during the year.

26.30 Finance

Members considered the following financial matters:

- Streetlights Maintenance Contract
- Annual Insurance Renewal
- Village Hall Reinstatement Cost Assessment
- HR / PAR Salary Review
- AGAR Accounting Statements 2025/26
- Receipt of the Precept
- Planned Village Hall Funded Payments
- Ratification of Finance Committee Minutes dated 24 March 2026

The Clerk informed Members that the Internal Audit for 2025/26 had been completed successfully with no comments raised by the Internal Auditor. The AGAR documentation had been prepared and was ready for submission to the External Auditor. Members also noted that the VAT return had been completed successfully.

The Clerk highlighted the continued importance of compliance with AGAR Assertion 10 requirements, including website accessibility, transparency, secure email systems and digital record management.

Members reviewed the Finance Committee recommendations regarding devolved services, street lighting maintenance, Village Hall cleaning arrangements and grant management.

Members also reviewed the Village Hall annual financial review. It was noted that:

- Village Hall income for 2025/26 totalled £17,161.70
- Expenditure totalled £18,996.92
- The Hall operated at a net deficit of £1,835.22
- The position remained broadly stable despite staffing transitions and operational pressures
- The refurbishment project had not yet materially impacted the Hall's financial position
- There remained clear opportunities to increase bookings and income following completion of refurbishment works.

RESOLVED:

- To approve the AGAR Accounting Statements for 2025/26 for signature by the Chair and Responsible Financial Officer.
- To ratify the Finance Committee Minutes dated 24 March 2026.
- To approve £700 towards the Summer BBQ event.
- To approve funding support towards the proposed Village Hall heritage and community engagement event, subject to final cost review and available grant funding.
- To approve an extra 5 hours per week for the clerk. To approve the clerk being awarded a pay increase by one spine point.

Members noted the Summer BBQ Project Proposal submitted by Cllr Stuart Holcroft, including the proposed community event at the RAFA Club and associated Community Board funding support.

Members also noted the proposed Village Hall Heritage and Renovation Community Event planned for later in the year to promote community engagement with the renovation project and celebrate local heritage.

26.31 Planning

Members considered current planning matters.

It was noted that the Call for Sites process had been completed, we await the final consultation at the end of June, beginning of July.

26.32 Neighbourhood Plan

Members received an update regarding the Joint Spatial Plan.

Halton Parish Council, alongside our neighbouring parish councils, has begun early discussions on how we might work collectively to shape a shared spatial plan for our area. This comes in response to the current “Call for Sites” as part of the ongoing Buckinghamshire Local Plan process, which is identifying potential locations for future development across the County including our area.
Rather than considering proposals in isolation, we are exploring how a coordinated approach could help guide growth in a way that respects the character, identity and setting of our village communities. As part of this work, we are testing a range of possible scenarios with key stakeholders, including healthcare providers, highways authorities, and other infrastructure partners. This will help us better understand how development might be planned and supported, ensuring that essential services, transport connections, and green infrastructure are considered from the outset rather than not being delivered in smaller development parcels.
It is important to emphasise that this work is not about preventing development. Our area is already experiencing significant change, and further growth is likely. Instead, our aim is to help manage that growth positively, so that it contributes to a sustainable and well-planned future - protecting what makes our villages special while accommodating change.
We are at an early stage, and this collaborative approach will take time to develop. Further updates will follow as work progresses and opportunities arise for wider community engagement.

The next meeting will be 20 May where further scenario discussions are planned.

Closure of RAF Halton

Members received an update regarding the Defence Infrastructure Organisation (DIO) meeting held on 22 April 2026.

Neighbouring parish councils had been invited to attend.

The DIO vision has three components:

Firstly, the SPD area covering the main site from the border with Wendover Woods, down to Halton Lane incorporating the Barrack Blocks, the workshops, the Nuffield Pavillon, Nuffield fields, St George’s Church, Kermode Hall and the Sgts Mess. This whole area is within the MGB. The new draft Bucks Local Plan states 1000 homes for this area, which is 200 less than the SPD. The DIO wish to build 1200 homes on the site and as this is what we agreed in the SPD we would support this.

The second component is the area surrounding the SPD site but excluding the airfield. In summary the DIO’s vision is to turn the old cricket pitch into a village green. Then build houses on the surrounding plots of land around it as they want to have the land re classified as grey-belt land. Grey Belt is a new classification introduced by this government through the National Planning Policy Framewok, to enable building on green belt land. To be specific it is the wheat field next to the tennis club, the sheep field opposite the tennis club, the sports arena that backs onto High Moors and the

open green land between the arena and the houses along Halton Lane.
The DIO wants to build about 400-500 houses here. This is all green field land in the green belt with no buildings on it. We do not support this.

They would, however, turn the fields in front of the Nuffield Pavilion and the meadow into football pitches, and retain the astroturf hockey pitch, although it is unclear who would own and manage those sports pitches. The rugby pitches which are part of the Grade II listed Parkland surrounding Halton House (the Grade II status means this land cannot be built on) would become cricket pitches, again we do not know who would own and manage these sports facilities.

The third component is the airfield. The DIO want to build 1200 houses on the airfield. This is effectively placing a new large village right in the middle of the area between Halton, Weston Turville and Aston Clinton. Joining us up to them and making us all a conurbation of Aylesbury. Overall, they are proposing 2,800 houses in Halton a ten-fold increase in size and population. This is disproportionate and ignores the infrastructure needed to support a development of this size in terms of highways, utilities, educational needs, health requirements, water and so on.

It was noted that a formal response had been submitted by the Parish Council, see enclosure 1.

26.33 Policies, Procedures and Contracts

Members reviewed the following documents:

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

RESOLVED:
To approve the above policies and documents.

Members noted the importance of ensuring continued compliance with website accessibility standards and transparency obligations as part of AGAR Assertion 10 requirements.

26.34 Consultations

Members noted the following consultations:

Consultation	Closing Date
Draft Buckinghamshire Design Code	12 May 2026
Parking Standards for New Developments	12 May 2026
Community Infrastructure Levy (CIL) Charging Schedule	24 May 2026

Members noted the following consultation links:

- Buckinghamshire Council Consultation Portal
- Buckinghamshire Planning Policy Consultations

It was agreed that Cllr Jeremy Lord would review the consultation documents and report back to Council.

26.35 Highways

Members received highways updates and discussed ongoing matters.

- Ongoing concerns regarding verge and hedgerow maintenance adjacent to RAF Halton land and the temporary fencing at McEwen Ride
- Buckinghamshire Council have allocated HPC a new Local Area Technician who will be in touch to arrange introductions with the clerk, with future communications to be coordinated through the Clerk .
- Continued concerns regarding pedestrian and cyclist safety at Perch Bridge and ongoing issues relating to heavy vehicles crossing the bridge despite restrictions
- Community Speedwatch activity continuing within the village, although volunteer availability remains limited
- The fixed speed monitoring system near the airfield remains out of operation and the Vehicle Activated Sign near the airfield has been vandalised and is awaiting replacement consideration by Buckinghamshire Council
- Ongoing concerns regarding pavement parking within the village No further resolutions were made.

26.36 Environment and Sustainability

Members received updates regarding:

- Streetlight review and maintenance
- Climate Action Working Group

Members noted ongoing work relating to the street lighting maintenance contract and wider environmental initiatives.

26.37 Village Hall

Members received an update regarding Village Hall renovation works and operational management.

The Clerk reported that the first phase of renovation works funded through the Rural England Prosperity Fund had been completed successfully and that the end-of-grant evaluation had received an “Excellent” assessment from the funders.

Members also reviewed staffing arrangements and the four-month review of the Caretaker & Bookings Clerk role. Members noted progress made in improving invoicing and operational processes, alongside the recommendation to renew the contract for a further six-month period with clearer operational expectations.

Progress on Village Hall operational improvements, including heating systems, IT infrastructure and financial controls, was also noted.

26.38 Communications

Members discussed:

- HPC website updates
- Councillor recruitment advertising
- Village Hall Hire vacancies

Members noted the importance of maintaining accessible website content and statutory publications in line with transparency and accessibility requirements.

26.39 Community Events

Members received updates regarding community events, including:

- Summer BBQ Project Proposal 18th of July 2026
- Halton Day scheduled for 23 July 2026
- Village Hall heritage event proposals Sept 2026
- Open Air Cinema Sept 2026

Members noted that the community events programme aimed to strengthen local engagement and support links between residents, RAF personnel and local organisations. It was also noted that Events must have enough volunteers to run successfully and in particular the Open Air Cinema event plan needs to be reviewed to ensure that is it is feasible to run and enough volunteers are available to cover the project.

26.40 Grant Applications

Members discussed grant opportunities and current applications.

It was noted that the Community Board Community Events Grant £3000 had been approved.

Potential dates for a community cinema event were also discussed.

26.41 Matters of Report

Members raised additional matters for future consideration.

No decisions were made under this item.

26.42 Correspondence and Circulars

There was no Correspondence and circulars to note.

26.43 Date of Next Meeting

The next meeting of Halton Parish Council will take place on:

Wednesday 15 July 2026 at 7.00pm
Halton Village Hall

26.44 Confidential Items

The Chair considered whether the public and press should be excluded under the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 Sections 100 and 102.

No confidential matters were discussed.

Meeting Closed

The meeting closed at 8.50pm