



ANNUAL HALTON PARISH COUNCIL MEETING

Agenda

Date: 14 May 2025
Location: Halton Village Hall
Time: 19.00 – 21.30

Meeting called by:

Clerk, Fiona Richardson, on the 1st March 2025

Required Attendees:

Halton Parish Councillors are summoned to the meeting.

Optional Attendees:

RAF Representative, Bucks County Councillors, Members of the Public

25.023 Apologies

To receive apologies for absence.

25.024 Declarations of Interests

For Councillors 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.

25.025 Declarations of Acceptance of Office

- All elected councillors sign their Declaration of Acceptance of Office before they can act as councillors.

Meeting Opens

The outgoing Chair opens the meeting

25.026 Election of Chair & Vice Chair

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

25.027 Review & Acceptance of Register of Interests

Councillors must confirm their Register of Interests is completed and submitted.

25.028 Co-Option of New Councillors

Discuss and vote on the co-option of new councillors to fill 2 vacant positions on the council.

25.029 Appointment of Members of Committees and Roles & Responsibilities

- Chair of Finance Committee
- Lead of Neighbourhood Planning Steering Group
- Communications Lead
- Environment and Canal Lead
- Highways and Traffic Management Lead
- Community Events Lead

25.030 Open Forum

- RAF Representative
- District and County Councillors

25.031 Approval of Minutes

To agree and sign the minutes of the Parish Council Meeting held on 22 January 2024 and to review actions.

25.032 Clerk's Report

- Resignation of Cllr C Waddams
- Scribe Booking Software
- Completion of annual appraisals
- AGAR – Internal audit completed

25.033 Finance

To approve payments and agree bank balances.

Upcoming payments

- Devolution agreement & Contract
- Tender process – Village Hall Rennovations
- LGPS Pension Back Payments
- Precept receipt
- Village Hall – Purchases
- Insurance
- Streetlight supplier
- NP Design Code Software

To ratify and approve the Finance Committee meeting of the 30th of April 2025

25.034 Planning

To consider and agree any planning applications submitted.

- 24/01545/ADP - WESTON TURVILLE Email: clerk@halton-pc.gov.uk Land Between Wendover Road And Aston Clinton Road Weston Turville Buckinghamshire
- RECONSULTATION ON AMENDED PLANS 16/00424/AOP Land Between Wendover Road And Aston Clinton Road Weston Turville Buckinghamshire. 23/03195/ADP
- 23/03221/ADP – Consultation. Aylesbury Woodland College Road North Aston Clinton Buckinghamshire

25.035 Neighbourhood Plan

To receive updates.

25.036 Closure of RAF Halton

To receive updates.

25.037 Policies, Procedures, and Contracts

To review and approve:

- Financial Regulations
- Accessibility Policy
- Risk Register
- Health and Safety Policy & Procedures
- Halton Village Hall Management Terms of Reference

- Lone working Policy
- Safeguarding Policy
- Standing Orders

25.038 Consultations

To review consultations.

25.039 Highways

To receive any reports and agree any actions.

25.040 Environment

To receive any reports and agree any actions.

- Update on Streetlight review & mapping exercise
- Polish Avenue Streetlights
- Update on EV charging points in Village Hall car park
- Update on canal towpath and signage

25.041 Village Hall

To receive any reports and agree any actions.

- Village Hall Report

25.042 Communications

To receive updates on communications.

25.043 Community Events

To receive updates on community events.

- Outdoor Cinema (6 September)
- COVID-19 Day of Reflection

25.043 Grant Applications

To consider opportunities and discuss grant applications.

- Halton Combined School

25.044 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.

25.045 Correspondence and Circulars

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

25.046 Date of Next Parish Council Meeting

16 July 2025

25.047 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 '72 ss100 and 102.

Apologies: None