



# Draft Minutes of the Annual Parish Council Meeting

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**Date:** 14 May 2025

**Location:** Halton Village Hall

**Time:** 19:00 – 20:45

**Attendance:** Cllr J MacKinnon (Chair), Cllr B Thompson (Vice Chair), Fiona Richardson (Clerk), Cllr S Holcroft, Cllr H Veloso, Cllr J Lord, Cllr R Hendrix, Cllr D Field, Cllr J Lord, Sqn Ldr Edward Lismore

## **25.023 Apologies**

Cllr P Strachan

## **25.024 Declarations of Interests**

No declarations of interest were made.

## **25.025 Declarations of Acceptance of Office**

All elected councillors signed their Declaration of Acceptance of Office.

## **25.026 Election of Chair & Vice Chair**

Cllr J. MacKinnon was elected, by unanimous vote Chair and signed the Declaration of Acceptance of Office.

Cllr B. Thompson was elected, by unanimous vote as Vice-Chair and signed the Declaration of Acceptance of Office.

## **25.027 Review & Acceptance of Register of Interests**

All councillors confirmed that their Register of Interests had been completed and submitted.

### **25.028 Co-Option of New Councillors**

Two new councillors were co-opted and welcomed to the council. Cllr J Lord and Cllr R Hendrix.

### **25.029 Appointment of Members of Committees and Roles & Responsibilities**

Appointments were made as follows:

- Chair of Finance Committee: Cllr B Thompson
- Lead of Neighbourhood Planning Steering Group: Cllr J MacKinnon
- Communications Lead: Cllr R Hendrix
- Environment and Canal Lead: Cllr Hugo Veloso
- Highways and Traffic Management Lead: Cllr S Holcroft
- Community Events Lead: (Vacant)
- Planning Lead: Cllr J Lord

### **25.030 Open Forum**

Representatives from RAF Halton and the County Council provided updates. No matters were raised by members of the public.

### **25.031 Approval of Minutes**

The minutes of the Parish Council Meeting held on 22 January 2024 were approved and signed.

### **25.032 Clerk's Report**

The Clerk reported the resignation of Cllr C Waddams, outlined the adoption of Scribe Booking Software, the VAT return has been completed. It was noted that the completion of annual appraisals has taken place and the Clerk confirmed internal audit for AGAR had been completed and passed without comments.

ACTION: Clerk to send of Completed AGAR forms to the external examiner.

### **25.033 Finance**

Payments were approved, and bank balances were agreed.

- It was noted that the first installment of the precept has been received
- The devolution agreement was agreed and the contract between HPC and Bucks Council can now be signed and sent off.
- LGPS pension back payments have been paid by HPC with the clerk having two final back payments to make by the end of June 2025  
The following Payments were approved:
- Insurance Renewal, chosen supplier : Specialist Insurance & Financial Services | Ecclesiastical £1241
- New 3 year Gas supply contract for village hall: £2000

- Music License for Village Hall: £135
- Grant of £395 was awarded to Halton Combined School, to contribute to their summer event.
- It was agreed that HPC would commission NP consultants to complete the Halton NP Design Guide downloadable document / webbrochure for the NP. Cost TBC, it is anticipated that the Parish Council will apply for a grant to cover the costs.
- The AGAR audit papers were signed by the Chair

The Finance Committee meeting minutes of the 30 April 2025 were ratified.

### 25.034 Planning

The council discussed and commented on the listed planning applications, including those related to Weston Turville and Aylesbury Woodland. Comments were noted however on this occasion due to other commitments the deadline had passed and so the comments were unable to be uploaded.

### 25.035 Neighbourhood Plan

An update on the Neighbourhood Plan was received by Cllr J MacKinnon. Highlights included:

Initial stakeholder mapping and action planning meetings took place in January, assigning responsibilities for different elements of the plan. In February, a further £8,000 in government funding was secured to support professional input on improving the parish design code. In March, planning consultants undertook a guided tour of the parish to inform their work. Residents interested in contributing to the development of the design code and future planning policies are encouraged to get involved.

C Waddams has agreed to volunteer with assisting with the Environmental Aspects of the NP.

**Action:** Cllr J MacKinnon to arrange a further meeting with NP consultant.

### 25.036 Closure of RAF Halton

No updates were given. With the RAF Halton SPD complete. The DIO has put forward the rest of the Halton site (which is outside of the SPD allocation), for development in the new Buckinghamshire Local Plan. We are currently following progress, and this will remain our focus and main effort for some years to come.

### 25.037 Policies, Procedures, and Contracts

The listed policies and procedures were reviewed and approved.

- Financial Regulations
- Accessibility Policy (Plus website accessibility)

- Risk Register
- Health and Safety Policy & Procedures
- Halton Village Hall Booking Terms & Conditions
- Lone working Policy
- Safeguarding Policy
- Standing Orders

**Action:** Clerk to upload the new and updated policies to the website

### 25.038 Consultations

There were no consultations.

### 25.039 Highways

Reports were received, and relevant actions agreed regarding local highway issues. Highlights included:

Pavement Parking:

A campaign is underway to address inconsiderate pavement parking, which affects pedestrians, parents, and people with disabilities. Windscreen notes are being used to educate drivers, and repeat cases are being monitored. Residents have been asked to support the initiative via the Village Newsletter, with notes available at the Village Hall.

Parking on Halton Village Road:

The Parish supports visitor access to the Wendover Arm canal and acknowledges that roadside parking is the only current option. The Village Hall car park remains for Hall users only. There is no funding available for additional parking facilities at this time.

Speeding:

Community Speedwatch continues to operate under Thames Valley Police. Speeding figures reported:

- February: 27 vehicles (3 sites)
  - March: 24 vehicles (3 sites)
  - April: 36 vehicles (4 sites)
  - May (to date): 8 vehicles (2 sites)
- Drivers exceeding speed thresholds receive police warnings.

Road and Pavement Condition:

Road and pavement conditions remain an issue, but lack of funding means improvements are unlikely until future housing developments begin. The Perch Bridge–Wendover pavement is listed for work, but considered a low priority.

Verges and Hedgerows:

**Action:** RAF Halton is responsible for maintaining verges within 3m of the site

perimeter. A clear map of maintenance areas is awaited. The Parish Council may commission additional verge maintenance outside the Bucks CC scheme, with some verges reserved for wildflowers and potential new planting to preserve the rural character.

## 25.040 Environment

Updates were given on the streetlight review, EV charging points, and canal towpath signage. A letter has been sent to Bucks Council asking for assistance to get the lights on Polish Avenue turned back on, currently neither National Power Networks nor Bucks Council will acknowledge responsibility for the lights, both parties have conducted independent surveys. A copy of the letter sent to Bucks Council by Cllr J MacKinnon was circulated to Cllrs.

## 25.041 Village Hall

A report was given. Highlights included

Halton Village Hall continues to serve as a key community space and heritage site, aiming for financial break-even and improved accessibility, safety, and sustainability.

Key Improvements:

- Upgraded fire alarm, electrics, boiler, and fire door
- Weekly safety checks and updated Health & Safety policies
- New high-speed broadband, online booking, and reopened Jubilee Meeting Room
- Use of eco-friendly products and compliant waste services
- Structural survey completed; funding sought for 2025 renovations
- Community Engagement:
- Increased digital communication and positive user feedback
- Hall remains well-used, supporting local events and hybrid working
- Priorities for 2025–26:
- Boost bookings, review hire rates, and monitor energy savings
- Continue safety, sustainability, and service improvements
- Plan for upcoming refurbishments and gather user feedback
- Hall annual report was given. Highlights included.

## 25.042 Communications

**Action:** Communication group to discuss the management of the Halton Facebook Hub and to make recommendations for improvement. An informal meeting will be held, arranged by the new Communications Lead Cllr R Hendrix.

### 25.043 Community Events

Updates were provided on upcoming community events, including the Outdoor Cinema and COVID-19 Day of Reflection. A potential date for a future music in quiet places was discussed for Dec 2025. More info to follow once confirmed. It was noted that Cllr S Holcroft is going to organize a summer BBQ event for the village.

### 25.043 Grant Applications

Opportunities were considered, and an application from Halton Combined School was discussed and approved.

**Action:** Clerk to confirm grant award and to request a stand at the event to enable HPC to meet with local community and spread awareness of Parish Council activities and efforts.

### 25.044 Matters of Report

The Parish Council met informally on 22 April to discuss and agree the council's priorities for the coming year. The objectives detailed below were ratified and will be reviewed at future Parish Council Meetings:

- Closure of RAF Halton
- Deliver a Neighbourhood Plan
- Complete our Street Light Review
- Continue Speedwatch and Bridgework to make our roads safer
- Combat pavement parking throughout the village
- Investigate provision of a path alongside Aerodrome Road with land owners
- Deliver Devolved Services to improve verge management
- Improve Communications with our Parishioners
- Refurbishment of Village Hall exterior
- Deliver a Community Open Air Cinema Event in September
- Attract and recruit more Parish Councillors

### 25.045 Correspondence and Circulars

Correspondence from one Parishioner Concerning road safety and parking was discussed.

**Action:** Cllr Holcroft to reply on behalf of the PC.

### 25.046 Date of Next Parish Council Meeting

The next meeting is scheduled for 9 July 2025.

### 25.047 Confidential Items

There were no confidential items.

The Chair Closed the meeting

Meeting finished at 8.45pm