

Westcott Parish Council

Amanda Ludlow – Clerk

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Meeting Minutes

17th February 2026 1930hrs at Westcott Cricket Club

Attendees

Parish Councillors

Cllr Sue Pusey	Chair	SP	Cllr Jo Hooper	JH
Cllr Sue Lacey		SL	Cllr Grahame Pusey	GP

Ward Councillor

Cllr Ashley Waite	AW
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Officer of the Council

Amanda Ludlow	AL
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Agenda Point		Person /s to action
	Part One Meeting opened at 1930hrs.	
117	Apologies for Absence Cllr James Sisk JS	
118	Open Forum SP welcomed the members of the public to the meeting and explained the procedures of the meeting to all present. 14 members of the public in attendance Email sent prior to the meeting by Peter Hylands with 3 questions: 1) The trees that were cut down during the build that were in breach of the planning permission. This was raised with the council but there has been no feedback to how this was handled with the developer. 2) Secondly the development traffic has totally ruined the road around Raven Crescent and Linnet Drive. What can the council do to help with securing repairs with the developers? 3) Additionally, the flooding that is now a permanent feature at the entrance to Linnet Drive must be partially due to the continuous lorry traffic and mud, gravel, concrete being left on the road from the construction work. AW responded that Raven Crescent is an unadopted road and Linnet Drive is Bucks Highways responsibility. There will be 2 crews attending 18.02.26 to clear	

	vegetation and ditches. These need to be cleared to access the drains. A tanker was brought in to drain the drains and unfortunately it rained the next day and flooded again. The drain under the road is potentially blocked but a camera needs to be passed to determine the issues first. Another member of the public said he looked into the trenches dug for the Venture Park cabling and could not see any pipes so doesn't think that they would have caused this. Repair of the unadopted road is responsibility of the Raven Crescent residents, however the road has deteriorated due to the builders, lorries etc whilst building the development. Builders have said they will complete all remedial work but not when. Currently they are doing the landscaping of the outside areas and seem to have finished the houses. AW agreed to review the building conditions set by the planning team and speak to the planning officer. He will require an itemised list to be at hand to raise concerns. Peter Hylands agreed he would collate this. Cllr SP agreed the Parish Council will write to Stargrade builders to raise concern and seek resolution. AW stated that following tomorrows work there will be a plan for next steps. He will also ask for another tanker to attend and remove surface water.	AW Peter Hylands AL AW
119	Declarations of interest None	
120	Update from Rev Caroline Wainmann regarding the Love Your Church Campaign The following presentation was given: <u>Friends of St Mary the Virgin Westcott - Position and Proposed Next Steps As of 17 February 2026</u> <u>Proposed Leadership (Chair / Leadership Team)</u> Karen Walker, Sue Lacey, Cecile Lepeltier Friends Members: Matthew Adams, Hilary Vitkus, Angela Dormer, Sue Fox, Leona Rose, Elvis Rose, Jo Dallas, Maureen Ginger, Richard Ginger, Vanessa Ort, John Parker, Sylvia Ferguson <u>Representation and Links</u> Parochial Church Council (PCC) · Westcott Churchwarden — Vacancy · A representative of the Friends will be co-opted by agreement of the PCC, with formal election possible at the Annual Parochial Church Meeting (APCM). Nominated- Angela Dormer (may be others)	

- Westcott Parish Council
- Parish Council Representative — Sue Lacey (may be other)

Clergy Role

The Revd Caroline Wainman, as incumbent of the Parish of Waddesdon, Westcott, Over Winchendon and Fleet Marston shall be an ex-officio member of the Friends of St Mary’s Westcott.

In this capacity, she is welcome to attend meetings, contribute to discussions, and support the work of the Friends.

The Friends of St Mary’s Westcott is a lay-led voluntary group, and its leadership and operation do not depend upon the attendance of the incumbent.

All matters relating to the fabric, governance, and use of St Mary’s Church remain subject to the authority and approval of the Parochial Church Council (PCC).

The incumbent may, where appropriate, be represented at Friends meetings by one of the Churchwardens or a nominated PCC representative.

Governance and Financial Arrangements

The Friends of St Mary’s Westcott will operate as a subcommittee of the Parochial Church Council (PCC), in accordance with Church of England governance guidance.

The PCC retains full legal and financial responsibility for the church building and its assets.

The Friends group will support the church through fundraising, advocacy, and community engagement, but will not operate as a separate legal entity or charity.

All funds raised by the Friends will be held and administered by the PCC Treasurer within a designated restricted fund. These funds will be used exclusively for purposes agreed by the PCC and consistent with the aims of the Friends. They may not be used for the daily running costs of the church.

The Friends will not operate their own bank account. All financial transactions and grant applications will be undertaken through the PCC, allowing the Friends’ work to benefit from the PCC’s charitable status.

The Friends will operate under Terms of Reference agreed by the PCC, ensuring clarity of purpose, accountability, and proper governance.

Proposed Next Steps

1. PCC Approval and Formal Recognition

	PCC Meeting – 18 March 2026 · Present the proposal for the formation of the Friends of St Mary’s Westcott. · Agree formally that the Friends will operate as a subcommittee of the PCC. · Agree Terms of Engagement and Terms of Reference, based on Church of England guidance. · Record PCC approval and support in the PCC minutes. 2. Agreement of Terms of Engagement The PCC will agree clear Terms of Engagement with the Friends group, including: · The supportive role of the Friends · The PCC’s legal and financial responsibility · Financial management arrangements through the PCC Treasurer · Reporting and communication arrangements · Procedures for agreeing fundraising initiatives and projects 3. Inform and Engage the Congregation and wider community The congregation and community will be informed of the formation of the Friends of St Mary’s Westcott and given opportunity to: · Learn about the purpose of the Friends · Express interest in becoming involved · Ask questions · Support the work of the group This will help ensure the Friends operate in an open, transparent, and inclusive manner. 4. Convene the Initial Friends Meeting A date will be agreed for the first meeting of the Friends of St Mary’s Westcott. The purpose of this meeting will be for the Friends themselves to: · Confirm leadership roles · Agree how often to meet	
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	· Discuss priorities and potential initial projects · Establish how the group will operate going forward This meeting will be led by members of the Friends group. 5. Establish Foundations for the Group's Work Following the initial meeting, the Friends will begin their work as a PCC subcommittee, supporting the church through community engagement and fundraising, in accordance with PCC oversight and agreed governance arrangements. <u>Purpose of the Friends of St Mary's Westcott</u> The purpose of the Friends of St Mary's Westcott is to support the life, fabric, and future of St Mary's Church by encouraging wider community involvement, raising funds, and promoting the church as a valued spiritual and community resource, working in partnership with and under the authority of the Parochial Church Council. In principle all agreed to take the proposal to the PCC meeting in March with our full approval.	
121	Approval Of Minutes JH raised that point 108 IV was not accurately recorded. It was not agreed that a survey would be drafted to ascertain views on the Village Green. It was agreed to be an agenda item for this meeting. JH raised that point 108 VIII 4th paragraph should read Environment Agency not Environmental Health. Minutes amended by SP and signed. AL to amend digital minutes and upload to website	AL
122	Matters Arising (not contained in the agenda) NOTED. Spreadsheet of actions list shared ahead of the meeting. SID's to be updated with new software. Discussions at a recent Parish Workshop suggested spinning the SID round as should be moved every 6 weeks. Mulch – in clerks report. LED lights ongoing and awaiting response for savings case studies. AW to arrange to speak to Olivia March ahead of the stakeholders meeting call 05.12.25 re prior concerns re temporary status of external building and lighting.	GP AL AL AW

123	Clerks Report Shared with all ahead of the meeting – discussion points and agreements noted. 1. Action points tracker spreadsheet updated and shared and sent ahead of the meeting. See 25-26 tab for this Council Years actions inclusive of last year's outstanding actions. 2. Burial Ground Memorial and interment of cremated remains to be installed for N. Rickus £304.50 on the 3rd March 26 3. Thames Valley Police Ongoing communications between Susan Goodway and myself continue. Any issues or concerns that are non-urgent should be sent to: waddesdonNHPT@thamesvalley.police.uk Concerns shared by residents regarding speeding vehicles and very large vehicles coming through the village. TVP undertook speed monitoring on the 9th February and recorded the following: 35 x 30 mph 4 x 31-34 mph 1 x 35-37 mph 1 x 41-44mph They will continue to do spot checks and are happy to support a speed watch group if further training needed. I will liaise with the clerk at Waddesdon regarding the use of their Sentinel camera. They will commence sporadic foot patrols in the village to deter people leaving dog waste and antisocial behaviour events. All issues to be reported directly to them and they will respond. AL to ask Police if they can give us the time of day and where in the village they situated themselves for their speed check. Also, to ask over what time period these figures were obtained. Matthew Barber – Conservative Police and Crime Commissioner, Thames Valley local update sent to all on receipt. 4. Waddesdon, Westcott and Winchendon Newsletter. Copy submitted and published in February 2026 edition. To complete copy following the meeting and submit by 20th February. 5. Westcott Church Meeting held on the 27th January. Update to be given by Reverend Caroline at February Parish Council Meeting 6. Land at Lower Green No further contact currently. Council to decide if meeting with Paul Redstone to be arranged. Business plan draft circulated in December. To be placed on Agenda for March meeting	AL AL AL
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	7. Street Lighting Awaiting cost benefits analysis from two LED providers for the 23 streetlights in the village. Costings so far approx. £10k + VAT subject to survey and involvement of UKPN. 3 streetlights reported as not working (1, 14, 19) and one as an intermittent fault (4). One streetlight in Lower Green (16) remains not working as waiting for UKPN involvement. This has been chased repeatedly. 8. Westcott School buildings Nothing to report. 9. Bucks Funding Search / Grants Reviewed weekly. 10. Litter Station Litter station erected next to village map. Photo taken and sent to Elaine Hassall at the Community Board as requested. 11. Anti Vandal Sign for Village Green Sign collected and will hopefully be in the ground by the meeting. 12. Litter bin by bus stop / Village Green Litter bin and lid received and put in place. 13. Local Area Technician / Highways Continued flooding in Linnet Drive / Raven crescent ongoing. Tanker attended 10.02.26 and pumped water away. With the amount of rain continuing the area was fully flooded again on Thursday afternoon 12.02.26 Cllr Ashley Waite is kept up to date and is taking this forward with highways. 14. Donkey Field – planning breach. Photos sent of field in its current state. No response although confirmation of receipt and advice on action requested. 15. Bucks Recycling Fire Stake holder’s forum paused following demolition of the site and will convene again once further information is released regarding future plans. Responses to complaints letter circulated and to be discussed at this meeting. BR, BFRS, EH, EA. EA response received re current permit and conditions sent to all. Most recent Fire prevention plan and requested amendments not yet been approved. 16. Easter Afternoon Tea – 2nd April 2-4pm at Westcott Cricket Club Advertised in the newsletter and will be leafleted and posters placed in the next month’s Newsletter also. Volunteers needed to help with tea, making cakes and having raffle prizes donated.	AL
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	17. Bucks Community Board meeting 22.01.26 Attended by myself and Cllr SP. Next meeting 11.03.26 at 1830hrs at Haddenham. 18. Martyn's law briefing Further updates received from BMKALC with advice for the council to address. Email with briefing attached sent. For discussion at April meeting. Not in force until April 2027 and applies to gatherings with over 200 people attending. 19. Biodiversity Policy Drafted, circulated and to be discussed at this meeting. JH to add lighting and review and send any amendments to AL. Action plan will be continually maintained as the year progresses. 20. Precept 2026 / 2027 Precept request of 10% submitted and received by Bucks Council 21. Complaint re dog waste Joint Waddesdon and Westcott parish poster created and put up, placed in newsletter and shared on social media. 22. ICO Model Publication Scheme Drafted, circulated and to be discussed at this meeting All present agreed the information shared. AL to upload on the website and place in information folder. 23. BFRS training centre planning request. No further communication 24. Lorries through the village Cllr S Pusey and I have been in contact with the Venture Park regarding the foreign large articulated lorries turning round in the village and clipping the verges. We believe these are heading towards Customs centre on the Venture Park and have asked that the directions be made clearer to prevent these large vehicles from entering the village at all. Freight strategy advised to now be ceased by Cllr Waite. Potential of putting weight limits on bridges may assist with no HGV's passing through the village. 25. Littleton Manor Farm planning appeal. Cllr JH and I attended a meeting with Waddesdon PC and Quainton PC regarding a joint approach to the Planning inspectorate request regarding the appeal for this planning. Waddesdon PC have appointed Neil Homer – ONH – to represent them and us at the first day of the court hearing on May 6th. They will feed back to us regarding a joint response to the appeal due on the 18th February. No update received yet. Grendon Underwood and Ashendon were to also be invited in a further meeting.	JH AL
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	26. New dates for PC meetings. Dates shared to be agreed for 26 / 27. 23rd June 26 Parish Council Meeting 28th July 26 Parish Council Meeting 15th September 26 Parish Council Meeting 20th October 26 Parish Council Meeting 1st December 26 Parish Council Meeting 12th January 27 Parish Council Meeting 23rd February 27 Parish Council Meeting 6th April 27 Parish Council Meeting 11th May 27 Annual Parish Council Meeting 25th May 27 Annual Parish Meeting All present agreed these dates. Cricket club facilities to be booked. 27. Survey Monkey survey for changes to the village green shared with all councillors for their thoughts. No responses received. 28. Website review – 1/4ly Confirmation from Hut Six digital that the web site has been reviewed. Updates and security checks carried out as planned, but there hasn't been much to report back on yet. The issue with comments was fixed and a problem with the icons not displaying sorted. They will continue to monitor quarterly and let us know if there's anything else that requires action. 29. Great British Spring Clean 29.03.26 10 – 12 noon. Fully signed up to the GB Spring Clean campaign. Full digital pack received. Posters and flyers to be created and placed in the newsletter. BR contacted to see if they can support us by collecting the litter free of charge for us. Awaiting response. BR have now booked a cage collection for the following day to collect all rubbish free of charge by the village pump. 30. Mulch pricing of two large bags for £132 inc VAT from Brook aggregates approved. Date for delivery to be agreed and working party formed.	AL AL AL
124	Reports RECEIVED I. <u>Burial Ground & Churchyard</u> Nil to report II. <u>Church and School</u> Friend of Westcott Church group in initial stages of forming. III. <u>Website / email</u>	

	Nil to report	
IV.	<u>Village Green</u> Mulch / old woodchip sourced for £132 + VAT for 2 big bags. Purchase and delivery to be arranged combined with a working party to apply the mulch after weeding.	AL
V.	<u>Charities</u> Ex Cllr AW was the PC representative on Faith Beaumont and William Turner Charities. JH volunteered to be the WPC representative on one of these committees. Another representative required.	ALL
VI	<u>Buckinghamshire Council</u> - Councillor AW Work on the A41 is slow but is moving, repairs are more difficult than first estimated due to the amount of rain we are experiencing. Blackgrove Road work to commence, however due to the repairs of road subsidence and pothole damage can only be undertaken once Station Road, Quainton is open as this is its diversion route. Freight strategy zonal model pilot has proved ineffective and will not be rolled out across Buckinghamshire. Weight limits on bridges can be applied for – Pollicott bridge and Cuddington bridge to be looked at and to become 7.5 tonne capacity. This will not prevent lorries etc attending the farms for delivery and removal of goods and livestock but would reduce HGVs through the village. Will require the use of cameras for enforcement purposes. Local Plan update released by Bucks Council today and consultation to close 16th March 2026. All to comment on. Two areas highlighted in Westcott both deemed unsuitable due to sustainability and size. However, AW advised that not enough sites have come forward to meet the target so there may be more in the future. Littleton manor is not part of the local plan currently. What's app group for village residents commenced and appears to be useful so far – mainly for road closures currently. However, this will be useful in terms of emergency planning and social inclusion moving forwards potentially. The group now has additional administrators, and the group is being policed and inappropriate comments deleted.	ALL
	III. Speed Watch To be on the agenda for March meeting. SP to look at who has had training previously. AL to ask Waddesdon re cost of using their sentinel camera.	SP AL

	IV. Bucks Recycling All complaints responses received and I have followed up additional information requested by the Council from the Environment Agency. All shared with the council ahead of the meeting. Concerns regarding the Fire prevention plan on file stating sprinklers and monitoring in situ which were not. Document currently being updated by the EA is not ready to share. If the permit was issued with the information that sprinklers and 24/7 heat detection were present and they were not – does this make BR non-compliant from the start? EA to be asked more specific questions: As the permit awarded to BR was conditional on the Fire prevention plan and the sprinklers and heat monitoring 24 / 7 were not present – does this mean they were no compliant from the start? The resident cited in the village as responding regarding the fire – where were they situated in the village as Raven crescent // Linnet drive was not as badly affected as the north end of the village. Future safety concerns – if this happen again in the summer – what are the plans, what are the current permit and conditions that have not been shared? What is the reduced tonnage (spoken about by EA) in the stake holder's meetings previously now that the building is no longer there and all work is being undertaken outside? To email Olivia March from Minerals and waste department planning with these questions also. To address Jason Purnell – EA lead – that there are still gaps in our knowledge following FOI and complaints responses regarding this event. We need assistance to understand those gaps to achieve closure and move forwards whilst ensuring all have learnt from this disaster and manage potential fires in the near future. X. Venture Park SP, AL and AW met with Nigel Mackenzie on the 27th January and shared concerns and feedback. Next meeting to be 24th February and monthly thereafter. Milwaukee signage remains lit in the evenings and across weekends. Reported to Nigel Mackenzie and John Westwood who are going to address this with Milwaukee.	AL AL AL
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	John Westwood was going to ask the security guard to compile a list for him of what lights are being left on. X. Other Nil to note.																					
125	Village Green refurbishment (additional agenda item from reports) Survey Monkey to be looked at and directions to it to be placed in the Waddesdon newsletter this month. Paper copies to be made available to those who want them. Results to be collated and discussed in the March Meeting. Previous residents who expressed an interest in helping with the project to be contacted and involved. Secretary of state permission will be required. Once agreement reached about what is required, grants can then be looked into. Aim for September / October 2026 completion.	AL AL																				
126	Finance Report NOTED Cllrs noted the financial report sent prior to the meeting. Bank accounts as at 14.02.26 <table><tr><td>Current Account</td><td>£5509.99</td></tr><tr><td>Savings Account</td><td><u>£21930.14</u></td></tr><tr><td>Total</td><td>£27440.13</td></tr></table> Payments to be made: <table><tr><td>£210.92</td><td>AL Salary January 26</td></tr><tr><td>£209.37</td><td>N Power energy Direct debit</td></tr><tr><td>£100</td><td>Cllr SP Chairmans allowance (2nd payment)</td></tr><tr><td>£600</td><td>Westcott Cricket club pavilion rental for 2025</td></tr><tr><td>£27</td><td>BMKALC Local Councils Explained book.</td></tr><tr><td>£59.98</td><td>Cloud Next web hosting for 2026</td></tr><tr><td>£25</td><td>BMKALC Clerks seminar booking.</td></tr></table> All present agreed these payments. AL to place payments on the system Budget status: Totals spend YTD £25954.92 less £3112.31 CAT to be reclaimed = £22842.61 vs £18148 budget. Overspend on budget of £4694.61	Current Account	£5509.99	Savings Account	<u>£21930.14</u>	Total	£27440.13	£210.92	AL Salary January 26	£209.37	N Power energy Direct debit	£100	Cllr SP Chairmans allowance (2 nd payment)	£600	Westcott Cricket club pavilion rental for 2025	£27	BMKALC Local Councils Explained book.	£59.98	Cloud Next web hosting for 2026	£25	BMKALC Clerks seminar booking.	AL
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	£5192 spent on special projects this year – village green and new website means we are just under our forecast budget spend with two months remaining. Cllr GP and SL checked invoices and against statements and initialled copies.	
127	Planning Matters RESPONDED to Planning Register shared prior to the meeting. 22/203384/AOP Appeal under section 78 Littleton Manor Farm. JH and AL attended a meeting with Waddesdon Parish Council and Quainton Parish Council regarding a joint statement. Waddesdon PC have applied for an extension, so the joint submission needs to be in for 25th February 26. All agreed WPC are happy to sign. AL to contact clerk at Waddesdon to indicate this. Draft suggested joint response received 16.02.26 and shared with all councillors. AL to format draft and send to SP to approve and to be submitted 18.02.26 BFRS training facility update – no contact and no update on the planning portal. SUDS objection following review of information shared to them remains and new report published stating insufficient information.	AL AL
128	To RECEIVE an update regarding the Land at Lower Green Now the Local Plan update map has been released and the area in question has not been submitted, to place on March agenda with the draft business plan.	
129	Appointment of Mrs Sue Fox AGREED to the Council All present agreed that Mrs. Sue Fox should join the council to fulfil one of the two vacancies. Paperwork for appointment and register of interests to be completed AL to send declaration of interests to Bucks Council. JH to create a council email address and send to Sue Fox	AL JH
130	Forthcoming events advised Great British Spring Clean – 29.03.26 at 1000hrs. Posters and leaflets to be printed, to be placed in the newsletter. Easter Afternoon Tea – 02.04.26 at 1400hrs Posters and leaflets to be printed, to be placed in the newsletter. Donations and volunteers required.	AL AL

131	Councillor Vacancies 1 vacancy remains due to AW resignation as Vice Chair. AL to enquire if this is needed to be reported to Bucks Council.	AL
132	Urgent matters of note 1. Email received this morning from Planning enforcement stating they are currently getting the owners details for the donkey field and will be looking onto the rubble and container that they advised to be moved. 2. Whaddon Clerk has emailed asking if the Council support the notion that all Bucks Villages should be reduced in speed to 20mph ones. All Councillors said no as they do not support this proposal. AL to email their response. 3. Assertion 10 – WPC meets all requirements of Assertion 10. Website accessibility statement to be reviewed March 2026 and Data protection policy to be reviewed May 2026. 4. Defibrillator data updated on the Circuit. Paediatric pads expire 07.09.2026 and will require ordering in the Summer. 5. Community board want to complete an evaluation for the defibrillator and require photos. AL to complete with elaine Hassall. 6. Devolved Services – updated memorandum of understanding to be released 01.04.26. this will be a rolling agreement. Signs and bollard cleaning not to be included. Current funding level to be maintained with annual inflationary increases. The Council wish to continue to undertake the devolved services agreement for verge cutting and maintenance of the village. No further action required. 7. Potential logo for the WPC discussed. Standardised font as used on the website to be used. JH to obtain and send to AL for use on headed paper and any artwork released.	AL JH / AL AL JH
133	Date of next meeting: Parish Council Meeting Tuesday 31 st March 2026 at 1930hrs at Westcott Cricket Club	
	Part 1 of the meeting closed at 2141hrs	

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Date Agreed:

Signed:

Position: – Chair/Vice Chair/Councillor