

Westcott Parish Council

Amanda Ludlow – Clerk

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www.westcottparishcouncil.gov.uk

Meeting Minutes

12th May 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
Cllr Sue Fox		SF		

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
	Meeting opened at 1930hrs.	
153	Open Forum SP welcomed the members of the public to the meeting and explained the procedures of the meeting to all present. 2 members of the public in attendance Stacy Kemp stated that Matt Wincup from Highways was at Linnet Drive today marking up the road for forthcoming works. AL to gain details of the solar panel installers to be sent to AW to discuss the installation and the impact on the culvert. AW explained that the inspection chamber / manhole under the fence is a private asset and not Bucks Highways responsibility. Planning department are currently looking at the agreed conditions and responsibilities of Resolution Homes. Member of the public raised a concern regarding the quality of the verge cutting. Large areas of the cut have been missed across the length of the village. No strimming done and looked very untidy. AL to speak to the contactor.	AL AL
154	Election of Chairman Sue Pusey elected as Chairman. Proposed by JH and seconded by SF. Declaration of Acceptance form completed and signed.	

159	Councillor Vacancies NOTED 1 vacancy noted	
160	REVIEW and ADOPTION of documentation. Standing orders reviewed and agreed. To be uploaded onto Website Financial Regulations agreed but actual amounts to be approved in June meeting. AL to contact Unity Trust and look at obtaining a debit card for the current account for payments. Privacy Notice, Archiving Policy, Community Engagement Statement of Intent, Complaints Policy, Data Protection Policy, Risk Assessment and Management Policy and Statement, Safeguarding Policy and Biodiversity Policy all agreed and to be uploaded onto Website.	AL AL AL
161	Parish Council representation on external bodies REVIEWED and AGREED Faith Beaumont Charity – JH agreed to become a Trustee for them. AL to email request to JH William Turner Charity – SF to speak with the administrator – Alan Lambourne to understand more about the role. AL to send Alan Lambourne’s details and request for representation to SF.	AL AL
162	Arrangements for Insurance cover in respect of all Insurable risks CONFIRMED. Insurance in place and on a 3-year deal ending 30.08.2028. All insurable risks covered.	
163	Approval Of Minutes Minutes approved by all present and signed by SP. AL to upload to website	AL
164	Matters Arising (not contained in the agenda) NOTED. Spreadsheet of actions list shared ahead of the meeting.	
165	Clerks Report RECCEIVED 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 Payment chased for recent burial and Funeral Directors contacted regarding the height of the grave – currently 50cm above ground and clay	

needs to be removed. Gravediggers will attend the burial ground on Thursday 14th May to remove the excess clay. Settlement after 9 months is stated in our guidance as a minimum of 10cm.

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

Matthew Barber – Conservative Police and Crime Commissioner, Thames Valley local update sent to all on receipt.

4. Waddesdon, Westcott and Winchendon Newsletter.

Copy published May 2026 edition.

5. Westcott Church

Monthly service attended. Friends of Westcott Church planning fund raising events and all potential grant opportunities sent to Rev Caroline.

6. Land at Lower Green

Contacted Paul Redstone – Head of Property – investment and development Buckinghamshire Council. Telephone discussion held and actions to be taken by the Council. Agenda item at this meeting.

7. Street Lighting

Awaiting final quotation for 50% LED fittings in this financial year and 50% in next financial year. Quotation received and discussed at this meeting.

Concern raised by resident Darren Washington regarding some streetlights not working in Lower Green and causing a safety concern along with the lights at the Fairhive flats not working. He also asked what the parish Council are doing regarding lighting for the future. Full response given re LED lighting and signposted to the minutes of the meetings on the website.

8. Westcott School buildings

Nothing to report.

9. Bucks Funding Search / Grants

Reviewed weekly – 2 church opportunities raised in the last 4 weeks that have been sent to Rev Caroline and forwarded to the Friend of Westcott group.

10. Local Area Technician / Highways / Fix my street.

Changes in the management structure at Buckinghamshire Council for Network Strategy and management shared at a recent clerks' forum – please see attached presentation.

We have received contact from our Area Inspector – Casey Jane Sutton and she is available for a village walk round on the 18th of May at 10am. Cllr AW invited also.

A large pothole at the Ashendon end of the village has been filled and more have been marked up for intervention. All current issues are reported on Fix My Street and will be going through with the Area Inspector.

	Openreach came within 6hrs of the report of an open manhole on the verge leading out of the village to Ashendon found during our litter pick. They have put a request for works to attend this urgently and are also investigating the fibre cable suspended above the ditch leading out of the village on the right-hand side. No updates received to date. The footpath to the left of the bottom of the village green leading around the venture park has been cleared. However, the sudden arrival of a white van with no forewarning driving across the green caused concerns. We have raised this with the Highways team and will raise with the Area Inspector. Communication needs to happen and I can then give them a key to the gate. They have apologised for this not happening and any concerns caused. 11. Donkey Field – planning breach. No update AL to contact Planning enforcement for an update. 12. Bucks Recycling Fire / EA response Further to our last meeting I have received no responses from Cllrs who agreed to send them to me. No further contact has been made. 13. Resilience planning session 28.04.26 Attended by myself and Cllr SP. Agenda item at this meeting. 14. Martyn’s law briefing Further updates on impact to local councils received from BMKALC with advice for the council to address. Email with briefing attached sent. For discussion at June meeting. Not in force until April 2027 and applies to gatherings with over 200 people attending. 15. Biodiversity Policy Policy amended – to be on agenda June 2026 16. BFRS training centre planning request. Approached via Cllr Waite for our response to potential conditions to propose. Cllr Pusey, Cllr Hooper and I formatted a thorough response for which we have just received some feedback through Cllr Waite. To discuss and feedback to Cllr AW at this meeting. 17. Littleton Manor Farm planning appeal. Planning appeal held last week. No further information. 18. Survey Monkey survey for changes to the village green Further responses received and added – same themes and requests. Core group to be formed and provisional quotes for option to be looked at. 19. Grass Cutting Grass cutting tender to be looked at in the Autumn for 2027 and time length decided.	AL AL
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	20. Burial Fees benchmarking Benchmarking report shared to all prior to the meeting. All agreed to remain at the same level of fees for this financial year and review in 2027. AL to update the website with 2026 / 2027 fees. 21. Councillor Vacancy New poster to be devised and shared. Faith Beaumont charity requiring a councillor to be a trustee to help get the charity registered and back up and going again. 22. AGAR Internal Audit booked for 18th May 2026. AGAR presented at Council meeting 23.06.26 Submitted to PKF Littlejohn by 1st July 2026 Notice of Public Rights and Publication of unaudited annual governance and accountability return to be 24th June to 4th August 2026 23. Resolution Homes development at Linnet Drive / Raven crescent. Emails and images received from Pete Hylands regarding condition of Raven Crescent / Linnet Drive. I have shared the contact details of Eddie Lawley who wants to speak with the residents committee and resolve issues. No further update. 24. Westcott Venture Park Liaison Several attempts made to agree a meeting date with Nigel Mackenzie and no response. Invited to the APM on at least three occasions and I have requested an emailed update of our current issues. 25. Garden Centre Bus Trips No bookings received for this month’s trip. To publicise June 4th trip to Haddenham Garden Centre.	AL																				
166	1. Finance Report NOTED Cllrs noted the financial report sent prior to the meeting. Bank accounts as at 12.05.26 <table> <tr> <td>Current Account</td> <td>£11352.30</td> </tr> <tr> <td><u>Savings Account</u></td> <td><u>£22043.25</u></td> </tr> <tr> <td>Total</td> <td>£33395.55</td> </tr> </table> AGREED Payments to be made: <table> <tr> <td>£432.21</td> <td>AL Salary April 26 with increase to 8hrs per week</td> </tr> <tr> <td>£1179</td> <td>Blades – grass cutting.</td> </tr> <tr> <td>£25</td> <td>BMKALC Clerks seminar booking – invoice now received.</td> </tr> <tr> <td>£81.36</td> <td>BMKALC subscription</td> </tr> <tr> <td>£46.85</td> <td>EON replaced photocell.</td> </tr> <tr> <td>£151.80</td> <td>EON 1/4ly maintenance</td> </tr> <tr> <td>£105.56</td> <td>N Power energy</td> </tr> </table> All present agreed these payments. AL to place payments on the system for authorisation	Current Account	£11352.30	<u>Savings Account</u>	<u>£22043.25</u>	Total	£33395.55	£432.21	AL Salary April 26 with increase to 8hrs per week	£1179	Blades – grass cutting.	£25	BMKALC Clerks seminar booking – invoice now received.	£81.36	BMKALC subscription	£46.85	EON replaced photocell.	£151.80	EON 1/4ly maintenance	£105.56	N Power energy	AL
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	Income received: Precept £8748.55 Burial ground £1424.85 To be received: VAT reclaim £3170.05 Devolution payment £1310.77 Total: £14654.92 Budget status month 1 £1469.14 vs £21577.94 Variance of -£20685.7 <u>Financial Year end 25/26</u> Expenditure £26243.6 Income £23824.47 Total at bank £26426.06 Budget status Year End 2025 / 2026: Totals spend £26243.6 less £3170.05 VAT to be reclaimed = £23073.55 vs £18148 budget. Overspend on budget of £4925.55 however £5738.89 spent on special projects this year – Village Green and new website mean we are just slightly under our forecast budget by £813.34 Devolution payment to be followed up. 2. Chairmans Allowance Agreed of 2 x £100 payments. 3. Bank signatories confirmed as: Sue Pusey, Jo Hooper, Sue Lacey and James Sisk. 4. AGAR Updated Asset Register shared prior to meeting and AGREED. Internal Audit booked for 18th May 2026. AGAR to be presented at Council meeting 23.06.26. To be submitted to PKF Littlejohn by 1st July 2026 Notice of Public Rights and Publication of unaudited Annual Governance and accountability return to be 24th June to 4th August 2026	AL
167	Further Planning Matters RESPONDED to Super prison planning requests discussed and parish council to submit concerns in support of Grendon and Edgecott	AL
168	To RECEIVE an update regarding the Village Green Restoration Project 4 volunteers came forward via the survey. 2 additional late responses added to overall responses.	

	All agreed AL to contact a variety of Playground and exercise equipment suppliers to visit and quote for different options to enable a choice to be viewed. Also, financial quotations to be received to enable agreement of funds to be raised.	AL
169	To DISCUSS and AGREE next steps regarding the Land at Lower Green AL reported the following conversation: I received a call from Paul Redstone - Head of Property - investment and development for Buckinghamshire Council We talked about the land owned by BC and AVE and the fact that the land did not appear on the call for sites local plan. He understands what we would like to do and suggests the following actions subject to the Councils agreement tomorrow evening: 1. Send him an email and copy Dominic Daymond (part of Communities in BC - I have his email address) with a formal approach to Buckinghamshire Council of interest in both sites for our community. 2. Acknowledge previous discussions with John Grossart that appeared to be positive and looking at the route of devolution. 3. To request a formal or informal meeting with whoever should attend to discuss further as the 2 pieces of land are not in the call for sites local plan. 4. We should include our business plan, any financial offer and put as effective a case as we can to bring this matter higher up the agenda than many other requests. Effectively they want all info ahead of the meeting so they can form a view at the meeting to then move forward, spend more time or refuse. Paul will then speak to AVE and invite them along rather than us having to chase around to find the correct person. If AVE have aspirations of using the land he will find out more at that point as he hasn't spoken to them about this before and they did not engage with him ahead of call for sites as he suspected they might do. All agreed to submit an expression of interest. JH / AL / SP to meet in 2 weeks to finalise. AL to email Paul to say thankyou for the call and we will be updating our business plan in preparation for submission.	JH / SP / AL AL

170	To AGREE response to Environment Agency following the last meeting. ALL councillor responses to be sent to AL in 2 weeks from the meeting date to enable a full response back to them and commencement of meetings moving forwards.	ALL
171	Resilience Planning – Next steps AGREED. SP explained that herself and AL attended a Resilience planning session held at the gateway following a Community Board meeting. AL to draft a resilience plan template and share with all prior to the next meeting in June.	AL
172	LED Lighting final quotation received and APPROVED Final quotation for 50% streetlights to be replaced this financial year and 50% to be replaced in April 2027. Quotation is dependent on the actual streetlight and starts at £438 ex VAT up to £586 ex vat per light as some further works are needed to make safe. This includes the part night photocell, and they are all dark sky compatible. Total for number 1,2,3,4,5,6,7,8,9,14,16,17 is £5700 exc VAT. All current non-working streetlights to be replaced in this first phase. The provider will give us a free service contract for maintenance as all their new fittings are under guarantee and they will also support our existing ones before they are changed next April. If a whole unit requires replacement it will need to be replaced with an LED unit. AL to contact EON and give notice on the service and maintenance contract. Fitting will be 2-4 weeks from signing of contract. Once phase 1 is completed they will give AL all details to ask N Power to adjust the energy usage to 50% LED usage and 50% normal. A further light has been reported as being intermittent in Lower green no 15. The Council agreed with the quotation and AL to proceed but also clarify the length of time the free service agreement is in place and what the anticipated prices will be for April 2027 for the remaining 50%.	AL AL
173	Urgent matters of note 1. JH raised concern regarding an oversized area of hardstanding at the rear of Southview farm. Potentially a breach in planning as not applied for. All to try and see how large this area is before contacting planning. 2. Increase of dust seen at Bucks Recycling and becoming very noisy as still working outside. AL to contact EA regarding what permit they are working under and how long this will continue as also concerned for their workforce if working outside in the winter.	ALL AL

	3. Friends of the church – SL to request an agenda item moving forwards if she wishes to give an update on this. Saturday 16th 2-4pm is a clean the church and church yard day. 4.	
174	Date of next meeting: Annual Parish Meeting Tuesday 26th May 2026 at 1930hrs at Westcott Cricket Club Parish Council Meeting 23rd June at 1930hrs	
	Meeting closed at 2103hrs	

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Date Agreed:

Signed:

Position: – Chair/Vice Chair/Councillor