

Westcott Parish Council

Amanda Ludlow – Clerk

clerk@westcottparishcouncil.gov.uk

www.westcottparishcouncil.gov.uk

Meeting Minutes

31st March 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
-------------------	----

Officer of the Council

Amanda Ludlow	AL
---------------	----

Agenda Point		Person /s to action
	Part One Meeting opened at 1930hrs.	
134	Apologies for Absence None Absent from the meeting: Cllr James Sisk	
135	Open Forum SP welcomed the members of the public to the meeting and explained the procedures of the meeting to all present. 3 members of the public in attendance Mr Adams asked if there was an update to the BFRS planning proposal. AL stated that there has been no contact, however a report from Bucks Council Strategic Environmental Protection Team has been uploaded on the Planning portal in February 26 stating conditions and that they are not in objection to the proposal. They also state that the Parish Council requests for air monitoring are not required. Cllr AW stated the proposal has been called in and he is awaiting a meeting date to be released. AW updated regarding the flooding in Linnet Drive / Raven Crescent. CCTV investigations have been carried out and couldn't fully assess the extent of the	

	damage of the culvert underneath Ashendon Road. They need to dig up the road to assess and install 2 large pipes. It is unknown if the cabling to the solar panels is involved in this as yet. Manhole 4 is not the responsibility of Bucks Council as is on private ground. AW has not spoken to the planning department yet regarding remedial works required. AL has received contact from Eddie Lawley from Resolution Homes who is trying to find contact for the residents committee for Linnet Drive / Raven Crescent. He has photos of the area predevelopment and is keen to meet to discuss resolution of issues to ensure any damage they have caused is repaired. He is going to have some potholes repaired outside of the development at their own cost. AW to send AQ Eddie Lawley's details.	AW AL
136	Declarations of interest None	
137	Approval Of Minutes Minutes approved by all present and signed by SP. AL to upload to website	AL
138	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. Asset Register – to be agreed in line with AGAR submission. 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. Counsellor representation on 2 charities to be agreed. SP to identify who is trained for Speedwatch. Website accessibility statement to be reviewed in March 2026 Standardised Westcott Parish Council title and font to be sent to AL	GP AL AW JH / SP SP JH JH

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

Burial of T Del Bianco to take place on 13.4.26– private family only following a service at Waddesdon

3. Thames Valley Police

Ongoing communications between Susan Goodway and myself continue.

An issues or concerns that are non-urgent should be sent to:

waddesdonNHPT@thamesvalley.police.uk

Police have been in the village doing further spot checks.

Information shared by TVP regarding the locations and times of visits.

Waddesdon PC are happy to lend their Sentinel camera to our Speedwatch group.

Request for volunteers to join Speedwatch placed in the Waddesdon newsletter.

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 will be published in April 2026 edition.

5. Westcott Church

The PCC met on 18.03.26 and were overwhelmingly in favour of the proposal to establish the Friends of St Mary's Westcott group.

Recent grant funding of up to £50,000 details passed to rev Caroline and the group leaders.

6. Land at Lower Green

No further contact currently. Agenda item at March meeting.

7. Street Lighting

See LED light fittings report and agenda item in March meeting.

8. Westcott School buildings

Nothing to report.

9. Bucks Funding Search / Grants

Reviewed weekly – nothing to report.

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

LAT remains on long term sick leave. All issues to be reported on Fix my street and reference numbers logged to enable Ashley to keep track of

them. Currently in process of putting all historical concerns on there and the new concerns found.

11. Donkey Field – planning breach.

No update

12. Bucks Recycling Fire

Response statement received following a virtual meeting held with myself, Cllr SP and Cllr AW. See separate report.

13. Easter Afternoon Tea – 2nd April 2-4pm at Westcott Cricket Club

Currently 21 residents have booked in. One resident has offered to do a recital of Albert and the Lion. Some raffle prize donations received – more would be nice.

Volunteers needed to help with tea, making cakes and having raffle prizes donated.

14. Bucks Community Board meeting 11.03.26

Attended by myself and Cllr SP. Separate meeting to be held regarding Resilience planning in mid-April

15. Martyn's law briefing

Further updates 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.

16. Biodiversity Policy

Awaiting Cllr Hoopers amendments. Agenda item at March meeting

17. BFRS training centre planning request.

No further communication. However, report on the planning system 24.02.26 from the Strategic Environmental Protection Team (BC) conditions proposed - 174 days per calendar year between 9am and 9pm Monday to Saturday. No live fires on Sunday or public holidays. No dust management plan required. More info requested about how the smoke release is minimised although in general is agreed. Accepted that detailed air dispersion monitoring is not required due to the remote location, nature and scale of the development.

18. Lorries through the village

Large number of liquid waste lorries coming from the Venture Park and going to Curtis's farm in Ashendon. John Westwood will discuss with Olleco (Bio digester) to find more information and reinforce that only access to farms is allowed through Westcott.

19. Littleton Manor Farm planning appeal.

Planning concerns sent from WPC on 18.02.26 as agreed. Waddesdon PC sent a joint statement to the Planning Inspectorate on the 23.02.26 which Cllr S Pusey signed on behalf of Westcott PC. 6th May is the start of the planning hearing. As many people to attend as possible has been requested by Waddesdon PC chair.

	20. Survey Monkey survey for changes to the village green Survey results shared in separate report. See agenda item March. 21. Waddesdon Greenway meeting Attended on 18.03.26. Made clear that the greenway will not be extended to Westcott but is hoped to be extended to Claydon House and Stowe. Next meeting currently being set. All agreed to not attend future meetings unless Westcott views are required. AL to communicate this to the committee. 22. Devolved services Highways devolved services agreement has been signed as agreed in the last meeting. £ 1310.77 to be received annually on the 1st April each year. 23. Grass Cutting Commenced grass cutting on 23.03.26. Conversation with Simon summarised in his following email: Further to our conversation earlier today a summary of what we were chatting about. As discussed, due to excessive standing water within the grass areas on the southern side of the play Park and Field, I recommend the hedge line/ditch be cut back and cleared. I propose any overhanging limbs be cut back with any trees effectively within the Ditch line be pruned or removed and any areas of hedge be pushed back. This would be undertaken with track digger and tree sheer for limbs and trees and tractor and hedge trimmer for smaller growth, with debris being chipped. Once cleared this will allow access to dredge allowing flow of currently standing water. This being of importance for works regarding new play equipment. Any material from ditch to be graded along edge of ditch and reinstated once dry. This eliminates problems regarding removal off site along with aiding the ecology. Regarding western hedge of playing field Upon speaking with resident, it would be ideal to have the face of this cut annually along with other hedges and will also give us the opportunity cut ditch, also aiding water management throughout field. Council to review and we can ask for quotes if felt the way forwards. Simon suggested before we look at the playground and sports areas this work would need to be completed. Grass cutting tender to be looked at in the Autumn for 2027 and time length decided. Council agreed to look further into this with the Village Green restoration project. 24. Burial Fees benchmarking Unable to produce a report for this month. Will complete and send ahead of the next meeting.	AL AL AL
--	---	-------------------------------

	25. Councillor Vacancy Bucks Council have advised that they have not received the required number of requests for an election, so WPC are now able to co-opt to fill our vacancy caused by the resignation of Cllr Wilkinson. 26. William Turner's charity Report for the APM received and a request for the details of an appointed representative to be shared once considered and appointed. 27. Internal Auditors proficiency and engagement As per BMKALC guidance the internal auditor should be changed every 3 years. Melanie Rose's confirmation of Internal Audit Proficiency shared with all and engagement letter to be discussed. Fee of £100. 28. PKF Littlejohn AGAR requirements Email received from PKF Littlejohn with links to all required documentation for the AGAR, internal and external audit reports. Will commence this process from the 1st April and keep the Council apprised of progression. 29. Resolution Homes development at Linnet Drive / Raven crescent. Email and verbal conversations had with Eddie Lawley of Resolution Homes. He is aware and has been contacted by residents asking for works to be undertaken to Linnet Drive / Raven Crescent. Some work to the road outside the properties was undertaken 27.03.26. He has photos of the state of the road and verges prior to the development as evidence that not all damage can be blamed on their company. He stated they have paid a couple of thousand pounds to try and resolve the flooding issue which is now taken up by Bucks Council. He is asking his planning consultants to look into the remedial works approved by the council as he felt they were in an old draft and not the final approved plans. He is open to communication and to contribute to improving the road but stated that the roads and verges were in poor repair before they commenced the development. He has not been able to contact any residents committee as people have told him there is not one for Raven Crescent and Linnet Drive. He is keen to resolve issues as the development is now nearly finished and prospective buyers are viewing the properties. Email is eddie@resolutionhomes.co.uk telephone number 07956 942057 / 01908 616351	
140	Reports RECEIVED I. <u>Burial Ground & Churchyard</u> Nil to report II. <u>Church and School</u> Friends of Westcott Church group forms and approved by the PCC. III. <u>Website / email</u> AL / JH to meet for further training for AL.	AL / JH

	Website accessibility statement to be reviewed for March 26.	JH
IV.	<u>Village Green</u> Working party held and weeding and mulch applied. 1 further bag of mulch obtained and distributed. Watering group to be recommenced when dry spells occur.	
V.	<u>Charities</u> William Turner – Report received for APM. Councillor representative to be advised. JH is following up Faith Beaumont charity to see if representation needed. To advise at next meeting.	JH
VI	<u>Buckinghamshire Council - Councillor AW</u> New LAT appointed to start at some point. Meanwhile report on fix my street appears to be working. Upper Winchendon Road – temporary pothole filling ongoing. Blackgrove road remains the same and cannot be sorted until Station Road, Quainton has reopened. 7 /8 /9th April – Fleet Marston Road core sampling to be done. A41 closing for 3 full weekends starting 25th April. Potholes that are required to be repaired must exceed 50mm. Concerns shared by the Council that diversions through Westcott should not be happening. AW will follow up as they are not permitted to divert through the village.	AW
VII	<u>Speed Watch</u> SP to identify volunteers signed up and received training. Item in Waddesdon Newsletter requesting additional volunteers and how to register submitted.	SP
VIII	<u>Bucks Recycling</u> Meeting held with EA and attended by SP, AL and AW. Email of full response from EA post the meeting shared with all present. Further concerns raised by Council – to be emailed to AL / SP to collate a full response. Links to review all inspections and outcomes shared as now have to be available publicly.	ALL

	EA have agreed to meet with Parish Council on a regular basis moving forwards. IX <u>Venture Park</u> Unfortunately, Nigel Makenzie did not attend the planned meeting on the 25th March. AL to arrange a new date ahead of the APM and also request a report. We did however meet with John Westwood who will be speaking to Olleco. Milwaukee sign is now turned off in the evenings and at weekends. Further investigation is ongoing regarding lights on outside of working hours. X. <u>Other</u> Nil to note.	AL
141	Finance Report NOTED Cllrs noted the financial report sent prior to the meeting. Bank accounts as at 26.03.26 Current Account £4389.81 <u>Savings Account £21930.14</u> Total £27440.13 Payments to be made: £210.72 AL Salary February 26 £1179 Blades – grass cutting £60 Cloud Next domain hosting for 2026 £210.92 AL Salary March 26 £60 Brooks Aggregate – 1 bag mulch £25 BMKALC Clerks seminar booking – following receipt of invoice All present agreed these payments. AL to place payments on the system for authorisation Budget status: Totals spend YTD £27515.44 less £3376.55 VAT to be reclaimed = £24138.89 vs £18148 budget. Overspend on budget of £5990.89 £5738.89 spent on special projects this year – village green and new website means we are just slightly over our forecast budget by £300.	AL

142	Planning Matters RESPONDED to Planning Register shared prior to the meeting. 22/203384/AOP Appeal under section 78 Littleton Manor Farm. As many people to attend the first day of the planning appeal hearing on the 6th May as possible. To be communicated to all in the Parish. BFRS training facility update – as stated in open forum. No contact, however, a report from Bucks Council Strategic Environmental Protection Team has been placed on the Planning portal in February 26 stating conditions and that they are not in objection to the proposal. They also state that the Parish Council requests for air monitoring are not required. Cllr AW stated the proposal has been called in and he is awaiting a meeting date to be released.	AL
143	To AGREE the Biodiversity Policy Draft JH proposed an additional clause at 4.1.1 ‘consider the impacts of artificial lighting on wildlife and seek appropriate lighting strategies to minimise light pollution.’ All agreed. AL to finalise policy and place on website. Audit to be undertaken by JH / AL to be presented at a future meeting. Biodiversity to be an agenda item moving forwards.	AL JH / AL AL
144	To DISCUSS the Village Green Restoration Project and AGREE next steps. Survey results received 14 responses to date. Online survey with link advertised in the local newsletter and house to house printed survey with the link as well as handwritten responses. Question 1 How often do you visit the Village Green? Daily 3 Weekly 5 Monthly 6 Rarely 1 Never 0 Question 2 What activities do you currently enjoy on the Village Green? Walking 8 Picnicking 3 Football Pitch 3 Community Events 4 Relaxing 6 Dog exercise 5 Basketball 4 Playground 7 Other 0 Question 3 What is your top priority for the renovation for the Village Green? Improving the landscape 2 Adding seating areas 5 Renovating the Playground 9 Additional lighting 1 building sports facilities 1 Improving the football pitch 2 Improving the basketball area 1 Other 0	

	Question 4 What new features would you like to see added to the Village Green? Water features 0 Art Installations 0 Exercise equipment 6 Picnic tables 9 Other – Bins near picnic tables. Question 5 How important is it to you that the Village Green renovation includes environmentally sustainable practices? Very Important 3 Somewhat important 4 Neutral 4 Not very important 1 Not important at all 0 Question 6 Additional comments and ideas Zip line, bigger slide, monkey bars, wobbly bridge, roundabout Clear out ditches, remove rubbish from ditches, clear pipe under footbridge which appears blocked. Installing lights could lead to antisocial behaviour Zip line and better playground equipment. BMX track (like Waddesdon) and a puncture repair station Bins needed with picnic tables Nice flower beds Please avoid chippings on floor as they wreck children's shoes. Plastic matting preferred. Love the park at Brill and the new wooden play equipment at Charndon. Double zip wire at Ludgershall is great fun. A good selection of swings to include toddler and an all inclusive swing for disabled children needed. A covered picnic bench would ensure the space is welcoming and can still be used in unpredictable British weather. Plenty of bulb planting would make area nice. At least one goal for football practice would be good. Question 7 What is your age group? Under 18 0 18-24 0 25-34 0 35-44 2 45-54 3 55-64 2 65 and over 7 Survey discussed and noted that key requests are renovating playground, additional seating and picnicking areas, exercise equipment and holding community events. AL to contact volunteers and agree a meeting date with Parish Council representatives to discuss next steps. Further responses if received to be added to the survey data.	AL
145	To DISCUSS and AGREE next steps regarding the Land at Lower Green This area of land has not appeared on the call for sites. AL to reach out the representative at Bucks Council that was last spoken to, to see how we can take this forward albeit on a short term or long term basis.	AL

146	To REVIEW the proposed Internal Auditors competence and AGREE engagement. As per BMKALC advise. Internal auditor should be changed every three years. Melanie Rose – CILCA – evidence of competence reviewed and accepted for 2026 AGAR. AL to send an engagement letter and arrange the audit to occur.	AL
147	To NOTE future events Easter Afternoon Tea – 02.04.26 at 1400hrs Id like a bus offering monthly trips to garden centres on the first Thursday of each month. £6 per person with a minimum of 10 persons. Bookings to AL and payment in advance. To share with Waddesdon PC if spare seats.	AL
148	To RECEIVE a report regarding LED lights and AGREE next steps. 2 quotes received: EON Sept 2025 23 streetlights £10964.26 exc VAT Electricity Network Contractors Ltd (based in Buckingham) February 2026 9 x Bracketed streetlight @ £546 each ex VAT. 14 x streetlight columns @£398 each ex-VAT Total of £10486 exc VAT Installation of an 8-watt LED with 5 year guarantee. Dusk till dawn photocell. Full survey already completed to enable them to do the quote. Additional sensor to cease lighting from 0000 to 0500hrs at £40 per light. Total of £920 exc VAT. All present preferred the Local and more detailed quotation detailing photos and requirements with no additional works or engagement of UKPN required. Electricity Network Contractors have advised that if 50% of light changed to LED the electricity metreage of energy costs can be altered to reflect this and the cost can then be shared across 2 years. All agreed to look at changing 50% of the lights for 2026 and the remainder of the lights in 2027. AL to speak to the provider to finalise the quote and circulate to all for approval.	AL
149	To DISCUSS and AGREE Annual Parish Meeting agenda and location. All agreed the location for the meeting to be held in Westcott Cricket Club The following representatives to be invited or share a report: Thames Valley Police	

	Rev Caroline Wainmann Friends of Westcott Church Group I'd like to borrow. Westcott Venture Park Westcott Cricket Club William Turner Charity – report already received. Faith Beaumont Charity Beck and Fetto Charity All agreed for an update to be given regarding the Bucks Recycling Fire and the work undertaken by the Parish Council afterwards. All agreed to showcase the work undertaken in the village, goals achieved and what we are planning for. Power point presentation, use of photos etc to be developed.	SP / JH / AL
150	Councillor Vacancies 1 vacancy remains due to AW resignation as Vice Chair. Email received from Bucks Council: We have not received the required number of requests for an election, so you are now able to co-opt to fill your vacancy, caused by the resignation of Cllr Wilkinson. Provided that you have a quorum (at least one third of the whole number of members of the council, and not less than three), the Parish Council may proceed to co-opt any person to fill the vacancy. Such co-opted person must be qualified to be a member of the parish council under Section 79 and not disqualified under the legislation. The person co-opted must receive a majority of the votes of those councillors present and voting at the meeting where the co-option takes place. Where there are two or more candidates for one vacancy, a process of elimination may be required. It is considered good practice for the parish council to advertise for expressions of interest in being co-opted – we don't have a template for this, but it may be something NALC or BMKALC have. The decision making process needs to be open and accountable. Once you know who is going to be, or has been, co-opted, please let us know at (elections@buckinghamshire.gov.uk) we require their name and address and the date of the Parish Council meeting which will approve, or has approved the co-option. Please send the required registration of interests to democracy@buckinghamshire.gov.uk. Adverts to be refreshed and shared virtually and on the village notice board.	AL
151	Urgent matters of note 1. Meet, Weed and Mulch morning held on 22nd March was very well attended and many hands completed the seemingly mammoth task in just over two hours. One further bag of mulch required and ordered, and Jonathon Lewin kindly distributed following the litter pick.	

	2. Great British Litter Pick completed on the 29th March with outstanding results from a large volunteer workforce. We extended the litter pick this year and cleared both verges down to the old social club entrance. Fly tipping noted in hedges, ditches unblocked of rubbish and manholes found to be uncovered on the verges both sides. Two trees had their crowns lifted at the Ashendon end of the village as requested by a resident. Thank you for the work undertaken by Charlie Connor, Tree Surgeon free of charge. All reported on fix my street. Bucks Recycling took away all rubbish free of charge with thanks.	
152	Date of next meeting: Annual Parish Council Meeting Tuesday 12th May 2026 at 1930hrs at Westcott Cricket Club Annual Parish Meeting Tuesday 26th May 2026 at 1930hrs at Westcott Cricket Club	
	Part 1 of the meeting closed at 2120hrs	

-----End-----

Date Agreed:

Signed:

Position: – Chair/Vice Chair/Councillor