

Westcott Parish Council

Amanda Ludlow – Clerk

clerk@westcottparishcouncil.gov.uk

www.westcottparishcouncil.gov.uk

Meeting Minutes

28th July 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	Cllr James Sisk	JS

Ward Councillor

Cllr Ashley Waite	AW
-------------------	----

Officer of the Council

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

Agenda Point		Person /s to action
	Meeting opened at 1930hrs.	
34	Apologies No Apologies RECEIVED as all Council present	
35	Open Forum 0 members of the public in attendance	
36	To DECLARE any declarations of Interest None declared	
37	To APPROVE Minutes of the meeting held on the 23rd June 2026 Minutes approved and SP signed AL to upload onto Website	AL
38	To NOTE Matters arising not included in the agenda Action points tracker reviewed. The following points remain outstanding (not included in the agenda): Website accessibility statement to be reviewed in March 2026 Standardised Westcott Parish Council title and font to be sent to AL	JH JH

	AW to obtain details for Bucks Council regarding complaints re process for planning No details for recent 2 x HS2 planning requests AW to follow up AW to enquire why trees were removed from HS2 and why AL / JH / SP to finalise expression of interest for land at Lower green (agenda item) AW to get a date from Highways regarding the works at Linnet Drive / Raven Crescent involving the collapsed culvert IT policy to be uploaded onto website JH / AL to undertake a biodiversity audit (End October 26) Renew Councillor vacancy advert	AW AW AW JH AW AL / JH AL / JH AL / SP
39.	To RECEIVE the Clerks Report (shared prior to the meeting with all Councillors) 1. Action points tracker spreadsheet updated and shared and sent ahead of the meeting. See 26-27 tab for this Council Years actions inclusive of last year's outstanding actions. 2. Burial Ground / Churchyard The Late Mr Trevor Gardner buried on the 7th July. Invoice sent to KY Green Melanie Rose – Clerk to Waddesdon joined me for an introductory check of the area for memorials that may pose a risk. 9 found and to try and source owners using Waddesdon newsletter as there are no records of owners for the Churchyard. Draft Memorial management policy circulated to Council for approval. Full inspection to take place September 2026 – Melanie happy to support until I have full training to undertake the inspections. 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 PCSO Danny Fahy has emailed that he is happy to meet any councillor to undertake further speed monitoring. SL expressed an interest. AL to follow up 4. Speed Information Devices Richard Phillips from Ashendon is going to assist us in sorting the Speed Information devices on his return from Holiday. Update in the agenda. 5. Waddesdon, Westcott and Winchendon Newsletter. Copy will be published in September 2026 edition – to contain the memorials of concern in the churchyard giving 3 months' notice of action to reduce risk. 6. Westcott Church Monthly service attended. Friends of Westcott Church planning fund raising events and all potential grant opportunities sent to Rev Caroline / Friends of Westcott Church. Main gate and posts require replacement and is responsibility of WPC following the adoption of the Churchyard and creation of the burial ground. Rev Caroline and the Friends of the Church wish to keep the metal wok and have something similar to that present if possible. Richard Skym stated that in the late 1990's Westcott Parish Council resolved to exercise their powers under S215 of the Local Government Act 1972. As such they are responsible for the care and maintenance of the churchyard and its boundaries. The entrance gate forms part of the boundary. 3 quotes currently being obtained to bring to council.	AL AL

	All agreed that the gates are too unsafe to be opened and closed moving forwards. Gates to be removed or left open until the Council has erected new ones. 7. Land at Lower Green No further update – see agenda point 8. Street Lighting All street lights under PC responsibility have been changed to LED lights. Invoice for part paid. Second invoice will be due April 2027. Notice for maintenance emailed to all parties concerned without any acknowledgment. Telephones contact numbers with no response. Emergency contacts for LED providers shared and logged and will be free of charge for 5 years. Review date 26.06.2031. Streetlight knock downs will be chargeable however. UKPN contacted and they have issued a new certificate to N power and for our records. They have stated that they have noted an 83% drop in peak electrical load on our system which will be reflected in our bills moving forwards. A number of questions regarding Linnet Drive / Raven crescent and their streetlights raised. Advised to talk to their residents committee. I am happy to share the providers details when asked. 9. Westcott School buildings Hedge at the corner of the school has been trimmed 10. Bucks Funding Search / Grants Reviewed weekly – many are not relevant but will keep reviewing just in case. 11. Local Area Technician / Highways / Fix my street Email from Casey-Jane Sutton states: • Bicester road, Westcott - sign is due to be done 22nd July. • Arrow signs on the roundabout (Bicester Road, Westcott) - these are still on planned works - still no date. • Ditches on Lower Green / Ayles Close - these were both completed 7th July. • Street Name Plate Burnham Road, still on a planned works programme - no date given. • Abandoned road signs around the village – will be collected. On receipt of email SP went to lower green and has sent photos regarding work to ditches as it does not seem to have been fully completed. SP has raised the height of vegetation on the roundabout obscuring the view of oncoming traffic. No dates yet received for Raven crescent / Linnet Drive damaged culvert works. 12. Donkey Field – planning breach. Email received 25.06.26 stating they were currently awaiting a response from the owner. They are actively investigating this matter and have informed the owner that they must either remove the non-agricultural materials. Email received from planning compliance and enforcement after chasing and states a site visit is planned for early August with the owner. 13. Bucks Recycling Fire / EA response Email sent to EA to confirm or deny that the conditions for BR have been changed. Also asked for a meeting date in September / October as discussed in our last meeting with them to be set. 14. Resilience draft plan. Draft emergency plan circulated for comments (see agenda item)	AL / SL
--	---	---------

15. BFRS training centre planning request.

Planning has now been authorised with a 13-page document of conditions – circulated to all councillors. Simmon Tuffley – Deputy Chief Fire Officer / COO will build in these conditions to the draft smoke management plan and release it to us for review.

16. Quotes and ideas for the village green

1st visit took place on the 1st July by Absolute Play / Neil Prickett. Plans are due to be worked on week commencing 27th July.

2nd visit by the School Playground specialists booked for 12th August.

3rd visit – still awaiting dates.

17. Grass Cutting

Grass cutting tender to be looked at in the Autumn for 2027 and time length decided.

18. AGAR

All documentation submitted to PKF Littlejohn on 30th June. Receipt of acknowledgement of documents and we are now in the queue for processing received on 8th July.

19. Resolution Homes development at Linnet Drive / Raven crescent.

No further update

20. Westcott Venture Park Liaison

Email received by SP from Nigel Mackenzie:

Dear Sue

Sorry to be rather elusive recently. I wanted to let you know the management of the park has transferred, as of yesterday 1st July, from Patrizia to an organisation called CTI. The ownership of the park and the other property assets in the portfolio remains unchanged but, what we call the “fund management” will come under a completely different management and reporting regime.

I have been liaising closely with CTI for the last few months (hence my absence) but the formal approval from the pension holders only came through last week and I was working under a Non-Disclosure Agreement.

Savills remain in post as managing agents and I will revert more to development and strategic planning as well as maintaining contact with neighbours and partners.

It will take a short while to get CTI properly up to speed and I need to get back into the day to day, but it would be good to meet up towards the end of this month if holiday arrangements permit.

Kind regards Nigel.

I have followed up for said meeting and awaiting a response.

21. Garden Centre Bus Trips

No bookings received so no further trips planned.

22. Parish Liaison meeting / Clerks Forum

Teams meeting held on the 16th July – to look at the Local Plan – slides circulated and minutes will be sent on receipt.

23. Bucks Recycling

Liaison meeting held on 13th July with Tricia, SP, SL and me.

BR are looking to relocate elsewhere and have identified a couple of sites. TM will update the PC as to next steps but may still be on the venture park for some time if a lot of work needs to be done for the new sites to be operational. In the meantime, she will look at the causation of noise and how to reduce this. She confirmed that the restrictions of amounts of waste have not changed following the fire, however there is nowhere to store any waste, and this is all

	removed by artic lorries during the working week. Their own artic goes 3 times a day to great moor currently. If asbestos is found it is either returned to the waste owner in 24 hrs after being kept isolated. Plasterboard is stored under the tunnel and removed when the container has been filled. Prior non compliances discussed and TM stated they are fully compliant currently. Increased amounts of vehicles and high levels of speed discussed. TM says she takes concerns very seriously and will has a three strikes policy for all. Any details of vehicles to be sent to her for follow up. Next meeting in September – I will arrange. 24. Buckinghamshire Local Plan – Reg19 (publication) Consultation Runs from 23rd July to 6th September. The Plan, Policies Map, supporting evidence base documents and information on how to make a representation are available on the Council’s Regulation 19 consultation webpage at www.buckinghamshire.gov.uk/local-plan. 25. Quainton Neighbourhood Plan consultation – reg 14 As shared by email Quainton parish Council wishes to modify their neighbourhood plan made in 2022. The consultation runs form 22nd June to 3rd August. Neighbourhood Plan Quainton Parish Council	AL
40	Reports RECEIVED VI Bucks Council Report from Cllr Ashley Waite. Bucks Council Local Plan consultation commenced which closes on the 6th September. www.buckinghamshire.gov.uk/local-plan Focussing on availability and suitability of land for building homes and travelling pitches. Roadworks: 8th July to 5th August -Quainton Road, Waddesdon closure and resurface 29th July to 4th August Baker Street Waddesdon resurface 3 to the 6th August HS2 closures Overnight on the A41 21st August access t station road via Quainton Road opens. 1st October to 22nd October Blackgrove road closed for a rebuild Waddesdon Greenway closure Monday 10th August to 4th September. Reopened for horse riders from the 15th September SP raised that the clearance of ditches in Lower Green was not adequate. AW to follow up as no response from highways to email sent by SP. Response to safety concerns on the A41 roundabout due to overgrown verge not responded to appropriately on Fix my street and stated its in the cutting programme and will be done when it is planned. AW to follow up. I. Burial Ground & Churchyard As per Clerks Report. Quotes to be obtained for replacing the church gates and posts. Notice to be placed regarding care to be taken around gravestones.	AW AW

	II. Friends of Westcott Church Group Flower and Heritage Festival to be held in the church on the 22nd and 23rd August. Millenium book offered and cotton gloves to be purchased to be used to view this. III. Church and School AL to contact Gordon Joyner regarding the Heritage and flower festival and urge that the school is tidied up for this date. IV. Website / email AL / JH to meet for further training for AL. Website accessibility statement to be reviewed for March 26. V. Village Green 1 visit from playground provider on 1st July, 2nd visit due 12th August and 3rd visit yet to be confirmed. Concern raised by 1st visitor of the damage strimming is doing to the posts on the green. AL to speak with grass cutting contractor. Watering continues in this hot weather – more volunteers needed. VI Charities William Turner – SF will attend her first meeting in September. Faith Beaumont – JH has contacted the administrator Beck and Fetto – no update other than that provided in the Annual Parish Meeting. No representation from Westcott PC required. VIII Speed Watch On attempting to load new software and further discussion with Traffic technology we have been advised that the handheld controller is no longer compatible with the system. An android tablet is required. Quoted for by traffic technology for £456 inc VAT. All agreed to purchase an android tablet up to £150 to use. Software to be obtained free of charge. IX Bucks Recycling AL awaiting a response regarding current permits for working outside following the fire last year from the EA – to chase up Liaison meeting held on 13th July – SP / SL / AL attended with Tricia Murray. She confirmed they will be relocating elsewhere once suitable premises are found and made ready for occupation. TM wanted to hear all current concerns and was going to visit the site to take action to reduce the increased noise levels following the fire. Meeting to be held in September to be updated – AL to arrange. X Venture Park No further date for meeting received. AL to follow up. JH raised she could hear excessive intermittent boiler noises coming from the Venture Park – thought to be Bucks Recycling. Seems to occur in cycles and	SP AL AL / JH JH AL AL AL AL AL
--	---	--

	increases and decreases across the 24 hour period. Excessive noise across the 24 hrs is meaning no sleep for a long time. JH to report to Environmental Health. AL to raise with John Westwwod at WVP. JS asked if the concrete blocks will be removed near the Venture park as unsightly. SP said this was discussed in previous emails, but we are still awaiting a further response for a meeting and will bring it up then. Concern raised regarding asbestos remaining at the old social club site if this was to be developed further. SP to discuss this at the next meeting with the VP. on the land registry this area is now titles as a recycling centre. XI Land at Lower Green. JH to put together final version of draft document and share with all regarding an expression of interest for the land. XII Other Nil to note	JH AL SP SP JH																				
41	Finance Report NOTED Cllrs noted the financial report sent prior to the meeting. Bank accounts as at 28.07.26 <table><tr><td>Current Account</td><td>£8367.85</td></tr><tr><td><u>Savings Account</u></td><td><u>£22150.42</u></td></tr><tr><td>Total</td><td>£30518.27</td></tr></table> AGREED Payments to be made: <table><tr><td>£513.81</td><td>AL Salary June 26</td></tr><tr><td>£513.81</td><td>AL Salary July 26</td></tr><tr><td>£1179</td><td>Blades – grass cutting June</td></tr><tr><td>£1179</td><td>Blades – grass cutting July</td></tr><tr><td>£82.84</td><td>N Power energy</td></tr><tr><td>£45.73</td><td>Repayment to A Ludlow for paying for Cloud Next increase in mail box sizes</td></tr></table> All present agreed these payments. AL to place payments on the system for authorisation Income received: <table><tr><td>£2501.10</td><td>Burial</td></tr></table> Budget status month 4 £7402.66 vs £22238.17 Variance of -£14835.51 Approval of payment given for an android tablet of £150 for using with the speed devices moving forwards	Current Account	£8367.85	<u>Savings Account</u>	<u>£22150.42</u>	Total	£30518.27	£513.81	AL Salary June 26	£513.81	AL Salary July 26	£1179	Blades – grass cutting June	£1179	Blades – grass cutting July	£82.84	N Power energy	£45.73	Repayment to A Ludlow for paying for Cloud Next increase in mail box sizes	£2501.10	Burial	AL
Current Account	£8367.85																					
<u>Savings Account</u>	<u>£22150.42</u>																					
Total	£30518.27																					
£513.81	AL Salary June 26																					
£513.81	AL Salary July 26																					
£1179	Blades – grass cutting June																					
£1179	Blades – grass cutting July																					
£82.84	N Power energy																					
£45.73	Repayment to A Ludlow for paying for Cloud Next increase in mail box sizes																					
£2501.10	Burial																					

42	Planning Report / Applications to respond to PL/25/3779/FA Oxford University Research facility, Westcott Venture Park Not objecting to this request, however details of hours not stated or expected staff numbers. AL to feedback PL/26/05005/FA The Magazine Area 8040 Westcott Venture Park No Comments or objections but no operational hours stated or detail in working practices. AL to feedback. Bucks Fire and Rescue training facility approval update Update given and approval with conditions circulated to all. Awaiting follow up document from Simon Tuffley who is currently merging the planning conditions with the PC amendments and will send the smoke management plan when ready to the Parish Council to view and comment. Southview Farm have had a request for permitted development refused. Super prison – SP to send AL details regarding the road planning request to raise objections to.	AL AL SP
43	Resilience plan Draft resilience / emergency plan circulated prior to the meeting. All agreed that more involvement and discussion is needed across the village including all possible safe havens. AL to contact resilience officer for dates so we can hold a resilience meeting in the Autumn and invite the village.	AL
44	Draft Churchyard and Burial Ground Management Policy Circulated prior to the meeting. All Cllr's to review and send AL feedback prior to final approval.	ALL
45	Councillor Application Considered and Approved Application from Mr Pete Ashby read out his application: I am retired and currently looking for a new challenge. I would like the opportunity to support the council and community further. I believe I can contribute positively through an engaging and empathetic approach. I enjoy being around others and have good communication skills that can advocate or exchange information. I am culturally and diversity aware that is integral in working amongst a wider network of people and have a high regard to ethical standards that I think would work well within the council. All agreed to offer him the appointment of Parish Councillor. AL to email and send documentation required ahead of the next meeting.	AL

46	Urgent matters of note SL raised that there seems to be a strong smell of sewerage in the station cottage area of the field as you walk past. To monitor and alert council if this continues. SF asked regarding the bus stops that do not appear to be used in the village anymore. SP said that they will remain for the foreseeable future.	
47	Date of next meeting: Tuesday 15 th September 2026 at 1930hrs at Westcott Cricket Club	
	Meeting closed at 2118hrs	

-----End-----

Date Agreed:

Signed:

Position: – Chair/Vice Chair/Councillor