

CHOLESBURY-CUM-ST LEONARDS PARISH COUNCIL

The Annual Parish Meeting of the Parish Council and the Parish Council Meeting took place at St Leonards Village Hall on Tuesday, 13th May 2025 at 6.30pm

In Attendance: Cllr Ingram, Wellenreiter, Neighbour, Allen and Baddon

Present: Mrs H Farrelly (Clerk, Cllr Fulford, Fayaaz and Kneller

ANNUAL MEETING OF THE PARISH

- 5751) To receive apologies for absence
None
- 5752) To note the election of the councillors at the recent Elections on the 1st May 2025 and to receive their Declarations of Office, countersigned by the Proper Officer, or if not then received, to decide when it shall be received.
Following the elections on the 1st May 2025, the following people were elected (in a non-contested election) to the position of parish councillor:
- Bill Ingram
 - Richard Baddon
 - Helen Neighbour
 - Anton Wellenreiter
 - Guy Allen
- Councillors signed their Acceptance of Office forms, countersigned by the Proper Officer and completed their Declarations of Interest.
- 5753) Election of the Chairman and Vice Chairman
The Chairman asked for nominations for Chairman. Cllr Baddon proposed Cllr Ingram; Cllr Neighbour seconded the nomination. Cllr Bill Ingram was duly elected as Chairman for one year.
- The Chairman asked for nominations for Vice Chairman. Cllr Wellenreiter proposed Cllr Baddon, Cllr Neighbour seconded the nomination. Cllr Baddon was duly elected as Vice-Chairman for one year.
- 5754) To receive the Chairman's Declaration of Office, countersigned by the Proper Officer or, if not then received, to decide when it shall be received
The Chairman signed the Declaration of Office and it was countersigned by the Proper Officer
- 5755) To appoint representatives for Turpin Charity, St Leonards Parish Hall, allotment and The Green
- Turpin Charity – Helen Neighbour
 - St Leonards Parish Hall – Anton Wellenreiter
 - Allotment – Richard Baddon
 - The Green – Helen Neighbour

PARISH COUNCIL MEETING

- 5756) To approve the minutes of the meeting of the Parish Council held on 1st April 2025 and deal with any Matters Arising
Approved and signed
- 5757) To receive declarations of interest
None
- 5758) Reports from Buckinghamshire Councillors
Cllr Fayaaz, Fulford and Kneller were present at the meeting and introduced themselves as the newly elected Buckinghamshire Councillors for Chesham North.
- Cllr Ingram updated the councillors on the issues facing the parish and emphasised that it is hoped that Buckinghamshire councillors will wish to work closely with the hilltop villages to address important issues in the parish.
- 5759) To suspend standing orders and invite questions from members of the public
Two members of the public were in attendance at the meeting and spoke on behalf of allotment holders.

They highlighted that two years ago the parish council had put forward proposals for the improvement of the allotment area and that after discussion with tenants, was agreed to not go ahead at the time but to review matters in due course.

In the interim, allotment holders have been taking on maintenance of the area but are keen to have unused plots trimmed down and covered with sheeting to prevent the spread of weeds.

The clerk explained that a number of plots had been handed back and that there were a few available. One person has come forward to ask for a plot and the clerk will be in contact in due course.

A general discussion regarding the condition of the allotments took place and Cllr Baddon and the Clerk agreed to look into this further with tenants to establish how improvements can be made.

Councillors noted the requests for additional water troughs but recognised that budgets were extremely tight and this may not be possible. Councillors further noted that the allotments run at a significant loss compared to the income generated by tenancy fees and that this had to be considered when agreeing any expenditure.

all5760) Reports

(a) Chairman's Report and Questions

Cllr Ingram explained that the council is continuing to build reserves due to low precepts being set in the previous years. Councillors noted that the parish has a much lower precept per household than neighbouring parishes. It is vital that reserves are built up so that the council has funds to address issues in the parish that may require significant spend.

Following the elections, the parish has two vacancies to fill, which can be co-opted.

(b) Clerk's Report including:

(i) To note the review and approval of the following governance/policy documents:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Complaints Policy
- Asset Register
- Publication Scheme
- Data Privacy Policy
- Risk Analysis Schedule
- Internet Bank Procedures
- Accessibility Statement

The governance/policy documents were approved.

(ii) New Website

Councillors agreed that the redevelopment of the website can go ahead. The clerk will contact a number of website providers to ascertain service and costs and a decision on which provider to use will be taken at the June meeting.

5761) Finance

(a) To note the following regular orders of payments

(i) Clerk's net salary for May 2025

(ii) HMRC – £136.40

(c) To approve the following orders for payment and any other arriving after this notice

(i) Hall Hire - £14.00 - approved

(ii) Defibrillator Pads - £150.36 - approved

(iii) SLCC Membership - £190.00 - approved

(iv) BMKALC Membership - £178.86 - approved

(v) P Matthews Agricultural - £108.00 - approved

(d) (i) To note the 2024/25 Internal Audit and to approve whatever actions as advised by the Clerk relating to governance matters.

Councillors noted the internal audit report, observations and summary and the actions arising from the report.

(ii) To approve the Annual Governance Statement and Accounting Statement

Councillors approved the annual governance statement and having done so, went on to approve the accounting statements which were signed off by the Chairman.

A copy of the certificate of exemption, having been sent to and a confirmed receipt received from the external auditor, will also be published on the website. A copy of the analysis of variances, bank reconciliation, annual governance statement, accounting statement and the annual internal audit report will also be published on the website.

- (iii) To also set the Notice Period of Public Rights and to publish all documents on the website
Councillors agreed to set the Notice of Public Rights from Tuesday, 3rd June 2025 to Monday, 14th July 2025

- (e) To review and approve the insurance for 2025/26 with a premium of £295.72

Approved

- (f) To note The Council's regular payments and review Direct Debits

- (i) Clerk's salary
- (ii) HMRC
- (iii) Dog bin collection
- (iv) Information Commissioner's Office – Data Protection Registration Fee (Direct Debit)
- (v) Water Bill Allotments (Direct Debit)

The regular payments and direct debits were noted.

5762) Planning

- (a) To note any responses to planning applications since the last meeting

See schedule

- (b) To deal with any planning applications, including those received after the date of this notice:

- i. PL/25/1034/FA - 3 Browns Rise Buckland Common Buckinghamshire HP23 6NJ – no comments
- ii. PL/25/0945/FA - 7 Chiltern Cottages Cholesbury Lane Buckland Common Bucks HP23 6NQ – no comments
- iii. PL/25/1425/FA – no comment

- (c) To receive decisions from Buckinghamshire Council

See schedule

- (d) To receive notice of appeals

See schedule

- (e) To receive an update on enforcement matters

Nothing to update at present

5763) To consider matters relating to Highways and Rights of Way

- (a) Review Highways and Rights of Way Schedule and to consider whether to continue to maintain the schedules

Nothing to add

- (b) Other highways matters

Issues with roads continue to be monitored. They have all been highlighted to the Local Area Technician and on a number of occasions, have been promised to be looked at. Some progress has been with the road being planed and resurfaced in The Vale, which will take 11 weeks over the summer months.

5764) To consider matters relating to the Green at Buckland Common, Springall Hill Allotments and other maintenance matters

Nothing further to discuss

5765) To set the dates for the next meetings

- 24th June 2025
- 2nd September 2025
- 14th October 2025
- 25th November 2025
- 6th January 2026
- 17th February 2026
- 31st March 2026
- 12th May 2026 (APM)
- 23rd June 2026

Application No	Address	Description of Proposal	Date Submitted	Parish Council Response	Status / Additional Comments
New					
PL/24/3691/FA	Land at Holmwood Cholesbury Lane Buckland Common Buckinghamshire HP23 6NQ	Creation of highways crossover and associated hardstanding for vehicles, to serve existing paddock	19 th Dec	Jan 2025 No comment	Conditional Permission