

WHADDON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting

Whaddon Village Hall on 12th May at 7.30pm 2025

Present: - D Townsend (DT), B Fairclough (BF), J Hart (JH), W Elbourn (WE),
N Strudwick (NS) and D Short (DS)
A Culver (Parish Clerk)
One member of the public

1. **Election of the Chair of the Parish Council** – WE was nominated by JH and this was seconded by DT. WE to be Chair of the Parish Council.
2. **Election of the Vice-Chair of the Parish Council** – DT was nominated by AB, seconded by JH to remain as Vice-Chair of the Parish Council.
3. **Apologies for Absence** - N Strudwick (NS)
4. **Receiving Declarations of Interest from Councillors on items on the agenda**
5. **Approval of Minutes** – to resolve that the minutes from the Parish Council Meeting of 14th April 2025 are a correct record. These were agreed and signed.
6. **Reports from Clerk and Councillors** – to receive updates about progress on resolutions and actions from previous Parish Council meetings.
The overgrown trees at the top of Bridge Street were discussed and a member of the public (tree officer for the Parish Council) confirmed that they belong to Highways. JH offered to discuss options for reducing their size with Highways.
7. **Public participation** – A replacement war memorial plaque on Ridgeway Close has been damaged and it was agreed that the Clerk should arrange a replacement.
8. **Reports from District and County Councillors** – none.
9. **Arrangements for Planning Committee** - nominations to the Planning Committee: JH, WE, AB and DS to be on the Planning Committee. Meetings were agreed to continue to be held outside the main Parish Council meeting.
10. **Review of Parish Council Standing Orders** – These were reviewed and agreed.
11. **Review of Financial Regulations** – These were approved and agreed.
12. **Review of Parish Council representation or work with external bodies and arrangements for reporting back:** (a) Whaddon Village Hall & Recreation Ground Trust. A discussion on the number of representatives that the Parish Council should have for the Trust and it was felt that one should be sufficient. It was agreed that Jonathan Birch should continue reporting back to the Parish Council, as this is a useful link. Clerk to let the Village Hall Trust to be aware that another position on their Trust would therefore be made available.
13. **Review and confirmation of insurance cover** – The Clerk informed the meeting that they are insured by Zurich and the renewal is on the payments list for the month. The Clerk to get a copy of the Village Hall insurance from the Trust.
14. **Review of Parish Council's and/or Clerks memberships of other bodies** – The Clerk stated that the Parish Council are members with the SLCC and CAPALC.
15. **Review of assets** – Clerk to send a copy of assets to the Parish Council.
16. **Review of Parish Council's Procedures:**
 - a. Complaints Procedure
 - b. Requests under Freedom of Information Act 2000

- c. Data Protection Policy
 - d. Dealing with the Press/Media
 - e. Code of Conduct. These were all approved with no changes.
 - f. Co-option policy – Clerk to draft a simpler policy to be reviewed at a later date.
 - g. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 – none.
- 17. Setting dates, times and place of ordinary meetings of the full Parish Council for 2025/26** – Meetings to remain on the second Monday of the month at 7.30pm except August and December.
- 18. Finance and Annual Return:**
- 18.1** Approval of payments to be signed today-
 - Staff wages and expenses - £21.32 for APM refreshments.
 - Herts & Cambs Ground Maintenance £594
 - Zurich insurance - £361.56
 - 18.2** To review and approve Section 1 'Annual Governance Statement 2024/25' of the Annual Governance and Accountability Return.
To review and approve Section 2 'Accounting Statements 2024/25' of the Annual Governance and Accountability Return – these were both signed and approved. The variance between the previous years expenditure and this years was due to the LHI funds.
- 19. Discussion to identify future projects for the Parish Council** –It was agreed that the Clerk should obtain quotes for new noticeboards, as two of them needed replacement.
- 20. Village plan update** – no formal updates.
- 21. Village upkeep and maintenance** – none.

The meeting ended at 9pm