



DRAFT Minutes of the Ordinary Meeting of the Parish held at the Memorial Hall on 11th September 2025 at 6.30pm

Present:

Councillors: Martin Pacetti, Sarah Smith, Ben Harris, Sue Weldon, Peter Woodliffe-Thomas, Nick Butler, Helen Hudson-Butler (Clerk)

Apologies for Absence

All councillors were present

Declarations of Interest

Cllr Woodliffe-Thomas declared an interest in the Monday Club.

Cllr Butler declared an interest in the Winwood Trust as he is a trustee.

Cllr Smith declared an interest in the Monday Club.

Public Participation

Members of the public – 0

Confirmation of Minutes of Previous Meeting

The minutes of the previous meeting held on 22nd July 2025 had been circulated prior to the meeting, were duly signed by the Chairman as a true and accurate record.

<i>RESOLVED c/2025/37 to approve the minutes of the meeting held on 22nd July 2025</i>

Chair's Report & Announcements

Meetings held with the Rural Crime Prevention and local PCSO teams:

- Plans are underway for an open evening to discuss crime prevention and equipment tagging (using water/DNA marking).
- Speed awareness group training has been delayed due to the retirement of the trainer, but efforts are being made to resume training and set up the group. One volunteer has already come forward.

Chairs Initials:

Date:

Clerks Report & Public Correspondence

Outstanding Actions from Previous Meetings (reference no. from Action Log)

No 1.2 Inspection Rotas & Playground Safety

The council discussed the frequency and structure of inspection rotas for playgrounds and other areas. It was agreed that playground inspections should be weekly, but other areas may not need such frequent checks. There was debate about whether casual observations are sufficient; consensus was that formal inspections are necessary as different people notice different issues.

ACTION - will remain ongoing PWT will restructure the rota so that each member has a manageable weekly workload. Actions found during inspections will be logged and tracked in one place.

No.11 Rubbish, Signage, and Street Safety Equipment

There is a significant amount of leftover street safety equipment and rubbish in the village, especially at crossroads. The council discussed whether to ask the council to collect the rubbish or organize a volunteer cleanup. Agreed general rubbish would continue to be dealt with locally..

ACTION to remain ongoing MP was assigned to speak to Cllr Gomm about addressing the signage and rubbish issues.

No.13 Village Shop Struggles

The shop continues to face challenges despite increased activity. The Lands Trust have offered to fund a young person to manage social media for the shop to help boost engagement. There was discussion about management issues and the importance of positive publicity. **ACTION to remain ongoing SW to provide updates**

No.21 Bucks Best Kept Village Competition

The council plans to participate in the competition to boost village engagement and societies and residents will be encouraged to get involved. **ACTION to remain ongoing - PWT to visit other winning villages. Updates will be provided monthly.**

No.32 Long-Term Strategy Document

Ben is preparing a four-year strategy document for council review. There was discussion about whether to go to public consultation now or after approval. The document is nearly complete and will be circulated for feedback, with the aim of approval by the end of September. **ACTION to remain ongoing, BH to circulate draft document asap**

Finance & Budget

Bank Reconciliation: Completed for 31st August 2025

Bank Reconciliation		Balance b/f from 2024/25	-67,190.49	Forecast Summary	
Bank balances	£			Bank Balance	65,645.96
Current Account	6,170.03	Receipts to date	-15,942.62	Precept and Income	18,604.58
Reserve Account	59,475.93	Total	-83,133.11	Less Budget not spent	27,085.70
Receipts not banked	0			Less Project Balances	57,502.00
Payments not drawn		Payments to date	17,487.15	Plus VAT re-claim	202.93
Total Bank balance	65,645.96	Reconciled balance	-65,645.96	Forecast surplus (deficit)	-134.23

Payments Made:

Payments To be Authorised - JULY				
Outgoing				
OLB827	01/07/2025	K Richardson	Purchase of new laptop for new Clerk	£359.00
OLB828	01/07/2025	EE	Parish Mobile Phone	£29.52
OLB829	01/07/2025	ICO	ICO	£47.00
OLB830	02/07/2025	K Richardson	Expenses - June	£58.10
OLB831	02/07/2025	K Richardson	Wages - June	£458.17
OLB832	02/07/2025	HMRC	Tax - June	£114.60
OLB833	08/07/2025	Yu Energy	Streetlighting supply	£47.21
OLB834	08/07/2025	Yu Energy	Streetlighting supply	£31.04
OLB835	08/07/2025	Yu Energy	Streetlighting supply	£32.17
OLB836	23/07/2025	BALC	Training	£50.00
OLB837	23/07/2025	BALC	Annual subscription	£239.14
OLB838	23/07/2025	Traffic Technology	SIDs	£774.00
OLB839	24/07/2025	QMH	Room hire	£74.00
OLB840	31/07/2025	M Rose	Internal audit for AGAR	£60.00
OLB841	31/07/2025	K Richardson	Wages - July	£514.22
OLB842	31/07/2025	HMRC	Tax - July	£128.40
OLB843	31/07/2025	K Richardson	Expenses - July	£58.10
OLB844	31/07/2025	R Lawry	Devolved hedge and verge cutting	£5,010.00
OLB845	31/07/2025	EE	Parish Mobile Phone	£29.52
Receipts				
R5	31/07/2025	Nat West	Reserve account interest	-£54.25
Payments To be Authorised - AUG				
Outgoing				
OLB046	05/08/2025	Quinton Village Society	Donation for flags	£100.00
OLB047	05/08/2025	Roger Simms	Football field gate	£210.00
OLB048	05/08/2025	Roger Simms	Football field posts	£384.00
OLB049	08/08/2025	Yu Energy	Streetlighting supply	£49.13
OLB050	08/08/2025	Yu Energy	Streetlighting supply	£31.96
OLB051	08/08/2025	Yu Energy	Streetlighting supply	£33.14
Receipts				
R6	29/08/2025	Nat West	Reserve account interest	-£49.58

- The council's bank balance is healthy, with a small projected deficit, but spending is under control.

Chairs Initials:

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- The council agreed to adopt the Scribe system for financial management, which will automate many processes and improve record-keeping. **ACTION HHB to implement**
- Approval was given for playground safety checks and the purchase of “Kill Your Speed” stickers for bins. **ACTION HHB to purchase 100 stickers @ £120**

Community Engagement, Website & Social Media

- Efforts are underway to improve the council’s website and social media presence.
- Analytics are being gathered, and more content is being posted to increase engagement. The website is functional but needs to be more accessible and up-to-date **ACTION No 4. Ongoing - HHB confirmed this will be focus for Jan 2026**

Planning & Development

Date	Respond By	Reference	Address	Status
29/07/2025	26/08/2025	25/01918/ALB	2 The Strand Quainton Buckinghamshire HP22 4AS	No objections
01/08/2025	29/08/2025	25/02146/APP	20 North End Road Quainton Buckinghamshire HP22 4BD	No objections
13/08/2025	03/09/2025	PL/25/2715/FA	Shepherds Close Barn	No objections
15/08/2025	04/09/2025	PL/25/2709/FA -	15 Cautley Close	No objections
18/08/2025	01/09/2025	25/02276/PIP	The Old White Lion 14 Church Street Quainton Buckinghamshire HP22 4AP	No objections
19/08/2025	14/09/2025	25/02422/ALB	Upper South Farm Diddershall Quainton Buckinghamshire HP22 4DG	No objections
29/08/2025	26/09/2025	25/02146/APP	20 North End Road Quainton Buckinghamshire HP22 4BD	No objections
29/08/2025	26/09/2025	25/02147/ALB	20 North End Road Quainton Buckinghamshire HP22 4BD	No objections
02/09/2025	30/09/2025	25/02411/APP	Land At Woodlands Farm	No objections

- 9 planning applications were reviewed; eight had no objections, and one (land at Woodlands Farm) required further discussion although no objections
- There was also discussion about a potential new house near the shop and other development sites.
- The council agreed to request a map of potential development sites from Brian for transparency. **ACTION NB to speak to BF and request current projected map**

Governance & Compliance

- Policy Reviews - Whatsapp use within QPC

<i>RESOLVED c/2025/38 to approve the new policy for the use of Whatsapp within QPC</i>

Items for Council Decision

- Formally thank the QMH for agreeing to provide TV screen in conference room
- Upper Street playground lease has been agreed
- Reduce SID speed alarms to 20mph at next data capture **ACTION HHB to organise & BH to communicate**
- Email from the Football Club reviewed safety issues raised **ACTION HHB to respond and list actions.**
- Formalise portfolio changes **ACTION HHB to update documentation**

Chairs Initials:

Date:

- Noticeboards to be repaired not replaced due to cost **ACTION HHB**
- TVP Community Fund - security cameras for Recreation ground & Church **ACTION NB to apply for funding. PWT to assist church in funding metal shed**

Buckinghamshire Unitary Council Update

Cllr Gomm sent apologies and will work with Clerk on upcoming dates and availability

Portfolio Reports

Finance, Planning & Development - Cllr Woodliffe-Thomas

- PWT stepping down from Planning - moving to NB
- QNP progressing

Governance, HS2 & Allotments - Cllr M Pacetti

- The council discussed ongoing changes and confusion regarding local infrastructure projects, particularly HS2 and Network Rail. There was concern about the lack of clear, consistent information and the need for the parish council to act as a reliable conduit for updates to residents. It was agreed that Helen would be included in email chains with Ashton to ensure accurate updates are shared on social media and other channels.
- A review of allotment plots was conducted (42 of 49 being occupied), with some plots being given up and plans to replot and manage the area more effectively. **ACTION MP to purchase stakes for replotting.**

Recreation, Environment & Public Spaces - Cllr Nick Butler

- Work on Upper Street playground starts tomorrow (12/9)
- Extra spend £1700 for matting around equipment

<i>RESOLVED c/2025/39 to approve additional spend of £1700 for matting</i>

- All other items logged on inspection reports

Public Services & Facilities - Cllr S Smith

No update

Vice Chair, Transport, Highways & Primary School Relations - Cllr S Weldon

- Chased transport contact on allocation of lollipop perso
- SLT supporting the local school with funding for Chromebooks and classroom decoration.
- School engaging with parents on traffic issues

Chairs Initials:

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Chair, Community Health & Wellbeing - Cllr B Harris

- 2 of 3 quotes received for construction of MUGA. To be approved in October's meeting then releasing 106 funds for additional build **ACTION No. 10 ongoing**

Thames Valley Police & Highways Matters

- TVP have agreed to be more visible, further temporary speed camera.
- Villagers have to make sure they log incidents

To Receive Reports from Outside Bodies

Nothing to discuss

To Consider Members Motions

Council Meeting	Motion	Councillor	Outcome
Sep-25	Update Quainton directory and Emergency Plan	Nick Butler	Carried
Sep-25	Installation of Security Cameras at Sports field	Nick Butler	Carried
Sep-25	Quainton Charity Review	Nick Butler	Carried
Sep-25	To Approve the Establishment of an Annual Parish Awards Ceremony	Ben Harris	To be revised
Sep-25	Pledge Civility & Respect Motion	Ben Harris	Carried
Sep-25	Employee/Source a Handy Person	Ben Harris	Carried
Sep-25	Erect Flag Pole	Ben Harris	Carried

To Record Items of Business for the Next Council Meeting

No items

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