

**Minutes of the Gawcott with Lenborough Annual Parish Council Meeting held on  
Thursday 15<sup>th</sup> May 2025 at 7.30pm**

**Present:** Cllr White (Chair), Cllr Bate, Cllr Tofield and Kelly Harris, Clerk & RFO  
**Buckinghamshire Cllrs:** Cllr Mahon

**1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office**

Cllr White offered to continue as chairman. There being no further nominations, Cllrs voted unanimously to elect Cllr White as Chair. Cllr White signed the Chairman's Declaration of Acceptance of Office.

**2. To elect a Vice-Chair**

There were no nominations for Vice-Chair.

**3. To receive apologies for absence**

Apologies were received from Cllr Ulph and Buckinghamshire Councillor, Cllr Fealey.

**4. Co-option of Parish Councillors – to consider and vote on candidates for the vacant Parish Councillor positions**

Ray Gibbs and Sylvia Burgess were both duly co-opted to the council following a unanimous vote. Declarations of Office were signed.

**5. To receive declarations of interest**

No declarations of interest were received.

**6. To approve the minutes of the Parish Council Meeting held on Thursday 17<sup>th</sup> April 2025**

The draft minutes were agreed unanimously and approved and signed as a true record of the meeting.

**7. Public Participation Session**

There were no members of the public present.

**8. To receive updates from Buckinghamshire Councillors**

Cllr Mahon is one of our new Ward Cllrs and is also a Parish Cllr in Steeple Claydon. He works very closely with Cllr Fealey on the North Bucks Planning Committee and between them they must attend 15 Parish Council meetings per month.

He explained that there is no overall control at Bucks Council following the election on 1<sup>st</sup> May. The Conservative Party has the biggest majority in the council, and they will be going solo and not joining up with any other party.

Cllr Mahon is on the board for Fairhive and he is passionate about housing. He will be looking after social housing for the whole of Bucks.

Cllr White asked how we get local people into local social housing. Cllr Mahon is doing all he can to try to rectify this issue and to get senior management at Bucks Council to understand this. He advised there are currently 8,500 people on the housing waiting list in Buckinghamshire.

Cllr Mahon advised that Bucks Council has purchased 8 children's homes. 6 are up and running, with 2 operational in September. Wraparound care comes with them so there is no additional pressure on the schools and doctors.

Cllr Mahon advised he works very closely with Helping Hands, and he helps with various food

banks in the areas.

## **9. Finance**

### **a. To agree the May payment run as circulated**

<b>Payee</b>	<b>Detail</b>	<b>Amount</b>
Mrs Deborah O'Brien	Internal audit for 24/25	£190.00
Clerk	Clerk salary for April and any related expenses	£544.00
KJ Parker (The Lawn Ranger)	Grass cutting for April	£280.00
Karen Richards	Pavilion cleaning for April	£180.00
Replay Maintenance	Renovation works to synthetic turf	£1,074.00
ROSPA Play Safety	Play park inspection	£139.20
	<b>Total</b>	<b>£2,407.20</b>

Cllrs unanimously agreed to the May payment run.

### **b. To note the balance of accounts as at 30<sup>th</sup> April:**

- Business account x2092 - £5,296.58
- Playing field account x2967- £2,124
- Deposit account x5984 - £40,929.13

Cllrs noted the account balances to 30<sup>th</sup> April 2025.

### **c. To review the April bank statements**

Cllr Gibbs checked the bank statements against the payments and receipts reports which were agreed and signed.

### **d. To review and agree the payments, receipts and summary report including budget/actuals as at 30<sup>th</sup> April**

The finance reports were noted and agreed.

## **10. Audit**

### **a. To note the Internal Audit has been completed and to review and consider the recommendations in the Internal Audit report**

Cllrs noted the internal audit report and recommendations from this report.

### **b. To agree and sign the Annual Governance and Accounting Statement for the year ending 31<sup>st</sup> March 2025 (sections 1 and 2 of the AGAR)**

Cllrs unanimously agreed the statements, and these were both signed by the Chairman.

### **c. To agree the dates Tuesday 3<sup>rd</sup> June – Monday 14<sup>th</sup> July 2025 for Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return**

Cllrs unanimously agreed to these dates.

## **11. Planning: To discuss planning applications.**

### **a. Ongoing planning matters**

To receive the written report about ongoing planning matters in the Parish

Cllrs noted the report.

**b. Any other planning matters of relevance to Gawcott**

There was nothing to report.

**12. To report on any Highways, Footpaths & Footways and Lighting matters**

Cllr Burgess mentioned that the hedging at houses in Guildford Close with frontages at Main Street are overgrown, making Main Street difficult to pass. The Clerk will prepare a letter to send to residents which Cllr White will distribute. **Action: Clerk/Cllr White**

The Lenborough sign is covered by weeds and Cllr Gibbs and his wife will cut the weeds back. **Action: Cllr Gibbs**

Horse signage has been approved by Bucks Highways and is now in place along Lenborough Road.

**13. To report on any Maintenance and Environment issues**

Cllr Bate has carried out an inspection of Hodding wood and there were no issues to report.

Drainage works in Main Street have been completed and a good job has been done. It is hoped the work improves the drainage issues and prevents flooding in the village.

**14. To provide updates for the Pavillion, Playing Fields and Play Area**

- Cllr White to provide Cllrs with an insight into the booking and user issues he is experiencing with the AWP

Cllr White explained there have been issues with people climbing over the AWP railings over the last few weeks. Cllr White did speak to a group, but others are still using the AWP without permission. He believes the only way to stop this is to add another half meter to the railings and Cllr White will obtain quotes for the work. **Action: Cllr White**

Scribe offers a system to manage bookings for the AWP and the Clerk and Cllr White have received a demonstration on this system. Cllr White believes this will be useful to look at once we have remote access to the AWP sorted. Cllr White is to speak to the fencing company we use for the AWP about remote access. **Action: Cllr White**

Maintenance to the AWP that was agreed at the last meeting has been completed.

The RoSPA play park inspection has taken place, and the report received shows no major issues.

**15. To report on any other Parish Council business**

**a. To consider the request from The Buckingham & Gawcott Charitable Trust for the nomination of two Councillors as Trustees**

Cllr Gibbs will become a Trustee and will also become a Trustee of the Buckingham Almshouse & Welfare Charity.

**b. To consider the quote received from D&A Sheds to supply and build an 8x6 shed and install shed base**

It was agreed that this project will be put on hold until we know whether the drainage works has solved the flooding issue. Cllr Ulph is speaking to a resident who has offered to store the generator and pump, and it needs to be established whether 24/7 access to the equipment will be possible.

**c. To approve the insurance renewal with Zurich (£2,260.21)**

The insurance renewal was approved unanimously by Cllrs.

- d. To note that a liability claim has been received by Zurich following an incident at the playing fields.**

Cllr White advised that Bucks Council is currently investigating ownership of the drain.

- e. To approve the updated Standing Orders following changes to sections 14 and 18a, 18c, 18d and 18e**

Cllrs unanimously approved the changes and readopted the Standing Orders.

- f. To approve the updated Financial Regulations following changes to sections 5.4, 5.7 and 5.11**

Cllrs unanimously approved the changes and readopted the Financial Regulations.

- g. To adopt the Financial and Management Risk Assessment for 2025/26**

Cllrs unanimously approved the Financial and Management Risk Assessment.

**16. To receive reports from the village hall, solar farm and community group**

The AGM of the village hall trustees will take place on 21<sup>st</sup> May.

The Solar Farm has been asked if they would increase the grant for the roof insulation following repairs to the roof and the trustees await a response.

There was no report on the Solar Farm.

**17. To provide updates on meetings, events and training**

Nothing to report.

**18. Future meetings**

12<sup>th</sup> June, 10<sup>th</sup> July, 11<sup>th</sup> September, 9<sup>th</sup> October, 13<sup>th</sup> November and 11<sup>th</sup> December (no meeting in August).

The Chairman thanked everyone for their contribution, and declared the meeting closed at 21.06.

Chair: ..... Date: .....

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