

BUCKLAND PARISH COUNCIL

Clerk: Mrs Jane Lewis, Buckland Parish Council, Village Hall, New Road, Buckland, HP22 5JB Tel. 01296 630962 email: clerk@buckland-pc.gov.uk www.bucklandpc.gov.uk

Members of the Council are summoned to attend the

Annual Meeting of Buckland Parish Council

On Monday 12th May 2025

at Buckland Village Hall @ 6.30pm

Issue date: 6th May 2025

Please have mobile phones on silent during the meeting

Agenda

25.70 Election of Chairman for 2025-2026

25.71 Election of Vice Chairman

25.72 Acceptance of Office for Councillors

25.73 Co-Option of Cllr Rachel Critchell

25.74 Apologies

25.75 Declarations of interest

25.76 Open Forum

For Members of the public to ask questions and raise any issues. Items not included on the agenda which require decisions will need to be included on the agenda for the next meeting.

25.77 Minutes

To agree and sign the minutes of the meeting of the Parish Council meeting held on Monday 14th April 2025.

25.78 Allocation of responsibility for:-

- a. Assistant Clerk
- b. Burial ground
- c. Environmental services
- d. Footpaths, bridleways, rights of way
- e. Lower Buckland and Community Orchard/nature reserve
- f. Planning
- g. Primrose Copse, Grasskeep, Allotments
- h. Remembrance Sunday
- i. Roads, ditches and drains

25.79 Appointment to External Bodies:

- a. Arla Liaison Group
- b. BOST
- c. East Bucks community Board – Formerly Wendover Community Board

25.80 Review of Banking Arrangements:

- a. Direct Debits and Standing Order
- b. Bank signatories

25.81 Annual Governance and Accounts Return 2024-2025:

- a. End of year bank reconciliation to 31st March 2025
- b. Internal audit report
- c. Review and sign Governance Statements in Annual Update on accounts 2024-2025
- d. Review and sign Accounting Statement
- e. Dates for public inspection of accounts (6 weeks)

25.82 Review of Policies:

- a. Standing Orders
- b. Code of Conduct
- c. Communications Policy
- d. Data Protection and Privacy Policy
- e. Data Protection Policy
- f. Environmental Policy
- g. Equality and Diversity Policy
- h. Financial Regulations
- i. Health and Safety Policy
- j. Information Security Policy
- k. Privacy Policy
- l. Risk Assessment
- m. Social Media Policy

25.83 Finance

- a. To approve payments and agree bank balances
- b. Appointment of external accountant
- c. Appointment of Internal Auditor
- d. Review of Clerks Salary

25.84 Clerk's Report

For the Clerk to report on any items not covered within the agenda

25.85 Planning Applications/Matters

- Aston Clinton Residents Meeting Report (CP)
- 25/01084/AAD - Village Hall New Road Buckland Display of non illuminated external sign on free standing aluminium post

25.86 Consultations

25.87 Roads and Transportation

Updates on:

- Tring Hill/ Buckland Wharf
- Buckland Road
- Monks Court Access

25.88 Maintenance of Land Holdings

To receive reports and agree any actions relating to the Parish Council's Land Holdings:

- a. **Burial Ground and Churchyard maintenance**
- b. **Lower Buckland**
- c. **Grass keep Copse and Allotments** grazing licence review

25.89 Footpaths and Environment

To receive reports and agree any actions

- Flytipping Lower Buckland
- Footpaths

25.90 Website, Social Media and Communications

- Broadband

25.91 Arla/Olleco

- a. To receive reports and agree any actions required

25.92 Matters of Report

For Councillors to report any additional issues not included on the agenda. Any decisions will need to be included on the next agenda.

25.93 Correspondence and circulars

Circulars will be available at the meeting but will not be discussed unless required.

25.94 Date of next Parish Council Meeting on 9th June at 6.30pm in Parish Office, Buckland Village Hall.

25.95 Confidential Item *To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting due to the confidential nature of the business to be conducted.*