



**Minutes of the Annual Meeting of the Parish Council held at 7.30pm  
in the Village Hall, Dinton on Tuesday 9<sup>th</sup> May 2023**

**Present:** Cllrs O'Driscoll (Chairman), Usherwood, Heath, Cottman, Lamkin, White  
K Gray (Clerk to the Council)

2 Residents

**1. Election of Chairman of the Council**

To elect a Chairman for the term of one year

The Chairman to sign the Declaration of Acceptance of Office

Proposed by Cllr Usherwood and Seconded by Cllr Heath that Cllr Dick O'Driscoll be elected Chairman of the Parish Council.

RESOLVED: Unanimously, That Cllr Dick O'Driscoll be elected as Chairman of the Parish Council for a term of one year and sign the Declaration of Acceptance of Office of Chairman, which he did.

**2. Apologies for Absence**

To receive and accept apologies for absence notified to the Chairman or Clerk

RESOLVED: To receive and accept apologies for absence from Cllr Vane (prior commitment).

**3. Declarations of Interest**

To receive any pecuniary or non-pecuniary declarations of interest

To receive written requests for dispensations for disclosable pecuniary interests (if any)

To grant any requests for dispensation as appropriate

**4. Minutes of the previous meeting held on Tuesday 11<sup>th</sup> April 2023**

RESOLVED: To accept and sign the minutes of 11/4/23 as a true record.

**5. Election of Vice-Chairman of the Council**

To elect a Vice-Chairman for the term of one year.

Proposed by Cllr O'Driscoll and Seconded by Cllr Heath that Cllr Nick Cottman be elected as Vice-Chairman of the Council.

RESOLVED: Unanimously, That Cllr Nick Cottman be Vice-Chairman of the Parish Council for a term of one year.

**6. Clerk's Report**

To receive a report from the Clerk on matters dealt with and taking forward for the parish council.

Nothing to report.

***RESOLVED: The Chairman to adjourn the meeting in order to receive questions from the public and receive any reports/questions from cllrs on matters relating to council business.***

**7. Questions from the public & any reports from Councillors or questions not on the agenda.**

- Resident thanked Cllr Usherwood for his time on the Parish Council as Vice-Chairman. She also asked if the council was purchasing coronation mugs to hand out to parishioners. The council would not be doing this as there was no general support for this proposal.
- Cllr Cottman gave an update on the Village Hall lottery scheme, which has 75 people signed up. A village hall event is being planned to raise more money for the hall.
- Cllr Heath updated the council on the registration of the village hall on google maps. He also reported that the recent works on Westlington Green are protecting the grass.
- Cllr White reported that the Ford picnic, for the coronation event, was successful and that the Dinton village stocks are now back in place after being refurbished. Sadly, the pot holes appearing in Ford are getting worse and Buckinghamshire Council need to be responsible for the repairs urgently. He suggested that the parish council formally write to Buckinghamshire Council Cabinet Member, Steve Broadbent to raise a complaint.
- Cllr Lamkin reported a visit from a planning officer and had explained to him the process for planning involving the Historic Officers section of the planning department.
- Cllr Usherwood expressed his views on the proposals for the cycleway project being discussed in Haddenham Parish Council and the possible impact this could have on Dinton with Ford & Upton communities. We would expect to be consulted before any plans are agreed.

**RESOLVED: The Chairman to re-convene the meeting under Standing Orders**

**8. Finances and Orders for Payment**

To agree and authorise orders for payments and retrospective orders for payment presented by the RFO and/or Clerk

• BMKALC	Subscription	£141.59	101176
• BHIB	Council Insurance	£1,955.50	101177

RESOLVED: To receive, and agree, the monthly finance report from the RFO.

**9. Annual Internal & External Audits**

Council to agree to the Internal Auditor appointment.

RESOLVED: That Mrs D Cole be appointed as the Internal Auditor for 2023/2024 Annual Audit.

**10. Internal Audit Report**

Council to receive and agree the Internal Auditor's Report in line with procedures for the Annual Governance & Accountability Return (AGAR) 2023/2024.

RESOLVED: Unanimously, to receive, review, agree and sign the Internal Auditor's report in line with the AGAR.

**11. Annual Governance & Accountability Return 2023/2024 (AGAR)**

Council to receive, approve and sign the AGAR and issue to the External Auditor.

RESOLVED: To receive, review, agree and sign the AGAR. The Chairman and Clerk were instructed to sign the AGAR and issue to the External Auditor.

## 12. Outside Bodies, Organisations & Councillor Leads/Representatives

To agree the Parish Councillor Representatives to outside bodies/organisations

- |   |   |
|---|---|
| • Haddenham Community Board             | Cllrs O’Driscoll & Usherwood            |
| • Cuddington & Dinton CofE School       | Cllr Vane                               |
| • Village Hall Management Committee     | Cllrs O’Driscoll, Cottman, Vane & Heath |
| • Parish Public Footpaths / Bridleways  | Cllr Heath                              |
| • Parish Field & Spinney                | Cllr O’Driscoll                         |
| • Devolved Services Agreement work      | Remove from list                        |
| • Ford Village Society                  | Cllr White                              |
| • Community Events Team Liaison         | Cllr Cottman                            |
| • St Peter’s & St Paul’s Church Liaison | Cllr Heath                              |

## 13. Standing Orders & Financial Regulations

The Council to review and approve its current Standing Orders & Financial Regulations

RESOLVED: To receive and approve the current Standing Orders & Financial Regulations with no changes needed.

## 14. General Powers of Competence

To resolve to take the powers of the General Powers of Competence and to agree that the Parish Council meets the criteria for eligibility relating to its Electoral Mandate and Qualified Clerk.

RESOLVED: To take on the General Powers of Competence as we are entitled to do as we meet the criteria to do so.

## 15. Code of Conduct

Councillors to agree to abide by the Code of Conduct as advised by Government/NALC/SLCC and administered by the Monitoring Officer of Buckinghamshire Council.

RESOLVED: To remain with the current Code of Conduct monitored by the MO of Buckinghamshire Council.

## 16. Policies and Risk Assessments

Council to review its current Policies and Risk Assessments.

RESOLVED: Policies & Risk Assessments reviewed.

- |                                    |  |
|------------------------------------|--|
| GDPR – Data Privacy Notice         | GDPR – Information Governance Policy             |
| GDPR – Data Protection Policy      | GDPR – Security Policy                           |
| GDPR – Grants Privacy Notice       | GDPR – Record of Personal Data Processing        |
| Records Management Policy          | Records Retention Scheme                         |
| Remote Working BYOD Policy         | Health & Safety Operation Procedures             |
| Health & Safety Policy Manual      | Equality & Diversity Policy                      |
| MVAS Risk Assessment               | MVAS H&S Operations Policy/Manual                |
| Policy – Fuel/Petrol/Diesel        | Policy – H&S at Work Statement                   |
| Complaints Policy                  | Disability Policy                                |
| Gifts & Hospitality Policy         | Anti-Bribery Policy                              |
| Risk Assessment General            | Confidential Reporting (Whistleblowing Policy)   |
| Risk Assessment Litter Picking     | Risk Assessment Liability for Hazardous Trees    |
| Risk Assessment Remembrance Sunday | Risk Assessment Mowing & Strimming               |
| Risk Assessment Trees Maintenance  | Risk Assessment Parish Field/Spinney/Playgrounds |

## 17. Devolved Services

To receive any reports, if available, and agree any specific actions in relation to devolved services.

RESOLVED: To remove this from the agenda.

## **18. Roads & General Maintenance**

To receive any feedback (if required) on matters relating to road maintenance concerns raised with the County Council and other stakeholders.

Potholes continue to be a problem across the parish and it was agreed to consider Cllr White's proposal to write to the Buckinghamshire Council and formally complain about the condition of the roads. Councillors to consider wording for a formal letter, should they wish to proceed.

## **19. Notice Board – Upton**

To receive and consider quotes for a new notice board in Upton. Cllr Lamkin to lead the discussion.

RESOLVED: Cllr Lamkin to provide further information so councillors can choose the design and agree overall cost.

## **20. Buckinghamshire Best Kept Village Competition 2023**

To consider entering the competition. Information provided to all councillors.

RESOLVED: Not to enter the competition.

## **21. Tree Warden Report –**

Council to consider the tree warden report which was copied to all councillors in April.

Report sent to all councillors.

RESOLVED: To consider the removal of all ivy from the trees, need to arrange an annual work programme and possibly ask a suitable company to carry out the work. To agree a general tidy up of the Spinney and to identify specific trees in the parish that may need work.

## **22. Planning Enforcement**

To consider the issues and concerns around the enforcement needed from the Planning Department for specific planning applications

- **Bigstrup Farm, Dinton**  
Conversion and restoration of redundant barns to create an Outreach Education Centre and Wedding Venue and alterations to Wychert and Byre Barn to provide self-catering accommodation.

No further updates on the above.

## **23. Planning Applications**

To receive, comment and to either object, support or oppose the following planning applications:

To accept and consider late applications presented by the Clerk.

To note any applications (decisions made and to be made) delegated to Councillors.

- **23/01399/VRC            The Cottage, Boot Lane, Dinton**  
Variation of condition 2 (Approved Plans) attached to planning permission 22/02957/APP (Householder application for demolition of conservatory and lean-to-greenhouse, erection of rear extension with former extension, linked infill dormer, front porch, fenestration changes and extension of existing paved patio areas) to allow for fenestration changes and changes to roof tiles.  
RESOLVED: No Objection

There being no further business of the Council, the Chairman closed the meeting at 8.30pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_