

Drayton Parslow Parish Council

PO Box 6444
Leighton Buzzard
LU7 6FX

Tel: 07516 344248

Email: draytonparslowclerk@gmail.com

Website: www.draytonparslowparishcouncil.org.uk

Dated: 28th April 2025

MINUTES OF THE PARISH COUNCIL MEETING – 31st March 2025

Name	Position	Present	Absent	Tally
James Bruce	Chairman	✓		10/10
Dave Wheeler	Vice Chairman	✓		9/10
Steven Colborne-Baber	Councillor		✓	9/10
David Perry	Councillor	✓		9/10
Richard Wemyss	Councillor	✓		9/10
Carol Wemyss	Councillor	✓		8/9
Grahame Williams	Councillor	✓		3/4
Jilly Jordan	Unitary Councillor		✓	N/A
Chloe Collins	Clerk	✓		N/A
Huw Perry	RFO	✓		N/A
Members of Public		0		

Papers circulated in advance of the meeting:

- April Agenda
- Draft March 2025 Minutes
- April 2025 Meeting Bundle

Meeting Opened: 19:30

Meeting Closed: 20:20

The Chairman opened the meeting.

044/25 Apologies for Absence

RESOLVED:

To note apologies received from Cllr Steven Colborne-Baber and Unitary Cllr Jilly Jordan.

045/25 Declarations of Interest

RESOLVED:

To note declarations of interest received from Cllr Richard Wemyss and Cllr Carol Wemyss regarding the Allotments and Greenacre Hall. Additionally, Cllr Richard Wemyss declared an interest in matters relating to the Church.

046/25 Dispensations for Disclosable Pecuniary Interests

RESOLVED:

To note that no requests for dispensations were received.

047/25 Public Participation

RESOLVED:

To adjourn the formal business of the meeting for up to 15 minutes to allow members of the public to make representations on agenda items and to register public comments received via email.

No members of the public were present.

048/25 Reports from Unitary Councillors

RESOLVED:

To receive and note the report from Buckinghamshire Council Cllr Jilly Jordan, submitted via email in her absence.

049/25 Minutes

RESOLVED:

To approve the draft minutes of the full Parish Council meeting held on 31st March 2025 as a true and accurate record, to be signed by the Chair. A copy of the draft minutes is available on the website:

<https://draytonparslowparishcouncil.org.uk/meetings/>

050/25 Planning and Licensing Matters

RESOLVED:

- 50.1.1 To note that no planning applications have been considered for comment since the last meeting, with authority delegated to the Clerk in consultation with Members to meet statutory deadlines.
- 50.1.2 To note that the Council will not be submitting responses to applications before the next scheduled meeting.
- 50.1.3 To note planning decisions issued by Buckinghamshire Council [attached].

051/25 Allotments

RESOLVED:

- 51.1 To note the response received from an allotment holder and agree to hire a skip for waste disposal. The Council will review this annually if it supports allotment holders and enhances site maintenance.

Action for RFO: Review insurance coverage relating to allotment liabilities to ensure appropriate protection. Include waste disposal and ongoing maintenance in the review.

- Note application – approve the greenhouse and request that the plot holder meet with Cllr R. Wemyss to discuss the agreed use of the trellis.

052/25 Financial Matters – Payments Schedule

RESOLVED:

To approve the schedule of payments and receipts as tabled or presented at the meeting requiring authorisation in accordance with the Council's Financial Regulations, and to note payments previously authorised under delegation to the RFO.

053/25 Action Log

RESOLVED:

53.1 To receive the Action Log and note progress updates.

54.2 Quarter 4 Reports

RESOLVED:

54.2.1 To receive and approve the bank reconciliation statements for the Deposit and Current

Accounts for January, February, and March 2025.

54.2.2 To receive the Quarter 4 budget monitoring report for the period ending March 2025.

54.2.3 To receive and review the updated Council Reserves statement as of March 2025.

54.2.4 To receive and review the year-end accounts.

55.3 VAT

RESOLVED:

15.3.1 To note that the VAT refund for 2024/25 has been requested in the amount of £[amount to be inserted].

56.4 Asset Register

RESOLVED:

To receive and adopt the updated Asset Register for 2024/25 as prepared by the RFO.

56.5 Internal Audit

RESOLVED:

56.5.1 To note that the Internal Audit is scheduled to take place on [insert date], in accordance with the Accounts and Audit Regulations 2003 and 2006, the Local Audit and Accountability Act 2014, the Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494, and as directed by *Governance and Accountability for Local Councils in England & Wales: A Practitioners' Guide*.

058/25 Reports from Representatives on Outside Bodies / Working Parties

RESOLVED:

- 58.1 To note receipt of reports from Wardens.

059/25 Clerk Correspondence

RESOLVED:

To note correspondence and communications detailed in the Clerk's report.

To note receipt of the Devolved Services Agreement, reviewed and signed by Members.

060/25 Any Items for Discussion at a Future Meeting

RESOLVED:

To note the following matters for inclusion on the agenda of the next meeting.

061/25 Date of Next Parish Council Meeting

RESOLVED:

To note that the next Parish Council meeting will be held on **19th May 2025** at the **Carrington Room, Greenacre Hall**.

DRAYTON PARSLOW PARISH COUNCIL

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Report to Members of the Parish Council

TO:	Members of the Parish Council
MEETING DATE:	April 2025
SUBJECT:	Planning
REPORT AUTHOR:	Chloe Collins

Agenda item No: 7

7.1 To note the list of planning applications considered for comment since the last meeting and delegated to the Clerk in consultation with Members and due to meeting the statutory consultation deadline.

7.2 To consider and comment on planning applications within the Drayton Parslow parish on the Buckinghamshire Council planning portal. Any applications received by the Clerk after publishing the agenda will be tabled at the meeting).

7.3 To receive notification of planning decisions from Buckinghamshire Council [attached].

7.1 – None

7.2 - None

7.3 - None

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Report to Members of the Parish Council

TO:	Members of the Parish Council
MEETING DATE:	April 2025
SUBJECT:	Allotments
REPORT AUTHOR:	Chloe Collins

Agenda item No: 8. Allotments
8.1 To consider Allotment requests

8.1 To consider Allotment requests

None

To note informal email has been sent to all plot holders regarding waste management



Matthew Barber
Police & Crime Commissioner
for Thames Valley

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To Town Councils; Parish Councils & Parish Meetings

10 April 2025

Dear Colleague,

I am writing to update you on some of the working going on across Thames Valley to cut crime and catch more criminals.

The headline figures are positive. Overall crimes is down across Thames Valley by nearly 2%. This means that there were more than 2,000 less crimes in the 12-months to February compared with the previous year (and more than 3,000 less crimes compared to the year before that). Some of the biggest reductions have been in residential burglary, knife crime and vehicle crime.

There is of course more work still to do. Although cutting crime remains the priority – ensuring less people become victims in the first place, it is of course vital that criminals are brought to justice. This is a commitment shared by the Chief Constable and I am encouraged that the number of “positive outcomes” (solved crimes in plain English) has increased by 14% in the last year.

These improvements can only continue if the public have confidence to report crime and other incidents to the police. We know that one of the barriers in the past has been the delays in answering 101 calls. I am pleased to report that the average time to answer calls from January to March this year has been well under three minutes. This is an area I will continue to focus on, and we are bringing in further improvements to both the online and telephone contact to make it easier to report issues to the police.

Our neighbourhood policing teams are vital to tackling crime locally as well as engaging with your community. Working with the Chief Constable over recent years we have doubled the number of neighbourhood officers across the Force and I have now been successful in bidding to the Government for funding to recruit an additional 68 neighbourhood police officers.

Although resources need to be focussed on cutting crime and catching criminals, reporting back to communities is important. The connection between local councils and local neighbourhood teams is an important part of that, both in terms of representing community concerns to the police and in sharing the activity of what the police are doing to make our communities safer. To that end I would be grateful if you could contribute to a short survey to understand how Thames Valley Police could improve their links with your council: <https://www.thamesvalley-pcc.gov.uk/local-council-survey/>.

As always please do feel free to contact me or my office if we can support your local council in our collective efforts to keep the public safe and I would be delighted to come and meet with you locally.

Yours sincerely,

Matthew Barber
Police & Crime Commissioner

DRAYTON PARSLow PARISH COUNCIL BANK RECONCILIATION													
	31/03/2024	30/04/2024	31/05/2024	30/06/2024	31/07/2024	31/08/2024	30/09/2024	31/10/2024	30/11/2024	31/12/2024	31/01/2025	28/02/2025	31/03/2025
Lloyds Current A/c 30-91-39 0441	19,888.82	17,650.55	15,903.26	2,283.08	1,668.18	385.39	1,459.42	2,033.54	1,451.67	2,014.89	962.65	17,769.80	
Lloyds Deposit A/c 30-91-39 0557	87,918.74	88,009.55	88,103.59	88,204.00	88,295.10	88,382.43	88,457.49	88,530.19	88,610.23	88,678.21	88,753.53	58,828.05	
Unity Current A/c 60-83-01 8415	82.36	13,216.19	13,216.19	11,738.68	6,775.91	6,710.43	17,491.75	14,119.19	14,047.71	7,490.10	6,365.87	1,451.78	
Unity Savings A/c 60-83-01 8428	1,058.40	1,058.40	3,719.31	3,733.18	3,733.18	3,733.18	3,759.06	3,759.06	3,759.06	3,784.24	3,784.24	3,784.24	
Total	108,948.32	119,934.69	120,942.35	105,958.94	100,472.37	99,211.43	111,167.72	108,441.98	107,868.67	101,967.44	99,866.29	81,833.87	0.00
Change in Bank Balance (A)		10,986.37	1,007.66	-14,983.41	-5,486.57	-1,260.94	11,956.29	-2,725.74	-573.31	-5,901.23	-2,101.15	-18,032.42	-81,833.87
Receipts		19,592.30	2,754.95	114.28	91.10	87.33	18,114.14	130.06	84.75	93.16	97.47	74.52	
Payments		7,337.69	15,304.44	2,945.15	3,931.88	2,639.54	4,775.98	2,855.80	2,785.67	4,021.78	2,198.62	18,116.94	
Difference(B)		12,254.61	-12,549.49	-2,830.87	-3,840.78	-2,552.21	13,338.16	-2,725.74	-2,700.92	-3,928.62	-2,101.15	-18,042.42	0.00
Difference (A-B)		-1,268.24	13,557.15	-12,152.54	-1,645.79	1,291.27	-1,381.87	0.00	2,127.61	-1,972.61	0.00	10.00	-81,833.87
Cheques now paid		Cheque 1197 £477.60 1198 £1000.00 Cheque 1201 £147.42	Cheque 1203 £86.80 Cheque 1204 £269.98	U070 £115.00 U071 £263.10 U072 £176.50 U073 £216.00 U074 £379.90 U075 £96.11 U076 £147.42 Cheque 1205 £12,429.30 Cheque 1206 £90.60	Cheque 1209 £90.40 U078 £465.00 U079 £55.00 U080 £72.00 U081 £343.20 U082 £92.03 U083 £380.10 U084 £137.30 U085 £126.36	Cheque 1210 £90.60	U096 £22.98 U097 £228.80 U098 £395.00 U099 £380.10 U100 £96.11 U101 £168.48 U102 £90.40	Cheque 1211 £25.00	U121 £11.95 U122 £40.00 U123 £479.10 U124 £101.41 U125 £410.75 U126 £115.40 U127 £252.00 U128 £280.00 U129 £282.00				
TOTAL		£1,625.02	£356.78	£13,913.93	£1,761.39	£90.60	£1,381.87		£25.00	£1,972.61			
Cheques not yet presented		Cheque 1197 £477.60 1198 £1000.00 Cheque 1201 £147.42	Cheque 1203 £86.80 Cheque 1204 £269.98	U070 £115.00 U071 £263.10 U072 £176.50 U073 £216.00 U074 £379.90 U075 £96.11 U076 £147.42 Cheque 1205 £12,429.30 Cheque 1206 £90.60	Cheque 1209 £90.40 U078 £465.00 U079 £55.00 U080 £72.00 U081 £343.20 U082 £92.03 U083 £380.10 U084 £137.30 U085 £126.36	Cheque 1210 £90.60 Cheque 1211 £25.00	U096 £22.98 U097 £228.80 U098 £395.00 U099 £380.10 U100 £96.11 U101 £168.48 U102 £90.40	U120 £180.00 U121 £11.95 U122 £40.00 U123 £479.10 U124 £101.41 U125 £410.75 U126 £115.40 U127 £252.00 U128 £280.00 U129 £282.00				U144 £10.00	
TOTAL		£1,625.02	£356.78	£13,913.93	£1,761.39	£115.60	£1,381.87		£2,152.61			£10.00	
NET TOTAL AGREES TO													
DIFFERENCE (A-B above)		-£1,268.24	£13,557.15	-£12,152.54	-£1,645.79	£1,291.27	-£1,381.87	£0.00	£2,127.61	-£1,972.61	£0.00	£10.00	£0.00

DRAYTON PARSLOW POOR CHARITY BANK RECONCILIATION													
	31/03/2024	30/04/2024	31/05/2024	30/06/2024	31/07/2024	31/08/2024	30/09/2024	31/10/2024	30/11/2024	31/12/2024	31/01/2025	28/02/2025	31/03/2025
Lloyds Current a/c 30-91-39 0778	£2,568.67	£3,398.67	£3,386.53	£3,186.53	£3,086.53	£3,086.53	£3,086.53	£3,086.53	£3,086.53	£1,586.53	£1,586.53	£1,086.53	£1,086.53
Lloyds Savings a/c 30-91-39 0883	£6,800.25	£6,807.27	£6,814.54	£6,822.31	£6,829.36	£6,836.11	£6,841.92	£6,847.54	£6,853.73	£6,858.99	£6,864.82	£6,870.84	£6,870.84
Total	£9,368.92	£10,205.94	£10,201.07	£10,008.84	£9,915.89	£9,922.64	£9,928.45	£9,934.07	£9,940.26	£8,445.52	£8,451.35	£7,957.37	£0.00
Change in Bank Balance (A)		£837.02	-£4.87	-£192.23	-£92.95	£6.75	£5.81	£5.62	£6.19	-£1,494.74	£5.83	-£493.98	-£7,957.37
Receipts		£1,337.02	£7.27	£7.77	£7.05	£6.75	£5.81	£5.62	£6.19	£5.26	£5.83	£6.02	
Payments		£12.14	£200.00	£100.00	£0.00	£0.00	£0.00	£0.00	£1,500.00	£0.00	£0.00	£800.00	
Difference(B)		£1,324.88	-£192.73	-£92.23	£7.05	£6.75	£5.81	£5.62	-£1,493.81	£5.26	£5.83	-£793.98	£0.00
Difference (A-B)	£0.00	-£487.86	£187.86	-£100.00	-£100.00	£0.00	£0.00	£0.00	£1,500.00	-£1,500.00	£0.00	£300.00	-£7,957.37
Cheques now paid		Cheque 168 £200.00 Cheque 169 £100.00 Cheque 170 £100.00 Cheque 171 £100.00	Cheque 172 £12.14	Cheque 173 £100.00 Cheque 174 £100.00	Cheque 175 £100.00					Cheque 176 £1500.00			
TOTAL		£500.00	£12.14	£200.00	£100.00					£1,500.00			
Cheques not yet presented		Cheque 168 £200.00 Cheque 169 £100.00 Cheque 170 £100.00 Cheque 171 £100.00	Cheque 172 £12.14	Cheque 173 £100.00 Cheque 174 £100.00	Cheque 175 £100.00				Cheque 176 £1500.00			Cheque 177 £100.00 Cheque 183 £100.00 Cheque 185 £100.00	
TOTAL	£500.00	£12.14	£200.00	£100.00					£1,500.00			£300.00	
NET TOTAL AGREES TO DIFFERENCE (A-B above)	£0.00	-£487.86	£187.86	-£100.00	-£100.00	£0.00	£0.00	£0.00	£1,500.00	-£1,500.00	£0.00	£300.00	£0.00

Drayton Parslow Parish Council	278.85		284.32	
	128.21		125.74	-1.92%
	2023/24	2023/24	2024/25	2024/25
	Budget	Year End 31/03/24	Budget	YTD 2024/25
Opening Bank Balance	100,589.22	100,589.22	108,948.32	108,948.32
Unpresented chq	3,223.81	3,223.81	1,625.02	1,625.02
Opening Book Balance	97,365.41	97,365.41	107,323.30	107,323.30
Mower replacement fund earmarked	11,000.00		12,000.00	
Street Lighting replacement fund	10,000.00		11,000.00	
Cluster services BCC shortfall - longterm post 2022	8,000.00		8,000.00	
Cluster Equipment replacement fund	3,000.00		3,500.00	
Cricket Pitch levelling contingency	2,000.00		2,000.00	
MUGA netting replacement	8,000.00		10,000.00	
MUGA surface replacement	2,000.00		3,500.00	
Legal Costs Rec lease renewal	1,500.00		1,500.00	
Legal Costs - gen reserve	4,430.00		4,430.00	
Upper Rec access repair reserve	9,000.00		10,500.00	
Neighbourhood Plan	1,832.00		1,832.00	
War Memorial	0.00		0.00	
Election fund	880.00		880.00	
Opening book balance available for spend	35,723.41		38,181.30	
RECEIPTS				
Precept	35,750.00	35,750.00	35,750.00	35,750.00
Greenacre Hall	0.00	0.00	0.00	0.00
Interest	40.00	1,001.34	600.00	974.24
Allotment Rent	250.00	227.78	250.00	222.42
Cluster Allowance for Devolved Services	1,449.00	1,626.49	1,630.00	1,626.49
Grants & donations	0.00	1,000.00	0.00	0.00
Neighbourhood Plan Grant from DCLG	0.00	0.00	0.00	0.00
Miscellaneous	0.00	13.11	0.00	0.00
Reclaimable VAT	0.00	6,139.73	2,000.00	2,660.91
TOTAL	37,489.00	45,758.45	40,230.00	41,234.06
ROUTINE PAYMENTS				
Rec & Play Area maintenance/grass cutting	1,800.00	1,830.50	2,000.00	7,340.58
Recreation Ground & Playground rent Carington	2,200.00	2,136.34	2,200.00	1,111.17
Playground equipment and maintenance	1,500.00	426.00	3,000.00	10,537.75
Burial Ground footpath maintenance GPC	750.00	1,000.00	1,000.00	0.00
Expenses for Cluster Devolved Services	2,000.00	2,818.24	2,000.00	2,553.99
War Memorial	500.00	0.00	500.00	
Allotment rent and maintenance	400.00	85.06	400.00	195.12
Upper rec Mower servicing & repairs (Tractor mower)	2,000.00	0.00	2,000.00	2,710.93
Purchase of equipment/servicing for Cluster Services	600.00	0.00	600.00	0.00
Clerk/RFO/Warden's Pay	7,000.00	7,678.58	7,500.00	7,135.21
HMRC PAYE	750.00	1,089.60	1,000.00	1,026.00
Office Expenses	800.00	455.83	800.00	391.84
Insurance	1,300.00	900.09	1,000.00	896.86
Subscriptions / publications / training	750.00	992.49	1,000.00	423.47
Website	240.00	603.46	300.00	31.18
Hire of DPSSC (PC Meetings)	200.00	216.00	200.00	206.25
Audit Fee	250.00	265.00	300.00	265.00
Street lighting (power and repairs)	3,000.00	6,079.74	4,500.00	18,415.83
Dog Bin collection (AVDC)	550.00	420.35	550.00	1,060.43
Post Box hire	-	-	-	176.50
Post Office - use of DPSSC	600.00	600.00	600.00	600.00
Parish Elections	0.00	0.00	1,500.00	0.00
BT/Broadband	800.00	606.20	800.00	725.10
Cllr Expenses/Training	360.00	104.88	360.00	52.93
Document Storage Greenacre	25.00	30.00	25.00	
Repairs/Sundries	2,500.00	0.00	2,500.00	
Unity service payments	-	-	-	65.40
VAT	0.00	2,660.91	0.00	4,934.46
TOTAL	30,875.00	30,999.27	36,635.00	60,856.00

Refund from 2018

Carried over from 2017/18

Carried over from 2020 Elections
General Reserve

Fully paid until 2100

EXCEPTIONAL PAYMENTS	2023/24	2023/24	2024/25	2024/25
GPC: Poppy Wreath	25.00	111.29	25.00	65.00
Xmas lights electricity cost	-	-	60.00	
MUGA & Rec Security	250.00	0.00	250.00	0.00
Youth Amenity Projects/New play equip/MUGA refurb	500.00	0.00	500.00	
Misc bins	50.00	0.00	50.00	76.69
Legal costs re. Recreation Ground leases	0.00	0.00	0.00	
Legal Costs	0.00	0.00	0.00	
Defibrillator replacement battery & pads	350.00	0.00	350.00	1,080.00
Neighbourhood Planning expenses	0.00	0.00	0.00	46.80
Kerbing project	1,500.00	0.00	1,500.00	
Best Kept Village	-	25.00	-	0.00
Misc payments	4,500.00	4,665.00	0.00	4,764.00 (Includes MVAS)
Recreation ground access / car park security	0.00	0.00	0.00	
Public Events (ie Fetes, etc)	-	-	-	25.00
MVAS payments	-	-	-	
TOTAL	7,175.00	4,801.29	2,735.00	6,057.49
Street Lighting Reserve Fund	1,000.00		1,000.00	
Tractor/Mower replacement fund	1,000.00		1,000.00	
Cluster Equipment replacement fund	500.00		500.00	
Devolved Services 2020 and beyond	1,500.00		1,500.00	
Recreation ground access - replacement reserve	1,500.00		1,500.00	
MUGA surface replacement 2021/22	1,500.00		1,500.00	
MUGA netting replacement	2,000.00		2,000.00	
TOTAL PAYMENTS	38,050.00	35,800.56	39,370.00	66,913.49
Incl Reserve payments	47,050.00		48,370.00	
TOTAL RECEIPTS LESS TOTAL ACTUAL PAYMENTS & RESERVE ACCRUALS	-9,561.00	9,957.89	-8,140.00	-25,679.43
CLOSING BOOK BALANCE	96,804.41	107,323.30	108,183.30	81,643.87
Cheques/Payments not yet presented		477.60		£190.00 Unity
		1,000.00		£0.00 Cheques
		147.42		
CLOSING BANK BALANCE	96,804.41	108,948.32	108,183.30	81,833.87