

# Drayton Parslow Parish Council

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Dated: 24th March 2026

## NOTICE OF A PARISH COUNCIL MEETING

### To All Members of the Parish Council

You are respectfully summoned to attend a meeting of Drayton Parslow Parish Council to be held on **Monday 30<sup>st</sup> March 2026 7.30 pm** at the **Carrington Room Greenacre Hall, The Recreation Ground, Drayton Parslow, Buckinghamshire, MK17 0JR** for the purpose of transacting the business set out in the attached agenda. The supporting papers are attached.

Signed: *CCollins*

Ms Chloe Collins - Parish Clerk

Council Membership	
Cllr James Bruce	Cllr Dave Wheeler [Chairman]
Cllr David Perry	Cllr Richard Wemyss
Cllr Steve Colborne-Baber[Vice-Chairman]	Cllr Carol Wemyss

To assist in the speedy and efficient despatch of business, members requiring further information or clarification on items included on the agenda are requested to enquire prior to the meeting.

### Public Participation Session

- Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business items on the agenda. Alternatively, you may email the clerk at [draytonparslowclerk@gmail.com](mailto:draytonparslowclerk@gmail.com) with any questions or comments concerning the agenda. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

### Recording of Council Meetings

- A person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

**A copy of the agenda is available in larger print upon request.**

## DRAYTON PARSLOW PARISH COUNCIL

### FULL PARISH COUNCIL MEETING – 30TH MARCH 2026

#### AGENDA

##### **1. Apologies for Absence**

To receive and approve apologies for absence. Members who cannot attend a meeting should tender their apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

##### **2. Declarations of Interest**

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Drayton Parslow Parish Council Code of Conduct for Members and by the Localism Act 2011.

##### **3. Dispensations for Disclosable Pecuniary Interests**

In accordance with Standing Order 13, the council is required to consider any dispensation requests received from members submitted in writing to the Proper Officer prior to the meeting or at the start of the meeting in respect of any items on the agenda.

##### **4. Public Participation**

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

##### **5. Reports from District Councillors**

To receive reports from the District and County Councillors.

##### **6. Minutes**

To receive and approve the draft minutes of the full parish council meeting held on 23rd February 2026 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/>

##### **7. Planning and Licensing Matters**

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].

##### **8. Allotments**

To consider Allotment requests

##### **9. Finance**

###### **9.1 Financial Matters - Payments Schedule**

To receive and approve the schedule of payments and receipts as tabled or presented at the meeting that require authorisation for payment in accordance with the Financial Regulations (enclosed) and to note the payments authorised in accordance with the delegation to the RFO.

###### **9.2 Agenda Item: AGAR Submission Deadline and Requirements**

Members are asked to note that the default submission deadline for the receipt of the approved Annual Governance and Accountability Return (AGAR) and supporting documentation, or the Certificate of Exemption (as appropriate), is **Wednesday 1 July 2026**.

Failure to submit by this date will result in chargeable chaser letters being issued at a cost of **£40 plus VAT** for all financially active smaller authorities.

If the authority is unable to meet this deadline, it must make contact in advance to arrange an alternative submission date (subject to the conditions below) in order to avoid incurring administrative charges.

Members should note the following important conditions:

- No submission deadlines will be granted beyond **31 July 2026**.
- Extensions are limited to a maximum of **4 weeks**, up to 31 July 2026, and will only be approved where sufficient justification is provided demonstrating exceptional circumstances.
- Extensions will only be granted for exceptional reasons, and **no extensions beyond 31 July 2026 will be permitted under any circumstances**.
- Failure to submit the completed and signed AGAR or exemption certificate by **31 July 2026** will result in further chargeable chaser letters being issued.
- A **statutory recommendation** will be issued to all financially active authorities that fail to submit their documents by **15 September 2026**. This carries an additional charge at the standard fee rate based on the authority's expenditure banding, with a **minimum fee of £210 plus VAT**.

Members are asked to ensure that appropriate arrangements are in place to meet the required deadlines and avoid additional costs.

## **10. Recreation Ground**

10.1 To note that the annual RoSPA inspection has been booked at the cost

## **11. Action Log**

11.1 To receive action log and note updates.

## **12. Reports from Representatives on Outside Bodies/Working Parties/Warden**

12.1 To receive reports from members appointed to act as representatives on external bodies and working parties. Members appointed onto outside bodies and working parties are required to report to full Council and must not make any decisions on behalf of the Council.

## **13. Clerk Correspondence**

To receive and consider any items of correspondence or communication brought forward by the Clerk (report enclosed).

## **14. Any items of Discussion for a Future Meeting**

To notify the Clerk of any matters for inclusion on the agenda of the next meeting.

## **15. Date of Next Parish Council Meeting**

To note the date, time and venue of the next council meeting scheduled for 27<sup>th</sup> April 2026 at 7.30 pm at the Carrington Room Greenacre Hall, The Recreation Ground, Drayton Parslow, Buckinghamshire, MK17 0JR