

Drayton Parslow Parish Council

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Dated: 13th May 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 18th May 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 Dave Wheeler [Chairman]	Cllr James Bruce
Cllr David Perry	Cllr Richard Wemyss
Cllr Steve Colborne-Baber [Vice Chairman]	Cllr Carol Wemyss
Cllr Jenny Pearce	

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 clerk@draytonparslowparishcouncil.gov.uk 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
ANNUAL PARISH COUNCIL MEETING – 18th MAY 2026
A G E N D A

1. Election of Officers and Councillors

1.2 Election of Chairman for 2026/27

To receive nominations for the position of Chairman. The elected Chairman will be required to sign the Declaration of Acceptance of Office.

1.3 Election of Vice-Chairman for 2026/27

To receive nominations for the position of Vice-Chairman. The elected Vice-Chairman will be required to sign the Declaration of Acceptance of Office.

1.4 To review Councillor Responsibilities

To confirm or update the allocation of responsibilities among councillors for the 2026/7 council year.

1.5 Co-option of Councillors

To consider and vote on applications for co-option to fill any remaining vacancies. Successful candidates will sign the Declaration of Acceptance of Office.

2. Apologies for Absence

To receive and approve apologies for absence. In accordance with Section 85(1) of the Local Government Act 1972, Council must decide whether the reason(s) for absence are accepted.

3. Declarations of Interest

To receive declarations of disclosable pecuniary interests or other interests in agenda items as required by the Drayton Parslow Parish Council Code of Conduct and the Localism Act 2011.

4. Dispensations for Disclosable Pecuniary Interests

To consider any written requests for dispensation submitted prior to or at the start of the meeting in respect of any item on the agenda.

5. Public Participation

To adjourn formal business for up to 15 minutes to allow public participation and to note comments received via email on agenda items.

6. Reports from Unitary Councillors

To receive reports from Buckinghamshire Council representatives.

7. Minutes

To receive and approve the draft minutes of the Parish Council meeting held on 27th April 2025 as a true and accurate record, to be signed by the Chair.

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

8. Planning and Licensing Matters

8.1 To note planning applications considered since the last meeting under delegated authority.

8.2 To consider and comment on new planning applications received (including those received after publication of the agenda).

8.3 To note planning decisions issued by Buckinghamshire Council [attached].

9. Allotments

9.1 To consider allotment requests and updates from plot holders.

10. Finance and Governance

10.1 Payments Schedule

To approve the schedule of payments and receipts requiring authorisation, and to note those approved under delegation to the RFO, in line with the Council's Financial Regulations.

10.2 Insurance

10.2.1 To review and approve the Parish Council Insurance Policy for the 2026/7 financial year.

10.2.2 To consider Public Liability insurance for Warden undertaking externals works

10.3 Annual review of governance documents

10.3 Members are asked to consider and adopt/re-adopt:

- Updated Financial Regulations
- IT Policy

10.4 Internal Audit (RFO)

10.4.1 To note that the Internal Audit and all was in accordance with the Accounts and Audit Regulations 2003 and 2006, the Local Audit and Accountability Act 2014 and Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 and as directed in "Governance and Accountability for Local Councils in England & Wales: A Practitioners' Guide".

10.3.2 To receive the Internal Auditors report.

10.4 AGAR (RFO)

10.4.1 Annual Governance Statement

Members are asked to review, complete and sign page 4 of the AGAR

10.4.2 Accounting Statements for 2025/26

Members are asked to review and sign page 5 of the AGAR, These should be considered in conjunction with the Audit Bank Reconciliation, Explanations of Variances and the Fixed Asset Register for 2025/26.

10.4.3 Confirmation of the dates for the Exercise of Public Rights

Members are asked to confirm that the period for exercise of public rights.

11. Reports from Representatives on Outside Bodies / Working Parties / Wardens

11.1 To receive reports from councillors appointed as representatives to outside bodies or working parties. Representatives must report to full Council and may not make decisions independently.

12. Clerk Correspondence

To receive and consider correspondence and communications received by the Clerk (report enclosed).

13. Items for Discussion at a Future Meeting

To notify the Clerk of any matters to be included on the agenda for the next Parish Council meeting.

14. Date of Next Parish Council Meeting

To note that the next Parish Council meeting will take place on **Monday, 29th June 2026** at the **Carrington Room, Greenacre Hall**, Drayton Parslow, Buckinghamshire, MK17 0JR.