

Drayton Parslow Parish Council

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Dated: 19th May 2026

Minutes of the Annual Meeting of the Parish Council held on 18th May 2026

Name	Position	Present	Absent	Tally
Dave Wheeler	Chairman	✓		1/1
Steven Colborne-Baber	Vice Chairman	✓		1/1
James Bruce	Councillor	✓		1/1
David Perry	Councillor		✓	1/1
Richard Wemyss	Councillor	✓		1/1
Carol Wemyss	Councillor	✓		0/1
Jenny Pearce	Councillor	✓		1/1
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:

- May Agenda
- Draft April 2026 Minutes
- May 2026 Meeting Bundle

Meeting Opened: 19:30

Meeting Closed: 20:23

62/26 Election of Chairman for 2026/27

Nominations were received for Cllr Dave Wheeler.

Resolved: That Cllr Dave Wheeler be elected Chairman for the 2026/27 Council year. Cllr Wheeler signed the Declaration of Acceptance of Office.

63/26 Election of Vice-Chairman for 2026/27

Nominations were received for Cllr Steven Colborne-Baber

Resolved: That Cllr Steven Colborne-Baber be elected Vice-Chairman for the 2026/27 Council year. Cllr Steven signed the Declaration of Acceptance of Office.

64/26 Review of Councillor Responsibilities

Members reviewed councillor responsibilities for the 2026/27 Council year.

Responsibilities agreed as follows:

- Cllr Richard Weymess – Allotments, Church and Greenacre Hall
- Cllr David Perry – IT, Website and Community Board

65/26 Co-option of Councillors

No applications for co-option had been received.

66/26 Apologies for Absence

Apologies were received from Cllr Carol Weymss and Cllr Jilly Jordan.

Resolved: To accept the apologies for absence.

67/26 Declarations of Interest

The usual declarations were noted as applicable where required.

68/26 Dispensations

No requests for dispensations had been received.

69/26 Public Participation

There were no members of the public present and no comments had been received.

70/26 Reports from Buckinghamshire Councillors

Written report had been received and were noted.

71/26 Minutes

The minutes of the Parish Council meeting held on 27 April 2026 were considered.

Resolved: That the minutes be approved as a true and accurate record and signed by the Chairman.

72/26 Planning and Licensing Matters

72.1 No planning applications had been considered under delegated authority since the last meeting.

72.2 No new planning applications were received for consideration.

72.3 No planning decisions were noted.

73/26 Allotments

Members received an update regarding the allotments.

The review of allotment rents for the forthcoming year was discussed and further details will be brought to a future meeting.

74/26 Finance and Governance

74.1 Payments Schedule

The schedule of payments and receipts was considered.

Resolved: To approve the payments schedule and note payments authorised under delegated authority.

74.2 Insurance

74.2.1 Parish Council Insurance Policy 2026/27

Members reviewed the insurance arrangements for the forthcoming year.

Discussion took place regarding insurance cover levels and the need to ensure assets are insured on a replacement cost basis.

RESOLVED To renew the policy in the interim.

74.2.2 Public Liability Insurance

Members considered public liability insurance arrangements for the Warden undertaking external works.

It was agreed that clarification be sought regarding the extent of cover available under the current policy.

The policy was noted as including cover of £100,000 for the War Memorial. Members requested confirmation that the level of cover reflected current replacement costs.

The Asset Register will be reviewed alongside insurance valuations.

74.3 Annual Review of Governance Documents

Members reviewed the Council's governance documents.

Resolved: To adopt/re-adopt:

- Financial Regulations
- IT Policy

Clerk to update policies and procedures on website to reflect recent reviews.

74.4 Internal Audit

74.4.1 Internal Audit

Members noted that the Internal Audit had been completed 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 the Practitioners' Guide.

74.4.2 Internal Auditor's Report

The Internal Auditor's Report was received and noted.

74.5 Annual Governance and Accountability Return (AGAR)

74.5.1 Annual Governance Statement

Members reviewed and completed the Annual Governance Statement.

Resolved: To approve and sign Section 1 of the AGAR.

74.5.2 Accounting Statements 2025/26

Members reviewed the Accounting Statements together with the supporting documentation.

Resolved: To approve and sign Section 2 of the AGAR.

74.5.3 Exercise of Public Rights

Members considered the proposed dates for the Exercise of Public Rights.

Resolved: To approve the proposed period for the Exercise of Public Rights.

75/26 Reports from Representatives on Outside Bodies / Working Parties / Wardens

There were no reports received.

76/26 Clerk's Correspondence

Correspondence received by the Clerk was noted.

77/26 Items for Discussion at a Future Meeting

The following items were requested for a future agenda:

- Quotations for a gate

78/26 Date of Next Meeting

Members noted that the next meeting of the Parish Council would take place on **Monday 29 June 2026 at the Carrington Room, Greenacre Hall, Drayton Parslow, Buckinghamshire, MK17 0JR.**